



Alberni-Clayoquot Regional Hospital District

BOARD OF DIRECTORS MEETING WEDNESDAY, JULY 27, 2016

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 – June 8, 2016 | 3 - 5 |
| <i>THAT the minutes of the Alberni-Clayoquot Regional Hospital District Board of Directors held on June 8, 2016 be adopted.</i> | |
| 4. <u>PETITIONS, DELEGATIONS & PRESENTATIONS (10 minute maximum)</u> | |
| 5. <u>CORRESPONDENCE FOR ACTION</u> | |
| a. REQUEST FOR LETTER OF SUPPORT | 6 - 14 |
| Tsawaayuus (Rainbow Gardens) Westcoast Native Health Care Society, July 8, 2016, regarding request for letter of support for Westporte Seniors Housing and Related Development Plans | |
| Possible Motion: | |
| <i>THAT the Alberni-Clayoquot Regional District Board of Directors send a letter of support to the Westcoast Native Health Care Society's (WNHCS) initiative to expand Tsawaayuus (Rainbow Gardens) to incorporate 10 new complex care beds and 20 new adaptable housing units for seniors.</i> | |
| 6. <u>CORRESPONDENCE FOR INFORMATION</u> | 15 |
| a. ISLAND HEALTH | |
| Correspondence dated July 12, 2016 regarding the floating heliport at the Bamfield Health Centre | |

7. REQUEST FOR DECISIONS & BYLAWS

- a. **Request for Decision**
Finance Warrant No.489

16 - 18

THAT the Alberni-Clayoquot Regional Hospital District Board of Directors approves Finance Warrant Number 489 in the amount of \$440,707.02 dated June 30, 2016.

8. REPORTS

- a. Bamfield Health Centre – K. Wyton
b. Alberni-Clayoquot Continuing Care Society – J. McNabb
c. Island Health Capital Planning Committee – P. Cote
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/M. Ruttan
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, JUNE 8, 2016

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

DIRECTORS

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

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)

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

Lindsay Rogers, Alternate Director, Electoral Area "F" (Cherry Creek)

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

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?iŋ?ath Government

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

Kirsten Johnsen, Councillor, Toquaht Nation (non-voting member)

REGRETS:

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

STAFF PRESENT:

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 1:45 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 Jack

SECONDED: Director McCarthy

THAT the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

a. **Board of Directors Meeting – May 11, 2016**

MOVED: Director Bennett
SECONDED: Director Jack

THAT the minutes of the Alberni-Clayoquot Regional Hospital District meeting held on May 11, 2016 be adopted.

CARRIED

4. PETITIONS, DELEGATIONS & PRESENTATIONS

5. CORRESPONDENCE FOR ACTION

6. CORRESPONDENCE FOR INFORMATION

- a. **Correspondence dated April 25, 2016 from Tsawaayuus (Rainbow Gardens) regarding Helipad on Tofino General Hospital Foundation Lands.**

MOVED: Director Kokura
SECONDED: Director Osborne

THAT this correspondence be received for information.

CARRIED

7. REQUEST FOR DECISIONS & BYLAWS

- a. **Request for Decision regarding Finance Warrant No. 488.**

MOVED: Director Kokura
SECONDED: Director Osborne

THAT the Alberni-Clayoquot Regional Hospital District Board of Directors approves Finance Warrant Number 488 in the amount of \$54,600.38 dated May 31, 2016.

CARRIED

8. REPORTS

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

Director Wyton provided a brief report on the Bamfield Health Centre. On June 20th there will be another teleconference call regarding the heli-pad issue in Bamfield.

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

Director McNabb provided an update on the Society. The Annual General meeting is coming up and will include the annual financial report.

c. IH Capital Planning Committee – P. Cote

- Island Health and Vancouver Island Regional Hospital Districts Semi-Annual Joint Planning Committee Draft Minutes from May 16, 2016 meeting.

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

e. Tofino General Hospital – J. Osborne/D. St. Jacques

Director Osborne reported on a meeting she and Director St. Jacques attended on June 6th with leaders from the eight communities on the West Coast. The group discussed health issues and challenges on the West Coast and the helipad issue. A joint letter is being forwarded to Island Health and the Ministry of Health requesting a meeting to discuss health issues on the West Coast.

f. Alberni-Clayoquot Health Network – P. Cote/M. Ruttan – No Report

g. Other Reports

MOVED: Director Osborne

SECONDED: Director McLeman

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 Jack

SECONDED: Director McLeman

THAT this meeting be adjourned at 1:56 pm.

CARRIED

Certified Correct:



Penny Cote,
Chairperson



Russell Dyson,
Chief Administrative Officer



Tsawaayuus
(Rainbow Gardens)
Westcoast Native Health Care Society

6151 Russell Place
Port Alberni BC V9Y 7W3
Phone: 250.724.5655
Fax: 250.724.5666
Email: info@rainbowgardens.bc.ca

July 8, 2016

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

Re: Letter of Support for Westporte Seniors Housing and Related Development Plans

On behalf of our Board of Directors, we ask that members please provide a letter of support regarding the expansion of the Tsawaayuus (Rainbow Gardens) Care facility in Port Alberni, BC.

Westcoast Native Health Care Society (WNHCS) is in the process of purchasing the property known as Westporte Park (South) from the City of Port Alberni (the City). Planning for the development and operation of 20 seniors' affordable housing units and 10 complex care beds has just begun. Architects have provided us preliminary drawings simply for discussion purposes

Port Alberni urgently needs housing for seniors living at risk in their homes or living in acute care hospital beds because there are no other options at this time. WNHCS has successfully operated Tsawaayuus (Rainbow Gardens) for 24 years. We are confident that our organization's experience in providing seniors housing will contribute to the success of this project.

We have a vision of enhancing the Westporte neighbourhood while meeting the needs of residents in our care. We have the proven expertise to care for the elderly that are faced with physical, mental, spiritual and psychological challenges.

The Westporte Expansion will feature:

Complex Care: 10 beds will be added on to the existing building which will increase the total capacity of complex care beds to house more than 40 residents.

Affordable housing: Finding safe, affordable housing is increasingly difficult due to a shrinking number of good quality, secure rental units. Seniors on a low to moderate income often have to settle for housing that does not meet their basic need for comfort and safety.

Intergenerational Playground: This space will allow seniors to interact with all age groups and avoid feelings of isolation and loneliness. It will provide distinct facilities for seniors and the

general public. A range of elements such as an outdoor exercise station, children's play structure, benches with arms, shaded areas, a picnic lawn and a multi-height drinking fountain will be incorporated into this improved community green space.

Walking Path: We envision a safe, even, wheel-chair accessible walk-way that will add variety to the walking paths at our existing facility. A safety lane for emergency access to the property will be necessary.

Scented Garden for the Blind: Visually impaired individuals will enjoy plants that can be touched, smelled or tasted. Gardening can be enjoyed by those with limited or no vision.

Community Garden: Gardens on our existing property provide vegetables, fruit and berries for Tsawaayuus residents. The Westporte neighbourhood will benefit from a new community garden we will establish.

Picnic Shelter: A gazebo will provide shade when the weather is hot and shelter when it is raining.

The need for seniors housing and related facilities is recognized in the Port Alberni Official Community Plan:

“In regard to an aging population, there will be an increased demand for independent living, assisted living, congregate care, etc. These forms of housing are under-developed in the City. If this residential niche is not filled, it will ultimately force some seniors to move from the community and cause a loss of potential service employment for this sector.”

This fiscal year the provincial and federal governments have identified seniors and Aboriginal housing as a priority. WNHCS is well positioned to benefit from several programs.

A letter of support from the ACRD Board of Directors could make a real difference in our fund-raising efforts. We are seeking a letter in your own words, on your letterhead before August 1, 2016. A sample letter is attached for your convenience if you want assistance with wording.

Please e-mail your letter of support to: smcasavant@rainbowgardens.bc.ca or

Send the letter by Canada Post to:

Shaunee Casavant
6151 Russell Place
Port Alberni, BC
V9Y 7W3

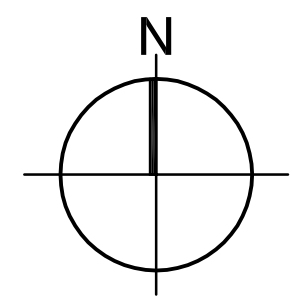
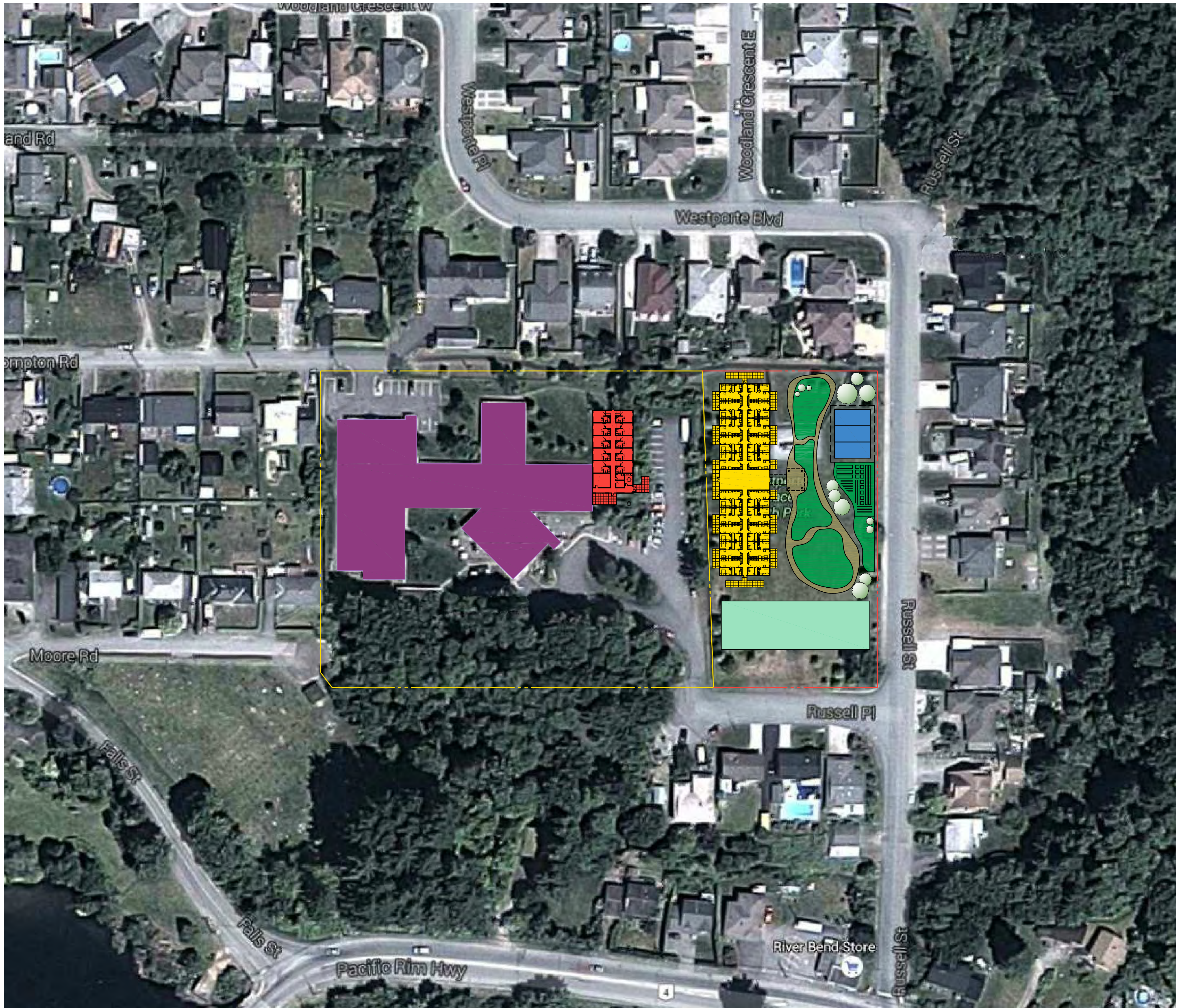
Thank you for any support you may provide.

Please contact Shaunee Casavant at 250-724-5655 if you have any questions or concerns.

Yours sincerely,

Darleen Watts
President

Enclosure



CLIENT



NO. | DATE | ISSUE

NO. | DATE | REVISION

LEGEND:

- EXISTING FACILITY
- NEW COMPLEX CARE FACILITY
- NEW ADAPTABLE HOUSING
- NEW PICKLE - BALL COURT
- POTENTIAL FUTURE ADAPTABLE HOUSING BLOCK
- GARDENS & COMMUNITY AMENITIES
- TSAWAAYUS PROPERTY BOUNDARY
- CITY PROPERTY BOUNDARY

PROJECT

**TSAWAAYUS RAINBOW GARDENS
- ADAPTABLE HOUSING /
CARE BED EXPANSION**

SITE PLAN

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Written dimensions shall have precedence over scaled dimensions. Contractors shall verify and be responsible for all dimensions and conditions on the job and dys architecture shall be informed of any variations from the dimensions and conditions shown on the drawings. Shop drawings shall be submitted to dys architecture for review before proceeding with fabrication.

PROJECT A216338
DRAWN JM **CHECKED** DS

SCALE 1/64" = 1'0"
DATE MAY 20, 2016

A0.01

CLIENT

TS*



NO. | DATE | ISSUE

NO. | DATE | REVISION

PROJECT

**TSAWAAYUS RAINBOW GARDENS
- ADAPTABLE HOUSING /
CARE BED EXPANSION**

BUILDING PLANS

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PROJECT A216338

DRAWN JM CHECKED DS

SCALE 1/16"=1'0"
DATE MAY 20, 2016

A1.01



LEGEND:

- NEW ADAPTABLE HOUSING
TOTAL AREA = 14,845sq/ft
- NEW COMPLEX CARE FACILITY -
TOTAL AREA = 6370 sq/ft
- CIRCULATION / ADMIN / STAFF SPACE
- PATIO
- PERSONAL CARE SERVICES

1 BUILDING PLANS
A1.01 SCALE 1/16"=1'0"

CLIENT



NO. | DATE | ISSUE

NO. | DATE | REVISION

PROJECT

**TSAWAYUUS RAINBOW GARDENS
- ADAPTABLE HOUSING /
CARE BED EXPANSION**

**PLAN - PARK &
COMMUNITY AMENITIES**

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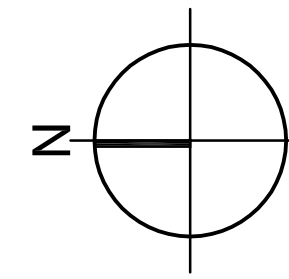
PROJECT A216338
DRAWN JM CHECKED DS

SCALE 1/16" = 1'0"
DATE MAY 20, 2016

A1.02



1 SITE PLAN
A002 SCALE 1/64" = 1'0"



CLIENT

TSI



NO. | DATE | ISSUE

NO. | DATE | REVISION

PROJECT

**TSAWAAYUS RAINBOW GARDENS
- ADAPTABLE HOUSING /
CARE BED EXPANSION**

UNIT PLANS

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PROJECT A216338

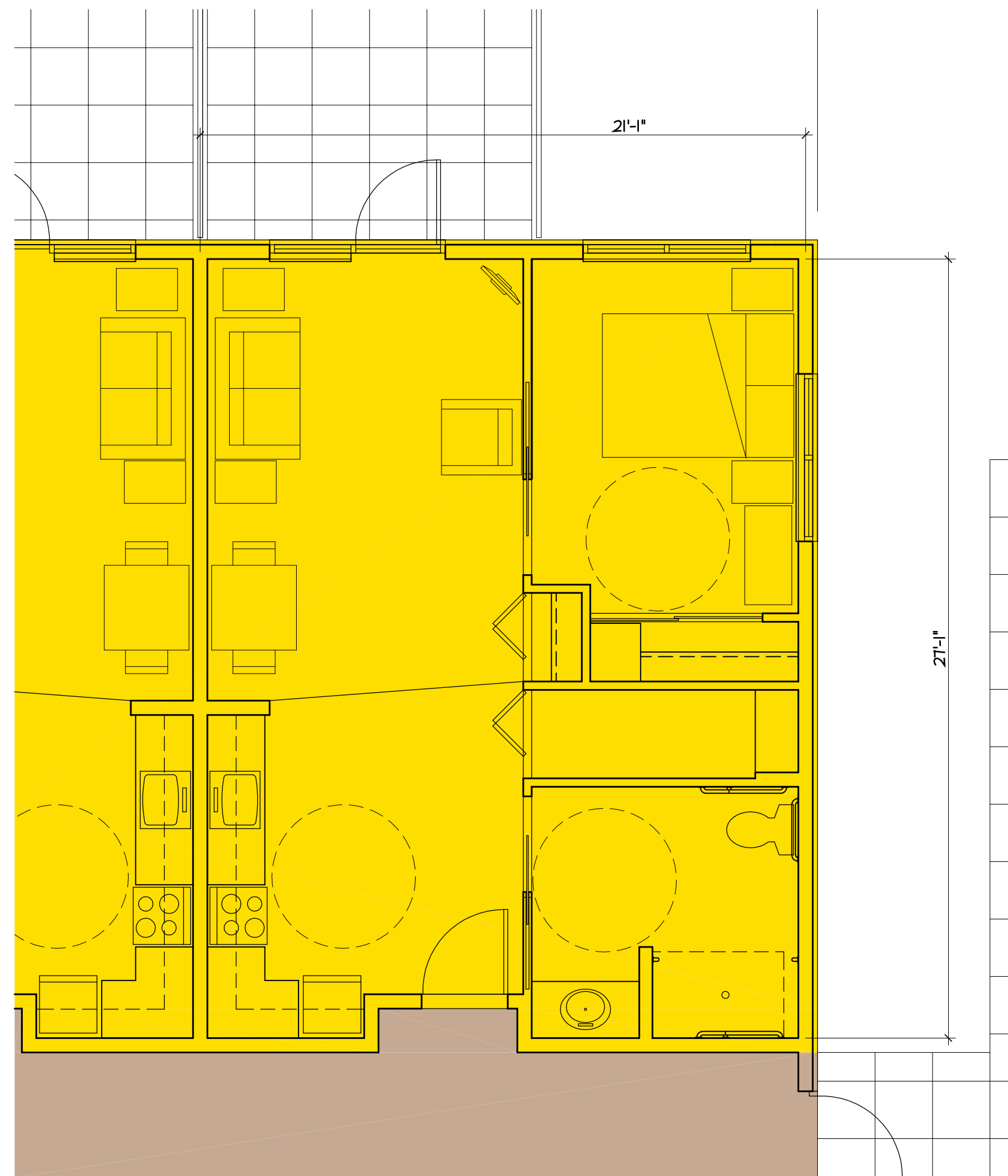
DRAWN JM CHECKED DS

SCALE 1/4"=1'0"

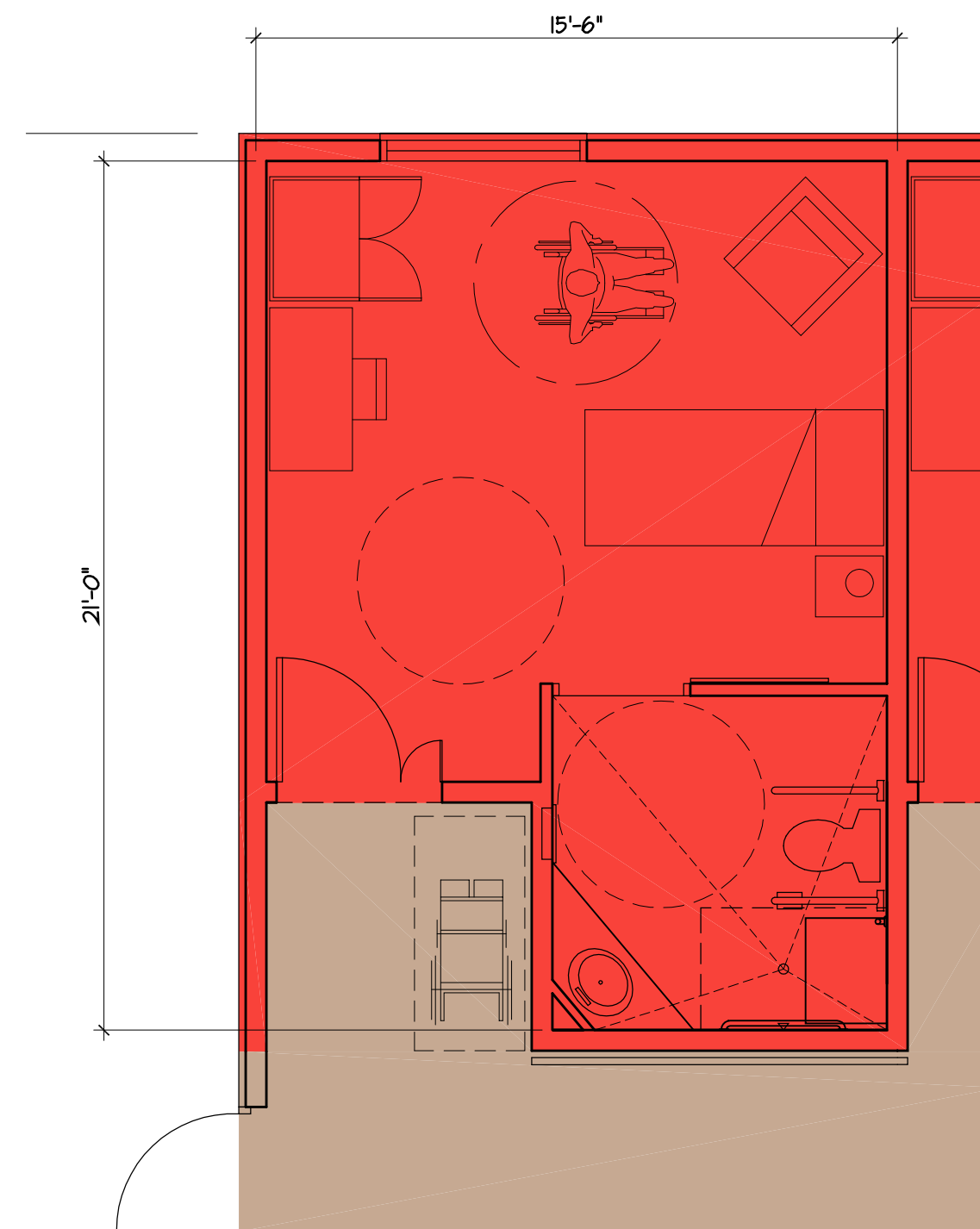
DATE MAY 20, 2016



A1.03



1 ADAPTABLE HOUSING UNIT - 550 sq/ft
A1.03 SCALE 1/4"= 1'0"



2 COMPLEX CARE UNIT - 273 sq/ft
A1.03 SCALE 1/4"= 1'0"

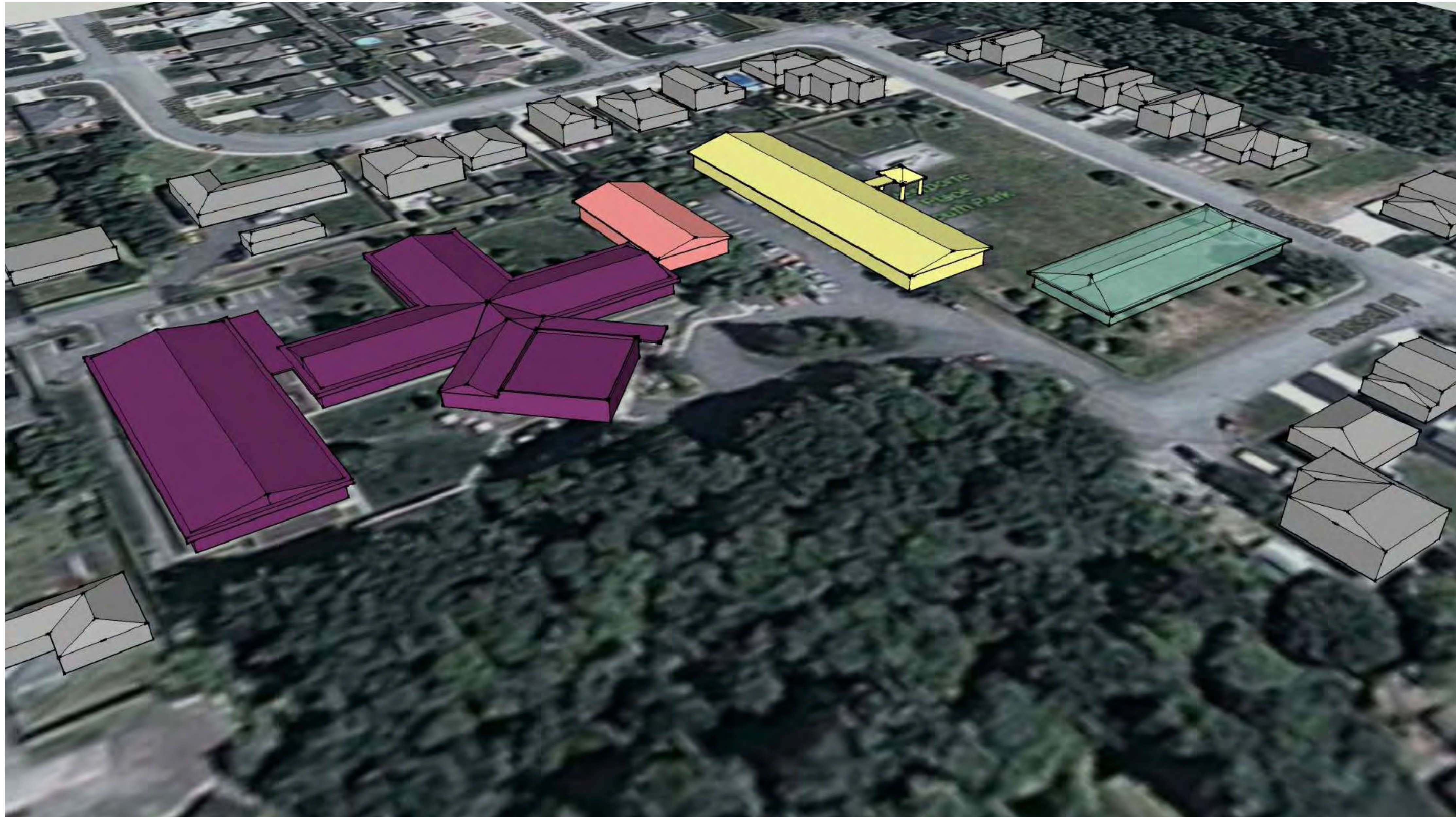
CLIENT

TS*



NO. | DATE | ISSUE

NO. | DATE | REVISION



LEGEND:

- NEW ADAPTABLE HOUSING
- NEW COMPLEX CARE FACILITY
- POSSIBLE FUTURE ADAPTABLE HOUSING
- EXISTING FACILITY
- NEIGHBOURING HOUSES

1 MASSING MODEL
A2.01

PROJECT

**TSAWAAYUUS RAINBOW GARDENS
- ADAPTABLE HOUSING /
CARE BED EXPANSION**

MASSING MODEL

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PROJECT A216338
DRAWN JM CHECKED DS

SCALE NTS
DATE MAY 20, 2016



A2.01
-3

July 8, 2016

Westcoast Native Health Care Society
6151 Russell Place
Port Alberni, BC
V9Y 7W3

Re: Support for Westporte Seniors Housing and Related Development

I am writing on behalf of (our organization) to express support for Westcoast Native Health Care Society's (WNHCS) initiative to expand Tsawaayuus (Rainbow Gardens) to incorporate 10 new complex care beds and 20 new adaptable housing units for seniors.

Our organization is excited to hear that WNHCS has undertaken to increase seniors housing options in the Alberni Valley once again. We know that in 2009 the WNHCS successfully planned, built and continues to operate 10 additional Assisted Living apartments. There is a growing senior's population that will benefit from the additional housing the proposed Westporte Seniors Housing Project will provide.

Tsawaayuus (Rainbow Gardens) has a history of responsible management and excellent nursing care. We are confident the new housing units will provide community members with the same quality of care and safe, comfortable housing.

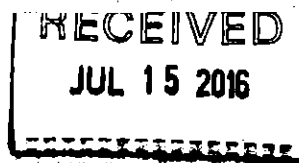
The features we will enjoy on the Westporte property are a wonderful addition for all Alberni Valley residents. The walking path, play areas and gardens provide opportunity for citizens of all ages and abilities to interact and establish relationships.

Port Alberni is the nearest location for seniors housing for individuals from Westcoast communities. When there are no available beds or housing units in the Tofino/Ucluelet area, the available beds in Port Alberni will prevent those Westcoast community members moving to more distant locations such as Parksville, Courtenay or Nanaimo.

We feel fortunate that WNHCS is stepping up and offering to build seniors housing in Port Alberni. Your Board of Directors has a proven track record. Our community has a need and we have a local organization that is ready and able to address that need. We would like to see this project move forward.

Sincerely,

(your organization)



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

Ref: 17552

July 12, 2016

Penny Cote
Chair, Alberni Clayoquot Regional Hospital District
3008 Fifth Ave
Port Alberni BC V9Y 2E3

Dear Penny Cote:

Thank you for your letter of May 2, 2016 on behalf of the Alberni Clayoquot Regional Hospital District regarding locating a new helipad at the Bamfield Health Centre. I appreciate receiving your input. The safe and timely transfer of patients is important to local residents and to Island Health.

In the fall of 2015, Transport Canada ruled that the helicopter landing area next to the Health Centre was considered to be in a built-up area and was therefore subject to regulation. In response, various alternatives were investigated to address the need for emergency air evacuation from Bamfield. The two main alternatives identified are the use of a private airstrip located 1.7 kilometres from the Health Centre and construction of a floating heliport at the Health Centre.

The owner of the airstrip, the Huu-ay-aht First Nation, supports the use of a helicopter landing area at the airstrip. To address patient transfer to the airstrip, a first responder program is being put in place with training already completed. In addition, BC Ambulance Services has indicated its willingness to supply the first responders with a decommissioned ambulance and additional training. Although some agreements still need to be completed, this alternative has made good progress.

The second alternative, as you have recommended, is the development of a floating heliport on a new dock at the Health Centre. In more remote areas throughout BC, some local communities have chosen to make helicopter landing areas available for air ambulance transfers. While Island Health has helicopter landing areas on its property in a few remote areas, these are an exception. I understand that the floating heliport is your preferred option; however, Island Health is focusing its investment on heliports at its hospital sites and, as a result, will not be proceeding with this project.

I appreciate the interest of the Alberni Clayoquot Regional Hospital District in this matter and once again thank you for writing.

Sincerely,

Chris Sullivan
Director, Capital Planning
bcc: Cecil Rhodes
Marie Duperreault

REQUEST FOR DECISION

TO: Regional Hospital District Board of Directors
FROM: Teri Fong CPA, CGA, Manager of Finance
DATE: July 12, 2016
RE: Finance Warrant No.489

Recommendation:

THAT the Alberni-Clayoquot Regional Hospital District Board of Directors approves Finance Warrant Number 489 in the amount of \$440,707.02 dated June 30, 2016.

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 Regional 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 : Jul 12, 2016 **Time :** 12:15 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-Jun-2016 To 30-Jun-2016
Cheque Date : 01-Jun-2016 To 30-Jun-2016
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 | |
| 1125 | MUNICIPAL FINANCE AUTHORITY | | | | | |
| EFT-4 | 01-Jun-2016 | Issued | 17 | E | | 13060.64 |
| 71-1/2016 | 01-4-6030-000 | ACCOUNTS PAYABLE | | 13060.64 | | |
| Invoice Description --> DEBENTURE DEBT | | | | | | |
| Total : | | | | 13060.64 | 0.00 | 13060.64 |
| EFT-5 | 01-Jun-2016 | Issued | 17 | E | | 43442.75 |
| 73-1/2016 | 01-4-6030-000 | ACCOUNTS PAYABLE | | 43442.75 | | |
| Invoice Description --> DEBENTURE DEBT | | | | | | |
| Total : | | | | 43442.75 | 0.00 | 43442.75 |
| EFT-6 | 01-Jun-2016 | Issued | 17 | E | | 68869.48 |
| 75-1/2016 | 01-4-6030-000 | ACCOUNTS PAYABLE | | 68869.48 | | |
| Invoice Description --> DEBENTURE DEBT | | | | | | |
| Total : | | | | 68869.48 | 0.00 | 68869.48 |
| EFT-7 | 01-Jun-2016 | Issued | 17 | E | | 73303.98 |
| 77-1/2016 | 01-4-6030-000 | ACCOUNTS PAYABLE | | 73303.98 | | |
| Invoice Description --> DEBENTURE DEBT | | | | | | |
| Total : | | | | 73303.98 | 0.00 | 73303.98 |
| EFT-8 | 01-Jun-2016 | Issued | 17 | E | | 133058.26 |
| 72-1/2016 | 01-4-6030-000 | ACCOUNTS PAYABLE | | 133058.26 | | |
| Invoice Description --> DEBENTURE DEBT | | | | | | |
| Total : | | | | 133058.26 | 0.00 | 133058.26 |
| EFT-9 | 03-Jun-2016 | Issued | 17 | E | | 4609.14 |
| 78-1/2016 | 01-4-6030-000 | ACCOUNTS PAYABLE | | 4609.14 | | |
| Invoice Description --> DEBENTURE DEBT | | | | | | |
| Total : | | | | 4609.14 | 0.00 | 4609.14 |
| EFT-10 | 03-Jun-2016 | Issued | 17 | E | | 13663.47 |
| 79-1/2016 | 01-4-6030-000 | ACCOUNTS PAYABLE | | 13663.47 | | |
| Invoice Description --> DEBENTURE DEBT | | | | | | |
| Total : | | | | 13663.47 | 0.00 | 13663.47 |
| Supplier Total : | | | | 350007.72 | 0.00 | 350007.72 |
| 1850 | VANCOUVER ISLAND HEALTH AUTHORITY | | | | | |
| 1031 | 06-Jun-2016 | Issued | 15 | C | | 90699.30 |
| JUNE3/2016 | 01-4-6030-000 | ACCOUNTS PAYABLE | | 90699.30 | | |
| Invoice Description --> P088, P089, P090, P091, E2-092 | | | | | | |
| Total : | | | | 90699.30 | 0.00 | 90699.30 |
| Supplier Total : | | | | 90699.30 | 0.00 | 90699.30 |

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



AP5100

Page : 2

Date : Jul 12, 2016

Time : 12:15 pm

Supplier : 0050 To 912
 Trans. Date : 01-Jun-2016 To 30-Jun-2016
 Cheque Date : 01-Jun-2016 To 30-Jun-2016
 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 |
| Total Computer Paid : | 90,699.30 | Total EFT PAP : | 350,007.72 | | | Total Paid : 440,707.02 |
| Total Manually Paid : | 0.00 | Total EFT File Transfer : | 0.00 | | | |