



Making a difference...together

REPORT TO THE ELECTORAL AREA SERVICES COMMITTEE

MEETING OF WEDNESDAY, MARCH 14, 2018

SUBJECT **Bylaw 4231: Establishment of a Contribution Service for the Saturna Island Medical Clinic**

ISSUE

Establishment of a new contribution service to support the operation of the Saturna Island Medical Clinic.

BACKGROUND

The Capital Regional District (CRD) has received a new service request from the Saturna Community Club (SCC). The proposed service is for the purpose of contributing to the administration and operation costs incurred by the SCC in operating the Saturna Island Medical Clinic.

The SCC is a non-profit, multi-purpose organization registered under the BC *Societies Act* that operates the Medical Clinic through its volunteer Health Services Committee. The Medical Clinic is located in the Saturna Recreation Centre and contributes to the costs of maintenance, administration and operation of the building, but is not responsible for any capital costs for the centre.

The Medical Clinic facilitates health care services and programs provided by Island Health, including: once-weekly physician and nurse practitioner visits; an itinerant home care nurse; mental health counselling; medical equipment loans; referrals management; and co-ordination of a prescription pick-up service. The clinic also facilitates other health services such as massage therapy and acupuncture. In 2017, 993 patients were seen at the clinic, for an average or approximately 10 patients per day that the clinic was open.

Financial:

Cost and expenses related to the medical staff and equipment are paid for by Island Health.

The Saturna community, through the SCC, covers the remaining costs to operate the clinic. Clinic management is provided on a volunteer basis through the Health Services Committee. The SCC's annual contribution to the Medical Clinic has been about \$12,300 for the past two years, raised primarily by donations and fundraising, including the annual Saturna Lamb BBQ on Canada Day.

If funding is secured by requisition, the SCC would create two paid part-time positions, a Clinic Manager and a bookkeeper, to replace retiring volunteers that are currently in these roles. Additionally, funding by requisition could enable the SCC in future to consider minor expansions in the variety of health support services available to island residents and visitors. To maintain the current service level, the SCC estimates an annual funding shortfall of between \$26,000 - \$30,000 per year placing the ongoing viability of the Medical Clinic at risk. Secured funding will help stabilize and ensure the Medical Clinic's continued operation.

Procedural:

In accordance with the CRD New Service Request Policy and Procedure (attached as Appendix A), the SCC has prepared an analysis of the service request (attached as Appendix B). To proceed with this initiative, a contribution service establishment bylaw is required; this bylaw is subject to elector assent under Section 344 of the *Local Government Act*. The Southern Gulf Islands (SGI) Electoral Area Director supports that this proposed bylaw be submitted to elector approval by way of referendum concurrently with the 2018 General Local Election.

ALTERNATIVE

Alternative 1

That the Electoral Area Services Committee recommends to the Capital Regional District Board:

- a) That Bylaw No. 4231, "Saturna Island Medical Clinic Contribution Service Establishment Bylaw No. 1, 2018" be introduced and read a first and second time, and read a third time; and
- b) That CRD staff be directed to implement the elector approval process under Section 344 of the *Local Government Act* in concurrence with the 2018 General Local Election.

Alternative 2

That this bylaw be deferred pending additional information.

IMPLICATIONS

The proposed service includes a maximum allowable requisition of \$40,000 and would result in a maximum annual cost of \$60.79 per average household in the service area. The majority of the levy would be used to increase the SCC's annual revenue to cover additional operating costs, including the new staff positions, and backstop any shortfalls in donations or fundraising. The balance of the requisition would cover the CRD's one-time administration fee for conducting the referendum (estimated at \$10,000) and other ongoing administration costs for managing the service.

The proposed service would be administered under the terms of a contribution agreement between the CRD and the SCC, in accordance with the CRD's policy governing contribution funding to non-profit organizations for the delivery of specified services. This agreement would indemnify the CRD of any risks associated with the operation of the Medical Clinic. Pending electorate and Board approval to establish the service, the service would be included in the 2019 CRD Financial Plan; the contribution would be advanced once the Board approves the financial plan.

The funding provided to the Medical Clinic through this service would not subsidize services that fall under the Island Health's mandate. Moreover, the proposed service does not relate to, nor conflict with, the Capital Regional Hospital District's mandate.

CONCLUSION

The SCC has requested that the CRD establish a service for the purpose of contributing to the SCC's costs in operating the Medical Clinic. There is precedent for such a service, and the CRD established a similar contribution service on Galiano Island in 2014. Establishment of a contribution service will allow the Medical Clinic to operate without the risk that annual donations and fundraising will be insufficient to cover core operating costs. Staff analysis of the request concludes that the service is viable.

To proceed with this initiative a contribution service establishment bylaw is required. A proposed bylaw, Bylaw 4231 (attached at Appendix C), is subject to elector assent under Section 344 of the *Local Government Act*. The SGI Electoral Area Director supports that this proposed bylaw be submitted to elector approval by way of referendum concurrently with the 2018 General Local Election.

RECOMMENDATIONS

The Electoral Area Services Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4231, "Saturna Island Medical Clinic Contribution Service Establishment Bylaw No. 1, 2018" be introduced and read a first and second time, and read a third time; and
2. That CRD staff be directed to implement the elector approval process under Section 344 of the *Local Government Act* in concurrence with the 2018 General Local Election.

Submitted by:	June Klassen, MCIP, RPP, Manager Service Delivery Southern Gulf Islands
Submitted by:	Kristen Morley, JD, General Manager, Corporate Services
Concurrence:	Nelson Chan, MPA, CPA, CMA, Acting Chief Administrative Officer

Attachment:

Appendix A – CRD Corporate Policy – Standard for Adoption or Review of Services Functions

Appendix B – Saturna Island Medical Clinic New Service Request

Appendix C – Proposed Bylaw No. 4231