



# PEACE RIVER REGIONAL HOSPITAL DISTRICT

## Regional Hospital District Board Meeting Agenda

December 11, 2020, The meeting will begin immediately following a CoW meeting  
1981 Alaska Avenue, Dawson Creek, BC

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	<b>Pages</b>
1. Call to Order	
2. Directors' Notice of New Business	
3. Adoption of Agenda	
4. Gallery Comments or Questions	
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5.1. Regional Hospital District Draft Meeting Minutes of November 12, 2020	3
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15. Notice of Motion	
16. Media Questions	

**17. Adjournment**



## HOSPITAL BOARD MEETING MINUTES

THURSDAY, NOVEMBER 12, 2020

**LOCATION** Peace River Regional District Office, Dawson Creek, BC

**ATTENDANCE**

<p><b>Directors</b>  Chair Sperling, Electoral Area ‘C’  Vice-Chair Rose, Electoral Area ‘E’  Director Ackerman, City of Fort St. John  Director Bumstead, City of Dawson Creek  Director Bertrand, District of Tumbler Ridge  Director Fraser, District of Taylor  Director Goodings, Electoral Area ‘B’ (<i>via teleconference</i>)  Director Heiberg, District of Hudson’s Hope  Director Hiebert, Electoral Area ‘D’  Director Michetti, Village of Pouce Coupe  Director Zabinsky, City of Fort St. John</p> <p><b>Absent</b>  Director Courtoreille, District of Chetwynd</p>	<p><b>Staff</b>  Shawn Dahlen, Chief Administrative Officer  Tyra Henderson, Corporate Officer  Teri Vetter, Chief Financial Officer  Trish Morgan, GM of Community Services  Kari Bondaroff, Environmental Services Manager  Crystal Brown, Electoral Area Manager  Jeff McDonald, Communications Manager  Trevor Ouellette, IT Manager  Brenda Deliman, Legislative Services Clerk</p> <p><b>Others</b>  Katrin Saxty, Urban Systems Ltd.</p>
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**1. CALL TO ORDER** The Chair called the meeting to order at 2:33 p.m.

**2. DIRECTORS’ NOTICE OF NEW BUSINESS**

**3. ADOPTION OF AGENDA**

- 3.1 RHD/20/11/01  
MOVED Director Ackerman, SECONDED Director Bertrand,  
That the Regional Hospital District Board adopt the November 12, 2020 Peace River Regional Hospital District Board Meeting Agenda:
- 1. Call to Order**
  - 2. Directors' Notice of New Business**
  - 3. Adoption of Agenda**
  - 4. Gallery Comments or Questions**
  - 5. Adoption of Minutes**
    - 5.1 Regional Hospital District Board Draft Meeting Minutes of August 13, 2020
    - 5.2 Special Regional Hospital District Board Draft Meeting Minutes of August 18, 2020
  - 6. Business Arising from the Minutes**
  - 7. Delegations**
  - 8. Petitions**
  - 9. Correspondence**



3.1 (continued)

**Adoption of Agenda: (continued)**

**10. Reports**

- 10.1 Regional Hospital District Board 2020-2021, ADM-RHD-002
- 10.2 Revenue Anticipation Borrowing Resolution No. 80, FN-RHD-005

**11. Bylaws**

**12. Diary**

**13. New Business**

**14. Consent Calendar**

**15. Notice of Motion**

**16. Media Questions**

**17. Adjournment**

**CARRIED**

**4. GALLERY COMMENTS OR QUESTIONS**

**5. ADOPTION OF MINUTES**

5.1 RHD/20/11/02  
Aug. 13/20 Regional Hospital District Board Minutes  
MOVED Director Heiberg, SECONDED Director Fraser,  
That the Regional Hospital District Board adopt the Board Meeting Minutes of August 13, 2020.  
**CARRIED**

5.2 RHD/20/11/03  
Aug. 18/20 Special Regional Hospital District Board Minutes  
MOVED Director Ackerman, SECONDED Director Hiebert,  
That the Regional Hospital District Board adopt the Special Board Meeting Minutes of August 18, 2020.  
**CARRIED**

**6. BUSINESS ARISING FROM THE MINUTES**

**7. DELEGATIONS**

**8. PETITIONS**

**9. CORRESPONDENCE**

**10. REPORTS**

10.1 RHD Board 2020-2021, ADM-RHD-002  
RHD/20/11/04  
MOVED Director Fraser, SECONDED Director Zabinsky,  
That the Regional Hospital District Board confirm that the Chair and Vice Chair of the Peace River Regional District Board are also the Chair and Vice Chair of the Peace River Regional Hospital District Board for 2020-2021.  
**CARRIED**



10.2  
Revenue Anticipation  
Borrowing Bylaw No. 80,  
RN-RHD-005

RHD/20/11/05

MOVED Director Ackerman, SECONDED Director Michetti,  
That WHEREAS pursuant to Section 31 of the *Hospital District Act*, the Hospital Board may by resolution, borrow for purposes other than capital expenditures, by way of temporary loan, such sums as the Board may deem necessary to meet current operating expenditures for the year including the amount required for principal and interest falling due within the year upon any debt of the Board;

AND WHEREAS pursuant to Section 25 of the Act, member municipalities and the Province are not required to make payment from taxation revenues of amounts requisitioned by a District until August 1st, of each year;

AND WHEREAS estimated debt retirement and bank interest charges in the amount of \$1,500,000 must be paid before payment of such revenue is due;

NOW THEREFORE, BE IT RESOLVED that the Board of the Peace River Regional Hospital District borrow pursuant to Section 31 of the *Hospital District Act* a sum not exceeding \$1,500,000 for the purpose of paying the above mentioned debt retirement and bank interest charges.

**CARRIED**

**11. BYLAWS**

**12. DIARY**

**13. NEW BUSINESS**

**14. CONSENT CALENDAR**

**15. NOTICE OF MOTION**

**16. MEDIA QUESTIONS**

**17. ADJOURNMENT**      The Chair adjourned the meeting at 2:37 p.m.

CERTIFIED a true and correct copy of the Minutes of the Regional Hospital District Board of the Peace River Regional District from a meeting held on November 12, 2020 in the Regional District Office Board Room, Dawson Creek, BC.

\_\_\_\_\_  
Brad Sperling, Chair

\_\_\_\_\_  
Tyra Henderson, Corporate Officer



# REPORT

To: Chair and Directors

Report Number: ADM-RHD-003

From: Kori Elden, Executive Assistant/HR Generalist

Date: December 1, 2020

**Subject: Notice of Closed Session – December 11, 2020**

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## **RECOMMENDATION: [Corporate Unweighted]**

That the Regional Hospital District Board recess to a Closed Meeting for the purpose of discussing the following items:

**Agenda Item 3.1**– Closed Meeting Minutes (CC Section 97(1)(b))

**Agenda Item 5.1** – Negotiations with a Provincial Government (CC Section 90 (2)(b))

## **BACKGROUND/RATIONALE:**

As per the Closed Meeting Process and Proactive Disclosure Policy.

## **ALTERNATIVE OPTIONS:**

1. The Board may recess to a Closed Meeting to discuss whether or not the items proposed properly belong in a Closed Session. *Community Charter* Section 90(1)(n).

## **STRATEGIC PLAN RELEVANCE:**

- Not Applicable to Strategic Plan.

## **FINANCIAL CONSIDERATION(S):**

Not applicable.

## **COMMUNICATIONS CONSIDERATION(S):**

Not applicable.

## **OTHER CONSIDERATION(S):**

Not applicable.



# REPORT

To: Peace River Regional Hospital District Board

Report Number: FN-RHD-008

From: Teri Vetter, Chief Financial Officer

Date: December 1, 2020

**Subject: 2021 Regional Hospital District Provisional Budget**

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**RECOMMENDATION: [Corporate Weighted]**

That the Peace River Regional Hospital District Board approve the 2021 Provisional Regional Hospital District Budget as presented.

**BACKGROUND/RATIONALE:**

Section 23 of the *Hospital District Act* states “the board must prepare and adopt, before December 31<sup>st</sup> in each year, a provisional budget for the following calendar year with detailed estimates of expenses, including amounts for the payments of principal and interest on borrowings, capital expenditures, detailed estimates of revenues, and deficit or surplus, if any”. Therefore, the 2021 provisional budget must be adopted prior to the end of the 2020 year.

The 2021 annual Regional Hospital Budget will be brought back in February for further review, if required, and must be adopted, by bylaw, on or before March 31<sup>st</sup>.

**ALTERNATIVE OPTIONS:**

1. That the Peace River Regional Hospital District Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):**

By adopting the provisional 2021 Hospital District budget, the Chief Financial Officer will be authorized to settle the terms and conditions of the expenditures prior to adopting the Annual 2021 Regional Hospital District bylaw by March 31<sup>st</sup>.

**COMMUNICATIONS CONSIDERATION(S):**

The 2021 Hospital Provisional Budget will be sent to the Ministry.

**OTHER CONSIDERATION(S):**

None.

Attachments:

1. Peace River Regional Hospital District 2021 Provisional Budget

**Peace River Regional HOSPITAL District  
2021 PROVISIONAL BUDGET**

2021  
PROVISIONAL

**Revenue**

Tax Requisition - Electoral Area	\$ 12,068,869
Tax Requisition - Municipal	\$ 6,040,001
Grants-in-lieu of taxes	\$ 8,500
Investment Income and Refunds	\$ 150,000
Transfer from Reserves for Old Hospital Debt Payments	\$ 122,433
Transfer from Future Hospital Reserve	\$ 10,924,000
Transfer from Unappropriated Surplus	\$ 2,000,000
Transfer from Northern Health Reserves for Future	\$ 600,000
<b>Total Revenue</b>	<b>\$ 31,913,803</b>

**Expenditures**

Administrative Costs	\$ 10,000
Debenture - Interest	\$ 1,137,234
Debenture - Principal	\$ 2,108,830
Annual Equipment and Major Projects Grant	\$ 14,033,227
Carried Over Capital Projects	\$ 1,624,512
Transfer to Capital Reserve	\$ 13,000,000
<b>Total Expenditures</b>	<b>\$ 31,913,803</b>

Certified a true and correct copy of the Peace River Regional Hospital District 2021 Provisional Budget.

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Teri Vetter  
Chief Financial Officer





# REPORT

To: Peace River Regional Hospital District Board

Report Number: FN-RHD-007

From: Teri Vetter, Chief Financial Officer

Date: December 1, 2020

Subject: PRRHD Capital Expenditure Bylaw No. 201, 2020

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### RECOMMENDATION #1: [Corporate Weighted]

That the "Peace River Regional Hospital District Capital Expenditure Bylaw No. 201, 2020" be given first, second, and third reading.

### RECOMMENDATION #2: [Corporate Weighted – 2/3 Majority]

That the "Peace River Regional Hospital District Capital Expenditure Bylaw No. 201, 2020" be adopted.

### BACKGROUND/RATIONALE:

Section 32 of the *Hospital District Act* states "A board that proposes to borrow or spend money to meet capital expenditures, must prepare, in consultation with the minister, and enact, a capital bylaw permitting the borrowing or spending of that money." Therefore, a bylaw has to be enacted in order to fund Northern Health's budgeted capital expenditures.

### ALTERNATIVE OPTIONS:

1. That the Peace River Regional Hospital District Board provide further direction.

### STRATEGIC PLAN RELEVANCE:

- Not Applicable to Strategic Plan.

### FINANCIAL CONSIDERATION(S):

The 2021 Annual Budget includes \$14,033,227, as submitted by Northern Health Authority, for the following:

- |                                      |              |
|--------------------------------------|--------------|
| • DCH Replacement                    | \$10,924,000 |
| • Long Term Care Business Case       | \$1,200,000  |
| • THC Cooling System Replacement     | \$239,200    |
| • FSJ Lab WSBC Compliance Renovation | \$212,800    |
| • Equipment & Projects <\$100,000    | \$565,000    |
| • Information Technology             | \$631,027    |
| • Major Equipment >\$100,000         | \$261,200    |

The 2020 capital projects that are not completed to date (\$1,624,512) will use surplus, no 2021 requisition is required for this expense. Additionally, the \$10,924,000 for the DCH Replacement will come from Future Hospital Capital Reserve.

**COMMUNICATIONS CONSIDERATION(S):**

The “Peace River Regional Hospital District Capital Expenditure Bylaw No. 201, 2020” will be sent to the Ministry.

**OTHER CONSIDERATION(S):**

None.

Attachments:

1. PRRHD Capital Expenditure Bylaw No. 201, 2020

**PEACE RIVER REGIONAL HOSPITAL DISTRICT  
Capital Expenditure Bylaw No. 201, 2020**

WHEREAS the Board of Directors of the Peace River Regional Hospital District proposes to expend money for the capital expenditures described in Schedule 'A', attached hereto and forming an integral part of this bylaw;

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

NOW THEREFORE, the Peace River Regional Hospital District Board of Directors, in open meeting assembled, enacts the following capital expenditure bylaw as required under section 32 of the *Hospital District Act*:

**1. ADMINISTRATIVE PROVISIONS**

- 1.1. This bylaw may be cited for all purposes as the "Peace River Regional Hospital District Capital Expenditure Bylaw No. 201, 2020."
- 1.2. If any portion of this bylaw is declared invalid by a court, the invalid portion shall be severed and the remainder of the bylaw is deemed valid.

**2. CAPITAL EXPENDITURE AUTHORIZATION**

- 2.1. The Board hereby authorizes and approves expenditure of money necessary to complete the capital expenditures as described in Schedule 'A' attached hereto totaling Fifteen Million Six Hundred Fifty Seven Thousand Seven Hundred Thirty Nine Dollars (\$15,657,739.00).
- 2.2. The payment of the portion that the Regional Hospital District is responsible for shall be funded through monies budgeted in the current year of operation.
- 2.3. The Board hereby delegates the necessary authority to the Chief Financial Officer to settle the terms and conditions of the expenditure.

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.

Schedule 'A'

\_\_\_\_\_  
Brad Sperling, Chair

(Corporate Seal has been affixed to the original bylaw)

\_\_\_\_\_  
Tyra Henderson,  
Corporate Officer

I hereby certify this to be a true and correct copy  
"Peace River Regional Hospital District Capital Expenditure  
Bylaw No. 201, 2020", as adopted by the Peace River  
Regional District Hospital Board on  
\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Corporate Officer

Peace River Regional Hospital District  
Capital Expenditure Bylaw No. 201, 2020

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**SCHEDULE 'A' - CAPITAL EXPENDITURES**

<b>Project or Equipment Description</b>	<b>RHD Share (40%)</b>	<b>Province Share (60%)</b>	<b>Total Project</b>
THC Cooling System Replacement	\$ 239,200	\$ 358,800	\$ 598,000
FSJ Lab WSBC Compliance Renovation	\$ 212,800	\$ 319,200	\$ 532,000
DCH Replacement	\$ 10,924,000	\$ 12,541,000	\$ 23,465,000
Long Term Care Business Plan	\$ 1,200,000	\$ -	\$ 1,200,000
Equipment & Projects <\$100,000	\$ 565,000	\$ 821,000	\$ 1,386,000
Information Technology	\$ 631,027	\$ 5,984,973	\$ 6,616,000
Major Equipment >\$100,000	\$ 261,200	\$ 391,800	\$ 653,000
Carry over Projects	\$ 1,624,512	\$ 2,437,442	\$ 4,062,403
<b>Total</b>	<b>\$ 15,657,739</b>	<b>\$ 20,416,773</b>	<b>\$ 38,512,403</b>

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Teri Vetter  
Chief Financial Officer