



Notice of Meeting and Meeting Agenda Capital Regional Hospital District Board

Wednesday, November 10, 2021

1:10 PM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

INAUGURAL MEETING

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. CALL TO ORDER
2. TERRITORIAL ACKNOWLEDGEMENT
3. ELECTION OF THE CHAIR OF THE HOSPITAL DISTRICT BOARD
4. ELECTION OF THE ACTING CHAIR OF THE HOSPITAL DISTRICT BOARD
5. APPROVAL OF THE AGENDA
6. INAUGURAL ADDRESS OF THE CHAIR
7. ADOPTION OF MINUTES

- 7.1. [21-835](#) Minutes of the October 13, 2021 and the minutes of the October 27, 2021 Capital Regional Hospital District Board Meetings

Recommendation: That the minutes of the Capital Regional Hospital District Board meetings of October 13, 2021 and October 27, 2021 be adopted as circulated.

Attachments: [Minutes: October 13, 2021](#)
[Minutes: October 27, 2021](#)

8. PRESENTATIONS/DELEGATIONS

In keeping with directives from the Province of BC, there is limited space for the public to attend CRD Board meetings in-person at this time. However, the public may continue to view meeting materials and Live Webcasts online. If you wish to attend a meeting in-person, please email legserv@crd.bc.ca.

CRD encourages delegations to participate electronically. Please complete the online application for "Addressing the Board" on our website and staff will respond with details.

Alternatively, you may email your comments on an agenda item to the CRD Board at crdboard@crd.bc.ca.

8.1. Presentations

8.2. Delegations

9. CONSENT AGENDA

10. ADMINISTRATION REPORTS

11. REPORTS OF COMMITTEES

11.1. [21-810](#) Revenue Anticipation Borrowing 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 Borrowing Resolution](#)
[Appendix A: Revenue Anticipation Borrowing Resolution](#)

12. BYLAWS

13. NOTICE(S) OF MOTION

14. NEW BUSINESS

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

Wednesday, October 13, 2021

1:05 PM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

PRESENT:

D. Blackwell (Chair), C. Plant (Acting Chair), P. Brent (for D. Howe), S. Brice, J. Brownoff (for F. Haynes) (EP), B. Desjardins, L. Helps, M. Hicks, G. Holman, B. Isitt (EP), J. Loveday, C. McNeil-Smith, R. Mersereau, K. Murdoch (EP), G. Orr, J. Ranns (1:21 pm), D. Screech (EP), L. Seaton, M. Tait (EP), N. Taylor, K. Williams (EP), 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; M. Barnes, Senior Manager, Health & Capital Planning Strategies; M. Lagoa, Deputy Corporate Officer; S. Orr, Senior Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: F. Haynes, D. Howe, R. Martin

The meeting was called to order at 1:07 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

A Territorial Acknowledgement was provided in the preceding meeting.

2. APPROVAL OF THE AGENDA

MOVED by Director McNeil-Smith, **SECONDED** by Director Mersereau,
That the agenda for the October 13, 2021 Session of the Capital Regional Hospital
District Board be approved.
CARRIED

3. ADOPTION OF MINUTES

3.1. [21-728](#) Minutes of the September 8, 2021 Capital Regional Hospital District Board

MOVED by Director Helps, **SECONDED** by Director McNeil-Smith,
That the minutes of the Capital Regional Hospital District Board meeting of
September 8, 2021 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

- 5.2.1. [21-788](#) Delegation - Patti Dewhurst; Resident of Victoria: Re: Agenda Item 8.1:
Summit Noise Concerns Update

P. Dewhurst spoke to Item 8.1.

- 5.2.2. [21-789](#) Delegation - Kathy Gillis; Resident of Victoria: Re: Agenda Item 8.1:
Summit Noise Concerns Update

K. Gillis spoke to Item 8.1.

6. CONSENT AGENDA

There were no Consent Agenda items.

7. ADMINISTRATION REPORTS

There were no Administration Reports.

8. REPORTS OF COMMITTEES

8.1. [21-669](#) Summit Noise Concerns Update

K. Lorette spoke to Item 8.1.

Discussion ensued regarding:

- Excessive sound
- Tonal issue in equipment specification
- Noise mitigation
- Lessons learned for future projects

MOVED by Director Helps, **SECONDED** by Director Orr,

1. To direct staff to conduct acoustic engineering work, up to an amount of \$50,000, and report back.

2. And further engage with residents to hear their experiences and that the community be involved, consulted and informed throughout the process moving forward.

MOVED by Director Helps, **SECONDED** by Director Windsor,

That the main motion be amended in 1. to add the words "and mitigation attempts" after "To direct staff to conduct acoustic engineering work"

CARRIED

The question was called on the main motion as amended.

1. To direct staff to conduct acoustic engineering work and mitigation attempts up to an amount of \$50,000, and report back.

2. And further engage with residents to hear their experiences and that the community be involved, consulted and informed throughout the process moving forward.

CARRIED

9. NOTICE(S) OF MOTION

There were no notice(s) of motion.

10. NEW BUSINESS

There was no new business.

11. ADJOURNMENT

MOVED by Director Helps, **SECONDED** by Director Windsor,

That the October 13, 2021 Capital Regional Hospital District Board meeting be adjourned at 1:28 pm.

CARRIED

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

Meeting Minutes

Capital Regional Hospital District Board

Wednesday, October 27, 2021

1:00 PM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

Special Meeting

PRESENT:

D. Blackwell (Chair), C. Plant (Acting Chair), P. Brent (for D. Howe), S. Brice, B. Desjardins, F. Haynes (EP), L. Helps, M. Hicks (EP), G. Holman, B. Isitt, J. Loveday (EP), R. Martin, C. McNeil-Smith, R. Mersereau, K. Murdoch (EP), G. Orr (1:21 pm), J. Ranns, D. Screech, L. Seaton, M. Tait (EP), N. Taylor (EP), K. Williams (EP), 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; M. Lagoa, Deputy Corporate Officer; S. Orr, Senior Committee Clerk (Recorder)

Guests: S. McCarten, C. Sullivan and R. Guenther, Island Health Representatives

EP - Electronic Participation

Regrets: D. Howe

The meeting was called to order at 1:01 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

Director McNeil-Smith provided a Territorial Acknowledgement.

2. APPROVAL OF THE AGENDA

MOVED by Director Mersereau, **SECONDED** by Director Helps,
That the agenda for the October 27, 2021 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. [21-805](#) Capital Regional Hospital District 2022-2031 Ten Year Capital Plan

K. Lorette spoke to Item 4.1.

Discussion ensued regarding:

- Ross Bay long term care facility
- Pembroke mental health centre
- Regional Housing First program
- Mt. Tolmie site
- 10 year capital plan
- First Nations role
- Elder care in Pacheedaht

**MOVED by Director Helps, SECONDED by Board Chair Plant,
That the Capital Regional Hospital District 2022-2031 Ten Year Capital Plan be
approved as submitted.**

CARRIED

4.2. [21-713](#) 2022 Capital Regional Hospital District Provisional Budget

N. Chan spoke to Item 4.2. and provided a PowerPoint presentation outlining the 2022 provisional budget summary.

Discussion ensued regarding:

- Potential changes in revenue
- Interest rate risk of exposure

**MOVED by Director Desjardins, SECONDED by Board Chair Plant,
That the 2022 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 McNeil-Smith, SECONDED by Director Mersereau,
That the October 27, 2021 Capital Regional Hospital District Board meeting be
adjourned at 1:35 pm.**

CARRIED

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

**REPORT TO HOSPITALS AND HOUSING COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 03, 2021**

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

ISSUE SUMMARY

Adoption of a revenue anticipation borrowing resolution (General Purpose) authorizing borrowing up to \$10 million if required prior to receipt of requisition revenues expected in August 2022.

BACKGROUND

Section 31 of the *Hospital District Act* allows the Board to adopt a revenue anticipation resolution to borrow money if required to meet cash flow needs prior to receiving payable revenue from member municipalities and the surveyor of taxes for electoral areas. All borrowed funds must be repaid within nine months of the date of the borrowing. The last time borrowing was exercised under this authority was July 2017 for \$1.1 million to cover short term interest payments which was repaid in August upon receipt of requisition revenue.

Given the growth of the organization and increased capital activity, it is appropriate to continue implementing financial risk management tools that provide the ability to respond to both opportunities and unforeseen circumstances.

Based on best practices, staff recommend the amount within the revenue anticipation bylaw aligns to the anticipated peak, monthly cash outflow of approximately \$10 million for 2022. If required, the Capital Regional Hospital District (CRHD) will borrow funds by leveraging overdraft arrangements within current banking agreements or through the Municipal Finance Authority (MFA). Currently, the overdraft rate is 2.45% and MFA's short term borrowing rate is 0.94% (both variable rates as of October 14, 2021).

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 2022 to cover expenditures if required, pending receipt of requisition revenue. Borrowed funds will not be

accessed unless necessary and any borrowed funds will be repaid upon receipt of anticipated revenues. Historically, the CRHD has not acted on the revenue anticipation borrowing resolution but it is a recommended fiscal risk management tool. The purpose of approving this resolution is to ensure available borrowing authority in the unlikely event funds are required to meet short term cash flow requirements.

CONCLUSION

This proposed resolution is brought forward annually for consideration. Adoption of the resolution is necessary to authorize borrowing to cover short term expenditures in 2022 if required, pending receipt of anticipated revenues.

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, FCPA, FCMA, 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, November 10, 2021

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 2022 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.