

# STUART-NECHAKO REGIONAL HOSPITAL DISTRICT

## AGENDA

THURSDAY, MARCH 24, 2016

<u>PAGE NO.</u>	<u>MINUTES</u>	<u>ACTION</u>
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>AGENDA – MARCH 24, 2016</u>	Approve
3-5	Stuart-Nechako Regional Hospital District Meeting Minutes – February 25, 2016	Adopt
	<u>REPORTS</u>	
6-15	Hans Berndorff, Treasurer – Auditors' Engagement Letter	Recommendation (Page )
16-18	Hans Berndorff, Treasurer – 2016 Draft Final Budget	Receive
19-21	Hans Berndorff, Treasurer – 2015 Report on Short Term Investments	Receive
	<u>CORRESPONDENCE</u>	
22-23	Northern Health – Is it Time to Return Your Radon Kit?	Receive
24-25	Northern Health – Partnered Approached to Enhancing Health Care Services Recognized at Northern Health Board Meeting	Receive
	<u>BYLAW</u>	
	<u>Bylaw for Third Reading and Adoption</u>	
26-27	<u>No. 57 – SNRHD Annual Budget Bylaw</u> (All/Weighted/Majority)	3 <sup>rd</sup> Reading & Adoption

2

**VERBAL REPORTS**

**RECEIPT OF VERBAL REPORTS**

**SUPPLEMENTARY AGENDA**

**NEW BUSINESS**

**ADJOURNMENT**

**STUART-NECHAKO REGIONAL HOSPITAL DISTRICT****MEETING MINUTES****THURSDAY, FEBRUARY 25, 2016**

PRESENT: Chairperson Jerry Petersen

Directors Eileen Benedict  
Tom Greenaway  
Dwayne Lindstrom  
Thomas Liversidge – arrived at 10:04 a.m.  
Rob MacDougall  
Bill Miller  
Mark Parker  
Luke Strimbold

Director Absent Gerry Thiessen, District of Vanderhoof

Alternate Director Steve Little, District of Vanderhoof

Staff Gail Chapman, Chief Administrative Officer  
Cheryl Anderson, Manager of Administrative Services  
Hans Berndorff, Treasurer  
Wendy Wainwright, Executive Assistant

**CALL TO ORDER**

Chair Petersen called the meeting to order at 10:01 a.m.

**OATH OF OFFICE**

Gail Chapman administered the Oath of Office to Steve Little, Alternate Director, District of Vanderhoof.

**AGENDA & SUPPLEMENTARY AGENDA**Moved by Director Greenaway  
Seconded by Director Miller**SNRHD.2016-2-1**

"That the Stuart-Nechako Regional Hospital District Agenda of February 25, 2016 be approved; and that the Supplementary Agenda be received."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY****MINUTES****Stuart-Nechako Regional  
Hospital District Meeting  
Minutes – January 28, 2016**Moved by Director MacDougall  
Seconded by Director Greenaway**SNRHD.2016-2-2**

"That the minutes of the Stuart-Nechako Regional Hospital District meeting of January 28, 2016 be adopted."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**REPORTS**

**Draft 2016 Financial Budget**

Moved by Director Greenaway  
Seconded by Director Parker

**SNRHD.2016-2-3**

"That the Stuart-Nechako Regional Hospital District Board of Directors receive the Treasurer's February 16, 2016 memo titled "Draft 2016 Financial Budget."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**Financial Statements -December 31, 2016**

Moved by Director Lindstrom  
Seconded by Director MacDougall

**SNRHD.2016-2-4**

"That the Stuart-Nechako Regional Hospital District Board of Directors receive the Treasurer's February 16, 2016 memo titled "Financial Statements – December 31, 2015."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**Northern Health Capital Spending Reports, December 31, 2015**

Moved by Director Strimbold  
Seconded by Director Greenaway

**SNRHD.2016-2-5**

"That the Stuart-Nechako Regional Hospital District Board of Directors receive the Treasurer's February 15, 2016 memo titled "Northern Health Capital Spending Reports, December 31, 2015."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**CORRESPONDENCE**

**Northern Health – New Nurse Practitioners Increase Access to Primary Care in Northern B.C.**

Moved by Director MacDougall  
Seconded by Director Miller

**SNRHD.2016-2-6**

"That the Stuart-Nechako Regional Hospital District Board of Directors receive the correspondence from Northern Health titled "New Nurse Practitioners Increase Access to Primary Care in Northern B.C."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**BYLAW**

**BYLAW FOR FIRST AND SECOND READING**

**No.57 – SNRHD Annual Budget Bylaw**

Moved by Director Miller  
Seconded by Director Greenaway

**SNRHD.2016-2-7**

"That "Stuart-Nechako Regional Hospital District Annual Budget Bylaw No. 57, 2016" be given first and second reading this 25<sup>th</sup> day of February, 2016."

(All/Weighted/Majority)

**CARRIED UNANIMOUSLY**

**SUPPLEMENTARY AGENDA**

**REPORT**

Withdrawal from Capital Reserve for the Healing Garden

Moved by Director Miller  
Seconded by Director Benedict

SNRHD.2016-2-8

1. "That the Stuart-Nechako Regional Hospital District Board of Directors receive the Treasurer's February 24, 2016 memo titled "Withdrawal from Capital Reserve for the Healing Garden."
2. Further, that the withdrawal of \$62,000 from the capital reserve be authorized."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**ADJOURNMENT**

Moved by Director Greenaway  
Seconded by Director Strimbold

SNRHD.2016-2-9

"That the meeting be adjourned at 10:15 a.m."

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Jerry Petersen, Chairperson

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Wendy Wainwright, Executive Assistant

6

# Stuart-Nechako Regional Hospital District

# Memo

March 11, 2016

## Board Agenda – March 24, 2016

**To:** Chair Petersen and the Board of Directors  
**From:** Hans Berndorff, Treasurer  
**Regarding:** Auditors' Engagement Letter

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Attached is an engagement letter from the auditors Price Waterhouse Coopers (formerly RHB Schmitz de Grace) outlining the nature and scope of the upcoming audit. I have reviewed the engagement letter and find it to be consistent with usual practice. The estimated fee of \$2,200 is 10% higher than last year, however it was \$2,000 for the last three years without any increases.

The Board is being requested to consider approving the attached engagement letter for signature.

I would be pleased to answer any questions.



Recommendation:

(all/directors/majority)

That the Financial Administrator's March 11, 2016 memo regarding the audit engagement letter be received; and,  
Further, that the Audit Engagement Letter for the year ended December 31, 2015 be approved for signature.



December 31, 2015

Mr. Hans Berndorff  
 Stuart-Nechako Regional Hospital District  
 PO Box 820  
 Burns Lake, BC  
 VOJ 1E0

Dear Stuart-Nechako Regional Hospital District

PricewaterhouseCoopers LLP (we, us or our), a limited liability partnership organized under the laws of the Province of Ontario, is pleased to provide services to Stuart-Nechako Regional Hospital District (you or your). This engagement letter confirms our mutual understanding of the specific terms of our engagement, which are supplemented by the standard terms of business attached to this engagement letter. Our fee estimate and billing schedule are outlined in Schedule A. If there is any difference between our standard terms of business and the specific terms included in this letter, specific terms shall apply.

### ***Services and related report***

We will provide the following services (the services):

**Annual  
 financial  
 statements  
 audit**

We will audit your financial statements as at December 31, 2015 for the year then ended (the financial statements, together the audit).

These financial statements will be prepared in accordance with the requirements of Canadian Public Sector Accounting Standards.

**Auditor's  
 report**

Once we complete our annual audit, we will provide you with our auditor's report on the work referred to above. The form and content of our auditor's report will be in accordance with Canadian Auditing Standard 700, *Forming an Opinion and Reporting on Financial Statements*

There may be circumstances where our auditor's report may differ from the expected form and content. In such cases, we will discuss with you in advance of finalizing our report and seek to resolve any differences of view that may exist.

If, for any reasons caused by or relating to the affairs of you or your management, we are unable to complete our services, we may decline to issue our auditor's report.

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*PricewaterhouseCoopers LLP  
 556 North Nechako Road, Suite 10, Prince George British Columbia, Canada V2K 1A1  
 T: +1 250 564 2515, F: +1 250 562 8722, www.pwc.com/ca*



## ***Our responsibilities***

### **Annual financial statements audit**

The purpose of a financial statement audit is to express an opinion on the financial statements. We will be responsible for performing the audit in accordance with Canadian generally accepted auditing standards or International Standards on Auditing. These standards require that we comply with ethical standards, which include independence and professional competence, and plan and perform the audit to obtain reasonable assurance 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 judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by you, as well as evaluating the overall presentation of the financial statements.

### **Consistency of accounting principles**

It is our responsibility to assess whether the accounting principles used to prepare the financial statements have been applied on a basis consistent with that of the preceding year and to report on that matter in the auditor's report under "Report on other legal and regulatory requirements".

### **Risk assessment**

In making our risk assessments, we will consider internal control relevant to the preparation 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 your internal control. But, we will let you and the Board of Directors know, as appropriate, in writing about any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

### **Informing the Board of Directors**

We also are responsible for ensuring that the Board of Directors is informed about certain other matters related to the performance of our audit, including but not limited to:

- (i) our views about significant qualitative aspects of your accounting practices, including accounting policies, accounting estimates and financial statement disclosures. In certain circumstances, we may be required to explain to the Board of Directors why we consider a significant accounting practice, that is acceptable under the applicable financial reporting framework, not to be most appropriate to your particular circumstances;
- (ii) significant difficulties, if any, encountered during our audit;
- (iii) where the Board of Directors is not involved in managing the entity, we are also required to communicate:
  - significant matters, if any, arising from our audit that were discussed, or





- subject to correspondence with management; and
- written representations we are requesting; and
- (iv) other matters, if any, arising from our audit that, in our professional judgment, are significant to the oversight of the financial reporting process.

**Reliance by third parties**

The services will not be planned or conducted in contemplation of reliance by any specific third party or with respect to any specific transaction. Therefore, items of possible interest to a third party will not be specifically addressed and matters may exist that would be assessed differently by a third party, possibly, in connection with a specific transaction.

**Written consent**

You agree to seek and obtain our written consent before including our auditor's report or referring to us in any document that is filed or distributed in connection with (i) a sale of securities; (ii) facilitating investment decisions by third parties; or (iii) periodic or continuous reporting obligations under any applicable securities laws.

Any agreement to provide consent will be a separate engagement. Written consent must be given by a specific written instrument signed by us and referencing the particular use that is to be made of our auditor's report. You acknowledge that neither the terms of this engagement letter, nor the issuance of our auditor's report, nor any other document, constitutes such written consent. We may, in our own discretion, waive the requirement to obtain our written consent.

### ***Your responsibilities***

**Responsibility for financial statements and internal control**

You are responsible for the preparation and the fair presentation of the financial statements and information referred to above. You are also responsible for establishing and maintaining an effective system of internal control over financial reporting to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In this regard, you are responsible for establishing policies and procedures that ensure financial statements are prepared in accordance with the requirements of Canadian Public Sector Accounting Standards.

**Correction of errors**

You are responsible for adjusting the financial statements to correct material misstatements and for confirming to us that all uncorrected misstatements identified by us during our audit are immaterial, both individually and in total, to the financial statements taken as a whole. In addition, we expect management will correct all known non-trivial errors.

**Prevention and detection of fraud**

You are also responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us:

- (i) of the risk that the financial statements may be materially misstated as a result of fraud;



- (ii) about all known or suspected fraud affecting you involving (a) management, (b) employees who have significant roles in internal control over financial reporting and (c) others where the fraud could have a non-trivial effect on the financial statements; and
- (iii) of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, analysts, regulators, investors or others.

<b>Related party</b>	You are responsible for disclosing to us the identity of each related party as defined in [The CPA Handbook - Accounting Part V - Section 3840 - <i>Related Party Transactions</i> / The CPA Handbook - Accounting Part II - Section 3840 - <i>Related Party Transactions</i> / Accounting Standard Codification 850 - <i>Related Party Disclosures</i> / The CPA Handbook - Accounting Part I – International Accounting Standard 24 - <i>Related Party Disclosures</i> / The CPA Handbook - Accounting Part III – Section 4460 – <i>Disclosure of Related Party Transactions by Not-for-profit Organizations</i> /CPA Canada Public Sector Accounting Handbook– Section 4260 - <i>Disclosure of Related Party Transactions by Not-for-profit Organizations</i> ] and all the related party relationships and transactions of which you are aware and, for providing to us any updates that occur during the course of this engagement.
<b>Subsequent events</b>	You are responsible for informing us of subsequent events that may affect the financial statements of which you may become aware up to the date the financial statements are issued.
<b>Laws and regulations</b>	You are responsible for identifying and ensuring that you comply with the laws and regulations applicable to your activities, including those pertaining to the services. You will make available to us information relating to any illegal or possibly illegal acts, and all facts related thereto and will provide information to us relating to any known or probable instances of non-compliance with legislative or regulatory requirements, including financial reporting requirements.
<b>Providing information on a timely basis</b>	You are responsible for making available to us, on a timely basis, all of your original accounting records and related information relevant to the preparation of the financial statements, additional information that we may request from you for the purposes of our audit and unrestricted access to your personnel who we may determine necessary to obtain evidence necessary to support our audit of the financial statements.
<b>Management representation letter</b>	You will provide us with written representations concerning representations made to us during the audit covering the financial statements.



**Other matters**

**Term –  
agreement  
continues in  
force**

It is understood that an engagement letter outlining our services will be entered into each year, including any update to the fee estimate and billing schedule. If neither we nor you exercise our respective right to terminate the services as outlined in the attached terms of business, this engagement letter will continue until we execute a new engagement letter.

As part of our process of assessing the quality of our services, you may receive questionnaires from us and visits from senior partners not directly involved in providing services to you. We appreciate the attention given to these questionnaires and visits and value your feedback.

If the services outlined herein are in accordance with your requirements and, if the above terms are acceptable, please have one copy of this letter executed in the spaces provided below and return it to us.

Yours very truly,

*PricewaterhouseCoopers LLP*

**Chartered Professional Accountants<sup>1</sup>**

The services and terms as set forth in this letter, including the provisions of the attached schedule[s] and our standard terms of business, are agreed to.

Stuart-Nechako Regional Hospital District by and through its Board of Directors

By:

\_\_\_\_\_  
Mr. Hans Berndorff, Financial Administrator

\_\_\_\_\_  
Date

By signing below, the services and terms as set forth in this letter, including the provisions of the attached schedule and our standard terms of business, are agreed to, and I acknowledge and agree to my obligation to ensure that the responsibilities of Stuart-Nechako Regional Hospital District and its management as set forth herein are properly discharged:

By:

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**Schedule A**  
**Fees and billing schedule****Our Fee Estimate**

Our fees for the services are estimated to be \$2,200 plus applicable taxes.

We will bill for all reasonable expenses incurred in the performance of our services. These costs may include direct costs such as travel, meals and accommodation. An administrative charge, representing an overhead allocation of 5% of professional fees, will be charged to cover costs, such as information technology support, telecommunication costs, technical reference material, courier and photocopying.

**Conditions Impacting our Time and Fee Estimates**

Our time and fee estimates take into account the agreed level of preparation and assistance from you. We will let you know promptly when and if for any reason the schedules, information and assistance provided as outlined in this engagement letter, are not sufficient for our services. We will provide you with a separate listing of required schedules, information requests and the dates such items are needed. We will also discuss with you Board of Directors any other issues that will require extra time and effort to resolve in order to revise the fee estimate to reflect additional services, if any, required for us to complete our work.

# Terms of business

1	Introduction
2	PwC Firms, service providers and subcontractors
3	Your responsibilities
4	Confidentiality
5	Professional and regulatory oversight
6	Personal information
7	Working papers
8	Liability
9	Termination
10	Governing law
11	General

## 1 Introduction

- 1.1 **Interpretation** – In this agreement, the following words and expressions have the meaning given to them below:  
**services** – the services set out in the engagement letter  
**the agreement** – these terms and the engagement letter to which they relate (including any schedules)  
**we, us or our** – refer to PricewaterhouseCoopers LLP, a limited liability partnership organized under the laws of the Province of Ontario  
**you, your** – the party or parties, including their management, to the agreement (excluding us)
- 1.2 **Changes** – Either we or you may request a change to the services, deliverables or this agreement. Any change will be effective only when agreed in writing.
- 1.3 **Purpose** – You acknowledge that our report is intended for the purpose of the oversight of management and the affairs of the legal entity that is the subject of the services.

## 2 PwC Firms, service providers and subcontractors

- 2.1 **Our relationship with you** – We are a member of the global network of PricewaterhouseCoopers firms (PwC Firms), each of which is a separate and distinct legal entity.
- 2.2 **Subcontractors and service providers** – We may use other PwC Firms, service providers and subcontractors to provide the services and support service delivery. We remain solely responsible for the services and deliverables.
- 2.3 **Restriction on claims** – You agree not to bring any claim or action against another PwC Firm (or its partners, members, directors or employees) or our subcontractors in respect of any liability relating to the services, deliverables or the agreement.

## 3 Your responsibilities

- 3.1 **Your obligations** – The performance of our services and provision of the deliverables depends on your performing your obligations under the agreement. We are not responsible for any consequences arising from you not fulfilling your obligations.
- 3.2 **Solicitation and hiring of PwC personnel** – Our independence related to assurance engagements may be impaired if you solicit or hire certain PwC personnel. This may either delay the provision of the services or cause us to resign from the engagement. You agree not to offer or permit your related parties to offer employment to or hire the lead engagement partner, the quality review partner or any other PwC partner, employee and/or independent contractor who has provided more than ten (10) hours of audit or review services until a period of twelve (12) months has passed from the date of our report on the applicable financial statements without first consulting with and obtaining the approval of the lead engagement partner on any proposed offer of employment.
- 3.3 **Oral advice and draft deliverables** – You may rely on our final written deliverables, but should not rely on oral advice or draft deliverables provided during the term of this agreement. If you wish to rely on something we have said to you, please let us know and, if possible, we will prepare a written deliverable on which you may rely.

## 4 Confidentiality

- 4.1 **Confidential information** – We and you agree to use the other party's confidential information, if any, only in relation to the services or internal and administrative purposes and to take reasonable steps to prevent disclosure, recognizing that disclosure will be permitted where required by law or professional obligation. You agree that we may give confidential information to third party service providers, subcontractors and other PwC Firms as long as they are bound by reasonable confidentiality obligations.
- 4.2 **Benchmarking** – From time to time we may offer our clients, like you, the service of benchmarking your business against other businesses in your industry, and providing you with the result of such comparison. Your information, together with the information from other businesses in your industry, may be used in such benchmarking studies, but will always be pooled with information from other such businesses, so that no one will be able to identify or reverse engineer any of your confidential information. You consent to our use and disclosure of your information, in aggregate form, for benchmarking purposes.

- 4.3 **Working with competitors** – You agree that we may work with your competitors or other parties whose interests may conflict with yours, as long as we do not disclose your confidential information and we comply with our ethical obligations.

## 5 Professional and regulatory oversight

- 5.1 **Reviews of us** – We are required to meet certain professional standards in the performance of our services. As such, we are regulated or overseen by various professional and regulatory bodies both in Canada and abroad (which bodies will depend on the nature of the services performed under this agreement). These professional and regulatory bodies have the right to inspect our files, including working papers and other work product(s) relating to these services or the services provided in prior years to determine whether professional standards have been met. We may, from time to time, receive requests or orders from such bodies to provide them with information and copies of such working papers. We intend to provide such information and working papers in response to such requests.
- 5.2 **Reviews of you** – Certain regulatory bodies may also have the right to conduct investigations of you, including the services provided by us. To the extent practicable, we will advise you of any such investigation request or order prior to providing our working papers, except where we are prohibited by law from doing so.
- 5.3 **Privileged information** – Except where providing working papers is required by the laws of any jurisdiction that you or we are governed by, we will use all reasonable efforts to refuse access to any document over which you have expressly informed us that you assert privilege. You must mark any document over which you assert privilege as "PRIVILEGED".
- 5.4 **Reimbursement of costs incurred** – You agree to reimburse us for our professional time and expenses, as well as reasonable fees and expenses of our legal counsel, incurred by us in responding to any investigation that is requested or authorized by you or of you required by government regulation, subpoena or other legal process.

## 6 Personal information

- 6.1 **Personal information** – We may collect, use, disclose, transfer, store or otherwise process information about identified individuals ("personal information") to provide the services and deliverables. We may process such personal information in various jurisdictions in which we or applicable PwC Firms, service providers and subcontractors operate, and, as such, personal information may be subject to the laws of such jurisdictions. Such personal information will be at all times processed in accordance with the applicable laws and professional regulation. In addition, we will require any service providers that process personal information on our behalf to adhere

to such requirements. You confirm that you have the authority to provide the personal information to us in connection with the performance of services and that the personal information provided to us has been provided in accordance with applicable law.

## 7 Working papers

- 7.1 **Ownership** – Any documents prepared by us or for us in connection with this agreement belong to us.

## 8 Liability

- 8.1 **Limitation of Liability** – Our aggregate liability for all claims, losses, liabilities or damages in connection with this agreement or the services or deliverables, whether as a result of breach of contract, tort (including negligence) or otherwise, regardless of the theory of liability asserted, is limited to two (2x) times the total fees paid to us under this agreement. Our liability to you shall be several and not joint and several, and we shall only be liable for our proportionate share of any loss or damage, based on our contribution relative to the others' contributions. In addition, we will not be liable in any event for consequential, incidental, indirect, punitive, exemplary or special damages, including any amount for loss of profit, data or goodwill, whether or not the likelihood of such loss or damage was contemplated.
- 8.2 **No claims against individuals** – You agree claims or actions relating to the services shall be brought against us alone and not against any members, partners, principals, employees or subcontractors, including PwC Firms ("Personnel").
- 8.3 [Intentionally blank]
- 8.4 **Misrepresentation by you** - You agree to release and indemnify us and our Personnel from and against all claims, losses, costs, liabilities and damages arising in circumstances where there has been a misrepresentation by a member of your management or board of directors, regardless of whether such person was acting in your interest.

## 9 Termination

- 9.1 **By Either Party** – Either party may terminate this agreement, for any reason, upon written notice to the other party. We will not be liable for any loss, cost or expense arising from such termination.
- 9.2 **Fees payable on termination** – You agree to pay us for all services we perform and deliverables we provide up to the date of termination, including services performed, work-in-progress and expenses incurred.

## 10 Governing law

- 10.1 **Law and jurisdiction** – The agreement and any dispute arising from it, whether contractual or noncontractual, will be governed by the laws of the Province of British Columbia and the federal laws of Canada applicable therein and are subject to the exclusive jurisdiction of the courts of the Province of British Columbia.

## 11 General

- 11.1 **Matters beyond reasonable control** – No

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party will be liable (other than payment obligations) to the other if it fails to meet its obligations due to matters beyond its reasonable control.

- 11.2 **Entire agreement** – The agreement, once executed by both parties, forms the entire agreement between the parties in relation to the services and deliverables. It replaces any earlier agreements, representations or discussions.
- 11.3 **Your actions** – Where you consist of more than one party, an act or omission of one party will be regarded as an act or omission of all.
- 11.4 **Assignment** – Without written consent, neither of us may assign any of our rights, obligations or claims under this agreement.
- 11.5 **Survival** – Any clause that is meant to continue to apply after termination of this agreement will do so.
- 11.6 **Severability** – If a court or regulator with proper jurisdiction determines that a provision of this agreement is invalid, then that provision will be interpreted in a way that is valid under applicable law or regulation. If any provision is invalid, the rest of this agreement will remain effective.

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**Stuart-Nechako  
Regional Hospital District**

**Memo**

**March 15, 2016**

**Board Agenda – March 24, 2016**

**To:** Chair Petersen and the Board of Directors  
**From:** Hans Berndorff, Treasurer  
**Regarding:** 2016 Draft final Budget

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The draft final budget has not changed since the draft budget that was discussed at the February 25<sup>th</sup> board meeting. A copy is attached for your reference. As a reminder, taxation is proposed to remain the same as last year at \$1,790,000. The residential tax rate is \$0.56 per \$1,000 compared with \$0.54 per \$1,000 last year, due primarily to the Endako Mine Closure, partly offset by growth elsewhere in the SNRHD.

Also attached are graphs showing our taxation and residential tax rates since 2001.

The Board is being requested to give third reading and adoption to Bylaw No. 57 further in the agenda.

I would be pleased to answer any questions.



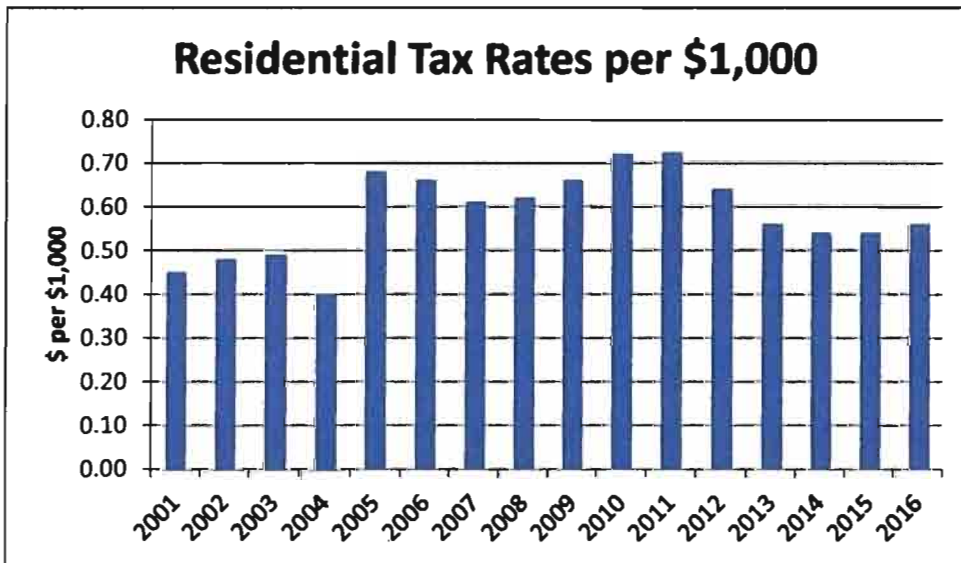
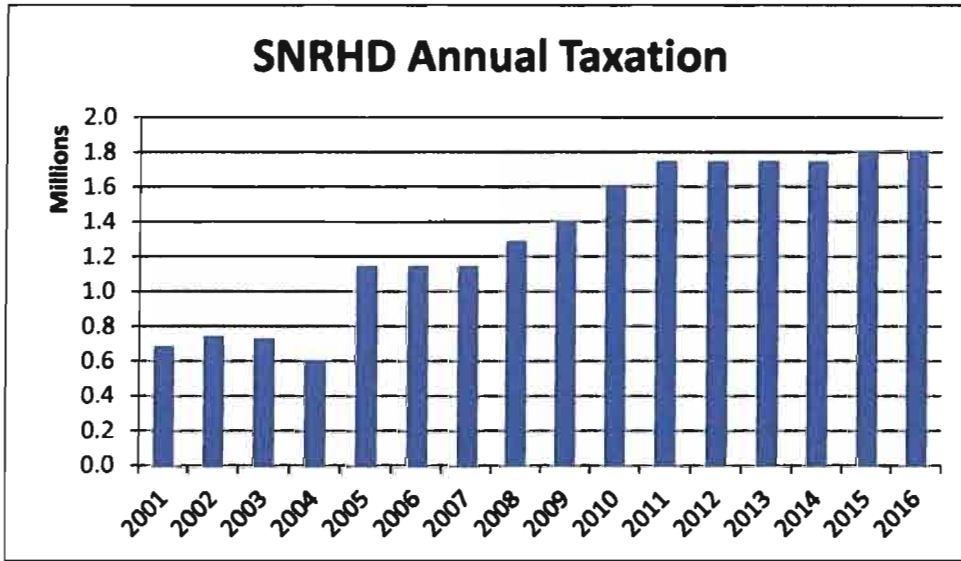
**Recommendation:** (all/directors/majority)

That the memorandum from the Treasurer, dated March 15, 2016 regarding the 2016 Draft Final Budget be received.



**Stuart-Nechako R.H.D.**  
**2016 Final Budget**

	2015 Budget	2015 Actual	2016 Provisional Budget	2016 Final Budget
<b>REVENUE:</b>				
Surplus from prior year	44,245	44,245	541,992	535,510
Interest Income	6,500	12,341	5,000	5,000
Grants in lieu of taxes	10,000	6,220	8,000	8,000
Withdrawal from Capital Reserve	1,555,728	794,544		
Withdrawal from Special Capital Reserve	63,000		63,500	63,500
Temporary Borrowing	373,590			
TAXATION:	1,790,000	1,790,000	1,790,000	1,790,000
Conv. Hosp. Assmts. (2015 Completed Roll)	\$ 319,110,071			
2016 Estimated Tax Rate		<b>56 Cents per \$1,000</b>		
Conv. Hosp. Assmts. (2015 Completed Roll)	\$ 330,790,830			
2015 Estimated Tax Rate		<b>54 Cents per \$1,000</b>		
Conv. Hosp. Assmts. (2014 Revised Roll)	\$ 321,634,494			
2014 Estimated Tax Rate		<b>54 Cents per \$1,000</b>		
Conv. Hosp. Assmts. (2013 Revised Roll)	\$ 313,082,572			
2013 Estimated Tax Rate		<b>56 Cents per \$1,000</b>		
Total Revenue	<b>3,843,063</b>	<b>2,647,350</b>	<b>2,408,492</b>	<b>2,402,010</b>
<b>EXPENDITURES:</b>				
<b>Annual Grants</b>				
Building Integrity < \$100,000	24,000	24,000	24,000	24,000
Global Equipment Grant for Minor Capital <\$100,000	180,000	180,000	172,920	172,920
	204,000	204,000	196,920	196,920
<b>Major Capital Projects</b>				
Major Project - St. John Outpatient CFWD from 2008	794,545	794,544		
Major Project - Burns Lake Hospital Planning				
Major Project - Burns Lake Hospital Construction	1,941,585	898,193	854,370	854,370
Major Project - Fraser Lake D&T Heating System (40%)	128,000	67,561		
	2,864,130	1,760,298	854,370	854,370
<b>Building Integrity &gt; \$100,000</b>				
Fort St. James - Sprinkler System (40%)	400,000		340,000	340,000
	400,000	0	340,000	340,000
<b>Major Equipment</b>				
Vanderhoof & Fort St. James Telephone System Upgrades	90,000		91,440	91,440
Vanderhoof C-Arm Operating Room X-ray			50,040	50,040
	90,000	0	141,480	141,480
<b>Information Technology Projects</b>				
Integrated Community Clinical Information System	131,413	123,468	71,224	71,224
Emergency Department Information system	65,020			
Health Link North - Cerner Upgrade				
	196,433	123,468	71,224	71,224
<b>Administration &amp; Other:</b>				
Directors' Remuneration & Travel	10,000	7,044	10,000	10,000
Administration (staff time, audit & other)	15,500	17,030	16,000	17,000
	25,500	24,074	26,000	27,000
<b>Burns Lake Hospital Healing Garden (100% donation funded)</b>	63,000		62,000	62,000
<b>Contribution to Capital Reserve</b>			716,498	709,016
Total Expenditures	<b>3,843,063</b>	<b>2,111,840</b>	<b>2,408,492</b>	<b>2,402,010</b>



# Stuart-Nechako

## Regional Hospital District

# Memo

March 2, 2016

### Board Agenda – March 24, 2016

**To:** Chair Petersen and the Board of Directors  
**From:** Hans Berndorff, Treasurer  
**Regarding:** 2015 Report on Short Term Investments

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The SNRHD invests short term surplus funds to earn interest income. Previously, these funds were invested in the Municipal Finance Authority (MFA) Money Market Fund. Starting in November, 2014, the SNRHD began investing in short term GICs through Raymond James Canada.

Attached is a schedule detailing the investments held at December 31, 2015, along with a schedule outlining the interest earned each month during the year compared with the MFA Money Market Fund interest. As shown, the SNRHD earned total interest of \$29,900 in 2015 compared with \$16,721 that would have been earned if the previous policy of investing in the MFA Money Market had been continued.

I would be pleased to answer any questions.



Recommendation:

(all/directors/majority)

That the memorandum from the Financial Administrator, dated March 2, 2016 regarding the 2015 report on short term investment be received.

**Stuart-Nechako Regional Hospital District**

**Raymond James Investments**

**Dec-15**

**Number of Days In Month** 31

Investment	Maturity	Cashable	Principal	Rate	Opening Amount		New Investment			Redemptions			Interest	Closing Balance	Weighted Average Amount Invested for the Month	
					Opening Balance	Days Interest	Investment Amount	Date	Days Interest	Redemption Amount	Date	Days No Interest				
					0.00	31	-						-	0.00		
First West Cashable GIC 1.5%	11-May-16	10-Jun-15	686,202.74	1.50%	692,673.73	31							874.20	693,547.94	692,673.73	
Vancity Cashable GIC 1.4%	29-Dec-16	29-Mar-16	706,364.11	1.40%	-	31	706,364.11	29-Dec-15	2				54.19	706,418.30	45,571.88	
					-	31				-			-	-	-	
WestM Savings GIC 1.37%	29-Dec-15	29-Dec-15	770,000.00	1.37%	773,525.97	31				-	774,364.11	2015-12-29	2	838.14	0.00	
<b>Total</b>			<b>2,162,566.85</b>		<b>1,466,199.70</b>		<b>706,364.11</b>				<b>774,364.11</b>			<b>1,766.53</b>	<b>1,399,966.24</b>	<b>1,461,812.61</b>

Weighted Average Interest Rate 1.42%

8

**2015 Interest Income**  
**Raymond James Short Term GICs vs. MFA Money Market fund**

	Regional District of Bulkley-Nechako						Stuart-Nechako Regional Hospital District					
	Average	Interest		MFA			Average	Interest		MFA		
	Amount Invested	Interest Rate	Income Earned	MFA Rate	Interest	Difference	Amount Invested	Interest Rate	Income Earned	MFA Rate	Interest	Difference
January	7,843,125	1.68%	11,173	1.13%	7,386	3,787	3,995,737	1.72%	5,822	1.13%	3,763	2,059
February	7,497,698	1.72%	9,888	1.08%	6,748	3,140	2,606,004	1.73%	3,468	1.08%	2,345	1,123
March	6,864,728	1.74%	10,172	0.99%	5,641	4,531	1,834,164	1.78%	2,774	0.99%	1,507	1,267
April	6,270,141	1.78%	9,151	0.93%	4,849	4,302	1,735,466	1.77%	2,522	0.93%	1,342	1,180
May	5,523,859	1.76%	8,267	0.92%	4,235	4,032	1,063,950	1.77%	1,603	0.92%	816	787
June	5,053,562	1.75%	7,249	0.87%	3,664	3,585	877,062	1.47%	1,060	0.87%	636	424
July	4,087,490	1.79%	6,210	0.82%	2,776	3,434	878,123	1.47%	1,098	0.82%	596	502
August	11,639,665	1.49%	14,718	0.72%	6,984	7,734	2,329,221	1.38%	2,737	0.72%	1,398	1,339
September	10,809,851	1.52%	13,539	0.69%	6,216	7,323	2,331,958	1.39%	2,655	0.69%	1,341	1,314
October	10,253,371	1.56%	13,567	0.68%	5,802	7,765	2,278,303	1.39%	2,681	0.68%	1,289	1,392
November	9,003,169	1.50%	11,112	0.69%	5,192	5,920	1,464,486	1.42%	1,713	0.69%	845	868
December	8,924,057	1.41%	10,716	0.69%	5,154	5,562	1,461,812	1.42%	1,767	0.69%	844	923
			<u>125,762</u>		<u>64,644</u>	<u>61,118</u>			<u>29,900</u>		<u>16,721</u>	<u>13,179</u>

21

22

RECEIVED

MAR 11 2016

REGIONAL DISTRICT OF  
BULKLEY NECHAKO



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## NEWS RELEASE

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For Immediate Release  
March 11, 2016

### Is it time to return your radon kit?

As winter winds down, Northern Health is reminding people who are testing their homes or businesses for radon to send in their radon test to the appropriate testing site. The timeline for sending in your individual kit will depend on how long you wish to test. Testing should occur for a minimum of three months and include time during the winter months.

If you purchased your radon kit from a Northern Health facility, drop it off at your local health unit and we will ship it for you. If you purchased it from radonaware.ca or another source, please follow the shipping instructions on the package. Once you receive your results, a Northern Health Environmental Health Officer would be pleased to discuss follow up options.

Radon is a radioactive, invisible, odourless gas that can seep into your home through cracks in floors, walls and foundations. You can't see, smell or taste radon. But when radon seeps into a closed-in space like a house, it can be harmful. This is why it is important for people to test homes and businesses so that they know if radon levels could be harmful.

“One in 20 people who are exposed to radon gas over a long period of time are at risk of developing lung cancer,” said Dr. Sandra Allison, Northern Health chief medical health officer. “We want northerners to understand their test results, and ensure that they take the appropriate steps to reduce radon levels in their homes if necessary.”

Exposure to the combination of radon gas and cigarette smoke creates a greater risk of lung cancer than exposure to either factor alone. A person who smokes or used to smoke and is exposed to high levels of radon over many years has a 1 in 3 chance of developing lung cancer. For non-smokers, the risk is 1 in 20.

It is recommended that those people whose homes or businesses test high for radon hire a certified radon mitigation specialist. A fix usually costs between \$1,500 and \$3,000 depending on your home.



BRITISH  
COLUMBIA

“No one should have to suffer from radon-induced lung cancer. And to ensure no one does, testing for indoor radon - and finding out if your home has a problem - is a vital first step,” said Scott McDonald, CEO of the BC Lung Association. “About now, most people who tested their homes this past fall and winter will begin receiving their radon test results. We’re hopeful those whose levels exceed the Health Canada safety guideline will take action and mitigate.”

The winter is the best times to test for radon, however test kits are still available through the BC Lung Association website [radonaware.ca](http://radonaware.ca), or through Northern Health at your local health unit.

For more information, visit [northernhealth.ca](http://northernhealth.ca) or [radonaware.ca](http://radonaware.ca).

**Media Contact**

Northern Health Media Line: 1 (877) 961-7724



**BRITISH  
COLUMBIA**

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## NEWS RELEASE

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**For Immediate Release**  
**February 22, 2016**

### **Partnered approaches to enhancing health care services recognized at Northern Health board meeting**

Examples of collaboration to enhance health care services between Northern Health, the First Nations Health Authority (FNHA), community partners and provincial/regional organizations were shared at the latest board meeting in Quesnel on February 14, 2016.

In the Quesnel area, Northern Health, the First Nations Health Authority and local First Nations communities are collaborating to create a new team that will provide mental health and substance use services. These services will include prevention and health promotion activities, crisis response, assessment, intervention, referral to other services, and capacity building within the community through education and support. This Mobile Support Team will consist of one Nurse and two Clinicians who will travel to the communities of Lhtako Dene, Nazko and Lhoosk'uz Dene (Kluskus).

Northern Health, the FNHA and the communities of Nazko and Lhoosk'uz Dene are also working together to implement a new telehealth initiative. Telehealth sites have been set up in each community in order to provide chronic disease management, primary care, and mental health and addictions services through virtual visits. This service will initially be used for chronic disease management with a focus on diabetes before expanding to include other services.

Northern Health is also partnering with the Village of Wells to develop plans to provide a health clinic in the community as a local nurse practitioner has expressed interest in working with the Village to establish such a clinic.

“We value our collaborative partnerships with the First Nations Health Authority, community partners, and provincial and regional organizations,” said Dr. Charles Jago, Northern Health Board Chair. “Partnerships like the ones discussed during our latest board meeting help improve health outcomes of Aboriginal people and people living in rural and remote communities by bringing care closer to their homes.”

Details about the new primary care clinic in Quesnel were also presented during the meeting. The recruitment of 11 physicians and a second nurse practitioner to Quesnel has been confirmed. The transition to a primary care model has begun and an orientation and training schedule for clinic staff and the interprofessional team is being developed. The clinic has opened in a temporary location at the Avery Health Clinic, with a tentative opening date for the permanent clinic set for spring 2016.

An update on staff and physician recruitment and retention initiatives was shared during the meeting. The Human Resources department provided information about the “Grow Our Own” initiative, where we connect with high school students and introduce to them the many diverse health care careers that could be available to them. With a view to improving this initiative, we





have scheduled a series of world café events designed to solicit feedback from key stakeholders regarding a meaningful program design. World café events are scheduled on February 23, 2016 in Fort St. John, on March 2, 2016 in Prince George and on March 7, 2016 in Terrace.

"We know how important it is to have a focused recruitment and retention program in place to ensure that northern B.C. residents are being served by qualified health care providers," said Cathy Ulrich, Northern Health's President and Chief Executive Officer. "The focus on gathering community feedback to recruit and retain health care workers is very important; we recruit people to more than just jobs, we recruit them to the lifestyles of these communities."

Information about Northern Health's strategy for recruiting 100 additional nurses to northern B.C. as part of the Ministry of Health and British Columbia Nurses' Union's (BCNU) recent announcement of hiring 1,600 new nurses across B.C. was also provided. Northern Health has posted regular positions in a number of areas across northern B.C. and continues to work on innovative and collaborative strategies to fill these, and other, vacancies.

The next Northern Health Board Meeting will be held in Fort St. John on April 17 and 18.



Left to Right: Debbie Strang, Northern Health's Quesnel health services administrator and Dr. Dietrich Furstenburg, chief of staff and family physician in Quesnel being recognized by Dr. Charles Jago, Northern Health Board Chair for their presentation about the new primary care clinic in Quesnel.

#### Media Contact

Northern Health Media Line: 1 (877) 961-7724

26

3rd Reading &  
Adoption

**STUART-NECHAKO REGIONAL HOSPITAL DISTRICT**

**BYLAW NO. 57**

**Being a bylaw to adopt the Annual Budget  
for the year 2016**

The Stuart-Nechako Regional Hospital District in open meeting assembled  
ENACTS as follows:

1. Schedule "A" attached hereto and made part of this bylaw is the Annual Budget for the Stuart-Nechako Regional Hospital District for the year ended December 31, 2016.
2. This bylaw may be cited as the "Stuart-Nechako Regional Hospital District Annual Budget Bylaw No. 57, 2016."

READ A FIRST TIME this 25 day of February, 2016

READ A SECOND TIME this 25 day of February, 2016

READ A THIRD TIME this        day of                                , 2016

ADOPTED this        day of                                , 2016

\_\_\_\_\_  
Chairperson

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

I hereby certify that this is a true copy of Bylaw No. 57 as adopted.

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

**Stuart-Nechako R.H.D.**  
**2016 Final Budget**

	2015 Budget	2015 Actual	2016 Provisional Budget	2016 Final Budget
<b>REVENUE:</b>				
Surplus from prior year	44,245	44,245	541,992	535,510
Interest Income	6,500	12,341	5,000	5,000
Grants in lieu of taxes	10,000	6,220	8,000	8,000
Withdrawal from Capital Reserve	1,555,728	794,544		
Withdrawal from Special Capital Reserve	63,000		63,500	63,500
Temporary Borrowing	373,590			
<b>TAXATION:</b>	1,790,000	1,790,000	1,790,000	1,790,000
Conv. Hosp. Assmts. (2015 Completed Roll)	\$ 319,110,071			
2016 Estimated Tax Rate	<b>56 Cents per \$1,000</b>			
Conv. Hosp. Assmts. (2015 Completed Roll)	\$ 330,790,830			
2015 Estimated Tax Rate	<b>54 Cents per \$1,000</b>			
Conv. Hosp. Assmts. (2014 Revised Roll)	\$ 321,634,494			
2014 Estimated Tax Rate	<b>54 Cents per \$1,000</b>			
Conv. Hosp. Assmts. (2013 Revised Roll)	\$ 313,082,572			
2013 Estimated Tax Rate	<b>56 Cents per \$1,000</b>			
<b>Total Revenue</b>	<b>3,843,063</b>	<b>2,647,350</b>	<b>2,408,492</b>	<b>2,402,010</b>
<b>EXPENDITURES:</b>				
<b>Annual Grants</b>				
Building Integrity < \$100,000	24,000	24,000	24,000	24,000
Global Equipment Grant for Minor Capital <\$100,000	180,000	180,000	172,920	172,920
	204,000	204,000	196,920	196,920
<b>Major Capital Projects</b>				
Major Project - St. John Outpatient CFWD from 2008	794,545	794,544		
Major Project - Burns Lake Hospital Planning				
Major Project - Burns Lake Hospital Construction	1,941,585	898,193	854,370	854,370
Major Project - Fraser Lake D&T Heating System (40%)	128,000	67,561		
	2,864,130	1,760,298	854,370	854,370
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