



Staff Report

DATE: February 9, 2017

FILE: H-AB

TO: Chair and Directors
Regional Hospital District Board

FROM: Debra Oakman, CPP,CMA
Chief Administrative Officer

RE: **2017 Annual budget and capital projects**

Purpose

To provide the board with information regarding the 2017 recommended annual budget and to recommend the adoption of the 2017 annual budget and capital expenditure bylaws.

Policy analysis

The *Hospital District Act* requires that the board adopt an annual budget by March 31 of each year.

As per section 32 of the *Hospital District Act*, the board must prepare and enact a capital expenditure bylaw to permit spending for capital expenditures.

This report is provided within the framework of the Comox-Strathcona Regional Hospital District financial planning policy.

Executive summary

The *Hospital District Act* requires that the board adopt an annual budget by March 31 of each year.

The 2017 provisional budget was presented to and adopted by the board in November 2016. The changes within the recommended budget reflect the actual Vancouver Island Health Authority (Island Health) funding requests, prior year surplus and projects carried forward. The requisition remains the same as 2016.

The 2017 Comox Strathcona Regional Hospital District (CSRHD) annual budget highlights include:

- Annual funding allocation of \$116,810 for minor equipment and projects (\$5,000 to < \$1,499,999). This will be funded entirely through current year taxation. The unallocated amount of \$1,733,190 has been added to the 2017 budgeted contribution to the funds for future expenditure reserve should any further requests be received in 2017.
- Annual unconditional grant of \$5,000 per named health facility other than hospitals, as per Appendix 'A' of the financial planning policy. This includes the Cortes, Gold River, Kyuquot, Sayward, Tahsis, and Zeballos health centres as well as the Cumberland Regional Hospital Laundry. (2016 Grant Reports – Appendix 'E')

- Major capital projects greater than \$1.5 million:
 - Per memorandum of understanding with Island Health and the cash flow submitted in 2014 (revised 2016), \$10.1 million is included for the North Island hospitals project (NIHP).
 - Reserve funding in the amount of \$1,790,000
 - Interim financing for the NIHP \$8,324,000, plus \$2,500,000 for interim financing interest budgeted at 2.5 per cent per annum.
 - An interim financing principal payment for the NIHP major capital project in the amount of \$12.5 million.
- \$38,000 for the project liaison carried forward from 2016.
- \$20,000 for board strategic planning carried forward from 2016.
- Administration expenses are included at 2012 levels as per the February 24, 2012 staff report presented to the board.
- The annual budget has been established based on the 2016 requisition of \$17 million resulting in a residential tax rate of \$0.7573 per \$1,000 taxable assessed value. The average residential levy will increase from \$241 to \$242 per household based on the completed roll.
- Prior year approved capital equipment/projects carried forward are \$986,715 (not including NIHP).

Island Health has submitted their request for 2017 capital project and equipment funding (Appendix A). The 2017 funding request for projects/equipment \$5,000 to \$100,000 is \$116,810. This will be funded entirely through current year taxation. The unit dose medication distribution project is categorized as a major capital project (greater than \$1.5 million) and Island Health has been advised that the request for funding for this project will require a presentation to the board per the financial planning policy prior to board consideration. The unallocated amount of \$1,733,190 has been added to the 2017 budgeted contribution to the funds for future expenditure reserve.

The financing options for the hospitals project were presented to the board in a staff report dated October 29, 2014. The annual budget is based on the chosen option of utilizing the Municipal Finance Authority (MFA) interim financing program and entering into long term debenture debt at the end of the project in the fall of 2018. This method allows the CSRHD to apply the maximum current year funding to the project during construction which in turn reduces the borrowing required in 2018. Should there be any indication of a rise in interest rates, the strategy will be reviewed and borrowing could take place earlier.

With the current major project reserve balance the projected long term borrowing requirement in 2018 is \$95.3 million. Using a 4 per cent borrowing rate, this would translate to annual payments of \$12.1 million based on 10 year debt at the new MFA recommended capitalization rate of 3 per cent.

Comox Strathcona Regional Hospital District Annual Budget Bylaw No. 284, 2017 and Capital Expenditure Bylaw No. 285, 2017 have been prepared based on the 2017 recommended budget.

Recommendation from the chief administrative officer:

THAT the recommended Comox Strathcona Regional Hospital District annual budget be adopted.

Respectfully:

D. Oakman

Debra Oakman, CPA, CMA
Chief Administrative Officer

History/background factors

Per the financial planning policy, the consolidated recommended budget and the budget details are presented in Appendix B and C.

Capital projects/equipment \$5,000 to \$1,500,000

The CSRHD financial planning policy provides for an annual fixed allocation of \$1,850,000 towards Island Health's annual equipment/project needs under \$1.5 million. The allocation represents a 40 per cent share of capital equipment/project costs with Island Health providing the balance of 60 per cent, with the exception of the Cumberland Regional Laundry Society for which the 40 per cent is evenly shared with the Nanaimo Regional Hospital District.

Island Health's 2017 funding requests (Appendix 'A') include \$116,810 for Category 2 equipment and projects >\$5,000 and < \$100,000 and will be funded entirely through current year taxation. As the unit dose medication distribution project is a major capital project (greater than \$1.5 million), Island Health has been advised that the CSRHD's financial planning policy requires them to make a presentation to the board prior to the board considering the request. The unallocated amount of \$1,733,190 has been added to the 2017 budgeted contribution to the funds for future expenditure reserve.

The following table 1 itemizes Island Health's 2017 request eligible for funding.

Table 1 - 2017 Island Health funding request

Category 2	Total Cost	VIHA/Other	CSRHD
Equipment & projects >\$5,000 and < \$100,000	292,025	175,215	116,810

Unconditional Grants

The CSRHD financial planning policy was amended in November 2016 to increase the annual unconditional grant for each named health facility other than hospitals to \$5,000 each from the previous grant of \$2,500. This includes the Cortes, Gold River, Kyuquot, Sayward, Tahsis, and Zeballos health centres as well as the Cumberland Regional Hospital Laundry Society.

These facilities have submitted reports on the 2016 grant usage (Appendix 'E') which indicate the grants were used primarily on upgrading the facilities or purchasing needed equipment for patient care.

Examples include:

- . Facility upgrades to better service patients and optimize staff space.
- . Purchase of needed equipment such as a blood pressure halter monitor, new pager system for afterhours calls, new spirometer for COPD testing and a mobile electric bed for convalescent and palliative care

Many of the equipment purchases enable patients to stay in their communities for testing and diagnosis.

The facilities advised that the grants for 2017 are planned for equipment purchases and upgrades such as:

- . ECG machine
- . New centrifuge to meet DAP accreditation standards
- . BP monitoring system and associated software
- . New fetal Doppler
- . New ophthalmoscope
- . Replacement of outdated phone system

Capital projects/equipment greater than \$1,500,000

In November 2010, the board adopted Comox Strathcona Regional Hospital District Capital Expenditure Bylaw No. 262, 2010 authorizing \$3,000,000 to complete the business case for the NIHP. In June 2012, the board adopted Comox Strathcona Regional Hospital District Capital Expenditure and Borrowing Bylaw No. 270, 2012 which authorized the expenditure of \$237,000,000 and maximum borrowing of \$177,854,000 for the NIHP. In November 2014, this bylaw was amended by increasing the expenditure amount by \$700,000 bringing the total CSRHD share to \$240,700,000.

Quarterly advances are made to Island Health based on a cash flow. The recommended budget includes 2017 payments of \$10.1 million based on the cash flow, as well as an estimated \$2.5 million in interim financing interest for the project.

Options

The options are to approve or not approve the annual budget as presented; however legislation requires that an annual budget be adopted by March 31st.

Financial factors

Taxation

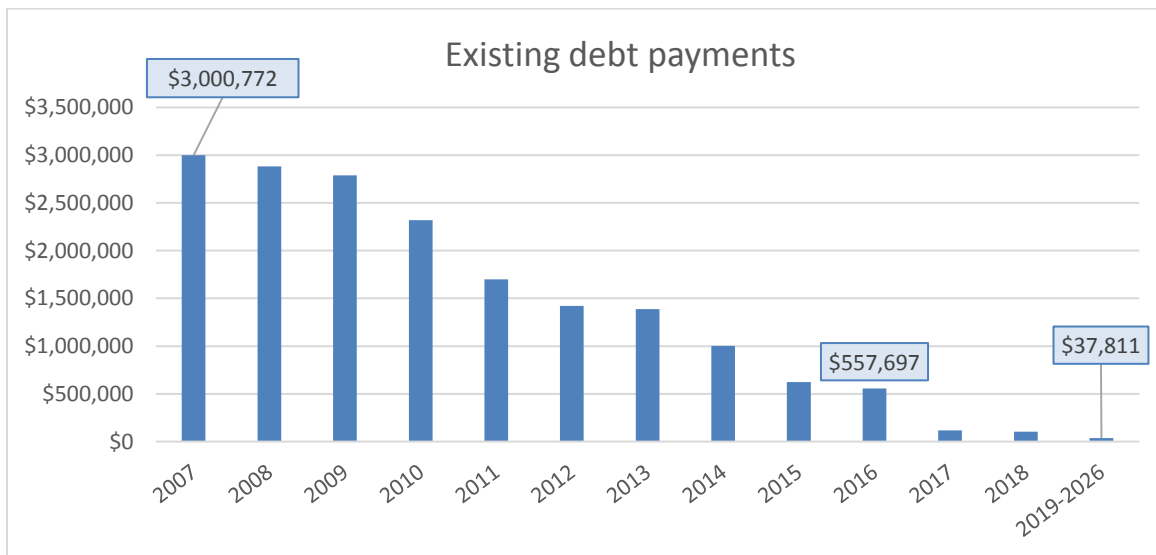
In 2014, the CSRHD reached the final year of the four year strategy outlined in the 2011 annual budget staff report, which was a gradual implementation of a tax rate of \$0.84 per \$1,000 taxable value over a four year period from 2011 to 2014. For 2017, the estimated residential tax rate of \$0.7573 per \$1,000 taxable value at the completed assessment roll will raise \$17 million, the same amount as the 2016 requisition. This represents an average residential levy of \$242, an increase of \$1 from 2016 (Table 2). The requisition comparative showing the apportionment is contained in Appendix D.

Table 2 – Average Residential Levy

Year	Requisition	Residential tax rate	Average residential assessed value	Average residential levy
2016 Actual	\$17,000,000	0.8170	\$295,269	\$ 241
2017 Recommended budget	\$17,000,000	0.7573	\$319,856	\$ 242

Existing debt payments

In the past, the majority of capital projects were funded through debenture proceeds. The CSRHD through good fiscal management and financing practices has transitioned to funding the annual Island Health allocation of \$1,850,000 with direct taxation. The last time the CSRHD entered into new debt was in 2009 and that was for a five year period. The current debt was nearly repaid in 2016, with minor payments continuing until 2026. The reduction will allow the funds to be redirected to the new debt payments for the NIHP.

Chart 1 – Existing Municipal Financing Authority Debt Payments (excluding NIHP)Fund for future expenditure reserves

The balance of the funds for future expenditure reserve at December 31, 2015 was \$12.8 million of which \$986,716 has been committed for previously approved equipment/projects. In an effort to further reduce the long term borrowing requirements for the NIHP, this reserve will be kept at a level of \$10 million plus committed funds and \$1,790,000 will be applied to the NIHP in 2017 to reduce the interim financing requirements which will, in turn, reduce the future long term borrowing.

There is a budgeted contribution of \$1,788,190 in 2017 to this reserve, of which \$1,733,190 represents the unallocated portion of the 2017 Island Health allowance. Should these funds not be requested in 2017, they will be applied to the NIHP project in 2018, again maintaining the reserve balance at \$10 million plus committed funds.

NIHP financing

As per the memorandum of understanding between Island Health and the CSRHD and the respective cash flow, the 2017 expenses for this project will be \$10.1 million paid in quarterly instalments with the exception of the third quarter where no payment is required. This will be funded by \$1,790,000 in future expenditure reserve fund and the remainder by the existing interim financing agreement with the MFA.

The financing options for the project were presented to the board in a staff report dated October 29, 2014. The annual budget is based on the chosen option of utilizing the MFA interim financing program and entering into long term debenture debt once at the end of the project in the fall of 2018. This method allows the CSRHD to apply the maximum current year funding to the project during construction which in turn reduces the borrowing required in 2018. The following tables show the comparison between borrowing at the outset of the project using today's rates and the current projections.

Table 2 – Interest projection comparisons

2014 Projections (updated to 4% interest and 3% capitalization rate)	
Total borrowing at start of project (based on 30 year term at 4% per annum)	\$172,000,000
Long term debt interest	208,484.848
Interim financing interest	0
Total interest	\$208,484,848

2017 Projections	
Total borrowing at 2018 (based on 10 year term at 4% per annum)	\$94,850,437
Long term debt interest	38,323,409
Interim financing interest	6,494,320
Total interest	\$44,817,729

Total projected interest savings \$163.7 million.

The interim financing rate used in the annual budget is 2.5 per cent per annum which is slightly over the current rate (at January 2017) of 1.45 per cent. It is estimated the long term borrowing requirement in the fall of 2018 would be \$95.23million. Using a 4 percent borrowing rate, this would translate to annual payments of \$12.1 million based on 10 year term at the new MFA recommended capitalization rate of 3 per cent.

Legal factors

Per section 23 of the *Hospital District Act*, regional hospital districts must adopt an annual budget by March 31st of each year.

Sustainability implications

The tax rate of \$0.84 per \$1,000 is projected to provide adequate funds for debt repayment and annual equipment and project requests. For 2017, the rate will be lower than the \$0.84, but will raise the same requisition as in the prior year, having little or no impact on taxpayers.

Intergovernmental factors

The Comox Valley Regional District executive management staff meet as required with Island Health regarding their capital project planning. As well as Island Health, staff continue to work with MFA for funding throughout the NIHP.

Interdepartmental involvement

Management and administration support is provided by the Comox Valley Regional District administration team.

Citizen/public relations

As the requisition is maintained at the same level as 2016, there will be little or no change to taxpayers in 2017. Although based on the 2017 completed assessment roll the residential tax rate is lower than the prior year, the average residential levy will be \$242, and increase of \$1 from 2016 (Appendix D).

Prepared by:

C. Sellers

Cheryl Sellers,
Sr. Financial Accounting
Technician

Concurrence:

W. Byrne

Wendy Byrne, CITP, MBA
Manager of Financial
Planning

Concurrence:

B. Dunlop

Beth Dunlop, CPPB, CGA
Corporate Financial
Officer

Attachments: Appendix 'A' – "Island Health 2017 funding requests"
Appendix 'B' – "Consolidated recommended budget"
Appendix 'C' – "Recommended budget detail"
Appendix 'D' – "Requisition comparison"
Appendix 'E' – "Unconditional grant reports"

Excellent care, for everyone,
everywhere, every time.

January 31, 2017

Ref # 18131

Ms. Debra Oakman
Chief Administrative Officer
Comox Strathcona Regional Hospital District (CSRHD)
600 Comox Road
Courtenay BC V9N 3P6

Dear Ms. Oakman:

Re: 2017/18 Capital Projects and Equipment

I am writing to advise you of the Island Health 2017/18 capital plan for which CSRHD cost-sharing is requested.

I understand the CSRHD has approved a provisional 2017 budget of \$1,850,000 for minor capital projects and equipment. Island Health proposes the following allocation which we have itemized in the attached project and equipment lists:

Minor Capital Projects	\$59,046
Equipment	26,745
Unit Dose Medication Distribution	737,746
Unallocated Funding	1,026,463
Total	\$1,850,000

Unit Dose Medication Distribution Project

As identified in the 2016/17 capital request, Island Health is implementing a strategy to implement a bar-coded unit dose medication system. This “closed loop” medication system uses a bar code scanning system to allow nursing and medical staff to verify that the right drug, in the right dose, and by the right route of administration, is being given to the right patient at the right time. Bar coding, when integrated with the advancement of the Island Health Electronic Health Record (IHealth) will serve as an automated independent double-check where none exists today.

The total project cost for this initiative in CSRHD facilities is \$1,844,365 (CSRHD share is \$737,746). This includes purchase of unit dose packaging equipment, modifications to existing medication storage areas, purchase and installation of automated dispensing cabinets and system development costs. A complete breakdown of expenditures will be provided to CSRHD once planning is complete.

Capital Planning

Located at: 1952 Bay Street | Victoria, BC V8R 1J8 Canada
Mailing address: 1952 Bay Street | Victoria, BC V8R 1J8 Canada

Tel: 250-370-8912 | Fax: 250-370-8750
viha.ca

Patient Portal Project

In recent semi-annual meetings between Island Health and RHD representatives, the importance of Information Management/Information Technology (IM/IT) in health care was discussed. Island Health described how RHD cost-sharing on high priority IM/IT capital projects will improve outcomes for Island Health residents. This includes “smart” or integrated IM/IT equipment and IM/IT infrastructure to enable increased functionality in equipment; this would not include administrative IM/IT capital projects. The intent is not to increase the financial burden on RHDs, but rather to ensure the highest priority capital projects are funded whether they are traditional facility, equipment or IM/IT projects.

For 2017/18, Island Health is requesting RHD cost-sharing for the Patient Portal. This is an Electronic Health Record (EHR) tool that will provide convenient and secure web-based access for residents to their health records. Through the portal, residents can review information Island Health has on file for them, view their prior lab and diagnostic test results, view their health record reports, see their schedule of past and planned visits, access educational materials and in some cases directly interact with their care team via secure messaging. The tool is designed to encourage individuals to participate in their health care and support a move towards self-management.

The Province has identified improved access to health records as a high priority and the portal helps facilitate this by providing convenient access to information and services for residents living within Island Health. The portal is planned to be deployed in a phased manner starting in 2017/18 within specific geographies and patient populations and eventually to cover all of Island Health.

Beyond the functionality mentioned, subsequent phases of patient portal may include:

- Online scheduling system for primary and ambulatory care – the ability to request and/or self-schedule your appointments. This should reduce wait times by streamlining capacity management practices, essentially optimizing the flow of patients through our facilities.
- Enhanced communication with the care team. This should reduce the wait times if you do not have to attend the hospital for your care information needs (e.g. medication refills and quick consultations).
- Patient documentation – ability for patients to complete history/physical assessments and pre-surgical assessments online and have these become part of their electronic health record.
- Wellness management – ability for patients to link fitbit/diet tracking applications to their portal based personal health record.

The total project cost for the Patient Portal is \$600,000. Island Health is proposing this cost be divided by RHD based on the 2015 population statistics provided by BC Stats. The allocation for CSRHD is \$86,161, or 14 percent of the total, and is included on the minor capital projects list.

I would like to thank the CSRHD for its significant contribution to Island Health's capital projects and equipment. We are grateful for your support, and we appreciate partnering with you to meet Comox Strathcona's health infrastructure needs.

Please call me at (250) 370-8912 if you have any questions.

Yours truly,

A handwritten signature in cursive script that reads "Chris Sullivan".

Chris Sullivan
Director, Capital Planning

Attachments

cc: Matthew O'Rae, Corporate Director, Capital Management & Finance Projects
Carol Botrakoff, Manager, Capital Finance and Treasury
Pauline Bernard, Campbell River, Comox, Courtenay
Eric Macdonald, Vice President Finance, St. Joseph's General Hospital

Minor Capital Projects

2017/18 Recommended Committee Approvals

Site	Project Name	Project Cost
Yucalta Lodge	Skylight Replacement	17,000
Yucalta Lodge	Storage/Workshop Building	160,000
Yucalta Lodge	Lighting Upgrade	168,842
Kyuquot	Refurbish Kyuquot dock	99,000
Cumberland Health Centre	Replace Cooler/Freezer	54,000
Cumberland Health Centre	Energy Upgrades - Carbon Neutral Project	179,375
Cumberland Health Centre	High speed medication packaging	255,065
Gold River Health Center	Wheelchair Accessible Door Main Entrance	40,000
Various	Patient Portal	86,161

Total 2017/18 Approvals:

2017/18			2018/19	2019/20
Total	VIHA	RHD	Total	Total
17,000	17,000			
160,000	160,000			
168,842	168,842			
99,000	59,400	39,600		
54,000	54,000			
179,375	179,375			
255,065	255,065			
40,000	24,000	16,000		
8,616	5,170	3,446	38,773	38,773
981,898	922,852	59,046	38,773	38,773

Unit Dose Medication Project

Site	Project Name	Project Cost
Various	Unit Dose Medication Project	1,844,365

2017/18			2018/19	2019/20
Total	VIHA	RHD	Total	Total
1,844,365	1,106,619	737,746		

VANCOUVER ISLAND HEALTH AUTHORITY
 2017/18 RECOMMENDED APPROVED CAPITAL EQUIPMENT - COMOX STRATHCONA REGIONAL HOSPITAL DISTRICT

Control #	Department	Site	Equipment Name	Qty	Budget (\$)	New / Replace
Equipment < \$100,000						
3223	Facilities Maintenance and Operations	Tahsis Health Centre	Equipment for testing and Balancing of HVAC Systems	1	18,981.60	N
16-0183	Lab Medicine - Histology	Campbell River Hospital	Automated cassette labeler	1	47,882.00	R
Total Equipment < \$100,000					<u>66,863.60</u>	
Total Equipment Approved for CSRHD					<u>66,863.60</u>	
Total Possible Cost Sharing by CSRHD					<u>26,745.44</u>	

Appendix B
2017 Consolidated Recommended Budget

Revenue

Grants in lieu of taxes	\$ 82,000
Requisition	17,000,000
Short term debt financing	8,324,000
Transfer from reserves	2,776,716
Interest revenue	60,000
Surplus prior year	251,246
	<u><u>\$ 28,493,962</u></u>

Expenditures

Administration expense	\$ 151,000
Governance expenses	54,000
Benefits	100
Bank charges	500
Travel	18,000
Legal fees	10,000
Professional fees	94,000
Bank/loan interest operating	22,000
Funds for future expenditures	1,788,190
Long term debt financing costs	103,646
Short term debt financing costs	15,000,000
Capital grants	11,252,526
	<u><u>\$ 28,493,962</u></u>

APPENDIX C

Date : Feb 09, 2017

Time : 10:58 am

Budget Departmental by Class

From Category : 0 To Category : 0
 Account Code : 5?-?-?-??? To : 5?-?-?-???

Budget Detail : Recommended Budget
 Year : 2017

Account Code	Account Description	2017 Recommended Budget
50 --> GENERAL REVENUE FUND		
50-1-0-005	GRANTS IN LIEU OF TAXES	82,000
50-1-0-015	REQUISITION - ELECTORAL AREAS	6,252,376
50-1-0-020	REQUISITION - MUNICIPAL	10,747,624
50-1-0-120	INTEREST REVENUE	60,000
50-1-0-150	SURPLUS PRIOR YEAR	251,246
REVENUE Total		17,393,246
50-2-0-200	ADMINISTRATION EXPENSE	151,000
50-2-0-220	GOVERNANCE EXPENSES	54,000
50-2-0-225	BENEFITS	100
50-2-0-246	BANK CHARGES	500
50-2-0-320	TRAVEL	18,000
50-2-0-381	LEGAL FEES	10,000
50-2-0-387	PROFESSIONAL FEES	94,000
50-2-0-480	TRANSFER TO CAPITAL	151,810
50-2-0-485	FUNDS FOR FUTURE EXPENDITURES	1,788,190
50-2-0-500	BANK/LOAN INTEREST OPERATING	22,000
50-2-0-505	LONG TERM DEBT PRINCIPAL	66,902
50-2-0-506	LONG TERM DEBT INTEREST	36,744
50-2-0-507	INTERIM FINANCING PRINCIPAL	12,500,000
50-2-0-508	INTERIM FINANCING INTEREST	2,500,000
EXPENSES Total		17,393,246
GENERAL REVENUE FUND Total		0
Report Total -->		0

APPENDIX C

Budget Departmental by Class

From Category : 0 To Category : 0
 Account Code : 5?-?-?-??? To : 5?-?-?-???

Budget Detail : Recommended Budget
 Year : 2017

Account Code	Account Description	2017 Recommended Budget
51 --> CAPITAL & LOAN FUND		
51-1-0-140	INTERIM FINANCING PROCEEDS	8,324,000
51-1-0-145	TRANSFER FR RESERVE	2,776,716
51-1-0-148	TRANSFER FR GENERAL	151,810
REVENUE Total		11,252,526
51-2-0-471	CAPITAL GRANTS FUNDED BY OPERATING	116,810
51-2-0-472	GLOBAL GRANTS FUNDED BY OPERATING	35,000
51-2-0-473	CAPITAL GRANTS FUNDED BY RESERVES	986,716
51-2-0-474	MAJOR CAPITAL PROJECTS	10,114,000
EXPENSES Total		11,252,526
CAPITAL & LOAN FUND Total		0
Report Total -->		0

2017 Recommended Budget

Account Code ID	Account Name Description	Status	Quantity	Rate	Burden %	Amount
50 -->	GENERAL REVENUE FUND					
1 -->	REVENUE					
50-1-0-005	GRANTS IN LIEU OF TAXES					
1		A	1.00	-82000.00	0.0000	-82,000
	Total :					-82,000
50-1-0-015	REQUISITION - ELECTORAL AREAS					
3	.7573 per \$1000 based on 2017 completed roll	A	1.00	-6252376.00	0.0000	-6,252,376
	Total :					-6,252,376
50-1-0-020	REQUISITION - MUNICIPAL					
4	.7573 per \$1000 based on 2017 completed roll	A	1.00	-10747624.00	0.0000	-10,747,624
	Total :					-10,747,624
50-1-0-120	INTEREST REVENUE					
5		A	1.00	-60000.00	0.0000	-60,000
	Total :					-60,000
50-1-0-150	SURPLUS PRIOR YEAR					
8	General surplus estimate	A	1.00	-193246.00	0.0000	-193,246
8	NIHP liaison estimated carry forward	A	1.00	-38000.00	0.0000	-38,000
8	Board strategic planning	A	1.00	-20000.00	0.0000	-20,000
	Total :					-251,246
51 -->	CAPITAL & LOAN FUND					

2017 Recommended Budget

Account Code ID	Account Name Description	Status	Quantity	Rate	Burden %	Amount
1 --> REVENUE						
51-1-0-140	INTERIM FINANCING PROCEEDS					
175	NIHP Interim financing	A	1.00	-8324000.00	0.0000	-8,324,000
Total :						INTERIM FINANCING PROCEEDS
						-8,324,000
51-1-0-145 TRANSFER FR RESERVE						
159	Prior year equipment/projects \$5K to \$100K	A	1.00	-867689.00	0.0000	-867,689
159	Prior year equipment/projects > \$100K	A	1.00	-119027.00	0.0000	-119,027
159	NIHP	A	1.00	-1790000.00	0.0000	-1,790,000
Total :						TRANSFER FR RESERVE
						-2,776,716
51-1-0-148 TRANSFER FR GENERAL						
153	Global grants funded by operating	A	1.00	-35000.00	0.0000	-35,000
153	Current year capital projects/equipment funded by operating greater than \$5,000 and less than \$100,000	A	1.00	-116810.00	0.0000	-116,810
Total :						TRANSFER FR GENERAL
						-151,810
50 --> GENERAL REVENUE FUND						

2017 Recommended Budget

Account Code ID	Account Name Description	Status	Quantity	Rate	Burden %	Amount
2 --> EXPENSES						
50-2-0-200	ADMINISTRATION EXPENSE					
9	CVRD support services	A	1.00	151000.00	0.0000	151,000
	Total :					151,000
50-2-0-220	GOVERNANCE EXPENSES					
166	12 meetings @ \$4500	A	12.00	4500.00	0.0000	54,000
	Total :					54,000
50-2-0-225	BENEFITS					
169	Board remuneration (CPP only)	A	1.00	100.00	0.0000	100
	Total :					100
50-2-0-246	BANK CHARGES					
174		A	1.00	500.00	0.0000	500
	Total :					500
50-2-0-320	TRAVEL					
167	Board travel	A	12.00	1500.00	0.0000	18,000
	Total :					18,000
50-2-0-381	LEGAL FEES					
171		A	1.00	10000.00	0.0000	10,000
	Total :					10,000
50-2-0-387	PROFESSIONAL FEES					
165	Annual audit fees	A	1.00	4500.00	0.0000	4,500
165	Audit fee allowance for expanded scope and additional services re NIHP	A	1.00	2500.00	0.0000	2,500
165	Project liaison - based on actual time required on project. 2016 carry forward.	A	1.00	38000.00	0.0000	38,000
165	Cfwd 2016 Board strategic planning	A	1.00	20000.00	0.0000	20,000
165	Website upgrade	A	1.00	29000.00	0.0000	29,000
	Total :					94,000
50-2-0-480	TRANSFER TO CAPITAL					
152	Current year capital projects/equipment funded by operating greater than \$5,000 and less than \$100,000	A	1.00	116810.00	0.0000	116,810
152	Global grants	A	1.00	35000.00	0.0000	35,000
	Total :					151,810
50-2-0-485	FUNDS FOR FUTURE EXPENDITURES					
157	Unallocated annual funding	A	1.00	1733190.00	0.0000	1,733,190
157	Additional contribution	A	1.00	55000.00	0.0000	55,000
	Total :					1,788,190
50-2-0-500	BANK/LOAN INTEREST OPERATING					
12	Temporary borrowing interest	A	1.00	22000.00	0.0000	22,000
	Total :					22,000
50-2-0-505	LONG TERM DEBT PRINCIPAL					
14	Issue 99 Apr/Oct 19 - ends Oct 2026	A	1.00	16304.00	0.0000	16,304
14	Issue 103 Apr 23 - ends Apr 2018	A	1.00	50598.00	0.0000	50,598

2017 Recommended Budget

Account Code ID	Account Name Description	Status	Quantity	Rate	Burden %	Amount
Total :		LONG TERM DEBT PRINCIPAL				66,902
50-2-0-506	LONG TERM DEBT INTEREST					
73	Issue 99 Apr/Oct 19 - ends Oct 2026	A	2.00	4248.00	0.0000	8,496
73	Issue 103 Apr/Nov 23 - ends Apr 2018	A	2.00	14124.00	0.0000	28,248
Total :		LONG TERM DEBT INTEREST				36,744
50-2-0-507	INTERIM FINANCING PRINCIPAL					
132	Paydown Aug 1 interim financing	A	1.00	12500000.00	0.0000	12,500,000
Total :		INTERIM FINANCING PRINCIPAL				12,500,000
50-2-0-508	INTERIM FINANCING INTEREST					
139	NIHP interim financing interest	A	1.00	2500000.00	0.0000	2,500,000
Total :		INTERIM FINANCING INTEREST				2,500,000
51 --> CAPITAL & LOAN FUND						

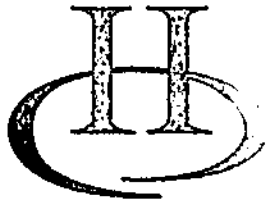
2017 Recommended Budget

Account Code ID	Account Name Description	Status	Quantity	Rate	Burden %	Amount
2 --> EXPENSES						
51-2-0-471	CAPITAL GRANTS FUNDED BY OPERATING					
154	Current year capital projects/equipment funded by operating greater than \$5,000 and less than \$100,000	A	1.00	116810.00	0.0000	116,810
Total :						116,810
51-2-0-472	GLOBAL GRANTS FUNDED BY OPERATING					
156	Zeballos, Cortes, Cumberland Reg Laundry, Kyuquot, Tahsis, Gold River, Sayward	A	1.00	35000.00	0.0000	35,000
Total :						35,000
51-2-0-473	CAPITAL GRANTS FUNDED BY RESERVES					
160	Prior yr equipment/projects >\$100K	A	1.00	119027.00	0.0000	119,027
160	Prior yr equipment/projects \$5K to \$100K	A	1.00	867689.00	0.0000	867,689
Total :						986,716
51-2-0-474	MAJOR CAPITAL PROJECTS					
161	NIHP payment Jan 1	A	1.00	4464000.00	0.0000	4,464,000
161	NIHP payment Apr 1	A	1.00	5553000.00	0.0000	5,553,000
161	NIHP payment Jul 1	A	1.00	0.00	0.0000	0
161	NIHP payment Oct 1	A	1.00	97000.00	0.0000	97,000
Total :						10,114,000

Appendix D

Requisition/Assessment Comparison	2016 Revised Converted Assessments	2016 Requisition	%	2017 Completed Converted Assessments	2017 Recommended Requisition	%
Area A Baynes Sd-Denman/Hornby	200,508,559	1,638,113	9.6%	214,995,787	1,628,148	9.6%
Area A Kyuquot-Nootka	17,522,791	143,157	0.8%	17,673,077	133,837	0.8%
Area A Sayward Valley	19,915,031	162,702	1.0%	20,332,497	153,977	0.9%
Area B Cortes	29,881,550	244,126	1.4%	29,957,434	226,865	1.3%
Area B Lazo	144,725,964	1,182,381	7.0%	156,483,056	1,185,035	7.0%
Area C Discovery Islands-Mainland Inlets	70,853,682	578,860	3.4%	73,664,793	557,858	3.3%
Area C Puntledge-Black Creek	185,156,820	1,512,692	8.9%	200,558,415	1,518,814	8.9%
Area D Oyster Bay-Buttle Lake	95,557,240	780,682	4.6%	102,275,262	774,523	4.6%
Campbell River	521,922,338	4,263,995	25.1%	556,265,529	4,212,559	24.8%
Comox	224,880,488	1,837,226	10.8%	251,018,400	1,900,944	11.2%
Courtenay	494,832,823	4,042,680	23.8%	541,573,208	4,101,295	24.1%
Cumberland	54,796,968	447,680	2.6%	58,881,950	445,909	2.6%
Gold River	12,134,946	99,140	0.6%	12,467,402	94,415	0.6%
Sayward	3,108,135	25,393	0.1%	3,396,866	25,724	0.2%
Tahsis	3,581,598	29,261	0.2%	3,814,940	28,890	0.2%
Zeballos	1,458,269	11,914	0.1%	1,479,924	11,207	0.1%
	2,080,837,203	17,000,000		2,244,838,541	17,000,000	
Residential rate per \$1,000 taxable value		0.8170			0.7573	
Average residential value	295,269	\$ 241		319,856	\$ 242	

COMOX STRATHCONA
REGIONAL HOSPITAL DISTRICT



Named Health Facility
Community
Grant Report

REPORTING FORM for Year 2016.

Please complete, sign and return this form to the Comox Strathcona Regional Hospital District (CSRHD) no later than December 15 of the year in which the grant was received. Attach additional pages if required.

Facility Name: <u>Gold River Health Centre</u>	
Report completed by: <u>Enid O'Hara</u>	Phone: <u>250-283-2626</u>
Position: <u>Manager of Local Services</u>	Email: <u>enid.ohara@vha.ca</u>

1. FUNDING GOALS & OBJECTIVES

Outline the goals and objectives for the CSRHD funding for the reporting period.

The CSRHD funding for 2016 has been used to obtain a new spirometer for bedside testing of patients who may have COPD. It allows rapid and earlier diagnosis.

2. SUMMARY OF PROJECTS OR CAPITAL FUNDED WITH THE CURRENT YEAR GRANT

Include main accomplishments or projects in progress for the reporting period and how the funding assisted in furthering the project.

faster & quicker COPD diagnosis and patient does not have to leave community.

3. PROPOSED PLAN FOR NEXT YEAR'S CSRHD GRANT FUNDING

Attach additional pages if necessary to describe planned projects, estimated costs and timing.

*New fetal doppler for the clinic side as one of the wires has broken and it not longer works -
as well as a new ophthalmoscope for the emergency end.*

4. ADDITIONAL COMMENTS

Attach additional pages if required to provide comments.

5. CERTIFICATION by FINANCIAL OFFICER

Signature		Date
Name:		

COMOX STRATHCONA
REGIONAL HOSPITAL DISTRICT



Named Health Facility
Community
Grant Report

REPORTING FORM for Year 2016

Please complete, sign and return this form to the Comox Strathcona Regional Hospital District (CSRHD) no later than December 15 of the year in which the grant was received. Attach additional pages if required.

Facility Name: <u>Kyegood</u>	
Report completed by: <u>Euid O'Hara</u>	Phone: <u>250 283 2626</u>
Position: <u>Manager</u>	Email: <u>euid.o'hara@vch.ca</u>

1. FUNDING GOALS & OBJECTIVES

Outline the goals and objectives for the CSRHD funding for the reporting period.

Hotter monitor was purchased to share between Kyegood + Tebbles.

2. SUMMARY OF PROJECTS OR CAPITAL FUNDED WITH THE CURRENT YEAR GRANT

Include main accomplishments or projects in progress for the reporting period and how the funding assisted in furthering the project.

The presence of a hotter monitor in the community means pt do not have to travel to Campbell River & stay overnight to complete testing. It also means they are engaging in their normal activities.

3. PROPOSED PLAN FOR NEXT YEAR'S CSRHD GRANT FUNDING

Attach additional pages if necessary to describe planned projects, estimated costs and timing.

New centrifuge so that unit can be accredited by DAP. This will allow us to continue to take blood.

4. ADDITIONAL COMMENTS

Attach additional pages if required to provide comments.

5. CERTIFICATION by FINANCIAL OFFICER

Signature		Date
Name:		



Named Health Facility Community Grant Report

REPORTING FORM for Year 2016

Please complete, sign and return this form to the Comox Strathcona Regional Hospital District (CSRHD) no later than December 15 of the year in which the grant was received. Attach additional pages if required.

Facility Name: Sayward Community Health Society.

Report completed by: Paul Davis

Phone: 250 282-5585

Position: Executive Director

Email: davispaul@live.com

1. FUNDING GOALS & OBJECTIVES

Outline the goals and objectives for the CSRHD funding for the reporting period.

To renovate our facility to comply with current standards and optimize its ability to serve both the Community and the Staff.

2. SUMMARY OF PROJECTS OR CAPITAL FUNDED WITH THE CURRENT YEAR GRANT

Include main accomplishments or projects in progress for the reporting period and how the funding assisted in furthering the project.

Existing staff kitchen was renovated into a dirty utilities/ blood room. Electrical work to accommodate blood fridge and vaccine fridge required. Completed. Funding covered costs.

New staff kitchen built. Cupboards, countertop, sink, fridge and microwave. Drywall, electrical and plumbing required. Completed. Funding covered costs.

Sound dampening measures. Conversations originating in the Treatment Rooms can be heard in the waiting room. Ongoing.

T3. PROPOSED PLAN FOR NEXT YEAR'S CSRHD GRANT FUNDING

Attach additional pages if necessary to describe planned projects, estimated costs and timing.

Purchase of an ECG machine. This \$10,000 capital item would be paid for with the grant money from 2017 and 2018.

4. ADDITIONAL COMMENTS

Attach additional pages if required to provide comments.

The Sayward Community Health Society wishes to acknowledge the increase in funding in 2016. The Clinic now has 675 patients on its rolls and continues to grow. The funding provided assists this volunteer society in providing primary health care to the Village of Sayward and environs.

5. CERTIFICATION by FINANCIAL OFFICER

<p>A. M. Hibbert.</p> <hr/> <p>Signature</p>		<p>4 January, 2017</p> <hr/> <p>Date</p>
<p>Name: Angela M. Hibbert</p>		

COMOX STRATHCONA
REGIONAL HOSPITAL DISTRICT



Named Health Facility
Community
Grant Report

REPORTING FORM for Year 2016

Please complete, sign and return this form to the Comox Strathcona Regional Hospital District (CSRHD) no later than December 15 of the year in which the grant was received. Attach additional pages if required.

Facility Name: <u>Tahsis Health Center</u>	
Report completed by: <u>Euid O'Hara</u>	Phone: <u>250 283 2626</u>
Position: <u>Manager of rural services</u>	Email: <u>euid.ohara@vha.ca</u>

1. FUNDING GOALS & OBJECTIVES

Outline the goals and objectives for the CSRHD funding for the reporting period.

The funding allowed us to buy a new pager system for after hours calls. The old one is owned by a company that was funding maintenance difficult to do so there were frequent interruptions in service.

2. SUMMARY OF PROJECTS OR CAPITAL FUNDED WITH THE CURRENT YEAR GRANT

Include main accomplishments or projects in progress for the reporting period and how the funding assisted in furthering the project.

Allows staff and patients to be secure in the knowledge that they are receiving all of the after hours calls

3. PROPOSED PLAN FOR NEXT YEAR'S CSRHD GRANT FUNDING

Attach additional pages if necessary to describe planned projects, estimated costs and timing.

Plan is to get a 24 BP monitoring device & the software to go with it. This allows for more accurate BP recording & allows detection of those with 'white coat' syndrome from those who have poorly or uncontrolled hypertension

4. ADDITIONAL COMMENTS

Attach additional pages if required to provide comments.

5. CERTIFICATION by FINANCIAL OFFICER

Signature		Date
Name:		

COMOX STRATHCONA
REGIONAL HOSPITAL DISTRICT



Named Health Facility
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REPORTING FORM for Year 2016

Please complete, sign and return this form to the Comox Strathcona Regional Hospital District (CSRHD) no later than December 15 of the year in which the grant was received. Attach additional pages if required.

Facility Name: <u>Zeballos</u>	
Report completed by: <u>Enid O'Hara</u>	Phone: <u>250 253 2626</u>
Position: <u>Manager</u>	Email: <u>enid.ohara@vha.ca</u>

1. FUNDING GOALS & OBJECTIVES

Outline the goals and objectives for the CSRHD funding for the reporting period.

Joint purchase of Helder monitor between Zeballos + Kyquast.

2. SUMMARY OF PROJECTS OR CAPITAL FUNDED WITH THE CURRENT YEAR GRANT

Include main accomplishments or projects in progress for the reporting period and how the funding assisted in furthering the project.

also patients to access testing in their own community.

3. PROPOSED PLAN FOR NEXT YEAR'S CSRHD GRANT FUNDING

Attach additional pages if necessary to describe planned projects, estimated costs and timing.

New outfalls to bring into compliance with DAP accreditation standards.

4. ADDITIONAL COMMENTS

Attach additional pages if required to provide comments.

5. CERTIFICATION by FINANCIAL OFFICER

Signature		Date
Name:		

COMOX STRATHCONA
REGIONAL HOSPITAL DISTRICT



**Named Health Facility
Community
Grant Report**

REPORTING FORM for Year 2016/2017

Please complete, sign and return this form to the Comox Strathcona Regional Hospital District (CSRHD) no later than December 15 of the year in which the grant was received. Attach additional pages if required.

Facility Name: CORTES COMMUNITY HEALTH ASSOCIATION

Report completed by: Marilyn Fitzmaurice

Phone: 250-935-6608

Position: Administrator

Email: ccha@twincomm.ca

1. FUNDING GOALS & OBJECTIVES

Outline the goals and objectives for the CSRHD funding for the reporting period.

Medical office goal 2016 - improve ergonomic work environment for staff
- establish a replacement MOA computer system

Patient Home Care goal 2016 - to provide a mobile electric hospital bed with relief mattress for convalescent and palliative care

2. SUMMARY OF PROJECTS OR CAPITAL FUNDED WITH THE CURRENT YEAR GRANT

Include main accomplishments or projects in progress for the reporting period and how the funding assisted in furthering the project.

2016 – Accomplished goal of improved ergonomic office environment with the purchase of

- phone headsets for MOA's reducing neck strain
- office chair with back support for back relief
- wall shelves and keyboard trays clearing desks for clutter free workspace

2016 - Accomplished goal of establishing a replacement computer system with the purchase of a new MOA computer system.

2016 –Accomplished goal of providing a mobile hospital bed for patients with the purchase of an Invacare Pressure Relief Mattress.

3. PROPOSED PLAN FOR NEXT YEAR'S CSRHD GRANT FUNDING

Attach additional pages if necessary to describe planned projects, estimated costs and timing.

2017 - replace our outdated telephone system with a modern reliable system – Estimated cost is \$5,000
Replacement system to be in service by July 1, 2017.

4. ADDITIONAL COMMENTS

Attach additional pages if required to provide comments.

5. CERTIFICATION by FINANCIAL OFFICER

Signature <i>Julia R. Rendall</i>	Date <i>December 14 2016</i>
Name: JULIA RENDALL - Treasurer	