



Alberni-Clayoquot Regional Hospital District

BOARD OF DIRECTORS MEETING FRIDAY, DECEMBER 5, 2014

Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u> <i>(immediately following the ACRD Board Meeting)</i>	
Recognition of Traditional Territories.	
2. <u>APPROVAL OF AGENDA</u> <i>(motion to approve, including late items requires 2/3 majority vote)</i>	
3. <u>ADOPTION OF MINUTES</u>	
a. Board of Directors Meeting – November 13, 2014	3-5
<i>THAT the minutes of the Alberni-Clayoquot Regional Hospital District Board of Directors held on November 13, 2014 be adopted.</i>	
4. <u>PETITIONS, DELEGATIONS & PRESENTATIONS (10 minute maximum)</u>	
5. <u>CORRESPONDENCE FOR ACTION</u>	
6. <u>CORRESPONDENCE FOR INFORMATION</u>	
a. ISLAND HEALTH Appointment to Office	6
7. <u>REQUEST FOR DECISIONS & BYLAWS</u>	
a. Request for Decision 2015 Provisional Budget	7-10
<i>THAT the Hospital District Board of Directors give first reading to the bylaw cited as "Alberni-Clayoquot Regional Hospital District 2015 Provisional Budget Bylaw No. 117".</i>	
<i>THAT the Hospital District Board of Directors give second reading to the bylaw cited as "Alberni-Clayoquot Regional Hospital District 2015 Provisional Budget Bylaw No. 117".</i>	
<i>THAT the Hospital District Board of Directors give third reading to the bylaw cited</i>	



Alberni-Clayoquot Regional Hospital District

MINUTES OF THE BOARD OF DIRECTORS MEETING

HELD ON THURSDAY, NOVEMBER 13, 2014

Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

DIRECTORS PRESENT: Penny Cote, Chairperson, Chairperson, Electoral Area "D" (Sproat Lake)
Cindy Solda, Vice-Chair, Councillor, City of Port Alberni
Eric Geall, Electoral Area "A" (Bamfield)
Mike Kokura, Electoral Area "B" (Beaufort)
Tony Bennett, Electoral Area "C" (Long Beach)
John McNabb, Electoral Area "E" (Beaver Creek)
Lucas Banton, Electoral Area "F" (Cherry Creek)
John Jack, Councillor, Huu-ay-aht First Nation
Jack McLeman, Councillor, City of Port Alberni
Josie Osborne, Mayor, District of Tofino
Bill Irving, Mayor, District of Ucluelet
Alan McCarthy, Member of Legislature, Yuułu?it?ath Government
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

STAFF PRESENT: Russell Dyson, Chief Administrative Officer
Andy Daniel, Manager of Environmental Services
Teri Fong, Manager of Finance
Mike Irg, Manager of Planning and Development
Wendy Thomson, Manager of Administrative Services

1. CALL TO ORDER

The Chairperson called the meeting to order at 2:28 pm.

The Chair recognized the meeting this afternoon is being held in the Tseshaht First Nation and the Hupacasath First Nation Traditional Territories.

2. APPROVAL OF AGENDA

MOVED: Director Bennett

SECONDED: Director McNabb

THAT the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

a. Board of Directors Meeting – October 8, 2014

MOVED: Director Solda
SECONDED: Director McCarthy

THAT the minutes of the Alberni-Clayoquot Regional Hospital District meeting held on October 8, 2014 be adopted.

CARRIED

4. PETITIONS, DELEGATIONS & PRESENTATIONS

5. CORRESPONDENCE FOR ACTION

6. CORRESPONDENCE FOR INFORMATION

a. Island Health

Amputees Support Each Other With Practical Tips and Understanding.

MOVED: Director Bennett
SECONDED: Director Kokura

THAT the above noted correspondence be received.

CARRIED

7. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding Finance warrant No. 476.

MOVED: Director Kokura
SECONDED: Director Cootes

THAT the Regional Hospital District Board of Directors approves Finance Warrant Number 476 in the amount of \$7,967.12 dated October 31, 2014.

CARRIED

8. REPORTS

a. Bamfield Outpost Hospital – E. Geall – No Report

b. Alberni-Clayoquot Continuing Care Society – J. McNabb

Director McNabb reported on the last meeting. The Society has been approved for funding for an additional bed.

c. IH Capital Planning Committee – P. Cote/C. Solda – No Report

d. West Coast Native Health Care Society – P. Cote – No Report

e. Tofino General Hospital – J. Osborne/B. Irving

Director Osborne reported on her attendance at the Tofino General Hospital Foundation meeting. She requested a meeting between all parties to discuss the helipad. One of the outcomes from the meeting was to develop improved communications with the West Coast Native Health Care Society.

f. Alberni-Clayoquot Health Network – P. Cote

Chairperson Cote reported the Table of Partners is meeting on November 19th. The Affordable Transportation Action Group is moving forward.

g. Other Reports

Chairperson Cote reported she received an email from Dr. Sam Williams, Chief of Staff, West Coast General Hospital advising that the Practice Readiness Program for International Medical Graduates is going ahead in Port Alberni. This area is one of 3 island communities chosen for the program.

MOVED: Director Banton

SECONDED: Director Irving

THAT the Regional Hospital Board of Directors receives reports a-g.

CARRIED

9. QUESTION PERIOD

10. ADJOURN

MOVED: Director Kokura

SECONDED: Director McLeman

THAT this meeting be adjourned at 2:34 pm.

CARRIED

Certified Correct:

Penny Cote,
Chairperson

Russell Dyson,
Chief Administrative Officer

Excellent care, for everyone,
everywhere, every time.



November 17, 2014
16250



Board of Directors
Alberni-Clayoquot Regional District
3008 5th Avenue
Port Alberni, BC V9Y 2E3

Dear Board of Directors:

Re: Appointment to Office

Congratulations on your recent election as the Board of Directors for the Alberni-Clayoquot Regional District.

As the Medical Health Officer for Central Vancouver Island I look forward to working with you during your term in office and discussing health issues of residents living in and around your community. Please feel free contact me with any public health issues or questions you may have.

Yours in Health,

A handwritten signature in black ink, appearing to read "Paul Hasselback".

Paul Hasselback, MD, MSc, FRCPC
Medical Health Officer

PH/cl



REQUEST FOR DECISION

To: Regional Hospital District Board of Directors

From: Teri Fong, CPA, CGA, Manager of Finance

Meeting Date: December 5, 2014

Subject: 2015 Provisional Budget

Recommendation:

That the Hospital District Board of Directors give first reading to the bylaw cited as “Alberni-Clayoquot Regional Hospital District 2015 Provisional Budget Bylaw No. 117”.

That the Hospital District Board of Directors give second reading to the bylaw cited as “Alberni-Clayoquot Regional Hospital District 2015 Provisional Budget Bylaw No. 117”.

That the Hospital District Board of Directors give third reading to the bylaw cited as “Alberni-Clayoquot Regional Hospital District 2015 Provisional Budget Bylaw No. 117”.

That the Hospital District Board of Directors adopt bylaw cited as “Alberni-Clayoquot Regional Hospital District 2015 Provisional Budget Bylaw No. 117”.

Summary:

The Regional Hospital District paid for 40% of the West Coast General Hospital construction using long term debt secured through the Municipal Finance Association (MFA). The balance of the debt outstanding is estimated to be approximately \$6.8 million at the end of 2014. Debentures have begun expiring in the past couple of years resulting in decreased costs to service the debt.

As in prior years, the provisional budget includes an equipment grant of \$550,000 for Island Health to purchase equipment and complete smaller scale projects for the hospitals in the Region. In 2014 Island Health also identified a major renovation of the WCGH Emergency Room as a high priority with the project to be completed in 2014/2015. The total estimated project cost is \$4,026,000 which makes the ACRHD 40% share \$1,610,400. The 2014 ACRHD budget included a budget item of \$1,000,000 for this project and therefore the remaining \$610,400 has been budgeted for 2015.

Island Health will be providing the Board a formal request, with a description of projects, by January 31st, 2015. It is anticipated that the Heli-pad project at the Tofino Hospital will be the main item in their plan.

Time Requirements – Staff & Elected Officials:

There will be some time required of staff and elected officials to review the specific funding requests as they are received from Island Health.

Financial:

The provisional budget sees a tax requisition increase of 1.85% from 2014.

Policy or Legislation:

The Alberni-Clayoquot Regional Hospital District is required by Section 23 of the Hospital District Act to adopt a provisional budget by December 31 for the following year.



Submitted by: _____

Teri Fong, CGA, Manager of Finance



Approved by: _____

Russell Dyson, Chief Administrative Officer



Alberni-Clayoquot Regional Hospital District

Bylaw No. 117

A bylaw to adopt the Provisional Budget for the Year 2015

The Board of Directors for the Alberni-Clayoquot Regional Hospital District in open meeting assembled enacts as follows:

1. This Bylaw may be cited as the ***“Alberni-Clayoquot Regional Hospital District 2015 Provisional Budget Bylaw No. 117”***.
2. Schedule “A” attached hereto and forming part of this Bylaw is the Provisional Budget for the Alberni-Clayoquot Regional Hospital District for the year ending December 31, 2015.

Read a first time this day of , 2014.

Read a second time this day of , 2014.

Read a third time this day of , 2014.

Adopted this day of , 2014.

Chairperson

Chief Administrative Officer



ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT
 2015 PROVISIONAL BUDGET
 SCHEDULE A - BYLAW NO. 117

Line	History			Budget	Line
	2014 ACTUAL	2014 PLAN		2015	
REVENUE					
1	\$ 601,274	\$ 601,274	Surplus (deficit) from prior years	66,030	1
2	1,985,727	1,985,726	Tax requisition	2,022,370	2
3	32,029	8,000	Grants in lieu of taxes	8,000	3
4	40,000	20,000	Investment income & refunds	20,000	4
5	\$ 2,659,030	\$ 2,615,000	TOTAL REVENUE	\$ 2,116,400	5
EXPENDITURES					
6	\$ 18,000	\$ 18,000	Administration costs	\$ 18,000	6
7	505,000	527,000	Debenture - interest	429,000	7
8	520,000	520,000	Debenture - principal	509,000	8
9	550,000	550,000	Annual equipment grant	550,000	9
10	1,000,000	1,000,000	WCGH Emergency Department	610,400	10
11	\$ 2,593,000	\$ 2,615,000	TOTAL EXPENDITURES	\$ 2,116,400	11



M E M O R A N D U M

TO: Regional Hospital District Board of Directors
FROM: Teri Fong, CPA, CGA, Manager of Finance
DATE: December 1, 2014
RE: Finance Warrant No.477

Recommendation:

That the Regional Hospital District Board of Directors approves Finance Warrant Number 477 in the amount of \$87,185.52 dated November 30, 2014.

Chief Administrative Officer Comments:

Concur

IMPLICATIONS OF THE RECOMMENDATION

1. **GENERAL**

That the Regional Hospital District Board of Directors reviews the details of the expenditures made in the previous month and when satisfied, approves the finance warrant.

2. **TIME REQUIREMENT – STAFF AND ELECTED OFFICIALS** – none

3. **FINANCIAL** – none

4. **POLICY OR LEGISLATIVE** – none

5. **RELEVANCE TO THE STRATEGIC PLAN AND CURRENT WORK PLAN**

Improve financial controls by increasing the transparency of the Hospital District's financial affairs.

6. **COMMUNICATIONS ISSUES** - none

Submitted by: Teri Fong, CPA, CGA, Manager of Finance



**Alberni-Clayoquot Regional Hospital
Cheque Register - Detail - Supp.**



AP5100 **Page : 1**
Date : Dec 01, 2014 **Time :** 2:09 pm
Bank : 1 To 1
Status : All
Medium :
 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier : 0050 To 912
Trans. Date : 01-Nov-2014 To 30-Nov-2014
Cheque Date : 01-Nov-2014 To 30-Nov-2014
Cheque No. : All
Batch No. : All

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
1600	ALBERNI-CLAYOQUOT REGIONAL DISTRICT					
1015	28-Nov-2014	Issued	30	C		18000.00
2014ADMIN	01-4-6030-000	ACCOUNTS PAYABLE		18000.00		
Invoice Description --> 2014 ADMINISTRATION CHARGE						
Total :				18000.00	0.00	18000.00
Supplier Total :				18000.00	0.00	18000.00

1850	VANCOUVER ISLAND HEALTH AUTHORITY					
1014	13-Nov-2014	Issued	29	C		69185.52
NOV4/14	01-4-6030-000	ACCOUNTS PAYABLE		69185.52		
Invoice Description --> E2-332						
Total :				69185.52	0.00	69185.52
Supplier Total :				69185.52	0.00	69185.52

Total Computer Paid :	87,185.52	Total EFT PAP :	0.00	Total Paid :	87,185.52	
Total Manually Paid :	0.00	Total EFT File Transfer :	0.00			