

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

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Wednesday, December 11, 2019

1:00 PM

6th Floor Boardroom  
625 Fisgard Street  
Victoria, BC

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### 1. TERRITORIAL ACKNOWLEDGEMENT

### 2. APPROVAL OF THE AGENDA

### 3. ADOPTION OF MINUTES

- 3.1. [19-1041](#) Minutes of the November 13, 2019 Capital Regional Hospital District Board Meeting

**Recommendation:** That the minutes of the Capital Regional Hospital District Board meeting of November 13, 2019 be adopted as circulated.  
(NWA)

**Attachments:** [Minutes - November 13, 2019](#)

### 4. REPORT OF THE CHAIR

### 5. PRESENTATIONS/DELEGATIONS

#### 5.1 Presentations

#### 5.2 Delegations

### 6. CONSENT AGENDA

### 7. ADMINISTRATION REPORTS

### 8. REPORTS OF COMMITTEES

#### Hospitals and Housing Committee

- 8.1. [19-910](#) James Bay Urgent and Primary Care Centre Fund Request

**Recommendation:** The Hospitals and Housing Committee recommends to the Capital Regional Hospital District (CRHD) Board:  
a) That CRHD funding in the amount of \$1,500,000 be approved for the James Bay Urgent and Primary Care Centre (UPCC);  
b) That CRHD Bylaw No. 398, "Capital Regional Hospital District Capital Bylaw No. 174, 2019" (for a maximum of \$1,500,000) be introduced and read a first, second, and third time;  
c) That Bylaw No. 398 be adopted; and  
(WA, 2/3 maj. on adoption)  
d) That CRHD provide Island Health a letter of support to designate the James Bay UPCC a health facility under Section 49 of the Hospital District Act.  
(NWA)

**Attachments:** [Staff Report: James Bay UPCC Fund Request](#)  
[Appendix A: CRHD Bylaw No. 398 "CRHD Capital Bylaw No. 174, 2019"](#)  
[Appendix B: Revised Draft Letter of Support](#)  
[Appendix B: Draft Letter of Support](#)

8.2. [19-788](#) Revenue Anticipation Resolution for Current Capital Regional Hospital District Operating Expenditures

**Recommendation:** That the Hospitals and Housing Committee recommend to the Capital Regional Hospital District Board:  
That the Revenue Anticipation Resolution be adopted to allow the temporary borrowing of up to \$10 million for current Capital Regional Hospital District operating expenditures.  
(WA)

**Attachments:** [Staff Report: Revenue Anticipation Resolution Hospital District](#)  
[Appendix A: Revenue Anticipation Resolution Hospital District](#)

9. BYLAWS

10. NOTICE(S) OF MOTION

11. NEW BUSINESS

12. MOTION TO CLOSE THE MEETING

13. RISE AND REPORT

14. 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 13, 2019

1:05 PM

6th Floor Boardroom  
625 Fisgard Street  
Victoria, BC

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#### INAUGURAL MEETING

#### PRESENT

Directors: D. Blackwell (Chair), C. Plant (Vice-Chair), S. Brice, B. Desjardins, F. Haynes, L. Helps, M. Hicks, G. Holman, D. Howe, B. Isitt, J. Loveday, C. McNeil-Smith, R. Martin, R. Mersereau, K. Murdoch, G. Orr, J. Ranns, D. Screech, L. Seaton, 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; C. Culham, Senior Manager, Regional Housing; C. Nielson, Senior Manager, Human Resources; E. Gorman, Deputy Corporate Officer; S. Closson, Committee Clerk (Recorder); T. Pillipow, Committee Clerk

Regrets: Director Tait

Guest: Robert Macquisten, Stewart McDannold Stuart Barristers and Solicitors

#### 1. CALL TO ORDER

The Chief Administrative Officer called the meeting to order at 1:10 pm.

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

The Chief Administrative Officer called for nominations for the position of Chair of the Capital Regional Hospital District Board for 2020.

Director Plant nominated Director Blackwell. Director Blackwell accepted the nomination.

The Chief Administrative Officer called for nominations a second time.

The Chief Administrative Officer called for nominations a third and final time.

Hearing no further nominations, the Chief Administrative Officer declared Director Blackwell as Chair of the Capital Regional Hospital District Board for 2020 by acclamation.

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

Chair Blackwell called for nominations of Vice Chair of the Capital Regional

Hospital District Board for 2020.

Director Brice nominated Director Plant. Director Plant accepted the nomination.

Chair Blackwell called for nominations a second time.

Chair Blackwell called for nominations a third and final time.

Hearing no further nominations, Chair Blackwell declared Director Plant as Vice Chair of the Capital Regional Hospital District Board for 2020 by acclamation.

#### **4. TERRITORIAL ACKNOWLEDGEMENT**

The Chief Administrative Officer provided a Territorial Acknowledgement in the preceding Capital Region Housing Corporation District Board meeting.

#### **5. APPROVAL OF THE AGENDA**

**MOVED by Director Orr, SECONDED by Director Murdoch,  
That the agenda for the November 13, 2019 Session of the Capital Regional  
Hospital District Board be approved.  
CARRIED**

#### **6. ADOPTION OF MINUTES**

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

**MOVED by Director Helps, SECONDED by Director Desjardins,  
That the minutes of the Capital Regional Hospital District Board meetings of June  
12, 2019 and June 19, 2019 be adopted as circulated.  
CARRIED**

#### **7. REPORT OF THE CHAIR**

Chair Blackwell thanked the Directors for their support in re-electing her.

#### **8. PRESENTATIONS/DELEGATIONS**

##### **8.1 Presentations**

There were no presentations.

##### **8.2 Delegations**

There were no delegations.

#### **9. CONSENT AGENDA**

There were no items for consideration under this section.

## 10. ADMINISTRATION REPORTS

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

**MOVED** by Director Haynes, **SECONDED** by Director Holman,  
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.

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.

**CARRIED**

**MOVED** by Director Howe, **SECONDED** by Director Holman,

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.

**CARRIED**

**MOVED** by Director Howe, **SECONDED** by Director Holman,

c. That Bylaw No. 399 be adopted.

**CARRIED**

## 9. REPORTS OF COMMITTEES

There was none.

## 10. BYLAWS

There were no bylaws for consideration under this section.

## 11. NOTICE(S) OF MOTION

There were no Notice(s) of Motion.

## 12. NEW BUSINESS

There was no new business.

## 13. MOTION TO CLOSE THE MEETING

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

**MOVED** by Director Helps, **SECONDED** by Director Desjardins,  
That the meeting be closed for a Provisional Service in accordance with the  
Community Charter section (90)(1)(k).

**CARRIED**

## 14. RISE AND REPORT

There was no Rise and Report.

**15. ADJOURNMENT**

**MOVED** by Director Seaton, **SECONDED** by Director Helps,  
That the November 13, 2019 Capital Regional Hospital District Board meeting be  
adjourned at 3:15 pm.  
**CARRIED**

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**CHAIR**

**CERTIFIED CORRECT:**

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**CORPORATE OFFICER**

**REPORT TO HOSPITALS AND HOUSING COMMITTEE  
MEETING OF WEDNESDAY, DECEMBER 04, 2019**

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**SUBJECT**     James Bay Urgent and Primary Care Centre Fund Request

**ISSUE SUMMARY**

Approval of a Capital Regional Hospital District (CRHD) \$1,500,000 Capital Expenditure and Borrowing Bylaw is required for Island Health to proceed with the \$5,000,000 James Bay Urgent and Primary Care Centre (UPCC) capital project and provide a letter of support to designate the center as a health facility under the *Hospital District Act*.

**BACKGROUND**

As part of Island Health's new primary care networks, the James Bay UPCC will provide urgent and primary care to patients who do not have a family doctor or nurse practitioner. Primary care networks will be the backbone to a team-based approach, allowing patients access to a full range of health-care options from maternity to end of life, streamlining referrals from one provider to another, and providing better support to family physicians, nurse practitioners, and other primary health-care providers. The James Bay UPCC will provide access to care for unexpected, but non-life threatening health concerns requiring same-day treatment and reducing lower-acuity emergency department visits. The James Bay UPCC will require tenant improvements and capital acquisition to accommodate the planned services.

A Bylaw (Appendix A) authorizing the Hospital District's capital contribution is required in order to authorize the CRHD's capital contribution of \$1,500,000 which is 30% of the revised total capital budget of \$5,000,000. A request for a letter of support to have the facility designated under the *Hospital District Act* was also received and a draft letter of support is attached as Appendix B.

**ALTERNATIVES**

*Alternative 1*

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

- a) That CRHD funding in the amount of \$1,500,000 be approved for the James Bay Urgent and Primary Care Centre (UPCC);
- b) That CRHD Bylaw No. 398, "Capital Regional Hospital District Capital Bylaw No. 174, 2019" (for a maximum of \$1,500,000) be introduced and read a first, second, and third time;
- c) That Bylaw No. 398 be adopted; and
- d) That CRHD provide Island Health a letter of support to designate the James Bay UPCC a health facility under Section 49 of the *Hospital District Act*.

*Alternative 2*

That the James Bay Urgent and Primary Care Centre Fund Request report be referred back to staff for additional information based on Hospitals and Housing Committee direction.

## **IMPLICATIONS**

### *Financial Implications*

On September 19, 2018, the CRHD Board approved the project as part of the 2019-2028 CRHD 10-Year Capital Plan.

Total project funding for the James Bay UPCC, in the amount of \$3,400,000 was included in the 2019-2028 Capital Plan. The funding for the revised capital budget of \$5,000,000 was anticipated in the 2020-2029 Capital Plan, which was approved by the CRHD Board on October 30, 2019.

CRHD's share of \$1,500,000 would be debt financed through the Municipal Finance Authority. The posted indicative rate for long-term (5-year) borrowing, as at September 5, 2019 is 1.85%. As the anticipated financing for the James Bay UPCC is Spring 2020, a conservative rate of 2.50% with an amortization period of five years was modelled, resulting in an annual impact of \$320,032. Table 1 summarizes the estimated average annual cost per household to service the cost of the incremental borrowing.

**Table 1: James Bay Urgent and Primary Care Centre 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	\$5,000,000	\$1,500,000	\$1.71	\$0.22

The James Bay UPCC capital budget will be cost shared with the Ministry of Health/Island Health, with CRHD contributing 30% capital for the project.

## **CONCLUSION**

The James Bay UPCC project addresses the need to increase access to primary care and was included in the 2019-2028 CRHD Capital Plan. With approval of a CRHD \$1,500,000 Capital Expenditure and Borrowing Bylaw, Island Health can proceed with tenant improvements and capital acquisition to accommodate the planned services.

## **RECOMMENDATION**

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

- a) That CRHD funding in the amount of \$1,500,000 be approved for the James Bay Urgent and Primary Care Centre (UPCC);
- b) That CRHD Bylaw No. 398, "Capital Regional Hospital District Capital Bylaw No. 174, 2019" (for a maximum of \$1,500,000) be introduced and read a first, second, and third time;
- c) That Bylaw No. 398 be adopted; and
- d) That CRHD provide Island Health a letter of support to designate the James Bay UPCC a health facility 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

**ATTACHMENTS**

Appendix A: CRHD Bylaw No. 398 “Capital Regional Hospital District Capital Bylaw No. 174, 2019”

Appendix B: Draft Letter of Support

**CAPITAL REGIONAL HOSPITAL DISTRICT BYLAW NO. 398**

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**CAPITAL EXPENDITURE & BORROWING BYLAW NO. 174, 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 \$1,500,000 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 174, 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. 398

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

#### CAPITAL BYLAW NO 174, 2019

<b>Name of Facility</b>	<b>Project or Equipment Description</b>	<b>Project Number</b>	<b>Amount Covered by CRHD Bylaw (30%)</b>	<b>Amount covered by Province/ Island Health (70%)</b>	<b>Other Share (Specify) (___%)</b>	<b>Total Project or Equipment Cost</b>
James Bay Urgent and Primary Care Centre	James Bay Urgent and Primary Care Centre	C-174-01	\$1,500,000.00	\$3,500,000.00	\$0.00	\$5,000,000.00
		<b>Total</b>	<b>\$1,500,000.00</b>	<b>\$3,500,000.00</b>	<b>\$0.00</b>	<b>\$5,000,000.00</b>

December 11, 2019

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

Dear Mr. Sullivan:

**Re: James Bay Urgent and Primary Care Centre  
Request for Designation of Health Unit**

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 the James Bay Urgent Primary Care Centre at 547 Michigan Street, Victoria designated as a health facility under Section 49 of the *Hospital District Act*.

The Board supports the implementation of urgent and primary care centres as part of Island Health's new health-care strategy. Providing a full range of health-care options to patients who currently do not have a family doctor will take pressure off emergency departments.

This is an important project supporting the health of those living on Vancouver Island and the Board fully supports Island Health's request to have the James Bay Urgent and Primary Care Centre designated as a health facility.

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

December 4, 2019

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

Dear Mr. Sullivan:

**Re: James Bay Urgent and Primary Care Centre  
Request for Designation of Health Unit**

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 the James Bay Urgent Primary Care Centre at 547 Michigan Street, Victoria designated as a health facility under Section 49 of the *Hospital District Act*.

The Board supports the implementation of urgent and primary care centres as part of Island Health's new health-care strategy. Providing a full range of health-care options to patients who currently do not have a family doctor will take pressure off emergency departments.

This is an important project supporting the health of those living on Vancouver Island and the Board fully supports Island Health's request to have the James Bay Urgent and Primary Care Centre designated as a health facility.

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



**REPORT TO HOSPITALS AND HOUSING COMMITTEE  
MEETING OF WEDNESDAY, DECEMBER 04, 2019**

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**SUBJECT**        **Revenue Anticipation Resolution for Current Capital Regional Hospital District Operating Expenditures**

**ISSUE SUMMARY**

Adoption of a revenue anticipation resolution (General Purpose) authorizing borrowing up to \$10 million early in 2020, if so required, prior to receipt of requisition revenues in August 2020.

**BACKGROUND**

Section 31 of the *Hospital District Act* permits monies to be borrowed for the interim period for the purpose of meeting current operating expenditures, including debt servicing costs, until revenue is received from member municipalities. All money if so borrowed must be repaid within nine months of the date of the borrowing.

Although the Capital Regional Hospital District (CRHD) Board has previously approved a revenue anticipation resolution for this purpose, it has not had to act on the resolution. However, given the proposed capital plan, it is considered appropriate to have the flexibility to enable the Board to respond to opportunities or unforeseen circumstances, and have the ability to access funds should the CRHD require access to funding between January 1, 2020, and August 1, 2020.

The CRHD can borrow funds by making overdraft arrangements within our current banking agreement or by using the Municipal Finance Authority's (MFA) Interim Financing Program. Currently, the MFA's short term borrowing rate is 2.46% (variable rate as of November 21, 2019).

**ALTERNATIVES**

*Alternative 1*

The Hospitals and Housing Committee recommends to the Capital Regional Hospital District Board: That the Revenue Anticipation Resolution be adopted to allow the temporary borrowing of up to \$10 million for current Capital Regional Hospital District operating expenditures.

*Alternative 2*

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

**IMPLICATIONS**

*Financial Implications*

The proposed resolution provides the CRHD access to funds as of January 2020 to cover expenditures if so required, pending receipt of requisition revenues later in the year. Borrowed funds will be repaid upon receipt of anticipated revenues by August 2020. In the past, the CRHD has never had to act on the revenue anticipation resolution. The purpose of approving this resolution is to ensure that borrowing authority will be available in the unlikely event that funds are required to meet short-term operational cash flow needs.

**CONCLUSION**

This proposed resolution is brought forward annually for consideration. The adoption of the resolution is necessary in order to permit borrowing to meet current operating expenditures in 2020 prior to the receipt of annual requisition funding in August. Staff recommend this resolution be presented to the Board for approval.

**RECOMMENDATION**

The Hospitals and Housing Committee recommends to the Capital Regional Hospital District Board: That the Revenue Anticipation Resolution be adopted to allow the temporary borrowing of up to \$10 million for current Capital Regional Hospital District operating expenditures.

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

**ATTACHMENT(S)**

Appendix A: Revenue Anticipation Resolution

**CAPITAL REGIONAL HOSPITAL DISTRICT**

**RESOLUTION**

Victoria, BC, December 11, 2019

No. \_\_\_\_\_

WHEREAS, pursuant to Section 31 of the *Hospital District Act*, the Board may by resolution with the approval of the Minister of Health or a person authorized by him to act on his behalf, borrow money for purposes other than capital expenditures by temporary loan such sums as the Board may deem necessary to meet the current operating expenditures for the year, including the amounts required for principal and interest falling due within the year upon any debt of the Board;

AND WHEREAS pursuant to Section 25 of the said *Act*, member municipalities and the Province are not required to make payment from taxation revenues of amounts requisitioned by a Hospital District until August 1st of each year;

AND WHEREAS it is anticipated that a maximum of \$10,000,000 of borrowed funds will be required to meet 2019 current operating expenditures of the Board including the amounts required for principal and interest falling due within the year upon any debt of the Board;

NOW THEREFORE BE IT RESOLVED that the Board of the Capital Regional Hospital District borrow pursuant to Section 31 of the *Hospital District Act* a sum not exceeding \$10,000,000 for the purpose of paying the said current operating expenditures;

AND THAT the aforesaid monies or any part thereof may be borrowed for the purpose of aforesaid by means of bank overdrafts, bankers' acceptances, or promissory notes, bearing the Corporate Seal and signed by the Chair or Acting Chair and the Treasurer or Acting Treasurer. All monies borrowed pursuant to this resolution shall be repaid within nine months of the date of the first monies borrowed pursuant to this resolution;

AND THAT the Board of the Capital Regional Hospital District hereby pledges as security for liability incurred hereby, that part of current revenues necessary to fully satisfy any liability so created and the money borrowed shall be a first charge against current revenues received.