



# Alberni-Clayoquot Health Network Minutes

Wednesday, December 17<sup>th</sup>, 2014 @ 9:30 am

ACRD Board Room, 3008 5<sup>th</sup> Avenue, Port Alberni, BC

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**Attendees:** Penny Cote, Tanis Dagert, Marcie DeWitt, Adriane Schroeder, Peter Klaver, Craig Summers, Esther Pace, Wes Hewitt, Marcie DeWitt, Wendy Thomson, Rebecca Hurwitz, Josie Osborne

**Observer:** John McNabb, Vice-Chair Alberni Clayoquot Regional Hospital District

**Regrets:** Eunice Joe, Matilda Atleo, Laurie Money, Ellen Brown, Julie Rushton

**1. CALL TO ORDER**

The chairperson called the meeting to order at 9:33 am.

**2. Welcome**

The Chairperson acknowledged we are on the traditional territories of the Hupacasath and Tseshaht First Nations.

**3. REVIEW OF AGENDAS**

The future Agendas will reflect what is explained in the Terms of Reference. Building Agendas will be prepared at the meeting with submissions up to one week prior to the meeting.

October 2015 meeting will be on October 21.

Minutes will include action items after the information.

Minutes of November 19<sup>th</sup> meeting were approved.

**4. IN-CAMERA**

Moved into camera @ 9:41 am.

Return from in camera @ 11:00 am.

**Information out of in camera:**

The ACHN Table of Partners offered M. Dewitt an interim Coordinator position for January and February. Marcie accepted the interim Coordinator position.

An RFP for a full-time Coordinator position will be prepared and distributed on behalf of the network by the regional district.

**Action Items:**

Tanis will meet with Marcie, Shelli and Penny to transition prior to December 31<sup>st</sup>, 2014. Shelli will prepare Marcie's contract and RFP process.

**5. MOU Development**

Discussions regarding the draft protocol agreement. T. Dagert provided an update on how the draft 'protocol agreement' was created. There was discussion of if it should be called an MOU, Protocol agreement or 'other' term more fitting based on the discussion as follows.

J. Osborne explained the ACHN is a committee of the Regional District and has to adhere to the policies of the ACRD. The MOU needs to be clear on how this committee is struck, who has authority and for what, keeping in mind there is strength in being part of the ACRD. An option going forward is to explore becoming a Commission of the ACRD (e.g. Parks Commission) in order to be a more independent body. We could recommend to the ACRD that they establish a bylaw that delegates authority to a new Commission, the ACHN Commission. A Commission is the only structure under the Local Government Act that allows some autonomy. This would need to be defined really clearly in an MOU.

The understanding we currently have of the other two Health Networks is that they established an arms length relationship and that their regional districts are not involved in decision-making once the budget is approved.

**Action Items:**

1. Wendy will investigate options - one being the viability of a 'Commission'.

**6. Budget Process**

ACHN Table of Partners needs to have a draft budget ready to submit to the ACRD Board of Directors by Wednesday, February 18<sup>th</sup> assuming that the funding from IH will be forthcoming. Budget Committee members are Peter, Ellen, Rebecca Penny, Josie, Craig and Esther.

**Action Items:**

1. Send a letter of proposal for funding to Island Health by the end of January detailing an amount the ACHN needs for coordination and operation.
2. Budget Committee will prepare the budget for submission to ACRD Board of Directors by February 18<sup>th</sup>, 2015.

**7. Other Business****CFRC Letter**

A letter should be sent updating the CFRC on the ACHN Table of Partners process to date on their request.

**Action Items:**

1. Tanis and Marcie will prepare a draft response letter from the ACHN to the CFRC Management Resource Team signed by the Chair.

**TOP Members**

Tanis followed up with Matilda Atleo to see if she is available to join the TOP on behalf of NTC after all. Michael McCarthy from NTC has been in touch with Tanis as a possible replacement for Matilda. This development raised the issue that the TOP does not currently have a 'vacancy policy' as part of it's terms.

**Action Items:**

1. Tanis will contact Matilda Atleo regarding her participation on the ACHN TOP.
2. TOP to discuss 'vacancy' issue at meeting in January.

**January Meeting Call for Agenda Items**

TOP Vacancy Process -re exam the matrix, where do we have representation or need representation, missing meetings, Terms of Reference for filling vacancies.  
Action Items updated on Agenda.

Coordinator Report

RFP for ACHN Coordinator

Island Heath Letter

CFRC Letter

Budget

MOU with ACRD update

Transportation Initiative update

Strategic Priorities check up

Chair Position Selection Process

Network Event

First Nations Relationships, ACHN meetings with Chief and Council to explain what the ACHN is

Any new submissions send to Marcie by January 12th

**Action Items:**

1. Marcie prepare a Happy New Year Letter.
2. Marcie to outline a plan and background briefing for Chief and Council meetings to direct the staff.
3. Marcie and Shelli prepare January Agenda with the above items.

### **Transportation Action Tables**

Adriane is presenting the Affordable and Accessible report to the ACRD Board in January.

#### **Action Items:**

1. Marcie and Adriane will discuss the representation of the Transportation Action Table

The meeting adjourned at 12:26 pm. The next meeting of the Table of Partners will be held on Wednesday, January 21, 2015 @ 9:30 am.