



Alberni-Clayoquot Regional Hospital District

BOARD OF DIRECTORS MEETING WEDNESDAY, JANUARY 14, 2015

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 – December 5, 2014 | 3-6 |
| <i>THAT the minutes of the Alberni-Clayoquot Regional Hospital District Board of Directors held on December 5, 2014 be adopted.</i> | |
| 4. <u>PETITIONS, DELEGATIONS & PRESENTATIONS (10 minute maximum)</u> | |
| 5. <u>CORRESPONDENCE FOR ACTION</u> | |
| 6. <u>CORRESPONDENCE FOR INFORMATION</u> | |
| 7. <u>REQUEST FOR DECISIONS & BYLAWS</u> | |
| a. Request for Decision | 7-9 |
| Finance Warrant No. 478 | |
| <i>THAT the Regional Hospital District Board of Directors approves Finance Warrant Number 478 in the amount of \$576,872.30 dated December 31, 2014.</i> | |
| b. Request for Decision | 10-11 |
| 2015 Committee Appointments | |
| <i>THAT the Alberni-Clayoquot Regional Hospital District Board of Directors approves the 2014 Committee Appointments as presented.</i> | |
| 8. <u>REPORTS</u> | |
| 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 the 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 5, 2014

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

DIRECTORS PRESENT: John McNabb, Chairperson, Director, Electoral Area "E" (Beaver Creek)
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)
John Jack, Councillor, Huu-ay-aht First Nation
Mike Ruttan, Mayor, City of Port Alberni
Jack McLeman, Councillor, City of Port Alberni
Dianne St. Jacques, Mayor, District of Ucluelet
Alan McCarthy, Member of Legislature, Yuułuꞵiꞵath Government
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

STAFF PRESENT: Russell Dyson, Chief Administrative Officer
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 2:40.

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 Bennett

THAT the agenda be approved as circulated with the addition of late item: Delegation, John Douglas regarding a request for support – Paramedic and Community Care Team Program & Response Unit.

CARRIED

3. ADOPTION OF MINUTES

a. Board of Directors Meeting – November 13, 2014

MOVED: Director Osborne
SECONDED: Director Cootes

THAT the minutes of the Alberni-Clayoquot Regional Hospital District meeting held on November 13, 2014 be adopted.

CARRIED

4. PETITIONS, DELEGATIONS & PRESENTATIONS

a. John Douglas, regarding request for Community Paramedicine Support.

Mr. Douglas provided an overview of the Paramedic and Community Care Team Support Program. He requested a letter of support from the Regional Hospital District Board to allow them to continue to pursue the program.

MOVED: Director Cote
SECONDED: Director Bennett

THAT the Hospital District Board of Directors support in principle the establishment of a Community Paramedicine Pilot Program in the Alberni Valley.

CARRIED

5. CORRESPONDENCE FOR ACTION

6. CORRESPONDENCE FOR INFORMATION

a. ISLAND HEALTH
Appointment to Office

MOVED: Director McLeman
SECONDED: Director Ruttan

THAT the above noted correspondence be received.

CARRIED

7. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding 2015 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 2015 Provisional Budget Bylaw No. 117".

CARRIED

MOVED: Director Bennett

SECONDED: Director Jack

THAT the Hospital District Board of Directors give second reading to the bylaw cited as "Alberni-Clayoquot Regional Hospital District 2015 Provisional Budget Bylaw No. 117".

CARRIED

MOVED: Director Kokura

SECONDED: Director Bennett

THAT the Hospital District Board of Directors give third reading to the bylaw cited as "Alberni-Clayoquot Regional Hospital District 2015 Provisional Budget Bylaw No. 117".

CARRIED

MOVED: Director Benett

SECONDED: Director Kokura

THAT the Hospital District Board of Directors adopt bylaw cited as "Alberni-Clayoquot Regional Hospital District 2015 Provisional Budget Bylaw No. 117".

CARRIED

b. Request for Decision regarding Finance Warrant No. 477.

MOVED: Director Kokura

SECONDED: Director Bennett

THAT the Regional Hospital District Board of Directors approves Finance Warrant Number 477 in the amount of \$87,185.52 dated November 30, 2014.

CARRIED

8. REPORTS

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

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

The Chairperson reported on their meeting last week. The Society discussed their involvement in the Alberni-Clayoquot Health Network.

c. IH Capital Planning Committee – P. Cote – 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 they are looking forward to the meeting on December 11th with all stakeholders regarding the helipad.

f. Alberni-Clayoquot Health Network – P. Cote

Director Cote reported the Network continues with their re-organization and invitations have been sent out to the specific table of partners action tables.

MOVED: Director Cote

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 Kokura

SECONDED: Director Cootes

THAT this meeting be adjourned at 3:00 pm.

CARRIED

Certified Correct:

John McNabb,
Chairperson

Russell Dyson,
Chief Administrative Officer



MEMORANDUM

TO: Regional Hospital District Board of Directors
FROM: Teri Fong, CPA, CGA, Manager of Finance
DATE: January 5, 2015
RE: Finance Warrant No.478

Recommendation:

That the Regional Hospital District Board of Directors approves Finance Warrant Number 478 in the amount of \$576,872.30 dated December 31, 2014.

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 Hospital District's financial affairs.

6. **COMMUNICATIONS ISSUES** - none

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



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



AP5100 **Page : 1**
Date : Jan 05, 2015 **Time :** 1:38 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-2014 To 31-Dec-2014
Cheque Date : 01-Dec-2014 To 31-Dec-2014
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				
1125 MUNICIPAL FINANCE AUTHORITY						
EFT-15	01-Dec-2014	Issued	32	E	11311.83	
517-2/2014	01-4-6030-000	ACCOUNTS PAYABLE		11311.83		
Invoice Description --> DEBENTURE DEBT						
Total :				11311.83	0.00	11311.83
EFT-16	01-Dec-2014	Issued	32	E	16906.43	
624-2/2014	01-4-6030-000	ACCOUNTS PAYABLE		16906.43		
Invoice Description --> DEBENTURE DEBT						
Total :				16906.43	0.00	16906.43
EFT-17	01-Dec-2014	Issued	32	E	24572.92	
77-2/2014	01-4-6030-000	ACCOUNTS PAYABLE		24572.92		
Invoice Description --> DEBENTURE DEBT						
Total :				24572.92	0.00	24572.92
EFT-18	01-Dec-2014	Issued	32	E	32007.72	
72-2/2014	01-4-6030-000	ACCOUNTS PAYABLE		32007.72		
Invoice Description --> DEBENTURE DEBT						
Total :				32007.72	0.00	32007.72
EFT-19	01-Dec-2014	Issued	32	E	60824.25	
71-2/2014	01-4-6030-000	ACCOUNTS PAYABLE		60824.25		
Invoice Description --> DEBENTURE DEBT						
Total :				60824.25	0.00	60824.25
EFT-20	01-Dec-2014	Issued	32	E	202315.86	
73-2/2014	01-4-6030-000	ACCOUNTS PAYABLE		202315.86		
Invoice Description --> DEBENTURE DEBT						
Total :				202315.86	0.00	202315.86
EFT-21	01-Dec-2014	Issued	32	E	205445.94	
75-2/2014	01-4-6030-000	ACCOUNTS PAYABLE		205445.94		
Invoice Description --> DEBENTURE DEBT						
Total :				205445.94	0.00	205445.94
EFT-22	03-Dec-2014	Issued	32	E	3521.29	
79-2/2014	01-4-6030-000	ACCOUNTS PAYABLE		3521.29		
Invoice Description --> DEBENTURE DEBT						
Total :				3521.29	0.00	3521.29
EFT-23	03-Dec-2014	Issued	32	E	17884.61	
78-2/2014	01-4-6030-000	ACCOUNTS PAYABLE		17884.61		
Invoice Description --> DEBENTURE DEBT						
Total :				17884.61	0.00	17884.61
EFT-24	09-Dec-2014	Issued	32	E	2081.45	
623-2/2014	01-4-6030-000	ACCOUNTS PAYABLE		2081.45		

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



AP5100

Page : 2

Date : Jan 05, 2015

Time : 1:38 pm

Supplier : 0050 To 912
 Trans. Date : 01-Dec-2014 To 31-Dec-2014
 Cheque Date : 01-Dec-2014 To 31-Dec-2014
 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					
Invoice No.	Account No.	Account Description		Debit	Credit	
Invoice Description --> DEBENTURE DEBT						
Total :				2081.45	0.00	2081.45
Supplier Total :				576872.30	0.00	576872.30

Total Computer Paid :	<u>0.00</u>	Total EFT PAP :	<u>576,872.30</u>	Total Paid :	<u>576,872.30</u>
Total Manually Paid :	<u>0.00</u>	Total EFT File Transfer :	<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 8, 2014

Subject: **2015 Committee Appointments**

Recommendation:

That the Alberni-Clayoquot Regional Hospital District Board of Directors approves the 2014 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 2015.

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 2015 committee list was drafted with input from the Chairperson of the Regional Hospital District and 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, Manager of Administrative Services

Approved by:

Russell Dyson, Chief Administrative Officer



**Alberni-Clayoquot Regional Hospital District
2015 Committee Appointments**

Alberni-Clayoquot Health Network

Table of Partners

- Penny Cote, Chairperson
- Josie Osborne

**Island Health Capital Planning
Committee**

- John McNabb

**Alberni-Clayoquot Continuing
Care Society**

- John McNabb

**West Coast Native Health Care
Society**

- Penny Cote

DRAFT