



**REGULAR BOARD MEETING**  
**Open Meeting Minutes**

The **fourth** regular meeting of the Board of the West Kootenay-Boundary Regional Hospital District for the year 2019 was held on Wednesday October 23 at 6:00 p.m. in the Castlegar and District Community Complex, 2101 6 Ave, Castlegar, BC V1N 3B2.

Quorum was maintained for the duration of the meeting.

**ELECTED OFFICIALS PRESENT:**

(RDCK)

Director A. Watson	Area D (Chair)
Director G. Jackman	Area A
Director R. Faust	Area E
Director T. Newell	Area F
Director H. Cunningham	Area G
Director W. Popoff	Area H
Director R. Smith	Area J
Director P. Peterson	Area K
Director B. Tassone	Castlegar
Director S. Hewat	Kaslo
Director J. Hughes	Nakusp
Director J. Morrison	Nelson
Director D. Lockwood	Salmo
Director L. Main	Silverton
Director J. Lunn	Slocan
Director C. Moss	Village of New Denver

(RDKB)

Director A. Grieve	Area A
Director L. Worley	Area B
Director G. McGregor	Area C
Director R. Russell	Area D
Alt. Director C. Korolek	Grand Forks
Director J. Nathorst	Greenwood
Alt. Director D. Berriault	Montrose
Director K. Moore	City of Rossland
Director L. Pasin	City of Trail
Director A. Parkinson	Village of Warfield

**STAFF PRESENT**

Stuart Horn	Secretary/Treasurer
Mike Morrison	Deputy Secretary

**INTERIOR HEALTH:**

- Mr. Todd Mastel, Director, Business Support
- Mr. Steve McEwan, Manager, IH Plant Services, KB
- Ms. Suzanne Lee, Community Health Services Administrator, KB
- Mr. Julius Halaschek-Wiener, KB Division of Family Practice
- Mr. Karl Hardt, Communications Director

**1. CALL TO ORDER & WELCOME**

Chair Watson called the meeting to order at 6:00 p.m.

**2. ADOPTION OF THE AGENDA**

**MOVED By:** Director Tassone and seconded,  
And Resolved:

45/19

That the agenda for the October 23, 2019 Board meeting be adopted with the inclusion of:

- New Item 6.8 - Northern Health Connections Patient Transportation Report

**Carried**

**3. ADOPTION OF THE MINUTES**

3.1 Adoption of June 26, 2019 Board meeting minutes.

**MOVED by:** Director Jackman and seconded,  
And Resolved:

46/19

That the minutes from the June 26, 2019 Board meeting be adopted as circulated.

**Carried**

3.2 Adoption of the July 24, 2019 Executive Committee minutes

**MOVED by:** Director Grieve and seconded,  
And Resolved:

47/19

That the minutes from the July 24, 2019 Executive Committee meeting be adopted as circulated.

**Carried**

**4. DELEGATIONS**

**INTERIOR HEALTH**

Mr. Todd Mastel, Director, Business Support  
Mr. Steve McEwan, Manager, IH Plant Services, KB  
Ms. Suzanne Lee, Community Health Services Administrator, KB  
Mr. Julius Halaschek-Wiener, KB Division of Family Practice  
Mr. Karl Hardt, Communications Director

Steve McEwan and Todd Mastel delivered a presentation on the processes involved in creating and updating Interior Health's Facility Condition Index and how the information is used in planning and decision making for capital investments. Suzanne Lee and Julius Halaschek –Wiener provided an update on the implementation of the primary care network in the Kootenay Boundary and answered questions from the Board on how the primary care model would impact service delivery in local communities.

**5. BUSINESS ARISING OUT OF THE MINUTES**

**5.1 Bylaws**

**MOVED by:** Director Main and seconded,  
And Resolved:

48/19

That the following bylaw be given three readings:

- (a) **BYLAW NO. 330**  
(Procedure Bylaw) WEST KOOTENAY-BOUNDARY REGIONAL HOSPITAL  
DISTRICT PROCEDURE BYLAW NO. 330

*West Kootenay-Boundary Regional Hospital District Procedure Bylaw No. 330, 2019* is hereby read the FIRST, SECOND and THIRD time.

**Carried**

**MOVED** by: Director McGregor and seconded,  
And Resolved:

49/19 That the following bylaw be adopted:

- (a) **BYLAW NO. 330**  
(Procedure Bylaw) WEST KOOTENAY-BOUNDARY REGIONAL HOSPITAL  
DISTRICT PROCEDURE BYLAW NO. 330

*West Kootenay-Boundary Regional Hospital District Procedure Bylaw No. 330, 2019* is hereby ADOPTED and the Chair and the Secretary are authorized to sign same.

**Carried**

## 5.2 **WKBRHD Policy Manual**

The Policy Manual Review Board Report dated October 16, 2019 from Mike Morrison, Deputy Secretary, has been received.

**MOVED By:** Director Moore and seconded,  
And Resolved:

50/19 That the following list of policy resolutions be RESCINDED and removed from the current Policy Manual:

1. Resolution no. 23-98:

*That the West Kootenay-Boundary Hospital District Board of Directors concurs with the recommendation of the Executive Committee to adopt the following agenda format:*

1. *Adoption of Minutes;*
2. *Delegations;*
3. *Committee Minutes;*
4. *Unfinished Business;*
5. *Correspondence;*
6. *Communications (Information Only);*
7. *Accounts Payable;*
8. *Bylaws;*
9. *New Business; and*
10. *Adjournment.*

2. Resolution no. 41-98:

*That the West Kootenay-Boundary Regional Hospital District Board of Directors concurs with the recommendation of the Executive Committee that no late items will be added under New Business after the agenda has been circulated and any special circumstances has to be approved by the Board.*

3. Resolution no. 56-08:

*That six months prior to the expiration of the current administration contract with the Regional District of Kootenay Boundary, the contract be tender and every three years thereafter.*

4. Resolution no. 11-03:

*That the West Kootenay-Boundary Regional Hospital District Board of Directors supports the proposed event protocol as per the Interior Health Authority's Dec. 13, 2002 letter.*

5. Resolution no. 9-07:

*That staff be requested to respond to correspondence within 10 working days.*

6. Resolution no. 32-97:

*That the West Kootenay-Boundary Regional Hospital District Board of Directors concurs with the recommendation of the Executive Committee that pursuant to Section 12.1 subsection (1), Section 13, subsection (1) and Section 20 of the Freedom of Information and Protection of Privacy Act (Chapter 61, SBC 1992) a member shall not disclose information that would reveal advice or recommendations developed for the WKBRHD and further that disclosure will be deemed contempt of the legislative responsibilities of the WKBRHD Board and disqualify the member from membership on the Executive Committee.*

7. Resolution no. 31-03:

*That the West Kootenay-Boundary Regional Hospital District Board of Directors reconstitute the Executive Committee consisting of nine members (includes the Chair); AND FURTHER, that the Regional District of Central Kootenay and Regional District of Kootenay Boundary Boards of Directors be requesting to appoint one municipal Director and one rural Director from each of the following areas:*

*Arrow Lakes – Castlegar—Nakusp;  
Kootenay (Kaslo—Nelson—Slocan);  
Boundary; and  
Greater Trail.*

8. Resolution no. 8-03:

*That the West Kootenay-Boundary Regional Hospital District Board of Directors approves the option that the Regional Hospital District receiving equipment reimburse the original Regional Hospital District based on the remaining un-depreciated value as set by the Interior Health Authority.*

9. Resolution no. 6-04:

*That the West Kootenay-Boundary Regional Hospital District Board of Directors establishes a policy that pre-appropriation expenses be capitalized and funded by the Regional Hospital District upon final approval of a project.*

10. Resolution no. 09-16:

- 1) *The Board may, by resolution, call for or respond to requests for delegations. The scheduling and presentation times for such delegations shall be at the discretion of the Chair. Requests for delegations must be in writing and must:*
  - *State the purpose for the presentation in one page or less;*
  - *Outline the relevance to the WKBRHD; and*
  - *Identify the action requested of the Board.*
- 2) *At his/her discretion, the Chair also may, at any time, arrange, schedule and set presentation times for additional delegations, provided that the total time allocated for delegations included under this section (and not including Interior Health) shall not exceed an hour in total per meeting, including delegations*

*appearing by resolution of the Board. No more than two delegations may be received at any Board meeting.*

- 3) *The Board Chair may schedule and receive a delegation whose:
  - *Topic is clear and transparent; and*
  - *Topic falls within the legal powers/purview/mandate of the WKBRHD; matters not falling within the mandate of the Board will be referred to the appropriate agency upon consultation with the delegation (e.g. Interior Health, Ministry, etc.).**
- 4) *The Chair may refuse a delegation that does not meet the criteria outlined under point 3. The Chair shall notify the Board in writing that the delegation had asked to appear before the Board; such notification shall be included in the Board agenda immediately following such notification.*
- 5) *The Board may choose to reverse a decision of the Chair to refuse a delegation at the next Board meeting by a majority vote.*
- 6) *Upon the Board or the Chair's agreement to host a delegation, a copy of the full presentation and background information, if applicable, must be provided to the Deputy-Secretary at least 10 days prior to the Board meeting for inclusion in the agenda package.*
- 7) *Delegations may be limited to a maximum of 10 minutes. Board members may then ask questions of the delegation.*
- 8) *The Board will not typically make motions regarding the subject matter presented by a delegation at the same meeting at which the delegation presented.*

**Carried**

**MOVED By:** Director Moore and seconded,  
And Resolved:

51/19 That the following policy resolution within the current Policy Manual be REFERRED to the WKBRHD Executive Committee for review:

1. Resolution no. 13-98:

*That the West Kootenay-Boundary Regional Hospital District Board of Directors concurs with the recommendation of the Executive Committee to adopt the following criteria for considering capital requests:*

- I. *SAFETY AND RISK MANAGEMENT: Reduces risk to clients, staff, volunteers, capital property etc. or decreases the amount of potential liability.*  
  
*Does this project address a safety hazard or reduce risk? If yes, describe the concern and how the project will address the issue.*
- II. *EFFECTIVENESS: Successfully achieves the right results, outcomes or goals that are consistent with best practices models.*  
  
*How will this project improve program effectiveness? Describe how your current facility compromises program effectiveness.*
- III. *EFFICIENCY: Achieves the right outcomes using the least operating funds. Best operating cost per unit of service delivered.*

*Does this project result in efficiencies? Include summary of expected cost savings and proposed use of savings (eg. balance budget, improve quality of care or increase volume of service). Is this the least cost solution?*

- IV. *EFFICIENT USE OF CAPITAL RESOURCES: The project results in least cost or cost avoidance, for capital and maintenance over the anticipated useful life of the facility.*

*What does this proposal achieve in better use of existing capital resources? How does it support the maintenance of capital assets?*

- V. *EQUITY/ACCESS: Provides a range and volume of services for the catchment population based on provincial targets/standards/averages.*

*How will this project improve access? Will it increase service capacity, service mix or change the distribution of services in the region?*

**Carried**

**MOVED By:** Director Hewat and seconded,  
And Resolved:

52/19 That the following policy resolution be ADOPTED and included within the current Policy Manual:

*That the West Kootenay-Boundary Hospital District Board meeting agendas adhere to the following format:*

1. *Call to Order and Welcome;*
2. *Adoption of the Agenda;*
3. *Adoption of the Minutes;*
4. *Delegations;*
5. *Business Arising Out of the Minutes;*
6. *New Business;*
7. *Question Period for Public and Media; and*
8. *Adjournment.*

**Carried**

**MOVED By:** Director Russell and seconded,  
And Resolved:

53/19 That the following policy resolution be ADOPTED and included within the current Policy Manual:

*That the term for the administration contract for the West Kootenay-Boundary Regional Hospital District be set at five years, and that a Request for Quotes process for the contract be undertaken six months prior to contract expiry.*

**Carried**

**MOVED By:** Director Main and seconded,  
And Resolved:

54/19 That the following policy resolution be ADOPTED and contained within the current Policy Manual:

*That staff be directed to bring forward options to the Board for a comprehensive update to the WKBRHD Statutory Reserve Fund Policy (Resolutions 58-07, 25-11, 41-12, and 79-16).*

**Carried**

**MOVED By:** Director Moore and seconded,  
And Resolved:

55/19 *That the consideration of new policy development for areas identified in the WKBRHD Policy Manual Review board report dated October 16, 2019, and for other emergent issues not listed in the report, be referred to the WKBRHD Executive Committee and staff for initial development.*

**Carried**

**6. NEW BUSINESS**

**6.1 Attendance at IHA/RHD and Regional Capital Prioritization Meetings**

Director Pasin provided the Board with a verbal report of the IHA/RHD meeting held in Kelowna on October 9, 2019.

**MOVED By:** Director Moore and seconded,  
And Resolved:

56/19 That stipend and expenses be paid to Director Pasin for attending the annual Interior Health Authority/Regional Hospital District meeting in Kelowna on October 9, 2019.

**Carried**

**MOVED By:** Director Grieve and seconded,  
And Resolved:

57/19 That stipend and expenses be paid to Director Morrison for attending the Interior Health Authority Regional Capital Prioritization Meeting to be held in Castlegar on November 25, 2019.

**Carried**

**6.2 WKBRHD Global Grant Summary**

The letter dated August 12, 2019 from Birgit Koster, Director Business Support, Interior Health, was received.

**6.3 Interior Health Authority Capital Projects and Planning Status Report**

The Master Summary report for September 2019 from the Interior Health Authority was received.

**6.4 WKBRHD Accounts Payable Summary**

The WKBRHD Accounts Payable Summary report prepared by the RDCK Finance Department for June-September 2019, was received.

**6.5 2020 WKBRHD Board Meetings**

The report dated October 16, 2019 from Mike Morrison, Deputy Secretary, 2020 WKBRHD Board Meetings, was received.

**MOVED By:** Director McGregor and seconded,  
And Resolved:

58/19 That the 2020 WKBRHD Board meeting dates be set as follows:

- Wednesday January 22,
- Wednesday March 25,
- Wednesday June 24, and
- Wednesday October 21.

**Carried**

**6.6 Chair's Report**

Chair Watson provided the Board with a verbal report on WKBRHD-related meetings held with the Minister of Health and Minister of Finance at the recent UBCM convention. Topics discussed at these meetings included capital planning, primary care network implementation, patient transportation, and long term care beds.

**6.7 Discussion Item: Aging Populations and Health Services in the West Kootenay-Boundary Regional Hospital**

The report titled Aging Populations and Health Services in the West Kootenay Boundary Regional Hospital District dated August 5, 2015 from Selkirk Geospatial Research Centre, was received. Director Faust provided a verbal report to accompany this item.

**MOVED By:** Director McGregor and seconded,  
And Resolved:

59/19 That staff be directed to investigate a scope, budget, funding sources and consultant availability to update the 'Aging Populations and Health Services in the West Kootenay Boundary Regional Hospital District' report prepared by Selkirk Geospatial Research Centre in 2015 and report back to the Board with findings.

**Carried**

**6.8 Northern Health Connections Patient Transportation Report**

The report titled Northern Health Connections Patient Transportation Report from Northern Health Connections, was received.

**7. QUESTIONS PERIOD FOR PUBLIC & MEDIA**

The Chair called for questions from the public and members of the media.

**8. ADJOURNMENT**

**MOVED By:** Director Worley and seconded,  
And Resolved:

60/19 That the meeting adjourn at 7:39 p.m.

**Carried**

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Aimee Watson, Board Chair

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Mike Morrison, Secretary