



Alberni-Clayoquot Regional Hospital District

BOARD OF DIRECTORS MEETING

WEDNESDAY, JANUARY 10, 2018

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 13, 2017 | 3-6 |
| <i>THAT the minutes of the Alberni-Clayoquot Regional Hospital District Board of Directors held on December 13, 2017 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. 506 | |
| <i>THAT the Alberni-Clayoquot Regional Hospital District Board of Directors approve Finance Warrant Number 506 in the amount of \$496,493.00 dated December 31, 2017.</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 – J. Osborne | |

- 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 WEDNESDAY, DECEMBER 13, 2017

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

DIRECTORS

Josie Osborne, Chairperson, Mayor, District of Tofino

PRESENT:

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

Keith Wyton, Director, Electoral Area "A" (Bamfield)

Mike Kokura, Director, Electoral Area "B" (Beaufort)

Tony Bennett, Director, Electoral Area "C" (Long Beach)

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

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

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

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, Yuułuꞵiꞵath Government

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

Kirsten Johnsen, Councillor, Toquaht Nation

REGRETS:

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

STAFF PRESENT:

Douglas Holmes, Chief Administrative Officer

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 4:18 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 Cootes

SECONDED: Director McCarthy

THAT the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

a. **Board of Directors Meeting – November 8, 2017**

MOVED: Director McLeman

SECONDED: Director McNabb

THAT the minutes of the Alberni-Clayoquot Regional Hospital District Board of Directors held on November 8, 2017 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 Finance Warrant No. 505.

MOVED: Director Kokura

SECONDED: Director St. Jacques

THAT the Alberni-Clayoquot Regional Hospital District Board of Directors approve Finance Warrant Number 505 in the amount of \$39,129.99 dated November 30, 2017.

CARRIED

b. Request for Decision regarding 2018 Provisional Budget.

MOVED: Director McNabb

SECONDED: Director Cootes

THAT the Alberni Clayoquot Regional Hospital District Board of Directors give first reading to the bylaw cited as "Alberni-Clayoquot Regional Hospital District 2018 Provisional Budget No. 123."

CARRIED

MOVED: Director McNabb

SECONDED: Director McCarthy

THAT the Alberni Clayoquot Regional Hospital District Board of Directors give second reading to the bylaw cited as "Alberni-Clayoquot Regional Hospital District 2018 Provisional Budget No. 123."

CARRIED

MOVED: Director Cootes
SECONDED: Director St. Jacques

THAT the Alberni Clayoquot Regional Hospital District Board of Directors give third reading to the bylaw cited as “Alberni-Clayoquot Regional Hospital District 2018 Provisional Budget No. 123.”

CARRIED

MOVED: Director Cote
SECONDED: Director St. Jacques

THAT the Alberni Clayoquot Regional Hospital District Board of Directors adopt the bylaw cited as “Alberni-Clayoquot Regional Hospital District 2018 Provisional Budget No. 123.”

CARRIED

8. REPORTS

a. Bamfield Health Centre – K. Wyton

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

Director McNabb reported the Society has been reviewing conformity to the new Societies Act.

c. IH Capital Planning Committee – J. Osborne

Director Cote reported on the recent meeting in Nanaimo. Tofino Helipad redevelopment and WCGH Emergency room redevelopment were discussed.

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/J. Osborne – No Report

g. Other Reports

MOVED: Director McNabb
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 Cootes

THAT this meeting be adjourned at 4:27 pm.

CARRIED

Certified Correct:

Josie Osborne,
Chairperson

Wendy Thomson,
Manager of Administrative Services



REQUEST FOR DECISION

To: Hospital District Board of Directors
From: Teri Fong, CPA, CGA, Manager of Finance
Meeting Date: January 10, 2018
Subject: Finance Warrant No. 506

Recommendation:

That the Alberni-Clayoquot Regional Hospital District Board of Directors approve Finance Warrant Number 506 in the amount of \$496,493.00 dated December 31, 2017.

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 : Jan 02, 2018

Page : 1

Time : 10:34 am

Supplier : 0050 To 912
Trans. Date : 01-Dec-2017 To 31-Dec-2017
Cheque Date : 01-Dec-2017 To 31-Dec-2017
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	
1600	ALBERNI-CLAYOQUOT REGIONAL DISTRICT					
1057	04-Dec-2017	Issued	36	C		18000.00
2017ADMIN	01-4-6030-000	ACCOUNTS PAYABLE		18000.00		
Invoice Description --> 2017 ADMINISTRATION CHARGE						
Total :				18000.00	0.00	18000.00
Supplier Total :				18000.00	0.00	18000.00

1125	MUNICIPAL FINANCE AUTHORITY					
EFT-10	01-Dec-2017	Issued	34	E		54293.94
71-2/2017	01-4-6030-000	ACCOUNTS PAYABLE		54293.94		
Invoice Description --> DEBENTURE DEBT						
Total :				54293.94	0.00	54293.94
EFT-11	01-Dec-2017	Issued	34	E		32007.72
72-2/2017	01-4-6030-000	ACCOUNTS PAYABLE		32007.72		
Invoice Description --> DEBENTURE DEBT						
Total :				32007.72	0.00	32007.72
EFT-12	01-Dec-2017	Issued	34	E		180594.48
73-2/2017	01-4-6030-000	ACCOUNTS PAYABLE		180594.48		
Invoice Description --> DEBENTURE DEBT						
Total :				180594.48	0.00	180594.48
EFT-13	01-Dec-2017	Issued	34	E		176091.74
75-2/2017	01-4-6030-000	ACCOUNTS PAYABLE		176091.74		
Invoice Description --> DEBENTURE DEBT						
Total :				176091.74	0.00	176091.74
EFT-14	01-Dec-2017	Issued	34	E		14099.22
77-2/2017	01-4-6030-000	ACCOUNTS PAYABLE		14099.22		
Invoice Description --> DEBENTURE DEBT						
Total :				14099.22	0.00	14099.22
EFT-15	03-Dec-2017	Issued	34	E		17884.61
78-2/2017	01-4-6030-000	ACCOUNTS PAYABLE		17884.61		
Invoice Description --> DEBENTURE DEBT						
Total :				17884.61	0.00	17884.61
EFT-16	03-Dec-2017	Issued	34	E		3521.29
79-2/2017	01-4-6030-000	ACCOUNTS PAYABLE		3521.29		
Invoice Description --> DEBENTURE DEBT						
Total :				3521.29	0.00	3521.29

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



AP5100

Page : 2

Date : Jan 02, 2018

Time : 10:34 am

Supplier : 0050 To 912
 Trans. Date : 01-Dec-2017 To 31-Dec-2017
 Cheque Date : 01-Dec-2017 To 31-Dec-2017
 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	
Supplier Total :				478493.00	0.00	478493.00

Total Computer Paid :	18,000.00	Total EFT PAP :	478,493.00	Total Paid :	496,493.00
Total Manually Paid :	0.00	Total EFT File Transfer :	0.00		