

STUART-NECHAKO REGIONAL HOSPITAL DISTRICT
AGENDA
THURSDAY, FEBRUARY 6, 2020

CALL TO ORDER

SUPPLEMENTARY AGENDA

Receive

AGENDA – February 6, 2020

Approve

PAGE NO.

MINUTES

ACTION

2-5

Stuart-Nechako Regional Hospital District
Meeting Minutes – January 9, 2020

Adopt

DELEGATION

NORTHERN HEALTH

Penny Anguish, Chief Operating Officer, Northern
Interior Health Service Delivery Area
Michael Hoefler, Regional Director, Capital Planning
and Support Services
RE: Draft SNRHD Budget

REPORTS

6-10

John Illes, Treasurer – Bylaw 76 and 77 for First,
Second, Third Reading and Adoption

Recommendation

11

John Illes, Treasurer – Investment Summary

Receive

INVITATION

12

Northern Health – Invitation to Northern Health
Board Meeting Round Table – February 10, 2020
In Burns Lake

Receive

VERBAL REPORTS

RECEIPT OF VERBAL REPORTS

SUPPLEMENTARY AGENDA

NEW BUSINESS

ADJOURNMENT

STUART-NECHAKO REGIONAL HOSPITAL DISTRICT**MEETING MINUTES****THURSDAY, JANUARY 9, 2020**

PRESENT: Chair Jerry Petersen

Directors Dolores Funk
Tom Greenaway
Clint Lambert
Linda McGuire
Mark Parker
Bev Playfair – via teleconference
Michael Riis-Christianson
Gerry Thiessen – left at 10:24 a.m., returned at 10:27 a.m.
Kim Watt-Senner

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
John Illes, Treasurer
Wendy Wainwright, Executive Assistant

CALL TO ORDER Curtis Helgesen, CAO called the meeting to order at 10:08 a.m.

ELECTIONS

Chairperson Mr. Helgesen called for nominations for the position of Chairperson for the Stuart-Nechako Regional Hospital District for the year 2020.

Moved by Director Greenaway
Seconded by Director McGuire

SNRHD.2020-1-1 “That Director Petersen be nominated for the position of Chairperson of the Stuart-Nechako Regional Hospital District for the year 2020.”

Mr. Helgesen called for nominations for Chairperson a second time.

Mr. Helgesen called for nominations for Chairperson a third time.

There being no further nominations, Mr. Helgesen declared Director Petersen, Chairperson of the Stuart-Nechako Regional Hospital District for the year 2020 by acclamation.

Acting Chairperson Mr. Helgesen called for nominations for the position of Acting Chairperson of the Stuart-Nechako Regional Hospital District for the year 2020.

Moved by Director Petersen
Seconded by Director McGuire

SNRHD.2020-1-2 “That Director Greenaway be nominated for the position of Acting Chairperson of the Stuart-Nechako Regional Hospital District for the year 2020.

Mr. Helgesen called for nominations for Acting Chairperson a second time.

ELECTIONS (CONT'D)

Mr. Helgesen called for nominations for Acting Chairperson a third time.

There being no further nominations, Mr. Helgesen declared Director Greenaway as Acting Chairperson of the Stuart-Nechako Regional Hospital District for the year 2020 by acclamation.

Chair Petersen took the chair.

AGENDA

Moved by Director Riis-Christianson
 Seconded by Director Greenaway

SNRHD.2020-1-3

“That the Stuart-Nechako Regional Hospital District Agenda of January 9, 2020 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Stuart-Nechako Regional Hospital District Meeting Minutes – October 24, 2019

Moved by Director McGuire
 Seconded by Director Watt-Senner

SNRHD.2020-1-4

“That the minutes of the Stuart-Nechako Regional Hospital District meeting of October 24, 2019 be adopted.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS

Capital Grant Bylaw 75 - Pines Cafeteria Contribution

Moved by Director Greenaway
 Seconded by Director Funk

SNRHD.2020-1-5

“That “Stuart-Nechako Regional Hospital District Board of Directors Capital Expenditure Bylaw No. 75, 2019” be given first, second, third reading and adoption this 9th day of January, 2020.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Initial Budget Discussion

Moved by Director Thiessen
 Seconded by Director McGuire

SNRHD.2020-1-6

“That the Board receive the Treasurer’s January 9, 2020 memo titled “Initial Budget Discussion.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

John Illes, Treasurer provided a brief overview of the January 9, 2019 memo regarding Initial Budget Discussions and the 2020/2021 SNRHD Budget with Board consideration and planning for potential future projects.

Discussion took place in regard to:

- Potential Expenditures for the Fraser Lake Health Centre
 - o Require a breakdown of expenditures and a business plan prior to making decision
 - o Investigate actual needs – e.g. long-term care beds
- Long-Term Bed Study
- Vanderhoof Primary Care potential expenditure information has not been provided

REPORTS (CONT'D)

- Stuart Nechako Manor Roof Upgrade
 - o Northern Health has indicated that there will not be a funding ask for the roof upgrade
 - o Concerns were brought forward regarding the original engineering and construction of the manor
 - o Impact to residents due to building issues
 - o The Board identified its opposition of funding the Stuart Nechako Manor Roof upgrade
- Director McGuire questioned if a final decision had been made regarding the relocating of the Granisle Health Centre major project at an estimate of \$260,000 for leasehold improvements
 - o Funding for the project has been allocated in the SNRHD Budget
- St. John Hospital in Vanderhoof \$650,953 request for upgrades in 2020
 - o Projects:
 - Carbon neutral project
 - Upgrades to the hospital pharmacy
- Impact of long-term care patients in acute care beds
 - o Patients needing acute care are having to be transferred to other facilities in other communities due to bed shortages
 - o Impacts to emergency care/patients
- Concerns regarding taxation to residents
- Stuart Lake Hospital
 - o Current construction estimates – 36% higher than provided at the beginning of 2019
 - o Concerns
 - High cost of projects
 - potential cost to taxpayers
 - o Accountability and need for efficiencies
 - o Determining budget limits based on a contribution maximum
- SNRHD involvement in projects
- Scheduling a meeting with Northern Health.

Initial Budget Discussion

Moved by Director Funk
 Seconded by Director Riis-Christianson

SNRHD.2020-1-7

“That the Board direct staff to contribute any surplus realized during a calendar year to the Hospital District Capital Reserve.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Year End Draft Financial Statements

Moved by Director Parker
 Seconded by Director Watt-Senner

SNRHD.2020-1-8

“That the Board receive the Treasurer’s January 9, 2020 memo titled “Year End Draft Financial Statements as amended.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

CORRESPONDENCE

Northern Health – Union of B.C. Municipalities Convention
-September 2019 Moved by Director Lambert
 Seconded by Director Watt-Senner

SNRHD.2020-1-9

“That the Board receive the correspondence from Northern Health regarding Union of BC Municipalities Convention – September 2019.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Greenaway
 Seconded by Director Lambert

SNRHD.2020-1-10

“That the meeting be adjourned at 11:04 a.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

 Jerry Petersen, Chairperson

 Wendy Wainwright, Executive Assistant

Stuart-Nechako

Regional Hospital District

Memo

To: Chair Petersen and the Board of Directors
From: John Illes, Treasurer
Date: February 6, 2020
Regarding: Bylaw No. 76 and No. 77 Three Readings and Adoption

Recommendation: (all/directors/majority)

1. That “Stuart-Nechako Regional Hospital District Annual Budget Bylaw No. 76, 2020 be given first, second, third reading and adoption” and
2. That “Stuart-Nechako Regional Hospital Capital Expenditure Bylaw No. 77, 2020 be given first, second, third reading and adoption”.

Discussion:

The proposed budget for 2020 and the proposed provisional budget for 2021 is included in Bylaw 76.

The budget proposes a requisition increase of 0.625% to capture the non-market assessment increase for 2020. The non-market assessment increase represents the new construction that happened in 2019 less the destruction or demobilization of existing properties.

The “average” property owner, whose property has increased by the average market value for the Hospital District, will see the same taxation amount as in 2019.

This budget includes information only for 2020 and 2021. Projects after this time are not included or referenced in this budget and therefore there is no commitment by the Board to fund future projects at a specified amount.

In Schedule B of this budget, a commitment of \$20 million is made to pay for the Stuart Lake Hospital. In Schedule A, a maximum of \$1 million of this commitment will be made available in 2020 and \$9 million will be made available in 2021 with the remainder being made available in future years.

The remaining larger capital projects for 2020 and 2021 are listed in Schedule B.

The authorization to fund \$20 million towards the new hospital in Fort St. James, as announced by the Province on January 18, 2020, is included in Bylaw 77. Bylaw 77 indicates that the SNRHD will fund a maximum of \$20 million towards the Stuart Lake Hospital with amounts each year specified in the annual budget.

STUART-NECHAKO REGIONAL HOSPITAL DISTRICT

BYLAW NO. 76

**Being a bylaw to adopt the Annual Budget
for the year 2020
and the Provisional Annual Budget
for the year 2021.**

The Stuart-Nechako Regional Hospital District in open meeting assembled ENACTS as follows:

1. Schedule "A" and Schedule "B" attached hereto and made part of this bylaw is the Annual Budget for the Stuart-Nechako Regional Hospital District for the year ended December 31, 2020 and the provisional Annual Budget for the Stuart-Nechako Regional Hospital District for the year ended December 31, 2021.
2. This bylaw may be cited as the "Stuart-Nechako Regional Hospital District Annual Budget Bylaw No. 76, 2020."

READ A FIRST TIME this day of , 2020

READ A SECOND TIME this day of , 2020

READ A THIRD TIME this day of , 2020

ADOPTED this day of , 2020

Chairperson

Corporate Administrator

I hereby certify that this is a true copy of Bylaw No. 76 as adopted.

Corporate Administrator

Stuart Nechako Regional Hospital District - 2020 Budget and 2021 Provisional Budget
Schedule A - Bylaw 76, 2020

	2019 Actual	2019 BUDGET	2020 Budget	2021 Provisional Budget
Surplus Carryforward	\$ <u>134,798</u>	\$ <u>134,798</u>		
Grant In Lieu of Taxes	\$ 12,732	\$ 6,000	\$ 12,000	12,000
Taxation	\$ 4,652,184	4,652,184	4,681,260	4,681,260
Withdrawal from Reserves		\$ -		4,768,351
Proceeds from Debentures	\$ -	\$ -		
Total	\$ <u>4,664,916</u>	\$ <u>4,658,184</u>	\$ <u>4,693,260</u>	\$ <u>9,461,611</u>
Business Planning	\$ 1,157,567	\$ 3,000,000	1,842,433	
Major Capital Project >\$5M	\$ -		1,000,000	9,000,000
Major Capital Project <\$5M	\$ 865,448	\$ 1,161,520	910,953	
Major Equipment	\$ 145,507	\$ 169,400		
Building Integrity and Minor Capital	\$ 177,000	\$ 177,000	201,000	204,540
IT Projects	\$ 236,956	\$ 260,062	201,200	232,071
Administration	\$ 19,182	\$ 25,000	25,000	25,000
Repayment of Debt			-	-
	\$ <u>2,601,660</u>	\$ <u>4,900,865</u>	\$ <u>4,180,586</u>	\$ <u>9,461,611</u>
NET	\$ 2,063,256	\$ -	\$ 512,674	\$ 0
NET and SURPLUS (2018)	\$ 2,198,054			
RESERVES				
Opening	\$ 3,627,480	\$ 3,627,480	\$ 3,728,897	\$ 1,244,365
Contribution		\$ -	\$ 2,198,054	\$ 512,674
Interest	\$ 101,417	\$ 107,883	\$ 85,765	\$ 28,620
Closing	\$ <u>3,728,897</u>	\$ <u>3,703,980</u>	\$ <u>6,012,716</u>	\$ <u>1,785,659</u>

Schedule B Bylaw 76, 2020

Major Capital Projects Approved:

Stuart Lake Hospital	Fort St. James	\$20,000,000
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Major Capital Projects Funded:

2020

Stuart Lake Hospital	Fort St. James	\$ 1,000,000
Granisle Health Care Centre	Granisle	\$ 260,000
St. John Hospital Sterile Compound	Vanderhoof	\$ 268,800
St. John Hospital Carbon Neutral	Vanderhoof	\$ <u>382,153</u>
		\$ 1,910,953

2021

Stuart Lake Hospital	Fort St. James	\$ 9,000,000
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**STUART-NECHAKO REGIONAL HOSPITAL DISTRICT
CAPITAL EXPENDITURE BYLAW
BYLAW NO. 77**

WHEREAS, the Board of the Stuart-Nechako Regional Hospital District proposes to expend money for capital expenditures included in the annual budget;

AND WHEREAS, those capital expenditures have received the approval required under Section 23 of the *Hospital District Act*;

NOW THEREFORE, the Board of the Stuart-Nechako Regional Hospital District enacts the following capital expenditure bylaw as required by Section 32 of the *Hospital District Act*;

- 1. The Board hereby authorizes and approves expenditures of money necessary to complete the following capital expenditures totaling up to a maximum of \$20,000,000:

<u>Description</u>	<u>Amount</u>
Stuart Lake Hospital (Fort St. James)	\$20,000,000
	<u>\$20,000,000</u>

- 2. The amount paid in any one calendar year cannot exceed the amount in the approved budget bylaw for that calendar year.

- 3. The board hereby delegates the necessary authority to the Treasurer to settle payment.

- 4. This bylaw may be cited for all intents and purposes as the “Stuart-Nechako Regional Hospital District Capital Expenditure Bylaw No. 77, 2020.”

READ A FIRST TIME this day of , 2020
 READ A SECOND TIME this day of , 2020
 READ A THIRD TIME this day of , 2020
 ADOPTED this day of , 2020

Chairperson

Corporate Administrator

I, hereby, certify that this is a true copy of Bylaw No. 77 as adopted.

Corporate Administrator

Stuart-Nechako

Regional Hospital District

Memo

To: Chair Petersen and the Board of Directors
From: John Illes, Treasurer
Date: February 6, 2020
Regarding: Investments Summary

Recommendation: (all/directors/majority)

“That the Board of the Stuart-Nechako Regional Hospital District receive the 2020 Investment Summary.”

Discussion:

The Investment Policy for the SNRHD states that the Treasurer will bring an investment summary to the Board once each year.

Investments

DUCA Credit Union	\$4,054,539.07	January 14, 2020	2.65%	One Year
Sunshine Coast Credit Union	\$ 451,638.00	October 25, 2019	2.52%	One Year
Coast Capital Savings	\$1,000,000.00	August 14, 2019	2.55%	Two Year
Bulkley Valley Credit Union	\$ 300,000.00	February 22, 2019	2.15%	One Year
Total	\$5,806,177.07			

The listed amounts do not include accrued interest.

From: Trudel, Irma <irma.trudel@northernhealth.ca>

Sent: Monday, January 27, 2020 2:48 PM

Subject: [EXTERNAL]: Invitation to Northern Health Board Meeting Round Table – February 10, 2020 - CORRECTION

Hello

Please be advised that the Northern Health Board meeting Round Table will take place in Burns Lake, BC (not in Prince George as it states in the first paragraph of the invitation). We apologise for any confusion this may have caused.

The Board of Northern Health will be holding their next meeting in Burns Lake on February 10, 2020. In an effort to enhance community engagement at its meetings, the Northern Health Board will be hosting a roundtable discussion for community leaders.

Details of this event are as follows:

Date: Monday February 10, 2020
Place: College of New Caledonia, 545 Highway 16 West
 Burns Lake, BC, Room 007/008
Time: 12:15pm - 1:30pm
 Lunch will be provided

You are also welcome to attend and observe the Northern Health Public Board session which will be taking place on Monday February 10th in the same location beginning at 10:30am.

Please RSVP to our offices by **Monday February 3, 2020 at 1:00pm by emailing nhadministration@northernhealth.ca**. In order to be best prepared for our discussions, we would appreciate it if you would identify, and provide an overview, on two or three specific topics you would like to discuss with us.

Should you have any questions you can email the above address or contact Irma Trudel directly at 250-649-7038.

We look forward to meeting with you in February.

Best Regards,

Irma Trudel, Administrative Assistant
 Board and Administration Services and Risk and Compliance
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'The Northern Way of Caring'

"Through the efforts of our dedicated staff and physicians, in partnership with communities and organizations, we provide exceptional health services for Northerners."