



# Alberni-Clayoquot Regional Hospital District

## BOARD OF DIRECTORS MEETING WEDNESDAY, SEPTEMBER 13, 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 – August 23, 2017</b>	<b>3-5</b>
<i>THAT the minutes of the Alberni-Clayoquot Regional Hospital District Board of Directors held on August 23, 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. 502	
<i>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.</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, AUGUST 23, 2017

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

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### **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)

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?it?ath Government

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

Kirsten Johnsen, Councillor, Toquaht Nation

### **REGRETS:**

Dianne St. Jacques, Mayor, District of Ucluelet

### **STAFF PRESENT:**

Douglas Holmes, Chief Administrative Officer

Andrew McGifford, Manager of Environmental Services

Teri Fong, Manager of Finance

Wendy Thomson, Manager of Administrative Services

Alex Dyer, Planner

### **1. CALL TO ORDER**

The Chairperson called the meeting to order at 4:03 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 Bennett*

*THAT the agenda be approved as circulated.*

**CARRIED**

### **3. ADOPTION OF MINUTES**

**a. Board of Directors Meeting – July 26, 2017**

*MOVED: Director Kokura*  
*SECONDED: Director Bennett*

*THAT the minutes of the Alberni-Clayoquot Regional Hospital District Board of Directors held on July 26, 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 approve Finance Warrant Number 501.**

*MOVED: Director McNabb*  
*SECONDED: Director McLeman*

*THAT the Alberni-Clayoquot Regional Hospital District Board of Directors approve Finance Warrant Number 501 in the amount of \$95,454.56 dated July 31, 2017.*

**CARRIED**

**8. REPORTS**

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

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

Director McNabb reported that Fir Park Village and Echo Village have received accreditation. This will be a benefit in the future for both funding and recognition as a first class facility.

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

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

Director Cote reported that the West Coast Native Health Care Society also received accreditation. The Society is moving forward with the building of the new facilities.

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

The Chairperson reported that the helipad construction is planned to commence early this fall.

**f. Alberni-Clayoquot Health Network – P. Cote/J. Osborne – No Report**

**g. Other Reports**

*MOVED: Director Jack*

*SECONDED: Director Bennett*

*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 Cote*

*THAT this meeting be adjourned at 4:08 pm.*

**CARRIED**

Certified Correct:

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Josie Osborne,  
Chairperson

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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:** September 13, 2017

**Subject:** Finance Warrant No. 502

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**Recommendation:**

*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.*

**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 06, 2017

Page : 1

Time : 1:43 pm

Supplier : 0050 To 912  
 Trans. Date : 01-Aug-2017 To 31-Aug-2017  
 Cheque Date : 01-Aug-2017 To 31-Aug-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>						
1051	14-Aug-2017		Issued	22	C	75105.71	
AUG14/17	01-4-6030-000	ACCOUNTS PAYABLE			75105.71		
Invoice Description --> E2-237, P-188, P-189, P190							
<b>Total :</b>					75105.71	0.00	75105.71
<b>Supplier Total :</b>					75105.71	0.00	75105.71

<b>Total Computer Paid :</b>	<u>75,105.71</u>	<b>Total EFT PAP :</b>	<u>0.00</u>	<b>Total Paid :</b>	<u>75,105.71</u>
<b>Total Manually Paid :</b>	<u>0.00</u>	<b>Total EFT File Transfer :</b>	<u>0.00</u>		