



# Alberni-Clayoquot Regional Hospital District

## BOARD OF DIRECTORS MEETING WEDNESDAY, AUGUST 22, 2018

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

### AGENDA

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- |  | PAGE #     |
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| <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 – July 25, 2018</b>   | <b>3-5</b> |
| <i>THAT the minutes of the Alberni-Clayoquot Regional Hospital District Board of Directors held on July 25, 2018 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. 513  |            |
| <i>THAT the Alberni-Clayoquot Regional Hospital District Board of Directors approve Finance Warrant Number 513 in the amount of \$33,082.96 dated July 31, 2018.</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 – 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

*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, JULY 25, 2018

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

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

Dianne St. Jacques, Mayor, District of Ucluelet

Alan McCarthy, Member of Legislature, YuułuꞀiꞀath Government

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

Kirsten Johnsen, Councillor, Toquaht Nation

### REGRETS:

Mike Ruttan, Mayor, City of Port Alberni

### STAFF PRESENT:

Teri Fong, Manager of Finance

Mike Irg, Manager of Planning and Development

Rob Williams, General Manager of Environmental Services

Wendy Thomson, Manager of Administrative Services

Janice Hill, Executive Assistant

### 1. CALL TO ORDER

The Chairperson called the meeting to order at 4:20 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 Banton*

*SECONDED: Director McNabb*

*THAT the agenda be approved as circulated.*

**CARRIED**

### 3. ADOPTION OF MINUTES

**a. Board of Directors Meeting – June 13, 2018**

*MOVED: Director St. Jacques*

*SECONDED: Director McNabb*

*THAT the minutes of the Alberni-Clayoquot Regional Hospital District meeting held on June 13, 2018 be adopted*

**CARRIED**

**4. PETITIONS, DELEGATIONS & PRESENTATIONS**

**5. CORRESPONDENCE FOR ACTION**

**6. CORRESPONDENCE FOR INFORMATION**

- a.** Correspondence dated June 29, 2018 from Island Health and Vancouver Island regarding Special Meeting Minutes – Recruitment of Physician and Other Hard to Fill Health Professionals.

*MOVED: Director Bennett*

*SECONDED: Director Cote*

*THAT this correspondence be received for information.*

**CARRIED**

**7. REQUEST FOR DECISIONS & BYLAWS**

- a. Request for Decision regarding Finance Warrant Number 512**

*MOVED: Director McKokura*

*SECONDED: Director McNabb*

*THAT the Alberni-Clayoquot Regional Hospital District Board of Directors approve Finance Warrant Number 512 in the amount of \$335,472.23 dated June 30, 2018.*

**CARRIED**

**8. REPORTS**

- a. Bamfield Health Centre – K. Wyton**

No report

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

AGM and Susie is once again our chair and we had our financial report and year- end and showed a reasonable surplus.

- c. IH Capital Planning Committee – P. Cote/J. Osborne**

No report

- d. **West Coast Native Health Care Society – P. Cote**  
No report
- e. **Tofino General Hospital – J. Osborne/D. St. Jacques**  
Awaiting a report for the heli-pad. Community desires replacement of the Tofino General Hospital. A consultant has been hired to help them to prepare for the Ministry of Health. August 9 chair of the Board and president will be coming out to Tofino for a meeting to talk about the health centre and new hospital.
- f. **Alberni-Clayoquot Health Network – P. Cote/J. Osborne**  
No report.
- g. **Other Reports**

*MOVED: Director Jack*

*SECONDED: Director Cote*

*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 Osborne*

*SECONDED: Director Cote*

*THAT this meeting be adjourned at 4:24 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:** August 22, 2018  
**Subject:** Finance Warrant No. 513

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**Recommendation:**

**That the Alberni-Clayoquot Regional Hospital District Board of Directors approve Finance Warrant Number 513 in the amount of \$33,082.96 dated July 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 :** Aug 16, 2018

**Page : 1**  
**Time : 8:03 am**

**Supplier :** 0050 To 912  
**Trans. Date :** 01-Jul-2018 To 31-Jul-2018  
**Cheque Date :** 01-Jul-2018 To 31-Jul-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		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date						
Invoice No.	Account No.	Account Description			Debit	Credit	
<b>1850</b>	<b>VANCOUVER ISLAND HEALTH AUTHORITY</b>						
1064	23-Jul-2018		Issued	18	C	33082.96	
JULY23/18	01-4-6030-000	ACCOUNTS PAYABLE			33082.96		
Invoice Description -->		E1-159, P-161 - P-166					
<b>Total :</b>					33082.96	0.00	33082.96
<b>Supplier Total :</b>					33082.96	0.00	33082.96

<b>Total Computer Paid :</b>	<u>33,082.96</u>	<b>Total EFT PAP :</b>	<u>0.00</u>	<b>Total Paid :</b>	<u>33,082.96</u>
<b>Total Manually Paid :</b>	<u>0.00</u>	<b>Total EFT File Transfer :</b>	<u>0.00</u>		