



**SUNSHINE COAST REGIONAL HOSPITAL DISTRICT
BOARD MEETING
AGENDA**

Thursday, March 20, 2025, 1:00 p.m.

**IN THE BOARDROOM OF THE SUNSHINE COAST
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.**

	Pages
1. CALL TO ORDER	
2. AGENDA	
3. MINUTES	
3.1 Sunshine Coast Regional Hospital District Inaugural Board Meeting Minutes of January 16, 2025	2
4. BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS	
5. PRESENTATIONS AND DELEGATIONS	
6. REPORTS	
6.1 2025 Sunshine Coast Regional Hospital District Final Budget <i>Manager, Budgeting and Grants</i>	6
7. COMMUNICATIONS	
8. MOTIONS	
9. BYLAWS	
9.1 Sunshine Coast Regional Hospital District Annual Budget Bylaw No. 94, 2025 <i>- first, second, third reading and adoption</i>	11
10. NEW BUSINESS	
11. IN CAMERA	
THAT the public be excluded from attendance at the meeting in accordance with Sections 90 (1) (k) and 90 (2) (b) of the <i>Community Charter</i> - "negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages... " and "the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government...".	
12. RELEASE OF ITEMS FROM IN CAMERA	
13. ADJOURNMENT	



SUNSHINE COAST REGIONAL HOSPITAL DISTRICT
MINUTES OF THE MEETING OF THE SUNSHINE COAST REGIONAL HOSPITAL
DISTRICT BOARD

January 16, 2025
IN THE BOARDROOM OF THE SUNSHINE COAST
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

PRESENT: Chair: S. White, Town of Gibsons
 L. Lee, Electoral Area A
 J. Gabias, Electoral Area B
 K. Backs, Electoral Area D
 D. McMahon, Electoral Area E
 K. Stamford, Electoral Area F
 A. Toth, District of Sechelt
 D. Inkster, District of Sechelt

ALSO PRESENT: T. Perreault, Chief Administrative Officer / Chief Financial Officer
 S. Reid, Corporate Officer
 T. Crosby, Administrative Assistant / Recorder

1. CALL TO ORDER

The Corporate Officer assumed the Chair and called the Inaugural Board meeting to order at 9:03 a.m.

2. ELECTION OF THE CHAIR FOR 2025

The Corporate Officer called for nominations for the position of Chair of the Regional Hospital District Board for 2025.

Director Gabias nominated Director White. Director White accepted the nomination.

The Corporate Officer called a second time for nominations.

The Corporate Officer called a third time for nominations.

There being no further nominations, nominations were closed.

Director White was declared Chair of the Sunshine Coast Regional Hospital District Board by acclamation for 2025.

3. ELECTION OF THE VICE-CHAIR FOR 2025

Director White assumed the Chair. Chair White called for nominations for the position of Vice-Chair of the Regional Hospital District Board for 2025.

Director Toth nominated Director McMahon. Director McMahon accepted the nomination.

The Chair called a second time for nominations.

The Chair called a third and final time for nominations.

There being no further nominations, nominations were closed.

Director McMahon was declared Vice Chair of the Sunshine Coast Regional Hospital District Board by acclamation for 2025.

4. AGENDA

4.1 Adoption of Agenda

01/25 **It was moved and seconded**

THAT the agenda for the meeting be adopted as presented.

CARRIED

5. MINUTES

5.1 Sunshine Coast Regional Hospital District Board Meeting Minutes of October 17, 2024

02/25 **It was moved and seconded**

THAT the Sunshine Coast Regional Hospital District Board Meeting Minutes of October 17, 2024 be adopted as presented.

CARRIED

7. PRESENTATIONS AND DELEGATIONS

7.1 Michelle Stanton, Director CoC - Sunshine Coast

Michelle Stanton, Director, Coastal Community of Care - Sunshine Coast, Vancouver Coastal Health, addressed the Board regarding Sechelt Hospital Minor Equipment.

03/25 **It was moved and seconded**

THAT the presentation by Michelle Stanton of Vancouver Coastal Health, titled Sechelt Hospital Minor Equipment be received for information.

CARRIED

8. REPORTS**8.1 Sunshine Coast Regional Hospital District 2025 Meeting Schedule**

04/25 **It was moved and seconded**

THAT the report titled Sunshine Coast Regional Hospital District Meeting Schedule be received for information;

AND THAT the 2025 Meeting Schedule be adopted as follows:

January 16, 2025	1:00 p.m.
March 20, 2025	1:00 p.m.
April 17 or April 24, 2025 <i>(to be determined, contingent on scheduling of Finance Committee)</i>	17 th : 1:00 p.m. or 24 th : 9:00 a.m.
July 17, 2025	1:00 p.m.
October 16, 2025	1:00 p.m.

CARRIED

8.2 Minor Capital Equipment Grant Funding Contribution

05/25 **It was moved and seconded**

THAT the report titled Revised Minor Capital Equipment Grant Funding Contribution be received for information;

AND THAT the funding to Vancouver Coastal Health toward Minor Capital Equipment (<\$150,000) be increased to \$250,000 from \$120,000 for 2025 and reassessed in 2026;

AND FURTHER THAT the increase be included in the 2025 Budget as amended.

CARRIED

9. COMMUNICATIONS**9.1 Miyuki Shinkai, President and Kathy Christ, Treasurer of Sunshine Coast Labour Council dated December 8, 2024**

06/25 **It was moved and seconded**

THAT the correspondence from the Sunshine Coast Labour Council dated December 8, 2024 regarding the Request to Vancouver Coastal Health be received for information.

CARRIED

13. IN CAMERA

The Board Moved in Camera at 9:25 a.m.

07/25 It was moved and seconded

THAT the public be excluded from attendance at the meeting in accordance with Sections 90 (1) (k) and 90 (2) (b) of the *Community Charter* - "negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages... " and "the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government...".

CARRIED

The Board moved out of In Camera at 9:44 a.m.

08/25 It was moved and seconded

THAT the Sunshine Coast Regional Hospital District request a meeting of the Capital Planning Group and Vancouver Coastal Health in Q1 of 2025 regarding the proposed amendments to the Memorandum of Understanding between the Sunshine Coast Regional Hospital District, qathet Regional Hospital District, Sea to Sky Regional Hospital District and Vancouver Coastal Health.

CARRIED

15. ADJOURNMENT

09/25 It was moved and seconded

THAT the Sunshine Coast Regional Hospital District Board meeting be adjourned.

CARRIED

The meeting adjourned at 9:48 a.m.

Certified Correct by the Corporate Officer

Date Confirmed

Chair



Staff Report Request for Decision

TO: Sunshine Coast Regional Hospital District Board – March 20, 2025
AUTHOR: Alexander Taylor, Manager, Budgeting and Grants
SUBJECT: **2025 Sunshine Coast Regional Hospital District Final Budget**

OVERVIEW

Purpose of Report:

The purpose of this report is to present the Board with the final 2025 Sunshine Coast Regional Hospital District (SCRHD) budget in preparation for Bylaw adoption.

Recommendation(s):

- (1) THAT the 2025 Sunshine Coast Regional Hospital District Final Budget be approved as presented.**
-

BACKGROUND

Per Section 23(5) of the *Hospital District Act*, the Regional Hospital District Board must adopt its final Budget, by Bylaw, on or before March 31 in each year. Prior to this, it must adopt a provisional budget for the following calendar year, prior to December 31 each year, which was passed by resolution (25/23) at the October 17, 2024 Sunshine Coast Regional Hospital District (SCRHD) Board meeting.

At the January 16, 2025 SCRHD Board meeting the following resolution was subsequently approved:

05/25 It was moved and seconded

THAT the report titled Revised Minor Capital Equipment Grant Funding Contribution be received for information;

AND THAT the funding to Vancouver Coastal Health toward Minor Capital Equipment (<\$150,000) be increased to \$250,000 from \$120,000 for 2025 and reassessed in 2026;

AND FURTHER THAT the increase be included in the 2025 Budget as amended.

The budget presented for approval is inclusive of the increase in Minor Capital expenditures and adjusted 2024 surplus.

DISCUSSION AND ANALYSIS OF OPTIONS

The SCRHD Final Budget is attached for reference (Attachment A). The 2024 actuals have also been included and will be finalized as part of the approval of the draft audited Financial Statements which will be presented to the Board in April 2025.

The 2025 budget aligns with Public Sector Accounting Standards (PSAS) financial statement reporting standards presentation.

For 2025, the final budget includes a projected operating surplus of \$315,482 due to planned revenue exceeding planned expenses. The operating surplus is offset by other sources and uses of funds not classified as PSAS compliant such as debt principal repayments, transfers to/from reserve and prior year surpluses. These items are reflected in the “transfers and other section” of the budget and result in a balanced budget overall.

Details on individual budget line items are outlined below.

Revenue

Grants in Lieu of Taxes

This source of revenue has been budgeted to align with the revenue received in 2024.

Tax Requisition and Estimated Tax Rate

The Tax Requisition for 2025 is \$1,716,442, which amounts to a \$206,628 increase from 2024. The primary driver for the change is a \$130,000 increase in minor capital equipment (equipment valued below \$150,000) that was approved at the January 16, 2025 SCRHD Board meeting. Another contributing factor to the increase is the decrease in investment income expected to be earned in 2025 as compared to 2024. Investment income earned on current funds reduce taxation.

The estimated residential tax rate (per \$100,000 of assessed value) based on the 2025 Completed BC Assessment roll is \$7.34, up from \$6.60 in 2024. This value may change as revised property assessments are released in April.

Investment Income

Investment income has been budgeted to decrease to \$135,500 in 2025, down \$47,244 from 2024. The decline in expected investment income is reflective of the projected change in interest rate conditions. These funds offset future tax requisition to fund capital requests.

Other revenue – Municipal Finance Authority (MFA) actuarial

The MFA actuarial adjustment is associated with the interest earned on sinking fund monies held by the MFA for future debt retirement. The actuarial adjustment for 2025 is anticipated to increase by \$33,108 to \$417,223.

Expenses

Administration, Bank Charges and Other Expenditures

The Budgeted amount for administration is estimated at \$33,611 for 2024. These funds are budgeted to cover the reimbursement of administrative costs such as staff wages, Director remuneration and audit fees. The decrease is a result of less administrative costs incurred than budgeted in 2024.

Interest on Long Term Debt

Interest payments on long-term debt are fixed based on MFA amortization schedules. Interest payments for 2025 will total \$583,511.

Minor Equipment (< \$150,000)

In 2025, there is \$483,757 in available funding to VCH for minor equipment purchases valued less than \$150,000. This figure is derived from the annual funding of \$250,000 as well as the prior year unused funding that is carried forward (\$233,757 in 2024).

Capital Equipment (>\$150,000)

Funding for capital equipment purchases valued at more than \$150,000 are approved by the SCRHD Board on a case-by-case basis when a request is received from VCH. The SCRHD may fund up to 40% of the cost-share request.

An annual amount of \$275,000 is raised to place in reserve until such time as cost-share requests from VCH are made. A summary of the projected 2025 reserve fund balance and budgeted funding commitments is included in the table below:

Projected 2025 Opening Balance	\$ 2,007,056
Annual Funding Contribution	275,000
Available for projects in 2025	2,282,056
Less funding commitments:	
Oxygen system upgrade	42,813
Vital #4 Power Distribution Centre	354,147
Domestic Hot Water Pipe Replacement	104,000
Dishwasher Replacement	348,344
Uncommitted balance	\$ 1,432,752

Transfers and Other

This category comprises of other sources and uses of funds that are not classified as revenue or expenses per Public Sector Accounting Standards. These items reflect the allocation of financial equity required to offset the budgeted operating surplus or deficit and balance the budget to zero. For 2025, repayment of debt consists of a cash payment totaling \$561,836 and

the non-cash MFA actuarial adjustment of \$417,223 for a total principal balance reduction of \$979,059.

FINANCIAL IMPLICATIONS

N/A

POLICY IMPLICATIONS

N/A

SUMMARY AND CONCLUSION

The Regional Hospital District Board must prepare and adopt, by Bylaw, an annual budget prior to March 31 each year.

The 2025 final budget projects an increase to taxation mainly as a result of an increase in the minor capital contribution for purchases valued less than \$150,000 as well as lower interest income expected to be earned in 2025. The estimated residential tax rate for 2025 is \$7.34 per \$100,000 which is a \$0.73 increase over the prior year.

ATTACHMENT(S):

A –SCRHD 2025 Final Budget

Reviewed by:			
Manager		Finance	
GM		Legislative	X – S. Reid
CAO	X – T. Perreault	Other	

SUNSHINE COAST REGIONAL HOSPITAL DISTRICT

2025 Final Budget

2024 - 2025

	Budget 2025	Actual 2024	Budget 2024	\$ Change	% Change
Revenue					
Grants in lieu of taxes	\$ 100	100	\$ 81	\$ 19	23.46%
Tax requisitions	\$ 1,716,442	1,509,814	\$ 1,509,814	\$ 206,628	13.69%
Investment income	\$ 135,500	212,197	\$ 182,744	\$ (47,244)	-25.85%
Other revenue - MFA actuarial	\$ 417,223	384,115	\$ 384,115	\$ 33,108	8.62%
Other revenue - MFA debt reserve fund payout	\$ -	-	\$ -	\$ -	0.00%
Total Revenue	\$ 2,269,265	2,106,226	\$ 2,076,754	\$ 192,511	9.27%
Expenses					
Administration	\$ 33,611	40,896	\$ 40,896	\$ (7,285)	-17.81%
Bank charges	\$ 100	72	\$ 101	\$ (1)	-0.99%
Other Expenditures - Sechelt Hospital Auxillary Grant	\$ 3,500	3,500	\$ 3,500	\$ -	0.00%
Interest on long term debt	\$ 583,511	583,511	\$ 583,511	\$ -	0.00%
Minor equipment (<\$150,000)	\$ 483,757	653,983	\$ 887,740	\$ (403,983)	-45.51%
Capital equipment (>\$150,000)	\$ 849,304	544,470	\$ 948,530	\$ (99,226)	-10.46%
Major capital projects	\$ -	-	\$ -	\$ -	n/a
Total Expenses	\$ 1,953,783	1,826,432	\$ 2,464,278	\$ (510,495)	-20.72%
Operating Surplus/(Deficit)	\$ 315,482	279,793	\$ (387,524)	\$ 703,006	
Transfers and other					
Repayment of long-term debt	\$ (979,059)	(954,154)	\$ (945,951)	\$ (33,108)	3.50%
Transfers (to)/from capital equipment reserve fund	\$ 525,804	171,923	\$ 581,972	\$ (56,168)	-9.65%
Transfers (to)/from major capital fund	\$ (82,000)	(74,543)	\$ (45,257)	\$ (36,743)	81.19%
Prior year budget surplus/(deficit)	\$ 219,773	796,752	\$ 796,760	\$ (576,987)	-72.42%
Non-PSAB Budgeted Surplus/(Deficit)	\$ -	219,772.52	-	\$ -	n/a
Budgeted Residential Tax Rate (per \$100,000 of assessed value)	\$ 7.34		\$ 6.60	\$ 0.73	11.08%

SUNSHINE COAST REGIONAL HOSPITAL DISTRICT

BYLAW NO. 94

A bylaw to adopt the Annual Budget for the year 2025

The Board of the Sunshine Coast Regional Hospital District in open meeting assembled enacts as follows:

1. This bylaw may be cited for all purposes as the *Sunshine Coast Regional Hospital District Annual Budget Bylaw No. 94, 2025*.
2. Schedule "1" attached hereto, and forming part of this bylaw, is hereby adopted as the Annual Budget for the Sunshine Coast Regional Hospital District for the fiscal year ending December 31, 2025.

READ A FIRST TIME this 20th day of March, 2025

READ A SECOND TIME this 20th day of March, 2025

READ A THIRD TIME this 20th day of March, 2025

ADOPTED this 20th day of March, 2025

SECRETARY

CHAIR

Schedule 1

SUNSHINE COAST REGIONAL HOSPITAL DISTRICT

2025 Final Budget

2024 - 2025

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