



MOUNT WADDINGTON REGIONAL HOSPITAL DISTRICT

March 15, 2022 MEETING AGENDA

Following the Regional District of Mount Waddington Board of Directors Meeting
Board Room, RDMW Administrative Office, 2044 McNeill Road, Port McNeill, BC

Zoom Meeting:

<https://us02web.zoom.us/j/87621022299?pwd=aXFTWjduRG5CQTF3WCtpc1JHU3BYdz09>

Page **CALL TO ORDER**

A. APPROVAL OF AGENDA

- 1 1. Adoption of March 15, 2022 MWRHD Meeting Agenda as Presented (Or amended)

B. DELEGATIONS & RECOGNITIONS - None

This meeting is taking place on the traditional territory of the Kwak'wala speaking peoples

C. ADOPTION OF MINUTES

- 2-3 1. Minutes of the MWRHD Meeting held February 15, 2022, as Presented (Or amended)

D. CORRESPONDENCE

- 4-7 1. Island Health Capital Funding Request Dated February 18, 2022 from Kevin Daniels

E. REPORTS

1. VIHA Verbal Report
2. Report from Angela Smith – Health Network Coordinator
- 8-9 a. Strategic Plan Overview (*to be distributed*)
- b. 2022 Draft Budget

F. BYLAWS

- 10-11 1. Bylaw No. 108, cited as “Mount Waddington Regional District Financial Plan 2022-2026, Bylaw No. 108, 2022” to be read a 1st, 2nd and 3rd time
- a. Verbal Overview Report from Administrator
2. Bylaw No. 108, cited as “Mount Waddington Regional District Financial Plan 2022-2026 Bylaw No. 108, 2022” to be adopted.

G. COMMITTEE REPORTS - None

H. HEALTH NETWORK BUSINESS

I. NEXT MEETING – April 19, 2022

J. ADJOURNMENT



MOUNT WADDINGTON REGIONAL HOSPITAL DISTRICT

February 15, 2022 Minutes

Following the Regional District of Mount Waddington Board of Directors Meeting
Board Room, RDMW Administrative Office, 2044 McNeill Road, Port McNeill, BC

Present: In person: Andrew Hory (Chair), Sandra Daniels, Rod Sherrell
Via Zoom: Directors Dennis Buchanan, Kevin Cameron, Pat Corbett-Labatt, Dennis Dugas,
James Furney, Gaby Wickstrom

Staff: In person: Greg Fletcher, Administrator

Via Zoom: Nadine Weldon, Recording Secretary; Nicole McDowell, Receptionist

Resolution No. **CALL TO ORDER Time 3:55 PM**
The Chair opened the meeting by acknowledging that this meeting is taking place on the traditional territory of the Kwak'waka speaking peoples.

A. APPROVAL OF AGENDA

Moved/Seconded/**CARRIED**
005/2022 THAT the February 15, 2022 MWRHD Meeting Agenda be approved as presented.

B. DELEGATIONS – NONE

C. ADOPTION OF MINUTES

1. Minutes of the MWRHD Meeting held January 18, 2022.

Moved/Seconded/**CARRIED**
006/2022 THAT the January 18, 2022 Mount Waddington Regional Hospital District Meeting Minutes be approved as circulated.

D. CORRESPONDENCE - None

E. REPORTS - None

F. BYLAWS - None

G. COMMITTEE REPORTS - None

H. HEALTH NETWORK BUSINESS

- *The Draft Strategic Plan for the Health Network for 2022-2024 is ongoing and has reached the committee level.*
- *Significant element of this document was the twelve (12) key determinants of health and the potential for going forward with these, including the integration of the different committees.*
- *The one outstanding element that is still awaiting feedback is information from the various municipalities re: the housing coalition.*
- *All committees will be looking at the action plan and how to implement them.*
- *There is a new executive committee for the next two years, which will bring a new vision going forward.*

- *The additions to the strategic plan from previous has become very useful, particularly for outside organizations in completing their stats and information for grant applications.*

Chair Hory thanked Director Pat Corbett-Labatt for her past and ongoing work with the Mount Waddington Health Network, as well as to all the volunteers and Angela Smith with the Health Network.

Moved/Seconded/**CARRIED**

THAT the Mount Waddington Health Network Strategic Plan be adopted.

007/2022

I. OTHER BUSINESS

Administrator also noted:

The Hospital District budget is not currently available as there has been a change in staffing within the VIHA accounting department, Chris Sullivan is no longer with VIHA.

- o *Chris was in the process of having the building designated as a health clinic for taxation reasons. This has been put back to the Regional District, and will be brought forward to the March Hospital District meeting.*

NEXT MEETING – March 15, 2022 following the RDMW Board of Directors meeting.

008/2022

J. ADJOURNMENT

Time 4:08 PM

CHAIR

SECRETARY

February 18, 2022

Mr. Greg Fletcher
Chief Administrative Officer
Mount Waddington Regional District
PO Box 729
2044 McNeill Road
Port McNeill BC V0N2R0

Dear Mr. Fletcher:

Re: 2022/23 Capital Projects and Equipment

Island Health is requesting Mount Waddington Regional Hospital District (MWRHD) cost-sharing on our 2022/23 capital project and equipment requirements.

Detailed project and equipment lists are attached which support the following allocation amounts:

Minor Capital Projects	\$265,831
Equipment	\$108,877
Total Minor Project and Equipment Cost-Share Request Amount	\$374,708

Major Capital Projects:

Primary Care Medical Clinic

Building Cost	\$400,000
Renovation Cost	\$1,000,000
Total Cost	\$1,400,000
MWRHD 40% Cost-Share	\$560,000
Less: MWRHD 100% Payment of Building	(\$400,000)
Remaining MWRHD Cost-Share Balance	\$160,000

Human Resources Information System

Island Health's human resource information system is at end-of-life, and requires replacement. Since this is an island-wide system, Island Health is requesting cost-sharing from all of the regional hospital districts. The total cost of the system is estimated at \$6-million, and we are requesting MWRHD cost-sharing of \$48,000 which is a pro-rata cost-share, based on population.

Capital Planning

Located at: 1952 Bay Street | Victoria, BC V8R 1J8 Canada
Mailing address: 1952 Bay Street | Victoria, BC V8R 1J8 Canada

Tel: 250-519-1726 | Fax: 250-370-8689
viha.ca

Total Cost-Share Request Amount:

Minor Capital Projects and Equipment	\$374,708
Major Capital Projects:	
Primary Care Medical Clinic	\$160,000
Human Resources Information System	\$48,000
Total Cost-Share Request Amount	\$582,708

We would appreciate your consideration in funding this request amount, even though it exceeds your usual annual provisional budget amount which was \$265,200 last year.

Thank you for your contribution towards Island Health's capital project and equipment requirements, and we look forward to our continued partnership in meeting those requirements.

Yours truly,



Kevin Daniel
Manager, Capital Planning and Leasing, Central/North Island

Attachments.

cc: Max Jajszczok, Executive Director, Comox Valley, Campbell River & North Island, Island Health
Scott McCarten, Corporate Director, Capital Management & Finance Projects, Island Health
Lesly Deuchar, Director, Clinical Services Delivery, Mt. Waddington, ACN Mt Waddington Strath Adm, Island Health
Julie Wong, Manager, Capital Finance, Island Health

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

**Island Health 2022/23 Minor Capital Project List
Mount Waddington Regional Hospital District**

Site	Portfolio	Project Name	Total Project Cost	Cash Flow					
				Prior Years	2022/23			2023/24	2024/25
					Annual	Island Health	MWRHD		
>\$100K Projects									
Eagle Ridge Manor	North Island	Nurses Station Reno	\$165,000	-	\$165,000	\$99,000	\$66,000	-	-
Port Hardy Hospital	North Island	Port Hardy Nurses Station Upgrade - Staff safety/better space utilization	\$275,000	-	\$275,000	\$165,000	\$110,000	-	-
Port Hardy Hospital	North Island	Renovation of Sacred Space	\$500,000	-	\$500,000	\$500,000	-	-	-
Port McNeill and District Hospital	Facilities Management	Siding Replacement	\$138,600	-	\$138,600	\$83,160	\$55,440	-	-
>\$100K Projects Cost-Shared by All RHDs									
Various Sites	Tech Services & Virtual Care	Migration to Microsoft Teams	\$579,199	-	\$579,199	\$574,565	\$4,634	-	-
Various Sites	Quality, Safety & Improvement	Document Management System	\$583,000	-	\$583,000	\$578,336	\$4,664	-	-
Various Sites	Tech Services & Virtual Care	Remote Patient Monitoring Procurement	\$205,000	-	\$205,000	\$203,360	\$1,640	-	-
Various Sites	Tech Services & Virtual Care	Access Migration to modern application solution	\$270,000	-	\$270,000	\$267,840	\$2,160	-	-
Various Sites	Tech Services & Virtual Care	Microsoft M365 Migration	\$986,707	-	\$986,707	\$978,813	\$7,894	-	-
		Sub-Total	\$3,702,506	-	\$3,702,506	\$3,450,075	\$252,431	-	-
<\$100K Projects									
Port Alice Hospital	Facilities Management	Driveway Repairs	\$33,500	-	\$33,500	\$20,100	\$13,400	-	-
		Sub-Total	\$33,500	-	\$33,500	\$20,100	\$13,400	-	-
		Total	\$3,736,006	-	\$3,736,006	\$3,470,175	\$265,831	-	-

Notes:

Definition of minor project: cost is between \$5,000 and \$1,500,000.

ISLAND HEALTH

2022/23 RECOMMENDED APPROVED CAPITAL EQUIPMENT - MOUNT WADDINGTON REGIONAL HOSPITAL DISTRICT

Control #	Capital #	Program	Site	Equipment Name	Qty	Budget	New / Replace
Total Equipment > \$100,000						<u>-</u>	
Equipment < \$100,000							
2022-3577	22-0110	Laboratory Services	Port Hardy Hospital	TML Refrigerator	1	11,864	Replacement
2021-3433	22-0111	Mt Waddington Strathcona	Port Hardy Hospital	Philips Avalon FM30 Fetal Monitor	1	31,238	New
2021-4261	22-0112	Laboratory Services	Port McNeill and District Hospital	Chem Platform - Water System	1	26,963	Replacement
2022-4155	22-0113	Laboratory Services	Port McNeill and District Hospital	Hematology Platform - CBC Analyzer	2	132,032	Replacement
2021-3854	22-0114	Mt Waddington Strathcona	Port McNeill and District Hospital	Ultrasound	1	70,097	Replacement
Total Equipment < \$100,000						<u>272,193</u>	
Total Equipment Approved						<u>272,193</u>	
Total Possible Cost Sharing						<u>108,877</u>	

2022 MWHN Budget				
This budget is based on the strategic planning discussions and proposed trajectory of the network. It has inclusions for increasing staff and administrative capacity, and is formulated with existing MWHN funds, under the assumption that we are not awarded grants or funding for projects.				
BUDGET SUMMARY 2022	OPERATING	LEGACY	SPECIAL FUNDS	
COORDINATOR EXPENSES	\$ 70,000			
GENERAL OPERATING EXPENSES				
Misc/Contingency	\$ 5,000	\$ 5,000		
Tech	\$ 5,000			
	\$ 80,000	\$ 5,000		
COMMITTEE BUDGETS				
Wellness First		\$ 7,000		
SEBLAC		\$ 7,000		
Food Security		\$ 7,000		
Child & Youth		\$ 2,000		
Culture & Inclusion		\$ 2,000		
TOP		\$ 9,000		
Exec				
Travel		\$ 2,500		
	\$ -	\$ 36,500		
SPECIAL PROJECTS				
Housing Coalition - Community Contributions & Commitments			\$ 30,000	
Substance Use & Recovery: Operational (Stigma & Harm Reduction Campaign)		\$ 30,000		
Communications Project Budget - Comms Project integrated into committee expenses				
TOTAL:	\$ 80,000	\$ 71,500	\$ 30,000	\$181,500

2022 Mount Waddington Health Network Draft Budget: Project details

WELLNESS FIRST - SPECIAL		SEBLAC - SPECIAL PROJECTS		FOOD SECURITY - SPECIAL		C&I - SPECIAL PROJECTS		C&I - SPECIAL PROJECTS		HOUSING- SPECIAL PROJECTS		TOP - SPECIAL PROJECTS		EXEC- SPECIAL PROJECTS	
SU&R: Stigma	\$30,000									Community:	\$30,000.00				
Admin: Wellness Committee Leads - 8 meeting. 2 hours in meeting, 3 hours prep = 40 hours annually at \$50 per hour -\$2000.00 for Admin of Committee - Responsibility: Set meeting agenda, minutes, organize and host meetings. Supported by the MWHN Coordinator but able and empowered to operate independantly if needed. - This can be a donation to their organization; as a personal payment; or to finish special projects, for instance directories or do surveys		SEBLAC: - 4 In-Person Teas Annually - 4 Virtual Meetings - Travel for folks for meetings? - VTN -\$2000.00 for Admins of Committee - Responsibility: Set meeting agenda, minutes, organize and host meetings. Supported by the MWHN Coordinator but able and empowered to operate independantly if needed. - This can be a donation to their organization; as a personal payment; or to finish special projects, for instance directories (Food Atlas) or do surveys		Admin: Food Committee Leads - 8 meeting. 2 hours in meeting, 3 hours prep = 40 hours annually at \$50 per hour -\$2000.00 for Admin of Committee - Responsibility: Set meeting agenda, minutes, organize and host meetings. Supported by the MWHN Coordinator but able and empowered to operate independantly if needed. - This can be a donation to their organization; as a personal payment; or to finish special projects, for instance directories (Food Atlas) or do surveys - One annual meeting		Legacy Fund for Special Projects or Speakers				SEPARATE CONTRACT: -Not included in regular operating budget or pulled from legacy funds -Note: since 2019 we have invested \$46,000 in contracts plus hundreds of hours of staff time to housing (est \$70,000 over 4 years)		Online Meetings - One event annually to bring everyone together. (Small Forum)			



**MOUNT WADDINGTON REGIONAL HOSPITAL DISTRICT
BYLAW NO. 108**

*A Bylaw of the Mount Waddington Regional Hospital District to authorize
the Financial Plan for the Years 2022 to 2026*

The Board of the Mount Waddington Regional Hospital District in open meeting assembled enacts as follows:

1. This Bylaw may be cited for all purposes as “Mount Waddington Regional Hospital District Financial Plan Bylaw No. 108, 2022.”
2. Schedule “A” attached hereto and made part of this Bylaw is hereby adopted and is the Financial Plan of the Mount Waddington Regional Hospital District for the years 2022 to 2026.

READ A FIRST TIME THIS DAY OF , 2022

READ A SECOND TIME THIS DAY OF , 2022

READ A THIRD TIME THIS DAY OF , 2022

ADOPTED THIS DAY OF , 2022

CHAIR

ADMINISTRATOR



MOUNT WADDINGTON REGIONAL HOSPITAL DISTRICT

BYLAW NO. 108 – SCHEDULE A

2022 to 2026 FINANCIAL PLAN

	2021 Est. Actual	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget
Revenue - Operating						
Property Taxes	(712,400)	(748,000)	(763,000)	(778,300)	(793,900)	(809,800)
Grant in Lieus	(8,383)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
Grants	(1,314)	-	-	-	-	-
Other Revenue	(80,000)	(80,000)	(80,000)	-	-	-
Interest revenue	(33,174)	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)
Total	(835,271)	(863,000)	(878,000)	(813,300)	(828,900)	(844,800)
Expenses - Operating						
Administration	94,000	98,800	100,800	102,800	104,900	107,000
Audit	6,100	6,100	6,200	6,300	6,400	6,500
Facility Grants to Health Authority	164,096	278,500	284,100	289,800	295,600	301,500
Equipment Grant to Health Authority	91,688	160,700	163,900	167,200	170,500	173,900
Bank Service Charge	480	500	500	500	500	500
Miscellaneous	420	5,000	5,000	5,000	5,000	5,000
Debt Interest expense	55,844	23,326	15,909	15,909	15,909	15,909
Sub Total	412,628	572,926	576,409	587,509	598,809	610,309
Transfer to/(from) Surplus	309,573	177,004	257,535	181,735	186,035	190,435
Debt principal repayment	113,070	113,070	44,056	44,056	44,056	44,056
Total	422,643	290,074	301,591	225,791	230,091	234,491
<i>Net Operating</i>	-	-	-	-	-	-
Projects/Capital - Funding						
Transfers fr Statutory Reserves	(26,149)	(20,000)	(20,000)	(100,000)	(100,000)	(100,000)
Transfers fr Non-stat Reserves	-	(400,000)	(160,000)	-	-	-
Grants	(80,000)	(80,000)	(80,000)	-	-	-
Other contributions	-	-	-	-	-	-
Total	(106,149)	(500,000)	(260,000)	(100,000)	(100,000)	(100,000)
Projects/Capital - Costs						
Non-TCA	106,149	100,000	100,000	100,000	100,000	100,000
TCA	-	400,000	160,000	-	-	-
Total	106,149	500,000	260,000	100,000	100,000	100,000
<i>Net Projects/Capital</i>	-	-	-	-	-	-
<i>Balance</i>	-	-	-	-	-	-