



Alberni-Clayoquot Regional Hospital District

BOARD OF DIRECTORS MEETING WEDNESDAY, FEBRUARY 12, 2020

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 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 – January 8, 2020 | 3-5 |
| <i>THAT the minutes of the Alberni-Clayoquot Regional Hospital District Board of Directors held on January 8, 2020 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 | 6-9 |
| 2019 Memorandum of Understanding | |
| <i>THAT the Regional Hospital District Board of Directors endorse the Memorandum of Understanding between the Vancouver Island Health Authority (VIHA) and the six Regional Districts on Vancouver Island and authorize the Chairperson to sign on behalf of the Alberni-Clayoquot Regional Hospital District.</i> | |
| 8. <u>REPORTS</u> | |
| a. Bamfield Health Centre – B. Beckett | |
| b. Alberni-Clayoquot Continuing Care Society – J. McNabb | |

- c. West Coast Native Health Care Society – P. Cote
- d. Tofino General Hospital – West Coast Directors
- e. Alberni-Clayoquot Health Network – P. Cote/J. Osborne
- f. West Coast General Hospital – Alberni Valley Directors
- 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, JANUARY 8, 2020

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

DIRECTORS

Josie Osborne, Chairperson, Mayor, District of Tofino

PRESENT:

Bob Beckett, Director, Electoral Area "A" (Bamfield)
Tanya Shannon, Director, Electoral Area "A" (Beaufort)
Kel Roberts, Director, Electoral Area "C" (Long Beach)
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
John McNabb, Director, Electoral Area "E" (Beaver Creek)
Dianne Bodnar, Director, Electoral Area "F" (Cherry Creek)
Sharie Minions, Mayor, City of Port Alberni
Debbie Haggard, Councillor, City of Port Alberni
Rachelle Cole, Councillor, District of Ucluelet
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government
Kirsten Johnsen, Councillor, Toquaht Nation (via teleconference)
Alan McCarthy, Member of Legislature, Yuułu?if?ath Government

REGRETS:

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

STAFF PRESENT:

Douglas Holmes, Chief Administrative Officer
Teri Fong, Chief Financial Officer
Mike Irg, General Manager of Planning and Development
Jenny Brunn, Manager of Operations
Wendy Thomson, General Manager of Administrative Services

1. CALL TO ORDER

The Chairperson called the meeting to order at 2:47 pm.

The Chairperson recognized the meeting this afternoon is being held in the Tseshaht First Nation and the Hupacasath First Nation Territories.

2. APPROVAL OF AGENDA

MOVED: Director Cote

SECONDED: Director McNabb

THAT the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

a. Board of Directors Meeting – December 11, 2019

MOVED: Director McNabb

SECONDED: Director Cote

THAT the minutes of the Alberni-Clayoquot Regional Hospital District meeting held on December 11, 2019 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 – B. Beckett

Director Beckett reported that Island Health has hired a second nurse at the Bamfield Health Centre.

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

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

Director Cote reported the rentals are all full at the new facility.

d. Tofino General Hospital – West Coast Directors – No Reports

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

Director Cote provided an update on the Network. They have five new members on the table of partners. Directors are invited to attend the Alberni Valley Services Fair, January 27th, 11 am to 3:00 pm at Glenwood Centre in Port Alberni.

f. West Coast General Hospital – Alberni Valley Directors – No Report

g. Other Reports

MOVED: Director McNabb

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 Cote

SECONDED: Director Beckett

THAT this meeting be adjourned at 2:59 pm.

CARRIED

Certified Correct:

Josie Osborne,
Chairperson

Wendy Thomson,
General Manager of Administrative Services



REQUEST FOR DECISION

To: Regional Hospital District Board of Directors
From: Douglas Holmes, Chief Administrative Officer
Meeting Date: February 12, 2020
Subject: 2019 Memorandum of Understanding

Recommendation:

THAT the Regional Hospital District Board of Directors endorse the Memorandum of Understanding between the Vancouver Island Health Authority (VIHA) and the six Regional Districts on Vancouver Island and authorize the Chairperson to sign on behalf of the Alberni-Clayoquot Regional Hospital District.

Summary:

The Memorandum of Understanding (MOU) is an agreement between the Island Regional District's and VIHA. The document outlines the role of the Capital Planning Committee and the communication process that is to occur with the regard to capital improvements in the hospital facilities within VIHA. The MOU is routinely reviewed at the semi-annual meetings between Island Health and Regional Hospital District (RHD) representatives immediately following local government elections.

At the May 3, 2019 semi-annual meeting, the 2015 MOU was discussed, and proposed changes were identified. At the December 6, 2019 meeting, there was a consensus that each RHD Board and the Island Health Board would be asked to ratify the changes and execute a revised MOU (attached).

Background:

The last revision of the MOU was in 2015.

Time Requirements – Staff & Elected Officials:

The time requirement of the Capital Planning Committee is minimal as the meetings are only semi-annually.

Financial:

All capital improvement within our Regional District Boundary are funded 40% by the RHD and 60% by the Province.

Submitted by: 

Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer

2019 Memorandum of Understanding

BETWEEN:

VANCOUVER ISLAND HEALTH AUTHORITY
(hereafter called “VIHA”)

OF THE FIRST PART

AND:

ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT
CAPITAL REGIONAL HOSPITAL DISTRICT
COMOX-STRATHCONA REGIONAL HOSPITAL DISTRICT
COWICHAN VALLEY REGIONAL HOSPITAL DISTRICT
MOUNT WADDINGTON REGIONAL HOSPITAL DISTRICT
NANAIMO REGIONAL HOSPITAL DISTRICT
(hereafter called the “RHDs”)

OF THE SECOND PART

WHEREAS:

1. VIHA is responsible for health service delivery on Vancouver Island, the islands of the Georgia Strait, and in the mainland communities north of Powell River and south of Rivers Inlet.
2. RHDs are responsible for providing the local share of capital expenditures as defined in the *Hospital District Act*.
3. All parties recognize the benefits of coordinating their activities through formal and informal processes within the bounds of their respective legislative and regulatory obligations.

THEREFORE:

VIHA and RHDS agree to the following:

1. That semi-annual meetings between representatives of the VIHA and RHD Boards are to:
 - enable communication of key strategic and operational initiatives that are underway within VIHA as they relate to capital planning and development;

- provide a forum to support a joint dialogue on key issues for both VIHA and the RHDs;
- offer the RHDs an ability to identify specific questions or concerns they have regarding health care delivery in their communities; and
- discuss potential capital priorities.

Both VIHA and RHDs should have the opportunity to influence the agenda for these meetings and adequate time should be planned to allow for both formal and informal discussions.

These meetings will typically occur in October and late Spring.

2. That VIHA and RHDs will have regular meetings between RHD staff and the appropriate staff from VIHA. These should be viewed as “working meetings”.
3. That ad hoc updates outside of regularly scheduled meetings can be arranged to ensure timely communication of issues occurs between staff (and possibly the Boards).
4. To provide increased predictability of RHD funding to VIHA and in recognition of the requirement of each RHD Board to approve expenditures on an annual basis, that minor capital commitments be made on a rolling three-year planning cycle as follows:
 - That a maximum contribution for minor projects be set annually by each RHD in advance of year one of each planning cycle; and
 - That RHDs identify notional contributions for years two and three.

Capital expenditures include facility, equipment and information management/information technology projects.

5. That VIHA will develop a draft capital plan and identify which initiatives they intend to support using the RHD fixed share. The plan will be forwarded to RHDs on or about January 31 each year enabling the RHDs to approve their current year budgets no later than March 31.

Island Health will endeavour to provide increased predictability regarding the capital plan from year to year and from the provisional budget to final budget. Updates to the capital plan as well as planned and actual use of funds should be part of the regular reporting at scheduled meetings.

6. That a post-occupancy performance measure evaluation be completed for projects greater than \$5 million and shared with the respective RHD within six to 12 months of project completion (timing to be determined based on the specific project).
7. That media releases for capital expenditures for which RHD funding is supplied be jointly produced and released by VIHA and the participating RHD.

8. That the parties agree to work together in full co-operation to best meet the needs for the required quantity and quality of health facilities for VIHA residents.
9. That a review of this Memorandum of Understanding will occur at the semi-annual meeting between representatives of the VIHA and RHD Boards immediately following local government elections.
10. That this Memorandum of Understanding may be executed in any number of counterparts each of which will be deemed to be an original, and all of which taken together will be deemed to constitute one and the same instrument. This Memorandum of Understanding may be executed and delivered by electronic means and each of the Parties may rely on such electronic execution as though it were an original hand-written signature.

In Witness of this Agreement the parties have executed this Memorandum of Understanding on the dates set out below.

Alberni Clayoquot RHD	Print name	Date
Capital RHD	Print name	Date
Comox-Strathcona RHD	Print name	Date
Cowichan Valley RHD	Print name	Date
Mount Waddington RHD	Print name	Date
Nanaimo RHD	Print name	Date
Vancouver Island Health Authority	Print name	Date