

STUART-NECHAKO REGIONAL HOSPITAL DISTRICT

AGENDA

THURSDAY, APRIL 30, 2015

CALL TO ORDER

SUPPLEMENTARY AGENDA

Receive

AGENDA – April 30, 2015

Approve

PAGE NO. MINUTES

ACTION

2-4 **Stuart-Nechako Regional Hospital District Meeting Minutes – March 26, 2015**

Adopt

REPORTS

5-16 **Hans Berndorff, Treasurer – 2014 Audited Financial Statements**

Recommendation
(Page 5)

17-23 **Hans Berndorff, Treasurer – Lakes District Hospital Replacement Liaison Committee Meeting**

Receive

CORRESPONDENCE

24-29 **North West Regional Hospital District - Meeting Minutes – March 20, 2015**

Receive

30-32 **ProMedHR Solutions – Strategic Alliance to Address Medical Imaging Staff Shortfalls**

Receive

VERBAL REPORTS

RECEIPT OF VERBAL REPORTS

SUPPLEMENTARY AGENDA

NEW BUSINESS

ADJOURNMENT

STUART-NECHAKO REGIONAL HOSPITAL DISTRICT**MEETING MINUTES****THURSDAY, MARCH 26, 2015**

PRESENT: Chairperson Jerry Petersen

Directors Eileen Benedict
Tom Greenaway
Dwayne Lindstrom – arrived at 10:25 a.m.
Thomas Liversidge
Mark Parker
Gerry Thiessen

Directors Rob MacDougall, District of Fort St. James
Absent Bill Miller, Electoral Area "B" (Burns Lake Rural)
Luke Strimbold, Village of Burns Lake

Alternate Doug Bysouth, Electoral Area "B" (Burns Lake Rural)
Directors John Illes, Village of Burns Lake

Staff Gail Chapman, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
Hans Berndorff, Treasurer
Corrine Swenson, Manager of Regional Economic Development

Others Taylor Bachrach, Town of Smithers
Rob Newell, Electoral Area "G" (Houston Rural)
Emily Hamer, Regional Manager, CN Public and Government Affairs
Lee Nelson, CN Senior Dangerous Goods Officer

Media Flavio Nienow, LD News – arrived at 10:27 a.m.

CALL TO ORDER

Chair Petersen called the meeting to order at 10:17 a.m.

OATH OF OFFICE

Gail Chapman, Chief Administrative Officer administered the Oath of Office to Doug Bysouth, Alternate Director, Electoral Area "B".

**SUPPLEMENTARY AGENDA
& AGENDA**Moved by Director Greenaway
Seconded by Director Benedict**SNRHD-2015-3-1**

"That the Stuart-Nechako Regional Hospital District Supplementary Agenda be received; and further, that the Agenda of March 26, 2015 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES****Stuart-Nechako Regional
Hospital District Meeting
Minutes – February 26, 2015**Moved by Director Benedict
Seconded by Director Greenaway**SNRHD-2015-3-2**

"That the minutes of the Stuart-Nechako Regional Hospital District meeting of February 26, 2015 be adopted."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS

Draft 2015 Final Budget

Moved by Director Parker
 Seconded by Director Greenaway

SNRHD-2015-3-3

"That the Stuart-Nechako Regional Hospital District Board of Directors receive the Treasurer's February 18, 2015 memo titled "Draft 2015 Final Budget."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

BYLAW

BYLAW – RESCIND THIRD READING, THIRD READING AS AMENDED & ADOPTION

No. 52 – Stuart-Nechako Regional Hospital District Annual Budget

Moved by Director Benedict
 Seconded by Director Greenaway

SNRHD.2015-3-4

"That third reading of "Stuart-Nechako Regional Hospital District Annual Budget Bylaw No. 52, 2015" be rescinded this 26th day of March, 2015."

(All/Weighted/Majority)

CARRIED UNANIMOUSLY

Moved by Alternate Director Illes
 Seconded by Director Liversidge

SNRHD.2015-3-5

"That "Stuart-Nechako Regional Hospital District Annual Budget Bylaw No. 52, 2015" be given third reading and adoption as amended, this 26th day of March, 2015."

(All/Weighted/Majority)

CARRIED UNANIMOUSLY

NEW BUSINESS

Meeting with Northern Health at NCLGA Convention

Chair Petersen requested that a meeting be scheduled with Northern Health at the upcoming NCLGA Convention to discuss the Fort St. James Hospital Replacement, contracts with Doctors regarding the Primary Care Facility in Fort St. James, and the loss of the Doctor attending Granisle weekly.

CNC Layoffs – Occupational Therapists

Discussion took place regarding the recent layoffs at CNC inclusive of Occupational Therapists. It was suggested that Northern Health attend an upcoming RDBN Board meeting to discuss the issue.

Chair Petersen suggested including this issue on the list of topics for the meeting with Northern Health at the NCLGA Convention and following up with an invitation to an RDBN Board meeting afterwards if necessary.

Director Thiessen indicated that a Mayors' Conference Call is being held on March 31st regarding the CNC layoffs. CNC is coordinating the meeting.

ADJOURNMENT

Moved by Director Greenaway

SNRHD-2015-3-6

"That the meeting be adjourned at 10:36 a.m."

Jerry Petersen, Chairperson

Cheryl Anderson, Manager of Administrative Services

Stuart-Nechako

Regional Hospital District

Memo

April 22, 2015

Board Agenda – April 17, 2014

To: Chair Petersen and the Board of Directors
From: Hans Berndorff, Treasurer
Regarding: 2014 Audited Financial Statements

Attached for the Board's review and approval is a copy of the Audited Financial Statements for the year ended December 31, 2014 which includes the audit report from RHB Schmitz de Grace.

Also attached for review and approval is a copy of the Audit Letter for 2014, which explains the results of the 2014 audit.

I would be pleased to answer any questions.



Recommendation:

(all/directors/majority)

1. That the memorandum from the Treasurer, dated April 22, 2015 regarding the 2014 Audited Financial Statements be received;
2. That the Audited Financial Statements for the year ended December 31, 2014 be approved and the Chairperson and the Treasurer be authorized to sign the Statement of Financial Position; and,
3. That the Audit Letter be approved for signature.

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**STUART - NECHAKO REGIONAL
HOSPITAL DISTRICT
FINANCIAL STATEMENTS
December 31, 2014**

RHB SCHMITZ de GRACE

Chartered Accountants

Partners

- Lynn Ross, CPA, CA
- Norm Hildebrandt, CPA, CA
- Allison Beswick, CPA, CA

10 – 556 North Nechako Rd
 Prince George, BC, V2K 1A1
 Tel. (250) 564-2515
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- Denotes professional corporation

INDEPENDENT AUDITORS' REPORT

To the Directors of Stuart – Nechako Regional Hospital District

We have audited the accompanying financial statements of the Stuart – Nechako Regional Hospital District, which comprise the statement of financial position as at December 31, 2014, and the statements of financial activities, and of cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian generally accepted accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Stuart – Nechako Regional Hospital District as at December 31, 2014, and its financial performance and its cash flow for the year then ended in accordance with Canadian generally accepted accounting principles. As required by the Hospital District Act (British Columbia), we report that, in our opinion, these principles have been applied on a basis consistent with that of the preceding year.



March 5, 2015
 Prince George, BC

RHB Schmitz de Grace
 Chartered Accountants

STUART - NECHAKO REGIONAL HOSPITAL DISTRICT

STATEMENT OF FINANCIAL POSITION

December 31, 2014

	<u>2014</u>	<u>2013</u>
FINANCIAL ASSETS		
Cash and temporary investments	\$ 3,998,228	\$ 6,835,440
Accounts receivable	<u>5,642</u>	<u>8,422</u>
	4,003,870	6,843,862
LIABILITIES		
Accounts payable and accrued liabilities	<u>2,334,800</u>	<u>1,398,369</u>
NET FINANCIAL POSITION	<u>\$ 1,669,070</u>	<u>\$ 5,445,493</u>
REPRESENTED BY:		
Current funds	\$ 50,844	\$ 1,345,368
Reserve funds (Note 4)	<u>1,618,226</u>	<u>4,100,125</u>
	<u>\$ 1,669,070</u>	<u>\$ 5,445,493</u>

Approved By The Board:

Chairperson _____

Treasurer _____

RHB SCHMITZ de GRACE
Chartered Accountants

STUART - NECHAKO REGIONAL HOSPITAL DISTRICT

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended December 31, 2014

	2014		2013
	<u>Budget</u> (unaudited) (Note 6)	<u>Actual</u>	<u>Actual</u>
REVENUE			
Property tax requisition	\$ 1,742,600	\$ 1,742,614	\$ 1,742,600
Interest	10,000	58,853	73,151
Grants in lieu of taxes	10,000	9,680	10,542
	<u>1,762,600</u>	<u>1,811,147</u>	<u>1,826,293</u>
EXPENDITURES			
Grants for capital expenditures	7,005,931	5,568,663	2,984,174
Administration and audit	25,500	18,907	18,824
	<u>7,031,431</u>	<u>5,587,570</u>	<u>3,002,998</u>
ANNUAL (DEFICIT) SURPLUS	(5,268,831)	(3,776,423)	(1,176,705)
FINANCIAL POSITION AT BEGINNING OF THE YEAR	<u>5,445,493</u>	<u>5,445,493</u>	<u>6,622,198</u>
FINANCIAL POSITION AT END OF THE YEAR	<u>\$ 176,662</u>	<u>\$ 1,669,070</u>	<u>\$ 5,445,493</u>

RHB SCHMITZ de GRACE
Chartered Accountants

STUART - NECHAKO REGIONAL HOSPITAL DISTRICT

STATEMENT OF CASH FLOW

For the year ended December 31, 2014

	<u>2014</u>	<u>2013</u>
ANNUAL SURPLUS		
Excess revenue (expenditures) for the year	<u>\$ (3,776,423)</u>	<u>\$ (1,176,705)</u>
Changes in non-cash working capital:		
Accounts receivable	2,779	(378)
Accounts payable and accruals	<u>936,432</u>	<u>1,368,048</u>
	<u>939,211</u>	<u>1,367,670</u>
(DECREASE) INCREASE DURING THE YEAR	(2,837,212)	190,965
CASH AND TEMPORARY INVESTMENTS AT BEGINNING OF THE YEAR	<u>6,835,440</u>	<u>6,644,475</u>
CASH AND TEMPORARY INVESTMENTS AT END OF YEAR	<u><u>\$ 3,998,228</u></u>	<u><u>\$ 6,835,440</u></u>

RHB SCHMITZ de GRACE
Chartered Accountants

See notes to the financial statements.

STUART-NECHAKO REGIONAL HOSPITAL DISTRICT

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2014

1. BASIS OF PREPARATION

The Regional Hospital District prepares its financial statements in accordance with Canadian generally accepted accounting principles for government using guidelines developed by the Public Sector Accounting Board ("PSAB") of the Canadian Institute of Chartered Accountants.

No Schedule of Expenditures by function has been presented because the Regional Hospital District has only one function – providing financing for equipment, renovation and construction of Hospitals and Health Centres.

No Consolidated Statement of Change in Net Debt has been included because the Regional Hospital District does not own non-financial assets. The function of this statement is to reconcile financial and non-financial assets.

2. OPERATIONS

The Regional Hospital District was incorporated in November 1, 1998, and commenced operations on January 1, 1999.

3. INVESTMENTS

Investments are held in Municipal Finance Authority money market funds at varying interest rates throughout the year. The average interest rate for the year was 1.3% (2013 – 1.1%).

4. RESERVE FUNDS

	<u>2014</u>	<u>2013</u>
Opening balance	\$ 4,100,125	\$ 4,055,484
Contributions	-	-
Interest	47,341	44,641
Disbursements	<u>(2,529,240)</u>	<u>-</u>
Closing balance of funds	<u>\$ 1,618,226</u>	<u>\$ 4,100,125</u>

The reserve funds are intended to provide for the replacement of acute care facilities in the Regional Hospital District.

5. USE OF ESTIMATES

The preparation of financial statements in accordance with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of sales and expenses during the year. Actual results could differ from management's best estimates as additional information becomes available in the future.

STUART-NECHAKO REGIONAL HOSPITAL DISTRICT

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2014

6. BUDGET

The Annual Budget adopted by the Board of Directors on March 20, 2014 was prepared on a modified accrual basis while the Financial Statements are prepared on a full accrual basis as required by Canadian Public Sector Accounting Standards. The Budget anticipated the use of surpluses accumulated in prior years to supplement current year revenues. In addition, the budget included transfers to and from reserves. The budget figures included in these Financial Statements represent the Budget adopted by the Board of Directors with adjustments as follows:

	<u>2014</u>
Budgeted deficit per statement of financial activities	<u>\$ (5,268,831)</u>
Add: Contributions to reserves	<u>-</u>
Less: Prior years net surplus	<u>1,338,768</u>
Withdrawal from capital reserves	<u>3,930,063</u>
	<u>5,268,831</u>
Surplus in the Financial Plan	<u>\$ -</u>

7. FINANCIAL INSTRUMENTS

The Regional Hospital District's financial instruments are comprised of cash and temporary investments, accounts receivable, accounts payable and accrued liabilities.

Credit Risk

The Regional Hospital District does not issue credit in the normal course of doing business. Credit risk is minimal.

Interest Rate Risk

The Regional Hospital District is exposed to interest rate risk from fluctuating interest rates on investments.

Fair Value

The fair value of cash and temporary investments, accounts receivable, accounts payable and accrued liabilities is approximately equal to their carrying value due to their short-term maturities.

RHB SCHMITZ de GRACE

Chartered Accountants

10-556 North Nechako Road, Prince George, BC V2K 1A1 • Tel. (250) 564-2515 • Fax (250) 562-8722
E-mail: office@rhbcpa.ca**Partners**

- Lynn Ross, CPA, CA
- Norm Hildebrandt, CPA, CA
- Allison Beswick, CPA, CA

•Denotes professional corporation

April 22, 2015

Board of Directors Members
Stuart-Nechako Regional Hospital District
PO Box 820
Burns Lake BC
V0J 1E0

Dear Sirs/Mesdames:

We have been engaged to audit the financial statements of Stuart-Nechako Regional Hospital District for the year ending December 31, 2014. Canadian generally accepted auditing standards for audit engagements require that we communicate the following information with you in relation to our audit.

Significant Deficiencies in Internal Control

A deficiency in internal control exists when a control is designed, implemented or operated in such a way that it is unable to prevent, or detect and correct, misstatements in the financial statements on a timely basis, or when a control necessary to prevent, or detect and correct, misstatements in the financial statements on a timely basis is missing.

A significant deficiency in internal control is defined as a deficiency or combination of deficiencies in internal control that, in the auditor's professional judgment, is of sufficient importance to merit the attention of those charged with governance.

To identify and assess the risks of material misstatement in the financial statements, we are required to obtain an understanding of internal control relevant to the audit. This understanding is used for the limited purpose of designing appropriate audit procedures. It is not used for the purpose of expressing an opinion on the effectiveness of internal control and, as a result, we do not express any such opinion. The limited purpose also means that there can be no assurance that all significant deficiencies in internal control, or any other control deficiencies, will be identified during our audit.

We did not identify any control deficiencies that, in our judgment, would be considered significant deficiencies.

Difficulties Encountered During the Audit

We encountered no significant difficulties during our audit that should be brought to the attention of the board.

Significant Accounting Principles

Management is responsible for the appropriate selection and application of accounting policies. Our role is to review the appropriateness and application as part of our audit. The accounting policies used by Stuart-Nechako Regional Hospital District are described in Note 2, Significant Accounting Policies, in the financial statements.

There were no new accounting policies adopted or changes to the application of accounting policies of Stuart-Nechako Regional Hospital District during the year.

We did not identify any alternative accounting policies that would have been more appropriate in the circumstances.

We did not identify any significant accounting policies in controversial or emerging areas.

Significant Unusual Transactions

We are not aware of any significant or unusual transactions entered into by Stuart-Nechako Regional Hospital District that you should be informed about.

Significant Financial Statement Disclosures

We did not identify any financial statement disclosures that are particularly significant, sensitive or require significant judgments, that we believe should be specifically drawn to your attention.

Accounting Estimates

Management is responsible for the accounting estimates included in financial statements. Estimates and the related judgments and assumptions are based on management's knowledge of the business and past experience about current and future events.

Our responsibility as auditors is to obtain sufficient appropriate evidence to provide reasonable assurance that management's accounting estimates are reasonable within the context of the financial statements as a whole. An audit includes performing appropriate procedures to verify the:

- Calculation of accounting estimates;
- Analyzing of key factors such as underlying management assumptions;
- Materiality of estimates individually and in the aggregate in relation to the financial statements as a whole;
- Estimate's sensitivity to variation and deviation from historical patterns;
- Estimate's consistency with the entity's business plans; and
- Other audit evidence.

The following significant estimates/judgments are contained in the financial statements:

- Allowance for doubtful accounts;
- Value of inventory;
- Accrued liabilities;
- Deferred revenue;
- Book value of capital assets

Based on audit work performed, we are satisfied with estimates made by management.

Disagreements with Management

We are required to communicate any disagreements with management, whether or not resolved, about matters that are individually or in aggregate significant to the entity's financial statements or auditor's report. Disagreements may arise over:

- Selection or application of accounting principles;
- Assumptions and related judgments for accounting estimates;
- Financial statement disclosures;
- Scope of the audit; or
- Wording of the auditor's report.

We are pleased to inform you that we had no disagreements with management during the course of our audit.

Consultation with Other Accountants (Second Opinions)

Management may consult with other accountants about auditing and accounting matters to obtain a "second opinion". When an entity requests that another accountant provide a written report or oral advice on the application of accounting principles to a specific transaction or the type of opinion that may be rendered on the entity's financial statements, we are required to ensure that the accountant has ensured that the reporting accountant has knowledge of all facts and circumstances and has conducted the engagement in accordance with Canadian generally accepted auditing standards on the Reports on the Application of Accounting Principles.

We are not aware of any consultations that have taken place with other accountants.

Issues Discussed

The auditor generally discusses among other matters, the application of accounting principles and auditing standards, and fees, etc. with management during the initial or recurring appointment of the auditor. There were no major issues discussed during our audit with regards to our retention that were not in the normal course of business.

Uncorrected Misstatements

There were no uncorrected misstatements identified during our audit.

Other Audit Matters of Governance Interest

We did not identify any other matters to bring to your attention at this time and would be pleased to discuss with you further any matters mentioned above, at your convenience.

We would like to thank management and staff for the assistance they provided to us during the audit.

This communication is prepared solely for the information of those charged with governance of Stuart-Nechako Regional Hospital District to carry out and discharge their responsibilities and is not intended for any other purpose. We accept no responsibility to a third party who uses this communication.

To ensure there is a clear understanding and record of the matters discussed, we ask that a representative of the board of directors their acknowledgement in the space provided below. Should any member of the board of directors wish to discuss or review any matter addressed in this letter or any other matters related to financial reporting, please do not hesitate to contact us at any time.

Yours very truly,

RHB SCHMITZ de GRACE
Chartered Accountants

Acknowledgement of Representative of the Board of Directors Members:

We have read and reviewed the above disclosures and understand and agree with the comments therein:

Signature: _____

Date: _____

**Stuart-Nechako
Regional Hospital District**

Memo

April 22, 2015

Board Agenda – April 30, 2015

To: Chair Petersen and the Board of Directors
From: Hans Berndorff, Treasurer
Regarding: Lakes District Hospital Replacement Liaison Committee Meeting

The minutes of the April 17, 2015 Lakes District Hospital Replacement Liaison Committee Meeting are attached.

I would be pleased to answer any questions.



<p>Recommendation: (all/directors/majority)</p> <p>That the memorandum from the Treasurer, dated April 22, 2015 regarding the April 17, 2015 Lakes District Hospital Replacement Liaison Committee Meeting be received.</p>

MINUTES

Meeting:	Lakes District Hospital Replacement Liaison Committee	Date & Time:	April 17, 2015 2:30- 3:30pm - Pacific ST
Location:	Videoconference		
Chair:	Cathy Ulrich	Recorder:	Cora-Lee Mayert
Members:	<input checked="" type="checkbox"/> Mike Hoefler <input checked="" type="checkbox"/> Paul Rudecki <input checked="" type="checkbox"/> Hans Berndorff <input checked="" type="checkbox"/> Cathy Ulrich	<input checked="" type="checkbox"/> Shelley Moen <input checked="" type="checkbox"/> Jerry Peterson <input checked="" type="checkbox"/> Katie White <input checked="" type="checkbox"/> Jonathon Dyck	
Regrets:	John Rustad Chief Richard Peters Chief Dan George Louise Burgart Michael McMillan Sabine Feulgen Marie Hunter	Chief Wilf Adam Chief Raymond Morris Penny Perlotto Luke Strimbold Manjit Sidhu Rick Steele	

Discussion Item:	Call to Order		
Discussion:	2:38pm		
Action item:	Record action	Delegate: Person responsible	Deadline: deadline for action completion

Discussion Item:	Minutes		
Discussion:	Approved		
Action item:	Record action	Delegate: Person responsible	Deadline: deadline for action completion

Discussion Item:	Action Items		
Discussion:	As per spreadsheet		
Action item:	Record action	Delegate: Person responsible	Deadline: deadline for action completion

Discussion Item:	Project Update & Schedule		
Discussion:	 APRIL 17, 2015 LDH Project Status Report Paul reviews Project Update - Construction has been complete since December 4, 2014 and has been fully operational as designed. We are in the process of decommissioning the old facility. The parking lot and landscaping will be done and final completion will be in October 2015. There is hazardous material removal on site for the old hospital causing some congestion.		
Action item:		Delegate:	Deadline: deadline for action completion

Discussion Item:	Communications		
Discussion:	<p>The Grand Opening event was on January 22, 2015. The morning event was well attended and executed with Minister Terry Lake and John Rustad, MLA and other dignitaries in attendance. We have many Time Capsule submissions from the event; now we have to figure out what we are going to encapsulate these items in. We had tours of the site in the afternoon for a large amount of people. Local staff helped out on the tours; there was a large turnout from the community. The questions regarding maternity and surgical suites have decreased since they are roughed in for the future needs. We will have a Board meeting in June in Burns Lake and we will have something around that. Around the final completion will have another release</p> <p>Jerry - It is great, a great job!</p> <p>Hans - It is very well received by the community.</p> <p>The project will be complete before Oct. Decommissioning had 4 months scheduled and then it will be the parking lot. Finishing of landscaping and the parking lot will be in Sept along with the ceremonial garden.</p> <p>Our communications department, Marie Hunter and others will have a discussion to organize something. It will not be driven by the politicians it will be more community driven. They will be asked but not required to come. It will be in the fall.</p> <p>The disposal of the furniture, etc. is completed; is that correct? Yes, it is completely gone now.</p>		
Action item:	Record action	Delegate: Person responsible	Deadline: deadline for action completion

Discussion Item:	Next Meeting/Adjournment: July 17, 2015 2:30-3:30pm		
Discussion:	Adjourned - 3:00pm		
Action item:		Delegate:	Deadline: deadline for action completion

Confidential

Date:	April 17, 2015	
Agenda item	Lakes District Hospital -Status Report	
Purpose:	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Seeking direction	<input checked="" type="checkbox"/> Decision
Prepared for:	Liaison Committee	
Prepared by:	Paul Rudecki, Project Director, Capital Planning and Support Services	
Reviewed by:	Mike Hofer, RD, Capital Planning and Support Services	

Executive Summary:

The construction of the New Lake District Hospital has been completed on December 4th, 2014. Operational commissioning and move in from old to new hospital was successfully executed on February 4th, 2015. New Lake District Hospital is opened for patients with all functionality as designed and expected.

Project Scope:

PCL has completed Lake District Hospital construction and all building components. All furniture and medical equipment have been delivered and installed.

Old Hospital De-Commissioning progress up to date:

- Building disconnected from services
- Safety fencing installed and construction sign posted
- Testing for hazardous material in progress

Project Schedule:

Key milestone dates for the Lakes District Hospital Replacement Project (LDHRP) is presented in the following table.

Milestone	Date	Status
Procurement		
Compliance Team Award	Aug-11	√
Design Build RFQ issue date	Dec-11	√
Site Prep Consultant Award	Jan-12	√
Introductory Project Meeting	Mar-12	√
RFQ Close	May-12	√
RFQ Evaluation	Jun-12	√
DBFM Shortlist Announced	Jul-12	√
Issue DBFM RFP and Initial Draft Agreement to Proponents	Aug-12	√
Collaborative Meetings	Sep-12	√
Issue Final Draft DBFM Agreement	Nov-12	√
Site Prep Construction	Apr-13	√
RFP Technical Submissions Close	Jan-13	√
RFP Financial Submissions Close	Feb-13	√
Selection of Preferred Proponent	Mar-13	√
DBFM Contract Award	Apr-13	√
Construction		
Schematic Design & Drawings	May-13	√
Construction start	Jun-13	√
Design complete	Feb-14	√
Clinical Support Renovations	Nov-14	√
Substantial Completion of Inpatient Units	Dec-14	√
Operational Commissioning and Move in	Feb-15	√
Demolition of Old Hospital	Jul-15	
Landscaping	Sep-15	
Project Closure	Oct-15	

COLOR LEGEND:	
Green-Stay the Course, no corrective action required	Green
Yellow-Warning, corrective action required in the near term	Yellow
Red-Urgent, corrective action required immediately	Red
Completed	√

Project Budget:

The LDH construction is operating within its overall budget.

Decommissioning & Parking Lot construction:

Decommissioning of the old hospital structure commenced March 2, 2015. Parking lot construction and Landscaping will follow after completion of all work related. Project completion/closure: October 2015

Project Communications Plan:

The grand opening ceremony event took place on January 22, 2015 well attended by provincial and regional dignitaries and local First Nations representatives.

<http://www.newsroom.gov.bc.ca/2015/01/lakes-district-hospital-and-health-centre-opens-ahead-of-schedule.html>

Lakes District Hospital Replacement Liaison Committee
Action Items - Pending

<u>Meeting Date</u>	<u>Action Item</u>	<u>Responsible</u>	<u>Results/ Notes</u>
Dec 5-12	Find a way to get First Naton Participation at meetings	Luke Strimbold and Marie Hunter	Ongoing - Possible solution Marie to go to each First Nation group after meeting - for now we will keep sending the information and invites.

Minutes of the Meeting of the North West Regional Hospital District held Friday, March 20, 2015 in the Regional District of Kitimat-Stikine Board Room, located at 300-4545 Lazelle Avenue, Terrace, B.C., commencing at 11:00 am.

Members Present:

Chair Nyce presided.

Mark Fisher	Bulkley-Nechako Regional District	Electoral Area A
Rob Newell	Bulkley-Nechako Regional District	Electoral Area G
Taylor Bachrach	Bulkley-Nechako Regional District	Town of Smithers
Brad Layton	Bulkley Nechako Regional District	Village of Telkwa
Harry Nyce	Kitimat-Stikine Regional District	Electoral Area A
Linda Pierre	Kitimat-Stikine Regional District	Electoral Area B
Jessica McCallum-Miller	Kitimat-Stikine Regional District	Electoral Area C
Dave Brocklebank	Kitimat-Stikine Regional District	Electoral Area D
Bruce Bidgood	Kitimat-Stikine Regional District	Electoral Area E
Sueann Ciampichini	Kitimat-Stikine Regional District	Electoral Area F
Alice Maitland	Kitimat-Stikine Regional District	Village of Hazelton
Gail Lowry	Kitimat-Stikine Regional District	District of New Hazelton
Mary Murphy	Kitimat-Stikine Regional District	District of Kitimat
Galina Durant	Kitimat-Stikine Regional District	District of Stewart
Stacey Tyers	Kitimat-Stikine Regional District	City of Terrace
James Cordeiro	Kitimat-Stikine Regional District	City of Terrace
Des Nobels	Skeena-Queen Charlotte R.D.	Electoral Area A
Karl Bergman	Skeena-Queen Charlotte R.D.	Electoral Area C
Bill Beldessi	Skeena-Queen Charlotte R.D.	Electoral Area E
Michael Racz	Skeena Queen Charlotte R.D.	Electoral Area D
Ian Gould	Skeena-Queen Charlotte R.D.	Village of Port Clements
(Attended Electronically)		
Dave MacDonald	Skeena-Queen Charlotte R.D.	District of Port Edward
Barry Pages	Skeena-Queen Charlotte R.D.	Village of Masset
Greg Martin	Skeena-Queen Charlotte R.D.	Village of Queen Charlotte
Nelson Kinney	Skeena-Queen Charlotte R.D.	City of Prince Rupert
Barry Cunningham	Skeena-Queen Charlotte R.D.	City of Prince Rupert
Eva Clayton	Nisga'a Lisims Government	Nisga'a Nation

Others Present:

Lee Brain	Skeena-Queen Charlotte R.D.	City of Prince Rupert
Mike Hoefler	Northern Health	Regional Director, Capital Planning and Support Services
(Attended Electronically)		

Staff Present:

Yvonne Koerner	Executive Director
Verna Wickie	Treasurer
Megan Glover	Recording Secretary

Members Absent with Apologies:

Shane Brienen
 Ted Ramsey
 Tina Etzerza

Bulkley-Nechako Regional District
 Kitimat-Stikine Regional District
 Kitimat-Stikine Regional District

District of Houston
 Electoral Area E
 Electoral Area F

Chair Nyce called the meeting to order at 11:00 a.m.

R016-2015 MOVED by Director Cunningham/Director Tyers to move In-Camera at 11:02 a.m. Carried.

The meeting resumed at 11:07 a.m.

MINUTES:

Presented were the minutes of the January 23, 2015 Statutory Meeting of the North West Regional Hospital District.

R017-2015 MOVED by Director Martin/Director Kinney to receive the minutes of the January 23, 2015 Statutory Meeting of the North West Regional Hospital District. Carried.

Presented were the minutes of the January 23, 2015 Statutory Meeting of the North West Regional Hospital District.

R018-2015 MOVED by Director Tyers/Director Nobels to receive the minutes of the January 23, 2015 Statutory Meeting of the North West Regional Hospital District.

Director MacDonald noted an error in the minutes. An amended version of the January 23, 2015 minutes will be presented with the May Agenda Package.

Carried.

CORRESPONDENCE:

R019-2015 MOVED by Director Tyers/Director Layton to receive the letter from Honourable Terry Lake, Minister of Health, dated February 13, 2015, re: Nisga'a Lands are Now Part of the North West Regional Hospital District. Carried.

R020-2015 MOVED by Director Tyers/Director Bidgood to receive the email from Ed Hoffman, Director, Oil and Gas/LNG Operations, Environmental Protection Division, Ministry of Environment, dated March 10, 2015, re: Update of Prince Rupert Airshed Study. Carried.

R021-2015 MOVED by Director MacDonald/Director Nobels to invite Ed Hoffman to come and give a presentation to the North West Regional Hospital District Board on the Prince Rupert Airshed Study. Carried.

R022-2015 MOVED by Director Tyers/Director Kinney that administration research and provide the board with the standards for air quality, airshed carrying capacity, and emissions in highly populated areas around the world and use of Current best Practices.
Carried.

R023-2015 MOVED to amend the motion by Director Pages/Director Nobels to not limit information to highly populated areas and include information on the rationale for these standards; and what differentiations exist, such as geography and other factors.
Carried.

R024-2015 MOVED by Director Kinney/Director Tyers to receive the report attached to Ed Hoffman's March 10, 2015 email from BC Ministry of Environment, dated March 1, 2015, re: Update on the 2015 Prince Rupert Airshed Study.
Carried.

R025-2015 MOVED by Director Kinney/Director Tyers to receive and discuss the Letter from Bill Miller, Chair, Regional District of Bulkley-Nechako, dated March 13, 2015, re: 4 Wheel Drive Ambulances.
Carried.

Director Newell provided a Verbal Report on the Lack of 4x4 Ambulances in the North.

R026-2015 MOVED by Director Newell/Director Tyers to find out which communities within the North West Regional Hospital District are currently served by 4 wheel drive ambulances and report back to the board.
Carried.

R027-2015 MOVED by Director Newell/Director Tyers to write a letter to BC Ambulance Service re: the need to have 4 Wheel Drive Ambulances in Northern BC.
Carried.

REPORTS:

R028-2015 MOVED by Director Cunningham/Director Kinney to receive the Report from Executive Director Yvonne Koerner, dated Friday January 23, 2015, re: Northwest Regional Hospital District: Director's Report.
Carried.

R029-2015 MOVED by Director Pages/Director Martin to receive the Report from Administration, dated February 25, 2015, re: Bylaw 89 for the New Queen Charlotte/Haida Gwaii Hospital.
Carried.

R030-2015 MOVED by Director Bachrach/Director Tyers: to receive the Report from Administration dated March 10, 2015, re: Recommendation to Form a Bylaw Committee; and to Form a Bylaw Committee.
Carried.

Director Clayton, Director Pages, Director Maitland and Director Pierre volunteered to sit on the Bylaw Committee.

BYLAWS:**Bylaw No. 89**

Introduced and presented for three readings and adoption was the North West Regional Hospital District Annual Budget Bylaw No. 89, 2015.

- R031-2015 MOVED by Director Brocklebank/Director Maitland that the North West Regional Hospital District Annual Budget Bylaw No. 89, 2015, be read for a first and second time by title only and passed in its first and second reading. Carried.
- R032-2015 MOVED by Director Pages/Director Tyers that the North West Regional Hospital District Annual Budget Bylaw No. 89, 2015, be read for a third time by title only and passed in its third reading. Carried.
- R033-2015 MOVED by Director MacDonald/Director Tyers that the North West Regional Hospital District Annual Budget Bylaw No. 89, 2015, be adopted. Carried.

Bylaw No. 90

Introduced and presented for three readings and adoption was the North West Regional Hospital District Capital Expenditure and Borrowing Amendment Bylaw No. 90, 2015.

- R034-2015 MOVED by Director Tyers/Director Kinney that the North West Regional Hospital District Capital Expenditure and Borrowing Amendment Bylaw No. 90, 2015, be read for a first and second time by title only and passed in its first and second reading. Carried.
- R035-2015 MOVED by Director Lowry/Director Maitland that the North West Regional Hospital District Capital Expenditure and Borrowing Amendment Bylaw No. 90, 2015, be read for a third time by title only and passed in its third reading. Carried.
- R036-2015 MOVED by Director Pierre/Director MacDonald that the North West Regional Hospital District Capital Expenditure and Borrowing Amendment Bylaw No. 90, 2015, be adopted. Carried.

NEW BUSINESS:

- R037-2015 MOVED by Director Cunningham/Director Pages to accept the amended date for the August Meeting of August 14, 2015. Carried.

Next Meeting Date:

Next regular meeting to be held Friday, May 22, 2015, commencing at 11:00 a.m.

Director Cunningham informed the Board that he had received a copy of Final Report-Northern Health Surgery Review and requested that copies be distributed to the Board.

- R038-2015 MOVED by Director Cunningham/Director Kinney that Northern Health be invited to the May 22, 2015 meeting to discuss and present on the findings of the Final Report-Northern Health Surgery Review.

Carried.

Executive Director Koerner requested that the Board: suggest agenda topics to be provided for the Northern Health Spring Meeting, tentatively scheduled for Monday, April 20, 2015 in Prince Rupert; and a list of Directors who intend to attend the meeting be recorded.

Topics Suggested:

- Northern Health Surgical Report
- Queen Charlotte/Haida Gwaii Hospital Project Update
- Air Quality

Directors tentatively attending the Northern Health Spring Meeting:

- Executive Director Koerner
- Chair Nyce
- Vice Chair Newell
- Director Murphy
- Director MacDonald
- Director Pierre
- Director Kinney
- Director Nobels
- Director Bergman
- Director Brain
- Director Cunningham

INFORMATION:

R039-2015

MOVED by Director Bidgood/Director Kinney that 1) the Letter to Linda M. Lupini, Executive Vice President, Provincial Health Services Authority and B.C. Emergency Health Services, dated February 10, 2015, re: Update on Para-Medicine for Rural Communities; 2) the News Release from Northern Health, dated January 30, 2015, re: Northern Health Finishes Top of the Class as a Top Employer in B.C.; 3) the News Release from Northern Health, dated February 7, 2015, re: Northern B.C. Men Stepping Up to Healthy Living in the Workplace; 4) the Media Bulletin from Northern Health, dated February 6, 2015, re: Northern Health releases Houston Health Services Review; 5) the Letter from Kelley Ridley, Manager of Legislative Support, Port Moody, dated February 23, 2015, re: Declaration of the Right to a Healthy Environment; 6) the News Release from Northern Health, dated March 2, 2015, re: Northern Health Calling on Work Place Teams to Participate in Nutrition Month Campaign; 7) the News Release from Northern Health, dated March 6, 2015, re: Collaboration Leads to Development of Prenatal Clinic in Terrace; 8) the News Release from Northern Health, dated March 9, 2015, re: Men Make Commitment to their Health by Quitting Smoking During Week Long QuitNow B.C. Campaign; and 9) the Email from Ken Vance, Senior Policy Advisor, Union of B.C. Municipalities, dated March 9, 2015, re: Draft Guidelines for Work Camps; Attached Report, dated March 10, 2015, re: Summary of Proposed Major Amendments to the Industrial Camps Regulation (Draft – for Discussion Only); and Attached Report, dated March 10, 2015, re: B.C. Guidelines for Work Camp Operations (Draft – for Consultation Only) be received for information.

Carried.

Director Cunningham and Director McCallum-Miller left at 12:30 p.m.

Director Tyers left at 12:33 p.m.

Verna Wickie left at 12:34 p.m.

Director Cunningham and Director McCallum Miller returned at 12:34

R040-2015

MOVED by Director Bidgood/Director Beldessi that a letter be written to Honourable Terry Lake, Minister of Health, re: Draft Guidelines for Work Camps, requesting more information about the Overarching Body in charge of Overseeing Work Camps.

Carried.

Director Tyers returned at 12:35 p.m.

Verna Wickie returned at 12:36 p.m.

ADJOURNMENT:

R041-2015

MOVED by Director Tyers/Director Cunningham to adjourn the meeting.

Carried.

Chair Nyce adjourned the meeting at 12:38 p.m.

APPROVED:

CERTIFIED CORRECT:

Chair

Executive Director



Medical Imaging Services
 Providing Locum Services
 Quality Improvement
 Equipment Analysis



*Medical Imaging Services
 Providing Locum Services
 Quality Improvement
 Equipment Analysis*

Chris Eddy
 Chief Executive Officer

604 612 7535

Chris@ProMedHRSolutions.com
 ProMedHRSolutions.com

Executive Director
 Stuart-Nechako Regional Hospital District

RE: Strategic Alliance to Address Medical Imaging Staff Shortfalls

Dear Sir or Madam;

ProMed HR Solutions Ltd is a Canadian based company specializing in addressing short and long term Ultrasound, X-ray, MRI and CT technologist resource requirements. We fully understand the issues that can result from a shortage of qualified ultrasonographer and medical imaging technologists, ranging from increased patient wait times to requiring more expensive diagnostic testing in lieu of quick, inexpensive imaging procedures. We have made every effort to develop optimum solutions to meet varying needs at differing clinical sites. Our company can provide locum coverage spanning from brief 1-2 week vacation coverage to multi-month contracts in order to address ongoing position vacancies.

Our team approach to staffing shortfalls is accommodated by supplying short or long term locum services utilizing Canadian trained and experienced sonographers and technologists. Each individual is certified, registered with their respective Canadian professional organization, and carries their own professional practice insurance. Our team members have experience with inpatients at various types of tertiary facilities and outpatients in both public and private clinical settings. Every imaging professional working with **ProMed HR Solutions** must have a minimum of 2 years experience in their field, and are thoroughly screened, including an evaluation of their competencies, equipment familiarization, criminal record check, and availability to provide coverage for your short or long term needs prior to being considered for any site. The selection process includes an opportunity to review the above information and conduct a phone or Skype interview of the candidate(s) we recommend for your locum position.

Currently, we have over 40 medical imaging professionals that have successfully been vetted through our selection process or are in the final steps of that process. Many of our sonographers are dual-certified in both general ultrasound and Echocardiography ultrasound. We also have bilingual staff available. We provide locum services throughout Canada, and while each request for our locum services varies, we work closely with the help region to help define the specific clinical and technical needs and match the most qualified individual(s) to those requirements.

We would welcome the opportunity to discuss how **ProMed HR Solutions** could be of service to your health regions by exploring a strategic alliance that can help address short and long term medical imaging technologist requirements. We would work closely with local managers to identify those areas that are in current or future need of extra personnel and we then provide solutions for their staffing needs. If you would like to discuss your needs in confidence, please contact us for a detailed proposal and complete overview of our services

Sincerely;
 Chris Eddy
 CEO, ProMed HR Solutions
 Chris@ProMedHRSolutions.com

RECEIVED

MAR 24 2015

REGIONAL DISTRICT
 BULKLEY NECHAK



PROMED HR SOLUTIONS

31

Medical Imaging Services

Providing Locum Services

Quality Improvement

Equipment Analysis

ProMed HR Solutions is a Canadian company created specifically to address short and long term locum requirements for medical imaging staff.

Providing locum services across Canada, we work closely with you to determine your specific clinical and technical needs and match the most qualified individual to solve the issues you are facing.

Let's get the lights on again!

Please contact us to discuss your needs in confidence or to request a detailed proposal.

ProMedHRSolutions.com



Are you being left in the dark due to
staff shortfalls?

Equipment being under utilized?

Wait lists continuing to grow?

We can help.

ProMedHRSolutions.com