



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

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Wednesday, November 13, 2019

1:05 PM

6th Floor Boardroom  
625 Fisgard Street  
Victoria, BC

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### INAUGURAL MEETING

#### 1. CALL TO ORDER

*Chief Administrative Officer Bob Lapham*

#### 2. ELECTION OF CHAIR OF THE BOARD

*(Pursuant to Section 13 of the Hospital District Act)*

*Election conducted by CAO Lapham with assistance by the Corporate Officer and Deputy Corporate Officer*

#### 3. ELECTION OF ACTING CHAIR OF THE BOARD

*(Pursuant to Section 13 of the Hospital District Act)*

*Election conducted by newly elected Chair and assisted by the Corporate Officer and Deputy Corporate Officer*

#### 4. TERRITORIAL ACKNOWLEDGEMENT

#### 5. APPROVAL OF THE AGENDA

#### 6. ADOPTION OF MINUTES

##### 6.1. [19-961](#) Minutes of the June 12, 2019 and June 19, 2019 Capital Regional Hospital District Board Meetings

**Recommendation:** That the minutes of the Capital Regional Hospital District Board meetings of June 12, 2019 and June 19, 2019 be adopted as circulated.

**Attachments:** [Minutes - June 12, 2019](#)  
[Minutes - June 19, 2019](#)

#### 7. REPORT OF THE CHAIR

#### 8. PRESENTATIONS/DELEGATIONS

##### 8.1 Presentations

## 8.2 Delegations

## 9. CONSENT AGENDA

## 10. ADMINISTRATION REPORTS

### 10.1. [19-909](#) Beacon Community Services Expansion Major Project Funding Request

- Recommendation:** That the Hospitals and Housing Committee recommends to the Capital Regional Hospital District (CRHD) Board:
- a. That CRHD funding in the amount of \$1,350,000 be approved for the Beacon Community Services Expansion project.
  - b. That CRHD Bylaw No. 399, "Capital Regional Hospital District Capital Bylaw No. 175, 2019" (for a maximum of \$1,350,000) be introduced and read a first, second, and third time;
  - c. That Bylaw No. 399 be adopted; and
  - d. That CRHD provide Island Health a letter of support to designate the identified sites as health facilities under Section 49 of the Hospital District Act.  
(WA)

- Attachments:** [Staff Report: Beacon Comm Svs Expans'n Major Proj Funding Req't](#)  
[Appendix A: Capital Regional Hospital District Bylaw No. 399](#)  
[Appendix B: Draft Island Health Support Letter](#)

## 9. REPORTS OF COMMITTEES

## 10. BYLAWS

## 11. NOTICE(S) OF MOTION

## 12. NEW BUSINESS

## 13. MOTION TO CLOSE THE MEETING

### 13.1. [19-967](#) Motion to Close the Meeting

- Recommendation:** That the meeting be closed for a Provisional Service in accordance with the Community Charter section (90)(1)(k). [1 item]  
(NWA)

## 14. RISE AND REPORT

## 15. 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, June 12, 2019

1:00 PM

6th Floor Boardroom  
625 Fisgard Street  
Victoria, BC

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**PRESENT:**

Directors: D. Blackwell (Chair), C. Plant (Vice-Chair), J. Brownoff (for S. Brice), B. Desjardins, K. Harris (for F. Haynes), L. Helps, M. Hicks, G. Holman, B. Maberley (for D. Howe), B. Isitt, J. Loveday, C. McNeil-Smith, R. Mersereau, K. Murdoch, G. Orr, D. Screech, L. Seaton, J. Bateman (for M. Tait), N. Taylor, K. Williams, 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; T. Robbins, General Manager, Integrated Water Services; E. Gorman, Deputy Corporate Officer; I. Lawrence, Manager Local Area Planning, Juan de Fuca; C. Culham, Senior Manager, Regional Housing; M. Barnes, Senior Manager, Health and Capital Planning Strategies; D. Wilkinson, Project Manager, Health and Capital Planning Strategies; S. Closson, Committee Clerk (Recorder)

**REGRETS:** Directors: Martin, Ranns

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

Chair Blackwell provided the Territorial Acknowledgement.

#### 1. APPROVAL OF THE AGENDA

**MOVED** by Director Helps, **SECONDED** by Director Windsor,  
That the agenda for the June 12, 2019 Session of the Capital Regional Hospital District Board be approved.

**CARRIED**

#### 2. ADOPTION OF MINUTES

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

**MOVED** by Director McNeil-Smith, **SECONDED** by Director Taylor,  
That the minutes of the Capital Regional Hospital District Board meeting of May 8, 2019 be adopted as circulated.

**CARRIED**

#### 3. REPORT OF THE CHAIR

There was no report of the Chair.

#### 4. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

##### 4.1 Presentations

##### 4.2 Delegations

#### 5. CONSENT AGENDA

There were no items for consideration under this section.

#### 6. ADMINISTRATION REPORTS

There were no 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

N. Chan introduced the Capital Regional Hospital District Investment Portfolio Holdings and Performance Annual Update.

**MOVED by Director Murdoch, SECONDED by Director Helps,  
That the Capital Regional Hospital District Investment Portfolio Holdings and  
Performance Annual Update be received for information.  
CARRIED**

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

**MOVED by Director Helps, SECONDED by Director Williams,**

**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.**

**CARRIED**

#### 8. BYLAWS

There were no bylaws for consideration under this section.

#### 9. NEW BUSINESS

There was no new business.

## 10. MOTION TO CLOSE THE MEETING

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

**MOVED** by Alternate Director Brownoff, **SECONDED** by Director Murdoch,  
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.

**CARRIED**

**MOVED** by Alternate Director Brownoff, **SECONDED** by Director Murdoch,  
That the Board considers that disclosure could reasonably be expected to harm  
the interests of the Regional District.

**CARRIED**

The meeting was closed at 1:03 pm.

## 11. RISE AND REPORT

There was no items to rise and report.

## 12. ADJOURNMENT

The meeting was adjourned at 4:27 pm. when quorum was lost in the In  
Camera meeting.

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**CHAIR**

**CERTIFIED CORRECT:**

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**CORPORATE OFFICER**

**Meeting Minutes**

**Capital Regional Hospital District Board**

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Wednesday, June 19, 2019

11:15 AM

6th Floor Boardroom  
625 Fisgard Street  
Victoria, BC

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**Special Meeting**

**PRESENT**

Directors: D. Blackwell (Chair), S. Brice, B. Desjardins, J. Brownoff (for F. Haynes), L. Collins (for L. Helps), M. Hicks, J. Loveday, C. McNeil-Smith, R. Mersereau, K. Murdoch, G. Orr, J. Ranns, D. Screech, M. Tait, K. Williams, R. Windsor, G. Young

Staff: R. Lapham, Chief Administrative Officer; K. Lorette, General Manager, Planning and Protective Services; E. Gorman, Deputy Corporate Officer; S. Closson, Committee Clerk (Recorder)

REGRETS: Directors: Holman, Howe, Isitt, Martin, Plant, Seaton, Taylor

The meeting was called to order at 11:15 am.

**1. TERRITORIAL ACKNOWLEDGEMENT**

D. Blackwell provided the Territorial Acknowledgement.

**2. APPROVAL OF THE AGENDA**

**MOVED** by Director Loveday, **SECONDED** by Alternate Director Brownoff,  
That the agenda for the June 19, 2019 Special Meeting of the Capital Regional  
Hospital District Board be approved.  
**CARRIED**

**3. PRESENTATIONS/DELEGATIONS**

There were no presentations or delegations.

**4. SPECIAL MEETING MATTERS**

There were no Special Meeting matters.

**5. MOTION TO CLOSE THE MEETING**

**5.1. [19-616](#) Motion to Close the Meeting**

**MOVED** by Director Desjardins, **SECONDED** by Director Tait,  
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

**CARRIED**

**MOVED** by Director Desjardins, **SECONDED** by Alternate Director Brownoff,  
2. That the Board considers that disclosure could reasonably be expected to  
harm the interests of the Regional District.

**CARRIED**

The meeting was closed at 11:16 am.

## **6. RISE AND REPORT**

The Capital Regional Hospital District Board rose from closed session at 11:30  
am. with the following report:

That a letter be written to the City of Victoria regarding 950 Kings Rd.

## **7. ADJOURNMENT**

**MOVED** by Director Blackwell, **SECONDED** by Director Screech,  
That the June 19, 2019 Capital Regional Hospital District Board Special Meeting  
be adjourned at 11:30 am.

**CARRIED**

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**CHAIR**

**CERTIFIED CORRECT:**

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**CORPORATE OFFICER**





**REPORT TO HOSPITALS AND HOUSING COMMITTEE  
MEETING OF WEDNESDAY, NOVEMBER 6, 2019**

**SUBJECT Beacon Community Services Expansion Major Project Funding Request**

**ISSUE**

Approval of a Capital Regional Hospital District (CRHD) \$1,350,000 Capital Expenditure and Borrowing Bylaw is required for Island Health to proceed with the \$4,500,000 Beacon Community Services Expansion capital project and provide a letter of support to designate the identified sites as health facilities under the *Hospital District Act*.

**BACKGROUND**

The Province has provided direction to pursue integrated team-based care and expansion of the neighbourhood model of care across the entire health authority. The neighbourhood delivery model includes better integration between community health workers and the rest of the community care team, providing improved health outcomes and better client and care team experiences. Therefore, Island Health funded home support services currently delivered by Beacon Community Services are transitioning to the health authority by October 31, 2019. This is already the delivery method in Central and North Island communities.

Table 1 identifies the sites for transition to Island Health.

**Table 1**

|                                 |   |
|---------------------------------|---|
| Pender Island Health Unit       | Salt Spring Island Public Health Services |
| Esquimalt/Westshore Home Health | Saanich Community Health Unit             |
| Victoria Health Unit            | Lady Minto Hospital Annex                 |
| Saanich Peninsula Health Unit   | Oak Bay/Gordon Head Health Unit           |

To ensure sufficient space for effective service delivery, renovations will be required to existing and newly leased sites. With the exception of Lady Minto Hospital, Saanich Peninsula Health Unit and Oak Bay/Gordon Head Health Unit as these sites already have a health designation, Island Health is also requesting support for the designation of these sites as health facilities under the *Hospital District Act*.

A Bylaw (Appendix A) authorizing the Hospital District's capital contribution is required in order to authorize the CRHD's capital contribution of \$1,350,000 which is 30% of the total capital budget of \$4,500,000. A request for a letter of support to have the facilities designated under *the Hospital District Act* was also received and a draft letter of support is attached as Appendix B.

**ALTERNATIVES**

*Alternative 1:*

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

- a. That CRHD funding in the amount of \$1,350,000 be approved for the Beacon Community Services Expansion project.

- b. That CRHD Bylaw No. 399, “Capital Regional Hospital District Capital Bylaw No. 175, 2019” (for a maximum of \$1,350,000) be introduced and read a first, second, and third time;
- c. That Bylaw No. 399 be adopted; and
- d. That CRHD provide Island Health a letter of support to designate the identified sites as health facilities under Section 49 of the *Hospital District Act*.

*Alternative 2:*

That this report be referred back to staff for further information based on Hospitals and Housing Committee direction.

**FINANCIAL IMPLICATIONS**

Total project funding for the Beacon Community Services Expansion Project, in the amount of \$4,500,000 is included in the 2020-2029 Capital Plan being brought forward for approval to the CRHD Board on October 9, 2019.

CRHD’s share of \$1,350,000 would be debt financed through the Municipal Finance Authority (MFA). The posted indicative rate for long-term (5-year) borrowing, as at September 5, 2019 is 1.85%. As the anticipated financing for Beacon Community Services Expansion Project is Spring 2020, a conservative rate of 2.50% with an amortization period of five years was modelled, resulting in an annual impact of \$288,029. Table 2 summarizes the estimated average annual cost per household to service the cost of the incremental borrowing.

**Table 2: Beacon Community Services Expansion Project Budget Implications**

| Alternative | Net Cost    | CRHD Share (30%) | Annual Tax impact on 2019 average residential assessment (\$779,233) | Annual Tax impact on \$100,000 of 2019 residential assessments |
|-------------|-------------|------------------|--|--|
| 1           | \$4,500,000 | \$1,350,000      | \$1.54   | \$0.20   |

The Beacon Community Services Expansion capital budget will be cost shared with the Ministry of Health/Island Health, with CRHD contributing 30% capital for the project.

**CONCLUSION**

The Beacon Community Services Expansion project addresses the transition of Island Health funded home support services to the health authority. The Beacon Community Services Expansion project is included in the 2020-2029 CRHD Capital Plan. A letter of support is also requested in order to support the designation of the identified sites as health facilities under the *Hospital District Act*.

**RECOMMENDATIONS**

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

- a. That CRHD funding in the amount of \$1,350,000 be approved for the Beacon Community Services Expansion project.
- b. That CRHD Bylaw No. 399, "Capital Regional Hospital District Capital Bylaw No. 175, 2019" (for a maximum of \$1,350,000) be introduced and read a first, second, and third time;
- c. That Bylaw No. 399 be adopted; and
- d. That CRHD provide Island Health a letter of support to designate the identified sites as health facilities under Section 49 of the *Hospital District Act*.

|               |  |
|---------------|--|
| Submitted by: | Michael Barnes, MPP, Senior Manager, Health & Capital Planning Strategies  |
| Concurrence:  | Kevin Lorette, P.Eng., MBA, General Manager Planning & Protective Services |
| Concurrence:  | Nelson Chan, MBA, CPA, CMA, Chief Financial Officer                        |
| Concurrence:  | Robert Lapham, MCIP, RPP, Chief Administrative Officer                     |

MB:gm

Attachments: Appendix A - CRHD Bylaw No. 399 "Capital Regional Hospital District Capital Bylaw No. 175, 2019"  
Appendix B - Draft Island Health Support Letter

**CAPITAL REGIONAL HOSPITAL DISTRICT BYLAW NO. 399**

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**CAPITAL EXPENDITURE & BORROWING BYLAW NO. 175, 2019**

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WHEREAS the Board of the **Capital Regional Hospital District** proposes to borrow and 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 and borrowing bylaw as required by Sections 32 and 33 of the *Hospital District Act*.

1. The Board hereby authorizes and approves the borrowing and expenditure of money necessary to complete the capital expenditures as described in Schedule 'A' attached.
2. The Board authorizes and approves the borrowing of a net sum not exceeding **\$1,350,000** upon the credit of the District by the issuance and sale of securities in a form and a manner agreed to by the Municipal Finance Authority of British Columbia. The term of the securities and the repayment of the principal and interest shall be over a term not to exceed **FIVE** years.
3. To meet the payments of principal and interest during the term of the securities, there shall be included in the estimates of the Regional Hospital District each year, the respective amounts of principal and interest falling due in that year.
4. The Board hereby delegates the necessary authority to the Treasurer of the Capital Regional Hospital District to settle the terms and conditions of the borrowing and to undertake such temporary borrowing as is necessary to provide funding in advance of the receipt of funds from the Municipal Finance Authority of British Columbia.
5. This bylaw may be cited for all intents and purposes as the **Capital Regional Hospital District Capital Bylaw No 175, 2019**.

READ A FIRST TIME THIS DAY OF , 2019.

READ A SECOND TIME THIS DAY OF , 2019.

READ A THIRD TIME THIS DAY OF , 2019.

ADOPTED THIS DAY OF , 2019.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Corporate Officer

## SCHEDULE "A"

Bylaw No. 399

### CAPITAL REGIONAL HOSPITAL DISTRICT CAPITAL EXPENDITURE & BORROWING BYLAW

#### CAPITAL BYLAW NO 175, 2019

| Name of Facility   | Project or Equipment Description    | Project Number | Amount Covered by CRHD Bylaw (30%) | Amount covered by Province/ Island Health (70%) | Other Share (Specify) ( __ %) | Total Project or Equipment Cost |
|--|-------------------------------------|----------------|------------------------------------|---|-------------------------------|---------------------------------|
| Pender Island Health Unit<br>Salt Spring Island Public Health Services<br>Esquimalt/Westshore Home Health<br>Saanich Community Health Unit<br>Victoria Health Unit<br>Lady Minto Hospital<br>Saanich Peninsula Health Unit | Beacon Community Services Expansion | C-175-01       | \$1,350,000.00                     | \$3,150,000.00                                  | \$0.00                        | \$4,500,000.00                  |
|  |                                     | <b>Total</b>   | <b>\$1,350,000.00</b>              | <b>\$3,150,000.00</b>                           | <b>\$0.00</b>                 | <b>\$4,500,000.00</b>           |

November 6, 2019

Mr. Chris Sullivan, Director  
Capital Planning  
Island Health  
2101 Richmond Avenue  
Victoria, BC V8R 4R7

**Re: Beacon Community Services Project  
Request for Designation of Health Units**

On behalf of the Board of Directors of the Capital Regional Hospital District (CRHD), I am writing to express the Board's support of Island Health to have Beacon Community Services Project sites designated as health facilities under Section 49 of the *Hospital District Act*.

- Pender Island Health Unit – 5715 Canal Road, Pender Island
- Salt Spring Island Public Health Services – Unit 150, 160 Fulford-Ganges Road, SSI
- Esquimalt/Westshore Home Health – 940 Goldstream Avenue, Victoria
- Saanich Community Health Unit – Unit 100, 130, 150, 170 - 4396 West Saanich Road, Victoria
- Victoria Health Unit – 1947 Cook Street, Victoria

The integration of home support services at Beacon Community Services into Island Health will provide better client and care team experience for improved health outcomes. Health units promote efficient use of resources, technologies and systems and expand the neighbourhood model of care across the entire health authority, providing greater effectiveness in care delivery and continuity of care.

This is an important project for the community and the Board fully supports Island Health's request to have the Beacon Community Services Project sites designated as health facilities.

Sincerely,

Denise Blackwell, Chair  
Capital Regional Hospital District

cc: Robert Lapham, MCIP, RPP, Chief Administrative Officer  
Kevin Lorette, P.Eng., MBA, General Manager Planning and Protective Services  
Michael Barnes, Senior Manager, Health & Capital Planning Strategies, CRD