



# Alberni-Clayoquot Regional Hospital District

## BOARD OF DIRECTORS MEETING

WEDNESDAY, MAY 13, 2015

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

### AGENDA

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- |   | PAGE #     |
|---|------------|
| <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 – April 8, 2015</b>  | <b>3-5</b> |
| <i>THAT the minutes of the Alberni-Clayoquot Regional Hospital District Board of Directors held on April 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>   |            |
| <b>7. <u>REQUEST FOR DECISIONS &amp; BYLAWS</u></b>   |            |
| a. <b>REQUEST FOR DECISION</b><br>Re:    Finance Warrant No. 479  | <b>6-7</b> |
| <i>THAT the Regional Hospital District Board of Directors approves Finance Warrant Number 479 in the amount of \$102,220.42 dated April 30, 2015.</i> |            |
| <b>8. <u>REPORTS</u></b>  |            |
| a.     Bamfield Outpost Hospital – 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, APRIL 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)  
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, Yuułu?it?ath 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  
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 2:33 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 Cootes*

*SECONDED: Director Osborne*

*THAT the agenda be approved as circulated.*

**CARRIED**

### **3. ADOPTION OF MINUTES**

a. **Board of Directors Meeting – March 11, 2015**

*MOVED: Director Cootes*  
*SECONDED: Director Banton*

*THAT the minutes of the Alberni-Clayoquot Regional Hospital District meeting held on March 11, 2015 be adopted*

**CARRIED**

**4. PETITIONS, DELEGATIONS & PRESENTATIONS**

**5. CORRESPONDENCE FOR ACTION**

**6. CORRESPONDENCE FOR INFORMATION**

**7. REQUEST FOR DECISIONS & BYLAWS**

**8. REPORTS**

**a. Bamfield Outpost Hospital – K. Wyton – No Report**

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

The Chairperson provided a brief report on the meeting held last Tuesday. The Society is currently looking for new board members. Those interested should put their name forward at this time.

**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 reported discussions continue with the local community regarding location of the heli-pad. Director St. Jacques added it's been three years without a heli-pad and requested the Hospital District's support in resolving this outstanding issue.

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

Director Osborne reported on the last meeting of the Network. The group discussed the \$10 a day child care plan and worked with the new Network Coordinator to develop a work plan. The ACHN Table of Partners has been conducting a membership drive to recruit three new members. The deadline to submit an application is this Friday.

**g. Other Reports - No Reports**

*MOVED: Director Bennett*  
*SECONDED: Director Osborne*

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

**CARRIED**

**9. QUESTION PERIOD**

**10. ADJOURN**

*MOVED: Director Bennett*  
*SECONDED: Director Osborne*

*THAT this meeting be adjourned at 2:41 pm.*

**CARRIED**

Certified Correct:

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John McNabb,  
Chairperson

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Russell Dyson,  
Chief Administrative Officer



## MEMORANDUM

**TO:** Regional Hospital District Board of Directors  
**FROM:** Andrew McGifford, Acting Manager of Finance  
**DATE:** May 7, 2015  
**RE:** Finance Warrant No.479

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### **Recommendation:**

That the Regional Hospital District Board of Directors approves Finance Warrant Number 479 in the amount of \$102,220.42 dated April 30, 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** **Page : 1**  
**Date :** May 07, 2015 **Time :** 7:05 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-Apr-2015 To 30-Apr-2015  
**Cheque Date :** 01-Apr-2015 To 30-Apr-2015  
**Cheque No. :** All  
**Batch No. :** All

Supplier	Supplier Name		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date						
Invoice No.	Account No.	Account Description			Debit	Credit	
<b>1850</b>	<b>VANCOUVER ISLAND HEALTH AUTHORITY</b>						
1017	13-Apr-2015		Issued	6	C	102220.42	
MAR13/15	01-4-6030-000	ACCOUNTS PAYABLE			6958.47		
Invoice Description -->		P-644, P-645					
FEB16/15	01-4-6030-000	ACCOUNTS PAYABLE			10929.51		
Invoice Description -->		P-533, P-534, P-535					
APR13/15	01-4-6030-000	ACCOUNTS PAYABLE			84332.44		
Invoice Description -->		P-739, P-740					
<b>Total :</b>					102220.42	0.00	102220.42
<b>Supplier Total :</b>					102220.42	0.00	102220.42

<b>Total Computer Paid :</b>	<u>102,220.42</u>	<b>Total EFT PAP :</b>	<u>0.00</u>	<b>Total Paid :</b>	<u>102,220.42</u>
<b>Total Manually Paid :</b>	<u>0.00</u>	<b>Total EFT File Transfer :</b>	<u>0.00</u>		