

**NANAIMO REGIONAL HOSPITAL DISTRICT**

**REGULAR BOARD MEETING  
TUESDAY, DECEMBER 11, 2001  
7:30 PM**

*(Nanaimo City Council Chambers)*

**A G E N D A**

**PAGES**

**CALL TO ORDER**

**MINUTES**

- 2-3 Minutes of the regular Hospital Board meeting held September 11, 2001.
- 4-8 Minutes of the Project Building Committee meetings held June 20, 2001 and October 3, 2001.

**HOSPITAL**

Year 2002 Provisional Budget. (to be circulated)

**ADDENDUM**

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**NEW BUSINESS**

**ADJOURNMENT**

**NANAIMO REGIONAL HOSPITAL DISTRICT**  
**MINUTES OF THE REGULAR MEETING OF THE BOARD**  
**OF THE NANAIMO REGIONAL HOSPITAL DISTRICT HELD ON**  
**TUESDAY, SEPTEMBER 11, 2001, AT 7:30 PM IN THE**  
**NANAIMO CITY COUNCIL CHAMBERS**

**Present:**

Director G. Holme	Chairperson
Director L. Elliott	Electoral Area A
Director B. Sperling	Electoral Area B
Director E. Hamilton	Electoral Area C
Director D. Haime	Electoral Area D
Alternate	
Director J. Pullen	Electoral Area F
Alternate	
Director M. Klee	Electoral Area G
Director J. Macdonald	City of Parksville
Director T. Westbroek	Town of Qualicum Beach
Director D. Rispin	City of Nanaimo
Director G. Korpan	City of Nanaimo
Alternate	
Director S. Lance	City of Nanaimo
Director L. McNabb	City of Nanaimo
Director L. Sherry	City of Nanaimo

**Also in Attendance:**

K. Daniels	Chief Administrative Officer
B. Lapham	Gen. Mgr. of Development Services
C. Mason	Gen. Mgr. of Corporate Services
N. Connelly	Gen. Mgr. of Community Services
J. Finnie	Gen. Mgr. of Development Services
M. Pearse	Manager of Administrative Services

**MINUTES**

MOVED Director Sherry, SECONDED Director Hamilton, that the minutes of the regular Hospital Board meeting held July 10, 2001 be adopted.

CARRIED

**HOSPITAL**

**Nanaimo Regional Hospital District Capital Project Borrowing (Trillium Lodge Kitchen Renovations) Bylaw No. 131.**

MOVED Director Sherry, SECONDED Director Macdonald, that "Nanaimo Regional Hospital District Capital Project Borrowing (Trillium Lodge Kitchen Renovations) Bylaw No. 131, 2001" be introduced for first three readings.

CARRIED

MOVED Director Westbrook, SECONDED Director Sherry, that "Nanaimo Regional Hospital District Capital Project Borrowing (Trillium Lodge Kitchen Renovations) Bylaw No. 131, 2001" having received three readings, be adopted.

**ADJOURNMENT**

**CARRIED**

MOVED Director Sherry, SECONDED Director Rispin, that this meeting terminate.

**CARRIED**

**TIME: 7:32 PM**

---

CHAIRPERSON

---

GENERAL MANAGER, CORPORATE SERVICES

**MINUTES OF THE NANAIMO PROJECT BUILDING COMMITTEE**

Held at 0830 hours, Wednesday, June 20, 2001

CVIHR Small Meeting Room

**Present:** Jim Slater (Chair), Kevin Daniel, Phil Wright, George Holme, Nancy Avery, Jim Morris, Jean Chandler (via telephone), Doreen Gordon (Recorder)

**Guests:** Mark Hendrickson and Dick Peters, CPV Architects & Engineers Ltd.

1.	<b>CALL TO ORDER</b> The Chairman called the meeting to order at 0800 hours.
2. 2.1	<b>PHASE 2 PROGRESS REPORTS</b> <b>ARCHITECT'S REPORT</b> Mark Hendrickson reviewed the Architect's Report. The Committee was advised that the Phase 2 Construction Document phase would extend to the first half of the year, completing January 2002. Costing and reviewing would then occur with the project being ready for tender January 15 <sup>th</sup> , closing February 21 <sup>st</sup> , 2002. Final cost estimates would be completed just prior to tender. Drawing phase will be completed by December 13 <sup>th</sup> , 2001.  Mr. Hendrickson also introduced Dick Peters to the Committee. He will be the job captain for Phase 2. Chair Slater welcomed Mr. Peters to the project. <i>M. Hendrickson &amp; D. Peters left the meeting.</i>
2.2	<b>PROJECT MANAGER'S REPORT</b> Jim Morris reported that an <del>ML</del> Project Advisory Committee has been established consisting of Team Captains of User Committees. A communication board has also been established at the hospital to inform staff and visitors of upcoming construction projects.  M/S/G. Holme/J. Slater that the Architect's Report be received. M/S/G. Holme/J. Slater that the Project Manager's Report be received. <b>CARRIED.</b>
3. 3.1	<b>AGENDA/MINUTES</b> <b>REVIEW OF AGENDA.</b>  M/S/G. Holme/J. Slater that the Agenda be adopted as circulated.  <b>CARRIED.</b>
3.2	<b>REVIEW OF MINUTES OF FEBRUARY 21<sup>st</sup>, 2001.</b> M/S/G. Holme/J. Slater that the minutes of March 14, 2001 be adopted with the following revisions:  Item 4: "about project Building Committees" be inserted after "The Discussion Paper" "which was presented at PBC February 21 <sup>st</sup> , 2001," inserted after "from the MoH".  <b>CARRIED.</b>

<p>5. 5.1</p>	<p><b>BUDGET STATUS REPORTS</b>  <b>PHASE 2 - PROJECT #602397</b>                  K. Daniel reviewed Budget Status Report No. 036 &amp; 037 in detail.                   M/S/G. Holme/J. Slater that Budget Status Report No. 036 &amp; 037 in the amount of \$30,597 be approved.   <b>CARRIED.</b></p>
<p>5.2</p>	<p><b>AMBULATORY CARE REMEDIATION - PROJECT #602097</b>                  K. Daniel reviewed Budget Status Report No. 012, 013, &amp; 014 in detail.                   M/J. Slater that Budget Status Report No. 012, 013 &amp; 014 in the amount of \$204,874 be approved.   <b>CARRIED.</b></p>
<p>6. 6.1</p>	<p><b>PROJECT REPORTS</b>  <b>PHASE 2 - PROJECT #602397//602267</b>                  Written report circulated with Agenda.</p>
<p>6.2</p>	<p><b>AMBULATORY CARE LEAKAGE REMEDIATION - PROJECT #602097</b>  <b>6.2.1 Project Update (Schedule "A")</b>                  Written report circulated with Agenda.                   P. Wright noted that NRGH was very pleased and impressed with the company that completed the remediation work.</p>
<p>6.3</p>	<p><b>MRI Installation Project #602669</b>                  Written report circulated with Agenda.                   M/S G. Holme/J. Slater that Phase 2 - Project #602397/602267, Ambulatory Care Leakage Remediation Project #602097 and the MRI Installation Project #602669 be received.  <b>CARRIED.</b></p>
<p>7.</p>	<p><b>OLD BUSINESS</b>                  None.</p>
<p>8.</p>	<p><b>NEW BUSINESS</b>                  None.</p>
<p>9.</p>	<p><b>CORRESPONDENCE</b>                  None.</p>
<p>10.</p>	<p><b>DATE AND TIME OF NEXT MEETING</b>                  The next meeting will be held at the call of the Chair.</p>
<p>11.</p>	<p><b>ADJOURNMENT</b>                  There being no further business, the meeting adjourned at 0835 hours.</p>

J. Slater, Chairman  
 CVIHR - Nanaimo  
 Project Building Committee  
 PWC:mg

**MINUTES OF THE NANAIMO PROJECT BUILDING COMMITTEE**

Held at 0800 hours, Wednesday, October 3<sup>rd</sup>, 2001

NRGH Board Room

**Present:** Jim Slater (Chair), Phil Wright, William Campbell, George Holme, Kevin Daniel, Jim Morris, Nancy Avery, Diane Robert (Recorder)

1.	<b>CALL TO ORDER</b> The Chairman called the meeting to order at 0832 hours.
2.	<b>PHASE 2 PROGRESS REPORTS</b>  2.1 <b>ARCHITECT'S REPORT</b> It was recommended that the project management software be used for both the Phase Two and MRI projects. The software enables the sharing of drawings between parties as well as minutes, change orders and supplement instructions and can be accessed through the Internet. The cost is \$300 for each license and \$300 for maintenance and support. These costs can be split amongst all parties. Drawings can be reviewed and marked up without having to courier them.  2.2 <b>PROJECT MANAGER'S REPORT</b>  Jim Morris reported on a proposed ground breaking ceremony for the MRI. The first site meeting is scheduled for tomorrow. It was agreed to promote and celebrate the award of the MRI through the communication package at this meeting and through the newsletter, "On the Move", the NRGH bulletin board and Regional newsletter. After considerable discussion, it was agreed to schedule a formal ground breaking ceremony in two to three weeks at the NRGH helicopter site. Invitations would be extended to the MLA and media. George Holme agreed to represent the Regional District of Nanaimo.  Discussion focused on MRI project bidding as there was a 5.2% spread in between the bids. The lowest bid became high partly due to the shielding and the cost of structural steel and roofing was underestimated. Although the pricing was competitive, inflation in the industry has caused carpentry costs to increase. It was budgeted through fair wage legislation although a number of tradesmen have relocated to Alberta. Since that time wages have increased even in the non-union positions. An additional \$10,000 allowance was submitted for landscaping which has now been withdrawn.  Jim Slater recommended that a rationale be included in <sup>the cost consultants</sup> <del>Forma Construction's</del> report to explain the 17% increase. <i>difference between pretender estimate and lowest bid.</i>  M/S/G. Holme/J. Slater that the Architect's Report be received. M/S/G. Holme/J. Slater that the Project Manager's Report be received. <b>CARRIED.</b>
3.	<b>AGENDA/MINUTES</b> 3.1 <b>REVIEW OF AGENDA.</b>  M/S/J. Slater/G. Holme that the Agenda be adopted as circulated.  <b>CARRIED.</b>

3.2	<p>REVIEW OF MINUTES OF JUNE 20<sup>TH</sup>, 2001.  M/S/G. Holme/J. Slater that the minutes of June 20<sup>th</sup>, 2001 be adopted with the following revision:</p> <p>Under Item no. 2.2 Project Manager's Report - the MRI Project Advisory Committee should be amended to the 'Project Advisory Committee'.</p> <p><b>CARRIED.</b></p>
4.	<p><b>BUSINESS ARISING</b></p> <p>None</p>
5.1	<p><b>BUDGET STATUS REPORTS</b>  <b>PHASE 2 - PROJECT #602397</b>  K. Daniel reviewed Budget Status Report No. 038 in detail.</p> <p>K. Daniel agreed to investigate two invoices involving Norm's Carpentry and Mike's Drywall. Payment will be held until after the next meeting. There is a mock-up upstairs and P. Wright suggested that it could be charged to this account. All items that are project related including maintenance should be forwarded to Jim Morris in advance of expenditures. The first four items involving Architects fees were approved. All other items will be investigated and payment will be held until next meeting. Specifically these include on Page 11, items #1-3, 5-11, Page 12, items #4 - 9 and will be forwarded to J. Morris. These pages will be amended accordingly.</p> <p>M/S/G. Holme/J. Slater that Budget Status Report No. 038 in the amount of \$26,435 be approved as amended.</p> <p><b>CARRIED.</b></p>
5.2	<p><b>MRI BUILDING ADDITION - PROJECT #602669</b></p> <p>K. Daniel reviewed Budget Status Report No. 001 in detail.  M/S/G. Holme/J. Slater that Budget Status Report No. 001 in the amount of \$104,703 be approved as amended.</p> <p><b>CARRIED.</b></p>
6.1	<p><b>PROJECT REPORTS</b>  <b>PHASE 2 - PROJECT #602397//602267</b>  P. Wright reviewed a summary of his report. No additional comments were made.</p> <p><b>6.2 MRI Building Addition Project #602669</b></p> <p>Phil Wright circulated Attachment # 7, letter to Perma Construction Ltd. dated September 26<sup>th</sup>, 2001 from Grant Roberge and Attachment #8 - Draft Project Cost Estimate (1553) for the MRI Building Addition (Post Tender). He reported on the \$150,000 overbudget indicating that the method to reduce the cost was to adjust the budget, find additional independent funds and reduce the cost of the construction. Subsequently, \$50,000 was taken out the construction through negotiations with the architect and the lower bidder contractor, Perma Construction. Contingency funds had been held and were transferred into the construction part of the budget. Furnishings in the amount of \$50,000 were removed from the budget. The balance of \$50,000 was obtained from the CVIHR as part of the unused allocation for capital funding.</p> <p><b>6.3 Rehabilitation Wing &amp; Laboratory Roof Replacement - Project #10632</b>  <b>6.3.1 Project Update (Schedule 'A')</b>  P. Wright reviewed a summary of his report. No additional comments were made.</p> <p>M/S/G. Holme/J. Slater that the Phase 2 - Project #602397//602267, the MRI Building Addition Project #602669 including Attachments 7 and 8 and the Rehabilitation Wing &amp; Laboratory Roof</p>

CVIHR Nanaimo Project Building Committee Minutes

	Replacement – Project #10632 be approved. <b>CARRIED.</b>
7.	<b>OLD BUSINESS</b> None.
8.	<b>NEW BUSINESS</b> None.
9.	<b>CORRESPONDENCE</b> None.
10.	<b>DATE AND TIME OF NEXT MEETING</b> The next meeting will be held on November 21 <sup>st</sup> , 2001.
11.	<b>ADJOURNMENT</b> There being no further business, the meeting adjourned at 0940 hours.

---

J. Slater, Chairman  
CVIHR - Nanaimo  
Project Building Committee  
rws:mg