

STUART-NECHAKO REGIONAL HOSPITAL DISTRICT
AGENDA
THURSDAY, AUGUST 16, 2018

CALL TO ORDER**AGENDA** – August 16, 2018

Approve

PAGE NO.**MINUTES****ACTION**

Stuart-Nechako Regional Hospital District
 Meeting Minutes – July 19, 2018
 (to be included on Supplementary Agenda)

Adopt

REPORTS

2-4

John Illes, Treasurer – Community Health Records
 and Health Link North Capital Request – Bylaw 69

Recommendation
 (Page 2)

5-9

John Illes, Treasurer – Remuneration Bylaw
 Update

Recommendation
 (Page 5)

10-12

John Illes, Treasurer – June 30, 2018 Financial
 Update

Receive

CORRESPONDENCE

13

Northern Health – NCLGA Meeting Fort Nelson
 - May 8 & 9, 2018

Receive

14-16

Northern Health – Terrace Community Bulletin 3
 - July 16, 2018

Receive

VERBAL REPORTS**RECEIPT OF VERBAL REPORTS****BYLAWS****Bylaws for First, Second, Third Reading and Adoption**

17

No. 69 – SNRHD Capital Expenditure
 (all/directors/two-thirds)

1st, 2nd, 3rd Reading
 and Adoption

18

No. 70 – SNRHD Directors Remuneration
 (all/directors/two-thirds)

1st, 2nd, 3rd Reading
 and Adoption

SUPPLEMENTARY AGENDA**NEW BUSINESS****ADJOURNMENT**

Stuart-Nechako

Regional Hospital District

Memo

Board Agenda – August 16 2018

To: Chair Petersen and the Board of Directors
From: John Illes, Treasurer
Date: July 31, 2018
Regarding: Community Health Records and Health Link North Capital Request –
 Bylaw 69

Attached is the bylaw request from Northern Health for the upgrades to the Community Health Records project and the Health Link North technology project. The request is for \$255,490 and this amount is included in the 2018 approved budget. This request matches the cost in the SNRHD 2018 budget provided by Northern Health in January.

In addition, Bylaw 69, approving this payment is included in this agenda.

Bylaw 67, adopted on July 19, 2018 included the payment for the annual grant for minor capital expenditures and building integrity.

I would be pleased to answer any questions.

Recommendation:

(all/directors/majority)

That the memorandum from the Treasurer, dated June 5, 2018 regarding "Community Health Records and Health Link North Capital Request – Bylaw 69" be received; and

That Bylaw 69 be given three readings and adoption further in the agenda.

July 30, 2018

John Illes, CPA, CGA
Chief Financial Officer
Stuart-Nechako Regional Hospital District
P.O. Box 820
Burns Lake, BC V0J 1E0

Email: John.Illes@rdbn.bc.ca

RE: 2018 Capital Grant Payment Request

Dear Mr. Illes:

Please find enclosed a Capital Grant Application Form on behalf of Northern Health requesting payment of \$456,490 from the Stuart-Nechako Regional Hospital District for 2018.

The items included in this grant request are:

- Minor Capital Grant - \$177,000
- Minor Building Integrity - \$24,000
- Community Health Record – Mental Health/HCC/Clinical Data Repository/Reporting - \$62,034
- Health Link North – Cerner Upgrade - \$193,456

Thank you for your consideration of this request. If you have any questions, please contact our office.

Sincerely,



Deb Taylor, H.B.Comm, CPA, CGA
Regional Manager, Capital Accounting

Cc: Penny Anguish, Chief Operating Officer, NI
Mike Hoefer, RD, Capital Planning and Support Services

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Northern Health

Capital Grant Application Form

(This form applies to annual Capital Grants only and should not be used for capital projects where borrowing applies)

Regional Hospital District Requested From	Stuart-Nechako Regional Hospital District
Date Requested	30-Jul-18
Fiscal Year of Grant	2018
Information Technology Grant Requested	\$255,490
Minor Capital Grant Requested	\$177,000
Building Integrity (Minor)	\$24,000
Total Grants Requested	\$456,490

On behalf of Northern Health, I certify that the above capital grant request is in accordance with the Northern Health's Board approved capital plan for the year ending March 31, 2019.

I agree to forward a detailed report itemizing funds spent, in accordance with the agreed plan, on a quarterly basis.



On behalf of the Northern Health

Stuart-Nechako

Regional Hospital District

Memo

Board Agenda – August 16, 2018

To: Chair Petersen and the Board of Directors
From: John Illes, Treasurer
Date: August 2, 2018
Regarding: Remuneration Bylaw Update

Attached is Bylaw 70 and Bylaw 1. Bylaw 70 proposes to amend Bylaw 1. Bylaw 1 is "A bylaw for remuneration of Directors and Alternate Directors."

The purpose of Bylaw 70 is to update the remuneration bylaw so that it reflects the current Regional District remuneration bylaw 1837 that will come into effect on January 1, 2018.

Highlights from this proposed bylaw are:

The chair will receive the equivalent remuneration as a committee chair of the Regional District.

Directors will receive travel remuneration and meeting remuneration for travelling to SNRHD events and meetings not held in conjunction with RDBN events and meetings, the same as if they were travelling to and attending RDBN events and meetings.

This bylaw does not propose an additional base remuneration for directors outside those outlined in RDBN bylaw 1837.

I would be pleased to answer any questions.

Recommendation: (all/directors/majority)

"That the memorandum from the Treasurer, dated August 2, 2018 regarding 'Remuneration Bylaw Update'; and

"That the Stuart Nechako Regional Hospital District's Board of Directors consider giving Bylaw 70 presented later in the agenda three readings and adoption."

STUART-NECHAKO REGIONAL HOSPITAL DISTRICT

BYLAW NO. 70

A bylaw for remuneration of Directors and Alternate Directors

WHEREAS, the Board of Directors of the Stuart-Nechako Regional Hospital District proposes to set rates to remunerate Directors for attendance at duly called meetings; and to remunerate directors for the attendance and to reimburse directors with the associated expenses of attending other board sanctioned meetings or events;

NOW THEREFORE, the Board of the Stuart-Nechako Regional Hospital District in an open meeting enacts the following;

- 1. That monthly remuneration be paid to the Board Chairperson at the rate established for a "Committee Chair" under the Regional District of Bulkley-Nechako Bylaw 1837 "A Bylaw for Directors' Remuneration" as amended from time to time.
2. Time spent travelling and attending authorized conventions, conferences and meetings (hereafter events) by a director (including the chairperson) and expenses associated with attending these events be remunerated and/or reimbursed at the same rate as if the director were travelling for business for the Regional District of Bulkley-Nechako as described under the Regional District of Bulkley-Nechako Bylaw 1837 "A Bylaw for Directors' Remuneration" as amended from time to time.
3. Section 2 will only apply if the event attended is directly and solely attributable to the business of the Stuart-Nechako Regional Hospital District.
4. For clarity directors will receive no remuneration for their attendance or reimbursement of the expenses associated with their attendance when a meeting or event is held in conjunction with a duly called meeting or sanctified event of the Regional District of Bulkley-Nechako.
5. Bylaw 1 "A bylaw for remuneration of Directors and Alternate Directors" is hereby repealed.
6. This bylaw comes into effect on January 1, 2019.
7. This bylaw may be cited for all purposes as "Stuart-Nechako Regional Hospital District Remuneration Bylaw No. 70, 2018."

READ A FIRST TIME this day of , 2018

READ A SECOND TIME this day of , 2018

READ A THIRD TIME this day of , 2018

ADOPTED this day of , 2018

Chairperson

Corporate Administrator

I, hereby, certify that this is a true copy of Bylaw No. 70 as adopted.

Corporate Administrator

STUART-NECHAKO REGIONAL HOSPITAL DISTRICT**BYLAW NO. 1**

A bylaw for remuneration of Directors and Alternate Directors

WHEREAS the Board of Directors of the Stuart-Nechako Regional Hospital District hereinafter referred to as the Regional Hospital District, is empowered by the Hospital District Act to set rates of remuneration for attendance at duly called meetings;

NOW THEREFORE the Board of Directors of the Stuart-Nechako Regional Hospital District in open meeting enacts as follows:

1. That monthly remuneration be paid to the Board Chairperson at the rate of One Hundred (\$100) Dollars per month.
2. That Directors and Alternate Directors also be paid One Hundred (\$100) Dollars for each day or part thereof upon which they attend one or more Regional Hospital District Board and/or Committee meetings, unless such meetings are held on the same day as Board or Committee meetings of the Regional District of Bulkley-Nechako.
3. That Directors also be paid One Hundred (\$100) Dollars per day for attendance at other authorized events or meetings, to which Section 2 of this bylaw does not apply.
4. That the Chairperson also be paid Fifty (\$50) Dollars for attendance at the Board Office, when necessary.
5. That all Directors and Alternate Directors be refunded for:
 - (a) Travel - All travel charges are to be at the lowest gross cost to the Regional Hospital District.
 - automobile - 44 cents (44¢) per kilometre
 - other - actual cost (receipt required)
this includes related travel expenses such as airport parking, taxi, or air porter service, etc. Maximum claim is equivalent to economy air fare.

Page 2 of Bylaw No. 1

(b) Meals and Accommodation -

- Accommodation - actual cost (receipt required).
In lieu of hotel, a Thirty (\$30) Dollar per day allowance will be recognized.
- Meals

-	Breakfast	\$10.00
-	Lunch	\$15.00
-	Supper	\$25.00
TOTAL DAILY:		\$50.00

(No Receipts Required)

6. Time spent by a Director (including the Chairperson) at conventions, conferences and seminars will not be counted as time worked for the purpose of remuneration or other allowances, but will, when authorized by the Board, entitle the Director to travel expenses, meals, accommodation and the One Hundred (\$100) Dollar per diem allowance specified in Section 3.
7. Time spent travelling by a Director (including the Chairperson) to and from authorized conventions, conferences and seminars will entitle the Director to claim the One Hundred (\$100) Dollar per diem allowance specified in Section 3 unless travel requirements require two full days whereupon two days may be claimed.
8. Directors (including the Chairperson) may only claim per diem allowances where they do not receive remuneration from any other reasonable source.
9. No travel expense will be allowed if travel does not exceed sixteen (16) kilometres.
10. This bylaw shall take effect upon adoption.
11. This bylaw may be cited for all purposes as "Stuart-Nechako Regional Hospital District Remuneration Bylaw No. 1, 1999".

READ A FIRST TIME this 11TH day of February, 1999

READ A SECOND TIME this 11TH day of February, 1999

READ A THIRD TIME this 11TH day of February, 1999

Page 3 of Bylaw No. 1

I hereby certify that the foregoing is a true and correct copy of Bylaw No. 1.

Neil Chapman
Deputy Corporate Administrator

RECONSIDERED, FINALLY PASSED AND ADOPTED this 25TH day of February, 1999

[Signature]
Chairperson

[Signature]
Corporate Administrator

Stuart-Nechako

Regional Hospital District

Memo

Board Agenda – August 16 2018

To: Chair Petersen and the Board of Directors
From: John Illes, Treasurer
Date: August 2, 2018
Regarding: June 30, 2018 Financial Update

Attached are the six-month financial statements for the Hospital District. Little activity has happened during the first half of the year. We show a surplus this year of \$15,457 that is mostly made up of accrued interest on investments.

A review of accounts payable has been completed. In past years, some of the amounts were received but not cleared from this account. This has resulted in adjustments of \$3,153 that in turn reduce our financial position from the 2017-year end by this amount.

Stuart-Nechako Regional Hospital District has now received its taxation requisition from the municipalities and the province. This amount and the capital payments from bylaws 67, 68 and 69 will be reflected in the September 30, 2018 financial statements.

I would be pleased to answer any questions.

Recommendation: (all/directors/majority)

That the memorandum from the Treasurer, dated August 2, 2018 regarding "June 30, 2018 Financial Update"; and

That the Stuart Nechako Regional Hospital District's Financial Statements for the six months ending June 30, 2018 be received."

**Stuart-Nechako Regional Hospital District
Statement of Financial Activities
For the Six Months Ending June 30, 2018**

REVENUE

Property Tax Requisition	\$	-
Interest	\$	25,162
Grant in Lieu of taxes	\$	558
	\$	<u>25,719</u>

EXPENDITURES

Grants for capital expenditures	\$	-
Administration and audit	\$	10,262
	\$	<u>10,262</u>

Period Surplus (defecit)	\$	15,457
Financial Position at Beginning of the Year	\$	3,234,837
Financial Position at End of Six Months	\$	3,250,294

**Stuart-Nechako Regional Hospital District
Statement of Financial Position
For the Six Months Ending June 30, 2018**

FINANCIAL ASSETS

Cash	\$	11,210
Temporary Investments	\$	3,274,459
Accounts Receivable	\$	2,052
	\$	<u>3,287,721</u>

LIABILITIES

Accounts Payable	\$	<u>37,427</u>
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NET FINANCIAL POSITIONS	\$	<u><u>3,250,294</u></u>
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July 4, 2018

Chair Jerry Petersen
Regional District of Bulkley-Nechako
Via email:
jeraud@telus.net
melany.deweerd@rdbn.bc.ca

Dear Chair Petersen:

Re: NCLGA Meeting Fort Nelson, May 8 & 9, 2018

We would like to thank the Regional District of Bulkley-Nechako for requesting a meeting with us during the recent North Central Local Government Association convention in Fort Nelson. These meetings are an important opportunity for Northern Health to hear from communities.

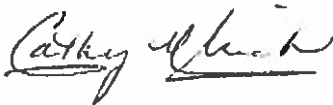
At our meeting, we discussed the ongoing issues with water infiltration through the roof and attic space at Stuart Nechako Manor. Northern Health has contracted with NAPP Enterprises, Busque Engineering (Building Envelope Specialists) and Mons Aase (Roofing Consultant) to undertake remediation and short and long term repairs. Remediation work is 70% completed.

We also discussed the planning for the redevelopment of the Stuart Lake Hospital. The Ministry of Health has requested a refreshed concept plan for this proposed capital project. This has been completed and submitted to the Ministry of Health.

We had opportunity to discuss Mental Health services with a focus on child youth mental health needs. It was helpful to understand your experiences in relation to the pressing needs for services focused on children and youth. Northern Health works with the First Nations Health Authority and the Ministry of Children and Family Development in relation to mental health services for children and youth. We are anticipating that a First Nations Mental Health and Substance Use Mobile Support Team will be established to serve First Nations communities in the Fort St James area over the next year.

Thank you again for meeting with us.

Sincerely,



Cathy Ulrich
President and Chief Executive Officer

cc: Colleen Nyce, Chair, Northern Health Board
Penny Anguish, Chief Operating Officer, Northern Interior
April Hughes, Health Service Administrator Omineca District
Mike Hoefler, Regional Director, Capital Planning & Support Services

Terrace Community Bulletin 3 --- July 16, 2018

Mills Memorial Hospital Business Planning

After Health Minister Adrian Dix's February announcement of approval for the concept plan for Mills Memorial Hospital, we have been hard at work on Business planning, work that continues to progress with an anticipation of being completed by early Fall 2018. The business plan will include the program of services, an indicative design, and the request for funding from government.

Over the following 3 months there will be people periodically on site at the hospital or in the community gathering necessary information to inform the business plan. This includes architects and engineers, equipment consultants, land surveyors, environmental assessment, and others.

Physician Recruitment – Latest News

The Northwest Regional Hospital District recently committed \$60,000 to aid in the recruitment and retention of physicians for the community and region. This initiative is a similar successful approach that other regional and hospital districts have taken to assist with the recruitment of physicians to the communities and to private practices.

Spruce Medical Centre started operations on the 1st of June with 4 physicians: Drs. Mariette de Bruin, Kyle McIver (temporary), Harvir Dhillon and Eloise Laing. Expected to join them, in August, will be Drs. Carla Gemeinhardt and Jordan Hynd and Dr. Nic Moody will be starting with this group in September. Dr. McIver will be moving over to the HG Health Centre in August.

HG Health Centre is slotted to open its doors in August with 2 physicians: Drs. Kyle McIver and Dr. Roberts Sunday Ugbekile.

Park Avenue Medical Clinic/Lazelle Medical Clinic are looking forward to the arrival of 2 physicians currently undergoing assessment through BC academic programs.

Dr. Sasha Langille-Rowe is joining the PAMC group in February 2019.

How do people who don't have a family doctor attach to physicians?

People with non-emergent health needs can be seen on a daily basis at Lazelle Avenue Medical Clinic or Spruce Medical Centre and don't have to go to ER.

Park Avenue and Lazelle Medical Clinics don't currently have capacity to attach patients to physicians; however, people can get same-day appointments on a first-come first-serve basis starting at 9am Mon-Fri, 4720 Lazelle Ave.

Spruce Medical Centre is attaching patients through appointments (778 634 2525) that can be scheduled through their reception staff and are seen either by appointment or on a walk-in basis. Their capacity is limited at the moment but will expand towards the beginning of September.

Northern Health continues to provide 3-month practice subsidies to new physicians, support is also being provided to Park Ave Medical Clinic to keep an Unattached Patient Clinic operating at the Lazelle Ave Medical Clinic, and the same is being provided to Spruce Medical Centre. Northern Health also continues to provide community interprofessional team support, professional aid can be attractive in recruiting more doctors to our community.

Northern Health also has a Nurse Practitioner working two days per week to provide care for those without a family doctor at the Lazelle Medical Clinic.

The Joint Standing Committee on Rural Issues (JSC) (with representatives from the Ministry of Health, Doctors of BC and health authorities) incentives including recruitment bonuses, relocation allowances, retention bonuses and rural earnings premiums are also in place.

Recruitment:

Our approach to attract new physicians to the community has resulted in the recruitment of two new UBC graduates, Drs. Nic Moody and Jordan Hynd, both starting in September. Two physicians in Terrace, engaged in locum activities, have committed to primary care practice: Drs. Eloise Laing and Carla Gemeinhardt.

As well, three additional physicians are currently undergoing assessment through BC academic programs and if successful will join us in September. We are happy to report that a total of seven physicians will have been added to the Terrace manpower plan by September.

Additionally, two recent UBC graduates completed their training in Mills. One graduate, Dr. Sasha Langille-Rowe starts a long-term locum in August and will be committing to a primary care patient panel in Park Avenue Medical Clinic early in 2019 in addition to joining the Mills ER Call group.

The second graduate is contemplating joining the obstetrical call group and evaluating her participation in other clinical activities in Terrace.

Northern Health also continues to recruit physicians on a part-time or interim (locum) basis to fill gaps in the community. These physicians can help meet some of the urgent community needs while we recruit permanent physicians.

The Pacific NW division of Family practice is compiling a list of people in Terrace who do not have a family doctor. The Pacific Northwest FETCH (For Everything That's Community Health) is an online resource that helps patients and health care providers find information on social and health resources within their own community. Patients looking for a family doctor can sign up with FETCH to receive email notifications when physicians in Terrace have new openings for patients. The website can be reached at <http://www.pacificnorthwest.fetchbc.ca>.

What do I do if I don't have a family physician?

If people need health advice, they can call **HealthLink BC (8-1-1)**, or visit www.HealthLinkBC.ca for non-emergency health information from nurses, dietitians, and pharmacists 24 hours a day, seven days per week. The health care professionals working for this service will be able to provide advice on the level of care required.

Patients who aren't sure whether their condition warrants an emergency room visit, or who need health advice can also call HealthLink BC (8-1-1), or visit www.HealthLinkBC.ca, but if at any time you believe you require urgent medical attention, do not hesitate to go to the emergency department, or call 9-1-1 for transportation.

If you have a primary care physician (family doctor), it is always best to see them in a primary care clinic. ER physicians are tending to emergency care needs and may not be the same physician you know, and who is familiar with your case history. A visit to the ER is appropriate if you are experiencing a sudden and/or unusual change in your health.

We recognize that this is a challenging situation for all community members. We are working with the community, the Ministry of Health, physicians and other partners to attract and retain physicians in Terrace.

If you have questions, please contact:
terrace@northernhealth.ca

17

1st, 2nd, 3rd Reading
& Adoption

**STUART-NECHAKO REGIONAL HOSPITAL DISTRICT
CAPITAL EXPENDITURE BYLAW
BYLAW NO. 69**

WHEREAS, the Board of the Stuart-Nechako Regional Hospital District proposes to expend money for capital expenditures included in the 2018 annual budget;

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

NOW THEREFORE, the Board of the Stuart-Nechako Regional Hospital District enacts the following capital expenditure bylaw as required by Section 32 of the *Hospital District Act*;

- 1. The Board hereby authorizes and approves expenditures of money necessary to complete the following capital expenditures totaling \$255,490 representing a portion of the capital expenditures included in the 2018 budget more particularly detailed as follows:

<u>Description</u>	<u>Amount</u>
Community Health Record	\$ 62,034
Health Link North	193,456

\$255,490

- 2. The board hereby delegates the necessary authority to the Treasurer to settle payment.

- 3. This bylaw may be cited for all intents and purposes as the "Stuart-Nechako Regional Hospital District Capital Expenditure Bylaw No. 69, 2018."

READ A FIRST TIME this day of , 2018

READ A SECOND TIME this day of , 2018

READ A THIRD TIME this day of , 2018

ADOPTED this day of , 2018

Chairperson

Corporate Administrator

I, hereby, certify that this is a true copy of Bylaw No. 69 as adopted.

Corporate Administrator

18

1st, 2nd, 3rd Reading & Adoption

STUART-NECHAKO REGIONAL HOSPITAL DISTRICT

BYLAW NO. 70

A bylaw for remuneration of Directors and Alternate Directors

WHEREAS, the Board of Directors of the Stuart-Nechako Regional Hospital District proposes to set rates to remunerate Directors for attendance at duly called meetings; and to remunerate directors for the attendance and to reimburse directors with the associated expenses of attending other board sanctioned meetings or events;

NOW THEREFORE, the Board of the Stuart-Nechako Regional Hospital District in an open meeting enacts the following;

- 1. That monthly remuneration be paid to the Board Chairperson at the rate established for a "Committee Chair" under the Regional District of Bulkley-Nechako Bylaw 1837 "A Bylaw for Directors' Remuneration" as amended from time to time.
2. Time spent travelling and attending authorized conventions, conferences and meetings (hereafter events) by a director (including the chairperson) and expenses associated with attending these events be remunerated and/or reimbursed at the same rate as if the director were travelling for business for the Regional District of Bulkley-Nechako as described under the Regional District of Bulkley-Nechako Bylaw 1837 "A Bylaw for Directors' Remuneration" as amended from time to time.
3. Section 2 will only apply if the event attended is directly and solely attributable to the business of the Stuart-Nechako Regional Hospital District.
4. For clarity directors will receive no remuneration for their attendance or reimbursement of the expenses associated with their attendance when a meeting or event is held in conjunction with a duly called meeting or sanctified event of the Regional District of Bulkley-Nechako.
5. Bylaw 1 "A bylaw for remuneration of Directors and Alternate Directors" is hereby repealed.
6. This bylaw comes into effect on January 1, 2019.
7. This bylaw may be cited for all purposes as "Stuart-Nechako Regional Hospital District Remuneration Bylaw No. 70, 2018."

READ A FIRST TIME this day of , 2018
READ A SECOND TIME this day of , 2018
READ A THIRD TIME this day of , 2018
ADOPTED this day of , 2018

Chairperson

Corporate Administrator

I, hereby, certify that this is a true copy of Bylaw No. 70 as adopted.

Corporate Administrator