



# Alberni-Clayoquot Regional Hospital District

## BOARD OF DIRECTORS MEETING WEDNESDAY, AUGUST 12, 2015

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

### AGENDA

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- |                                                                                                                                                     | <b>PAGE #</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <b>1. <u>CALL TO ORDER</u></b><br><i>(immediately following the ACRD Board Meeting)</i>                                                             |               |
| <b>Recognition of Traditional Territories.</b>                                                                                                      |               |
| <b>2. <u>APPROVAL OF AGENDA</u></b><br><i>(motion to approve, including late items requires 2/3 majority vote)</i>                                  |               |
| <b>3. <u>ADOPTION OF MINUTES</u></b>                                                                                                                |               |
| a. <b>Board of Directors Meeting – July 8, 2015</b>                                                                                                 | <b>3-6</b>    |
| <i>THAT the minutes of the Alberni-Clayoquot Regional Hospital District Board of Directors held on July 8, 2015 be adopted.</i>                     |               |
| <b>4. <u>PETITIONS, DELEGATIONS &amp; PRESENTATIONS (10 minute maximum)</u></b>                                                                     |               |
| <b>5. <u>CORRESPONDENCE FOR ACTION</u></b>                                                                                                          |               |
| <b>6. <u>CORRESPONDENCE FOR INFORMATION</u></b>                                                                                                     |               |
| a.     Correspondence dated July 15, 2015 from Island Health Regarding the Tofino General Hospital Helipad.                                         | <b>7</b>      |
| <b>7. <u>REQUEST FOR DECISIONS &amp; BYLAWS</u></b>                                                                                                 |               |
| a. <b>Request for Decision</b><br>Finance Warrant No. 480                                                                                           | <b>8-9</b>    |
| <i>THAT the Regional Hospital District Board of Directors approves Finance Warrant Number 481 in the amount of \$90,743.85 dated July 31, 2015.</i> |               |
| <b>8. <u>REPORTS</u></b>                                                                                                                            |               |
| a.     Bamfield Health Centre – K. Wyton                                                                                                            |               |
| b.     Alberni-Clayoquot Continuing Care Society – J. McNabb                                                                                        |               |

- c. Island Health Capital Planning Committee – J. McNabb
- d. West Coast Native Health Care Society – P. Cote
- e. Tofino General Hospital – J. Osborne/D. St. Jacques
- f. Alberni-Clayoquot Health Network – P. Cote
- g. Other Reports

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

9. **UNFINISHED BUSINESS**

10. **LATE BUSINESS**

11. **QUESTION PERIOD**

12. **ADJOURN**



# Alberni-Clayoquot Regional Hospital District

## MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, JULY 8, 2015

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

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### DIRECTORS

John McNabb, Chairperson, Electoral Area "E" (Beaver Creek)

### PRESENT:

Josie Osborne, Vice-Chair, Mayor, District of Tofino

Keith Wyton, Electoral Area "A" (Bamfield)

Mike Kokura, Electoral Area "B" (Beaufort)

Tony Bennett, Electoral Area "C" (Long Beach) (Via Teleconference)

Penny Cote, Electoral Area "D" (Sproat Lake)

Lucas Banton, Electoral Area "F" (Cherry Creek)

Jack McLeman, Councillor, City of Port Alberni

Mike Ruttan, Mayor, City of Port Alberni

Dianne St. Jacques, Mayor, District of Ucluelet

Alan McCarthy, Member of Legislature, Yuuʔuʔiʔath Government

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

### REGRETS:

John Jack, Councillor, Huu-ay-aht First Nation

### STAFF PRESENT:

Russell Dyson, Chief Administrative Officer

Andrew McGifford, Acting Manager of Finance/Manager of Environmental Services

Wendy Thomson, Manager of Administrative Services

Alex Dyer, Planner

### 1. CALL TO ORDER

The Chairperson called the meeting to order at 2:55 pm.

**The Chairperson 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 Banton*

*SECONDED: Director Kokura*

*THAT the agenda be approved as circulated.*

**CARRIED**

**3. ADOPTION OF MINUTES**

**a. Board of Directors Meeting – June 10, 2015**

*MOVED: Director St. Jacques*

*SECONDED: Director McLeman*

*THAT the minutes of the Alberni-Clayoquot Regional Hospital District meeting held on June 10, 2015 be adopted.*

**CARRIED**

**4. PETITIONS, DELEGATIONS & PRESENTATIONS**

**5. CORRESPONDENCE FOR ACTION**

**6. CORRESPONDENCE FOR INFORMATION**

**7. REQUEST FOR DECISIONS & BYLAWS**

**a. Request for Decision regarding Finance Warrant No.480**

*MOVED: Director Cote*

*SECONDED: Director Banton*

*THAT the Regional Hospital District Board of Directors approves Finance Warrant Number 480 in the amount of \$506,381.26 dated June 30, 2015.*

**CARRIED**

**8. REPORTS**

**a. Bamfield Health Centre – K. Wyton**

Director Wyton reported on an issue with the helicopter pad in Bamfield.

*MOVED: Director Wyton*

*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional Hospital District Board of Directors instruct staff to investigate options to restore use of the helipad at the Bamfield Health Centre.*

**CARRIED**

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

The Chairperson advised he will leave a copy of the Alberni-Clayoquot Continuing Care

Society's financial report in the Directors reading file. The next meeting of the Society is in September 2015.

- c. **IH Capital Planning Committee – J. McNabb - No Report**
- d. **West Coast Native Health Care Society – P. Cote - No Report**
- e. **Tofino General Hospital – J. Osborne/D. St. Jacques**

Director Osborne provided a brief update on the helipad in Tofino. A meeting is being organized in early August with senior officials of Island Health to investigate the helipad issues.

- f. **Alberni-Clayoquot Health Network – P. Cote**

Director Cote reported the Network is meeting next week. The Transportation Forum held recently was successful. She will provide a report on both sessions at the next Hospital District meeting.

*MOVED: Director Cootes*  
*SECONDED: Director St. Jacques*

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

**CARRIED**

**9. UNFINISHED BUSINESS**

**10. LATE BUSINESS**

**11. QUESTION PERIOD**

**12. ADJOURN**

*MOVED: Director Cote*  
*SECONDED: Director Kokura*

*THAT this meeting be adjourned at 3:05 pm.*

**CARRIED**

Certified Correct:

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John McNabb,  
Chairperson

Russell Dyson,  
Chief Administrative Officer

Excellent health and care for everyone,  
everywhere, every time.



July 15, 2015



Mrs. Darlene Watts, President  
WestCoast Native Health Care Society  
Honorable Mayor Dianne St. Jacques – Ucluelet  
Honorable Mayor J. Osborne – Tofino  
c/o [lthomas@rainbowgardens.bc.ca](mailto:lthomas@rainbowgardens.bc.ca)

Dear Mrs. Watts, Mayor St. Jacques and Mayor Osborne:

**RE: Tofino General Hospital Helipad**

Thank you for your letter dated June 1, 2015 to Tim Orr, Director, Residential Services regarding the helipad, and thank you for your interest in finding a resolution to this issue.

Island Health recently conducted a feasibility study which has indicated that an elevated helipad would be very complex and very costly.

Island Health is now reviewing the feasibility of constructing a new ground level helipad at the existing helipad location.

The key issues/requirements of this ground level option are:

- 1) removal/topping of adjacent property trees;
- 2) land lease arrangement with the Tofino General Hospital Foundation;
- 3) Island Health Executive funding approval of the project cost estimated at \$655,000.

To further discuss the feasibility of this ground level option as well as other options, Island Health will be arranging a meeting soon in Tofino with all of the interested parties.

Yours sincerely,

Chris Sullivan

cc: **Alberni-Clayoquot Hospital District**  
Tofino Hospital Foundation  
Marie Duperreault, Director Geography 2 Port Alberni/WCGH  
Tim Orr, Director Residential Services

**Capital Planning**

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## MEMORANDUM

**TO:** Regional Hospital District Board of Directors  
**FROM:** Andrew McGifford, Acting Manager of Finance  
**DATE:** August 6, 2015  
**RE:** Finance Warrant No.481

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### **Recommendation:**

That the Regional Hospital District Board of Directors approves Finance Warrant Number 481 in the amount of \$90,743.85 dated July 31, 2015.

### **Chief Administrative Officer Comments:**

Concur

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## 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

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Submitted by: Andrew McGifford, Acting Manager of Finance



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



**AP5100**  
**Date :** Aug 06, 2015

**Page : 1**  
**Time :** 7:57 pm

**Supplier :** 0050 To 912  
**Trans. Date :** 01-Jul-2015 To 31-Jul-2015  
**Cheque Date :** 01-Jul-2015 To 31-Jul-2015  
**Cheque No. :** All  
**Batch No. :** All

**Bank :** 1 To 1  
**Status :** All  
**Medium :**  
 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier	Supplier Name						
Chq/Ref #	Cheque Date		Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description			Debit	Credit	
<b>1850</b>	<b>VANCOUVER ISLAND HEALTH AUTHORITY</b>						
1020	20-Jul-2015		Issued	12	C	90743.85	
JUNE 26/15	01-4-6030-000	ACCOUNTS PAYABLE			90743.85		
Invoice Description --> P-109, P-110, P-111, E1-092							
<b>Total :</b>					90743.85	0.00	90743.85
<b>Supplier Total :</b>					90743.85	0.00	90743.85

<b>Total Computer Paid :</b>	<u>90,743.85</u>	<b>Total EFT PAP :</b>	<u>0.00</u>	<b>Total Paid :</b>	<u>90,743.85</u>
<b>Total Manually Paid :</b>	<u>0.00</u>	<b>Total EFT File Transfer :</b>	<u>0.00</u>		