



**SUNSHINE COAST REGIONAL HOSPITAL DISTRICT
BOARD MEETING
AGENDA**

Thursday, January 16, 2025, 9:00 a.m.

**IN THE BOARDROOM OF THE SUNSHINE COAST
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.**

	Pages
1. CALL TO ORDER <i>(Corporate Officer Presiding)</i>	
2. ELECTION OF THE CHAIR FOR 2025	
3. ELECTION OF THE VICE-CHAIR FOR 2025 <i>(Newly Elected Chair Presiding)</i>	
4. AGENDA	
4.1 Adoption of Agenda	
5. MINUTES	
5.1 Sunshine Coast Regional Hospital District Board Meeting Minutes of October 17, 2024	3
6. BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS	
7. PRESENTATIONS AND DELEGATIONS	
7.1 Michelle Stanton, Director CoC - Sunshine Coast Regarding: Sechelt Hospital Minor Equipment	6
8. REPORTS	
8.1 Sunshine Coast Regional Hospital District 2025 Meeting Schedule Chief Administrative Officer / Chief Financial Officer	14
8.2 Minor Capital Equipment Grant Funding Contribution Chief Administrative Officer / Chief Financial Officer	16
9. COMMUNICATIONS	
9.1 Miyuki Shinkai, President and Kathy Christ, Treasurer of Sunshine Coast Labour Council dated December 8, 2024 Regarding: Letter of Request to Vancouver Coastal Health	18
10. MOTIONS	
11. BYLAWS	
12. NEW BUSINESS	
13. IN CAMERA THAT the public be excluded from attendance at the meeting in accordance with Sections 90 (1) (k) and 90 (2) (b) of the <i>Community Charter</i> - "negotiations and related	

discussions respecting the proposed provision of a municipal service that are at their preliminary stages... " and "the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government...".

14. RELEASE OF ITEMS FROM IN CAMERA

15. ADJOURNMENT



SUNSHINE COAST REGIONAL HOSPITAL DISTRICT
MINUTES OF THE MEETING
OF THE SUNSHINE COAST REGIONAL HOSPITAL DISTRICT BOARD

October 17, 2024
IN THE BOARDROOM OF THE SUNSHINE COAST
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHelt, B.C.

PRESENT: Chair: S. White, Town of Gibsons
 D. McMahon, Electoral Area E
 L. Lee, Electoral Area A
 J. Gabias, Electoral Area B
 K. Backs, Electoral Area D
 K. Stamford, Electoral Area F
 A. Toth, District of Sechelt
 D. Inkster, District of Sechelt

ALSO PRESENT: T. Perreault, CAO / CFO
 S. Reid, Corporate Officer

 T. Crosby, Recorder
 Media: 1
 Public: 1

CALL TO ORDER

The meeting was called to order at 1:04 p.m.

AGENDA

22/24 It was moved and seconded

THAT the agenda for the meeting be adopted as presented.

CARRIED

MINUTES

Sunshine Coast Regional Hospital District Board Meeting Minutes of July 18, 2024

23/24 It was moved and seconded

THAT the Sunshine Coast Regional Hospital District Board Meeting Minutes of July 18, 2024 be adopted as presented.

CARRIED

REPORTS**MNP LLP 2024 Audit Service Plan**

24/24 It was moved and seconded

THAT the report titled MNP LLP 2024 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, 2024 be approved as presented.

CARRIED

Vancouver Coastal Health (VCH) Cost Share Requests

25/24 It was moved and seconded

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

AND THAT the Sunshine Coast Regional Hospital District (SCRHD) fund VCH's 40% cost share request for Dishwasher Replacement at the Sechelt Hospital totaling \$870,859 in the amount of \$348,344;

AND THAT the cost share request for Water Resiliency Project be deferred until results of water source testing in Sechelt have been completed;

AND FURTHER THAT the approved project and associated funding be incorporated into the 2025 SCRHD Provisional Budget.

CARRIED

2025 Sunshine Coast Regional Hospital District (SCRHD) Provisional Budget

26/24 It was moved and seconded

THAT the report titled 2025 Sunshine Coast Regional Hospital District (SCRHD) Provisional Budget be received for information;

AND THAT the 2025 SCRHD Provisional Budget including 2025 Vancouver Coastal Health Cost Share request for Dishwasher Replacement (funded from Reserves) be adopted as presented.

CARRIED

COMMUNICATIONS

Miyuki Shinkai, President and Kathy Christ, Treasurer of the Sunshine Coast Labour Council dated August 20, 2024

27/24 It was moved and seconded

THAT the correspondence from the Sunshine Coast Labour Council dated August 20, 2024 regarding the Repurpose of Totem Lodge for Vancouver Coastal Health (VCH's) Mental Health and Substance Abuse Programming be received for information.

CARRIED

IN CAMERA

The Board moved In Camera at 1:14 p.m.

28/24 It was moved and seconded

THAT the public be excluded from attendance at the meeting in accordance with Sections 90 (1) (k) and (m) of the *Community Charter* - "negotiations and related discussions respecting the proposed provision of a municipal service..." and "a matter that, under another enactment, is such that the public be excluded from the meeting" and Section 90 (2) (b) of the *Community Charter* - "the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both....".

The Board moved out of In Camera at 1:34 p.m.

ADJOURNMENT

28/24 It was moved and seconded

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

CARRIED

The meeting adjourned at 1:35 p.m.

Certified correct _____

Secretary

Confirmed this _____ day of _____

Chair

Sechelt Hospital Minor Equipment Presentation to the SCRHD

Michelle
Stanton

January 2025

2023/2024 Minor Equipment purchases - completed

Minor Equipment in Priority Order	Confirmed Cost per unit	Quantity	Actual
OR Room Light Upgrade	65,420.00	2	130,840.00
Platelet Agitator Incubator	21,451.63	1	21,451.63
Osmometer	36,332.51	1	36,333.00
CLINITEK Urine Chem Analyzer	11,315.00	1	11,316.00
Spirit Mental Health Bed 6	6,016.72	6	40,961.43
Wheelchairs	5,541.15	7	38,788.05

2023/2024 Minor Equipment purchases - completed

Minor Equipment in Priority Order	Confirmed Cost per unit	Quantity	Actual
GlideScope Core System	49,002.00	1	49,002.00
Cast Saw System	8,304.45	1	8,304.45
Rees Temp Monitoring System	14,849.63	1	15,880.00
T1 Ventilator	39,744.20	1	39,814.00
Stress Test Treadmill with Monitor	39,027.36	1	39,027.36
Hoshi Ice Maker	9,479.35	1	9,479.35
ECG Cart	20,500.00	2	40,983.00
Avalon FM30 Fetal MrSys 4 (fiscal 2022/23)	123,301.23	1	123,301.23
Wheelchairs & Foot Rests (reconciliation from RHD list)	49,603.45	1	49,603.45
Total	450,780.57	28 items	653,982.98

Minor Capital Equipment Needs

- These are not yet in priority order
- The following exceeds the RHD contributions available
- Assumes other funding sources

2024/25, 2025/26 Minor Equipment

2024/25, 2025/26 Minor Equipment	Estimated Unit Cost	Quantity	Total Cost Estimate
			2024/25 - 2025/26
Zoll R series Defibrillator	17,594.00	8	208,854.90
Zoll X series Defibrillator	24,791.00	2	
Zeiss Omni Pico Microscope	23,621.50	1	23,621.50
Microscope cabinet	6,475.00	1	7554.40
Stryker 1105 Prime 5 th Wheel Stretchers (ER)	13,995.25	6	93259.48
Stryker 1105 Prime 5 th Wheel Stretchers (OR)	13,995.25	5	77,716.23
Stryker 1105 Prime 5 th Wheel Stretchers 30" (MI)	8144.63	3	29,083.88
UltraCWII Cell Washer (Lab)	16,966.86	1	19,002.88

2024/25, 2025/26 Minor Equipment

2024/25, 2025/26 Minor Equipment	Estimated Unit Cost	Quantity	Total Cost Estimate
			2024/25 2025/2026
lpr256-Gx Pharmacy Fridge	17,105	1	25,857.44
Heat on demand Induction Heating Activator (Food service)	14,318.25	1	15,442.23
Plate warming hatch (Food service)	10,126.25	1	10,921.16
Pressure mapping device	18,788	1	21,122.56
TOTAL	185,921		532,436.66



Defibrillators - Used during advanced cardiac life support to “restart” or “reorganize” the electrical activity of the heart.



Zeiss Omni Pico Microscope for Ear Nose Throat (ENT) specialists diagnosis



Stryker Stretcher – 1105 Prime Series



Cell Washer (Lab) - Prepares cells for analysis



Pharmacy Fridge



Heat on Demand Activator- holds food at desired temperature for extended periods (Food services)



Plate warmer hatch



Pressure mapper (Rehab) used to determine areas of pressure for people in beds and wheelchairs

SUNSHINE COAST REGIONAL HOSPITAL DISTRICT STAFF REPORT

TO: Sunshine Coast Regional Hospital District Board – January 16, 2025

AUTHOR: Tina Perreault, Chief Administrative Officer / Chief Financial Officer

SUBJECT: SUNSHINE COAST REGIONAL HOSPITAL DISTRICT 2025 MEETING SCHEDULE

RECOMMENDATION(S)

- (1) THAT the report titled Sunshine Coast Regional Hospital District Meeting Schedule be received for information;**
 - (2) AND THAT the 2025 Meeting Schedule be adopted as presented.**
-

BACKGROUND

The Sunshine Coast Regional Hospital District (SCRHD) has statutory business to be addressed during the year, such as the adoption of the annual Budget and annual financial audit findings.

The SCRHD also has a joint Memorandum of Understanding (MOU) with Vancouver Coastal Health (VCH) that outlines the process and dates required to make voluntary capital cost share funding requests, as well as sharing of information among participants and community partners.

The purpose of the report is to set the general meeting schedule for the SCRHD for 2025.

DISCUSSION

The suggested dates for the SCRHD for the 2025 calendar year are as follows:

Date	Proposed Time	General Business Covered
January 16, 2025	1:00 p.m.	Inaugural Meeting of the SCRHD to elect a new chair and Vice-Chair Minor Capital Report (CAO)
March 20, 2025	1:00 p.m.	Adoption of the Final Budget and Budget Bylaw
April 17, 2025 (dependent on SCRHD Finance Committee)	1:00 p.m. (directly before Finance Committee)	Audit Results presented to the Board with draft audited financial statements for the year ended December 31.
April 24, 2025	9:00 a.m. (directly before Committee of the Whole)	

July 17, 2025	1:00 p.m.	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 16, 2025	1:00 p.m.	SCRHD provides a draft Provisional Budget for approval. VCH provides updated capital requests, if required. Audit Planning Letter.

Meetings are scheduled in the Board calendar and community partners, such as VCH, are invited to attend and additional meetings are scheduled as required.

CONCLUSION

There are dates that are required for the SCRHD to conduct annual business. This report is to establish the 2025 meeting schedule for the SCRHD.

Reviewed by:			
Manager		Finance	
GM		Legislative	
CAO / CFO		Other	X – T. Crosby

SUNSHINE COAST REGIONAL HOSPITAL DISTRICT STAFF REPORT

TO: Sunshine Coast Regional Hospital District Board Meeting – January 16, 2025

AUTHOR: Tina Perreault, Chief Administrative Officer / Chief Financial Officer

SUBJECT: REVISED MINOR CAPITAL EQUIPMENT GRANT FUNDING CONTRIBUTION

RECOMMENDATION(S)

- (1) THAT the report titled Revised Minor Capital Equipment Grant Funding Contribution be received for information;**
 - (2) AND THAT the funding to Vancouver Coastal Health toward Minor Capital Equipment (<\$150,000) be increased to \$250,000 from \$120,000 for 2025 and reassessed in 2026;**
 - (3) AND FURTHER THAT the increase be included in the 2025 Budget as amended.**
-

BACKGROUND

Vancouver Coastal Health (VCH) identifies and procures minor equipment purchases valued at less than \$150,000 based on existing needs and priorities at the Sechelt Hospital and are reimbursed by the Sunshine Coast Regional Hospital District (SCRHD) upon submission of invoices in accordance with the Minor Capital Grant (Section 20) policy.

In March 2022 the total tax requisitioned for minor capital equipment was reduced from \$240,000 to \$120,000 due to the accumulation of prior-year's unspent amounts (carry-forwards) from VCH towards minor equipment. Therefore, the SCRHD reduced the amount budgeted and requisitioned toward minor equipment purchases until such time the prior years capital program had been executed by VCH.

VCH has provided an updated minor capital plan (as presented at January 16, 2025) and there are revised requests of approximately \$532,000. The purpose of this report is to provide options for the revised requests in preparation of the SCRHD 2025 Budget adoption this March.

DISCUSSION

At the end of 2024 there was \$233,757 available to VCH for Minor Capital purchases as amounts carried forward from prior years. One of the options is to re-instate the annual minor capital funding that is requisitioned to \$250,000 from \$120,000. This would provide up to \$483,757 for VCH.

Included below is a reconciliation of the minor capital equipment funding available should the Board approve to increase the contribution from \$120,000 to \$250,000.

Minor Capital Reconciliation	
2024 Approved Minor Capital Spend	887,740
2024 Spend	- 653,983
2025 Starting Balance	233,757
Add: Proposed 2025 Contribution	250,000
Expected 2025 Minor Capital	483,757

VCH intends to spend \$532,000 on minor capital equipment for the 2025 calendar year, understanding their fiscal year-end is March 31. VCH acknowledges that in order to fund 100% of these minor capital purchases they will have to seek additional cost sharing from other funding partners such as the Sechelt Hospital Foundation and the Sunshine Coast Healthcare Auxiliary. As it is a requirement of the SCRHD to review the previous year’s expenditures before the next year’s funding is released, a final equipment list for 2025 should be submitted by VCH letter.

As VCH is implementing a plan to obtain Minor Capital Equipment, it is recommended that the Minor Capital Equipment Grant funding requisition be increased to \$250,000 from \$120,000 for the 2025 Budget.

Financial Implications

The adopted 2025 provisional budget includes a \$120,000 requisition to contribute toward minor capital equipment in addition to the \$237,757 available at the end of 2024. A \$130,000 increase to the total 2025 contribution would result in an estimated \$0.57 increase in the taxation per \$100,000 of property assessment.

STRATEGIC PLAN AND RELATED POLICIES

The SCRHD is part of the Memorandum of Understanding (MOU) between the various Regional Hospital Districts (qathet and Sea-to Sky) and VCH which provides an outline on capital cost sharing.

CONCLUSION

In March 2022 the minor capital requisition was reduced from \$240,000 to \$120,000 due to an accumulation of prior year’s unspent minor capital and the goal was to revisit once the funds had been expended. As VCH is implementing a plan to obtain Minor Capital Equipment, it is recommended that Minor Capital Equipment funding be re-instated and increased to \$250,000 for 2025 and reassessed in 2026.

Reviewed by:			
Manager		Finance	
GM		Legislative	
CAO		Other	



Sunshine Coast Labour Council

P.O. BOX 1391 Gibsons, B.C. V0N1V0

December 8, 2024

Sunshine Coast Regional Hospital District Board,

Vancouver Coastal Health,

MLA Randene Neill,

Minister of Health, Josie Osborne

Letter of Request

Dear Chair Silas White and VCH Planning and Project Department,

At the July 18th SC Regional Hospital District Board meeting, the Sunshine Coast Labour Council (SCLC) had the opportunity to observe the recommendation made by Vancouver Coastal Health's (VCH) Planning and Projects regarding the repurposed usage of Totem Lodge for VCH's Mental Health and Substance Abuse Programming. We greatly appreciated the direction presented and have since been awaiting a follow-up to the request we submitted on August 20, 2024.

As we have not yet received a response, we are writing today to reaffirm our support for this initiative and to highlight key points that we believe are of critical importance. Specifically, we emphasize the need to improve healthcare services and transitional housing for vulnerable individuals on the Sunshine Coast, including those living with mental illness and substance use disorders.

1) Enhancing Healthcare Services and Transitional Housing

Our members are on the front lines and witness daily the growing number of young and older adults living with mental illness and addictions who have nowhere to turn for adequate care on the Sunshine Coast. We urge you to continue with the plans to repurpose Totem Lodge to support these individuals with accessible and comprehensive

mental health services. In addition, we recommend urgent planning for the future of Shorncliffe to ensure the facility is put to vital use before it further deteriorates.

We would also like to highlight the critical need for a **Transition House** to support individuals in recovery as they re-enter the community. This kind of support is vital to helping those affected by mental illness and addiction rebuild their lives with dignity and care.

To ensure the success of these initiatives, we further recommend that VCH consider implementing a specialized training program to develop and retain staff capable of delivering these services at the highest standard of care.

2) Request for Investigation into Silverstone Operation and Work Conditions

Additionally, we wish to raise a concern regarding the Silverstone operation. SCLC has witnessed a significant exodus of members from the Hospital Employees' Union (HEU) at this facility due to unsatisfactory working conditions. We request that VCH investigate this matter promptly. We are in the process of gathering a list of former HEU members from Silverstone, which we will provide to assist with your investigation and any further interviews or inquiries. We are also hearing there is only one elevator working, and quite often both elevators are down. This causes concern for the safety of staff, visitors and residents.

Our community depends on these services, and we trust that VCH will continue to demonstrate strong leadership to address these issues. We remain committed to advocating for our most vulnerable members and ensuring that our local healthcare system is responsive to their needs.

Should you require any additional information or wish to discuss these matters further, please do not hesitate to contact us.

Thank you for your continued attention to these critical issues.

Sincerely,

Miyuki Shinkai

President, Sunshine Coast Labour Council
604.741.8206
sclabourcouncil@gmail.com

Kathy Christ

Treasurer, Sunshine Coast Labour Council