



# Alberni-Clayoquot Regional Hospital District

## BOARD OF DIRECTORS MEETING WEDNESDAY, OCTOBER 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><br><i>(immediately following the ACRD Board Meeting)</i>                                                                                   |            |
| <b>Recognition of Traditional Territories.</b>                                                                                                                            |            |
| <b>2. <u>APPROVAL OF AGENDA</u></b><br><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 – September 13, 2017</b>                                                                                                                 | <b>3-5</b> |
| <i>THAT the minutes of the Alberni-Clayoquot Regional Hospital District Board of Directors meeting held on September 13, 2017 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>6-7</b> |
| Finance Warrant No. 503                                                                                                                                                   |            |
| <i>THAT the Alberni-Clayoquot Regional Hospital District Board of Directors approve Finance Warrant Number 503 in the amount of \$98,337.09 dated September 30, 2017.</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 – 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, SEPTEMBER 13, 2017

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, Director, Electoral Area "A" (Bamfield)  
Mike Kokura, Director, Electoral Area "B" (Beaufort)  
Tony Bennett, Director, Electoral Area "C" (Long Beach) (via telcon)  
Penny Cote, Director, 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  
Dianne St. Jacques, Mayor, District of Ucluelet  
Alan McCarthy, Member of Legislature, Yuułuꞑifꞑath Government  
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government  
Kirsten Johnsen, Councillor, Toquaht Nation

#### STAFF PRESENT:

Douglas Holmes, 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 3:21 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 Cote*

*SECONDED: Director Jack*

*THAT the agenda be approved as circulated.*

**CARRIED**

### 3. ADOPTION OF MINUTES

a. **Board of Directors Meeting – August 23, 2017**

*MOVED: Director McNabb*

*SECONDED: Director Cote*

*THAT the minutes of the Alberni-Clayoquot Regional Hospital District meeting held on August 23, 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. 502.**

*MOVED: Director McNabb*

*SECONDED: Director Kokura*

*THAT the Alberni-Clayoquot Regional Hospital District Board of Directors approve Finance Warrant Number 502 in the amount of \$75,105.71 dated August 31, 2017.*

**CARRIED**

**8. REPORTS**

**a. Bamfield Health Centre – K. Wyton – No report**

**b. Alberni-Clayoquot Continuing Care Society – J. McNabb – No report**

**c. IH Capital Planning Committee – J. Osborne – No report**

**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 McLeman*

*SECONDED: Director Jack*

*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 3:23 pm.*

**CARRIED**

Certified Correct:

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Josie Osborne,  
Chairperson

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Douglas Holmes,  
Chief Administrative Officer



## REQUEST FOR DECISION

**To:** Hospital District Board of Directors

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

**Meeting Date:** October 11, 2017

**Subject:** Finance Warrant No. 503

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**Recommendation:**

*That the Alberni-Clayoquot Regional Hospital District Board of Directors approve Finance Warrant Number 503 in the amount of \$98,337.09 dated September 30, 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 : Sep 29, 2017

Page : 1

Time : 11:20 am

Supplier : 0050 To 912  
 Trans. Date : 01-Sep-2017 To 30-Sep-2017  
 Cheque Date : 01-Sep-2017 To 30-Sep-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				
<b>1850</b>	<b>VANCOUVER ISLAND HEALTH AUTHORITY</b>							
1053	18-Sep-2017		Issued	24	C	95157.15	95157.15	
SEPT18/17	01-4-6030-000	ACCOUNTS PAYABLE				95157.15		
Invoice Description --> E1-245, P-241, P-242, P-243, P-244			<b>Total :</b>			95157.15	0.00	95157.15
1054	29-Sep-2017		Issued	26	C	3179.94	3179.94	
SEPT20/17	01-4-6030-000	ACCOUNTS PAYABLE				3179.94		
Invoice Description --> P280, P281, P282, P283, P284			<b>Total :</b>			3179.94	0.00	3179.94
<b>Supplier Total :</b>						98337.09	0.00	98337.09

<b>Total Computer Paid :</b>	<u>98,337.09</u>	<b>Total EFT PAP :</b>	<u>0.00</u>	<b>Total Paid :</b>	<u>98,337.09</u>
<b>Total Manually Paid :</b>	<u>0.00</u>	<b>Total EFT File Transfer :</b>	<u>0.00</u>		