



Alberni-Clayoquot Regional Hospital District

BOARD OF DIRECTORS MEETING

WEDNESDAY, APRIL 11, 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 – March 14, 2018	3-5
<i>THAT the minutes of the Alberni-Clayoquot Regional Hospital District Board of Directors meeting held on March 14, 2018 be adopted.</i>	
b. Special Board of Directors Meeting – March 28, 2018	6-8
<i>THAT the minutes of the Alberni-Clayoquot Regional Hospital District Board of Directors Special Meeting held on March 28, 2018 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	9-10
Finance Warrant No. 509	
<i>THAT the Alberni-Clayoquot Regional Hospital District Board of Directors approve Finance Warrant Number 509 in the amount of \$25,426.10 dated March 31, 2018.</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 – P. Cote/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
 - Meeting with Island Health regarding lack of long term care beds – April 11, 2018 (J. Osborne)

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, MARCH 14, 2018

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)

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

Ron Paulson, Councillor, City of Port Alberni (Alternate)

Mike Ruttan, Mayor, City of Port Alberni

Alan McCarthy, Member of Legislature, Yuułu?iŋ?ath Government

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

Kirsten Johnsen, Councillor, Toquaht Nation (via teleconference)

REGRETS:

Jack McLeman, Councillor, City of Port Alberni

Dianne St. Jacques, Mayor, District of Ucluelet

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 2:32 pm.

The Chairperson recognized the meeting this afternoon 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 – February 14, 2018**

MOVED: Director Jack

SECONDED: Director Cote

THAT the minutes of the Alberni-Clayoquot Regional Hospital District meeting held on February 14, 2018 be adopted.

CARRIED

4. PETITIONS, DELEGATIONS & PRESENTATIONS

5. CORRESPONDENCE FOR ACTION

6. CORRESPONDENCE FOR INFORMATION

7. REQUEST FOR DECISIONS & BYLAWS

8. REPORTS

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

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

Director McNabb reported the Society discussed concerns with the handi-dart transit service at their last meeting. Director McNabb raised concerns with long term care patients placed at West Coast General Hospital due to the lack of long term care beds. Directors Ruttan, McNabb and Cote volunteered to meet with representatives of Island Health and West Coast General Hospital to discuss lack on long term health care beds. Regional District staff will arrange the meeting.

c. IH Capital Planning Committee – P Cote/J. Osborne – No Report

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

Director Cote reported the Society has received accreditation. The Society has received approval to commence the 16 seniors housing units. They hope to break ground with the project in June.

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

The Chairperson reported on attendance at a recent community group meeting campaigning for a new hospital on the West Coast. A sub-committee has been formed. West Coast Directors will report back as this group develops.

MOVED: Director Bennett

SECONDED: Director Kokura

That the ACRD Hospital District Board of Directors send a letter of appreciation to the doctors thanking them for their long time service on the West Coast.

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

g. Other Reports

MOVED: Director Bennett

SECONDED: Director Cootes

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 Cootes

SECONDED: Director Jack

THAT this meeting be adjourned at 2:52 pm.

CARRIED

Certified Correct:

Josie Osborne,
Chairperson

Wendy Thomson,
Manager of Administrative Services



Alberni-Clayoquot Regional Hospital District

MINUTES OF THE SPECIAL BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, MARCH 28, 2018

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

DIRECTORS

PRESENT:

Josie Osborne, Chairperson, Mayor, District of Tofino
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, Director, Electoral Area "F" (Cherry Creek)
Ron Paulson, Councillor, City of Port Alberni (Alternate)
Mike Ruttan, Mayor, City of Port Alberni
Mayco Noel, Councillor, District of Ucluelet (Alternate)
Alan McCarthy, Member of Legislature, Yuułu?if?ath Government
Kirsten Johnsen, Councillor, Toquaht Nation

REGRETS:

John Jack, Vice-Chairperson, Councillor, Huu-ay-aht First Nation
Lucas Banton, Director, Electoral Area "F" (Cherry Creek)
Jack McLeman, Councillor, City of Port Alberni
Dianne St. Jacques, Mayor, District of Ucluelet
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

STAFF PRESENT:

Teri Fong, Manager of Finance
Mike Irg, Manager of Planning and Development
Wendy Thomson, Manager of Administrative Services
Douglas Holmes, Chief Administrative Officer

1. CALL TO ORDER

The Chairperson called the meeting to order at 2:42 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 Johnsen

THAT the agenda be approved as circulated.

CARRIED

3. CORRESPONDENCE FOR INFORMATION

- a. Correspondence dated February 26, 2018 from Chris Sullivan, Director of Capital Planning, Island Health regarding Unit Dose Medication Distribution (UDMD) Project.

MOVED: Director Cote

SECONDED: Director McCarthy

THAT this correspondence be received for information.

CARRIED

4. REQUEST FOR DECISIONS & BYLAWS

- a. **Request for Decision regarding Finance Warrant Number 508**

MOVED: Director Kokura

SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional Hospital District Board of Directors approve Finance Warrant Number 508 in the amount of \$31,361.18 dated February 28, 2018.

CARRIED

- b. **Request for Decision regarding the 2018 Annual Budget**

MOVED: Director Cote

SECONDED: Director Kokura

THAT the Alberni-Clayoquot Regional Hospital District Board of Directors give second reading to Bylaw 124, cited as "Alberni-Clayoquot Regional Hospital District 2018 Annual Budget Bylaw No. 124".

MOVED: Director Cote

SECONDED: Director Bennett

THAT the Board of Directors amend 2018 Annual Budget Bylaw No. 124 as follows:

- Line 2 – Tax Requisition – Year 2021 reduce to \$1,081,000 and Year 2022 reduce to \$656,000.*
- Line 9 – Pay down of short term borrowing – Year 2021 reduce to \$186,000 and Year 2022 reduce to \$0.*

CARRIED

The main motion of second reading to Bylaw 124, cited as “Alberni-Clayoquot Regional Hospital District 2018 Annual Budget Bylaw No. 124” as amended was;

CARRIED

*MOVED: Director McNabb
SECONDED: Director Cote*

THAT the Alberni-Clayoquot Regional Hospital District Board of Directors give third reading to Bylaw 124, cited as “Alberni-Clayoquot Regional Hospital District 2018 Annual Budget Bylaw No. 124”.

CARRIED

*MOVED: Director Kokura
SECONDED: Director Cote*

THAT the Alberni-Clayoquot Regional Hospital District Board of Directors adopt Bylaw 124, cited as “Alberni-Clayoquot Regional Hospital District 2018 Annual Budget Bylaw No. 124”.

CARRIED

5. UNFINISHED BUSINESS

6. LATE BUSINESS

7. QUESTION PERIOD

8. ADJOURN

*MOVED: Director McNabb
SECONDED: Director Cote*

THAT this meeting be adjourned at 2:46 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: April 11, 2018
Subject: Finance Warrant No. 509

Recommendation:

That the Alberni-Clayoquot Regional Hospital District Board of Directors approve Finance Warrant Number 509 in the amount of \$25,426.10 dated March 31, 2018.

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 : Apr 05, 2018

Page : 1

Time : 4:33 pm

Supplier : 0050 To 912
Trans. Date : 01-Mar-2018 To 31-Mar-2018
Cheque Date : 01-Mar-2018 To 31-Mar-2018
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	
1850	VANCOUVER ISLAND HEALTH AUTHORITY						
1060	28-Mar-2018		Issued	6	C	25426.10	
MAR28/18	01-4-6030-000	ACCOUNTS PAYABLE			25426.10		
Invoice Description --> P-609, P-610, P-611, P665, P-666, P-667							
Total :					25426.10	0.00	25426.10
Supplier Total :					25426.10	0.00	25426.10

Total Computer Paid :	<u>25,426.10</u>	Total EFT PAP :	<u>0.00</u>	Total Paid :	<u>25,426.10</u>
Total Manually Paid :	<u>0.00</u>	Total EFT File Transfer :	<u>0.00</u>		