

THE **KOOTENAY EAST REGIONAL HOSPITAL DISTRICT (KERHD)** MEETING OF THE BOARD OF DIRECTORS WILL BE HELD AT THE REGIONAL DISTRICT OFFICE IN CRANBROOK BC AT **11:30 AM ON NOVEMBER 6, 2020**

AMENDED AGENDA

Voting: Unless otherwise indicated on this agenda, all Directors have one vote and a simple majority is required for a motion to pass.

		Who Votes	Count
1.	Call to Order		
2.	Addition of Late Items	All Directors	2/3
3.	Adoption of the Agenda		
4.	Adoption of the Minutes		
	4.1 August 7, 2020 Meeting		
5.	Delegations		
<i>Revised</i>	5.1 Lorne Sisley, Corporate Director Facilities Management & Operations, Interior Health re: Energy Conservation Projects Update		
<i>Revised</i>	5.2 Karen Leach-MacLeod, Network Director, Cancer Services, Interior Health re: Cancer Services Update		
	5.3 Todd Mastel, Corporate Director, Business Operations, Interior Health re: Project Update Summary		
6.	Correspondence		
	6.1 Interior Health – 2019-20 Global Grant		
	6.2 Closed Projects / Major Equipment – April 1, 2019 – March 31, 2020		
7.	Unfinished Business		
8.	New Business		
	8.1 2021 Temporary Borrowing Resolution	All Directors	Weighted
	8.2 2021 Provisional Budget	All Directors	Weighted
9.	Bylaws		
10.	Late Agenda Items		
11.	Reports from Directors		
12.	Adjournment		

NEXT KERHD BOARD MEETING

TBA Friday, February 5, 2021

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE
KOOTENAY EAST REGIONAL HOSPITAL DISTRICT HELD AT THE
REGIONAL DISTRICT OFFICE IN CRANBROOK BC ON AUGUST 7, 2020**

PRESENT

Chair Dean McKerracher District of Elkford

REGIONAL DISTRICT OF EAST KOOTENAY

Director Mike Sosnowski RDEK Electoral Area A
Director Stan Doehle RDEK Electoral Area B
Director Rob Gay RDEK Electoral Area C
Director Jane Walter RDEK Electoral Area E
Director Susan Clovechok RDEK Electoral Area F
Director Gerry Wilkie RDEK Electoral Area G

MUNICIPALITIES

Director Lee Pratt City of Cranbrook
Director Wesly Graham City of Cranbrook
Alternate Director Kevin McIsaac City of Fernie
Director Don McCormick City of Kimberley
Director Allen Miller District of Invermere
Director David Wilks District of Sparwood
Director Karen Unruh Town of Creston
Director Karl Sterzer Village of Canal Flats

VIDEOCONFERENCE

Director Garry Jackman RDCK Electoral Area A
Director Tanya Wall RDCK Electoral Area B
Director Adam Casemore RDCK Electoral Area C
Director Karen Cathcart CSRD Electoral Area A
Director Chris Hambruch Town of Golden
Director Clara Reinhardt Village of Radium Hot Springs

ABSENT

Director Ange Qualizza City of Fernie

STAFF

Shawn Tomlin Chief Administrative Officer
Shannon Moskal Corporate Officer
Holly Ronnquist Chief Financial Officer
Connie Thom Executive Assistant (Recording Secretary)

The meeting was called to order at 11:37 am.

ADOPTION OF THE AGENDA

1343
Agenda

MOVED by Director Gay
SECONDED by Director Wilks

THAT the agenda for the KERHD Board of Directors meeting be adopted.
CARRIED

ADOPTION OF THE MINUTES

1344
Minutes

MOVED by Director Miller
SECONDED by Director Walter

THAT the Minutes of the KERHD Board of Directors meeting held on May 1,
2020 be adopted as circulated.
CARRIED

DELEGATIONS

Todd Mastel, Director Business Support, Interior Health, reviewed the additional capital funding requests for the 2020/2021 fiscal year advising that the requests incorporate long-term care and construction projects.

NEW BUSINESS

1345
Akisqnuq
Agreement

MOVED by Director Clovechok
SECONDED by Director Sterzer

THAT the Chair and CAO be authorized to sign an amendment to the agreement with the Akisqnuq First Nation for the provision of RDEK and KERHD services to Non-First Nation Leased Land Interests in the Reserve to include RDEK dog control services.

CARRIED

1346
IH Capital Funding
2020/2021 Requests

MOVED by Director Wilks
SECONDED by Director Sterzer

THAT the Interior Health July 28, 2020 request for additional 2020/2021 capital funding be deferred to the 2021 budget process.

DEFEATED

1347
IH Capital Funding
2020/2021 Requests

MOVED by Director Miller
SECONDED by Director Clovechok

THAT the Interior Health Long-Term Care Business Plan (Cranbrook) capital project for \$100,000 be approved with funds allocated by reducing the transfer to reserve in 2020.

CARRIED

1348
IH Capital Funding
2020/2021 Requests

MOVED by Director Wilks
SECONDED by Director Sosnowski

THAT the following additional 2020/2021 Interior Health capital funding requests be referred to the 2021 budget process for consideration:

- East Kootenay Regional Hospital – Energy Conservation Measures
- Invermere & District Hospital – Biomass Boiler

CARRIED

1349
2021 Board
Meeting Schedule

MOVED by Director Sterzer
SECONDED by Director Doehle

THAT the following KERHD Board meeting schedule for 2021 be approved:

- February 5
- May 7
- August 6
- November 5

CARRIED

BYLAWS

1350
Bylaw No. 121
Three Readings

MOVED by Director Sosnowski
SECONDED by Director Gay

THAT Bylaw No. 121 cited as “Kootenay East Regional Hospital District – Capital Expenditure Bylaw No. 121, 2020” be read a first, second and third time as amended.

CARRIED

BYLAWS (continued)

1351
Bylaw No. 121
Adoption

MOVED by Director Clovechok
SECONDED by Director Miller

THAT Bylaw No. 121 cited as “Kootenay East Regional Hospital District – Capital Expenditure Bylaw No. 121, 2020” be adopted.

ADJOURNMENT

The meeting adjourned at 1:14 pm.

CERTIFIED CORRECT

Chair Dean McKerracher

Shannon Moskal, Corporate Officer

DRAFT

2020 Capital Request Revisions

Presentation to Kootenay East Regional Hospital District Board
November 6, 2020

Presented by Lorne Sisley – Corporate Director, Facilities Management & Operations

Summary of Requests

Facility	Location	Equipment/Project Description	Total Budget	RHD Share	2020/21 Additional Funding Request
TBD	Cranbrook	<u>Planning</u> Long-term Care Business Plan	\$ 250,000	\$ 100,000	\$ 100,000
		<u>Construction Projects over \$100,000</u>			
East Kootenay Regional Hospital	Cranbrook	Energy Conservation Measures	2,000,000	800,000	800,000
Invermere & District Hospital	Invermere	Biomass Boiler	1,610,598	644,239	644,239
TOTAL			\$ 3,860,598	\$ 1,544,239	\$ 1,544,239

Energy Conservation Measures

East Kootenay Regional Hospital

- * LED Lighting Retrofits, DHW Boiler replacement, OR/Kitchen Demand Control Ventilation, Solar Wall and Heat Exchanger replacement
- * Annual Savings:
 - * Natural Gas: 8,000 GJ
 - * Electricity: 1,000,000 kWh
 - * Emissions: 400 tCO₂e
 - * Operating Costs: \$125,000
- * Capital Cost: \$2,000,000
 - * \$1,200,000 from CNCP
 - * \$800,000 requested from RHD
- * Guaranteed payback of 15 years



Invermere & District Hospital

- * Install External Containerized Wood-Chip Biomass Boiler to Integrate with Existing Space Heating and DHW Boilers
- * Annual Savings:
 - * Propane Gas: 5,600 GJ
 - * Emissions: 350 tCO₂e
 - * Operating Costs: \$94,000
- * Capital Cost: \$1,610,000
 - * \$970,000 from CNCP
 - * \$640,000 requested from RHD
- * Simple payback of 17 years



Additional Capital Requests



- * Ministry of Health grant program to invest in capital projects to reduce energy costs and lower carbon emissions



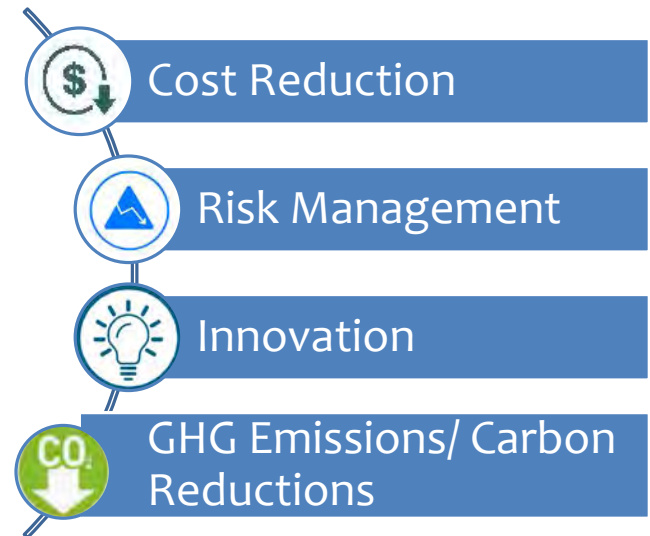
- * Grant funding derived from health authority carbon offset payments



- * Spring 2020 announcement – CNCP Program funding allocation to IH significantly increased from \$1M to \$3.6M

Strategic Alignment

- * Aging infrastructure
- * Lifecycle replacement prioritization
- * Sustainability
- * Optimize direct patient care funds



- * Annual capital cycle is preferred method
- * IH required to be nimble and respond
- * Significant capital needs and they are aligned with requests
- * Address aging infrastructure to support programs
- * Optimize direct patient care funds

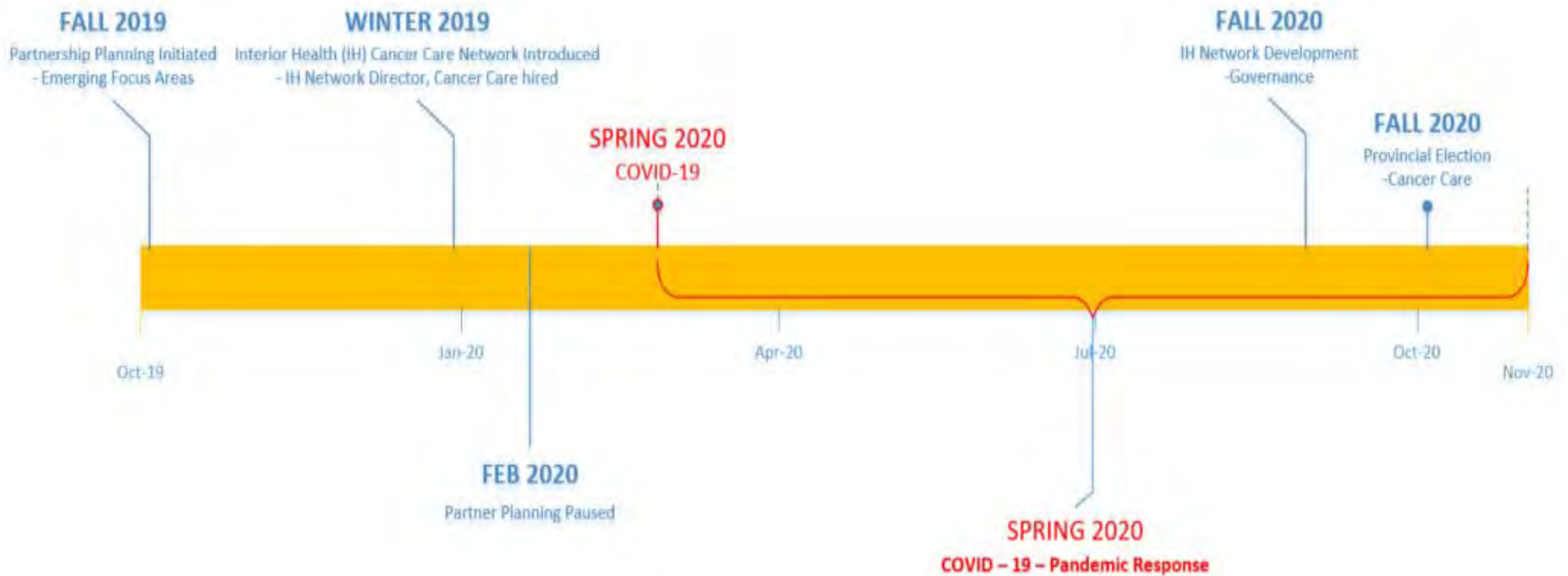
Cancer Services Update

Presented by: Karen Leach-MacLeod, IH Network Director, Cancer Care
Presented to: KERHD Board
November 6, 2020



Interior Health
Every person matters

Timeline of Events





Questions



Mr. Shawn Tomlin, CAO
Kootenay East Regional Hospital District
19 – 24th Avenue South
Cranbrook, BC V1C 3H8

August 10, 2020

Dear Mr. Tomlin:

Re: 2019-20 Global Grant

Attached is a listing of capital expenditures which were funded in part by the Kootenay East Regional Hospital District's 2019-2020 global grant for capital equipment costing less than \$100,000.

If you require further information, or if you have any questions or concerns, please contact Todd Mastel or me directly.

Yours truly,

Birgit Koster, CPA, CA
Director Business Support, Capital Planning

/at

Encl. KE RHD Global Grant Summary

cc: Holly Ronnquist, Chief Financial Officer, KE RHD
Terri Domin, Executive Director, Clinical Operations – East Kootenay
Todd Mastel, Corporate Director, Business Operations

Balance March 31, 2019 (as per August 2019 report)

\$ 13,770.97

2019/20 Global Grant Received

377,200.00

Total Funding Available

\$ 390,970.97

Expenditures April 1, 2019 - March 31, 2020

Fixed Asset #	(2) Facility	Description	Total Cost	Funding Sources		
				RHD Grant		(1)
				2019/20	Prior Years	Other Funding
I641802102	EKH	Table (Bed)	46,691.27	18,676.51		28,014.76
I641902100	SVL	Ceiling Lifts (x2)	26,848.58	(12.64)	10,752.08	16,109.14
I641902200	EKH	Disinfectant	92,381.12	6,893.65	30,058.80	55,428.67
I641905800	EVH	Bed with Mattress (x2)	15,440.10	(49.06)	6,225.10	9,264.06
I641906500	SWH	Ventilator, Transport	52,736.77	21,094.71		31,642.06
I642000900	CVH	Analyzer, Coagulation	50,942.19	20,376.88		30,565.31
I642001000	EVH	Analyzer, Coagulation	50,942.19	20,376.88		30,565.31
I642001200	IDH	Analyzer, Coagulation	50,942.19	20,376.88		30,565.31
I642001300	EVH	Overhead Phototherapy Bili-Light	8,236.10	3,294.44		4,941.66
I642001600	DUR	Ice Machine	6,847.94	2,739.18		4,108.76
I642001800	CVH	Stirrups	8,236.92	3,294.77		4,942.15
I642001900	CVH	Lift, Portable	9,216.00	3,686.40		5,529.60
I642002000	KSH	Tub	27,572.61	11,029.05		16,543.56
I642002100	SWH	Analyzer, Coagulation	50,942.19	20,376.88		30,565.31
I642002300	EVH	Slit Lamp	15,793.55	6,317.42		9,476.13
I642002700	FCC	Fridge, Vaccine	7,544.11	3,017.65		4,526.46
I642002800	EKH	Ultrasound, Portable	35,590.48	14,236.20		21,354.28
I642002900	EKH	Bronchoscope	33,735.48	13,494.20		20,241.28
I642003000	FWG	Tub Replacement	27,990.10	888.10		27,102.00
I642003100	EKH	Defibrillator, Lifepak	19,617.88	7,847.16		11,770.72
I642003200	EKH	Ceiling Track Lift (x2)	46,878.58	18,751.44		28,127.14
I642003300	IDH	Ceiling Lift	8,164.31	3,265.73		4,898.58
I642003400	GOL	Ceiling Lift	9,993.26	3,997.31		5,995.95
I642003500	GOL	X-Ray Machine	91,564.65	36,625.86		54,938.79
I642003600	GOL	Analyzer, Coagulation	50,942.19	20,376.88		30,565.31
I642003700	CVH	Bed	9,613.76	3,845.51		5,768.25
I642003800	SVL	Dishwasher	58,719.04	10,222.76		48,496.28
I642003900	CVH	Washer Disinfectant, Vernacare	8,704.53	3,481.82		5,222.71
I642004400	IDH	Ice/Water Machine	6,765.60	219.60		6,546.00
I642004600	EKH	Probe	10,612.44	4,244.98		6,367.46
I642004700	EKH	Probe	10,612.44	4,244.98		6,367.46
I642004800	CVH	Probe	10,612.44	4,244.98		6,367.46
I642005300	FWG	Wheelchair Washer	16,370.61	3,428.61		12,942.00
I642005900	CLH	Ice/Water Machine	6,330.86	2,532.35		3,798.51
I642006300	CVH	Cautery, Erbe	32,211.83	2,344.83		29,867.00
I642006700	EKH	Surgical Positioner, Arm	12,294.90	4,917.96		7,376.94
I642007200	SWH	Defibrillator, Lifepak	25,728.65	10,291.46		15,437.19
I642007300	EHC	Autoscrubber	9,541.80	3,816.72		5,725.08
I642007400	CWC	Autoscrubber	9,541.80	3,816.72		5,725.08
I642007500	EKH	Bladder Scanner	18,730.30	7,492.12		11,238.18
I642007600	EKH	Power Drill/Saw (x2)	36,470.71	14,588.29		21,882.42
I642008300	EVH	Laryngoscope	15,263.57	6,105.43		9,158.14
I642008301	EKH	Laryngoscope	7,546.80	3,018.72		4,528.08
I642008700	CVH	Tractor	17,377.83	6,951.14		10,426.69
I642009000	CLH	Ice/Water Machine	7,160.82	2,864.33		4,296.49
I642009300	EKH	Hysteroscope Set (x2)	18,312.93	7,325.18		10,987.75
Total Expenditures			\$ 1,194,314.42	\$ 390,970.97	\$ 47,035.98	\$ 756,307.47
<i>Funding as Percent of Total Cost</i>				37%		63%

KE RHD Global Grant Balance March 31, 2020

\$ -

Notes:

(1) Other Funding includes Ministry of Health, Foundations, Auxiliaries, Other Donations, Insurance Recovery, Trade-in, Internally funded by Interior Health

(2) Legend:

- CLH = Columbia House
- CVH = Creston Valley Hospital
- CWC = Cranbrook Wellness Centre
- DUR = Durand Manor
- EHC = Elkford Health Care Centre
- EKH = East Kootenay Regional Hospital
- EVH = Elk Valley Hospital
- FCC = Fernie Health Centre
- FWG = Dr. F.W. Green Memorial Home
- GOL = Golden & District Hospital
- IDH = Invermere & District Hospital
- KSH = Kimberley Special Care Home
- SVL = Swan Valley Lodge
- SWH = Spanwood Primary Health Care

KOOTENAY EAST REGIONAL HOSPITAL DISTRICT

File: H 610 001

TO: KERHD Board of Directors
FROM: Debbie Renaud, DCFO
DATE: October 28, 2020
SUBJECT: KERHD Closed Projects/Major Equipment

As Part of Interior Health's commitment to keep the Hospital Districts informed of the status of projects and major equipment purchase, KERHD has received a listing of projects completed and closed in the April 1, 2019 to March 31, 2020 fiscal year.

This information is used to update our records and to adjust the Previously Committed Capital Grant line item on subsequent KERHD budgets by the total amount of the under-budget variance.

The following table provides an analysis of the information received from Interior Health on October 26, 2020.

KERHD CLOSED PROJECTS / MAJOR EQUIPMENT						
April 1, 2019 - March 31, 2020						
Description	Bylaw #	Total Project Cost	KERHD Share	KERHD Paid	KERHD Variance	Note
<u>2019 requests</u>						
All facilities	119	1,060,600	424,240	424,240	\$ -	
<u>2019 requests</u>						
Biomass Boiler Retrofit - Golden	117	195,000	78,000	78,000	\$ -	
<u>2017 requests</u>						
Biomed Department reno - CBK	112	491,000	196,400	161,759	\$ 34,641	under budget
General Radiographic System - Creston	112	703,000	281,200	278,590	\$ 2,610	under budget
Urology Imaging System - CBK	112	623,000	249,200	242,831	\$ 6,369	under budget
<u>2016 requests</u>						
MRI - CBK	110	5,650,000	2,140,000	2,140,000	\$ -	
		\$ 8,722,600	\$ 3,369,040	\$ 3,325,420	\$ 43,620	under budget

KOOTENAY EAST REGIONAL HOSPITAL DISTRICT

File: H 610 001

TO: KERHD Board of Directors
FROM: Debbie Renaud, DCFO
DATE: October 28, 2020
SUBJECT: KERHD 2021 Temporary Borrowing Resolution

Because hospital districts receive property tax revenue in August, and expenses are incurred throughout the year, short-term borrowing may be required to finance payments made in the first part of the year. The *Hospital District Act* requires that a resolution be made annually to authorize this borrowing.

Recommendation:

That the Kootenay East Regional Hospital District borrow a sum not exceeding One Million (\$1,000,000) Dollars for the purpose of paying the 2021 operating expenditures, debt retirement and bank interest charges until requisition payments are received in August.

KOOTENAY EAST REGIONAL HOSPITAL DISTRICT

File: H 220 001

TO: KERHD Board of Directors
FROM: Holly Ronnquist, CFO
DATE: October 27, 2020
SUBJECT: KERHD 2021 Provisional Budget

The 2021 Provisional Budget is presented for review and approval. Unlike regional districts, where the second year of the previously adopted five-year plan sets the authority to spend at the beginning of the year, hospital districts require a provisional budget to authorize spending prior to adoption of the annual budget, which must be on or before March 31. The amounts in this provisional budget are based on last year's adopted five-year plan. Once year-end results are finalized and funding requests from Interior Health have been received, a proposed budget for the year will be presented to the Board.

Global Grants

This budget provides for a Global Grant to the Interior Health Authority of \$390,000, for the Hospital District's portion of funding for projects and equipment under \$100,000.

Capital Funding

The Interior Health Authority will be presenting their proposed capital projects list to the Hospital District Board at a later date, and approved projects will be incorporated into the final budget at that time. This provisional budget provides an allowance for current capital projects to be approved in 2021 in the amount of \$2,300,000, as per the 2020 – 2024 Financial Plan adopted March 6, 2020.

Debt Retirement Reserve

This budget also includes a Debt Retirement Reserve setting aside \$166,060 to pay out the remaining debt for issue #117 (Invermere Emergency Project) when the term comes up for renewal in the fall of 2021. The current balance in the Debt Retirement Reserve is \$485,000. The total cost for the early retirement of the debt is \$651,060.

Major Projects Reserve and Taxation Increases

The Board of Directors previously approved 40% funding support for large capital projects at the East Kootenay Regional Hospital for the relocation of the oncology, dialysis, pharmacy and lab services, subject to confirmation of costs.

The 2021 Provisional Budget is based on decisions from the 2020 – 2024 Financial Plan, to increase taxation to support transfers to a major projects reserve. The Provisional Budget includes transfers of \$4,684,390 in 2021 and \$7,026,585 in 2022 and each year after to be funded from taxation increases of \$30 for the average residential property in 2021 and 2022. Inflationary taxation increases estimated at 2% will resume in 2023. These increases can be discussed further when the final budget is reviewed in February.

Recommendation:

That the 2021 Provisional Budget for the Kootenay East Regional Hospital District be adopted.

Kootenay East Regional Hospital District

Five Year Financial Plan

With Revenues and Expenditures

For the Ten Months Ending October 31, 2020

	2020 BUDGET	2020 ACTUAL	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	2025 BUDGET
Revenue							
Requisition	\$5,695,622	\$5,695,622	\$8,018,817	\$10,361,012	\$10,427,301	\$10,494,915	\$10,563,882
Payments in Lieu of Taxes	8,000	12,011	8,000	8,000	8,000	8,000	8,000
First Nations Contribution	30,000	49,570	45,000	45,000	45,000	45,000	45,000
IH Funding - Health Transit	366,133	92,247	366,133	366,133	366,143	366,143	366,143
Interest	30,000	21,416	30,000	30,000	30,000	30,000	30,000
Actuarial Adjustments	29,930		34,375				
Total Revenue	6,159,685	5,870,866	8,502,325	10,810,145	10,876,444	10,944,058	11,013,025
Expenditures							
Legislative	21,040	9,388	21,800	22,565	22,565	22,565	22,565
Salaries & Benefits	22,719	9,872	30,812	31,418	32,040	32,684	32,819
Administration & Overhead	21,585	1,411	21,850	22,100	22,100	22,100	22,100
Health Transit Contracts	362,759	206,537	362,759	362,759	362,759	362,759	362,759
Grants	20,283						
Global Grant	424,240	424,240	390,000	390,000	390,000	390,000	390,000
Capital Grant - Current Year Projects	2,062,300	125,979	2,300,000	2,300,000	2,300,000	2,300,000	2,300,000
Capital Grant - Previously Committed	3,399,458	581,159	3,520,000				
Telephone & Utilities	100		100	100	100	100	100
Interest on Long-term Debt	52,846	26,423	52,846				
Shared Overhead	3,208	2,227	4,143	4,212	4,283	4,358	4,358
Total Expenditures	6,390,538	1,387,236	6,704,310	3,133,154	3,133,847	3,134,566	3,134,701
Revenue less Expenditures	(230,853)	4,483,630	1,798,015	7,676,991	7,742,597	7,809,492	7,878,324
Debt Principal Repayment	(111,135)		(766,640)				
Transfers to Reserves	(3,223,000)	(3,123,000)	(5,227,435)	(7,676,991)	(7,742,597)	(7,809,492)	(7,878,324)
Transfers from Reserves	1,781,832		651,060				
Prior Period Surplus	1,783,156	1,783,156	3,545,000				
End of Year Surplus		3,143,786					
Reserve Fund Balance		3,772,842					
Reserve Fund Balance Committed		1,781,832					