



Alberni-Clayoquot Regional Hospital District

BOARD OF DIRECTORS MEETING WEDNESDAY, JUNE 8, 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 – May 11, 2016	3-6
<i>THAT the minutes of the Alberni-Clayoquot Regional Hospital District Board of Directors held on May 11, 2016 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. Correspondence dated April 25, 2016 from Tsawaayuus (Rainbow Gardens) regarding Helipad on Tofino General Hospital Foundation Lands.	7
<i>THAT this correspondence be received for information.</i>	
7. <u>REQUEST FOR DECISIONS & BYLAWS</u>	
a. Request for Decision Finance Warrant No. 488	8-9
<i>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.</i>	
8. <u>REPORTS</u>	
a. Bamfield Health Centre – K. Wyton	

- b. Alberni-Clayoquot Continuing Care Society – J. McNabb
- c. Island Health Capital Planning Committee – P. Cote **10-15**
 - 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
- 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, MAY 11, 2016

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

DIRECTORS

PRESENT:

Penny Cote, Chairperson, Electoral Area "D" (Sproat Lake)
Josie Osborne, Vice-Chairperson, Mayor, District of Tofino
Bob Baden, Alternate Director, Electoral Area "A" (Bamfield)
Tanya Shannon, Alternate Director, 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
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
Kirsten Johnsen, Councillor, Toquaht Nation (non-voting member)

REGRETS:

Keith Wyton, Director, Electoral Area "A" (Bamfield)
Mike Kokura, Director, Electoral Area "B" (Beaufort)

STAFF PRESENT:

Wendy Thomson, Manager of Administrative Services
Andrew McGifford, Manager of Environmental Services
Teri Fong, Manager of Finance
Mike Irg, Manager of Planning and Development

1. CALL TO ORDER

The Chairperson called the meeting to order at 2:56 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 Osborne

THAT the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

a. Board of Directors Meeting - April 13, 2016

MOVED: Director Bennett

SECONDED: Director Osborne

THAT the minutes of the Alberni-Clayoquot Regional Hospital District meeting held on April 13, 2016 be adopted.

CARRIED

4. PETITIONS, DELEGATIONS & PRESENTATIONS

5. CORRESPONDENCE FOR ACTION

6. CORRESPONDENCE FOR INFORMATION

a. Correspondence dated April 19, 2016 from Capital Planning, Island Health regarding Tofino General Hospital Helipad Update.

b. Correspondence dated April 20, 2016 from Island Health regarding response to Critical Bed Shortage at West Coast General Hospital.

MOVED: Director Bennett

SECONDED: Director Osborne

THAT correspondence a-b be received for information.

CARRIED

7. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding Finance Warrant No. 487.

MOVED: Director Bennett

SECONDED: Director Banton

THAT the Alberni-Clayoquot Regional Hospital District Board of Directors approves Finance Warrant Number 487 in the amount of \$453,658.98 dated April 30, 2016.

CARRIED

8. REPORTS

a. Bamfield Health Centre – B. Baden

Director Baden reported on an incident last week with a local resident in Bamfield who required emergency paramedic transportation to the clinic.

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

Director McNabb reported Fir Park and Echo Village have received over a million dollars for capital upgrades. A new 16 passenger bus with 4 wheelchair seats has been ordered for the two facilities.

c. IH Capital Planning Committee – P. Cote

The Chairperson reported on the meeting held on May 6th in Nanaimo. There was discussion regarding the critical shortage of doctors and nurses. The Chairperson invited Chris Sullivan, Director, Capital Planning, Island Health to attend a future Hospital District Board meeting to discuss health services and issues in the Alberni Clayoquot region. Mr. Sullivan has agreed to attend a meeting and would like to bring the local management team.

MOVED: Director Bennett

SECONDED: Director McLeman

THAT the Alberni-Clayoquot Regional Hospital District Board of Directors invite Mr. Chris Sullivan, Director, Capital Planning, Island Health, Marie Duperrault, Director, Pt. Alberni/West Coast and Pam Rardon, WCGH Site Director to meet with the Hospital District Board regarding health services and identified issues in the region.

CARRIED

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

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

Director Osborne expanded on the letter received earlier in agenda from Island Health regarding the Tofino General Hospital Helipad. Island Health is saying they cannot move forward with the new helipad until land use issues are resolved. A meeting has been requested with the land owners to attempt to resolve the issues.

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

g. Other Reports

Director Bennett reported that the funds have been raised in order for the Wellness for Wheels program to proceed on the West Coast. He congratulated the communities and thanked all the organizations for their donations.

MOVED: Director Bennett

SECONDED: Director Osborne

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 Osborne

SECONDED: Director Bennett

THAT this meeting be adjourned at 3:31 pm.

CARRIED

Certified Correct:

Penny Cote,
Chairperson

Wendy Thomson,
Manager of Administrative Services



Tsawayoos
(*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

April 25, 2016
Mayor Dianne St. Jacques
PO Box 999,
Ucluelet, BC V0R 3A0

Mayor Josie Osborne
121 Third Street
PO Box 9
Tofino BC V0R 2Z0



Dear Mayor Dianne St. Jacques and Mayor Josie Osborne:

We are responding to your letter dated March 31, 2016 that is addressed to our Board of Directors for the Westcoast Native Health Care Society. Thank you for raising the issue of re-establishing the helipad on Tofino General Hospital Foundation lands.

Our work towards building a senior's care facility on Tofino General Hospital Foundation lands has been considerable since 2012 when we were approached by the Pacific Rim Seniors Housing Society to build and operate a residential care facility. This group of community members had worked at developing a senior's care facility on land owned by the Tofino General Hospital Foundation in Tofino for 20 years without success. We accepted the challenge and it was 2 years before we signed a lease.

After extensive research, seeking legal advice, meeting with community, municipal and health authority representatives we understood there was a plan to build the heliport next to the proposed care facility. We hosted information meetings, established a web-site and hired a consultant to push the project forward. Then, we were surprised to hear that Mayor Osbourne was concerned there was still confusion about the heliport. In consideration of the continued conflict surrounding the heliport and the inconsistent community support for building the residential care facility, the Board of Directors for the Westcoast Native Health Care Society placed the project on hold.

The mandate of WNHCS is to provide seniors housing. We are not interested in the heliport project and it is not our responsibility to negotiate whether or not a heliport is installed. Therefore, we do not wish to meet with you or anyone else to discuss plans for the heliport in Tofino. That is not our business and we are working on projects that are supported by local government, supported by community members and stand a good chance of success.

We wish you all the best.

Sincerely

Darleen Watts, President

CC ACRD

REQUEST FOR DECISION

TO: Regional Hospital District Board of Directors
FROM: Teri Fong CPA, CGA, Manager of Finance
DATE: June 1, 2016
RE: Finance Warrant No.488

Recommendation:

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.

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 : Jun 01, 2016 **Time :** 10:07 am
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-May-2016 To 31-May-2016
Cheque Date : 01-May-2016 To 31-May-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-2	30-May-2016		Issued	13	E	5785.91	5785.91	
517-1/2016	01-4-6030-000	ACCOUNTS PAYABLE				5785.91		
Invoice Description --> DEBENTURE DEBT								
Total :						5785.91	0.00	5785.91
<hr/>								
EFT-3	30-May-2016		Issued	13	E	8647.40	8647.40	
624-1/2016	01-4-6030-000	ACCOUNTS PAYABLE				8647.40		
Invoice Description --> DEBENTURE DEBT								
Total :						8647.40	0.00	8647.40
<hr/>								
Supplier Total :						14433.31	0.00	14433.31
<hr/>								
1850 VANCOUVER ISLAND HEALTH AUTHORITY								
1030	11-May-2016		Issued	11	C	40167.07	40167.07	
MAY11/16	01-4-6030-000	ACCOUNTS PAYABLE				40167.07		
Invoice Description --> P034, P035, P036, P061								
Total :						40167.07	0.00	40167.07
<hr/>								
Supplier Total :						40167.07	0.00	40167.07
<hr/>								
Total Computer Paid :	40,167.07	Total EFT PAP :	14,433.31	Total Paid :		54,600.38		
Total Manually Paid :	0.00	Total EFT File Transfer :	0.00					

**Island Health and
Vancouver Island Regional Hospital Districts**

**Semi-Annual Joint Planning Meeting
Regional District of Nanaimo
6300 Hammond Bay Road, Nanaimo, BC**

**May 6, 2016
Minutes of Meeting**

In attendance from Island Health

Don Hubbard
Dr. Brendan Carr
Joe Murphy
Kim Kerrone
Toni O'Keefe
Matthew O'Rae
Catherine Claiter-Larsen (guest)
Chris Sullivan

In attendance from the Regional Hospital Districts

Teri Fong, Alberni-Clayoquot
Penny Cote, Alberni-Clayoquot
David Howe, Capital
Rajat Sharma, Capital
Jon Lefebure, Cowichan Valley
Brian Carruthers, Cowichan Valley
Dave Rushton, Mt. Waddington
Greg Fletcher, Mt. Waddington
Wendy Pratt, Nanaimo
Wendy Idema, Nanaimo
Charlie Cornfield, Comox-Strathcona
Debra Oakman, Comox-Strathcona
Beth Dunlop, Comox-Strathcona

1. Introductions

Roundtable introductions were made.

2. Welcoming Remarks

- Don Hubbard welcomed everyone to the meeting and provided some opening comments. This included acknowledgement of Island Health's two recent board member appointments: Starr Winchester from Comox Valley and Clare Moglove from Campbell River.

3. Approval of Agenda

There were no additions to the Agenda.

4. October 9, 2015 Minutes

Action items from the previous meeting were discussed including:

- "Typical day" information was sent to RHDs on January 25.
- Geographic Hub model – community engagement – see agenda item #7.
- Linkages between Island Health IMIT infrastructure and other ongoing community initiatives. New network fibre has been added into the West Coast and Mount Waddington which has significantly increased network connections. Island Health is working with Telus and other community groups such as First Nations to make improvements consistent with our health system strategy. Island Health will look to identify any network connection gaps in our facilities as there could be opportunities for Regional Hospital Districts to provide assistance.
- Performance measurement presentation – see agenda item #6.
- MOU signed off and sent to RHDs on January 25.
- RHD regulatory requirements – Kim Kerrone provided an update on discussions with the Ministry of Health. There was follow-up discussion regarding who RHDs should contact in the Ministry when they have questions and involvement of RHD staff with health authorities to address problems in the Hospital District Act. There was also a suggestion that the "RHD meeting" be resurrected at UBCM convention.

No changes were made to the Minutes circulated with the agenda.

Action Items:

- Island Health to schedule a teleconference with RHD staff when Ministry of Health response is received on RHD regulatory requirements. Island Health to send RHDs the correspondence sent to Ministry of Health.

5. Island Health Update

Dr. Brendan Carr provided an update on various items including:

- Island Health ended the year with an operating budget surplus of 0.2%.
- A tentative agreement has been reached between the BC Nurses' Union and the Hospital Employers' Association of BC.
- The Provincial Government's strategic priorities for health care in BC include:
 - Population health and wellbeing;
 - Improving performance of existing services; and
 - Addressing quality of sustainability of health services.

Island Health is responsible for delivering on these priorities which can be summarized as focusing on:

- Effective primary care services;
- Appropriate services for frail seniors;
- Targeted and effective mental health and substance use services;
- Better access to, reduced wait times for, surgery and diagnostic tests; and
- Effective networks of services in rural and remote communities.
- IHealth was successfully activated in Nanaimo Regional General Hospital (NRGH), Dufferin Place and Oceanside Health Centre. The NRGH campus became the seventh site in Canada to implement this level of Electronic Health Record functionality, and now shares the rank of second largest organization in the country to achieve this scope.
- The Unit Dose Medication Distribution project, which is linked to IHealth, is continuing to be implemented and will improve medication safety and reduce medication-related adverse events.
- Island Health will be rolling out a public awareness campaign to help people know when they should come to the Emergency Department and when they can safely seek assistance from other health care providers.
- North Island Hospitals Project is on schedule with most major construction to be completed by this summer and opening in late 2017.
- Island Health's involvement in a coordinated response with other agencies to increase education and prevention information to address an increase in overdoses since late last year. Naxolone, which is a powerful antidote to opioid overdose, is also being distributed at Victoria and Nanaimo emergency departments and is available at the health clinic at Vancouver Island University.
- Development of a provincial approach for medically assisted deaths, within the federal framework.

There was follow-up discussion on various items including:

- Island Health's preparation for the growing aging population and how we need to fundamentally shift how we do things (e.g. from acute care to community care);
- The importance of partnerships such as health networks and the First Nation Health Authority;
- The growing need for dementia care; and

- The need to identify major capital priorities beyond Cowichan District Hospital.

6. Island Health Planning and Performance Monitoring/Reporting

Joe Murphy provided a presentation that included:

- A summary of the 2015/16 Annual Plan Year-End Assessment.
- A description of the 2016/17 Annual Plan process and the types of information used in its preparation.
- A description of the performance measure process used.

There was a follow-up discussion on how the targets are set by the Board.

7. Community Engagement

Toni O’Keefe provided an update on the community engagement process being implemented by Island Health. A handout was provided on the Dimensions of Engagement that describes the streams for engaging employees, patients and the community in population health. Island Health has heard the warning that there can be “consultation fatigue” so planning for engagement will include linking with other government agencies on how they engage communities and developing an engagement strategy based on the unique variables of the community. The first roll-out of the strategy is being planned for Geography 1.

There was also discussion regarding:

- Grant funding for wellness in communities; it was suggested that RHD administrators can provide Island Health with advice regarding the grant application and review process.
- Tapping into non-profit community groups and volunteers.

8. IM/IT in the Modern Health Care System

Matt O’Rae and Catherine Claiter-Larsen provided a presentation regarding the importance of IM/IT in health care. Matt O’Rae provided background context on the outdated definition of capital in the Hospital District Act and the variance in what is being cost-shared across the province. RHD funding is utilized for traditional projects and equipment, but it would be beneficial if cost-sharing could also be used to fund high priority IM/IT capital projects that will improve outcomes for Island Health residents. This includes “smart” or integrated IM/IT equipment and IM/IT infrastructure to enable increased functionality in equipment; this would not include administrative IM/IT capital projects. The intent is not to increase the financial burden on RHDs, but rather to ensure the highest priority capital projects are funded whether they are traditional projects, equipment or IM/IT.

Catherine Claiter-Larsen spoke to the Island Health vision that health care services are coordinated around the person, with information flowing seamlessly within, and across each venue of care. This information would capture the context, goals and preferences for each

person and ensure the highest levels of quality and care. The use of information technology can prevent preventable harm, avoid duplication of services and recommend therapies that maximize quality and safety of care. Considerable progress has been made through the investment in electronic health records; however, much more is needed.

There was discussion regarding:

- How Island Health is taking advantage of technology that already exists rather than creating new technology.
- The need for the legislation to change to allow for a broader range of IM/IT projects to be funded outside of hospitals and other designated facilities.
- The need to support community practices that support our patients through the provision of technology (not equipment).
- How Island Health engages with Telus to leverage services within a community.
- The security of the electronic health record database including the closed environment at the Kamloops Data Centre.
- The technology will be seamless across the province.

9. Facility Condition Assessments

Chris Sullivan provided an update on the Facility Condition Assessment process. This is a five year cycle with Year 4 underway this Spring. The various caveats associated with the assessment information was noted.

10. Capital Planning Update

Chris Sullivan provided an update on the capital planning process including:

- The new capital commitments approved in 2016/17 is \$48.8 million. The funding for these projects and equipment will flow over the next three years. This excludes IM/IT capital funding.
- The existing capital commitments total \$312.8 million. A few of the projects included in this commitment are the North Island Hospitals Project, IHealth (Electronic Health Record), Unit Dose Medication Distribution project and the replacement of the electrical energy plant at Nanaimo Regional General Hospital.
- The Ministry of Health funding letter is expected in the next few weeks. No material changes are expected.

An update on some significant Island Health projects was provided for information.

11. First Nations Treaties – Funding for RHD's

Teri Fong provided information on a letter received regarding First Nations being excluded from existing debt.

Action Items:

- ACRHD to share letter from Ministry of Health.

12. Round Table

A question was asked about hospice beds. Island Health is implementing an End of Life strategy that includes doubling the number of hospice beds from 32 to 64.

Reference to the benefits of community partnerships such as the “Better at Home” program was noted.

Action Items:

- Provide information on the End of Life strategy at the next semi-annual meeting.
- Provide information on medical dispensaries at the next semi-annual meeting.

13. Closing Remarks

Dr. Brendan Carr thanked the meeting attendees for their participation.

14. Future Meeting

The next meeting will be in October 2016.