



Notice of Meeting and Meeting Agenda Capital Regional Hospital District Board

Wednesday, April 13, 2016

1:30 PM

6th Floor Boardroom

1. APPROVAL OF THE AGENDA

2. ADOPTION OF MINUTES

- 2.1. [16-510](#) Minutes of Capital Regional Hospital District Board Meeting of March 9, 2016

Recommendation: That the minutes of the March 9, 2016 meeting be adopted as circulated.
(NWA)

Attachments: [Hospital District Board Minutes of March 9, 2016](#)

- 2.2. [16-511](#) Minutes of Capital Regional Hospital District Board Meeting of March 30, 2016

Recommendation: That the minutes of the March 30, 2016 meeting be adopted as circulated.
(NWA)

Attachments: [Hospital District Board Minutes of March 30, 2016](#)

3. REPORT OF THE CHAIR

4. PRESENTATIONS/DELEGATIONS

5. REPORTS OF COMMITTEES

Finance Committee (April 6, 2016)

- 5.1. [16-431](#) 2016 Minor Capital Projects and Equipment - Approval of Capital Bylaw

Recommendation: That the Finance Committee recommend to the Capital Regional Hospital District Board:

1. That the recommended 2016 Minor Capital Projects totalling \$3.75 M be approved and expensed from the 2016 requisition; and
2. That the recommended 2016 Medical Equipment grants of \$30,000 to Mount St. Mary Hospital and \$2,925,000 to Island Health be approved and expensed from the 2016 requisition.
3. That Capital Regional Hospital District Bylaw No. 389, "Capital Regional Hospital District Capital Bylaw No. 169, 2016" be introduced and read a first and second time.
4. That Bylaw No. 389 be read a third time.
5. That Bylaw No. 389 be adopted.

(WA)

Attachments: [Staff Report: 2016 Minor Cap Proj & Equip - Approval of Cap BL](#)
[Appendix A: Island Health 2016 Minor Capital Projects](#)
[Appendix B: Island Health 2016 Capital Equipment](#)
[Appendix C: Mount St. Mary Hospital 2016 Capital Equipment](#)
[Appendix D: CRHD Bylaw No. 389, "CRHD Capital Bylaw 169, 2016"](#)

6. NEW BUSINESS

7. MOTION TO CLOSE THE MEETING

7.1. [16-521](#) Motion to Close the Hospital District Board Meeting

Recommendation: That the Hospital District Board close the meeting in accordance with the Community Charter, Part 4, Division 3, 90(1) (k) negotiations and related discussions respecting the proposed provision of a regional service that are at their preliminary stages and that, in the view of the board, could reasonably be expected to harm the interests of the regional district if they were public.
(NWA)

8. ADJOURNMENT

Voting Key:

NWA - Non-weighted vote of all Directors

NWP - Non-weighted vote of participants (as listed)

WA - Weighted vote of all Directors

WP - Weighted vote of participants (as listed)

Meeting Minutes Capital Regional Hospital District Board

Wednesday, March 9, 2016

6th Floor Boardroom

Present:

Directors: B. Desjardins (Acting Chair), M. Alto, R. Atwell, D. Blackwell, S. Brice, J. Brownoff, V. Derman, A. Finall, C. Hamilton, M. Hicks, B. Isitt, N. Jensen, R. Kasper, P. LeBlond (for D. Howe, Chair), W. McIntyre, C. Plant, S. Price, J. Ranns, L. Seaton, K. Williams, R. Windsor and G. Young

Staff: R. Lapham, Chief Administrative Officer; L. Hutcheson, General Manager, Parks and Environmental Services; D. Lokken, General Manager, Finance and Technology; K. Lorette, General Manager, Planning and Protective Services; T. Robbins, General Manager, Integrated Water Services; B. Reems, Corporate Officer, and S. Norton, Deputy Corporate Officer (Recorder)

Also Present: C. Stewart, Board Solicitor

Absent: Directors L. Helps, D. Screech

The meeting was called to order at 1:36 pm.

1. APPROVAL OF THE AGENDA

MOVED by Director Hamilton, **SECONDED** by Director Windsor,
That the agenda be approved as circulated.
CARRIED

2. ADOPTION OF MINUTES

2.1. [16-370](#) Minutes of Hospital District Board Meeting of February 10, 2016

MOVED by Director Windsor, **SECONDED** by Director Plant,
That the minutes of the February 10, 2016 meeting be adopted as circulated.
CARRIED

3. REPORT OF THE CHAIR

Acting Chair Desjardins reported that the Chair Howe sends his regrets, and she welcomed Alternate Director LeBlond.

4. PRESENTATIONS/DELEGATIONS - None

5. REPORTS OF COMMITTEES

Finance Committee

5.1. [16-282](#) 2016 Capital Regional Hospital District (CRHD) Budget - Revision To

2016-2025 CRHD Capital Plan

MOVED by Director Derman, **SECONDED** by Director Brice,
1) That the 2016-2025 CRHD Capital Plan be amended to include the purchase of 950 Kings Road and updated project budget for the Unit Dose Medication Distribution (UDMD) capital project; and,
2) That the 2016-2025 CRHD Capital Plan be approved.
CARRIED

5.2. [16-281](#)

South Island Unit Dose Medication Distribution Project Major Capital Project Funding Request

MOVED by Director Derman, **SECONDED** by Director Williams,
That CRHD funding in the amount of \$4,124,000 be approved for the South Island Unit Dose Medication Distribution project.
CARRIED

MOVED by Director Derman, **SECONDED** by Director Williams,
That CRHD Bylaw No. 388, "Capital Regional Hospital District Capital Bylaw No. 168, 2016" (for a maximum of \$4,124,000) be introduced and read a first and second time.
CARRIED

MOVED by Director Derman , **SECONDED** by Director Williams,
That CRHD Bylaw No. 388 be read a third time.
CARRIED

MOVED by Director Derman, **SECONDED** by Director Williams,
That CRHD Bylaw No. 388 be adopted.
CARRIED

6. NEW BUSINESS - None

7. MOTION TO CLOSE THE MEETING

7.1. [16-371](#) Motion to Close the Meeting

MOVED by Director Windsor, **SECONDED** by Director Brice,
That, following the CRD Board meeting, the Hospital Board close the meeting in accordance with the Community Charter, Part 4, Division 3, 90(1): (e) the acquisition, disposition or expropriation of land or improvements.
CARRIED

The Hospital Board moved to closed session at 5:08 pm, following the CRD Board meeting.
The Hospital Board rose from closed session at 5:16 pm without report.

8. ADJOURNMENT

MOVED by Director Price, **SECONDED** by Director Williams,
That the meeting be adjourned at 5:16 pm.
CARRIED

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

Meeting Minutes Capital Regional Hospital District Board

Wednesday, March 30, 2016

1:30 PM

6th Floor Boardroom

Special meeting - Budget

Present:

Directors: D. Howe (Chair), R. Atwell, D. Blackwell, S. Brice, J. Brownoff, V. Derman, A. Finall (1:31), C. Hamilton, L. Helps, M. Hicks, L. Hundleby (for B. Desjardins), B. Isitt (1:32), N. Jensen, R. Kasper, J. Loveday (for M. Alto), W. McIntyre, C. Plant, S. Price, J. Ranns, D. Screech, L. Seaton, K. Williams, R. Windsor and G. Young

Staff: R. Lapham, Chief Administrative Officer; L. Hutcheson, General Manager, Parks and Environmental Services; K. Lorette, General Manager, Planning and Protective Services; T. Robbins, General Manager, Integrated Water Services; R. Sharma, Acting Financial Officer; B. Reems, Corporate Officer, and S. Norton, Deputy Corporate Officer (Recorder)

Absent: Director: C. Plant

The meeting was called to order at 1:30 pm.

1. APPROVAL OF THE AGENDA

**MOVED by Director Helps, SECONDED by Director Blackwell,
That the agenda be approved as circulated.
CARRIED**

2. PRESENTATIONS/DELEGATIONS - None

3. SPECIAL MEETING MATTERS

3.1. [16-465](#) 2016 Capital Regional Hospital District (CRHD) Budget Bylaw

Director Finall entered the meeting at 1:31 pm.

**MOVED by Director Price, SECONDED by Director Derman,
That Capital Regional Hospital District Bylaw No. 390, cited as "Annual Budget
Bylaw, 2016", be introduced and read a first and second time.
CARRIED**

**MOVED by Director Price, SECONDED by Director Derman,
That Bylaw No. 390 be read a third time.
CARRIED**

Director Isitt entered the meeting at 1:32 pm.

In response to a question regarding why there was no funding in the Hospital District budget for the Regional Housing First Strategy, R. Lapham advised that

staff will be reporting in April regarding a memorandum of understanding with BC Housing to provide matching funds and a commitment from Island Health to provide support services in new supportive housing for the homeless. The Hospital District would be involved with the supportive housing component, and if necessary, its capital plan and budget would be amended to support a specific project. For the social housing component, there is sufficient capacity in the requisitions for the Capital Regional Housing Corporation and the Regional Housing Trust Fund to debt finance projects with partnerships.

**MOVED by Director Price, SECONDED by Director Derman,
That Bylaw No. 390 be adopted.
CARRIED**

4. ADJOURNMENT

**MOVED by Director Blackwell, SECONDED by Director Windsor,
That the meeting be adjourned at 1:36 pm.
CARRIED**

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

**REPORT TO FINANCE COMMITTEE
MEETING OF WEDNESDAY, APRIL 6, 2016**

SUBJECT **2016 Minor Capital Projects and Equipment – Approval of Capital Bylaw**

ISSUE

Approval of a capital bylaw is required by the Capital Regional Hospital District (CRHD) Board to authorize funding of healthcare minor capital and equipment projects in the Region.

BACKGROUND

Minor Capital Projects (MCPs) sustain the Region’s health infrastructure through additions and improvements to existing healthcare facilities (such as replacement of aging or failing building systems or components), renovations or upgrades to accommodate changes in service delivery and responding to technological advances. MCPs are valued between \$100,000 and \$2 Million (M) and the CRHD contributes 40% towards the total cost of Island Health minor capital projects to a maximum of \$3.75M annually.

The 2016-2025 amended and approved CRHD Capital Plan established funding of \$3.75M for Island Health 2016 MCPs and \$2.955 M toward healthcare equipment purchases identified by Island Health (\$2.925 M) and Mount St. Mary Hospital (\$30 K). Staff has worked diligently with Island Health and Mount St. Mary Hospital to finalize the list of 2016 MCPs (Appendix A) and equipment purchases (Appendices B and C). Mount St. Mary Hospital has requested an increase to its annual equipment grant and this matter will be reviewed and addressed as part of the 2017 Capital Plan and CRHD Budget.

Approval of a capital expenditure bylaw is required by the CRHD Board to expend these funds.

ALTERNATIVES

That the Finance Committee recommends to the Capital Regional Hospital District Board:

Alternative 1:

1. That the recommended 2016 Minor Capital Projects totalling \$3.75 M be approved and expensed from the 2016 requisition;
2. That the recommended 2016 Medical Equipment grants of \$30,000 to Mount St. Mary Hospital and \$2,925,000 to Island Health be approved and expensed from the 2016 requisition; and,
3. That Capital Bylaw No. 389, “Capital Regional Hospital District Bylaw No. 169, 2016” be introduced and read a first and second time, read a third time and be adopted.

Alternative 2:

1. That the 2016 Minor Capital Projects and Equipment grants in the amount of \$6,705,000 not be approved and that this matter be referred back to staff for further review.

IMPLICATIONS

Providing annual funding for MCPs and equipment establishes a mechanism for the CRHD to invest in sustaining and upgrading the Region’s healthcare capital assets thereby enhancing patient care and safety for residents. Through its funding commitment to Island Health’s 2016 MCPs and equipment priorities, the CRHD supports the completion of previously approved projects and new priority projects and in addition, provides funding for the full cost of individual pieces of equipment to Island Health and Mount St. Mary.

CONCLUSION

Island Health’s MCPs list represents the highest priority needs for the Region’s healthcare facilities. Staff of the Health and Capital Planning Strategies Division, working together with Island Health, has conducted due diligence, attesting to the eligibility, sustainability, scope and budget for the 2016 MCPs and equipment projects.

The amended 2016-2025 CRHD Capital Plan and 2016 CRHD Operating Budget established funding for both previously approved and newly identified MCPs and, for the equipment priorities provided by Island Health and Mount St. Mary Hospital. Approval of a capital bylaw in the amount of \$6,705,000 is recommended.

RECOMMENDATIONS

That the Finance Committee recommends to the Capital Regional Hospital District Board:

1. That the recommended 2016 Minor Capital Projects totalling \$3.75 M be approved and expensed from the 2016 requisition;
2. That the recommended 2016 Medical Equipment grants of \$30,000 to Mount St. Mary Hospital and \$2,925,000 to Island Health be approved and expensed from the 2016 requisition; and,
3. That Capital Bylaw No. 389, “Capital Regional Hospital District Bylaw No. 169, 2016” be introduced and read a first and second time, read a third time and be adopted.

Submitted by:	Rajat Sharma, B.Eng., MBA, CPA, CMA, Acting Chief Financial Officer
Concurrence:	Kevin Lorette, P.Eng., MBA, General Manager, Planning and Protective Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

Attachments: Appendix A – Island Health 2016 Minor Capital Projects
Appendix B – Island Health 2016 Capital Equipment
Appendix C – Mount St. Mary Hospital 2016 Capital Equipment
Appendix D – Capital Bylaw No. 389, “Capital Regional Hospital District Bylaw No. 169, 2016”

APPENDIX A

Island Health 2016 Minor Capital Projects

(Valued between \$100,000 and \$2M)

Project No.	Facility Name	Project Description	Total Cost	CRHD Share	CRHD 2016 Cash Flow
PREVIOUSLY APPROVED PROJECTS:					
169-16-16.RJH	EMP	Asbestos Abatement	\$1,500,000	\$600,000	\$186,300
169-16-35.RJH	RJH	Chillers 1 & 2 Refurbishment	\$306,000	\$122,400	\$61,200
169-16-3.VGH	VGH	Continuous Optimization	\$250,000	\$100,000	\$70,000
169-16-38.RJH	RJH	D&T Air Handling Unit - Major Overhaul and Life Extension	\$306,000	\$122,400	\$82,400
169-16-20.SOMH	SOMH	Fabric Refurbishments	\$318,362	\$127,345	\$63,672
169-16-30.RJH	RJH	Exterior Fabric Upgrade	\$750,000	\$300,000	\$100,000
169-16-14.VGH	VGH	Main Vault Breaker Replacement	\$2,000,000	\$800,000	\$300,000
169-16-37.RJH	RJH	Electrical Distribution System Upgrade	\$670,000	\$268,000	\$148,000
169-16-2.RJH	RJH	D&T Paging System Replacement	\$220,000	\$88,000	\$88,000
Projects cash flowed from 2015/16 & previously approved			\$6,320,362	\$2,528,145	\$1,099,572
2016 NEW PROJECTS:					
169-16-4.LMH	LMH	Install Generator System Fuel Supply Storage Tanks	\$600,000	\$240,000	\$240,000
169-16-5.VGH	VGH	Nursing Tower Roof Replacment	\$785,000	\$314,000	\$314,000
169-16-6.RJH	RJH	EMP Chiller Replacement	\$459,000	\$183,600	\$183,600
169-16-7.LMH	LMH	Upgrade Electrical Distribution System	\$350,000	\$140,000	\$140,000
169-16-8.VGH	VGH	Tower Zone Control - CNCP	\$250,000	\$100,000	\$100,000
169-16-9.QACCH	QACCH	Fire Alarm Replacement	\$550,000	\$220,000	\$143,544
169-16-10.VGH	VGH	Cooling Tower Replacement	\$550,000	\$220,000	\$220,000
169-16-11.GRH	GRH	Replacement of Three Boilers	\$720,000	\$288,000	\$288,000
169-16-12.VGH	VGH	VGH Cooling System (MRI & CT Cooling)	\$300,000	\$120,000	\$120,000
169-16-13.RJH	RJH	Fall Protection Upgrade	\$125,000	\$50,000	\$50,000
169-16-15.RJH	RJH	Building Automation System Upgrade	\$569,973	\$227,989	\$227,990
169-16-17.SOMH	SOMH	Vestibule in House 4	\$99,000	\$0	\$0
169-16-18.SOMH	SOMH	House 3 Fence Increase	\$45,000	\$0	\$0
169-16-19.RJH	RJH	Psychiatric Emergency Services Redesign	\$50,000	\$0	\$0
169-16-22.VGH	VGH	Locks for Rooms and Entrance	\$150,000	\$60,000	\$60,000
169-16-23.LMH	LMH	Nurse Call System	\$306,000	\$122,400	\$122,400
169-16-24.SPH	SPH	Soiled Utility Rooms Reno	\$585,000	\$234,000	\$234,000
169-16-25.LMH	LMH	Renovate Acute Care Hopper Room	\$167,236	\$66,894	\$66,894
169-16-26.RJH	RJH	Relocate Oxygen Outlets - Endo	\$350,000	\$140,000	\$140,000
Total New Projects Cost			\$7,011,209	\$2,726,884	\$2,650,428
2016 MINOR CAPITAL PROJECTS SUBMISSION (New & Previously Approved)			\$13,331,571	\$5,255,028	\$3,750,000

VANCOUVER ISLAND HEALTH AUTHORITY						
2016/17 RECOMMENDED APPROVED CAPITAL EQUIPMENT - CAPITAL REGIONAL HOSPITAL DISTRICT						
<u>Control #</u>	<u>Department</u>	<u>Site</u>	<u>Equipment Description</u>	<u>Qty</u>	<u>Budget</u>	<u>New / Replace</u>
Equipment > \$100,000						
3391	General Support	VGH	Tunnel Washers Control System Upgrade	1	240,736.61	R
2330	General Support	GLH	Dish Machine	1	141,117.86	R
2324	General Support	SPH	Dish Machine	1	152,673.21	R
3386	Medical Imaging	RJH	MRI Scanner	1	3,132,575.00	R
2445	Medical Device Reprocessing	VGH / RJH	Low Temperature Plasma Sterilizer	3	469,358.57	R
2442	Heart Cath Lab	RJH/VGH	Archive Migration to Picture Archive Communications System & Data Storage	1	400,000.00	R
2145	Acute Care Unit	SPH	Telemetry Unit	1	221,057.70	R
2459	Electrophysiology Lab	RJH	Electro Physiology Recording System	1	349,999.85	R
			Total Equipment > \$100,000		5,107,518.80	

Mount St. Mary Hospital

Planned Capital Purchases 16/17	# of items	Total Budget
Arjo tubs	2	\$ 45,600
Heater covers	25	\$ 32,500
Repair/paint resident lobbies and main floor		\$ 13,797
Repair bathroom flooring	5	\$ 11,156
Liko ceiling lifts	5	\$ 11,518
Replace Bradford hot water tank	1	\$ 11,000
PC & laptop replacement	8	\$ 11,492
Miscellaneous equipment (fridges,washers, etc)		\$ 5,318
Portable scale chairs	2	\$ 3,236
Vigil call bells, sensors, plates	1	\$ 2,157
Vigil bed exit sensors	50	\$ 2,696
Network lifecycle (switches)	2	\$ 1,980
Replace primary router	1	\$ 1,760
V4 Re-act mattress system	2	\$ 8,500
Manrex med carts	2	\$ 9,299
Geo matrix mattress	4	\$ 3,883
Nurse on a stick (for bedside assess)	4	\$ 9,059
Repair/paint resident walls (acrovyn)	12	\$ 36,000
Basic wheelchairs	5	\$ 22,500
Liko ceiling lifts	7	\$ 16,125
Replace ESX01 VM host	1	\$ 16,014
Repair bathroom flooring	7	\$ 15,619
Integriderm & air pump mattresses	5	\$ 9,949
Kitchen coil replacement	1	\$ 8,000
Replace computer backup system	1	\$ 7,448
UPS/printer lifecycle replacements	1	\$ 4,265
Oximeters	3	\$ 2,427
Gomco suction machines	2	\$ 1,618
Total budgeted capital spending in 16/17		\$ 324,916

CAPITAL REGIONAL HOSPITAL DISTRICT

CAPITAL EXPENDITURE BYLAW NO. 389

Whereas the Board of the Capital Regional Hospital District proposes to expend money for the capital expenditures described in Schedule "A" attached hereto and forming an integral part of this bylaw;

And whereas those capital expenditures have received the approval required under Section 23 of the Hospital District Act;

Now therefore the Board of the Capital Regional Hospital District enacts the following capital expenditure bylaw as required by Section 32 of the Hospital District Act;

1. The Board hereby authorizes and approves expenditures of money necessary to complete the capital expenditures as described in Schedule "A" attached hereto totaling \$6,705,000.
2. The payment of the portion that the Regional Hospital District is responsible for shall be funded through monies budgeted in the current year of operation.
3. The Board hereby delegates the necessary authority to the Treasurer of the Capital Regional Hospital District to settle the terms and conditions of the expenditure.
4. This bylaw may be cited for all intents and purposes as the "Capital Regional Hospital District Capital Bylaw No. 169, 2016".

READ A FIRST TIME THIS	DAY OF	2016.
READ A SECOND TIME THIS	DAY OF	2016.
READ A THIRD TIME THIS	DAY OF	2016.
ADOPTED THIS	DAY OF	2016.

Chair

Corporate Officer