

**NANAIMO REGIONAL HOSPITAL DISTRICT**

**INAUGURAL BOARD MEETING  
TUESDAY, MARCH 14, 2017  
7:00 PM**

***(RDN Board Chambers)***  
*This meeting will be recorded*

**A G E N D A**

**PAGES**

- 1. CALL TO ORDER**
  - 2. ELECTION OF CHAIR**
  - 3. ELECTION OF VICE CHAIR**
  - 4. DELEGATIONS**
  - 5. BOARD MINUTES**
- 4-6      **5.1 Nanaimo Regional Hospital District Board Meeting - December 6, 2016** (All Directors – One Vote).
- That the Minutes of the Nanaimo Regional Hospital District Board meeting held December 6, 2016 be adopted.*
- 6. BUSINESS ARISING FROM THE MINUTES**
  - 7. COMMUNICATIONS/CORRESPONDENCE**
  - 8. UNFINISHED BUSINESS**
- 7-8      **8.1 APPOINTMENT TO COMMITTEE**
- Regional Hospital District Select Committee Terms of Reference** (for information).
- 2017 Committee Members:*
- W. Pratt (Chair), A. McPherson, J. Stanhope, M. Lefebvre, T. Westbroek, I. Thorpe*

**9. COMMISSION, ADVISORY & SELECT COMMITTEE**

**9.1 Regional Hospital District Select Committee**

- 9-11                    **9.1.1 Minutes of the Regional Hospital District Select Committee Meeting - February 28, 2017** (All Directors – One Vote).

*That the Minutes of the Regional Hospital District Select Committee Meeting held on February 28, 2017, be received for information.*

- 12-18                    **9.1.2 Island Health 2017/2018 Annual Capital Grant Requests** (All Directors – Weighted Vote).

1. *That the 2017/2018 request from Island Health for the Nanaimo Regional Hospital District to cost share minor capital projects in the amount of \$1,650,071 be approved.*
2. *That the 2017/2018 request from Island Health for the Nanaimo Regional Hospital District to cost share capital equipment in the amount of \$1,793,984 be approved.*
3. *That the request from Island Health for the Nanaimo Regional Hospital District to cost share on the minor capital projects started in 2017/2018 and identified as multi-year projects for 2018/2019 and 2019/2020 be approved.*

- 19-24                    **9.1.3 Nanaimo Regional Hospital District 2017 Revised Budget.**

(All Directors – Weighted Vote)

1. *That "Nanaimo Regional Hospital District 2017 Annual Budget Bylaw No. 163, 2017" be introduced and read three times.*

(All Directors – 2/3 Weighted Vote)

2. *That "Nanaimo Regional Hospital District 2017 Annual Budget Bylaw No. 163, 2017" be adopted.*

- 9.1.4 Letter to Island Health to Request Information** (All Directors – One Vote).

*That staff write to Island Health requesting information regarding levels of staffing and operational budgets available to support new capital equipment purchases such as the additional MRI planned at Nanaimo Regional General Hospital.*

**9.1.5 Communication Processes Between Island Health and Regional Hospital District Communities (All Directors – One Vote).**

*That staff prepare a report providing information on current communications processes between Island Health, and regional hospital district communities and provide recommendations on best practices that may be applicable to the Nanaimo Regional Hospital District to ensure community needs are being brought forward.*

**10. REPORTS**

**25-26 10.1 Approval of Signing Authorities for General Banking and Investments (All Directors – One Vote).**

- 1. That the signing authorities for the Nanaimo Regional Hospital District general banking services and financial instruments reflect the following officer positions:*

<i>Chairperson</i>	<i>To be named pending election</i>
<i>Deputy Chairperson</i>	<i>To be named pending election</i>
<i>Chief Administrative Officer</i>	<i>Phyllis Carlyle</i>
<i>Director of Finance</i>	<i>Wendy Idema</i>
<i>Manager, Accounting Services</i>	<i>Tiffany Moore</i>
<i>Manager, Capital &amp; Financial Reporting</i>	<i>Manvir Manhas</i>

- 2. That the foregoing authorizations extend to accounts in the name of the Nanaimo Regional Hospital District.*

**11. ADDENDUM**

**12. NEW BUSINESS**

**13. ADJOURNMENT**

**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE NANAIMO REGIONAL HOSPITAL DISTRICT BOARD MEETING  
HELD ON TUESDAY, DECEMBER 6, 2016 AT 7:00 PM IN THE  
RDN BOARD CHAMBERS**

**In Attendance:**

Director W. Veenhof	Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director M. Young	Electoral Area C
Director B. Rogers	Electoral Area E
Director J. Fell	Electoral Area F
Director J. Stanhope	Electoral Area G
Director B. McKay	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director J. Hong	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director W. Pratt	City of Nanaimo
Director I. Thorpe	City of Nanaimo
Director B. Yoachim	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director B. Colclough	District of Lantzville
Director T. Westbroek	Town of Qualicum Beach

**Also in Attendance:**

P. Carlyle	Chief Administrative Officer
R. Alexander	Gen. Mgr. Regional & Community Utilities & Solid Waste
G. Garbutt	Gen. Mgr. Strategic & Community Development
T. Osborne	Gen. Mgr. Recreation & Parks
D. Trudeau	Gen Mgr. Transportation and Emergency Planning Services
J. Harrison	Director of Corporate Services
W. Idema	Director of Finance
J. Hill	Mgr. Administrative Services
C. Golding	Recording Secretary

**CALL TO ORDER**

The Chairperson called the meeting to order and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

The Chairperson welcomed Director Colclough to the meeting.

**BOARD MINUTES**

**Minutes of the Regular Nanaimo Regional Hospital District Board meeting held Tuesday, May 10, 2016.**

MOVED Director Stanhope, SECONDED Director Houle, that the minutes of the Regular Nanaimo Regional Hospital District Board meeting held Tuesday, May 10, 2016, be adopted.

CARRIED

**COMMUNICATIONS/CORRESPONDENCE**

**Patient Care Statistics by RHD and Facility.**

MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence regarding Patient Care Statistics by Regional Hospital District and facility be received.

CARRIED

**Island Health and Vancouver Island Regional Hospital Districts – Minutes of the Semi-Annual Joint Planning Meeting held May 6, 2016.**

MOVED Director Stanhope, SECONDED Director Lefebvre, that the correspondence from Island Health and Vancouver Island Regional Hospital Districts regarding the minutes of the Semi-Annual Joint Planning meeting held May 6, 2016 be received for information.

CARRIED

**REPORTS**

**Approval of Signing Authorities for General Banking and Investments.**

MOVED Director Stanhope, SECONDED Director Thorpe, that the signing authorities for the Nanaimo Regional Hospital District general banking services and financial instruments reflect the following officer positions:

Chairperson	William Veenhof
Chief Administrative Officer	Phyllis Carlyle
Director of Finance	Wendy Idema
Manager, Accounting Services	Tiffany Moore
Manager, Capital & Financial Reporting	Manvir Manhas

CARRIED

MOVED Director Stanhope, SECONDED Director Thorpe, that the foregoing authorizations extend to accounts in the name of the Nanaimo Regional Hospital District.

CARRIED

**Nanaimo Regional Hospital District 2017 Provisional Budget.**

MOVED Director Yoachim, SECONDED Director Lefebvre, that the 2017 Regional Hospital District provisional budget be approved with the following components:

Property tax requisition	\$7,158,794	
Capital grant allowance	\$3,444,055	
		CARRIED

MOVED Director Yoachim, SECONDED Director Stanhope, that the 2017 to 2021 five year projections be received for information.

CARRIED

**ADJOURNMENT**

MOVED Director Houle, SECONDED Director Stanhope, that this meeting be adjourned.

CARRIED

TIME: 7:06 PM

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CHAIRPERSON

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CORPORATE OFFICER

## **NANAIMO REGIONAL HOSPITAL DISTRICT**

### **REGIONAL HOSPITAL DISTRICT SELECT COMMITTEE TERMS OF REFERENCE**

Adopted March 26, 2013

#### **PURPOSE**

The Regional Hospital District Select Committee is a committee of the Nanaimo Regional Hospital District (NRHD) Board which provides advice and recommendations to the NRHD Board regarding requests for capital funding from the Vancouver Island Health Authority.

#### **ROLES AND RESPONSIBILITIES**

The Regional Hospital District Select Committee mandate is to provide political oversight for health capital related initiatives. The Committee is the forum to which staff report on Regional Hospital District initiatives.

The Committee's responsibilities are:

1. Consider staff reports on the Regional Hospital District budget and requests for capital funding from the Vancouver Island Health Authority and make recommendations to the NRHD Board including:
  - The level of taxation for the next year and the components of grant funding in the budget
  - Whether to support capital projects to secure Provincial cost sharing
  - Recommending the amount and use of annual capital grants
2. At its discretion, hear and consider public delegations on matters within the scope of its purview and, where appropriate, make recommendations to the NRHD Board arising out of such delegations.
3. Pursue matters referred to the Committee by the NRHD Board and report back to the Board expeditiously, as required.

#### **MEMBERSHIP**

- The Committee is comprised of six Directors with one Electoral Area Director from District 68, one Electoral Area Director from District 69, one Director from the Town of Qualicum Beach, one Director from the City of Parksville, one Director from the City of Nanaimo and one Director from either the City of Nanaimo or the District of Lantzville.
- The members of the Committee and the Committee Chairperson will be appointed annually by the NRHD Board Chairperson.

## **MEETINGS**

- The Committee will meet at intervals it determines to be appropriate, in consultation with the Director of Finance, but will structure its activities to meet approximately three times per year.
- The Director of Finance will be responsible for assigning staff to support the Committee including the coordination of agendas, minutes and staff contacts for Committee members.



**REGIONAL DISTRICT OF NANAIMO**

**MINUTES OF THE NANAIMO REGIONAL HOSPITAL DISTRICT SELECT COMMITTEE MEETING  
HELD ON TUESDAY, FEBRUARY 28, 2017 AT 5:30 PM IN THE  
RDN COMMITTEE ROOM**

In Attendance:

Director W. Pratt	Chairperson
Director A. McPherson	Electoral Area A
Director J. Stanhope	Electoral Area G
Director I. Thorpe	City of Nanaimo
Alternate	
Director K. Oates	City of Parksville
Director T. Westbrook	Town of Qualicum Beach

Regrets:

Director M. Lefebvre	City of Parksville
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Also in Attendance:

Director B. Rogers	Electoral Area E
Director B. Veenhof	Electoral Area H
P. Carlyle	Chief Administrative Officer
J. Harrison	Director of Corporate Services
W. Idema	Director of Finance
T. Moore	Manager of Accounting Services
B. Ritter	Recording Secretary

**CALL TO ORDER**

The Chairperson called the meeting to order.

**DELEGATIONS**

**Island Health Representatives, re Capital Planning.**

C. Sullivan and M. O’Rae of Island Health provided a presentation of how capital projects are prioritized by their organization and an overview of the major projects they are working on.

MOVED Director Westbrook, SECONDED Director Thorpe, to receive the presentation.

CARRIED

**MINUTES**

**Minutes of the Nanaimo Regional Hospital District Select Committee meeting held Tuesday, February 23, 2016.**

MOVED Director Stanhope, SECONDED Director Westbrook, that the Minutes of the Nanaimo Regional Hospital District Select Committee meeting held Tuesday, February 23, 2016, be adopted.

CARRIED

**REPORTS****Island Health 2017/2018 Annual Capital Grant Requests.**

MOVED Director Westbrook, SECONDED Director Thorpe, that the 2017/2018 request from Island Health for the Nanaimo Regional Hospital District to cost share minor capital projects in the amount of \$1,650,071 be approved.

CARRIED

MOVED Director Westbrook, SECONDED Director Thorpe, that the 2017/2018 request from Island Health for the Nanaimo Regional Hospital District to cost share capital equipment in the amount of \$1,793,984 be approved.

CARRIED

MOVED Director Westbrook, SECONDED Director Thorpe, that the request from Island Health for the Nanaimo Regional Hospital District to cost share on the minor capital projects started in 2017/2018 and identified as multi-year projects for 2018/2019 and 2019/2020 be approved.

CARRIED

**Nanaimo Regional Hospital District 2017 Revised Budget.**

MOVED Director Stanhope, SECONDED Director Westbrook, that "Nanaimo Regional Hospital District 2017 Annual Budget Bylaw No. 163, 2017" be introduced and read three times.

CARRIED

MOVED Director Stanhope, SECONDED Director Westbrook, that That "Nanaimo Regional Hospital District 2017 Annual Budget Bylaw No. 163, 2017" be adopted

CARRIED

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

MOVED Director Westbrook, SECONDED Director Thorpe, that staff write to Island Health requesting information regarding levels of staffing and operational budgets available to support new capital equipment purchases such as the additional MRI planned at Nanaimo Regional General Hospital.

CARRIED

**NEW BUSINESS****Communication Processes Between Island Health And Regional Hospital District Communities.**

MOVED Director Thorpe, SECONDED Director McPherson, that staff prepare a report providing information on current communications processes between Island Health, and regional hospital district communities and provide recommendations on best practices that may be applicable to the Nanaimo Regional Hospital District to ensure community needs are being brought forward.

CARRIED

**Update On Boiler Plant Upgrade.**

Request was made that staff provide an update on the status of the Boiler Plant Upgrade project funding and which project option Island Health is working towards

**ADJOURNMENT**

MOVED Director Westbroek, SECONDED Director McPherson, that this meeting be adjourned.

CARRIED

TIME: 6:45 PM

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CHAIRPERSON

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CORPORATE OFFICER

**TO:** Nanaimo Regional Hospital District  
Select Committee

**MEETING:** February 28, 2017

**FROM:** Wendy Idema  
Director of Finance

**FILE:** 1745-01

**SUBJECT:** Island Health 2017/2018 Annual Capital Grant Requests

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**RECOMMENDATIONS:**

1. That the 2017/2018 request from Island Health for the Nanaimo Regional Hospital District to cost share minor capital projects in the amount of \$1,650,071 be approved.
2. That the 2017/2018 request from Island Health for the Nanaimo Regional Hospital District to cost share capital equipment in the amount of \$1,793,984 be approved.
3. That the request from Island Health for the Nanaimo Regional Hospital District to cost share on the minor capital projects started in 2017/2018 and identified as multi-year projects for 2018/2019 and 2019/2020 be approved.

**SUMMARY:**

On February 9, 2017, Island Health provided its request for the 2017/2018 minor capital projects and capital equipment at Nanaimo Regional Hospital District (NRHD) designated facilities and is requesting that cost sharing be approved in the amount of \$3,444,055. This request is unchanged from the 2017 provisional Hospital District budget.

**BACKGROUND:**

On February 9, 2017, Island Health detailed their requests for minor capital projects and capital equipment funding for the 2017/18 year (Attachment 1) in the amount of \$3,444,055, which is unchanged from 2016.

The minor capital projects list provided totals \$4,346,178 with the NRHD's 40% cost share of \$1,650,071. Five projects will continue into 2018/19 and require a commitment from the NRHD to provide the continued funding over those years.

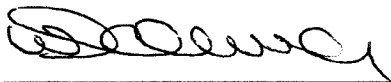
The second list details planned capital equipment purchases totaling \$4,484,961 with \$1,793,984 as the NRHD's 40% cost share.

**ALTERNATIVES:**

1. Approve the requests as presented.
2. Provide alternative direction.

**FINANCIAL IMPLICATIONS:**

The cost sharing of minor capital projects and equipment by the NRHD is included annually as part of the budget for the Hospital District and is incorporated in the 2017 plan being reported on separately. Island Health has submitted the requested cost sharing at the funding level amount of \$3,444,055 which is based on the provisional budget approved by the Nanaimo Regional Hospital District Board in November. There are no unanticipated financial implications as a result of this request.



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Wendy Idema, CPA, CGA  
widema@rdn.bc.ca  
February 21, 2017

**Attachments**

1. Island Health - 2017/2018 Capital Projects and Equipment

**Reviewed by:**

- M. Manhas, Manager Capital Accounting & Financial Reporting
- P. Carlyle, Chief Administrative Officer

Excellent care, for everyone,  
everywhere, every time.



February 9, 2017

REF #18132

Mrs. Wendy Idema  
Director of Finance  
Nanaimo Regional Hospital District (NRHD)  
6300 Hammond Bay Road  
Nanaimo BC V9T 6N2

Dear Mrs. Idema:

**Re: 2017/18 Capital Projects and Equipment**

I am writing to advise you of the Island Health 2017/18 capital plan for which NRHD cost-sharing is requested.

I understand the NRHD has approved a provisional 2017 budget of \$3,444,055 for minor capital projects and equipment. Island Health proposes the following allocation which we have itemized in the attached project and equipment lists:

Minor Capital Projects	\$1,650,071
Equipment	1,793,984
Total:	\$3,444,055

**Patient Portal Project**

In recent semi-annual meetings between Island Health and RHD representatives, the importance of Information Management/Information Technology (IM/IT) in health care was discussed. Island Health described how RHD cost-sharing on high priority IM/IT capital projects will improve outcomes for Island Health residents. This includes "smart" or integrated IM/IT equipment and IM/IT infrastructure to enable increased functionality in equipment; this would not include administrative IM/IT capital projects. The intent is not to increase the financial burden on RHDs, but rather to ensure the highest priority capital projects are funded whether they are traditional facility, equipment or IM/IT projects.

For 2017/18, Island Health is requesting RHD cost-sharing for the Patient Portal. This is an Electronic Health Record (EHR) tool that will provide convenient and secure web-based access for residents to their health records. Through the portal, residents can review information Island Health has on file for them, view their prior lab and diagnostic test results, view their health record reports, see their schedule of past and planned visits, access educational materials and in some cases directly interact with their care team via secure messaging. The tool is designed to encourage individuals to participate in their health care and support a move towards self-management.

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Capital Planning

Located at: 1952 Bay Street | Victoria, BC V8R 1J8 Canada  
Mailing address: 1952 Bay Street | Victoria, BC V8R 1J8 Canada

Tel: 250-370-8912 | Fax: 250-370-8750  
viha.co

The Province has identified improved access to health records as a high priority and the portal helps facilitate this by providing convenient access to information and services for residents living within Island Health. The portal is planned to be deployed in a phased manner starting in 2017/18 within specific geographies and patient populations and eventually to cover all of Island Health.

Beyond the functionality mentioned, subsequent phases of patient portal may include:

- Online scheduling system for primary and ambulatory care – the ability to request and/or self-schedule your appointments. This should reduce wait times by streamlining capacity management practices, essentially optimizing the flow of patients through our facilities.
- Enhanced communication with the care team. This should reduce the wait times if you do not have to attend the hospital for your care information needs (e.g. medication refills and quick consultations).
- Patient documentation – ability for patients to complete history/physical assessments and pre-surgical assessments online and have these become part of their electronic health record.
- Wellness management – ability for patients to link fitbit/diet tracking applications to their portal based personal health record.

The total project cost for the Patient Portal is \$600,000. Island Health is proposing this cost be divided by RHD based on the 2015 population statistics provided by BC Stats. The allocation for NRHD is \$120,941, or 20 percent of the total, and is included on the minor capital projects list.

#### Other Updates

As noted in previous correspondence, Island Health is proceeding with planning related to replacement of the Nanaimo Regional General Hospital (NRGH) Intensive Care Unit and Boiler Plant projects. In addition, Island Health is also planning a new MRI at NRGH. This MRI project has an estimated cost of \$4.5 million (equipment and associated construction). Further information on these major projects will be provided after the schematic design stage.

I would like to thank the NRHD for its significant contribution to Island Health's capital projects and equipment. We are grateful for your support, and we appreciate partnering with you to meet the Nanaimo Regional District's health infrastructure needs.

Please call me at (250) 370-8912 if you have any questions.

Yours truly,



Chris Sullivan  
Director, Capital Planning

#### **Attachments**

cc: Matthew O'Rae, Corporate Director, Capital Management & Finance Projects  
Carol Botrakoff, Manager, Capital Finance and Treasury  
Shelley McKenzie, Director, Nanaimo Oceanside  
Damian Lange, Director, Nanaimo Acute

#### **Capital Planning**

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[viha.ca](http://viha.ca)

Island Health 2017/18: Minor Capital Projects

2017/18 Recommended Committee Approvals

Site	Project Name	Project Cost
Trillium Lodge	New Roof	104,550
Trillium Lodge	Generator Replacement	365,925
Trillium Lodge	Replace Domestic Water Distribution System	256,250
Trillium Lodge	Upgrade Electrical Breakers	209,100
Oceanside Health Centre	Install nurse call bell system	99,000
Nanaimo Wentworth	Building Fabric & Finish	96,000
Nanaimo Wentworth	Asbestos Abatement and HVAC Installation	250,000
Nanaimo Regional General Hospital	Building Fabric and Finish	512,500
Nanaimo Regional Health District	Hazardous Material Remediation	150,000
Nanaimo Regional General Hospital	Tower Fabric & Finish	500,000
Nanaimo Regional General Hospital	Laundry Room Renovation	99,000
Nanaimo Regional General Hospital	Central Diet Office Space	99,000
Nanaimo Regional General Hospital	Public Washroom Accessibility	106,641
Nanaimo Regional General Hospital	Replace Reverse Osmosis System	60,000
Nanaimo Regional General Hospital	Operating Room Fan System Replacement	250,000
Nanaimo Regional General Hospital	Upgrade Kitchen HVAC, Refrigeration System	377,228
Nanaimo Regional General Hospital	Biomed Space Expansion	365,925
Nanaimo Regional General Hospital	Lab HVAC Energy Upgrade/Supply Exhaust Fan	165,703
Nanaimo Regional General Hospital	Phase 3 Zoning and Scheduling (Carbon Neutral Pro	390,000
Nanaimo Regional General Hospital	Electro Static Filters	342,834
Nanaimo Regional General Hospital	Upgrade 3 bariatric rooms	750,000
Dufferin Place	Replace Old Fire Alarm Devices	70,725
Dufferin Place	Install call bell and staff duress system	99,000
Various	Patient Portal	120,941
<b>Total 2017/18 Approvals:</b>		<b>5,840,322</b>

Total	2017/18		RHD	2018/19	2019/20
	VHFA	Total			
104,550	62,730	41,820			
227,957	136,774	91,183		137,968	
256,250	153,750	102,500			
209,100	125,460	83,640			
99,000	59,400	39,600			
96,000	96,000				
125,000	125,000		125,000		
256,250	153,750	102,500		256,250	
150,000	90,000	60,000			
500,000	300,000	200,000			
99,000	59,400	39,600			
99,000	59,400	39,600			
106,641	63,985	42,656			
60,000	36,000	24,000			
250,000	150,000	100,000			
377,228	226,337	150,891			
365,925	219,555	146,370			
165,703	99,422	66,281			
390,000	234,000	156,000			
171,417	102,850	68,567		171,417	
55,338	33,203	22,135		694,662	
70,725	42,435	28,290			
99,000	59,400	39,600			
12,094	7,256	4,838		54,424	
<b>4,346,178</b>	<b>2,696,107</b>	<b>1,650,071</b>		<b>1,439,721</b>	<b>54,424</b>



**Island Health  
2017/18 RECOMMENDED APPROVED CAPITAL EQUIPMENT - NANAIMO REGIONAL HOSPITAL DISTRICT**

Control #	Department	Site	Equipment Name	Qty	Budget	New / Replace
<b>Equipment &gt; \$100,000</b>						
3391a	Medical Imaging	Nanaimo Regional General Hospital	Fluoroscopy x ray	1	1,476,172.58	R
17NR013	OR (Urology)	Nanaimo Regional General Hospital	Urology Fluoroscopy bed	1	817,000.00	R
<b>Total Equipment &gt; \$100,000</b>					<b>2,293,172.58</b>	
<b>Equipment &lt; \$100,000</b>						
3916	Rehabilitation Services	Nanaimo Regional General Hospital	Supportive Chairs	1	7,707.00	R
3917	Medical Floors 4 & 5	Nanaimo Regional General Hospital	Ice and water machines	1	8,762.00	R
3920	Occupational Therapy	Nanaimo Regional General Hospital	Dickson Paraffin Baths	1	8,298.00	R
3921	Intensive Care Unit	Nanaimo Regional General Hospital	GE Handheld Ultrasound	2	23,608.00	N
3922	Intensive Care Unit	Nanaimo Regional General Hospital	Bladder Scanner	2	39,137.70	N
3923	Medical Floors 4 & 5	Nanaimo Regional General Hospital	Bariatric Equipment	1	8,197.00	N
3059	Intensive Care Unit	Nanaimo Regional General Hospital	Electric powered Bariatric Chairs	2	30,316.86	N
3924	Emergency Department	Nanaimo Regional General Hospital	Tono-Pen Avia	1	6,536.00	N
8022	Therapy Services	Nanaimo Regional General Hospital	Balance System SD - Biodex 950 - 300	1	27,677.55	N
3928	Medical Floors 4 & 5	Nanaimo Regional General Hospital	Video Conference Equipment	1	78,824.44	N
2171	Medical Floors 4 & 5	Nanaimo Regional General Hospital	Vital Signs Monitor	1	5,260.00	N
3932	Ambulatory Clinic	Nanaimo Regional General Hospital	Bariatric Stretcher	1	11,305.92	N
3933	Urgent Care	Oceanside Community	Cardiac Bedside Monitor	1	20,731.05	N
3336	Lab Medicine- Chemistry	Nanaimo Regional General Hospital	Automated Urine Microscopy Analyzer	1	79,479.52	N
2078	Medical Imaging - X-Ray/Fluoroscopy	Oceanside Health Centre	Digital Imaging Plate Upgrade	1	80,147.43	N
3266	Magnetic Resonance Imaging	Nanaimo Regional General Hospital	MRI Vital Signs Monitor	1	83,281.77	R
2074	Ultrasound	Oceanside Health Centre	Ultrasound Scanning Stretchers	3	18,834.48	R
3261	Ultrasound	Nanaimo Regional General Hospital	Ultrasound Machine Upgrade	1	47,454.00	R
3260	Ultrasound	Nanaimo Regional General Hospital	Ultrasound Machine Upgrade	1	47,454.00	R
3972b	Ultrasound	Nanaimo Regional General Hospital	Ultrasound Scanner - portable trade in - upgrade	1	99,806.00	R
1167	Medicine	Nanaimo Regional General Hospital	Dose Calibrator	1	15,409.50	R
3974	Mobile MRI	Nanaimo Regional General Hospital	Phillips Computer Upgrades	1	45,555.84	R
2086	X-Ray/Fluoroscopy	Nanaimo Regional General Hospital	Digital imaging plate upgrade for mobile X-ray unit	1	80,147.43	R
1183	X-Ray	Nanaimo Regional General Hospital	Digital Imaging Plate for X-ray unit	1	80,147.43	R
3663	Ostomy Wound Care Clinic	Nanaimo Regional General Hospital	Patient Stretchers	2	12,556.32	R
3863	Dietary	Eagle Park	Cleveland 2 Compartment Steamer	1	34,404.15	R
2329	Patient Food	Nanaimo Regional General Hospital	Shrink Tunnel / Sealer	1	34,641.42	R
3853	Biomedical Engineering	Nanaimo Regional General Hospital	Ultrasound Probe Analyzer	1	65,842.00	N
3753	Acute Obstetrics and Neonatal Services	Nanaimo Regional General Hospital	Table Top Ice Dispenser	1	8,762.00	N
3751	Operating Room - Anesthesia	Nanaimo Regional General Hospital	Pediatric Glidescope, Titanium System	1	26,264.32	N
3747	Acute Obstetrics and Neonatal Services	Nanaimo Regional General Hospital	Bioblankets	2	13,894.00	R
3769	Echo Cardiology	Nanaimo Regional General Hospital	Echocardiography Table	3	49,451.58	R
17NR006	Echo Cardiology	Nanaimo Regional General Hospital	Epiq7C Demo Systems	1	99,222.00	N
2396	Residential Services	Trillium Lodge	Bariatric Air Mattress	1	12,793.17	N

Control #	Department	Site	Equipment Name	Qty	Budget	New / Replace
1504	Residential Services	Dufferin Place	Medication Carts	2	13,510.46	N
2395	Residential Services	Trillium Lodge	Pressure Relief Mattress Sentry 1400 36 x 80	5	33,633.05	N
9266	Residential Services	Dufferin Place	Mattress System	1	16,435.00	N
3789	Residential Services	Dufferin Place	Bath Lift with Scale	3	31,509.00	N
2495	Operating Room - Urology	Nanaimo Regional General Hospital	Sit to Stand Sara Mechanical Lifts	2	49,693.84	R
2494	Operating Room - Urology	Nanaimo Regional General Hospital	Semi Rigid Ureterscope	2	141,875.60	R
3101	Operating Room - Oral Surgery	Nanaimo Regional General Hospital	Flexible Cobra Ureterscope	8	343,472.08	R
3819	Operating Room	Nanaimo Regional General Hospital	Styker RemB Micro Drill Oral	3	33,882.18	R
3818	Operating Room	Nanaimo Regional General Hospital	LED Steris Surgical Lights	2	42,566.24	R
2520	Operating Room Main	Nanaimo Regional General Hospital	Wolf Flexible Cystoscopes	2	17,794.00	N
3816	Operating Room - Gynecology	Nanaimo Regional General Hospital	Ultrasound Probes	1	11,250.16	R
1081	Operating Room Main	Nanaimo Regional General Hospital	Bariatric Yellow Fin Stirrups	12	75,337.92	R
3114	Operating Room - Anesthesia	Nanaimo Regional General Hospital	Operating Room Patient Stretcher	2	32,268.72	R
3807	Operating Room - Anesthesia	Nanaimo Regional General Hospital	Glidescope Video Laryngoscopy System and Blades	6	36,650.16	R
			Glidescope Blades			
			<b>Total Equipment &lt; \$100,000</b>		<b>2,191,788.29</b>	
			<b>Total Equipment Approved for NRHD</b>		<b>4,484,960.87</b>	
			<b>Total Possible Cost Sharing by NRHD</b>		<b>1,793,984.35</b>	

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**TO:** Nanaimo Regional Hospital District  
Select Committee

**MEETING:** February 28, 2017

**FROM:** Manvir Manhas, Manager Capital  
Accounting and Financial Reporting

**FILE:** 1700-03

**SUBJECT:** Nanaimo Regional Hospital District 2017 Revised Budget

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**RECOMMENDATIONS:**

1. That "Nanaimo Regional Hospital District 2017 Annual Budget Bylaw No. 163, 2017" be introduced and read three times.
2. That "Nanaimo Regional Hospital District 2017 Annual Budget Bylaw No. 163, 2017" be adopted.

**SUMMARY:**

Regional Hospital Districts are required to approve an annual budget on or before March 31 each year.

Attachment 1 shows a revised budget which raises \$7,193,715 in property tax revenues for 2017 (3.0% increase over 2016). The budget includes \$3.44 million for capital equipment and minor capital projects at facilities in the Nanaimo Regional Hospital District (NRHD) area; \$2.75 million for debt payments in 2017 and a \$1.8 million transfer to reserve for future infrastructure projects.

**BACKGROUND:**

At the December 6, 2016 NRHD Board Meeting the following motion for the 2017 Hospital District Budget was approved:

That the 2017 Regional Hospital District Provisional Budget be approved with the following components:

Property tax requisition	\$ 7,158,794
Capital grant allowance	\$ 3,444,055

CARRIED

Since that time, a formal annual capital grant funding request has been received from Island Health and incorporated into the attached revised 2017 budget and 2017 – 2021 projections document (Attachment 1).

Compared to the provisional budget, the revised budget shows an increase of \$35,000 (0.5% increase) in property taxes due to additional debt servicing costs now included for the potential purchase of a new MRI at the Nanaimo Regional General Hospital (estimated project cost \$4.5 million, NRHD share \$1.8 million).

Presently, major capital projects included in the budget which include borrowing are as follows:

Project	NRHD Share	Timing
Electrical Energy Plant Upgrade	\$4,676,800	Currently underway
New MRI	\$1,800,000	2017-2018
Boiler Plant Upgrade	\$5,000,000 preliminary estimate for gas boiler	2017-2019
ICU Redevelopment	\$6,000,000 preliminary estimate	2018-2020

At this time there are no other major projects proposed by Island Health; however, their long-term plan does include a new patient tower at the Nanaimo Regional General Hospital when funding becomes available. The 2017 revised budget includes a \$1.8 million transfer to a reserve fund established for significant projects such as the new patient tower and an annual funding envelope of \$3,444,055 for smaller capital equipment and projects (up to \$1.5 million) at designated facilities in the NRHD.

**ALTERNATIVES:**

1. Introduce and approve Bylaw No. 163 as presented for the 2017 Nanaimo Regional Hospital District Budget.
2. Make further changes to the annual budget and approve an amended bylaw.

**FINANCIAL IMPLICATIONS:**

**Alternative 1**

**2017 Revised Budget**

The revised budget includes a 3.0% increase to the 2017 requisition as compared to 2016 which was a 2% increase. This will result in a tax requisition of \$7,193,715 for 2017 (2016 requisition= \$6,984,190). The estimated tax cost for 2017 is \$19.91 per \$100,000 based on 2017 assessments which is below the 2016 rate of \$21.80 as a result of increased assessment values throughout the region.

Preliminary results for 2016 indicate a surplus of approximately \$630,000 greater than planned largely due to timing of the Electrical Plant Upgrade project billings from Island Health as \$411,000 has been reserved from annual grants for this project which will carry forward to 2017. Ongoing lower interim financing rates and better than expected interest revenue contributed approximately \$100,000 to the surplus. As well \$100,000 was received from MFA as a refund of surplus sinking funds on extinguished debt.

The 2017 transfer to reserves for future major projects is increased to \$1.8 million (provisional budget - \$1.7 million) as a result of \$100,000 received from MFA in 2016 as noted above. The annual capital grant allowance is \$3,444,055, which has been held static for several years as Island Health has not required the full funding envelope in the last couple of years and a portion of the funds has been used for major capital instead. For 2017, they have provided a list of items with matched funding to fully utilize the allowance.

**2017 to 2021 Budget Forecast**

The outlook for future years in Attachment 1 has been revised based on updated information. The proposed increases to the tax requisition for 2018 to 2021 are estimated at 3% in order to maintain reserve fund transfers. Debt servicing costs are estimated to increase from \$2.8 million in 2017 to \$3.7 million in 2021. These amounts will continue to be revised as information is received from Island Health on capital project plans. Should there be approval from the Province for a new major capital project that the NRHD approves for cost sharing, debt servicing costs would need to be revised for the future.

**Alternative 2**

A final budget must be approved by March 31 so any alternative direction would have to observe this deadline.



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Manvir Manhas (mmanhas@rdn.bc.ca)  
February 21, 2017

**Attachments:**

1. Nanaimo Regional Hospital District Revised Budget 2017 to 2021
2. Nanaimo Regional Hospital District Bylaw 163

**Reviewed by:**

- W. Idema, Director of Finance
- P. Carlyle, Chief Administrative Officer

NANAIMO REGIONAL HOSPITAL DISTRICT  
REVISED BUDGET  
2017 to 2021

	2016 Approved Budget 2.0%	2016 Actuals	2017 Proposed Feb 2017 3.0%	2018 Proposed Feb 2017 3.0%	2019 Proposed Feb 2017 3.0%	2020 Proposed Feb 2017 3.0%	2021 Proposed Feb 2017 3.0%
<b>Current Projection</b>							
<b>Revenues</b>							
Property taxes	6,984,190	6,984,190	7,193,715	7,409,527	7,631,813	7,880,767	8,096,590
Grants in lieu	30,000	33,651	30,000	30,000	30,000	30,000	30,000
Interest income	75,000	108,296	100,000	100,000	100,000	100,000	100,000
Other revenue		101,364					
Transfer from reserves	868,435	868,435					
Transfer from prior years unallocated grant funding	2,128,466	2,128,374	2,172,142	966,758	983,715	813,052	713,302
Prior year surplus applied	10,086,091	10,224,310	9,495,857	8,506,285	8,745,527	8,803,819	8,939,892
<b>Expenditures</b>							
Administration	36,400	36,400	40,600	42,224	43,913	45,669	47,496
Debt payments	2,976,577	2,971,318	2,752,197	2,746,727	3,140,497	3,132,071	3,546,678
Debt issue expense/temp financing	75,000	888	80,663	220,683	200,000	293,750	172,500
Annual capital grants (see below)	2,667,240	2,667,240	3,444,055	3,512,936	3,548,065	3,619,027	3,691,407
Annual capital grant applied to major project	868,435	456,851	411,584				
Surplus applied to capital projects	142,646	142,646					
Reserve for Future Projects	1,776,815	1,776,815	1,800,000	1,000,000	1,000,000	1,000,000	1,000,000
	8,543,113	8,052,168	8,529,099	7,522,570	7,932,475	8,090,517	8,458,082
Surplus for future years' expenditures	1,542,978	2,172,142	966,758	983,715	813,052	713,302	481,810
<b>Total assessments</b>	32,039,088,185	Revised roll Mar 2016	Completed roll Jan 2017	1,02	1,02	1,02	1,02
Rate per thousand	0.217989649	32,039,088,185	36,133,105,287	36,855,767,393	37,592,882,741	38,344,740,395	39,111,635,203
Projected Tax Cost per \$100,000	\$ 21.80	\$ 21.80	\$ 19.91	\$ 20.10	\$ 20.30	\$ 20.50	\$ 20.70
<b>Reserve Fund Status</b>							
Opening Balance	2,379,000	2,379,000	4,155,815	5,955,815	6,955,815	7,955,815	8,955,815
Applied to budget	1,776,815	1,776,815	1,800,000	1,000,000	1,000,000	1,000,000	1,000,000
New contribution	4,155,815	4,155,815	5,955,815	6,955,815	7,955,815	8,955,815	9,955,815
Balance available							

**NANAIMO REGIONAL HOSPITAL DISTRICT**

**BYLAW NO. 163**

**A BYLAW TO ADOPT A  
BUDGET FOR THE YEAR 2017**

The Board of the Nanaimo Regional Hospital District, in open meeting assembled, enacts as follows:

1. This bylaw may be cited as the "Nanaimo Regional Hospital District 2017 Annual Budget Bylaw No. 163, 2017".
2. Schedule 'A' attached hereto and forming part of this bylaw is the Annual Budget for the Nanaimo Regional Hospital District for the year ending December 31, 2017.

Introduced and read three times this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
CORPORATE OFFICER

Schedule 'A' to accompany "Nanaimo Regional Hospital District 2017 Annual Budget Bylaw No. 163, 2017".

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Chairperson

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Corporate Officer

**SCHEDULE 'A'**

**NANAIMO REGIONAL HOSPITAL DISTRICT**

**2017 ANNUAL BUDGET**

Property taxes	\$ 7,193,715
Grants in lieu	30,000
Interest income	100,000
Prior year surplus	<u>2,172,142</u>
<b>Total Revenues</b>	<b><u>\$9,495,857</u></b>
Administration	\$ 40,600
Debt servicing	2,752,197
Debt issuing expense	80,663
Capital grants	3,444,055
Capital grant applied to major projects	411,584
Transfer to reserve	<u>1,800,000</u>
<b>Total expenditures</b>	<b><u>\$8,529,099</u></b>
<b>Net surplus for future year</b>	<b><u>\$966,758</u></b>



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**TO:** Nanaimo Regional Hospital District Board      **MEETING:** March 14, 2017

**FROM:** Tiffany Moore, CPA, CGA  
Manager, Accounting Services

**SUBJECT:** Approval of Signing Authorities for General Banking and Investments

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**RECOMMENDATIONS:**

1. That the signing authorities for the Nanaimo Regional Hospital District general banking services and financial instruments reflect the following officer positions:

Chairperson	To be named pending election
Deputy Chairperson	To be named pending election
Chief Administrative Officer	Phyllis Carlyle
Director of Finance	Wendy Idema
Manager, Accounting Services	Tiffany Moore
Manager, Capital & Financial Reporting	Manvir Manhas

2. That the foregoing authorizations extend to accounts in the name of the Nanaimo Regional Hospital District.

**SUMMARY:**

To update the Nanaimo Regional Hospital District (NRHD) signing authorities for general banking and investment purposes.

**BACKGROUND:**

The RDN needs to update the designated signing authorities for financial instruments for the Nanaimo Regional Hospital District (NRHD).

The signing authority changes will affect accounts currently held with:

- TD Canada Trust
- Municipal Finance Authority
- Canaccord Wealth Management
- Coastal Community Credit Union

The designated signing authorities as outlined in this report would also apply should the Regional District open new financial instrument accounts.

The updated signing authorities are listed in the recommendation.

The practical application of the signing authorities involves issuing cheques for goods and services and investing sums with the Municipal Finance Authority. Two signatures are required as follows:

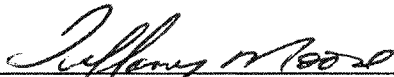
- Cheques less than \$1,000 have two signatures automatically printed through the finance software;
- Cheques over \$1,000 have one signature printed and are reviewed and signed manually for the second signature by the Manager, Accounting Services;
- Cheques with a value of more than \$250,000 have no preprinted signatures and must be signed individually by two signing officers, typically the Director of Finance and the Manager, Accounting Services.

**ALTERNATIVES:**

1. Approve the signing authorities as presented to be applicable to the Nanaimo Regional Hospital District.
2. Recommend an alternative list of signing authorities.

**FINANCIAL IMPLICATIONS:**

There are no financial implications to these measures. The number of designated authorities is sufficient to ensure that two signatures can be obtained in an efficient manner.



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Tiffany Moore, CPA, CGA

tmoore@rdn.bc.ca

February 20, 2017

Reviewed by:

- W. Idema, Director of Finance
- P. Carlyle, Chief Administrative Officer