



Notice of Meeting and Meeting Agenda Capital Regional Hospital District Board

Wednesday, June 12, 2019

1:00 PM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

1. APPROVAL OF THE AGENDA

2. ADOPTION OF MINUTES

- 2.1. [19-602](#) Minutes of the May 8, 2019 Capital Regional Hospital District Board Meeting

Recommendation: That the minutes of the Capital Regional Hospital District Board meeting of May 8, 2019 be adopted as circulated.
(NWA)

Attachments: [Capital Regional Hospital Board Minutes May 8, 2019](#)

3. REPORT OF THE CHAIR

4. PRESENTATIONS/DELEGATIONS

4.1 Presentations

4.2 Delegations

5. CONSENT AGENDA

6. ADMINISTRATION REPORTS

7. REPORTS OF COMMITTEES

Hospitals and Housing Committee

- 7.1. [19-412](#) Capital Regional Hospital District Investment Portfolio Holdings and Performance Annual Update

Recommendation: That the Hospitals and Housing Committee recommend to the Capital Regional Hospital District Board:
That the Capital Regional Hospital District Investment Portfolio Holdings and Performance Annual Update be received for information.
(NWA)

Attachments: [Staff Report: CRHD Investment Portfolio Update](#)
[Appendix 1: Investment Policy](#)

7.2. [19-538](#) The Summit at Quadra Village Project - Fixtures, Furnishings and Equipment Contract

Recommendation: That the Hospitals and Housing Committee recommends to the Capital Regional Hospital District Board:

a) That Unitech Construction Management be instructed to procure and acquire the Tenant's required Fixtures, Furnishings and Equipment items for an amount not exceeding \$4.4 million plus GST; and

b) That the Chief Administrative Officer be given delegated authority to execute the FFE contract with Unitech for \$4.4M.

(WA)

Attachments: [Staff Report: The Summit @ Quadra Village - FF&E Contract](#)
[Appendix A: Fixtures, Furnishings & Equipment List](#)

8. BYLAWS

9. NEW BUSINESS

10. MOTION TO CLOSE THE MEETING

10.1. [19-599](#) Motion to Close the Meeting

Recommendation: 1. That the meeting be closed in accordance with the Community Charter, Part 4, Division 3, 90 (1),(e), the acquisition, disposition or expropriation of land or improvements; and
2. That the Board considers that disclosure could reasonably be expected to harm the interests of the Regional District.

[1 item]

(NWA)

11. RISE AND REPORT

12. 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, May 8, 2019

1:00 PM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

PRESENT:

Directors: C. Plant (Chair), D. Blackwell (Vice-Chair), S. Brice, B. Desjardins, F. Haynes, L. Helps, M. Hicks, G. Holman, D. Howe, B. Isitt, M. Alto (for J. Loveday), C. McNeil-Smith, R. Martin, R. Mersereau, K. Murdoch, G. Orr, J. Ranns, D. Screech, L. Seaton, J. Bateman (for M. Tait), N. Taylor, K. Williams, B. Thompson (for R. Windsor), 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; K. Morley, General Manager, Corporate Services; M. McCrank, Senior Manager, Infrastructure Operations; M. Barnes, Senior Manager, Health and Capital Planning Strategies; A. Piotrowski, Manager, Finance; E. Gorman, Deputy Corporate Officer; P. Perna, Committee Clerk; S. Closson, Committee Clerk (Recorder)

The meeting was called to order at 1:00 pm.

1. APPROVAL OF THE AGENDA

MOVED by Director Martin, **SECONDED** by Director Helps,
That the agenda for the May 08, 2019 Capital Regional Hospital District Board meeting be approved.
CARRIED

2. ADOPTION OF MINUTES

2.1. [19-493](#) Minutes of the April 10, 2019 Capital Regional Hospital District Board Meeting

MOVED by Director Helps, **SECONDED** by Director Mersereau,
That the minutes of the Capital Regional Hospital District Board meeting of April 10, 2019 be adopted as circulated.
CARRIED

3. REPORT OF THE CHAIR

The Chair and Michael Barnes attended a semi annual meeting with Island Health officials.

4. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

5. CONSENT AGENDA

There were no items for consideration under this section.

7. ADMINISTRATION REPORTS

There were no administration reports.

8. REPORTS OF COMMITTEES

Hospitals and Housing Committee

- 8.1. [19-400](#) Capital Regional Hospital District 2018 Audited Financial Statements and Audit Findings Report

N. Chan introduced the Audited Financial Statements and Audit Findings Report.

**MOVED by Alternate Director Alto, SECONDED by Director Orr,
That the Capital Regional Hospital District 2018 Audit Findings Report be received and the Capital Regional Hospital District 2018 Audited Financial Statements be approved.**

CARRIED

9. BYLAWS

There were no bylaws for consideration under this section.

10. NEW BUSINESS

There was no new business.

11. MOTION TO CLOSE THE MEETING

There was no motion to close the meeting.

12. ADJOURNMENT

**MOVED by Director Desjardins, SECONDED by Alternate Director Alto,
That the May 08, 2019 Capital Regional Hospital District Board meeting be adjourned at 1:04 pm.**

CARRIED

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER



**REPORT TO HOSPITALS AND HOUSING COMMITTEE
MEETING OF WEDNESDAY, MAY 1, 2019**

SUBJECT **Capital Regional Hospital District Investment Portfolio Holdings and Performance Annual Update**

ISSUE

Provide an update on Capital Regional Hospital District (CRHD) investments held and rates of return for the period ended December 31, 2018.

BACKGROUND

The CRHD invests operating, capital and reserve funds in accordance to the *Local Government Act*, Community Charter, and Board approved Investment Policy. The Investment Policy applies to the investment activities for all funds maintained by the Capital Regional District, the CRHD and the Capital Region Housing Corporation. The types and terms of investments purchased are evaluated conservatively on four fundamental objectives: safety of principal, liquidity, responsible investing and return on investment.

The policy also provides the minimum ratings of investment vehicles that can be purchased. Currently, investments in chartered banks or savings institutions must be R-1 (low) or higher for short-term and a rating of A- for long-term. Both ratings achieve a superior market rating on all investments.

The Investment Policy provides criteria to ensure the capital is preserved and rate of return maximized while maintaining sufficient liquidity. Investments are continuously monitored to ensure the appropriate strategy through known economic and financial conditions.

The CRHD invests net working capital, primarily annual requisition raised for capital projects, in a mix of vehicles ranging from bank deposits to fixed term deposits. All funds in excess of immediate needs are invested to meet liquidity requirements.

The CRHD invests reserve funds in longer term Guaranteed Investment Certificates (GICs) as well as the Municipal Finance Authority (MFA) Intermediate Fund and MFA Bond Fund. The placement or divestiture of long-term funds are timed based on the anticipated need for these funds.

In addition, for 2018, all investment providers were encouraged to include options for socially responsible investment (SRI) and green investment. With no investments meeting the minimum 5% of maximum available yield in the market, there were no investments of this type offered or evaluated in 2018.

Market Rate Recap – Applies to the CRD, CRHD, and CRHC

As part of overall portfolio management, staff regularly monitor market trends through Bank of Canada interest rate announcements and reports, Government of Canada bond rates and other key metrics and through market commentary issued by banks and investment brokers. Additionally, the MFA provides regular market commentary on developments in offerings and based on outlook reports provided by Phillips, Hager & North Investment Management (PH&N).

In 2018, The Bank of Canada (BoC) raised its key overnight rate three times, influencing the prime rate and the rate offered on deposits with Royal Bank of Canada (RBC):

Date	Change	BoC Rate
Jan 2018	+ 0.25%	1.25%
Jul 2018	+ 0.25%	1.50%
Oct 2018	+ 0.25%	1.75%

In addition to the Bank of Canada overnight rates, investor expectations also influence the prevailing rates on investments in the market. Throughout 2018, investor expectations were for short-term rates to increase and longer term rates to remain steady. Rates of return on fixed term maturities between one and five years returned only marginal interest rate premiums for taking on more liquidity risk.

Investment Marketplace – Applies to the CRD, CRHD, and CRHC

During 2018, high interest savings accounts (HISAs) became available through a limited number of institutions. A HISA operates like a regular bank deposit account except it pays an enhanced, institutional, rate of interest. In fact, the HISA rates offered throughout 2018 were competing with short-term fixed GIC products.

Canadian Imperial Bank of Commerce (CIBC): The Municipal Finance Authority of BC (MFABC) created a high interest savings account in partnership with CIBC in 2018. The purpose of this HISA is to provide BC local governments with additional deposit products at an interest rate which benefits from economies of scale. The interest rate paid on this account is based on the CIBC prime rate minus 1.49%. At December 31, 2018, the CIBC/MFABC HISA was yielding 2.46%.

Scotiabank: Scotiabank offers two HISAs. A regular HISA which acts like a normal deposit account and a Notice Plan, which requires 31 days' notice before funds can be withdrawn. The Notice Plan pays slightly higher interest than the HISA.

Overall, the CRHD portfolio of investments reflects the four fundamental objectives of safety of principal, liquidity, responsible investing and return on investment. Investments have been made in keeping with requirements under the Investment Policy Statement and investment performance was in line with expectations for the year ended December 31, 2018, as described in the following sections of this report.

ALTERNATIVES

Alternative 1

That the Hospitals and Housing Committee recommend to the Capital Regional Hospital District Board:

That the Capital Regional Hospital District Investment Portfolio Holdings and Performance Annual Update be received for information.

Alternative 2

That the report be referred back to staff for additional information.

FINANCIAL IMPLICATIONS

At December 31, 2018, the CRHD held all \$45 million of investments in short-term vehicles. Investments with maturities less than two years are classified as short-term.

Table 1: Investment and Bank Balances – as at Dec 31, 2018

Investments	Balance (\$millions)	% Share
Investments Short-Term (less than 2 years)		
Bank of Montreal (< 1 year)	20.0	44.4%
Scotiabank Notice Plan	15.5	34.5%
Island Savings (< 1 year)	6.0	13.3%
CIBC/MFABC High Interest Savings Account	3.4	7.5%
MFA Money Market Fund	\$0.1	0.2%
Total Investments:	\$45.0	100%

Table 2: Cash and Reserves Invested – as at Dec 31, 2018

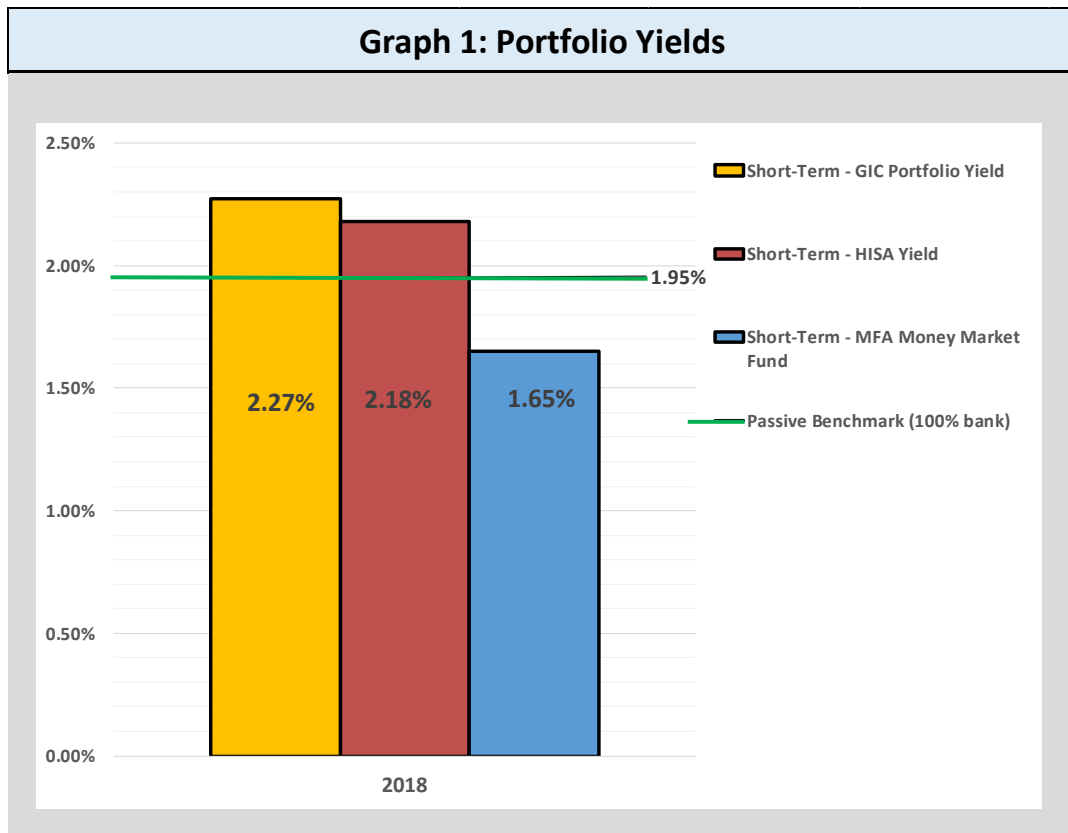
Investments	Balance (\$millions)	% Share
Land Development Reserve Fund	\$5.9	13.2%
Capital and Loan Fund	4.1	9.2%
Hospital District Act Section 20(3) Reserve	3.6	8.0%
Working Capital	31.3	30.5%
Total Investments:	\$45.0	100%

Performance

While the Bank of Canada rate rose throughout 2018, liquidity requirements remained a top driver in the investment management strategy. Continued construction of the Summit Project and grants activity similar to that in 2017 resulted in all investments remaining short-term.

An active investment management strategy considers the rate environment as well as maturity, driving the turnover of investments to take advantage of the prevailing rate environment. This approach increases investment activity but helps to reduce liquidity risk and interest rate risk.

To take advantage of rate premiums being paid on short-term investments, cash was placed in facilities yielding optimum interest while still meeting liquidity targets. Graph 1 below provides a detailed report on the investment earnings and bank yields for 2018:



During 2018, the GIC investments returned 2.27%, with the HISA deposits yielding 2.18%. The MFA Money Market Fund returned 1.65%, indicative of short-term rates prevailing on marketable securities.

A passive benchmark has been included in the table above. This benchmark assumes funds are deposited at the beginning of the year with one hundred percent allocated to the RBC bank account. The benchmark calculation assumes no funds movement throughout the year. This passive benchmark represents the theoretical return experienced from a deposit and hold strategy with no active management strategy and no flows of funds in or out of the accounts during the year.

Table 3 below shows the three year trend on investment interest income (excludes bank account interest). Interest income is distributed annually on a pro-rata basis to reserve accounts and monies held in trust if applicable.

Table 3: CRHD Investment Income 3-Year Trend (\$ Millions)

	2016	2017	2018
Interest Income (*)	\$ 0.001	\$ 0.885	\$ 1.181
Effective Rate	0.80%	1.63%	2.22%

(*) Excludes unrealized losses on MFA pooled funds

The total effective rate of return on investments, during 2018, was 2.22%. The return margin against the benchmark of a passive investment management strategy was 0.27%, which is approximately \$0.15 million of total investment income.

Total interest income for 2018 was \$1.18 million, an increase of \$0.30 million. The increase over 2017 is attributable to an approximate \$0.15 million from active investment strategy, \$0.09 million from rate increases, and an overall increase in cash invested contributed the remaining \$0.06 million.

CONCLUSION

Overall, the Capital Regional Hospital District portfolio of investments reflects the four fundamental objectives of safety of principal, liquidity, responsible investing and return on investment. Investments have been made in keeping with requirements under the Investment Policy Statement and investment performance was in line with expectations for the year ended December 31, 2018.

RECOMMENDATION

That the Hospitals and Housing Committee recommend to the Capital Regional Hospital District Board:

That the Capital Regional Hospital District Investment Portfolio Holdings and Performance Annual Update be received for information.

Submitted by:	Rianna Lachance, CPA, CA, Senior Manager, Financial Services
Concurrence:	Nelson Chan, MBA, CPA, CMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

AH:nm

Appendix 1: Investment Policy



Making a difference...together

CAPITAL REGIONAL DISTRICT

LEGISLATIVE POLICY

Section	Finance	
Subsection	Policies	
Title	INVESTMENT POLICY	

1. Purpose

The purpose of the investment policy of the Capital Regional District (CRD) is to provide the framework for investment portfolio management. It is the policy of the CRD to invest CRD funds in a manner that will provide the optimal blend of investment security and return while meeting the short and long term cash flow demands and comply with the statutory requirement of the *Local Government Act*.

2. Scope

The investment policy applies to all cash operating funds, capital funds and reserve funds.

3. Objectives

The investment of funds must reflect a conservative management philosophy based on four fundamental objectives, in the following order of priority:

3.1 Safety of Principal

Investments shall be made to ensure preservation of capital within the portfolio. Preservation of capital is accomplished through placement of funds with creditworthy institutions and through portfolio diversification. Diversification is required to minimize potential losses on individual securities and to maximize the yield from a blend of financial products.

3.2 Liquidity

The investment portfolio shall remain sufficiently liquid to meet all reasonably anticipated operating requirements.

3.3 Responsible Investing

Where possible, socially responsible investing (SRI) and green investing criteria will be applied to the selection of investments. The CRD investment program will consider SRI products that adhere to statutory requirements and meet the objectives laid out in this policy. Organizations that adopt a socially responsible investment platform are preferred. Where SRI and green investments are within 5% of maximum available yields, SRI or green facilities will be exercised.

3.4 Return on Investment

The investment portfolio shall be designed with the objective of maximizing returns subject to the risk constraints and liquidity requirements of the CRD.

4. Standard of Care

4.1 Prudence

Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs. Investments will not be made for speculation. Foremost will be consideration for the safety of capital. Staff must be aware of reasonably foreseeable risks, trends and fluctuations in the market, and be able to recognize unreasonable risks whilst ensuring the liquidity of the investment portfolio.

4.2 Ethics and Conflict of Interest

Staff responsible for investing shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair the ability to make impartial investment decisions.

4.3 Delegation of Authority

Authority to manage the CRD investment program is granted to the Chief Financial Officer and is derived from Section 237 of the *Local Government Act* as follows:

Section 237: One of the officer positions established under section 234 must be assigned the responsibility of financial administration, which includes the following powers, duties and functions investing funds, until required, in investments referred to in section 183 of the *Community Charter* (investment of municipal funds).

5. Credit Risk Monitoring

In addition to in-house monitoring, the CRD make use of the credit analysis available through its financial institutions, brokers, and credit rating institutions. This includes, but is not limited to the Dominion Bond Rating Service (DBRS), Standard & Poor's (S&P), and Moody's. It must be recognized that the use of any credit analysis is an assessment and not a guarantee for safety of principal.

6. Authorized and Suitable Investments

Money held by the Capital Regional District may be invested or reinvested according to section 183 of the Community Charter subject to the following conditions:

6.1 Investments in securities of a chartered bank or savings institution or any province must:

- i) Have a DBRS rating of R-1 (low) or higher for Short term debt and a rating of A- for Long term debt or Bonds or comparable ratings of another rating organization, indicating equal or superior credit quality (see Appendix 1 of the policy).

6.2 Investments in credit union deposits must carry adequate insurance protection through that credit union's respective insurance corporation.

6.3 Investments shall be held in the name of the CRD by approved institutions.

6.4 Investments in any one security issue shall not exceed 10% of that security issue.

6.5 Investments with any one financial institution shall not exceed 20% of the District's maximum annual investment portfolio. Due to market fluctuations, maximum percentages may be exceeded at a point in time. Securities need not be liquidated to rebalance the portfolio; however, consideration should be given to this matter when future purchases are made to ensure that appropriate diversification is maintained.

6.6 The percentage limits specified in items 6.4 and 6.5 do not apply to investments made in securities of Canada or provincially backed deposits.

6.7 All investments are to follow the constraints laid out per this Investment Policy. If an investment opportunity exists that lies outside of the constraints governing this policy, the Chief Financial Officer can make a recommendation to the Finance Committee to act on the opportunity. Any such investments must comply as an eligible investment defined in the Local Government Act. A maximum investment allocation not exceeding 20% of the total portfolio will be permitted.

7. Investment Parameters

7.1 Diversification

The CRD will diversify its cash reserve investments by security type and institution, taking into consideration the impact on return on investment.

7.2 Maturity

To the extent possible the CRD shall attempt to match its investments with anticipated cash flow requirements. However, because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio shall be continuously invested in readily available funds to meet ongoing obligations. Long term investments may be acquired if the maturity is related to a specific program, and is made to coincide as nearly as practicable with the expected use of the funds attached to that program.

8. Competitive Bids

The CRD shall solicit competitive verbal quotations for the purchase and sale of securities when it is prudent to do so. This policy recognizes that, from time to time, offerings of value may require immediate action. Under such circumstances competitive bids may not be sought provided that value can be substantiated by market data information services.

9. Authorized Investment Dealers and Financial Institutions

A list of approved investment dealers and financial institutions authorized to provide investment services will be maintained by the CRD. All qualified bidders for investment transactions will be members in good standing of the Investment Industry Regulatory Organization of Canada (IIROC), Mutual Fund Dealers Association (MFDA) or the B.C. Securities Commission.

10. Safekeeping and Custody

All security transactions entered into by the CRD shall be conducted on a delivery versus payment basis. The Chief Financial Officer must be satisfied that physical possession of the security is in possession or held by a custodial service.

11. Policy Review

This policy shall be reviewed periodically by the Chief Financial Officer to ensure congruence with changing activities of the CRD, market conditions, technology, evolving regulatory standards and private industry best practices. In addition, to insure periodic Finance Committee review, this policy will be reconsidered each time the CRD tenders its banking services.

12. Reporting

The Chief Financial Officer must report to the Finance Committee annually. The report must identify investment holdings and any deviations from policy.

Approval Date:	September 22, 2013	Approved By:	Board
1. Amendment Date:	May 10, 2017	Approved By:	Board
2. Amendment Date:		Approved By:	
3. Amendment Date:		Approved By:	
Next Review Date:		Reviewed By:	
Supersedes:	Investment Policy approved by Finance & Administration Committee, Nov 28, 2001		

Appendix 1
Credit Quality Ratings

	<i>Moody's</i>		<i>Standard & Poor's</i>		<i>DBRS</i>		<i>Grade</i>
Highest Quality	Aaa	P-1	AAA	A-1+	AAA	R-1 (high)	Investment Grade
	Aa1	P-1	AA	A-1	AA (high)	R-1 (high)	
High Quality	Aa2	P-1	AA	A-1	AA	R-1 (middle)	
	Aa3	P-1	AA	A-1	AA (low)	R-1 (middle)	
Upper Medium Grade	A1	P-1	A	A-2	A (high)	R-1 (low)	
	A2	P-1	A	A-2	A	R-1 (low)	
	A3	P-1	A	A-2	A (low)	R-1 (low)	
Medium Grade	Baa1	P-2	BBB	A-3	BBB (high)	R-2 (high)	
	Baa2	P-2	BBB	A-3	BBB	R-2 (middle)	
	Baa3	P-3	BBB	A-3	BBB (low)	R-2 (low)	
Speculative	Ba1	NP	BB	B	BB (high)	R-3	Speculative Grade
	Ba2	NP	BB	B	BB	R-4	
	Ba3	NP	BB	B	BB (low)	R-4	
Highly Speculative	B1	NP	B	B	B (high)	R-4	
	B2	NP	B	B	B	R-5	
	B3	NP	B	B	B (low)	R-5	
Substantial Risk	Caa1	NP	CCC	C	CCC	R-5	
	Caa2	NP	CCC	C	CCC	R-5	
	Caa3	NP	CCC	C	CCC	R-5	
Extremely Speculative	Ca	NP	CC	C	CC	R-5	
Possibly in Default	C	NP	R	R	C	R-5	
Default			D	D	D	D	

**REPORT TO HOSPITALS AND HOUSING COMMITTEE
MEETING OF WEDNESDAY, JUNE 5, 2019**

SUBJECT **The Summit at Quadra Village Project – Fixtures, Furnishings and Equipment Contract**

ISSUE

To provide authorization for Unitech Construction Management Ltd.'s management of the \$4.4 million (M) Fixtures, Furnishings and Equipment (FF&E) budget for the Summit at Quadra Village project.

BACKGROUND

The Capital Regional Hospital District (CRHD) Board, under a Master Development Agreement with the Vancouver Island Health Authority (Island Health), has been developing the Summit at Quadra Village project (The Summit) 320-bed complex residential care facility since 2014. The Summit will provide modern replacement beds for Oak Bay Lodge and Mt. Tolmie Hospital, facilities that have reached their end of life. Construction of the Summit is managed by Unitech Construction Management Ltd. (the CM). Completion is anticipated by the end of 2019.

On April 8, 2015, the CRHD Board approved the Summit project budget of \$86.4M. The budget included \$4.5M for FF&E purchases, contracts and FF&E procurement services for Island Health. Subsequently, the Board directed that \$100,000 of the FF&E budget be added to Unitech's overall service contract in order to cover the management of the procurement process for the FF&E budget. FF&E is a fixed budget made available to help the operating tenant, Island Health, fit up the new facility. By agreement between CRHD and Island Health, the amount cannot be exceeded. There are numerous items to be purchased for a wide variety of uses that require a variety of procurement methods to be used in accordance with CRHD procurement policy to acquire the required products at best value.

ALTERNATIVES

Alternative 1:

That the Hospitals and Housing Committee recommends to the Capital Regional Hospital District Board:

- a) That Unitech Construction Management be instructed to procure and acquire the Tenant's required Fixtures, Furnishings and Equipment items for an amount not exceeding \$4.4 million plus GST; and
- b) That the Chief Administrative Officer be given delegated authority to execute the FFE contract with Unitech for \$4.4M.

Alternative 2:

That the report be referred back to staff for further information based on Committee direction.

FINANCIAL IMPLICATIONS

An itemized FF&E list and detailed budget summary was provided by Island Health. Unitech will be advised on the purchasing vehicle to be used (contract/purchase order) and seek written authorization from Island Health and CRHD in advance of procurement, tracking against the project budget using current protocol. All FF&E commitments of all types shall be tracked, reported and administered to the satisfaction of the CRHD. The amount will not exceed the budgeted amount and therefore will not have an impact on overall budget or schedule.

CONCLUSION

The development of the Summit at Quadra Village is a priority project for both the CRHD and for our contractual operating tenant, Island Health. This recommendation will facilitate the procurement and execution of the FF&E portion of the overall Summit budget in a timely and efficient manner to keep the project on budget and within the planned schedule.

RECOMMENDATIONS

That the Hospitals and Housing Committee recommends to the Capital Regional Hospital District Board:

- a) That Unitech Construction Management be instructed to procure and acquire the Tenant's required Fixtures, Furnishings and Equipment items for an amount not exceeding \$4.4 million plus GST; and
- b) That the Chief Administrative Officer be given delegated authority to execute the FFE contract with Unitech for \$4.4M.

Submitted by:	David Wilkinson, Architect AIBC, Summit Project Manager
Concurrence:	Michael Barnes, MPP, Senior Manager, Health & Capital Planning Strategies
Concurrence:	Kevin Lorette, P.Eng., MBA, General Manager Planning & Protective Services
Concurrence:	Kristen Morley, JD, General Manager Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

DW:gm

Attachments: Appendix A - FF&E list

Appendix A - Fixtures, Furnishings and Equipment List

Equipment Description			# of items to be purchased	Anticipated total cost \$
Autoscrubber	Advance SCB50		2	18,000.00
Autoscrubber	Genie		2	9,000.00
Autoscrubber	MicroMax 17"		2	4,000.00
Autoscrubber	Sabre Blade		6	22,800.00
Bed w/ mattress	Electric	Advantage, Geo	300	900,000.00
Bench	Alight, 36"	Architex Grafton Brick	12	4,800.00
Bench	Bath		2	160.00
Bin	Linen		70	1,400.00
Bin	Medication	transfer	10	1,000.00
Bin	Storage		60	1,200.00
Bin	Storage, Activity	16"w x 24"l x 8"d	150	3,000.00
Bins	Storage	client	320	3,200.00
Board	White Magnetic	12x18	320	16,000.00
Board	White Magnetic	48x48	6	1,200.00
Board	White Magnetic	18x24	135	10,125.00
Board, mobile	White Magnetic	48x60	2	2,000.00
Bucket	Mop		12	1,440.00
Can	Biomedical	SlimJim, Yellow, StepOn	33	4,950.00
Can	Garbage	28 qt, black	331	6,620.00
Can	Garbage	Slim	42	2,520.00
Can	Garbage	SlimJim, Beige, StepOn	62	9,300.00
Can	Garbage	w/side bin	72	3,600.00
Can	Recycle	28 qt, blue	13	260.00
Can	Waste/recycle	Brute, Grey w/lid	10	1,000.00
Can	Waste/recycle	Slim, 4 unit	20	6,000.00
Can	Waste/recycle	Slim, Dual	6	900.00
Cart	3 shelf, lakeside	15.5"w x 24"l, 311	20	10,000.00
Cart	Housekeeping		14	16,800.00
Cart	Linen	CWS	30	90,000.00
Cart	Medication		10	80,000.00
Cart	Oxygen cylinder	4 slot	7	3,500.00
Cart	procedure		12	12,000.00
Cart	2 shelf	24"x48"x36"	1	500.00
Cart	Oxygen cylinder	12 slot	1	500.00
Case	Display	countertop	1	1,000.00
Chair	Bartlet	Designtex Tarascon Mocha	196	78,400.00
Chair	Cobi	black	20	10,000.00
Chair	counter	black	2	1,000.00
Chair	Ergocentric	GEO, black	68	34,000.00
Chair	Feeding	mobile (staff)	28	11,200.00
Chair	Lavergne	Architex, Seaside, Mushroom	305	152,500.00
Chair	Randolph	Architex, Seaside, Mushroom	28	22,400.00
Chair	Senator	Designtex Aspect Lazuli	14	18,200.00
Chair	Senator	Designtex Sorano Rioja	6	7,200.00
Chair	Senator	Architex Duponi Dynasty	14	16,800.00
Chair	Senator	Designtex Gale Sea	14	16,800.00
Chair	Senator	Architex Worsted Dahiala	14	18,200.00
Chair	Sorrel	Designtex Sorano Quarry	292	87,600.00
Chair	Spec	Architex, Seaside, Mushroom	13	10,400.00
Chart Rack	24 slot		14	14,000.00

Equipment Description			# of items to be purchased	Anticipated total cost \$
Clock	Wall	Analog	30	600.00
Coffee Maker	w/ hot water		10	2,000.00
Commode	Regular		15	22,500.00
Compactor			1	30,000.00
Concentrator	Oxygen		17	11,900.00
Container	Sharps	Childproof	95	19,000.00
Defibrillator	AED		1	6,500.00
Desk	Training		10	10,000.00
Diagnostic Panel			2	4,000.00
Dispenser	Disinfection Wipes		6	300.00
Dispenser	Glove	triple	36	720.00
Dispenser	Hand Sanitizer		473	23,650.00
Dispenser	PPE components		52	20,800.00
Dollies	Bed	storage	2	2,000.00
Dolly	Chair	Sorrel	1	500.00
Eye Wash	Wall mounted		25	1,250.00
Hamper	Linen		52	26,000.00
Hanger	Broom/Mop		12	240.00
Hooks	Sling		742	14,840.00
Hooks	Storage		10	200.00
Hooks	Weight		1	20.00
Ice Machine	Countertop		15	105,000.00
Lift	tub chair, hygiene, ALENTI	mobile/charger	7	49,000.00
Light	Examination	magnifier	1	300.00
Microwave			18	14,400.00
Monitor	NIBP,SPO2,Temp		1	5,000.00
Monitor	Vital Sign	mobile/charger	14	21,000.00
Nighttable	w/ 1 lock drawer	Sonoma, Tiger Maple, Silver	320	160,000.00
Ophthalmoscope			1	500.00
Otoscope			1	500.00
Oven	Wall		1	1,500.00
Pallet Jack	30x45		1	500.00
Patient Lift Motor	550 lb	Charger & Carry Bar	156	312,000.00
Patient Lift Motor	850 lb	Charger & Carry Bar	22	66,000.00
Patient Lift Scale	850 lb		7	7,000.00
pedestal	mobile	box/box/file	58	29,000.00
pedestal		File/file	1	500.00
Platform Truck	24x48		1	300.00
Platform Truck	30x60		1	400.00
Pulley	Wall Mount		1	2,000.00
Pump	enteral	feed	10	10,000.00
Rack	Bedpan/urinal		16	28,800.00
Rack	Clothes	mobile	12	1,800.00
Rack	Coat	mobile	3	450.00
Refrigerator	Display	Cooler	1	3,500.00
Refrigerator	Pharmacy	small	7	17,500.00
Refrigerator	Standard	Top freezer	16	32,000.00
Refrigerator	Undercounter		8	4,000.00
Shelving	5 shelf	24"d x 60"w x 80"h	55	55,000.00
Shelving	Basket/IV Solution	18"d x 38"w x 80"h	1	1,000.00
Shelving	par stor III	18"d x 60"w x 75"h	1	2,500.00

Equipment Description			# of items to be purchased	Anticipated total cost \$
Shelving	par stor III	24"d x 60"w x 80"h	12	30,000.00
Shelving	par stor III	w/ baskets	4	10,000.00
Shelving	Par Wall	26"d x 36"w x 78"h	28	50,400.00
Shelving	Warehouse Rack	4.5 M w x 48" d	1	15,000.00
Slings	Lift		600	300,000.00
Sphygmomanometer			1	500.00
Stair Ladder	6 step		1	600.00
Stool	Physician		2	1,600.00
Table	18x24"	Clear Maple, Silver	48	19,200.00
Table	2 section raise	Global, Enable, Violin	14	35,000.00
Table	24" round	Clear Maple, Silver	17	6,630.00
Table	30" square	Clear Maple, Silver	12	6,660.00
Table	36" Square	SpaceTable, ht adj, flip, Violin10	10	16,000.00
Table	42" square	SpaceTable, ht adj, flip, Violin	84	168,000.00
Table	boardroom	Clear Maple, Silver	1	2,000.00
Table	Examination		1	12,000.00
Table	Mobile, 30x60	Clear Maple, Silver	34	34,000.00
Television	Large		3	4,500.00
Thermometer			1	500.00
Truck	Cube	8 cu ft	2	1,966.00
Truck	Tilt	1 cu yd	2	3,000.00
Ultrasound	Bladder Scan		1	30,000.00
Wardrobe	dual w/ 1 lock drawer	Sonoma, Tiger Maple, Silver	320	576,000.00
Warmer	Blanket	single	7	56,000.00
Waste/Recycle	Garbage		35	17,500.00
Workspace	24x48, hgt adj	Clear Maple, Silver	5	6,500.00
Workspace	counter	36"w x 60"l x 40"h	2	3,000.00
Workspace	system furniture	Clear Maple, Silver	47	117,500.00
TOTALS				4,400,000