



**SUNSHINE COAST REGIONAL HOSPITAL DISTRICT
BOARD MEETING**



**HELD ELECTRONICALLY AND TRANSMITTED VIA THE
SUNSHINE COAST REGIONAL DISTRICT BOARDROOM,
1975 FIELD ROAD, SECHELT, B.C.
Thursday, January 26, 2023**

AGENDA

CALL TO ORDER 1:00 p.m.
(Corporate Officer Presiding)

I ELECTION OF THE CHAIR FOR 2023

II ELECTION OF THE VICE-CHAIR FOR 2023 *(Newly Elected Chair Presiding)*

AGENDA

- 1. Adoption of Agenda Page 1

MINUTES

- 2. Sunshine Coast Regional Hospital District Board Meeting Annex A
Minutes of October 27, 2022 pp. 2-4

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PRESENTATIONS and DELEGATIONS

REPORTS

- 3. 2023 Meeting Calendar Annex B
General Manager, Corporate Services / Chief Financial Officer pp. 5-9

COMMUNICATIONS

MOTIONS

BYLAWS

NEW BUSINESS

IN CAMERA

ADJOURNMENT



SUNSHINE COAST REGIONAL HOSPITAL DISTRICT

October 27, 2022

MINUTES OF THE MEETING OF THE BOARD OF THE SUNSHINE COAST REGIONAL HOSPITAL DISTRICT MEETING HELD ELECTRONICALLY AND TRANSMITTED VIA THE BOARDROOM AT 1975 FIELD ROAD, SECHELT, B.C.

PRESENT:

Chair	District of Sechelt	D. Siegers
Directors	Electoral Area A	L. Lee
	Electoral Area B	L. Pratt
	Electoral Area D	A. Tize
	Electoral Area E	D. McMahon
	Electoral Area F	M. Hiltz
	District of Sechelt	A. Toth
	Town of Gibsons	D. Croal (Alt.)
	Sechelt Indian Government District	P. Paul

ALSO PRESENT:

Chief Administrative Officer	D. McKinley
GM, Corporate Services / Chief Financial Officer	T. Perreault
Corporate Officer	S. Reid
Administrative Assistant / Recorder	T. Crosby
Area A – Alternate Director	C. Alexander
Media	0
Public	0

VCH: Reg. Dir., Capital Asset Management and Planning J. Marais

CALL TO ORDER 1:00 p.m.

Director Pratt was appointed Vice-Chair for the October 27, 2022 Sunshine Coast Regional Hospital District Board Meeting.

AGENDA **It was moved and seconded**

25/22 THAT the agenda for the meeting be adopted as presented.

CARRIED

MINUTES

Minutes **It was moved and seconded**

26/22 THAT the Sunshine Coast Regional Hospital District Board Meeting Minutes of July 28, 2022 be adopted as presented.

CARRIED

REPORTS

VCH Cost Share
Request

It was moved and seconded

27/22

THAT the report titled Vancouver Coastal Health (VCH) Cost Share Request be received for information;

AND THAT the Sunshine Coast Regional Hospital District (SCRHD) fund VCH's 40% cost share request to replace delayed Vital #4 Power Distribution Centre (DV4-PDC) at the Sechelt Hospital totaling \$1,100,000 in the amount of \$440,000;

AND THAT the project be funded from the Reserve Fund;

AND FURTHER THAT the approved projects and associated funding be incorporated into the 2023 SCRHD Provisional Budget.

CARRIED

Water Conservation
Proposals

It was moved and seconded

28/22

THAT Vancouver Coastal Health (VCH) present any proposals for water conservation measures that may be funded by the Regional Hospital District.

CARRIED

Provisional
Budget

It was moved and seconded

29/22

THAT the report titled 2023 Provisional Budget be received for information;

AND THAT the 2023 Sunshine Coast Regional Hospital District Provisional Budget including the 2023 Vancouver Coastal Health Cost Share Request for \$440,000 be adopted as presented.

CARRIED

Audit Service
Plan

It was moved and seconded

30/22

THAT the report titled MNP LLP 2022 Audit Service Plan be received for information;

AND THAT the Audit Service Plan from MNP LLP with respect to the audit of the Financial Statements of the Sunshine Coast Regional Hospital District (SCRHD) for the year ended December 31, 2022 be approved as presented.

CARRIED

ADJOURNMENT It was moved and seconded

31/22 THAT the Sunshine Coast Regional Hospital District Board meeting be adjourned.

CARRIED

The meeting adjourned at 1:07 p.m.

Certified correct _____ Secretary

Confirmed this _____ day of _____

Chair

SUNSHINE COAST REGIONAL HOSPITAL DISTRICT STAFF REPORT

TO: Sunshine Coast Regional Hospital District Board – January 26, 2023
AUTHOR: Tina Perreault, General Manager, Corporate Services / Chief Financial Officer
SUBJECT: SUNSHINE COAST REGIONAL HOSPITAL DISTRICT 2023 MEETING SCHEDULE

RECOMMENDATION(S)

- 1) **THAT the report titled Sunshine Coast Regional Hospital District 2023 Meeting Schedule be received for information;**
 - 2) **AND THAT the 2023 Meeting Schedule be adopted as presented.**
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BACKGROUND

The joint Memorandum of Understanding (MOU) with Vancouver Coastal Health outlines the process to be followed by the parties in coming to an agreement on voluntary capital cost share funding requests to the Sunshine Coast Regional Hospital District (SCRHD) on an annual basis (Attachment A). Within the MOU are dates that are required for the SCRHD to schedule a Board meeting.

In addition to the dates outlined in the MOU, there is other statutory business to be addressed such as the annual financial audit findings and adoption of the annual Budget which are required annually. Changes to the meeting schedule can be made throughout the year.

Typically, meetings have been scheduled on an ad hoc basis and for 2023 it is recommended that the key meeting dates be formalized as outlined below.

DISCUSSION

This report, for information only, outlines the Board meetings required throughout the year for the SCRHD and suggested dates for 2023.

Date	Proposed Time	General Business Covered:
January 26, 2023	1:00 pm	Inaugural Meeting of the SCRHD to elect a new Chair and Vice-Chair Audit Planning Letter (dependent on timing – was presented October 27, 2022)

March 23, 2023	1:00 pm	Adopt Final Budget and Budget Bylaw
April 27, 2023	9:00 am	Audit Results presented to the Board with draft audited financial statements for the year ended December 31.
July 27, 2023	1:00 pm	VCH presents a mid-cycle update and proposed capital expenditures. VCH also reviews the three year capital plan and necessary amendments due to changes in funding, unanticipated capital needs or priority changes. SCRHD provides a Reserves and Capital Funds Update.
October 26, 2023	1:00 pm	SCRHD provides a draft Provisional Budget for approval. VCH provides updated capital requests.

Meetings are scheduled in the Board calendar and VCH is invited to attend for information and / or presentation where required. Additional meetings are scheduled as required to discuss major capital project progress, etc.

CONCLUSION

Within the MOU are dates that are required for the SCRHD to schedule a Board meeting and there are other dates required for SCRHD business. This report is to establish the 2023 meeting schedule for the SCRHD.

Reviewed by:			
Manager		CFO / Finance	X - T. Perreault
GM		Legislative	
CAO	X – D. McKinley	Other	

Attachment A – Memorandum of Understanding dated March 31, 2014

Attachment A

MEMORANDUM OF UNDERSTANDING

THIS UNDERSTANDING made as at March 31, 2014

BETWEEN:

VANCOUVER COASTAL HEALTH
(Hereafter called the "VCH")

OF THE FIRST PART

AND:

POWELL RIVER REGIONAL HOSPITAL DISTRICT
SEA TO SKY REGIONAL HOSPITAL DISTRICT
SUNSHINE COAST REGIONAL HOSPITAL DISTRICT
(Hereafter call the "RHDs")

OF THE SECOND PART

WHEREAS:

- a) The VCH is responsible for all health care services within the Coastal Community of Care (CoC), which includes the RHD's, and
- b) The RHD's are responsible, on a voluntary basis, for providing funding based on a cost shared formula to VCH for capital expenditures, defined hereinafter to include capital facility maintenance, construction, the minor/major equipment, and clinical information technology projects within their respective boundaries in accordance with the *Hospital District Act*
- c) All parties recognize the benefits of coordinating their activities through formal and informal processes within the boundaries of their respective legislative and regulatory obligations.

THEREFORE BE IT RESOLVED THAT

In order for the effective, efficient and accountable planning and funding of capital expenditures, the parties agree as follows:


1. There shall be established an RHD Capital Planning Group (RHD CPG) comprised of the respective RHD Chairs (or their designate) and senior staff of the VCH Capital Planning, the Coastal CoC and the RHD's.
2. The RHD CPG shall meet a minimum of once yearly, in the fall of each calendar year.
3. The purpose of this meeting shall be to share information and have input into the VCH capital plan and capital planning processes and to discuss local priorities with the VCH. This information sharing and consultation shall include:

- a) A review of the VCH Three Year Capital Plan, which includes all of the capital expenditures for the Coastal CoC
 - b) Information from the VCH on its strategic direction for the Coastal CoC,
 - c) Information from the VCH for the Coastal CoC on:
 - i. total capital funding
 - ii. distribution of capital expenditure funding to Facilities, Clinical Equipment, and Information Management Information Technology Systems (IMITS) within the RHD's
 - iii. provide preliminary information on major projects and major equipment acquisitions to facilitate RHD consideration and approval-in-principle of cost shared projects for inclusion in RHD provisional budgets before December 15 of each year, if available
 - d) Information on how capital expenditures were prioritized within the Coastal CoC.
 - e) An overview of major operational and health care issues.
4. Before the end of February of each year VCH shall meet individually with each RHD to present the VCH's recommendations for current year capital funding thus enabling the RHD's to consider and approve their current year's budget in accordance with the requirements of the Hospital District Act.
 5. The RHD's agree in principle to making decisions to support proposed projects.
 6. Upon receipt of capital budget allocations (funding envelopes) from the Province of British Columbia, the VCH shall meet with each RHD to do a mid-cycle "reality check" on proposed capital expenditures. In addition, the VCH will review the three-year capital plan and discuss any necessary amendments due to changes in funding, unanticipated capital needs or priority changes.
 7. The scope of projects that are cost shared with the RHD's will not be expanded or otherwise altered without prior approval with the funding RHD.
 8. For cost shared capital projects, an RHD may request the establishment of a Project Review Committee with RHD representation. The mandate of the committee will be to provide general direction during project planning and implementation and to review and approve capital expenditures.
 9. When requesting reimbursement for capital expenditures, the VCH will submit a detailed summary of the costs being claimed. The VCH will, provide copies of invoices and other detail in support of the VCH reimbursement request.
 10. The VCH and RHD's will jointly prepare and issue press releases for any capital projects that are jointly funded.
 11. The VCH will recognize RHD contributions to capital projects within their annual financial statements.
 12. The VCH will, prior to March 31st in each year, provide a reconciliation of capital expenditures and outstanding costs for RHD financial statement purposes.

13. Subject to property taxation limits and other RHD considerations, RHD's will:
- a) reserve the right on whether to fund capital projects.
 - b) consider funding for Information Management Information Technology Systems (IMITS) and other projects similar in nature outside their boundaries that provide a service to their residents and for which cost sharing with other benefiting parties is possible.
14. This agreement may be reviewed upon written notice by any party to the agreement.
15. Any party may terminate their participation by giving ninety (90) days written notice to all other parties of their intent to do so.

As evidence of their agreement to be bound by the above terms and conditions, the parties have executed this agreement below on the 31st of March, 2014.

On behalf of the Powell River Regional Hospital District by its authorized signatories:

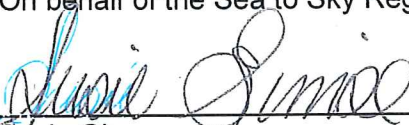


 Colin Palmer
 Chair



 Al Radke
 Chief Administrative Officer

On behalf of the Sea to Sky Regional Hospital District by its authorized signatories:




 Susie Gimse
 Chair




 Lynda Flynn
 Chief Administrative Officer

On behalf of the Sunshine Coast Regional Hospital District by its authorized signatories:

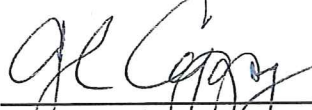


 Donna Shugar
 Chair



 John France *Angie Legault*
 Chief Administrative Officer
Corporate

On behalf of the Vancouver Coastal Health Authority by its authorized signatories:



 Glen Copping
 Chief Financial Officer & VP Systems
 Development & Performance



 Dr. David N. Ostrow
 President & CEO