



# Alberni-Clayoquot Regional Hospital District

## BOARD OF DIRECTORS MEETING WEDNESDAY, JANUARY 13, 2016, 10:00 AM

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

### AGENDA

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	PAGE #
<b>1. <u>CALL TO ORDER</u></b> Recognition of Traditional Territories.	
<b>2. <u>APPROVAL OF AGENDA</u></b> <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 - December 11, 2015</b>	<b>3-6</b>
<i>THAT the minutes of the Alberni-Clayoquot Regional Hospital District Board of Directors held on December 11, 2015 be adopted.</i>	
<b>4. <u>GUESTS FROM ISLAND HEALTH:</u></b>	
a. <b>Marie Duperreault, Director, Port Alberni/West Coast Community</b>	
b. <b>Dr. Wendy Johnsen, Medical Director Port Alberni/West Coast Community</b>	
c. <b>Dr. Sam Williams, Chief of Staff, West Coast General Hospital</b>	
d. <b>Pam Rardon, Site Director, West Coast General Hospital</b>	
Re:     Discussion with Regional Hospital District Board on the new Island Health structure and the roles of Island Health and the Alberni-Clayoquot Regional Hospital District.	
<b>5. <u>CORRESPONDENCE FOR ACTION</u></b>	
<b>6. <u>CORRESPONDENCE FOR INFORMATION</u></b>	
a. <b>Bamfield Community Affairs Society</b>	<b>7</b>
Re:     Community Request for Helipad	
<i>THAT this correspondence be received for information.</i>	
<b>7. <u>REQUEST FOR DECISIONS &amp; BYLAWS</u></b>	
a. <b>Finance Warrant No. 484</b>	<b>8-10</b>
<i>THAT the Regional Hospital District Board of Directors approves Finance</i>	

*Warrant Number 484 in the amount of \$586,198.96 dated December 31, 2015.*

**b. 2016 Committee Appointments**

**11-12**

*THAT the Alberni-Clayoquot Regional Hospital District Board of Directors approves the 2016 Committee Appointments as presented.*

**8. REPORTS**

- 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 FRIDAY, DECEMBER 11, 2015

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

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**DIRECTORS PRESENT:** Penny Cote, Chairperson, Electoral Area "D" (Sproat Lake)  
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)  
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  
Dianne St. Jacques, Mayor, District of Ucluelet  
Alan McCarthy, Member of Legislature, Yuułu?it?ath Government  
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

**REGRETS:** Mike Ruttan, Mayor, City of Port Alberni

**STAFF PRESENT:** Andrew McGifford, Acting Manager of Finance/Manager of Environmental Services  
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 3:09 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 Bennett*

*SECONDED: Director St. Jacques*

*THAT the agenda be approved as circulated.*

**CARRIED**

### 3. ADOPTION OF MINUTES

a. Board of Directors Meeting - November 12, 2015

MOVED: Director Bennett  
SECONDED: Director McCarthy

*THAT the minutes of the Alberni-Clayoquot Regional Hospital District Board of Directors meeting held on November 12, 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 2016 Provisional Budget.**

MOVED: Director Bennett  
SECONDED: Director Kokura

*THAT the Hospital District Board of Directors give first reading to the bylaw cited as “Alberni-Clayoquot Regional Hospital District 2016 Provisional Budget Bylaw No. 119”.*

**CARRIED**

MOVED: Director Jack  
SECONDED: Director Bennett

*THAT the Hospital District Board of Directors give second reading to the bylaw cited as “Alberni-Clayoquot Regional Hospital District 2016 Provisional Budget Bylaw No. 119”.*

**CARRIED**

MOVED: Director Bennett  
SECONDED: Director St. Jacques

*THAT the Hospital District Board of Directors give third reading to the bylaw cited as “Alberni-Clayoquot Regional Hospital District 2016 Provisional Budget Bylaw No. 119”.*

**CARRIED**

MOVED: Director Jack  
SECONDED: Director St. Jacques

*THAT the Hospital District Board of Directors adopt bylaw cited as “Alberni-Clayoquot Regional Hospital District 2016 Provisional Budget Bylaw No. 119”.*

**CARRIED**

**8. REPORTS**

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

Director Wyton provided a brief update on the helipad issue. They are waiting for the Consultant's report and expect to hear something from Island Health in mid January.

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

Director McNabb reported plans are in the works for renovations at Fir Park Village. The Fir Park Village and Echo Village Residents Committee have reviewed transportation services and have agreed they can service both facilities with one bus instead of two. A new bus will be purchased for the two facilities.

**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 - No Report**

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

Director Cote reported the final Table of Partners meeting of the year is set for next Wednesday. There will be invited guests and a celebration of achievements to date.

**g. Other Reports – None**

*MOVED: Director McNabb*

*SECONDED: Director Kokura*

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

**CARRIED**

**9. UNFINISHED BUSINESS**

**10. LATE BUSINESS**

**11. QUESTION PERIOD**

**12. ADJOURN**

*MOVED: Director Kokura*

*SECONDED: Director Bennett*

*THAT this meeting be adjourned at 3:21 pm.*

**CARRIED**

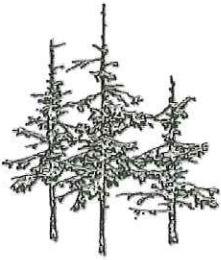
Certified Correct:

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Penny Cote,  
Chairperson

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Russell Dyson,  
Chief Administrative Officer



**BAMFIELD COMMUNITY AFFAIRS SOCIETY**

*Bamfield, British Columbia  
Canada, V0R 1B0*

Josie Osborne, Board Chair  
Alberni-Clayoquot Regional District  
3008 5<sup>th</sup> Ave.  
Port Alberni, BC V9Y 2E3

4 December 2015



Re: A helipad for Bamfield

Dear Josie Osborne,

At the November 16 Bamfield Community Affairs Society meeting considerable concern was expressed over the lack of means to quickly evacuate compromised citizens in need of health support services beyond those available at the Bamfield Health Clinic.

Bamfielders are susceptible to health consequences that put them in greater jeopardy than the large British Columbia population. According to the 2011 census 43% of Bamfielders are over 60, whereas only 16% of all British Columbians are over 60. As a popular care-giver has stated, "most Bamfielders are beyond their best before date." Our older, lopsided population experiences more strokes and heart attacks per capita that require immediate attention beyond that available in Bamfield. Delays in evacuation result in death or prolonged suffering.

Earlier this month, Keith Wyton went into anaphylactic shock. His trip to outside help involved being driven to the Coast Guard, boated to the Bamfield Health Clinic, and then being "trucked" to the Bamfield Community School playfield for helicopter evacuation. Parallel to this is the looming possibility of a marine disaster. Bamfield is positioned in the middle of the Pacific Rim Park. Thousands of visitors transit the West Coast trail, kayak in local waters and participate in sports fishing, charter fishing and storm watching. Bamfield would be a major evacuation point for accident victims among our visitors. Thus, our responsibility extends far beyond that of caring for our small, aged population.

Bamfield needs an acceptable helipad. This should be adjacent to the Bamfield Health Clinic. The existing pad should be expanded or located elsewhere on the property or foreshore. The expense of making this adjustment may prove less than locating further away when one considers the necessity of suitable land transport linking the clinic with the helipad and the associated qualified personnel. Further, in dire emergencies, a quicker response is needed.

Bamfielders consider this issue as critical. Lives may be lost or impaired if delays in establishing a workable helipad continue.

Thank you for your attention.

Sincerely yours,

  
Louis Druehl & Sheryl Mass, Co-Chairs



## MEMORANDUM

**TO:** Regional Hospital District Board of Directors  
**FROM:** Andrew McGifford CPA, CGA, Acting Manager of Finance  
**DATE:** January 6, 2016  
**RE:** Finance Warrant No.484

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### **Recommendation:**

That the Regional Hospital District Board of Directors approves Finance Warrant Number 484 in the amount of \$586,198.96 dated December 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 CPA, CGA, Acting Manager of Finance



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



**AP5100** **Page : 1**  
**Date :** Jan 07, 2016 **Time :** 2:26 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-Dec-2015 To 31-Dec-2015  
**Cheque Date :** 01-Dec-2015 To 31-Dec-2015  
**Cheque No. :** All  
**Batch No. :** All

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>1125 MUNICIPAL FINANCE AUTHORITY</b>						
EFT-13	30-Dec-2015	Issued	25	E	11311.83	
517-2/2015	01-4-6030-000	ACCOUNTS PAYABLE		11311.83		
Invoice Description --> DEBENTURE DEBT						
<b>Total :</b>				11311.83	0.00	11311.83
EFT-14	30-Dec-2015	Issued	25	E	16906.43	
624-2/2015	01-4-6030-000	ACCOUNTS PAYABLE		16906.43		
Invoice Description --> DEBENTURE DEBT						
<b>Total :</b>				16906.43	0.00	16906.43
EFT-15	01-Dec-2015	Issued	27	E	54293.94	
71-2/2015	01-4-6030-000	ACCOUNTS PAYABLE		54293.94		
Invoice Description --> DEBENTURE DEBT						
<b>Total :</b>				54293.94	0.00	54293.94
EFT-16	01-Dec-2015	Issued	27	E	32007.72	
72-2/2015	01-4-6030-000	ACCOUNTS PAYABLE		32007.72		
Invoice Description --> DEBENTURE DEBT						
<b>Total :</b>				32007.72	0.00	32007.72
EFT-17	01-Dec-2015	Issued	27	E	180594.48	
73-2/2015	01-4-6030-000	ACCOUNTS PAYABLE		180594.48		
Invoice Description --> DEBENTURE DEBT						
<b>Total :</b>				180594.48	0.00	180594.48
EFT-18	01-Dec-2015	Issued	27	E	205445.94	
75-2/2015	01-4-6030-000	ACCOUNTS PAYABLE		205445.94		
Invoice Description --> DEBENTURE DEBT						
<b>Total :</b>				205445.94	0.00	205445.94
EFT-19	01-Dec-2015	Issued	27	E	24572.92	
77-2/2015	01-4-6030-000	ACCOUNTS PAYABLE		24572.92		
Invoice Description --> DEBENTURE DEBT						
<b>Total :</b>				24572.92	0.00	24572.92
EFT-20	03-Dec-2015	Issued	27	E	17884.61	
78-2/2015	01-4-6030-000	ACCOUNTS PAYABLE		17884.61		
Invoice Description --> DEBENTURE DEBT						
<b>Total :</b>				17884.61	0.00	17884.61
EFT-21	03-Dec-2015	Issued	27	E	3521.29	
79-2/2015	01-4-6030-000	ACCOUNTS PAYABLE		3521.29		
Invoice Description --> DEBENTURE DEBT						
<b>Total :</b>				3521.29	0.00	3521.29
EFT-22	09-Dec-2015	Issued	27	E	2081.45	
623-2/2015	01-4-6030-000	ACCOUNTS PAYABLE		2081.45		

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



**AP5100** **Page : 2**  
**Date :** Jan 07, 2016 **Time :** 2:26 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-Dec-2015 To 31-Dec-2015  
**Cheque Date :** 01-Dec-2015 To 31-Dec-2015  
**Cheque No. :** All  
**Batch No. :** All

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Invoice Description --> DEBENTURE DEBT						
<b>Total :</b>				2081.45	0.00	2081.45
<b>Supplier Total :</b>				548620.61	0.00	548620.61

<b>1600 ALBERNI-CLAYOQUOT REGIONAL DISTRICT</b>						
1023	06-Dec-2015		Issued	23	C	18000.00
2015ADMIN	01-4-6030-000	ACCOUNTS PAYABLE			18000.00	
Invoice Description --> 2015 ADMINISTRATION CHARGE						
<b>Total :</b>				18000.00	0.00	18000.00
<b>Supplier Total :</b>				18000.00	0.00	18000.00

<b>1850 VANCOUVER ISLAND HEALTH AUTHORITY</b>						
1024	06-Dec-2015		Issued	23	C	19578.35
NOV23/15	01-4-6030-000	ACCOUNTS PAYABLE			9453.79	
Invoice Description --> P-398, P-399, P-400						
OCT26/15	01-4-6030-000	ACCOUNTS PAYABLE			10124.56	
Invoice Description --> P-357, P-358, P-259						
<b>Total :</b>				19578.35	0.00	19578.35
<b>Supplier Total :</b>				19578.35	0.00	19578.35

<b>Total Computer Paid :</b>	<u>37,578.35</u>	<b>Total EFT PAP :</b>	<u>548,620.61</u>	<b>Total Paid :</b>	<u>586,198.96</u>
<b>Total Manually Paid :</b>	<u>0.00</u>	<b>Total EFT File Transfer :</b>	<u>0.00</u>		



## REQUEST FOR DECISION

**To:** Alberni-Clayoquot Regional Hospital District  
Board of Directors

**From:** Wendy Thomson, Manager of Administrative Services

**Meeting Date:** January 13, 2016

**Subject:** **2016 Committee Appointments**

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**Recommendation:**

**That the Alberni-Clayoquot Regional Hospital District Board of Directors approves the 2016 Committee Appointments as presented.**

**Desired Outcome:**

To make appointments to Alberni-Clayoquot Regional Hospital District (ACRHD) internal committees and external boards, agencies and commissions for 2016.

**Summary:**

In January of each year the ACRHD Board of Directors make appointments to its' internal committees and external boards, committees, agencies and commissions.

The attached 2016 committee list is submitted for consideration by the Regional Hospital District Board of Directors.

**Time Requirements – Staff & Elected Officials:**

Minimal staff and elected officials time.

**Financial:**

As per the ACRD Board Remuneration and Expenses Bylaw, Directors receive remuneration for all committee meetings they attend in which they have been appointed to by the Board of Directors.

**Policy or Legislation:**

ACRD Policy

Submitted by: Wendy Thomson  
Wendy Thomson, Manager of Administrative Services

Approved by: R  
Russell Dyson, Chief Administrative Officer



**Alberni-Clayoquot Regional Hospital District  
2016 Committee Appointments**

**Alberni-Clayoquot Health Network  
Table of Partners**

- Penny Cote, Chairperson
- Mike Ruttan

**Island Health Capital Planning  
Committee**

- Penny Cote

**Alberni-Clayoquot Continuing  
Care Society**

- John McNabb

**West Coast Native Health Care  
Society**

- Penny Cote

Submitted for approval by the ACRHD  
Board: January 13, 2016