

## Notice of Meeting and Meeting Agenda Capital Regional Hospital District Board

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Wednesday, January 11, 2017

1:35 PM

6th Floor Boardroom  
625 Fisgard Street  
Victoria, BC

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### 1. APPROVAL OF THE AGENDA

### 2. ADOPTION OF MINUTES

#### 2.1. [17-41](#) Minutes for Adoption

**Recommendation:** That the minutes below be adopted as circulated.  
(NWA)

**Attachments:** [Minutes: Hospital Board Meeting of November 30, 2016](#)  
[Minutes: Hospital Board Meeting of December 14, 2016](#)

### 3. REPORT OF THE CHAIR

### 4. PRESENTATIONS/DELEGATIONS

#### 4.1 Presentations

#### 4.2 Delegations

### 5. REPORTS OF COMMITTEES

### 6. ADMINISTRATION REPORTS

#### 6.1. [17-7](#) Capital Regional Hospital District (CRHD) Board Executive Committee

**Recommendation:** That the Executive Committee be discontinued and its functions transferred to the new CRD Hospitals and Housing Standing Committee.  
(NWA)

**Attachments:** [Staff Report: Capital Regional Hospital Board Executive Committee](#)  
[Appendix A: CRHC Terms of Reference](#)  
[Appendix B: Hospitals and Housing Committee Terms of Reference](#)

#### 6.2. [17-44](#) Summit Financing Update

**Recommendation:** That the verbal update be received for information.  
(NWA)

**7. BYLAWS**

**8. NEW BUSINESS**

**9. MOTION TO CLOSE THE MEETING**

**9.1. [17-30](#) Motion to Close the Meeting**

**Recommendation:** That the meeting be closed in accordance with the Community Charter, Part 4, Division 3, 90(1),(m), a matter that, under another enactment, is such that the public may be excluded from the meeting.  
(NWA)

**10. 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**

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Wednesday, November 30, 2016

11:00 AM

6th Floor Boardroom

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**Special Meeting**

**PRESENT:**

**DIRECTORS:** M. Alto (Chair), B. Desjardins (Vice Chair), R. Atwell, D. Blackwell, S. Brice, J. Brownoff, V. Derman, A. Finall, C. Hamilton, L. Helps, M. Hicks, D. Howe, B. Isitt, N. Jensen, W. McIntyre, C. Plant, B. Gramigna (for J. Ranns), D. Screech, L. Seaton, M. Tait, K. Williams, R. Windsor and G. Young

**STAFF:** R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; L. Hutcheson, General Manager, Parks and Environmental Services; K. Lorette, General Manager, Planning and Protective Services; A. Genero, Manager, Accounting Services; D. Hennigan, Senior Manager, Information Technology and GIS; R. Sharma, Senior Manager, Financial Services; E. Gorman, Deputy Corporate Officer; B. Reems, Corporate Officer; Nancy More, Committee Clerk (Recorder)

**ABSENT:** Director S. Price

The meeting was called to order at 1:08 p.m.

**1. APPROVAL OF THE AGENDA**

**MOVED** by Director Tait, **SECONDED** by Director Williams,  
That the agenda be approved as circulated.  
**CARRIED**

**2. PRESENTATIONS/DELEGATIONS**

There were none.

**2.1 Presentations**

**2.2 Delegations**

**3. SPECIAL MEETING MATTERS**

**3.1.**     [16-1131](#)     Capital Regional Hospital District 2017-2026 Ten Year Capital Plan

On the motion, the Committee discussed the Lady Minto Hospital capital project funding.

**MOVED** by Director Derman, **SECONDED** by Board Chair Howe,  
That the 2017-2026 Capital Regional Hospital District Capital Plan be approved as submitted.  
**CARRIED**

3.2. [16-1132](#) 2017 Capital Regional Hospital District Provisional Budget

R. Lapham and R. Sharma provided updates.

**MOVED** by Board Chair Howe, **SECONDED** by Director Windsor,  
That the 2017 Capital Regional Hospital District Provisional Budget be approved  
as submitted.

**CARRIED**

**4. ADJOURNMENT**

**MOVED** by Director Tait, **SECONDED** by Director Blackwell,  
That the meeting be adjourned at 1:18 p.m.

**CARRIED**

\_\_\_\_\_  
CHAIR

CERTIFIED CORRECT:

\_\_\_\_\_  
CORPORATE OFFICER

**Meeting Minutes**

**Capital Regional Hospital District Board**

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**Wednesday, December 14, 2016**

**1:30 PM**

**6th Floor Boardroom**

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Present:

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

Staff: Rober Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; L. Hutcheson, General Manager, Parks and Environmental Services; K. Lorette, General Manager, Planning and Protective Services; T. Robbins, General Manager, Integrated Water Services; D. Hennigan, Senior Manager, Information Technology and GIS; B. Reems, Corporate Officer; N. More Committee Clerk and E. Gorman, Deputy Corporate Officer (Recorder)

Absent: D. Blackwell

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

**1. APPROVAL OF THE AGENDA**

**MOVED by Director Finall, SECONDED by Director Seaton,  
That the agenda be approved as circulated.  
CARRIED**

**2. ADOPTION OF MINUTES**

**2.1. Minutes of Inaugural Hospital District Meeting of November 9, 2016**

**MOVED by Director Derman, SECONDED by Director Jensen,  
That the minutes be amended to reflect that Director Blackwell nominated  
Director Jensen for Vice-Chair of the Hospital Board.  
CARRIED**

**MOVED by Director Finall, SECONDED by Director Screech,  
This the minutes of the meeting of November 9, 2016 be approved as amended.  
CARRIED**

**3. REPORT OF THE CHAIR**

None.

**4. PRESENTATIONS/DELEGATIONS**

None.

## 5. REPORTS OF COMMITTEES

### Finance Committee

- 5.1 Revenue Anticipation Resolution for Current Capital Regional Hospital District (CRHD) Operating Expenditures

**MOVED by Director Howe, SECONDED by Director Screech,  
That the resolution be adopted to allow the temporary borrowing of up to \$10,000,000 for operating expenditures.  
CARRIED**

- 5.2 The Summit at Quadra Village Project - Tenant Improvement Agreement for Energy Upgrades

Director Derman spoke in favour of the proposed updates, as they will have a financial benefit and will assist in our response to greenhouse gas mitigation.

**MOVED by Director Derman, SECONDED by Director Screech,  
That the Tenant Improvement Agreement for Energy Upgrades for The Summit at Quadra Village be approved as submitted and executed by the Capital Regional Hospital District Board Chair.  
CARRIED**

## 6. BYLAWS

None.

## 7. NEW BUSINESS

None.

## 8. MOTION TO CLOSE THE MEETING

- 8.1. Motion to Close the Meeting

**MOVED to Director Finall, SECONDED by Director Helps,  
That the meeting be closed in accordance with the Community Charter, Part 4, Division 3, 90(1),(m), a matter that, under another enactment, is such that the public may be excluded from the meeting.  
CARRIED**

## 9. ADJOURNMENT

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CHAIR

CERTIFIED CORRECT:

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CORPORATE OFFICER





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**REPORT TO THE CAPITAL REGIONAL HOSPITAL DISTRICT BOARD  
MEETING OF WEDNESDAY, JANUARY 11, 2017**

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**SUBJECT**      **Capital Regional Hospital District (CRHD) Board Executive Committee**

**ISSUE**

To recommend that the CRHD Executive Committee be discontinued.

**BACKGROUND**

In February of 2016, the CRHD Board established an Executive Committee under section 21 of the *Hospital District Act*. The CRHD Board approved terms of reference for the Executive Committee (attached as Appendix A).

The CRD Governance Committee and Committee of the Whole reviewed the 2017 Committee Structure and made recommendations on the Committee structure to the CRD Board. At its meeting of December 7, 2016, the CRD Board approved the following recommendation:

1. *That it be recommended to the Capital Regional Hospital District Board and CRD Board Chair that the Capital Regional Hospital District Executive Committee be discontinued and its functions transferred to a new standing committee charged with examining investment in hospitals and housing.*
2. *That the existing 2016 Board Standing Committee structure be recommended to the Board Chair for consideration in 2017 with the following amendments:*
  - a. *That the Governance Committee remain intact;*
  - b. *That the terms of reference for the new housing and hospitals committee provide that the Chair of the Capital Regional Housing Corporation, if a CRD Director, should be a member of the housing and hospitals committee.*
3. *That the Integrated Resource Management Select Committee be maintained as a sub-committee of the Environmental services Committee and report to the Environmental Services Committee.*
4. *That it be recommended to the Board Chair that geographical representation be considered as a component of decision-making for selection of directors to committees*

Proposed Terms of Reference for the new CRD Board Hospitals and Housing Standing Committee are attached as Appendix B.

**ALTERNATIVES**

*Alternative 1:*

That the Executive Committee be discontinued and its functions transferred to the new CRD Hospitals and Housing Standing Committee.

*Alternative 2:*

That the matter be referred to staff for further review.

**IMPLICATIONS**

It is proposed that the functions and mandate of the Executive Committee be transferred to a new CRD Board Standing Committee charged with making recommendations on matters relating to



hospitals and housing.

Having a combined committee to discuss issues that impact both the hospital and housing work programs would align the CRHD and CRD's interests across the two program areas and provide an effective forum to make decisions relating to major capital projects and investment decisions. Staff do not see any disadvantages to removing these functions from the Executive Committee and transferring them to a new CRD Board Standing Committee.

**CONCLUSION**

It is recommended that the Executive Committee be discontinued and its functions transferred to a new CRD Board Standing Committee.

**RECOMMENDATIONS**

That the Executive Committee be discontinued and its functions transferred to the new CRD Hospitals and Housing Standing Committee.

Submitted by:	Brent Reems, MA, LLB, Senior Manager, Legislative & Information Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

BR

Attachments: Appendix A – Executive Committee Terms of Reference  
Appendix B – CRD Hospitals and Housing Standing Committee Terms of Reference

# Terms of Reference



## CRHD EXECUTIVE COMMITTEE

### PREAMBLE

The Capital Regional Hospital District (CRHD) Executive Committee is established by the CRHD Board and will investigate and make recommendations to the Board on CRHD development and capital projects.

The Committee's official name is to be:

Executive Committee

### 1.0 PURPOSE

The mandate of the Committee includes investigating and making recommendations to the Board on the following:

- Alternative models for managing development and capital projects, including the creation of alternative corporate entities; and
- Options for the procurement of capital projects.

### 2.0 ESTABLISHMENT AND AUTHORITY

- The Committee will make recommendations to the Board for consideration; and
- The Chair of the CRHD will be the Committee Chair. A Vice Chair may be elected by the members of the Committee.

### 3.0 COMPOSITION

- The Committee will have a maximum of six (6) members, including the Chair of the CRHD.
- With the exception of the Chair, the members of the Committee will be elected annually by the Board of the CRHD.

### 4.0 PROCEDURES

- The Committee shall meet quarterly at the call of the Committee Chair.

- The agenda will be finalized in consultation between staff and the Committee Chair and any Committee member may make a request to the Chair to place a matter on the agenda;
- A quorum is a majority of the Committee membership and is required to conduct committee business.

#### **5.0 RESOURCES AND SUPPORT**

- The Chief Administrative Officer, assisted by the Planning and Protective Services Department and Finance Department, will act as liaison to the Committee.
- Minutes and agendas will be prepared and distributed by the Legislative & Information Services Department.

As approved by Capital Regional Hospital District Board on February 10, 2016

# Terms of Reference



## HOSPITALS AND HOUSING COMMITTEE

### PREAMBLE

The Capital Regional District (CRD) Hospitals and Housing Committee is a Standing Committee established by the CRD Board and will oversee and make recommendations to the Board on matters relating to hospitals and housing.

The Committee's official name is to be:

#### **Hospitals and Housing Committee**

### 1.0 PURPOSE

The mandate of the Committee includes providing advice or making recommendations, or both, to the Board regarding the following functions:

- a) Hospital matters;
- b) Housing matters (including matters coming forward from the Regional Housing Trust Fund Commission, Capital Regional Housing Corporation and Regional Housing First matters);
- c) Alternative models for managing capital and development projects related to hospitals and housing, including the creation of alternative corporate entities;
- d) Options for the procurement of hospital and housing capital and non-capital expenditures;
- e) Financial matters relating to hospitals and housing;
- f) Real estate matters relating to hospitals and housing.

### 2.0 ESTABLISHMENT AND AUTHORITY

- a) The Committee will make recommendations to the CRD Board and the Capital Regional Hospital District Board, as applicable, for consideration; and
- b) The CRD Board Chair will appoint the Committee Chair, Vice Chair and committee members on an annual basis.

### 3.0 COMPOSITION

- a) The Chair of the Capital Regional Housing Corporation, if a CRD Director, should be a member of the Committee.

- b) All Board members are permitted to participate in standing committee meetings, but not vote, where an item of local significance is on the agenda (Board resolution Nov. 12, 2014).

#### **4.0 PROCEDURES**

- a) The Committee shall meet on a monthly basis, except August and December, and have special meetings as required;
- b) The agenda will be finalized in consultation between staff and the Committee Chair and any committee member may make a request to the Chair to place a matter on the agenda;
- c) With the approval of the Committee Chair and the CRD Board Chair (or Capital Regional Hospital District Board Chair, as applicable), committee matters of an urgent or time sensitive nature may be forwarded directly to the Board for consideration;
- d) A quorum is a majority of the committee membership and is required to conduct committee business;
- e) The Committee may invite members from any Standing Committee to participate in its meetings in accordance with the CRD Procedures Bylaw.

#### **5.0 RESOURCES AND SUPPORT**

- a) The General Manager of Planning and Protective Services and the Chief Financial Officer will act as liaisons to the Committee;
- b) Minutes and agendas are prepared and distributed by the Legislative and Information Services Department.