

**STUART-NECHAKO REGIONAL HOSPITAL DISTRICT**  
**AGENDA**  
**THURSDAY, August 15, 2019**

**CALL TO ORDER**

**SUPPLEMENTARY AGENDA**

Receive

**AGENDA** – August 15, 2019

Approve

**PAGE NO.**

**MINUTES**

**ACTION**

2-4

Stuart-Nechako Regional Hospital District  
Meeting Minutes – July 18, 2019

Adopt

**REPORTS**

5-7

John Illes, Treasurer – Vanderhoof Primary Care  
Steering Committee

Recommendation  
(Page 5)

8-10

John Illes, Treasurer – Capital Grant Bylaw 74  
Information Technology, Minor Capital Grant and  
Fort St. James Primary Care

Recommendation  
(Page 8)

11

John Illes, Treasurer – Financial Services - Signing  
Authorities

Recommendation  
(Page 11)

12-14

John Illes, Treasurer – Second Quarter Financial  
Statements

Receive

**BYLAW**

**Bylaw for First, Second, Third Reading and Adoption**

15

**No. 74** – SNRHD Capital Expenditure

1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Reading  
& Adoption

**VERBAL REPORTS**

**RECEIPT OF VERBAL REPORTS**

**SUPPLEMENTARY AGENDA**

**NEW BUSINESS**

**ADJOURNMENT**



**STUART-NECHAKO REGIONAL HOSPITAL DISTRICT**

**MEETING MINUTES**

**THURSDAY, JULY 18, 2019**

PRESENT: Chair Jerry Petersen

Directors Tom Greenaway  
Clint Lambert  
Linda McGuire  
Mark Parker  
Bev Playfair  
Michael Riis-Christianson  
Gerry Thiessen  
Kim Watt-Senner

Director Absent Dolores Funk, Village of Burns Lake

Staff Curtis Helgesen, Chief Administrative Officer  
Cheryl Anderson, Manager of Administrative Services  
John Illes, Treasurer  
Wendy Wainwright, Executive Assistant

Media Blair McBride, LD News – arrived at 10:32 a.m.

**CALL TO ORDER**

Chair Petersen called the meeting to order at 10:08 a.m.

**AGENDA**

Moved by Director Greenaway  
Seconded by Director McGuire

**SNRHD.2019-5-1**

"That the Stuart-Nechako Regional Hospital District Agenda of July 18, 2019 be approved as amended to include SNRHD Staff Appointments."

(All/Directors/Majority) **CARRIED UNANIMOUSLY**

**Stuart-Nechako Regional  
Hospital District Staff  
Appointments**

Moved by Director Greenaway  
Seconded by Director McGuire

**SNRHD.2019-5-2**

"That the Stuart-Nechako Regional Hospital District Board of Directors appoint Curtis Helgesen as Secretary, Cheryl Anderson as Acting Secretary, John Illes as Treasurer and Laura O'Meara as Acting Treasurer of the Stuart-Nechako Regional Hospital District."

(All/Directors/Majority) **CARRIED UNANIMOUSLY**

**MINUTES**

**Stuart-Nechako Regional  
Hospital District Meeting  
Minutes –June 6, 2019**

Moved by Director Parker  
Seconded by Director Lambert

**SNRHD.2019-5-3**

"That the minutes of the Stuart-Nechako Regional Hospital District meeting of June 6, 2019 be adopted."

(All/Directors/Majority) **CARRIED UNANIMOUSLY**

## REPORTS

MOU between Regional Hospital Districts and Northern Health Moved by Director Playfair  
 Seconded by Director Riis-Christianson

SNRHD.2019-5-4

1. "That the Stuart-Nechako Regional Hospital District Board of Directors receive the Treasurer's July 10, 2019 memo titled "MOU between Regional Hospital Districts and Northern Health;" and further,  
 2. That the Stuart-Nechako Regional Hospital District Board of Directors authorize the Chair or Acting Chair to sign the memorandum on behalf of the Stuart-Nechako Regional Hospital District at or before the annual meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Ratification of Payment for Stuart Lake Hospital Business Plan Moved by Director Greenaway  
 Seconded by Director Playfair

SNRHD.2019-5-5

1. "That the Stuart-Nechako Regional Hospital District Board of Directors receive the Treasurer's July 10, 2019 memo titled "Ratification of Payment for Stuart Lake Hospital Business Plan."  
 2. That the Stuart-Nechako Regional Hospital District Board of Directors ratify the payment to Northern Health for \$68,043.72 for business planning reimbursement as per Bylaw 72."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## CORRESPONDENCE

District of Fort St. James -Request for Support for Regional Helipad Moved by Director Riis-Christianson  
 Seconded by Director Greenaway

SNRHD.2019-5-6

"That the Stuart-Nechako Regional Hospital District Board of Directors write a letter of support to the District of Fort St. James for the continued provision of the Helipad at the Stuart Lake Hospital in Fort St. James."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Northern Health – NCLGA Meeting Williams Lake, May 7 & 8, 2019

Moved by Director Lambert  
 Seconded by Director Greenaway

SNRHD.2019-5-7

"That the Stuart-Nechako Regional Hospital District Board of Directors receive the correspondence from Northern Health - NCLGA Meeting Williams Lake, May 7 & 8, 2019."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## VERBAL REPORTS

### Stuart Lake Hospital Replacement Project

Director Playfair noted that the Stuart Lake Hospital Replacement Project is overdue. With the current sawmill closures Fort St. James will continue to work towards getting a new hospital.

### Primary Care Unit in Vanderhoof

Director Thiessen mentioned that he has been participating in monthly meetings regarding a Primary Care Unit in Vanderhoof.

### Long-term Care Beds/Acute Care Beds in Hospitals

Director Thiessen brought forward the need to have more long-term care beds in health care facilities due to a number of acute care beds being utilized for seniors and long-term care patients. Concerns were brought forward in regard to the cost of utilizing acute care beds for long-term care patients and the impacts to patients being in facilities not designed for long-term care. Discussion took place in regard to a long-term care wing in the Stuart Lake Hospital Replacement Project and potential models for long-term care beds in hospitals. Director Playfair spoke of the number of potential beds in the Stuart Lake Hospital Replacement Project preliminary plans. Chair Petersen stated the importance of speaking with Northern Health and Minister of Health concerning the issue.

John Illes, Treasurer noted that Northern Health is completing an Advance Bed Study that will assist in determining the different types of beds are needed and where the beds would be located.

Director Parker commented that the new Agriculture Land Reserve (ALR) regulations are affecting the ability for elderly family members to build/locate a second dwelling on family property within the ALR to remain at home. Director Thiessen spoke of the cumulative affects that are affecting long-term care for seniors and spoke of the Housing Study conducted by the District of Vanderhoof.

### Receipt of Verbal Reports

Moved by Director Playfair  
 Seconded by Director Lambert

### SNRHD-2019-5-8

"That the verbal reports of the various Stuart-Nechako Regional Hospital District Board of Directors be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

## NEW BUSINESS

### Rural Coordination Centre of B.C. Visits

Director Lambert mentioned that he received information from the Rural Coordination Centre of B.C. in regard to their Rural Site Visit project to hear directly from community members about health care delivered in B.C. He has been invited to attend the meeting.

## ADJOURNMENT

Moved by Director Playfair  
 Seconded by Director Greenaway

### SNRHD.2019-5-9

"That the meeting be adjourned at 10:37 a.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

# Stuart-Nechako

## Regional Hospital District

# Memo

### Board Agenda – August 15, 2019

**To:** Chair Petersen and the Board of Directors  
**From:** John Illes, Treasurer  
**Date:** August 8, 2019  
**Regarding:** Vanderhoof Primary Care Steering Committee

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In discussions with Northern Health, staff have learned that there is a vacancy on the steering committee for Vanderhoof Primary Care. Northern Health has followed up with an invitation letter dated July 26, 2019 that is attached to this memo.

The Vanderhoof primary care facility is nearing the end of its useful life. Northern Health has formed a steering committee to investigate possible options for moving forward.

By appointing a staff member, to the steering committee, the Board can signal that Stuart-Nechako Regional Hospital District considers developing a timely solution for primary care in Vanderhoof of critical importance.

I would be pleased to answer any questions.

Recommendation:

(all/directors/majority)

“That the Board of the Stuart-Nechako Regional Hospital District appoint the secretary to the Steering Committee for Vanderhoof Primary Care.”

AUG 07 2019

REGIONAL DISTRICT OF  
BULKLEY NECHAKO

Northern Interior Health Service Delivery Area  
510-1488 4<sup>th</sup> Avenue  
Prince George, BC V2L 4Y2  
(P) 250-565-2345

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July 26, 2019

Stuart Nechako Regional Hospital District  
Jerry Peterson, Chair  
PO Box 820  
Burns Lake, BC V0J 1E0

Dear Mr. Peterson,

**RE: Invitation to Have a Representative as Part of the Northern Health - Vanderhoof Physician Group's Primary Care and Community Services Master Planning Steering Committee**

In early April senior leaders from Northern Health and the Vanderhoof Physician Group met to discuss the local future of primary care and the potential to co-locate their primary care practices with Northern Health's community services. There was agreement to collaborate in a primary and community care master planning process which will also include development of a functional plan.

To that end, we would greatly appreciate if you would be willing to provide your Chief Administrative Officer to represent the Stuart Nechako Regional Hospital District on our Northern Health Vanderhoof Primary Care and Community Services Master Planning Steering Committee.

Collectively, the Steering Committee will:

- Ensure project is aligned with NIHSDA and NHA organizational strategy.
  - Ensure project makes good use of assets.
  - Assist with resolving strategic level issues and risks.
  - Approve or reject changes to the project with a high impact on timelines and budget.
  - Assess project progress and report on project to senior management and higher authorities.
  - Provide advice and guidance on issues facing the project. The Project Director will ensure connectivity with First Nations to address any potential issues at an early stage and bring forward any issues to this committee.
  - Use influence and authority to assist the project in achieving its outcomes.
  - Review and approve final project deliverables.
  - Support development of regular communication materials to keep key stakeholders informed of progress of the project.
-

Participants are anticipated to be:

- NI Chief Operating Officer – Co-chair
- Vanderhoof Physician Lead – Co-chair
- NH Chief Financial Officer
- Regional Director, Capital Planning and Support Services
- Omineca Health Services Administrator
- Omineca Community Service Manager
- Physician Representatives (2)
- Regional Manager, Public Affairs & Media Relations
- District of Vanderhoof representative
- Stuart Nechako Manor Regional Hospital District Chief Administrative Officer

The Steering Committee will convene in person, or alternately via teleconference or videoconference to achieve the aforementioned purpose. It will be chaired by Penny Anguish, Chief Operating Officer, Northern Interior and Dr. Davy Dhillon, Vanderhoof Physician Lead.

I would appreciate a reply by July 31, 2019 stating who has been formally nominated along with their contact information.

You can reply to the office of the Northern Interior Chief Operating Officer via e-mail at [Penny.Anguish@northernhealth.ca](mailto:Penny.Anguish@northernhealth.ca) or by phone at 250-565-2345.

Sincerely,



Penny Anguish, Northern Interior Chief Operating Officer,  
Northern Health Authority

Cc: Cathy Ulrich, Chief Executive Officer, Northern Health Authority  
Dr. Davy Dhillon, Vanderhoof Physician Lead

# Stuart-Nechako

## Regional Hospital District

# Memo

### Board Agenda – August 15, 2019

**To:** Chair Petersen and the Board of Directors  
**From:** John Illes, Treasurer  
**Date:** July 31, 2019  
**Regarding:** Capital Grant Bylaw 74 Information Technology, Minor Capital Grant and Fort St. James Primary Care.

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Please find attached the bylaw request for the annual minor capital grant of \$177,000 and the information technology grant of \$236,956.

The request from the Northern Health is on the attached letter of July 19, 2019. The requests are in good order and are included in the approved 2019 Financial Plan.

The final payment from the Hospital District for the Pines' cafeteria project of \$100,000 authorized by bylaw 68 is due.

The Fort St. James Capital Primary Care payment of \$680,000 is also recommended for payment. For the Fort St. James Primary Care - \$400,000 of the \$680,000 is authorized in Bylaw 62. The remaining \$280,000 is included in Bylaw 74 for authorization.

I would be pleased to answer any questions.

Recommendation: (all/directors/majority)

"That the Board of the Stuart-Nechako Regional Hospital District receive the Treasurer's memo dated July 31, 2019 titled 'Capital Grant Bylaw 74 Information Technology, Minor Capital Grant and Fort St. James Primary Care' and

"That the Board consider giving Bylaw 74, found later in the agenda, three readings and adoption." and

"That the Board authorize the payments to Northern Health be made under Bylaw 62, 68 and 74 of \$1,193,956."



July 19, 2019

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](mailto:John.Illes@rdbn.bc.ca)

**RE: 2019 Capital Grant Payment Request**

Dear Mr. Illes:

Please find enclosed a Capital Grant Application Form on behalf of Northern Health requesting payment of \$413,956 from the Stuart-Nechako Regional Hospital District for 2019.

The items included in this grant request are:

- Minor Capital Grant - \$177,000
- Community Health Record – Mental Health/HCC/Clinical Data Repository/Reporting - \$124,901
- EmergeCare – Regional Emergency/Trauma Electronic Medical Record - \$96,101
- Regional Personal Health Record/Portal - \$15,954

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 Hoefler, RD, Capital Planning and Support Services

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)

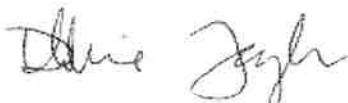
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Regional Hospital District Requested From	<u>Stuart-Nechako Regional Hospital District</u>
Date Requested	<u>19-Jul-19</u>
Fiscal Year of Grant	<u>2019</u>
Information Technology Grant Requested	<u>\$236,956</u>
Minor Capital Grant Requested	<u>\$177,000</u>
Building Integrity (Minor)	<u>\$0</u>
Total Grants Requested	<u>\$413,956</u>

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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, 2020.

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

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# Stuart-Nechako

## Regional Hospital District

# Memo

### Board Agenda – August 15, 2019

**To:** Chair Petersen and the Board of Directors  
**From:** John Illes, Treasurer  
**Regarding:** Financial Services – Signing Authorities

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On July 18<sup>th</sup>, the Board of the Stuart Nechako Regional Hospital District appointed a new Secretary. As a result of this appointment, the financial staff are recommending updating the signing authorities at the Bulkley Valley Credit Union as described in the recommendation.

I would be pleased to answer any questions.

Recommendation: (all/directors/majority)

“That the memorandum from the Treasurer, dated July 31, 2019 regarding financial services be received”, and

“That the Stuart-Nechako Regional Hospital District update the signing authorities at Bulkley Valley Credit Union (Burns Lake Branch) to the following five signing authorities:

Chair (Jerry Petersen) and Vice Chair (Tom Greenaway) of the Stuart Nechako Regional Hospital District and the Chief Administrative Officer (Curtis Helgesen), the Corporate Officer (Cheryl Anderson), and the Chief Financial Officer (John Illes) of the Regional District of Bulkley-Nechako.

# Stuart-Nechako

## Regional Hospital District

# Memo

### Board Agenda – August 15, 2019

**To:** Chair Petersen and the Board of Directors  
**From:** John Illes, Treasurer  
**Date:** July 16, 2019  
**Regarding:** Second Quarter Financial Statements

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Please find attached the Financial Statements for the Hospital District for the Second Quarter of 2019.

There are no variances of concern. To note is that the interest earned for the first half of the year is lower than expected. This is due to the sustained lower interest rates in 2019 as compared to 2018.

I would be pleased to answer any questions.

Recommendation:

(all/directors/majority)

“That the Board of the Stuart-Nechako Regional Hospital District receive the Financial Statements for the second quarter of 2019.”

STUART NECHAKO REGIONAL HOSPITAL DISTRICT  
JANUARY 1, 2019 TO JUNE 30, 2019

STATEMENT OF FINANCIAL POSITION (AS OF JUNE 30, 2019)

CASH AND CASH EQUIVALENTS	\$ 28,553.00
SHORT TERM INVESTMENTS	<u>\$3,655,262.00</u>
	\$3,683,815.00
ACCOUNTS PAYABLE	\$ (2,000.00)
ACCOUNTS PAYABLE (RDBN)	<u>\$ (35,621.00)</u>
	\$ (37,621.00)
NET ASSETS	\$3,646,194.00

STUART NECHAKO REGIONAL HOSPITAL DISTRICT  
 JANUARY 1, 2019 TO JUNE 30, 2019

STATEMENT OF OPERATIONS	1st Q	2nd Q	BUDGET
GRANT IN LIEU OF TAXATION	\$ 598	\$ 1,300	\$ 6,000
TAXATION	\$ -		\$ 4,652,184
INTEREST	\$ 21,085	\$ 43,911	\$ 107,883
	\$ 21,683	\$ 45,211	\$ 4,766,067
CAPITAL GRANTS	\$ (82,812)	\$ (150,856)	\$ (4,767,982)
BANK CHARGES	\$ (6)		\$ (500)
ADMINISTRATION AND AUDIT	\$ (4,050)	\$ (8,100)	\$ (22,000)
DIRECTORS REMUNERATION AND TRAVEL	\$ (1,164)	\$ (2,328)	\$ (2,500)
	\$ (88,032)	\$ (161,284)	\$ (4,792,982)
NET	\$ (66,349)	\$ (116,073)	\$ (26,915)

\*CAPITAL GRANTS

ST. J. H AND SS PHONE UPGRADE	\$ 68,044
S L HOSPITAL BUSINESS PLANNING	\$ 82,812
	\$ 150,856

STUART-NECHAKO REGIONAL HOSPITAL DISTRICT  
CAPITAL EXPENDITURE BYLAW  
BYLAW NO. 74

**WHEREAS**, the Board of the Stuart-Nechako Regional Hospital District proposes to expend money for capital expenditures included in the 2019 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 up to \$693,956 representing a portion of the capital expenditures included in the 2019 budget more particularly detailed as follows:

<u>Description</u>	<u>Amount</u>
Minor Capital Grant	\$177,000
Community Health Record IT Projects	\$124,901
EmergeCare IT Project	\$ 96,101
Personal Health Record IT Project	\$ 15,954
Additional expenditure for Fort St. James Primary Care	\$280,000

\$693,956

- 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. 74, 2019."

READ A FIRST TIME this                    day of                    , 2019

READ A SECOND TIME this                day of                    , 2019

READ A THIRD TIME this                 day of                    , 2019

ADOPTED this                                day of                    , 2019

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Corporate Administrator

I, hereby, certify that this is a true copy of Bylaw No. 74 as adopted.

\_\_\_\_\_  
Corporate Administrator