



Notice of Meeting and Meeting Agenda Capital Regional Hospital District Board

Wednesday, December 9, 2020

1:00 PM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

The Capital Regional District strives to be a place where inclusion is paramount and all people are treated with dignity. We pledge to make our meetings a place where all feel welcome and respected.

1. TERRITORIAL ACKNOWLEDGEMENT

2. APPROVAL OF THE AGENDA

3. ADOPTION OF MINUTES

- 3.1. [20-789](#) Minutes of the October 14, 2020, October 28, 2020 and November 18, 2020 Capital Regional Hospital District Board Meetings

Recommendation: That the minutes of the Capital Regional Hospital District Board meetings of October 14, 2020, October 28, 2020 and November 18, 2020 be adopted as circulated.

Attachments: [Minutes - October 14, 2020](#)
[Minutes - October 28, 2020](#)
[Minutes - November 18, 2020](#)

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. [20-768](#) Oak Bay Lodge Redevelopment Update

Recommendation: The Hospitals and Housing Committee recommends to the Capital Regional Hospital District Board:
That the Oak Bay Lodge Redevelopment Update Report be received for information.
(NWA)

Attachments: [Staff Report: Oak Bay Lodge Redevelopment Update](#)

8.2. [20-734](#) Revenue Anticipation Resolution for Current Capital Regional Hospital District Operating Expenditures

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.
(WA)

Attachments: [Staff Report: Revenue Anticipation Resolution - CRHD Operating Expenditures](#)
[Appendix A: Revenue Anticipation Resolution](#)

9. BYLAWS

10. NOTICE(S) OF MOTION

11. NEW BUSINESS

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, October 14, 2020

1:00 PM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

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, D. Kobayashi (for R. Martin)(EP), R. Mersereau, K. Murdoch, G. Orr, J. Ranns, D. Screech, L. Seaton, M. Tait, N. Taylor, K. Williams, R. Windsor, G. Young

Staff: Staff: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; L. Hutcheson, General Manager, Parks and Environmental Services (EP); K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; T. Robbins, General Manager, Integrated Water Services; M. Barnes, Senior Manager, Health and Capital Planning Strategies; M. Lagoa, Acting Deputy Corporate Officer; S. Closson, Committee Clerk (Recorder)

Regrets: Director Martin

EP - Electronic Participation

The meeting was called to order at 12:54 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

Director Tait provided a Territorial Acknowledgement in the preceding meeting.

2. APPROVAL OF THE AGENDA

MOVED by Director Plant, **SECONDED** by Director Helps,
That the agenda for the October 14, 2020 Session of the Capital Regional Hospital District Board be approved.
CARRIED

3. ADOPTION OF MINUTES

3.1. [20-615](#) Minutes of the September 9, 2020 Capital Regional Hospital District Board Meeting

MOVED by Director Plant, **SECONDED** by Director Orr,
That the minutes of the Capital Regional Hospital District Board meeting of September 9, 2020 be adopted as circulated.
CARRIED

4. REPORT OF THE CHAIR

There were no Chair's remarks.

5. PRESENTATIONS/DELEGATIONS

5.1 Presentations

There were no presentations.

5.2 Delegations

There were no delegations.

6. CONSENT AGENDA

There were no Consent Agenda items.

7. ADMINISTRATION REPORTS

There were no Administration Reports.

8. REPORTS OF COMMITTEES

8.1. [20-583](#) Capital Regional Hospital District Funding Model History

K. Lorette introduced the Capital Regional Hospital District Funding Model History.

Directors noted this item was a good reminder of the evolution funding process and the good framework that has been established.

**MOVED by Director Howe, SECONDED by Director Plant,
That the Capital Regional Hospital District Funding Model History report be
received for information.
CARRIED**

8.2. [20-582](#) Lady Minto Hospital Foundation Fund Request

**MOVED by Director Howe, SECONDED by Director Helps,
That CRHD cost share at 30 percent, at a cap of three million dollars, with the
Lady Minto Hospital Foundation on the Lady Minto Hospital Emergency Room
Upgrade project.
CARRIED**

8.3. [20-596](#) Oak Bay Lodge Community Consultation and Stakeholder Engagement - Award of Contract

Discussion ensued on the following:

- applicants
- delegated authority
- community definition

**MOVED by Director Murdoch, SECONDED by Director Helps,
That Contract CRHD.2020-02 for Oak Bay Lodge Community Consultation and**

Engagement Services be awarded to Kirk & Co Consulting Ltd in the amount of \$73,825 plus a contingency of \$10,000 for future services [excluding GST] be approved, and direct staff to report back on discussions with Island Health and BC Housing with respect to potential development priorities for that site.
CARRIED

9. BYLAWS

There were no bylaws for consideration.

10. NOTICE(S) OF MOTION

There were no Notice(s) of Motion.

11. NEW BUSINESS

There was no new business.

12. MOTION TO CLOSE THE MEETING

There was no motion to close the meeting.

13. RISE AND REPORT

There was no rise and report.

14. ADJOURNMENT

MOVED by Director Plant, SECONDED by Director Helps,
That the October 14, 2020 Capital Regional Hospital District Board meeting be adjourned at 12:59 pm.
CARRIED

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

Meeting Minutes

Capital Regional Hospital District Board

Wednesday, October 28, 2020

12:10 PM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

Special Meeting - Following Committee of the Whole

PRESENT

Directors: D. Blackwell (Chair), C. Plant (Vice-Chair), S. Brice, B. Desjardins, F. Haynes, L. Helps, M. Hicks (EP), G. Holman, P. Brent (for D. Howe), B. Isitt (12:08 pm), 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, N. Paltiel (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; T. Robbins, General Manager, Integrated Water Services; R. Lachance, Senior Manager, Financial Services; B. Semmens, Manager, Financial Planning & Performance; M. Lagoa, Acting Deputy Corporate Officer; S. Closson, Committee Clerk (Recorder)

EP – Electronic Participation

Regrets: Directors Howe, Tait, Windsor

The meeting was called to order at 12:04 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

Chair Blackwell provided a Territorial Acknowledgement.

2. APPROVAL OF THE AGENDA

MOVED by Director Mersereau, **SECONDED** by Director Helps,
That the agenda for the October 28, 2020 Session of the Capital Regional Hospital District Board be approved.
CARRIED

3. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

4. SPECIAL MEETING MATTERS

- 4.1. [20-677](#) Capital Regional Hospital District 2021-2030 Ten Year Capital Plan
K. Lorette introduced the CRHD 2021 - 2030 Ten Year Capital Plan.

Discussion ensued on urgent and primary care processes.

**MOVED by Director Helps, SECONDED by Director Williams,
That the 2021-2030 Capital Regional Hospital District Capital Plan be approved as
submitted.**

CARRIED

4.2. [20-562](#) 2021 Capital Regional Hospital District Provisional Budget

N. Chan spoke to the 2021 Capital Regional Hospital District Provisional Budget presentation.

Discussion ensued on the future of Oak Bay Lodge and current maintenance costs.

**MOVED by Director Plant, SECONDED by Director Helps,
That the 2021 Capital Regional Hospital District Provisional Budget be approved
as submitted.**

CARRIED

5. MOTION TO CLOSE THE MEETING

There was no motion to close the meeting.

6. RISE AND REPORT

There was no rise and report.

7. ADJOURNMENT

**MOVED by Director Plant, SECONDED by Director Murdoch,
That the October 28, 2020 Capital Regional Hospital District Board meeting be
adjourned at 12:16 pm.**

CARRIED

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

Meeting Minutes

Capital Regional Hospital District Board

Wednesday, November 18, 2020

1:10 PM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

SPECIAL INAUGURAL MEETING

PRESENT

Directors: D. Blackwell (Chair), C. Plant (Acting Chair), S. Brice, B. Desjardins, F. Haynes, L. Helps, M. Hicks (EP), G. Holman, P. Brent (for D. Howe), B. Isitt, J. Loveday, R. Martin, R. Mersereau, K. Murdoch, G. Orr, J. Ranns, D. Screech, L. Seaton, 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; J. Reimer, Manager, Electoral Area Fire and Emergency Programs; M. Lagoa, Acting Deputy Corporate Officer; S. Closson, Committee Clerk (Recorder)

EP – Electronic Participation

Guest: Ryan Bortolin; Stewart McDannold Stuart, Barristers & Solicitors

Regrets: Directors Howe, McNeil-Smith

1. CALL TO ORDER

The Chief Administrative Officer called the meeting to order at 1:22 pm.

2. TERRITORIAL ACKNOWLEDGEMENT

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

3. ELECTION OF THE CHAIR OF THE HOSPITAL DISTRICT BOARD

The Chief Administrative Officer called for nominations for the position of Chair of the Capital Regional Hospital District Board for 2021.

Director Plant nominated Director Mersereau. Director Mersereau accepted the nomination.

The Chief Administrative Officer called for nominations a second time.

Director Ranns nominated Director Blackwell. Director Blackwell accepted the nomination.

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

Directors Mersereau and Blackwell addressed the Board members.

Ballots were distributed by K. Morley and M. Lagoa, and collected by M. Lagoa. The ballots were counted by K. Morley, M. Lagoa, and R. Bortolin, Solicitor.

The Chief Administrative Officer declared Director Blackwell Chair of the Capital Regional Hospital District Board.

**MOVED by Director Plant, SECONDED by Director Helps,
That the ballots be destroyed.
CARRIED**

4. ELECTION OF THE ACTING CHAIR OF THE HOSPITAL DISTRICT BOARD

Chair Blackwell called for nominations of Acting Chair of the Capital Regional Hospital District Board.

Director Murdoch nominated Director Plant. Director Plant accepted the nomination.

Chair Blackwell called for nominations a second time.

Chair Blackwell called for nomination a third and final time.

Hearing no further nominations, Chair Blackwell declared Director Plant Acting Chair of the Capital Regional Hospital District Board for 2021 by acclamation.

5. APPROVAL OF THE AGENDA

**MOVED by Director Tait, SECONDED by Director Young,
That the agenda for the November 18, 2020 Session of the Capital Regional
Hospital District Board be approved.
CARRIED**

6. INAUGURAL ADDRESS OF THE CHAIR

The was no inaugural address of the Chair.

7. PRESENTATIONS/DELEGATIONS

7.1. Presentations

There were no presentations.

7.2. Delegations

There were no delegations.

8. ADMINISTRATION REPORTS

There were no Administration Reports.

9. REPORTS OF COMMITTEES

There were no Reports of Committees.

10. BYLAWS

There were no bylaws for consideration.

11. MOTION TO CLOSE THE MEETING

11.1. [20-740](#) Motion to Close the Meeting

MOVED by Director Tait, **SECONDED** by Director Young,
That the meeting be closed for Intergovernmental Negotiations in accordance
with Section 90(2)(b) of the Community Charter.
CARRIED

The meeting recessed at 1:25 pm and the meeting of the Capital Regional District
Board was convened. The meeting of the Capital Regional Hospital District
Board reconvened in closed session at 3:47 pm.

12. RISE AND REPORT

The meeting rose from closed session at 4:21 pm. There were no items to rise
and report.

13. ADJOURNMENT

MOVED by Director Isitt, **SECONDED** by Director Helps,
That the November 18, 2020 Capital Regional Hospital District Board meeting be
adjourned at 4:21 pm.
CARRIED

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

**REPORT TO HOSPITALS AND HOUSING COMMITTEE
MEETING OF WEDNESDAY, DECEMBER 02, 2020**

SUBJECT Oak Bay Lodge Redevelopment Update

ISSUE SUMMARY

To provide an update on the redevelopment of Oak Bay Lodge.

BACKGROUND

The Capital Regional Hospital District (CRHD) took over ownership of Oak Bay Lodge (2251 Cadboro Bay Road) from Vancouver Island Health Authority (Island Health) effective August 14, 2020. On October 14, 2020 the CRHD Board approved the award of contract to Kirk and Co. Consulting Ltd. for public engagement on the Oak Bay Lodge Redevelopment project. At the November 4, 2020 Hospital and Housing Committee, staff were directed to report back on a timeline for the public engagement process.

ALTERNATIVES

Alternative 1

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

That the Oak Bay Lodge Redevelopment Update Report be received for information.

Alternative 2

That the Oak Bay Lodge Redevelopment Update Report be referred back to staff for additional information based on Hospitals and Housing Committee direction.

IMPLICATIONS

Process Implications

A multi-round consultation and engagement plan is proposed as the most effective way to seek community feedback and input on the future use of the Oak Bay Lodge property. The timeline for this process is as follows:

Phase 1

The first stage of the process will focus on seeking community feedback and ideas regarding the future development of the Oak Bay Lodge property. The focus will be to define the CRHD's communications and engagement goals to the community; outline the anticipated communications and engagement activities during the potential redevelopment project; describe the roles and responsibilities of the (CRHD) staff, consultants and representatives from our health and housing partners; and building demolition (process and timelines). This phase will provide information on a variety of potential health uses as well as non-health uses.

Activity	Description	Timeline
Planning / materials development	<ul style="list-style-type: none"> ○ Develop Consultation and Engagement Plan ○ Develop materials for consultation and engagement 	November - December 2020

Activity	Description	Timeline
Project and Round 1 launch	<ul style="list-style-type: none"> ○ News release ○ Launch website/start of public notifications 	January 2021
Consultation period	<ul style="list-style-type: none"> ○ Virtual open houses ○ Virtual small group meetings ○ Physically distant pop-ups 	January 2021
Final Report	○ Round 1 - Consultation Summary Report	February 2021
	○ CRHD Board Update	March 2021

Once the first phase of community engagement is completed and only when consensus is reached with Island Health on the most viable health services on the property will a second phase of engagement begin. At this stage a report will be brought back to the CRHD Board to approve potential development concepts.

Phase 2

The second phase of the multi-round engagement process will focus on reporting out on what was heard from the community during the first round and introducing potential development concepts for feedback. The focus will be the development of public materials that outline a summary of feedback received and outline options of potential uses including density and form.

Activity	Description	Timeline
Planning / materials development	<ul style="list-style-type: none"> ○ Develop Consultation and Engagement Plan ○ Develop materials for consultation and engagement 	March – April 2021
Round 2 launch	<ul style="list-style-type: none"> ○ News release ○ Launch website/start of public notifications 	May 2021
Consultation period	<ul style="list-style-type: none"> ○ Virtual open houses ○ Virtual small group meetings ○ Physically distant pop-ups 	May 2021
Final Report	○ Round 2 - Consultation Summary Report	June 2021

Staff will report back to the CRHD Board for approval on proceeding with the next stage of the project.

Demolition Process

The demolition process will also run concurrently with the public engagement process and the Pre-Demolition Hazardous Materials Assessment is already underway. Environmental Site Assessment phase 1 has been completed, and visual inspection and sample collection of roof, floor, wall and ceiling cavities has been completed. Building materials will be subsequently analyzed and the final report is expected in early December.

The Construction Management Services for the Demolition of Oak Bay Lodge Request for Proposals is expected to be awarded in early 2021 with the submission of a request for a demolition permit sometime in the first quarter of next year. The successful construction manager will be responsible for engaging both the hazardous materials removal contractor and the demolition contractor.

Financial Implications

Staff have allocated \$10 million in the CRHD Capital Plan for Oak Bay Lodge demolition and redevelopment for 2021-2022. Resources will be allocated toward hiring consultants to develop a concept plan and working through a procurement process for receiving development proposals. Costs for the public engagement consultants and development of the conceptual plan will be funded from the Administration and Feasibility Studies Reserve.

CONCLUSION

A multi-round consultation and engagement process is underway. The first stage of the process will focus on seeking community feedback and ideas regarding the potential uses to be incorporated into the future development of the Oak Bay Lodge property. The second phase of the multi-round engagement process will focus on reporting out on what was heard from the community during the first round, and introducing potential development concepts for feedback.

RECOMMENDATION

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

That the Oak Bay Lodge Redevelopment Update Report be received for information.

Submitted by:	Michael Barnes, MPP, Senior Manager Health & Capital Planning Strategies
Concurrence:	Kevin Lorette, P. Eng., MBA, Acting Chief Administrative Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

**REPORT TO HOSPITALS AND HOUSING COMMITTEE
MEETING OF WEDNESDAY, DECEMBER 02, 2020**

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 2021, if so required, prior to receipt of requisition revenues in August 2021.

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, 2021, and August 1, 2021.

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, MFA's short term borrowing rate is 1.22% and RBC's overdraft rate for the CRD is 2.45% (both variable rates as of November 10, 2020).

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 2021 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 2021. 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 2021 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 9, 2020

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 2020 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.