



## Notice of Meeting and Meeting Agenda Capital Regional Hospital District Board

Wednesday, August 12, 2015

1:30 PM

6th Floor Boardroom

### 1. APPROVAL OF THE AGENDA

### 2. ADOPTION OF MINUTES

2.1.       **15-799**       Capital Regional Hospital District Board Minutes of July 8, 2015

Recommendation: That the minutes of the July 8, 2015 meeting be adopted as circulated.  
(NWA)

### 3. REPORT OF THE CHAIR

### 4. PRESENTATIONS/DELEGATIONS

### 5. REPORTS OF COMMITTEES

#### Planning, Transportation and Protective Services Committee

1.       **15-730**       Victoria General Hospital--Endoscopy Suite Redevelopment  
Major Project Funding Request

Recommendation: 1) That CRHD funding in the amount of \$660,000 be approved for the Victoria General Hospital Endoscopy Suite Redevelopment Project.  
2) That CRHD Bylaw No. 386, "Capital Regional Hospital District Capital Bylaw No. 165, 2015" (for a maximum of \$660,000) be introduced and read a first and second time.  
3) That CRHD Bylaw No. 386 be read a third time.  
4) That CRHD Bylaw No. 386 be adopted.  
(WA 2/3 maj.)

### 6. NEW BUSINESS

### 7. ADJOURNMENT

#### Voting Key:

**NWA - Non-weighted vote of all Directors**

**NWP - Non-weighted vote of participants (as listed)**

**WA - Weighted vote of all Directors**

**WP - Weighted vote of participants (as listed)**

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**Meeting Minutes**  
**Capital Regional Hospital District Board**

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Wednesday, July 8, 2015

6th Floor Boardroom

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**PRESENT:**

Directors: D. Howe (Chair), M. Alto, S. Brice, J. Brownoff, C. Day (for C. Hamilton), V. Derman, B. Desjardins, L. Helps, M. Hicks, B. Isitt, W. McIntyre, C. Olsen (1:34, for R. Windsor), S. Price, J. Ranns, D. Screech, L. Szpak (for D. Blackwell), C. Stock (1:34, for A. Finall), M. Tait, K. Williams and G. Young

Staff: R. Lapham, Chief Administrative Officer; L. Hutcheson, General Manager, Parks and Environmental Services; D. Lokken, General Manager, Finance and Technology; T. Robbins, General Manager, Integrated Water Services; K. Lorette, General Manager, Planning and Protective Services; A. Orr, Senior Manager, Corporate Communications; M. Rachwalski, Senior Manager, Health and Capital Planning; S. Santarossa, Corporate Officer, and S. Norton, Deputy Corporate Officer (Recorder)

**ABSENT:**

Directors: R. Atwell, N. Jensen, C. Plant and L. Seaton

The meeting was called to order at 1:33 pm.

**1. APPROVAL OF THE AGENDA**

**MOVED** by Director Helps, **SECONDED** by Director Alto,  
That the agenda be approved as circulated.  
**CARRIED**

**2. ADOPTION OF MINUTES**

2.1. **15-738** Minutes of Meeting of June 10, 2015

**MOVED** by Director Screech, **SECONDED** by Director Derman,  
That the minutes of the meeting of June 10, 2015 be adopted as circulated.  
**CARRIED**

**3. REPORT OF THE CHAIR - No report**

**4. PRESENTATIONS/DELEGATIONS - None**

**5. REPORTS OF COMMITTEES**

**Planning, Transportation and Protective Services Committee**

1. **15-671** Approval of Capital Bylaw No. 385, "Capital Regional Hospital District Bylaw No. 164, 2015" for 2015 Healthcare Minor Capital Projects and

Equipment

**MOVED** by Director Hicks, **SECONDED** by Director Williams,  
1. That the recommended 2015 Minor Capital Projects totalling \$3.75M be approved and expensed from the 2015 requisition; and  
2. That the recommended 2015 Medical Equipment grants of \$30,000 to Mount St. Mary Hospital and \$2,925,000 to Island Health be approved and expensed from the 2015 requisition.  
**CARRIED**

**MOVED** by Director Hicks, **SECONDED** by Director Williams,  
That Capital Bylaw No. 385, "Capital Regional Hospital District Bylaw No. 164, 2015" be introduced and read a first and second time.  
**CARRIED**

**MOVED** by Director Hicks, **SECONDED** by Director Williams,  
That Capital Bylaw No. 385 be read a third time.  
**CARRIED**

**MOVED** by Director Hicks, **SECONDED** by Director Williams,  
That Capital Bylaw No. 385 be adopted.  
**CARRIED**

**6. NEW BUSINESS - None**

Alternate Directors Jensen and Stock entered the meeting at 1:33 pm.

**7. ADJOURNMENT**

**MOVED** by Director Helps, **SECONDED** by Director Alto,  
That the meeting be adjourned at 1:34 pm.  
**CARRIED**

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*CHAIR*

*CERTIFIED CORRECT:*

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*CORPORATE OFFICER*



**REPORT TO PLANNING, TRANSPORTATION AND PROTECTIVE SERVICES COMMITTEE  
MEETING OF WEDNESDAY, JULY 22, 2015**

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**SUBJECT**     **Victoria General Hospital – Endoscopy Suite Redevelopment  
Major Project Funding Request**

**ISSUE**

Approval of a Capital Regional Hospital District (CRHD) \$660,000 Capital Expenditure and Borrowing Bylaw is required for Island Health to proceed with the \$2,200,000 Victoria General Hospital (VGH) Endoscopy Suite Redevelopment capital project.

**BACKGROUND**

In 2010, an audit of the VGH Endoscopy Suite service area identified a number of features of moderate to high risk to patient safety and quality of care that require remediation to improve infection control. The scope of the work includes: bringing three procedure rooms up to current standards; increasing the size of the medical device reprocessing area; and, reconfiguring the patient preparation and recovery area to allow better management of the circulation of patients, staff, and clean and dirty materials and equipment through the Endoscopy Suite. Island Health has completed preliminary design work and wishes to proceed with procuring construction of the Endoscopy Suite Redevelopment project.

A Bylaw authorizing the Hospital District’s capital contribution is required in order to authorize the CRHD’s contribution of \$660,000 which is 30% of the total project cost of \$2,200,000. The CRHD Board-approved 2015-2024 Capital Plan identifies the VGH Endoscopy Suite Redevelopment project as a priority for Island Health.

**ALTERNATIVES**

That the Planning, Transportation and Protective Services Committee recommend to the Capital Regional Hospital District (CRHD) Board:

1. a. That CRHD funding in the amount of \$660,000 be approved for the Victoria General Hospital Endoscopy Suite Redevelopment Project; and,  
  
    b. That CRHD Bylaw No. 386, “Capital Regional Hospital District Capital Bylaw No. 165, 2015” (for a maximum of \$660,000) be introduced and read a first and second time, read a third time and be adopted.
2. That CRHD Bylaw No. 386, “Capital Regional Hospital District Capital Bylaw No. 165, 2015” authorizing the Hospital District’s capital contribution to the Victoria General Hospital Endoscopy Suite Redevelopment Project not be adopted and that this matter be referred back to staff for further review.

**FINANCIAL IMPLICATIONS**

CRHD funding for the VGH Endoscopy Suite Redevelopment project was anticipated in the 2015 Capital Plan, and the cost to service \$660,000 in borrowing has been budgeted in future year CRHD requisitions. Table 1 summarizes the estimated average annual cost per household to service the cost of this borrowing.

**Table 1: VGH Endoscopy Suite Redevelopment Project Budget Implications**

Alternative	Net Cost	CRHD Share (30%)	Annual charge against 2015 assessed residential value (\$510,223)	Annual charge per \$100,000 assessed residential value
1	\$2,200,000	\$660,000 <sup>1</sup>	\$0.74	\$.15

<sup>1</sup> 5-year borrowing; interest rate: 2.25%

Ministry of Health funding for this project has been confirmed and Island Health is ready to proceed to construction tender.

**CONCLUSION**

The VGH Endoscopy Suite Redevelopment project addresses a number of moderate to high risks in the current design and configuration of the facility to patient safety and quality of care. The CRHD’s contribution of \$660,000 is 30% of the total project costs of \$2,200,000, and will leverage \$1,540,000 in Provincial capital funding. The CHRD Board-approved 2015-2024 CRHD Capital Plan anticipated and accommodates this capital project.

**RECOMMENDATION**

That the Planning, Transportation and Protective Services Committee recommend to the Capital Regional Hospital District Board:

1. a. That CRHD funding in the amount of \$660,000 be approved for the Victoria General Hospital Endoscopy Suite Redevelopment Project; and,
- b. That CRHD Bylaw No. 386, “Capital Regional Hospital District Capital Bylaw No. 165, 2015” (for a maximum of \$660,000) be introduced and read a first and second time, read a third time and be adopted.

Submitted by:	Maurice Rachwalski, PhD, Senior Manager, Health and Capital Planning Strategies
Concurrence:	Kevin Lorette, P.Eng., MBA, General Manager Planning and Protective Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

MR:cln

Attachment: CRHD Bylaw No. 386, “Capital Regional Hospital District Capital Bylaw No. 165, 2015”

**CAPITAL REGIONAL HOSPITAL DISTRICT BYLAW NO. 386**

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**CAPITAL EXPENDITURE & BORROWING BYLAW  
BYLAW NO. 165, 2015**

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WHEREAS the Board of the **Capital Regional Hospital District** proposes to borrow and 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 the approval required under Section 23 of the Hospital District Act;

Now therefore the Board of the **Capital Regional Hospital District** enacts the following capital expenditure and borrowing bylaw as required by Sections 32 and 33 of the HOSPITAL DISTRICT ACT.

1. The Board hereby authorizes and approves the borrowing and expenditure of money necessary to complete the capital expenditures as described in Schedule 'A' attached.
2. The Board authorizes and approves the borrowing of a net sum not exceeding **\$660,000** upon the credit of the District by the issuance and sale of securities in a form and a manner agreed to by the Municipal Finance Authority of British Columbia. The term of the securities and the repayment of the principal and interest shall be over a term not to exceed **FIVE** years.
3. To meet the payments of principal and interest during the term of the securities, there shall be included in the estimates of the Regional Hospital District each year, the respective amounts of principal and interest falling due in that year.
4. The Board hereby delegates the necessary authority to the Treasurer of the Capital Regional Hospital District to settle the terms and conditions of the borrowing and to undertake such temporary borrowing as is necessary to provide funding in advance of the receipt of funds from the Municipal Finance Authority of British Columbia.
5. This bylaw may be cited for all intents and purposes as the **Capital Regional Hospital District Capital Bylaw No. 165, 2015**.

READ A FIRST TIME THIS	12 <sup>TH</sup> DAY OF	AUGUST, 2015.
READ A SECOND TIME THIS	12 <sup>TH</sup> DAY OF	AUGUST, 2015.
READ A THIRD TIME THIS	12 <sup>TH</sup> DAY OF	AUGUST, 2015.
ADOPTED THIS	12 <sup>TH</sup> DAY OF	AUGUST, 2015.

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Chairperson

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Corporate Officer

## SCHEDULE "A"

Bylaw No. 386

**CAPITAL REGIONAL HOSPITAL DISTRICT**  
**CAPITAL EXPENDITURE & BORROWING BYLAW**  
**CAPITAL BYLAW NO 165, 2015**

<b>Name of Facility</b>	<b>Project or Equipment Description</b>	<b>Project Number</b>	<b>Amount covered by CRHD Bylaw (30%)</b>	<b>Amount covered by Province/Island Health (70%)</b>	<b>Other Share (Specify) (___%)</b>	<b>Total Project or Equipment Cost</b>
Victoria General Hospital	Endoscopy Suite Renovation Project	C165-01	\$660,000.00	\$1,540,000.00		\$2,200,000.00
<b>Total:</b>			\$660,000.00	\$1,540,000.00	\$0.00	\$2,200,000.00