



# Alberni-Clayoquot Regional Hospital District

## BOARD OF DIRECTORS MEETING

WEDNESDAY, JANUARY 11, 2017

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

### AGENDA

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	PAGE #
<b>1. <u>CALL TO ORDER</u></b> <i>(immediately following the ACRD Board Meeting)</i>	
<b>Recognition of Traditional Territories.</b>	
<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 9, 2016</b>	<b>3-6</b>
<i>THAT the minutes of the Alberni-Clayoquot Regional Hospital District Board of Directors held on December 9, 2016 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>	<b>7-9</b>
Finance Warrant No. 495	
<i>THAT the Alberni-Clayoquot Regional Hospital District Board of Directors approve Finance Warrant Number 495 in the amount of \$552,772.33 dated December 31, 2016.</i>	
b. <b>Request for Decision</b>	<b>10-20</b>
Bamfield Helipad	
<i>(Board Direction Requested)</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 – 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/J. Osborne
- 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 9, 2016

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

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**DIRECTORS PRESENT:** Josie Osborne, Chairperson, Mayor, District of Tofino  
John Jack, Vice-Chairperson, Councillor, Huu-ay-aht First Nation  
Keith Wyton, Electoral Area "A" (Bamfield)  
Mike Kokura, Electoral Area "B" (Beaufort)  
Tony Bennett, Electoral Area "C" (Long Beach)  
Penny Cote, Chairperson, Electoral Area "D" (Sproat Lake)  
John McNabb, Director, Electoral Area "E" (Beaver Creek)  
Lucas Banton, Director, Electoral Area "F" (Cherry Creek)  
Jack McLeman, Councillor, City of Port Alberni  
Mike Ruttan, Mayor, City of Port Alberni  
Alan McCarthy, Member of Legislature, Yuułu?if?ath Government  
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government  
Kirsten Johnsen, Councillor, Toquaht Nation (non-voting member)

**REGRETS:** Dianne St. Jacques, Mayor, District of Ucluelet

**STAFF PRESENT:** Russell Dyson, Chief Administrative Officer  
Andrew McGifford, Manager of Environmental Services  
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 3:37 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 Kokura*

*SECONDED: Director Cote*

*THAT the agenda be approved as circulated.*

**CARRIED**

#### 3. ADOPTION OF MINUTES

**a. Board of Directors Meeting - November 9, 2016**

*MOVED: Director Jack*  
*SECONDED: Director Bennett*

*THAT the minutes of the Alberni-Clayoquot Regional Hospital District Board of Directors held on November 9, 2016 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 2017 Provisional Budget.**

*MOVED: Director Bennett*  
*SECONDED: Director Cote*

*THAT the Alberni Clayoquot Regional Hospital District Board of Directors give first reading to the bylaw cited as "Alberni-Clayoquot Regional Hospital District 2017 Provisional Budget No. 121".*

**CARRIED**

*MOVED: Director Cote*  
*SECONDED: Director Ruttan*

*THAT the Alberni Clayoquot Regional Hospital District Board of Directors give second reading to the bylaw cited as "Alberni-Clayoquot Regional Hospital District 2017 Provisional Budget No. 121".*

**CARRIED**

*MOVED: Director Bennett*  
*SECONDED: Director Johnsen*

*THAT the Alberni Clayoquot Regional Hospital District Board of Directors give third reading to the bylaw cited as "Alberni-Clayoquot Regional Hospital District 2017 Provisional Budget No. 121".*

**CARRIED**

*MOVED: Director Wyton*  
*SECONDED: Director Jack*

*THAT the Alberni Clayoquot Regional Hospital District Board of Directors adopt bylaw cited as “Alberni-Clayoquot Regional Hospital District 2017 Provisional Budget No. 121”.*

**CARRIED**

**b. Request for Decision regarding Finance Warrant No. 494**

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

*THAT the Alberni Clayoquot Regional Hospital District Board of Directors approve Finance Warrant Number 494 in the amount of \$59,218.81 dated November 30, 2016.*

**CARRIED**

**8. REPORTS**

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

Director Wyton reported the heli-pad issue. More information has been provided to Regional District staff on options for the heli-pad location. A report will be coming forward to the Hospital District Board.

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

Director McNabb provided a brief update on the Society. A bid has been submitted for the 12 extra rooms including a dementia facility for Fir Park/Echo Village.

**c. IH Capital Planning Committee – P. Cote – No Report**

**d. West Coast Native Health Care Society – P. Cote**

Director Cote reported a public hearing was held recently regarding the proposal for the property the Society purchased from the City of Port Alberni.

**e. Tofino General Hospital – J. Osborne/D. St. Jacques – No Report**

**f. Alberni-Clayoquot Health Network – P. Cote/M. Ruttan**

Director Cote reported the last meeting of the year will be held on December 21<sup>st</sup>. They will be celebrating their achievements for the year.

**g. Other Reports**

*MOVED: Director Jack*  
*SECONDED: Director Cote*

*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 Ruttan*  
*SECONDED: Director Wyton*

*THAT this meeting be adjourned at 3:42 pm*

**CARRIED**

Certified Correct:

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Josie Osborne,  
Chairperson

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Russell Dyson,  
Chief Administrative Officer



## REQUEST FOR DECISION

**To:** Hospital District Board of Directors

**From:** Teri Fong, CPA, CGA, Manager of Finance

**Meeting Date:** January 11, 2017

**Subject:** Finance Warrant No. 495

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**Recommendation:**

*That the Alberni-Clayoquot Regional Hospital District Board of Directors approve Finance Warrant Number 495 in the amount of \$552,772.33 dated December 31, 2016*

**Desired Outcome:**

To provide transparency of the Regional Hospital District's financial affairs.

**Summary:**

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.

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

Minimal.

Submitted by: \_\_\_\_\_  
Teri Fong, CPA, CGA, Manager of Finance

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



**AP5100**

**Date :** Dec 22, 2016

**Page :** 1

**Time :** 8:39 am

**Supplier :** 0050 To 912  
**Trans. Date :** 01-Dec-2016 To 31-Dec-2016  
**Cheque Date :** 01-Dec-2016 To 31-Dec-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	
<b>1125</b>	<b>MUNICIPAL FINANCE AUTHORITY</b>					
EFT-14	01-Dec-2016	Issued	39	E		14099.22
77-2/2016	01-4-6030-000	ACCOUNTS PAYABLE		14099.22		
Invoice Description --> DEBENTURE DEBT						
<b>Total :</b>				14099.22	0.00	14099.22
EFT-15	01-Dec-2016	Issued	39	E		54293.94
71-2/2016	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-2016	Issued	39	E		32007.72
72-2	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-2016	Issued	39	E		180594.48
73-2	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-2016	Issued	39	E		205445.94
75-2	01-4-6030-000	ACCOUNTS PAYABLE		205445.94		
Invoice Description --> DEBENTURE DEBT						
<b>Total :</b>				205445.94	0.00	205445.94
EFT-19	03-Dec-2016	Issued	39	E		3521.29
79-2	01-4-6030-000	ACCOUNTS PAYABLE		3521.29		
Invoice Description --> DEBENTURE DEBT						
<b>Total :</b>				3521.29	0.00	3521.29
EFT-20	03-Dec-2016	Issued	39	E		17884.61
78-2/2016	01-4-6030-000	ACCOUNTS PAYABLE		17884.61		
Invoice Description --> DEBENTURE DEBT						
<b>Total :</b>				17884.61	0.00	17884.61
<b>Supplier Total :</b>				<b>507847.20</b>	<b>0.00</b>	<b>507847.20</b>
-----						
<b>1850</b>	<b>VANCOUVER ISLAND HEALTH AUTHORITY</b>					
1040	01-Dec-2016	Issued	35	C		14794.43
DEC1/16	01-4-6030-000	ACCOUNTS PAYABLE		14794.43		
Invoice Description --> E1-517						
<b>Total :</b>				14794.43	0.00	14794.43
1041	14-Dec-2016	Issued	37	C		30130.70
DEC14/16	01-4-6030-000	ACCOUNTS PAYABLE		30130.70		
Invoice Description --> E1-562, P-559, P-560, P-561						



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



**AP5100** **Page : 2**  
**Date :** Dec 22, 2016 **Time :** 8:39 am

**Supplier :** 0050 To 912  
**Trans. Date :** 01-Dec-2016 To 31-Dec-2016  
**Cheque Date :** 01-Dec-2016 To 31-Dec-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	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>Total :</b>				30130.70	0.00	30130.70
<b>Supplier Total :</b>				44925.13	0.00	44925.13

<b>Total Computer Paid :</b>	<u>44,925.13</u>	<b>Total EFT PAP :</b>	<u>507,847.20</u>	<b>Total Paid :</b>	<u>552,772.33</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:** Russell Dyson, Chief Administrative Officer

**Meeting Date:** January 11, 2017

**Subject:** Bamfield Helipad

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**Recommendation:**

Board direction requested.

**Background:**

The ACRD Hospital Board referred the attached email from Joe Murphy to staff for review. I note that the email states it is not Island Health's responsibility to provide a helipad, they perceive that the Hospital District is examining options and they will not consider a floating site at the Clinic. The school site is not a practical alternative as indicated in the feasibility report. Further consideration of this matter is beyond the resources or expertise of staff.

**Summary:**

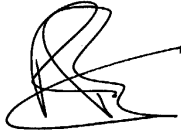
Director Wyton has completed some research (attached cost estimate from "Surefloat" and excerpts from the Island Health Bamfield Air Ambulance Heliport Feasibility Study). Director Wyton requests that the Board respond by asking Island Health to consider two options for the continuation of a helipad – the private airport site and a floating dock at the Bamfield clinic. Previous research has ruled out the school site as an option. Director Wyton's research could be shared with Island Health regarding costs of a floating dock and the request made for Island Health to provide the technical capacity to assess the two alternatives (floating dock and airport). Resources from the ACRD to coordinate and participate in this work will be required and are not currently allocated. Another issue is what to do with the results of any assessment – who would provide and maintain such a facility given Island Health states it is not their responsibility?

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

Minimal depending on chosen option.

**Options Considered:**

1. Ask Island Health to provide their technical expertise to evaluate the floating dock and private airport site.
2. Request Island Health to work with the private airport owner to determine the logistics and implications of its use as a helipad site for the community.
3. Continue to lobby at the political level for a greater role of Island Health in an alternative to the private airport site



Submitted by:

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Russell Dyson, Chief Administrative Officer

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Begin forwarded message:

**From:** "Hutton, Tracy" <Tracy.Hutton@viha.ca>  
**Subject:** RE: Joe Murphy message  
**Date:** September 9, 2016 at 2:46:55 PM PDT  
**To:** 'Penny Cote' <pcoteart@icloud.com>  
**Cc:** "Sullivan, Chris" <Chris.Sullivan@viha.ca>, "Rhodes, Cecil" <Cecil.Rhodes@viha.ca>, "Kerrone, Kim" <Kim.Kerrone@viha.ca>

On behalf of Joe Murphy, Vice President, Planning and Operations Support:

Dear Penny,

As discussed last week I am following up with a formal offer to work with the Alberni-Clayoquot RHD by providing technical expertise in the area of a helipad in Bamfield. As discussed, Island Health only provides helipads at our acute care hospital sites with the exception where we have inherited one from a predecessor organization.

We recognize the value of a helipad in Bamfield given its remoteness and lack of a BCAS station for the provision of everyday ground transportation service locally. That said, the provision of a helipad is outside the scope of responsibility of Island Health in remote communities.

I understand the RHD is currently examining non-licensed helipad options at both the school and the private airport. The offer of technical expertise would be directed to those sites and not a floating helipad adjacent to the Clinic, as discussed.

Penny, I would like to close by saying how much I have enjoyed working with you in your capacity as ACRHD Chair and to thank you for your support over the years. I will be formally retiring from Island Health, with my last working day being September 30, 2016.

If the ACRHD is interested in our offer please connect with Chris Sullivan, our Director of Capital Planning. The replacement process for my position is currently underway but is not yet complete.

Sincerely,



ENGINEERED CONCRETE DOCKS & MARINAS

October 6, 2016

**Attn: Keith Wyton**  
**Director**  
**Electoral Area "A" (Bamfield)**  
**wyton@shaw.ca**

**Re: Budget – Design and Supply 12m x 12m Precast Concrete Floating Heliport**  
**Delivered to Bamfield, BC, in Water**

We are pleased to offer a budget price for the supply and delivery of the following precast concrete components for the above-mentioned project.

**Project Information:**

**Design and Supply 12m x 12m Precast Concrete Floating Heliport: \$155,000.00 +/- 15%**

**- Includes:**

- Design for 18" Freeboard
  - C1 Concrete
  - 4" x 6" Rub Rails, 4" x 6" Tie Rail, CCA Treated
  - 2 x Safety Ladder
  - Type "1" EPS Bouyancy Foam, Coated on Bottom
  - Galvanized Reinforcing
  - 4 Hawse Pipes, c/w Cover Plates
  - Engineered Drawing
  - CSA Quality Control Package
  - Float Production to CSA Standards
- 
- Freight to site, Bamfield, BC (based on 4 loads) \$5,600.00
  - Crane into water, Bamfield, BC (based on 4hrs onsite) \$7,350.00

**Pricing based on information provided and schedule T.B.D.**

**Pricing based on 4 pontoons which will be bolted together with Dywidag style system**

**Connection of pontoons by others**

**Includes allowance for fuel spill containment similar to DFO style floats**

**Lighting and wiring to be attached to timber rubrail system by others after connections are completed**

**Surefloat Pricing:**

All prices are subject to final design.

Surefloat modular designs are pre-engineered concrete floats for protected marinas. Surefloat recommends that the owner has all float systems engineered for their specific end use.

Surefloat has no knowledge of site specific climatic, environmental or bathymetric conditions and therefore accepts no liability for such.

Due to the unique nature of each site, Mooring engineering needs to be conducted by an independent engineer. Surefloat can act as an agent for the owner in getting this completed.

Float purchasing is only one part of building a dock system. Mooring and Attenuation are key elements the owner must consider.

**Product Assumptions:**

Surefloat's pre-engineered floats are designed for protected harbours or lakes with a 18" freeboard with a +/- tolerance to allow for easy access.

Surefloat's pre-engineered floats are designed with open bottom to easily allow floatation adjustments.

Surefloat concrete docks will require the owner to do final float levelling once installed. This will allow for minor variances in casting and final loading variances.

Final positioning to be verified by customer.

**Conditions:**

1. Taxes NOT included.
2. No work to start until Purchase Order or Signed offer is received.
3. Any other misc. components not listed, not included.
4. Work to be performed to a mutually acceptable schedule. If work must be performed during a period unacceptable, the price for that portion of the work will be subject to an increase.
5. Owner to provide all permitting and applicable import duties/tariffs.
6. Owner to liaise with the Owner and all Municipal or Federal Authorities.
7. Owner to provide unrestricted & unobstructed, free and clear access to site.
8. No provision for bonding.
9. Price valid for 10 days.

**Payment Terms:**

1. Deposit value subject to credit.
2. Full payment due 30 days after delivery, or promise to deliver. Subject to Credit.
3. Progress billings to be issued monthly once material procurement begins.
4. No holdbacks accepted or agreed upon.
5. A service charge of 2% per month (26.82% per annum) will be charged.

I trust this is the information you require. If you have any questions or concerns, please feel free to contact me at your convenience.

Thank you,



Matt Delange  
Estimator / Project Manager

**SUREfloat**

ENGINEERED CONCRETE DOCKS & MARINAS

#3-3721 DRINKWATER ROAD  
DUNCAN, B.C., V9L 6P2

E-MAIL: MATT@SURESPANSTRUCTURES.COM  
TEL. (250) 748-8888; FAX (250) 746-8011

Surespan Structures Ltd. holds certifications and/or approvals from the following governing bodies. For more information on applicable certifications/approvals please contact us at the above noted address.



CANADIAN  
WELDING  
BUREAU





DEPARTMENT OF DESIGN & CONSTRUCTION  
*building for better healthcare*

# FEASIBILITY STUDY

## Bamfield Air Ambulance Heliport

DATE OF ISSUE: February 25, 2016 (Final Report)  
PREPARED FOR: Island Health, Department of Design & Construction  
PREPARED BY: GroundEffect Aerodrome Consulting Ltd.  
InsideOut Planning Inc.  
PROJECT NO.: 1536





DEPARTMENT OF DESIGN & CONSTRUCTION

**FEASIBILITY STUDY**  
Bamfield Air Ambulance Heliport

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### APPENDICES

#### APPENDIX A

Bamfield, BC Heliport Site Assessment Report,  
GroundEffect Aerodrome Consulting Ltd., January 2016

#### APPENDIX B

Power Point Presentation, Stakeholders' Meeting,  
November 5, 2015

#### APPENDIX C

Minutes of BC Ambulance Service-Bamfield Stakeholders' Meeting,  
November 5, 2015

#### APPENDIX D

Zoning Bylaw notes, Alberni-Clayoquot Regional District,  
January 18, 2016



### 6.1.2 School Yard

The school playground was visited to determine if this location could at least partially meet the design criteria for a heliport. From an aviation perspective there is only one desirable approach and departure path to the field to the south. The playground area is surrounded by tall trees on three sides. It would require a major logging operation to remove enough trees to provide for additional flight paths.

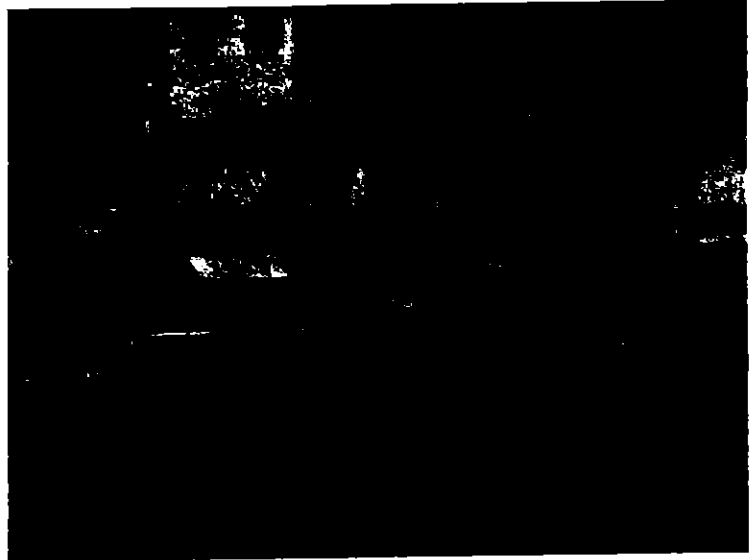


A flight path located directly over a school presents issues in regard to designating emergency landing areas. Although consider to be an non-built up area Transport Canada may require certification simply on the grounds of public interest being this close to a school. The obvious concern with this site is security and safety of students. A shared use of the field as a heliport and playground for school students is a real safety concern. Communications with the school official would be critical. Operational procedures to make the location safe for those on the ground and in the air would require strict adherence to operational procedures that may not be possible to implement. A patient transport vehicle is required due to the distance from the hospital.

In summary, this location may be of interest in regard to helicopter operations associated with major disaster planning such as a tsunami; however, does not have the appropriate attributes for a formal permanent heliport. This location is no longer a consideration in providing for an interim helicopter landing area for EMS flights and is not a suitable site for a formal heliport facility.

### 6.1.3 Coast Guard

The non-certified, non-registered helicopter landing area at the Coast Guard Station is not large enough to accommodate the safety area for a Sikorsky 76 helicopter. The close proximity of the landing area to Coast Guard Station buildings was a concern for Transport Canada when they reviewed both the Coast Guard site and the hospital site for built-up area status.



Water taxi is required to transport a patient from the hospital to the Coast Guard Station. In the past, the hospital nurse has had to leave her post at the hospital to travel with the patient and rendezvous with the EMS helicopter at the Coast Guard Station.

In summary, there are two main factors that nullify this site as being viable; unsafe landing conditions for a helicopter the size of a Sikorsky 76, and the issues associated with patient transport by boat and by land.

## 9.0 Recommendations

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- The content of this report be used as reference in taking the next step of further investigation.
- Further investigation to take place in regard to the issues identified in this report associated with the two potentially viable heliport sites.

### Airstrip Location

- Affirm that land tenure is possible in the form of a lease agreement or outright sale.
- Alternatively affirm the interest of the new owners of the airstrip to construct a community operated heliport that would provide for helicopter EMS missions.
- Resolve patient transport Issue.

### Floating Dock Location

- Investigate the approval processes required for the dock location, confirmation of water lease size and any special conditions, approval for dock size, and developmental conditions with the riparian area associated with revision to the gangway.
  - Investigate the logistics of construction for the dock, where construction would take place, how to transport it, and anchoring.
  - Resolve patient transport Issue of the steep slope and distance from the hospital.
  - Affirm that operational management of the heliport is possible i.e. the control and removal of boat moorage prior to helicopter use of the heliport.
- Should Island Health together with the stakeholder group determine that the heliport project is to proceed, develop a schedule and plan for the completion of subsequent planning and design tasks.

## **Appendix B**

Power Point Presentation, Stakeholders' Meeting November 5, 2015