



## REGIONAL DISTRICT OF MOUNT WADDINGTON

### REGIONAL HOSPITAL MEETING AGENDA

December 20, 2016 at conclusion of Board of Directors Meeting  
RDMW Office – 2044 McNeill Road, Port McNeill

#### Page

#### **CALL TO ORDER**

1 **A. APPROVAL OF AGENDA AS PRESENTED** (or amended)

**B. DELEGATION** – Chis Sullivan- Island Health Director, Capital Planning- By phone.

2 1. Minutes of the regular Hospital Meeting held November 15, 2016.

#### **C. ADOPTION OF MINUTES**

4 1. Minutes of the regular Regional Hospital Meeting held November 15, 2016

#### **D. BYLAWS**

1. None

#### **E. REPORTS**

1. None

#### **F. CORRESPONDENCE**

1. None

#### **G. HEALTH NETWORK BUSINESS:**

1. None

**H. NEXT MEETING DATE** – January 17, 2017 if required

#### **I. ADJOURNMENT**

Motion to Adjourn

1.



# REGIONAL DISTRICT OF MOUNT WADDINGTON

## HOSPITAL MEETING MINUTES

November 15, 2016

RDMW Office – 2044 McNeill Road, Port McNeill, BC

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**PRESENT:** Chair Dave Rushton and Directors Shirley Ackland, Jan Allen, Michael Berry, Hank Bood, Pat Corbett-Labatt, Andrew Hory, Heidi Soltau and Phil Wainwright

**STAFF:** Greg Fletcher - Administrator; Melissa Tonkin - Recording Secretary

**PUBLIC:** Chris Parker, Mount Waddington Health Network Coordinator; Patti Murphy, Chapter Coordinator for North Vancouver Island Rural and Remote Division of Family Practice.

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### A. CALL TO ORDER

Chair Soltau called the meeting to order at 3:50 pm.

### B. APPROVAL OF AGENDA

*Moved/Seconded/Carried  
THAT the agenda be approved as presented.*

### C. ADOPTION OF MINUTES

1. Minutes of the Mount Waddington Regional Hospital Meeting held October 18, 2016.

*Moved/Seconded/Carried  
THAT the minutes of the Mount Waddington Regional Hospital Meeting held October 18, 2016 be adopted.*

**D. DELEGATIONS** – Patti Murphy, Chapter Coordinator, North Vancouver Island Rural and Remote Division of Family Practice. Dr. David Wittaker, Physician Lead/Vice Chair and Angelina Passarelli, Consultant/Certified Therapeutic Recreation Specialist sent their regrets.

*Director Allen left at 4:15 p.m*

*Summarized the Division's Role and provided a background on a proposed Adult Day Program:*

- *Would reduce caregiver burnout*
- *Provide service to at least 4 communities*
- *Pilot project in Port Hardy was very successful with more demand than anticipated (3-6 month client waitlist)*
- *Have a 1:5 ratio of staff to clients*
- *Increased clients' socialization and reduced emergency room use*
- *VTN assisted with transportation needs*
- *Client criteria includes over 55 years old with the ability to transfer safely without assistance & non-violent*
- *Collaborative community partnerships are necessary to move forward with the program*

*Hoped to have a further opportunity to support a recommendation that the Mount Waddington Regional District Hospital be a partner in such a program for our Region.*

**E. BYLAWS**– None

038/16  
AGENDA  
APPROVED

039/16  
OCT. 18/16  
MINUTES  
ADOPTED

ADJOURNMENT

**F. REPORTS** – None

**G. CORRESPONDENCE** - None

**H. HEALTH NETWORK BUSINESS** – None

**I. NEXT MEETING DATE** – December 20, 2016

*Moved*  
THAT the meeting be adjourned.

Time: 4:20 p.m.

CORRECT

APPROVED

\_\_\_\_\_  
SECRETARY

\_\_\_\_\_  
CHAIR

Excellent care, for everyone,  
everywhere, every time.



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October 27, 2016

Mount Waddington Regional Hospital District (MWRHD)  
Attn: Greg Fletcher, Administrator  
P.O. Box 729  
Port McNeill, B.C. V0N 2R0

Dear Mr. Fletcher:

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

As requested, please find attached a draft 2017/18 capital project and equipment list relating to Mount Waddington facilities. This list includes the priorities submitted by program departments sorted by project and equipment, and whether the cost estimate is less than or greater than \$100,000. Island Health is continuing its organization-wide prioritization which will be shared with Regional Hospital Districts at the end of January 2017.

As you are aware, there are significantly more priorities than available funding. Every effort is made to ensure each available dollar is allocated to the top priorities by using evaluation criteria that focuses on the following areas:

**Safety and Risk Management (Patient and Staff Safety):**

- Extent to which the project minimizes the risk to the health and safety of clients and staff; address hazards to patient, visitor or staff health or safety; degree of improvements to life safety, service reliability/ quality; facility index condition (FCI) rating.
- Extent to which the project assists the health authority in meeting Accreditation requirements and/or Occupational Health and Safety requirements (including Worksafe BC requirements).

**Access to Services (Sustains and Improves/Increases Services):**

- Extent to which project sustains, improves or increases access to timely and appropriate health services for those in the target population, based on demand modeling/ planning and supported by evidence.
- Extent to which project off-sets demand pressures.
- Extent to which project improves movement of patients through facilities/points of care and improves service integration.

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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.ca **4**

Strategic Alignment:

- Extent to which the project will have direct and measurable impact on the achievement of Ministry of Health and Health Authority Strategic Objectives as described through Ministry of Health's "Setting Priorities for the B.C. Health System" available on-line and other planning and policy documents.

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

Yours truly,

A handwritten signature in cursive script that reads "Chris Sullivan".

Chris Sullivan  
Director, Capital Planning

Attachment 1 Mount Waddington Capital Projects/Equipment

cc: Alison Mitchell, Director, Mount Waddington

Geography/ Portfolio Priority Ranking (1, 2, 3, 4, 5 etc)	File #	Geography / Portfolio	Program	Proposal Type	>\$100K or <\$100K Estimate	Project or Equipment Name	Project or Equipment Description	Location	Age of Equipment	# of Units
2		Geography 1		Project	<\$100K	Port Hardy Health Unit- additional exam room-staff and patient safety	Renovation to enhance clinician/client safety and add a second exam room	Port Hardy Health Unit		
3		Geography 1		Project	<\$100K	Fire Doors	Move location of Fire Doors -resident and staff safety	Eagle Ridge Manor		
4		Geography 1		Project	<\$100K	Port Hardy Acute	Patient Wanderguard to be able to safely monitor wandering patients in acute care	Port Hardy Hospital		
6	3778	Geography 1		Project	<\$100K	S&I Meiko Washer	Install Meiko washer to enhance infection control in residential care. Currently need to take everything to acute care	Eagle Ridge Manor		
7	4996	Geography 1		Project	<\$100K	Handicap Accessible Washroom and Auto Front Door	Install w/c accessible doors to allow easier access for disabled patients	Port Alice Health Centre		
8	5297	Geography 1		Project	<\$100K	Wheelchair Accessible Opening Exterior Door	Outside exterior door to courtyard is not wheelchair accessible limiting access for some residents.	Cormorant Island Health Centre		
9		Geography 1		Project	<\$100K	Overhead Lift	Overhead lift for Palliative Care room	Port Hardy Hospital		
10		Geography 1		Project	<\$100K	Overhead lifts	Replacement of overhead lifts in 10 Acute care rooms	Port Hardy Hospital		
	4994	Geography 1		Project	<\$100K	ED Security Gates	Gates to limit access to acute area for ER patients to increase safety for sole RN on duty and acute patients.	Cormorant Island Health Centre		
	5304	Geography 1		Project	<\$100K	Courtyard Repair	Repair and enlarge cement work on walkways and patio.	Eagle Ridge Manor		
	3779	Geography 1		Project	<\$100K	Expansion of the Residential Care Garden Area	With the expansion of beds in 2012 half of the garden was used for the new build. Double the residents and half the space for residents to be outside.	Eagle Ridge Manor		

Geography/ Portfolio Priority Ranking (1, 2, 3, 4, 5 etc)	File #	Geography / Portfolio	Program	Proposal Type	>\$100K or <\$100K Estimate	Project or Equipment Name	Project or Equipment Description	Location	Age of Equipment	# of Units
	5002	Geography 1		Project	<\$100K	Sacred Room Doors Windows for Safety	Sacred room doors need to have a window/viewing installed for safety.	Eagle Ridge Manor		
	4592	Geography 1		Project	<\$100K	Security Lighting/Camera	Install security lighting outside ERM front entrance and security camera.	Eagle Ridge Manor		
	5308	Geography 1		Project	<\$100K	Toilets	Renovate toilet area and replace toilets in room 122, and in Acute Care wing.	Eagle Ridge Manor		
	4600	Geography 1		Project	<\$100K	Front Office Reno	Redesign the front office to increase efficiency of space to allow additional staff	Port Hardy Hospital		
	5004	Geography 1		Project	<\$100K	Staff Door Replacement	Door replacement with keypad	Port Hardy Hospital		
	5011	Geography 1		Project	<\$100K	Coffee Machine Reno	For patients when the kitchen is closed and inaccessible at night	Port McNeill & District Hospital		
	5298	Geography 1		Project	<\$100K	Install Shower & Toilet - Staff Washroom	Install shower for staff to be able to clean up if needed due to accident or exposure during work. Currently no staff shower	Port McNeill & District Hospital		
2	5285	Geography 1		Project	>\$100K	Port McNeill Integrated Primary Care	Approximately 2,000 sq ft of additional space is required on the Port McNeill Medical Clinic property to accommodate the consolidation/integration of VIHA community staff and service with the Clinic. Options are still being discussed on how to create the additional 2,000 sq ft.	Port McNeill Health Centre		
4	5286	Geography 1		Project	>\$100K	Lease Consolidation of Community Sites PH	Tenant improvement work will be required to consolidate all the Port Hardy community programs into one lease location. Required space estimate is 12,000 sq ft.	Port Hardy Health Centre		
6	4588	Geography 1		Project	>\$100K	High Acuity Room Reno	Adding bathroom to the high acuity room and widening the door so that the bed can fit through the door. Currently this room does not have a bathroom, and has a standard sized door.	Port Hardy Hospital		
9	4601	Geography 1		Project	>\$100K	Nurses Station/Office Reno	Add gates for safety to the nursing station to prevent patients from entering nursing station, maintaining safe egress. Expanding the report room into the next office, by removing walls, making report room an appropriate size for attending staff. Patients and visitors frequently enter the nursing station.	Port Hardy Hospital		

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10	3942	Geography 1		Project	>\$100K	Creation of Storage Space	Safety issues around fire code.	Port McNeill & District Hospital		
11	4584	Geography 1		Project	>\$100K	Space Utilization Public Health Office	Maximizing limited space at the Port Hardy Public Health Office to gain efficiencies in the care provision of clientele. There is an identified need to update and maximize our limited space to accommodate the increase in nursing positions which support the mandated changes in the perinatal redesign. It is expected that our client activity at the Health Center will increase significantly with the implementation of the perinatal redesign.	Port Hardy Health Centre		
12	3252	Geography 1		Project	>\$100K	Replacement of Port Alice Health Centre	The present building is leaking and the foundation is not stable.	Port Alice Health Centre		
1		Planning and Operations Support	Facility Operations	Project	<\$100K	Replace Obsolete DDC Front End	Replace obsolete front end with a new platform. VFA Requirement - Potentially Critical	Cormorant Island Health Centre		
23		Planning and Operations Support	Facility Operations	Project	<\$100K	Improve Access and Parking	Repair/replace concrete walkway to facility. Add a handrail to walkway. Improve drainage. Pave area that has become impromptu parking lot.	Eagle Ridge Manor		
39	4344	Planning and Operations Support	Facility Operations	Project	<\$100K	Driveway Repairs	Asphalt is rapidly deteriorating and receiving many comments and complaints. It is now being raised as a safety concern.	Port Alice Health Centre		
59		Planning and Operations Support	Facility Operations	Project	<\$100K	E-Plus Modification	Move two heat pumps onto main electrical service and maximize potential of electrical boiler on the e-plus service.	Port Hardy Hospital		
73		Planning and Operations Support	Facility Operations	Project	<\$100K	Demolish Existing Building	Demolish old Doctors clinic.	Port Hardy Doctors Clinic		
84	3164	Planning and Operations Support	Facility Operations	Project	<\$100K	Anchor/ Permanent Guardrails	Install fall protection systems PHH/CIH	Many sites - Mt. Waddington		
87	4333	Planning and Operations Support	Facility Operations	Project	<\$100K	Resident Room Floor Patching	Repeated Bed Operation has worn through flooring in all 10 resident rooms. Floor patching required	Cormorant Island Health Centre		
126	5172	Planning and Operations Support	Energy Efficiency and Conservation	Project	<\$100K	Solar System	Installation of 10 solar thermal panels on the roof, plus associated equipment such as pre-heat tanks, pumps, heat-exchangers and controls within the building. Electric panel system may be installed instead if economics are more favourable at the time. System will be integrated with the domestic hot water system and will provide energy to pre-heat the water. Existing DHW heating systems will supplement solar heating when required. Will provide greenhouse gas emissions savings, energy and utility savings.	Cormorant Island Health Centre		



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137	5206	Planning and Operations Support	Energy Efficiency and Conservation	Project	<\$100K	Solar System	Installation of 6 solar thermal panels on the roof, plus associated equipment such as pre-heat tanks, pumps, heat-exchangers and controls within the building. Electric panel system may be installed instead if economics are more favourable at the time. System will be integrated with the domestic hot water system and will provide energy to pre-heat the water. Existing DHW heating systems will supplement solar heating when required. Will provide greenhouse gas emissions savings, energy and utility savings.	Port McNeill & District Hospital		
162		Planning and Operations Support	Energy Efficiency and Conservation	Project	<\$100K	Energy Efficiency Upgrades	A recent energy audit identified several measures that will reduce energy use and GHG emissions, operating costs, as well as reduce water use and improve occupant comfort in summer. These include: 1. Refrigeration Heat Recovery (Remove Once-Through Cooling) 2. Convert AHU pre-heat into heat recovery during summer - to provide space cooling in summer and DHW pre-heat 3. Integrate Mellink system (kitchen hood demand ventilation) to DDC 4. SAT Reset for AHU-4 serving the kitchen and AHU-5 serving the Laundry Will provide greenhouse gas emissions savings, energy and utility savings.	Port Hardy Hospital		
3	4481	Planning and Operations Support	Facility Operations	Project	>\$100K	Add Redundant Generator Set	Install New Gensets distribution equipment and enclosure at Cormorant Island Health Facility	Cormorant Island Health Centre		
28	2681	Planning and Operations Support	Facility Operations	Project	>\$100K	Repair Facility	Building has significantly deteriorated and requires extensive repair and renovation (2 years project). Remove/replace structural footings south portion of structure. Repair and/or replace lower south wall of building using proper remediation procedures. Re-slope sanitary drains on west drain system of building. Excavate and repair/replace sanitary drain lines on site where ground settling has affected drainage.	Port Alice Health Centre		
50		Planning and Operations Support	Facility Operations	Project	>\$100K	Reconfigured Vehicle Access	Reconfigure Vehicle access to Port Hardy Primary Care Center	Port Hardy Primary Care Center		
170	5205	Planning and Operations Support	Energy Efficiency and Conservation	Project	>\$100K	Lighting Upgrade	The scope of this project is to upgrade the lighting inside and outside the building to more energy efficient and long life LED technology, as well as, add controls such as occupancy and day-light sensors where suitable. Possible fire risk from some fixtures (2-pin CFL's). Eligible for BC Hydro Incentive.	Port Hardy Hospital		

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200		Planning and Operations Support	Energy Efficiency and Conservation	Project	>\$100K	Zone Controls for Ventilation and Temperature Set- Back	There are significant opportunities to reduce energy and GHG emissions by ventilating spaces only when and as needed, as well as reducing temperatures during unoccupied times. A recent energy audit identified three specific changes to achieve these savings, as follows: Variable Speed Drives for Air Handling Units - AHU 1 and 2 serving the Admin and Ward add speed drives and static pressure sensors on the associated supply & return fans and a supply air pressure reset program applied. 2. Multizone VAV Conversion - AHU 3 is a multi-zone unit with interlocked hot-deck and cold-deck dampers. By installing independent dampers, the units can be operated in the same manner as VAV boxes. It is recommended that independent dampers be installed on each of the multi-zone mixing boxes, along with an airflow sensor for each zone and airflow restricted entirely to unoccupied zones unless needed for space heating. 3. Zone Control Upgrades - Many other zones (refer to audit report) have reduced hours or intermittent occupancy so it is recommended that occupancy sensing thermostats be installed as well as VAV boxes so ventilation rates and temperatures can be reduced. Annual savings in utilities and carbon offsets have been estimated to be \$14,073.	Port Hardy Hospital		
1		Geography 1	Acute	Equipment	<\$100K	Infant Warmer		Port Hardy Hospital	20+	1
2		Geography 1	Residential Care	Equipment	<\$100K	Infant Incubators		PHH/PMH	10	2
3		Geography 1	Primary Healthcare	Equipment	<\$100K	Centrifuga		SHC	6-10	1
4		Geography 1	Primary Healthcare	Equipment	<\$100K	Sonosite Edge Ultrasound machine with software technologies		PAHC/CICHC/PMH		3
6		Geography 1	Primary Healthcare	Equipment	<\$100K	Sara Lift		Eagle Ridge Manor	5+	1
7		Geography 1	Primary Healthcare	Equipment	<\$100K	Bariatric Tilt Commode		Eagle Ridge Manor	5+	1

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8		Geography 1	Primary Healthcare	Equipment	<\$100K		Portable X-Ray	Port Hardy Hospital		1
10		Geography 1	Primary Healthcare	Equipment	<\$100K		Hospital Acute care beds	Eagle Ridge Manor	5+	3
11		Geography 1	Primary Healthcare	Equipment	<\$100K		2 Philips Rover cardiac monitors-wireless connective to central system	Port Hardy Hospital		2
12		Geography 1	Primary Healthcare	Equipment	<\$100K		Central Cardiac Monitor system	Port Hardy Hospital		1
13		Geography 1	Urgent Care	Equipment	<\$100K		Glidescope NEW	Port Alice Health Centre		1
14		Geography 1	Emergency Dept.	Equipment	<\$100K		Pediatric glide scope	Cormorant Island Health Centre		1