



## Staff Report

**DATE:** February 1, 2019

**FILE:** H-AB

**TO:** Chair and Directors  
Regional Hospital District Board

**FROM:** Russell Dyson  
Chief Administrative Officer

Supported by Russell Dyson  
Chief Administrative Officer

**RE:** 2019 Annual budget and capital projects

R. Dyson

### **Purpose**

To provide the board with information regarding the 2019 recommended annual budget for the Comox Strathcona Regional Hospital District (CSRHD) and to recommend adoption of the 2019 annual budget.

### **Recommendation from the Chief Administrative Officer**

THAT subject to confirmation of the requisition level by the board, the 2019 recommended annual budget for the Comox Strathcona Regional Hospital District be adopted.

### **Executive Summary**

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

The 2019 provisional budget was presented to and adopted by the board on October 11, 2018. 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 in the attached budget (Appendix B) is unchanged from 2018. However there is a separate report on the agenda for the board's consideration to reduce the requisition to \$15 million.

The 2019 Comox Strathcona Regional Hospital District annual budget highlights include:

- The 2019 requisition of \$17,000,000 is unchanged from prior years translating to a 2019 proposed residential rate per \$1,000 taxable value of \$0.5769.
- Annual funding allocation of \$1,850,000 which includes \$365,332 for identified minor equipment and projects (\$5,000 TO < \$1,500,000) as requested by Island Health (Appendix A). The unallocated amount of \$1,484,668 has been added to the 2019 budgeted contribution to the funds for future expenditure reserve should any further funding requests be received in 2019.
- Funding for major capital projects greater than \$1.5 million:
  - The final payment of \$2.98 million for the North Island Hospitals Project (NIHP) project reserve. Prior to the payment of the project reserve, the CSRHD board will be presented with a request from Island Health.
  - \$234,369 is carried forward to 2019 for the balance of the Unit Dose Medication Distribution (UDMD) project.

- Annual unconditional grants of \$5,000 for each named health facility other than hospitals, as per the financial planning policy. This includes the Cortes, Gold River, Kyuquot, Sayward, Tahsis, and Zeballos health centres. (2018 Grant Reports – Appendix E)
- The CSRHD entered into long-term debt with the Municipal Finance Authority for the NIHP in September 2018 for \$89,898,989 at a rate of 3.2 per cent, amortized over 10 years with payments of \$10.7 million per year.
- A contribution to the future expenditures reserve of \$6 million is budgeted and will be made in August 2019.
- An allowance of \$20,000 for board orientation and strategic planning.
- \$100,000 allowance for the respective water features to be located at the two North Island Hospital campuses (\$50,000 each) is included in professional fees.
- Administration expenses are included at 2012 levels as per the February 24, 2012 staff report presented to the board.

The annual budget bylaw for the Comox Strathcona Regional Hospital District will be presented to the board at its March 7, 2019 meeting for all four readings and final adoption.

Prepared by:

Concurrence:

Concurrence:

***K. Broughton***

***B. Dunlop***

Kelly Broughton  
Sr. Financial Accounting  
Technician

Kevin Douville, B. COMM  
Manager of Financial  
Planning

Beth Dunlop, CPPB, CPA, CGA  
Corporate Financial Officer

**Stakeholder Distribution (Upon Agenda Publication)**

Vancouver Island Health Authority	✓
-----------------------------------	---

**Background/Current Situation**

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 facility for which the 40 per cent is evenly shared with the Nanaimo Regional Hospital District.

Island Health’s 2019 funding requests (Appendix A) include \$365,332 for Category 2 equipment and projects >\$5,000 and < \$1.5 million and will be funded entirely through current year taxation. The unallocated amount of \$1,484,668 has been added to the 2019 budgeted contribution to the funds for future expenditure reserve and will be available to fund further requests which would be brought to the board for approval.

Table 1 on the following page summarizes Island Health’s 2019 request for funding.

**Table 1 - 2019 Island Health funding request**

	Total Cost	VIHA/Other	CSRHD
Equipment & projects >\$5,000 and < \$100,000	\$ 608,881	\$ 404,929	\$ 203,952
Equipment & projects >\$100,000 and <\$1.5 million	3,881,783	3,720,403	161,380
<b>Total</b>			<b>\$ 365,332</b>

Unconditional Grants

The CSRHD financial planning policy provides for an unconditional grant of \$5,000 for each of the six named health facilities other than hospitals. This includes the Cortes, Gold River, Kyuquot, Sayward, Tahsis, and Zeballos health centers, for a total of \$30,000.

These facilities are required to submit reports on their 2018 grant usage (Appendix E) to confirm that the grants were used primarily on upgrading facilities or purchasing needed equipment for patient care.

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

The 2019 recommended budget includes a final payment in 2019 for the NIHP \$2.98 million project reserve. Island Health has indicated that the project will not be fully closed out until later in 2019 and they do not anticipate that the project reserve will be fully requested.

**Options**

The recommended budget includes a \$17 million requisition level, consistent with the last several years. Staff have put forward a recommendation in a separate staff report to reduce the 2019 requisition to \$15 million and seeks the board’s direction.

**Financial Factors**

Taxation

For 2019, the estimated residential tax rate of \$0.5769 per \$1,000 taxable value at the completed assessment roll will raise \$17 million, the same amount as the 2018 requisition. Although the estimated residential tax rate has decreased from 2018 to 2019, the 2019 tax levy will reflect a slight increase of \$3 due to the year-over-year increase in assessed values (refer to Table 2 below). The requisition comparative providing the apportionment breakdown by participant is contained in Appendix D.

**Table 2 – Residential Levy Year-over-Year Comparison**

Year	Requisition	Residential tax rate	Residential assessed value	Residential levy
2018 Actual	\$17,000,000	0.6634	\$400,000	\$265
2019 Recommended budget	\$17,000,000	0.5769	\$465,000**	\$268
2019 Reduced requisition	\$15,000,000	0.5090	\$465,000	\$237

\*\*This represents a residential tax levy of \$268 for a home assessed at \$465,000 which, given an average year-over-year increase in total assessments of approximately 16 per cent, would have been assessed at \$400,000 in 2018.

Debt payments**Table 3 –Debt Servicing Costs**

<b>Issue #</b>	<b>Balance at December 31, 2018</b>	<b>Debt Servicing (Principal and Interest)</b>
#99 (matures 2026)	\$240,518	\$24,800
#146 (NIHP) (matures 2028)	\$89,898,990	\$10.7 million

Fund for future expenditure reserves

The estimated balance of the funds for future expenditure reserve at December 31, 2018 is \$11.8 million of which \$1,302,900 has been committed for equipment/projects approved in prior years. There is a budgeted contribution of \$6 million to this reserve in the 2019 recommended budget, of which \$1,484,668 represents the unallocated portion of the 2019 Island Health allocation. The target for this reserve is \$10 million plus committed funds.

**Legal Factors**

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

**Intergovernmental Factors**

The Comox Valley Regional District executive management staff meet with Island Health regarding their capital project planning. Management and administration support is provided by the Comox Valley Regional District administration team.

**Citizen/Public Relations**

If the requisition is maintained at the same \$17 million level as 2018, there will be a slight change for CSRHD taxpayers in 2019. Based on the 2019 completed assessment roll, the residential tax rate is lower than the prior year, with the residential levy being \$268 for a home assessed at \$465,000. (Appendix D).

If the recommendation to reduce the requisition to \$15 million is approved, the estimated residential tax levy for a home assessed at \$465,000 would be \$237, a reduction of \$28 from 2018.

Attachments: Appendix A – “Island Health 2019 funding requests”  
Appendix B – “2019 Consolidated recommended budget”  
Appendix C – “2019 Recommended Budget detail”  
Appendix D – “Requisition comparisons”  
Appendix E – “Unconditional grant reports”

Excellent care, for everyone,  
everywhere, every time.



January 28, 2019

Ref # 19997

Mr. Russell Dyson  
Chief Administrative Officer  
Comox Strathcona Regional Hospital District (CSRHD)  
600 Comox Road  
Courtenay BC V9N 3P6

Dear Mr. Dyson:

**Re: 2019/20 Capital Projects and Equipment**

I am writing to advise you of the Island Health 2019/20 capital plan for which CSRHD cost-sharing is requested.

I understand the CSRHD has approved a provisional 2019 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	\$168,580
Equipment	\$196,752
Unallocated Funding	\$1,484,668
<b>Total</b>	<b>\$1,850,000</b>

The minor capital project list includes a number of projects in the Innovation, Analytics and Information portfolio. These projects relate to the implementation of an Electronic Health Record with the goal of having one record and plan of care for residents in our communities. The benefits of these projects include improved safety, enhanced continuity of care and collaboration among care providers, faster testing and medication turn-around-time, better decision-making and greater patient involvement in care decisions. As the projects benefit all residents, the allocation of cost amongst Regional Hospital Districts is based on population.

I would like to thank the CSRHD for its significant contribution to Island Health's capital project and equipment needs, and we look forward to our continued partnership in meeting your healthcare infrastructure needs.

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

**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](http://viha.ca)

Yours truly,

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

Chris Sullivan  
Director, Capital Planning and Leasing

Attachments

cc: Dermot Kelly, Executive Director, Geography 1

**Island Health 2019/20 Minor Capital Project List  
Comox-Strathcona Regional Hospital District**

Reference #	Site	Portfolio	Project Name	Total Project Cost	Cash Flow					
					Prior Years	2019/20			2020/21	2021/22
						Annual	Island Health	CSRHD		

**Previous Project Approvals:**

				<b>Sub-Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**New Project Approvals:**

2019-1365	NIH - Comox Valley	Operations & Support Services	LAN Line and Phone in CVH Equipment Depot Wash Bay	\$9,000		\$9,000	\$5,400	\$3,600		
2019-1366	NIH - Campbell River	Operations & Support Services	LAN Line and Phone in CRG Equipment Depot Wash Bay	\$9,000		\$9,000	\$5,400	\$3,600		
2019-1524	Yucalta Lodge	Operations & Support Services	New Roof	\$1,000,000		\$1,000,000	\$1,000,000	\$0		
	Multiple Sites	Innovation, Analytics and Info*	Medication Safety - Best Possible Medication History	\$1,068,731		\$1,068,731	\$1,008,882	\$59,849		
	Multiple Sites	Innovation, Analytics and Info*	Order Set Harmonization	\$855,578		\$855,578	\$807,666	\$47,912		
	Multiple Sites	Innovation, Analytics and Info*	Patient Portal Phase II	\$507,474		\$507,474	\$479,055	\$28,419		
	Multiple Sites	Innovation, Analytics and Info*	Electronic Health Record - Analytics	\$150,000		\$150,000	\$141,600	\$8,400		
	Multiple Sites	Innovation, Analytics and Info*	Surgical Procedure Code Standardization	\$300,000		\$300,000	\$283,200	\$16,800		
2019-1779	Cumberland Community Dialysis Facility	Integrated Health Services	Flush Mount Wheelchair Floor Scale	\$99,000		\$99,000	\$99,000	\$0		
				<b>Sub-Total</b>	<b>\$3,998,783</b>	<b>\$0</b>	<b>\$3,998,783</b>	<b>\$3,830,203</b>	<b>\$168,580</b>	<b>\$0</b>
				<b>Grand Total</b>	<b>\$3,998,783</b>	<b>\$0</b>	<b>\$3,998,783</b>	<b>\$3,830,203</b>	<b>\$168,580</b>	<b>\$0</b>

**Notes:**

\* Innovation, Analytics and Info - Further information on these projects is provided on the following page.

## Components of the Electronic Health Record for RHD Cost Sharing Request

Project	Budget	Narrative
Medication Safety - Best Possible Medication History	\$ 1,068,731	This project will provide the care provider with a patient's medication profile and medication history by linking to Pharmanet. If a patient presents in the hospital, the care providers will have immediate access to the current medication information thus improving more timely access to care. In addition, this project will help ensure patients do not miss their medication because they are at the hospital. Some patients do not know or are not able to advise care providers which prescriptions they are taking.
Order Set Harmonization	\$ 855,578	This project will standardize care provider order sets across Island Health. The project will provide consistency of care to patients across Island Health no matter which site they access and the same clinical tools will be used to provide treatment to the patient.
Patient Portal Phase II	\$ 507,474	This project will expand the Patient Portal (patient access diagnostic results) functionality and tools. This project will expand access to a broader audience and include more diagnostic test results.
Electronic Health Record - Analytics	\$ 150,000	This project includes development of software to enable Island Health to harness value out of the Electronic Health Record. Analytics will track outcomes and anomalies with patient care and enable Island Health to improve patient care and consistency of care. Dashboard results will be able to be compared across sites and modalities of care.
Surgical Procedure Code Standardization	\$ 300,000	This project will allow Island Health to standardize surgical procedure codes and provide consistency of care across all sites. These codes would also be linked to the automated scheduling system which would improve patient flow.
	<b>\$ 2,881,783</b>	



## ISLAND HEALTH

### 2019/20 RECOMMENDED APPROVED CAPITAL EQUIPMENT - COMOX STRATHCONA REGIONAL HOSPITAL DISTRICT

Capital #	Department	Site	Equipment Name	Qty	Budget	New / Replace
<b>Equipment &lt; \$100,000</b>						
19-0005	Operating Room	Campbell River Hospital	Power System	1	67,872.00	New
19-0006	Operating Room	Campbell River Hospital	Pressure Sentinel Intramedullary Reaming System	1	28,080.00	New
19-0007	Operating Room	Campbell River Hospital	Fragmentation Instrument Set	1	25,089.00	New
18-0105	Speech Therapy	Campbell River Hospital	Visipitch	1	10,497.00	Replace
18-0121	Endoscopy	Campbell River Hospital	Glidescopes	2	47,538.00	Replace
18-0122	Operating Room	Campbell River Hospital	Myosure Tissue Removal system	1	34,404.00	Replace
18-0123	Respiratory Therapy Service	Campbell River Hospital	Hamilton T1 Transport Ventilator	1	66,620.00	Replace
19-0002	Operating Room	Comox Valley Hospital	Power System	1	47,343.00	New
19-0003	Operating Room	Comox Valley Hospital	Manifolds for medical gas supply	1	5,550.00	New
19-0004	Operating Room	Comox Valley Hospital	Pressure Sentinel Intramedullary Reaming System	1	61,265.00	New
19-0008	Operating Room	Campbell River Hospital	ACL Set	1	77,435.00	New
18-0106	Operating Room	Comox Valley Hospital	Kyra Stirrups with Lok Straps	1	11,533.00	Replace
18-0108	LDRP	Comox Valley Hospital	Jaundice Meter	1	8,655.00	Replace
<b>Total Equipment &lt; \$100,000</b>					<b>491,881.00</b>	
<b>Total Possible Cost Sharing by CSRHD</b>					<b>196,752.40</b>	

LDRP - Labour, Delivery, Recovery and Postpartum

## Budget Departmental Report



## Appendix B

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

Budget Detail : Recommended Budget  
 Year : 2019

Account Code	Account Description	CC1	CC2	CC3	2018 Budget Values	2018 Actual Values	2019 Recommende d Budget
<b>GENERAL REVENUE FUND</b>							
<b>General Revenue Fund</b>							
<b>REVENUE</b>							
50-1-0-005	GRANTS IN LIEU OF TAXES				82,000	261,788	182,000
50-1-0-012	PROV GRANTS - DEBT SVC CHGS)				0	0	0
50-1-0-015	REQUISITION - ELECTORAL AREAS				6,099,292	6,093,610	6,009,366
50-1-0-020	REQUISITION - MUNICIPAL				10,900,708	10,906,390	10,990,634
50-1-0-120	INTEREST REVENUE				60,000	224,890	80,000
50-1-0-126	DEBENTURE REFUNDS				0	8,948	0
50-1-0-128	OTHER REVENUE				0	0	0
50-1-0-145	TSFR FR RESERVE				0	0	0
50-1-0-150	SURPLUS PRIOR YEAR				753,953	753,953	340,615
<b>Total REVENUE</b>					17,895,953	18,249,579	17,602,615
<b>EXPENSES</b>							
50-2-0-200	ADMINISTRATION EXPENSE				151,000	151,000	151,000
50-2-0-220	GOVERNANCE EXPENSES				54,000	23,675	54,000
50-2-0-221	SALARIES & WAGES				0	0	0
50-2-0-225	BENEFITS				100	0	100
50-2-0-238	WCB				0	0	0
50-2-0-246	BANK CHARGES				500	466	500
50-2-0-284	MEETING EXPENSE				0	0	0
50-2-0-320	TRAVEL				18,000	4,855	18,000
50-2-0-335	ADVERTISING				0	0	0
50-2-0-353	PUBLIC RELATIONS				0	0	0
50-2-0-381	LEGAL FEES				10,000	0	10,000
50-2-0-387	PROFESSIONAL FEES				166,390	10,267	152,898
50-2-0-470	CONTR TO RSV SEC 20(2)				0	0	0
50-2-0-475	CONTR TO CAP & LOAN FUND				0	0	0
50-2-0-480	TRANSFER TO CAPITAL				304,142	149,252	395,332
50-2-0-485	FUNDS FOR FUTURE EXPENDITURES				2,636,299	2,636,299	6,055,283
50-2-0-486	FUNDS FOR FUTURE MAJOR PROJECTS				0	0	0
50-2-0-500	BANK/LOAN INTEREST OPERATING				22,000	0	22,000
50-2-0-501	TEMPORARY BORROWING INTEREST				0	0	0
50-2-0-505	LONG TERM DEBT PRINCIPAL				66,902	66,901	7,858,238
50-2-0-506	LONG TERM DEBT INTEREST				22,620	835,808	2,885,264
50-2-0-507	INTERIM FINANCING PRINCIPAL				12,500,000	12,501,437	0
50-2-0-508	INTERIM FINANCING INTEREST				1,944,000	1,529,004	0
<b>Total EXPENSES</b>					17,895,953	17,908,964	17,602,615
<b>Surplus/(Deficit)</b>					0	340,615	0
<b>Category Total --&gt;</b>					0	340,615	0

**CAPITAL & LOAN FUND****Capital Fund****REVENUE**

51-1-0-012	PROV GRANTS - CAPITAL				0	0	0
51-1-0-140	INTERIM FINANCING PROCEEDS				6,395,000	2,317,000	0
51-1-0-145	TRANSFER FR RESERVE				2,141,276	2,574,159	4,286,811
51-1-0-148	TRANSFER FR GENERAL				304,142	150,689	395,332
51-1-0-149	DEBT PROCEEDS				94,019,633	89,898,899	0

## Budget Departmental Report

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

Budget Detail : Recommended Budget  
 Year : 2019

Account Code	Account Description	CC1	CC2	CC3	2018 Budget Values	2018 Actual Values	2019 Recommend ed Budget
51-1-0-150	UNEXPENDED DEBT PROCEEDS PRIOR YR				0	0	0
<b>Total REVENUE</b>					102,860,051	94,940,747	4,682,143
<b>EXPENSES</b>							
51-2-0-470	CAPITAL GRANTS FUNDED BY DEBT				0	0	0
51-2-0-471	CAPITAL GRANTS FUNDED BY OPERATING				269,142	119,252	365,332
51-2-0-472	GLOBAL GRANTS FUNDED BY OPERATING				35,000	30,000	30,000
51-2-0-473	CAPITAL GRANTS FUNDED BY RESERVES				967,276	251,159	1,068,532
51-2-0-474	MAJOR CAPITAL PROJECTS				7,569,000	4,640,000	3,218,279
51-2-0-479	CAPITAL BUILDING				0	0	0
51-2-0-502	DEB DISCOUNT/ISSUE EXPENSE				940,196	898,899	0
51-2-0-504	TEMPORARY BORROWING PAYDOWN				93,079,437	89,001,437	0
51-2-0-550	DEFICIT PRIOR YEAR				0	0	0
<b>Total EXPENSES</b>					102,860,051	94,940,747	4,682,143
<b>Surplus/(Deficit)</b>					0	0	0
<b>Category Total --&gt;</b>					0	0	0
<b>Grand Total --&gt;</b>					0	340,615	0



**2019 Recommended Budget**

Account Code ID	Account Name Description	Status	Quantity	Rate	Burden %	Amount
<b>GENERAL REVENUE FUND</b>						
General Revenue Fund						
<b>REVENUE</b>						
50-1-0-005	GRANTS IN LIEU OF TAXES					
1		A	1.00	-182000.00	0.0000	-182,000
<b>Total :</b>		<b>GRANTS IN LIEU OF TAXES</b>				<b>-182,000</b>
50-1-0-015	REQUISITION - ELECTORAL AREAS					
3	.5769 per \$1000 based on 2018 completed roll	A	1.00	-6009366.00	0.0000	-6,009,366
<b>Total :</b>		<b>REQUISITION - ELECTORAL AREAS</b>				<b>-6,009,366</b>
50-1-0-020	REQUISITION - MUNICIPAL					
4	.5769 per \$1000 based on 2018 completed roll	A	1.00	-10990634.00	0.0000	-10,990,634
<b>Total :</b>		<b>REQUISITION - MUNICIPAL</b>				<b>-10,990,634</b>
50-1-0-120	INTEREST REVENUE					
5		A	1.00	-80000.00	0.0000	-80,000
<b>Total :</b>		<b>INTEREST REVENUE</b>				<b>-80,000</b>
50-1-0-150	SURPLUS PRIOR YEAR					
8	General Surplus Estimate	A	1.00	-340615.00	0.0000	-340,615
<b>Total :</b>		<b>SURPLUS PRIOR YEAR</b>				<b>-340,615</b>
<b>EXPENSES</b>						
50-2-0-200	ADMINISTRATION EXPENSE					
9	CVRD support services	A	1.00	151000.00	0.0000	151,000
<b>Total :</b>		<b>ADMINISTRATION EXPENSE</b>				<b>151,000</b>
50-2-0-220	GOVERNANCE EXPENSES					
166	12 meetings @ \$4500	A	12.00	4500.00	0.0000	54,000
<b>Total :</b>		<b>GOVERNANCE EXPENSES</b>				<b>54,000</b>
50-2-0-225	BENEFITS					
169	Board remuneration (CPP only)	A	1.00	100.00	0.0000	100
<b>Total :</b>		<b>BENEFITS</b>				<b>100</b>
50-2-0-246	BANK CHARGES					
174		A	1.00	500.00	0.0000	500
<b>Total :</b>		<b>BANK CHARGES</b>				<b>500</b>
50-2-0-320	TRAVEL					
167	Board travel	A	12.00	1500.00	0.0000	18,000
<b>Total :</b>		<b>TRAVEL</b>				<b>18,000</b>
50-2-0-381	LEGAL FEES					
171	Allowance for legal	A	1.00	10000.00	0.0000	10,000
<b>Total :</b>		<b>LEGAL FEES</b>				<b>10,000</b>
50-2-0-387	PROFESSIONAL FEES					

**2019 Recommended Budget**

Account Code ID	Account Name Description	Status	Quantity	Rate	Burden %	Amount
<b>GENERAL REVENUE FUND</b>						
General Revenue Fund						
<b>EXPENSES</b>						
165	Annual audit fees	A	1.00	4500.00	0.0000	4,500
165	Audit fee allowance for expanded scope and additional services	A	1.00	3398.00	0.0000	3,398
165	Allowance for liaison or study work	A	1.00	25000.00	0.0000	25,000
165	Board orientation/strategic planning	A	1.00	20000.00	0.0000	20,000
165	Allowance for water features at NIH CV and CR campuses	A	2.00	50000.00	0.0000	100,000
<b>Total : PROFESSIONAL FEES</b>						<b>152,898</b>
<b>50-2-0-480 TRANSFER TO CAPITAL</b>						
152	Current year capital projects/equipment funded by operating greater than \$5,000 and less than \$100,000	A	1.00	365332.00	0.0000	365,332
152	Global grants	A	1.00	30000.00	0.0000	30,000
<b>Total : TRANSFER TO CAPITAL</b>						<b>395,332</b>
<b>50-2-0-485 FUNDS FOR FUTURE EXPENDITURES</b>						
157	Unallocated annual capital project funding	A	1.00	1484668.00	0.0000	1,484,668
157	Additional contribution from surplus	A	1.00	340615.00	0.0000	340,615
157	Annual reserve contribution	A	1.00	4230000.00	0.0000	4,230,000
<b>Total : FUNDS FOR FUTURE EXPENDITURES</b>						<b>6,055,283</b>
<b>50-2-0-500 BANK/LOAN INTEREST OPERATING</b>						
12	Temporary borrowing interest	A	1.00	22000.00	0.0000	22,000
<b>Total : BANK/LOAN INTEREST OPERATING</b>						<b>22,000</b>
<b>50-2-0-505 LONG TERM DEBT PRINCIPAL</b>						
14	Issue 99 Apr/Oct 19 - ends Oct 2026	A	1.00	16304.00	0.0000	16,304
14	Issue 146 Sep 19,2018 to Sep 19,2028	A	1.00	7841934.43	0.0000	7,841,934
<b>Total : LONG TERM DEBT PRINCIPAL</b>						<b>7,858,238</b>
<b>50-2-0-506 LONG TERM DEBT INTEREST</b>						
73	Issue 99 Apr/Oct 19 - ends Oct 2026	A	2.00	4248.00	0.0000	8,496
73	Issue 146 Mar/Sep 19/18-Sep/2028 3.2%	A	2.00	1438384.00	0.0000	2,876,768
<b>Total : LONG TERM DEBT INTEREST</b>						<b>2,885,264</b>
<b>CAPITAL &amp; LOAN FUND</b>						

**2019 Recommended Budget**

Account Code ID	Account Name Description	Status	Quantity	Rate	Burden %	Amount
<b>CAPITAL &amp; LOAN FUND</b>						
Capital Fund						
<b>REVENUE</b>						
51-1-0-145	TRANSFER FR RESERVE					
159	Prior year equipment/projects \$5K to \$100K	A	1.00	-1046151.00	0.0000	-1,046,151
159	Prior year equipment/projects > \$100K	A	1.00	-22381.00	0.0000	-22,381
159	NIHP final	A	1.00	-2983910.00	0.0000	-2,983,910
159	UDMD carry forward	A	1.00	-234369.00	0.0000	-234,369
	<b>Total :</b>					<b>-4,286,811</b>
51-1-0-148	TRANSFER FR GENERAL					
153	Global grants funded by operating	A	1.00	-30000.00	0.0000	-30,000
153	Current year capital projects/equipment funded by operating greater than \$5,000 and less than \$100,000	A	1.00	-365332.00	0.0000	-365,332
	<b>Total :</b>					<b>-395,332</b>
<b>EXPENSES</b>						
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	365332.00	0.0000	365,332
	<b>Total :</b>					<b>365,332</b>
51-2-0-472	GLOBAL GRANTS FUNDED BY OPERATING					
156	Zeballos, Cortes, Kyuquot, Tahsis, Gold River, Sayward	A	1.00	30000.00	0.0000	30,000
	<b>Total :</b>					<b>30,000</b>
51-2-0-473	CAPITAL GRANTS FUNDED BY RESERVES					
160	Minor Capital	A	1.00	1068532.00	0.0000	1,068,532
	<b>Total :</b>					<b>1,068,532</b>
51-2-0-474	MAJOR CAPITAL PROJECTS					
161	NIHP payment final	A	1.00	2983910.00	0.0000	2,983,910
161	UDMD carry forward	A	1.00	234369.00	0.0000	234,369
	<b>Total :</b>					<b>3,218,279</b>



Appendix D

Requisition/Assessment Comparison	2018 Completed Converted Assessments	2018 Requisition	%	2019 Completed Converted Assessments	2019 Recommended Requisition	%
Area A Baynes Sd-Denman/Hornby	241,803,254	1,600,211	9.4%	273,378,117	1,577,037	9.3%
Area A Kyuquot-Nootka	18,319,253	121,234	0.7%	18,472,125	106,560	0.6%
Area A Sayward Valley	20,921,641	138,456	0.8%	22,630,674	130,550	0.8%
Area B Cortes	33,708,012	223,074	1.3%	35,335,342	203,839	1.2%
Area B Lazo	176,906,661	1,170,737	6.9%	202,001,935	1,165,289	6.9%
Area C Discovery Islands-Mainland Inlets	80,953,149	535,734	3.2%	90,121,253	519,883	3.1%
Area C Puntledge-Black Creek	232,941,337	1,541,565	9.1%	267,397,823	1,542,538	9.1%
Area D Oyster Bay-Buttle Lake	116,092,734	768,281	4.5%	132,381,638	763,670	4.5%
Campbell River	632,488,987	4,185,701	24.6%	730,031,128	4,211,332	24.8%
Comox	293,367,997	1,941,458	11.4%	340,711,612	1,965,464	11.6%
Courtenay	627,521,882	4,152,830	24.4%	718,798,509	4,146,534	24.4%
Cumberland	71,477,154	473,023	2.8%	90,391,772	521,443	3.1%
Gold River	13,231,890	87,566	0.5%	14,584,684	84,135	0.5%
Sayward	3,509,355	23,224	0.1%	4,596,169	26,514	0.2%
Tahsis	4,136,724	27,376	0.2%	4,662,098	26,894	0.2%
Zeballos	1,440,063	9,530	0.1%	1,441,843	8,318	0.0%
	<b>2,568,820,093</b>	<b>17,000,000</b>		<b>2,946,936,722</b>	<b>17,000,000</b>	
Residential rate per \$1,000 taxable value		<b>0.6618</b>			<b>0.5769</b>	
For a home assessed at :	400,000	\$ 265		400,000	\$ 231	

COMOX STRATHCONA  
REGIONAL HOSPITAL DISTRICT



**Named Health Facility  
Community  
Grant Report**

**REPORTING FORM for Calendar Year 2018/2019**

*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. (Please do not complete by hand.)*

<b>Facility Name: CORTES COMMUNITY HEALTH ASSOCIATION</b>	
<b>Report completed by: Marilyn Fitzmaurice</b>	<b>Phone: 250-935-6608</b>
<b>Position: Administrator</b>	<b>Email: ccha@twincomm.ca</b>

<p><b>1. FUNDING GOALS &amp; OBJECTIVES</b> Outline the goals and objectives for the CSRHD funding for the reporting period.</p> <p>Medical goal 2018 - purchase a new autoclave for on-site control of instrument sterilization.</p>
<p><b>2. SUMMARY OF PROJECTS OR CAPITAL FUNDED WITH THE CURRENT YEAR GRANT</b> Include main accomplishments or projects in progress for the reporting period and how the funding assisted in furthering the project.</p> <p>Funds received in July 2018 were used to purchase a new Ritter M9D Steam Pressure Sterilizer with printer to record and print critical sterilization cycle data, including chamber temperature and pressure. Instruments can now be sterilized as needed ensuring the safety of our patients.</p>



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

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

Purchase a portable general diagnostic ultrasound imaging system that can enable qualified and trained healthcare professionals to visualize and measure anatomical structures and fluid. The information can be used for basic or focused assessments.

We have no imaging available on Cortes Island. We believe a point of care ultrasound system (POCUS) would be beneficial on Cortes. This would allow us to do some basic bedside imaging (ie help with IV lines, locating/visualizing abscesses, lungs for pneumothorax, FAST scan, eye for retinal detachment, IUD placement, bladder fullness, etc). If we were able to perform ultra sounds, it would expedite the treatment of patients and help us decide when transport off island is needed. Many patients travel to Campbell River for x-rays or ultra sounds. If we had a scanner the cost of them going to Campbell River would be saved.

If we were able to scan patients, it would expedite referral to the most appropriate specialists.

The doctors on Cortes are willing to take courses and be trained in using a scanner. Some of the doctors have already done courses.

**Total cost is \$6,720**

**4. ADDITIONAL COMMENTS**

Attach additional pages if required to provide comments.

**5. CERTIFICATION by FINANCIAL OFFICER**

<p><u>Julia R. Rendall</u> Signature</p>		<p>_____ Date December 18 2018</p>
<p>Name: Julia Rendall – Treasurer CCHA</p>		

COMOX STRATHCONA  
REGIONAL HOSPITAL DISTRICT



## Named Health Facility Community Grant Report

### REPORTING FORM for Year 2018

*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.*

<b>Facility Name: Sayward Community Health Society.</b>	
<b>Report completed by: Angela Hibbert</b>	<b>Phone: 250 282 3281</b>
<b>Position: Director/Treasurer</b>	<b>Email: schs.clinic@gmail.com</b>

#### 1. FUNDING GOALS & OBJECTIVES

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

Purchase ECG machine for Sayward Primary Healthcare Clinic. (Cost \$10,000).

#### 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.

Just after we received the 2018 grant to enable us to purchase the ECG machine, we were provided with one by Island Health. This was totally unexpected and due to the closure of the existing hospitals and opening of the new ones. This enabled us to move on to the next desperately needed items on our list, so we have purchased:

- A second Holter Monitor
- An Ambulatory Blood Pressure Monitor
- A Digital thermometer
- A Digital scale to 500lb
- 1 Bariatric chair & 2 physicians room chairs
- 2 New Stethoscopes
- A Magnifier clamp lamp

The majority of these items have the benefit of alleviating the necessity of a 160km round trip to Campbell River, which is not easy in Sayward with no public transport. Also, there is a waiting list of 7 months for the ABPM, and several weeks for holter monitors in Campbell River, so not only does having these very expensive pieces of equipment here in Sayward make a tremendous difference to members of our community, especially the seniors, but it helps to take the pressure off requests for these items in Campbell River.

**3. PROPOSED PLAN FOR NEXT YEAR’S CSRHD GRANT FUNDING**

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

We are awaiting the arrival of a Telehealth ready computer from Island Health, and it has become increasingly obvious that with the reliance on technology within the healthcare arena, that we will have to change our operating system to match that of Island Health. If we do not, we will face the situation where we will not be able to use new modern equipment for diagnosis, and the other physicians and the hospitals will not be able to process information. The holter monitor we just purchased is an example - we had to match what Island Health use.

Additionally, maintenance and sharing of patients records and results, tracking of patients and recording of required statistics, and remote online training for staff will all become problematic.

We have costed a replacement system at approximately \$10,500, and we have been able to source a grant for \$5500 of that cost, leaving us \$5000 to find.

**4. ADDITIONAL COMMENTS**

Attach additional pages if required to provide comments.

The members of the Board would like to thank the CSRHD for their continued support of our Clinic, the grants make a huge difference to our community.

**5. CERTIFICATION by FINANCIAL OFFICER**

<p>A.M. Hibbert.</p> <p>Signature</p>		<p>12<sup>th</sup> December 2018</p> <p>Date</p>
<p>Name: A.M.Hibbert</p>		