



# Alberni-Clayoquot Regional Hospital District

## BOARD OF DIRECTORS MEETING WEDNESDAY, SEPTEMBER 26, 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 – August 22, 2018</b>   | <b>3-5</b> |
| <i>THAT the minutes of the Alberni-Clayoquot Regional Hospital District Board of Directors held on August 22, 2018 be adopted.</i>                                     |            |
| <b>4. <u>PETITIONS, DELEGATIONS &amp; PRESENTATIONS</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. 514  |            |
| <i>THAT the Alberni-Clayoquot Regional Hospital District Board of Directors approve Finance Warrant Number 514 in the amount of \$40,946.80 dated August 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, AUGUST 22, 2018

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

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### **DIRECTORS**

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

### **PRESENT:**

Duncan McMaster, Councillor, District of Tofino (Alternate)

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 Rodgers, Alternate 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:**

Josie Osborne, Chairperson, Mayor, District of Tofino

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

Dianne St. Jacques, Mayor, District of Ucluelet

### **STAFF PRESENT:**

Douglas Holmes, Chief Administrative Officer

Teri Fong, Manager of Finance

Alex Dyer, Planner

Rob Williams, General Manager of Environmental Services

Wendy Thomson, Manager of Administrative Services

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

The Chairperson called the meeting to order at 3:12 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 Ruttan*

*THAT the agenda be approved as circulated.*

**CARRIED**

**3. ADOPTION OF MINUTES**

**a. Board of Directors Meeting – July 25, 2018**

*MOVED: Director Cote*  
*SECONDED: Director Ruttan*

*THAT the minutes of the Alberni-Clayoquot Regional Hospital District meeting held on July 25, 2018 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. 513**

*MOVED: Director Bennett*  
*SECONDED: Director Cote*

*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.*

**CARRIED**

**8. REPORTS**

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

**b. Alberni-Clayoquot Continuing Care Society – J. McNabb**  
Director McNabb reported construction of the bus shelters is underway.

**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**

Director Bennett reported on a meeting held recently with Island Health representatives regarding the future of Tofino General Hospital.

**f. Alberni-Clayoquot Health Network – P. Cote/J. Osborne**

**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 Bennett*

*SECONDED: Director Kokura*

*THAT this meeting be adjourned at 3:16 pm.*

**CARRIED**

Certified Correct:

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John Jack,  
Vice-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 26, 2018

**Subject:** Finance Warrant No. 514

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**Recommendation:**

**That the Alberni-Clayoquot Regional Hospital District Board of Directors approve Finance Warrant Number 514 in the amount of \$40,946.80 dated August 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 :** Sep 04, 2018

**Page : 1**  
**Time :** 1:30 pm

**Supplier :** 0050 To 912  
**Trans. Date :** 01-Aug-2018 To 31-Aug-2018  
**Cheque Date :** 01-Aug-2018 To 31-Aug-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	
<b>1850</b>	<b>VANCOUVER ISLAND HEALTH AUTHORITY</b>						
1065	15-Aug-2018		Issued	20	C	40946.80	
AUG15/18	01-4-6030-000	ACCOUNTS PAYABLE			40946.80		
Invoice Description --> E1-210, E1-213, P-205, P-206, P-207, P-208, P-209, P-211, P-212							
<b>Total :</b>					40946.80	0.00	40946.80
<b>Supplier Total :</b>					40946.80	0.00	40946.80

<b>Total Computer Paid :</b>	<u>40,946.80</u>	<b>Total EFT PAP :</b>	<u>0.00</u>	<b>Total Paid :</b>	<u>40,946.80</u>
<b>Total Manually Paid :</b>	<u>0.00</u>	<b>Total EFT File Transfer :</b>	<u>0.00</u>		