



Alberni-Clayoquot Regional Hospital District

**Regular Board of Directors Meeting
Friday, December 9, 2011**

**Time: Immediately following
Board Meeting**

**Place: Alberni-Clayoquot Regional
District, 3008 5th Avenue,
Port Alberni, BC**

Agenda

- 1. CALL TO ORDER:**
- 2. PETITION, DELEGATIONS & PRESENTATIONS:**
- 3. ADOPTION OF MINUTES:**
 - a. Meeting of November 9, 2011..... 1 - 2
- 4. COMMUNICATIONS/CORRESPONDENCE
FOR ACTION:**
- 5. COMMUNICATIONS/CORRESPONDENCE
FOR INFORMATION:**
 - a. Vancouver Island Health Authority
Re: Response to letter regarding Family Physicians
and Development of a Walk In Clinic..... 3 - 6
Re: VIHA Issues RFP for Local Healthy Food Projects 7 - 8
- 6. ADMINISTRATION:**
 - a. Request for Decision
Re: Grant Application to Support the Alberni-Clayoquot
Health Network 9 - 10
- 7. REPORTS:**

8. FINANCES:

- a. Administrative Memo
Re: Finance Warrant No. 446 11 - 12

- b. Administrative Memo
Re: Regional Hospital District Provisional Budget 13 - 14
Re: Bylaw No. 111, "Alberni-Clayoquot Regional
Hospital District
2012 Provisional Budget No. 111" - 4 Readings 15 - 16

9. UNFINISHED BUSINESS:

10. NEW BUSINESS:

11. QUESTION PERIOD:

12. ADJOURNMENT:



ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT

**BOARD OF DIRECTORS MEETING
MINUTES**

WEDNESDAY, NOVEMBER 9, 2011

**CEDAR ROOM, ECHO CENTRE
PORT ALBERNI, BC**

Present: Chairperson: Glenn Wong; Directors: Tony Bennett, Penny Cote, Hira Chopra, Patty Edwards, John Fraser, Mike Kokura, Ken McRae, Stefan Ochman, Eric Russcher.

Staff: Russell Dyson, Chief Administrative Officer, Wendy Thomson, Manager of Administrative Services, Teri Fong, Manager of Finance, Mike Irg, Manager of Planning and Development.

Other: John Jack, Councillor, Huu-ay-aht First Nation

1. The meeting was called to order at 2:28 p.m.

MINUTES

2. Moved by S. Ochman, seconded by P. Cote, "That the minutes from the regular Board of Directors meeting held on October 5, 2011 be adopted as circulated."

"Carried"

COMMUNICATIONS/CORRESPONDENCE FOR INFORMATION

3. Moved by S. Ochman, seconded by T. Bennett, "That the correspondence from the Vancouver Island Health Authority regarding Mobile MRI Service for the Alberni-Clayoquot Region and VIHA Named Again as One of Canada's Top 100 Employers be received."

"Carried"

REPORTS

4. The Chairperson provided an update on the Alberni-Clayoquot Continuing Care Society. The Society conducted a successful satisfaction survey and received good responses. The renovations at Fir Park Village are moving ahead and the drawings were reviewed at the Annual General Meeting.

Moved by P. Edwards, seconded by M. Kokura, "That this verbal report be received."

"Carried"

5. Director Cote reported on the West Coast Native Health Care Society. The Society recently held elections, Darlene Watts is the President and Ben David is the Vice-President.

Moved by M. Kokura, seconded by H. Chopra, "That this verbal report be received."

"Carried"

FINANCES

6. Administrative Memo regarding Alberni-Clayoquot Regional Hospital District Finance Warrant No. 444.

Moved by T. Bennett, seconded by S. Ochman, "That Board of Directors approve Finance Warrant No. 444 in the amount of \$170,335.89 dated October 31, 2011."

"Carried"

NEW BUSINESS

7. The Chairperson reported that she had a discussion with the Site Administrator at West Coast General Hospital regarding the lack of Doctors in the Alberni Valley. She was advised that the following Doctors are taking new patients: Dr. White, Dr. Putts and Dr. Van Zyl.

Moved by T. Bennett, seconded by P. Cote, "That this report be received."

"Carried"

8. *Moved by T. Bennett, seconded by P. Cote, "That this meeting now stand adjourned."*

"Carried"

9. The meeting adjourned at 2:35 p.m.

Certified Correct:

Patty Edwards,
Chairperson

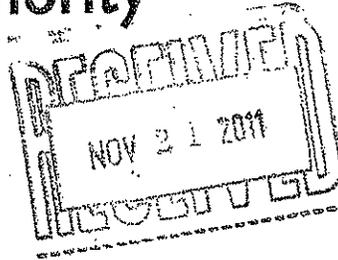
Russell Dyson,
Chief Administrative Officer



November 4, 2011

Ref #12569

Ken McRae, Mayor
City of Port Alberni
4850 Argyle Street
Port Alberni BC V9Y 1V8



Dear Mayor McRae:

Thank you for your letter of August 24th, 2011 to Howard Waldner regarding medical manpower planning in the Port Alberni area, specifically regarding family physicians and the development of a walk-in clinic.

The Vancouver Island Health Authority (VIHA) is not developing any stand-alone walk-in clinics in the Port Alberni area at this time. As you are aware, the vast majority of family physicians in British Columbia are not employed nor under a service contract with provincial health authorities. They are independent practitioners who operate in a small business model and are paid through the province's Medical Services Plan. We do understand that local physicians are working to establish a walk-in type clinic (treatment centre) and so would suggest connecting with them as this project proceeds.

That being said, the VIHA places great value in the primary health care system and works with provincial partners, such as the College of Physicians and Surgeons of British Columbia; the British Columbia Medical Association (BCMA); and the BC Ministry of Health (MOH), on improving access to family physicians and other primary health care practitioners in our Island communities.

To that end, VIHA has worked collaboratively with BCMA and MOH to provide physician practice coaching in the Port Alberni area, which has resulted in more same-day appointments in physician offices as well as better care for individuals living with mental illness and with chronic disease. In addition, VIHA has invested \$400,000 for a multidisciplinary team (nurses, social worker and dietitian) to assist family physicians in their offices in the Port Alberni area. Our leased space for this team has been co-located with the new Family Physician Cooperative site.

Our VIHA Physician Recruitment Office was established in 2008 and will provide support to any physician practice on the Island looking to recruit new physicians. For example, we recently received confirmation of acceptance from Dr. Kennedy Feyi, an Internal Medicine specialist from the UK, who will join the Port Alberni Internal Medicine (IM) practice next year. This will give them a full complement of IM specialists, something they haven't had for a number of years. On the Family Physician front, it has been relatively stable in Port Alberni for some time and we are aware of only one vacancy. This vacancy is posted on the VIHA and Health Match BC websites.

Executive Office

.../2

located at 2101 Richmond Avenue, Victoria, B.C., Canada V8R 4R7 • Tel: (250) 370-8699 • Fax (250) 370-8750
mailing address: 1952 Bay Street, Victoria, B.C., Canada V8R 1J8

Our Vision: Healthy People, Healthy Island Communities, Seamless Service

I hope this gives you a sense of the daily work our local leaders and staff are doing to provide a first-class health care system on Vancouver Island.

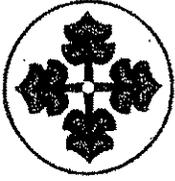
Thank you for your letter and for the time you have taken to bring this to my attention.

Sincerely,

A handwritten signature in black ink, appearing to read 'C Mackay', with a long horizontal flourish extending to the right.

Catherine Mackay
Executive Vice President & Chief Operating Officer

cc: Howard Waldner, President & CEO
Regional Hospital District
Pacific Rim Health Cooperative



CITY OF PORT ALBERNI

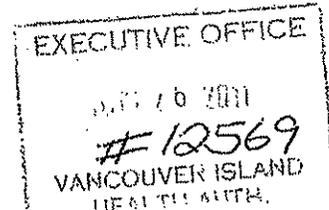
City Hall
4850 Argyle Street,
Port Alberni, B.C. V9Y 1V8
Telephone: 250-723-2146
www.portalberni.ca

Fax: 250-723-1003

August 24, 2011

Vancouver Island Health Authority
1952 Bay Street
Victoria, BC V8R 1J8

ATTN: Howard Waldner
President & CEO



Dear Mr. Waldner:

At a regular meeting on August 22, 2011, Council for the City of Port Alberni discussed a variety of ongoing issues and concerns with respect to health care in our community and requested your response to the following:

1. **Doctor Shortage:** What is VIHA's strategy to assist new residents in need of a physician? The lack of physicians and long waiting lists are discouraging potential new residents from relocating to our community. This in turn has a detrimental effect on the growth of our economy.
2. **Walk-In Clinic:** What is VIHA's progress towards establishing a walk-in clinic in the community? We understand these types of models have been successful when instituted with the use of nurse practitioners as is current practice elsewhere in the province and in Ontario. It is widely believed that nurse practitioners can substantially relieve the burden on physicians by providing cost-effective primary health care in an efficient and timely manner. Does VIHA support this approach?

I understand some of these issues are identified in VIHA's current 5 year strategic plan so we would appreciate knowing some the specific strategies and objectives you are working towards.

We also recognize that VIHA is working diligently and collaboratively with local stakeholders to achieve a sustainable health care system that meets the needs of individuals and families. We look forward to ongoing participation in this process.

I appreciate your attention to these matters.

Yours truly,
CITY OF PORT ALBERNI


Ken McRae
Mayor

c. Regional Hospital District
Pacific Rim Health Cooperative

Wendy Thomson

From: V Island Health [VIslandHealth.Info@viha.ca]
Sent: Wednesday, November 30, 2011 10:43 AM
To: V Island Health
Subject: VIHA Issues RFP For Local Healthy Food Products

The following VIHA news release has been sent to all Vancouver Island media, members of parliament, MLAs, mayors, VIHA directors, foundations and regional hospital district chairs on Vancouver Island.

View online at http://www.viha.ca/about_viha/news



NEWS RELEASE

FOR IMMEDIATE RELEASE
November 30, 2011

VIHA ISSUES RFP FOR LOCAL HEALTHY FOOD PROJECTS

ISLAND WIDE – For a fifth year, the Vancouver Island Health Authority (VIHA) continues to support locally-based food security initiatives and encourage nutritious local food choices across the Island. Funding is provided to community-based organizations through a Request for Proposals (RFP) process as part of the Community Food Action Initiative (CFAI) in partnership with the Ministry of Health.

Over the past five years, VIHA has awarded more than \$500,000 to local organizations across the region for CFAI projects. Each project must meet one or more of the following criteria:

- Awareness about food security
- Access to local healthy food
- Food knowledge and skills
- Community capacity to address local food security
- Development and use of policy that supports community food security.

For more information about the RFP and the application process, or to review previous funding recipients, please visit:

http://www.viha.ca/mho/food/food_security/Community+Food+Action+Initiative.htm. Submissions will be accepted until 4:00 pm, December 30, 2011.

– 30 –

Media Contact:
Shannon Marshall
VIHA Communications
250.370.8270



REQUEST FOR DECISION

To: Regional Hospital District Board of Directors

From: Alberni-Clayoquot Health Network Administration Committee &
Wendy Thomson, Manager of Administrative Services

Meeting Date: December 9, 2011

Subject: Grant Application to Support the Alberni-Clayoquot Health Network

Recommendation:

That the Alberni-Clayoquot Regional Hospital District Board of Directors apply to the Vancouver Island Health Authority for a \$75,000.00 grant to support the activities and continued development of the Alberni-Clayoquot Health Network and a 0.5 FTE contract position to function as the local Community Development Facilitator.

Desired Outcome:

To obtain a grant through the Vancouver Island Health Authority to continue developing and operating a successful Health Network in the Alberni-Clayoquot region.

Background:

In February 2011, the Alberni-Clayoquot Regional Hospital District (ACRHD) received a presentation from the Vancouver Island Health Authority regarding their review of Local Health Area 70 (Alberni-Clayoquot region). Part of this process includes the formation of a locally driven Health Network. The purpose of the health network is to work with the community to identify determinants of health and to develop strategies to improve the health and wellbeing of residents in the region. The ACRHD agreed to be the lead agency in developing the Alberni-Clayoquot Health Network. VIHA provided the RHD with a \$10,000 grant to assist in developing the Network.

An Administrative Committee has been formed with representation from various groups in the region to plan and develop the AC Health Network. Regional District staff has been providing support to the Administration Committee for the past 4 months. Additional resources are required to ensure the sustainability of the Network. There are funds available to hire a 0.5 FTE contract position and to assist with the logistical costs of running the Network.

Request for Decision

Time Requirements – Staff & Elected Officials:

Some staff time will be required to submit the grant application. If the grant is successful, additional staff and elected officials time will be required to prepare the contract documents and go out for RFP's.

Financial:

\$75,000.00 grant funding is available through the Vancouver Island Health Authority.

Submitted by:


Wendy Thomson, Manager of Administrative Services



MEMORANDUM

TO: Regional Hospital District Board of Directors
FROM: Teri Fong, CGA, Manager of Finance
DATE: December 1, 2011
RE: Finance Warrant No.446

Recommendation:

That the Regional Hospital District Board of Directors approves Finance Warrant Number 446 in the amount of \$41,015.86 dated December 1, 2011.

Chief Administrative Officer Comments:

Concur

IMPLICATIONS OF THE RECOMMENDATION

1. **GENERAL**

That 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.

2. **TIME REQUIREMENT – STAFF AND ELECTED OFFICIALS** – none

3. **FINANCIAL** – none

4. **POLICY OR LEGISLATIVE** – none

5. **RELEVANCE TO THE STRATEGIC PLAN AND CURRENT WORK PLAN**

Improve financial controls by increasing the transparency of the Hospital District's financial affairs.

6. **COMMUNICATIONS ISSUES** - none

Submitted by: Teri Fong, CGA, Manager of Finance



Alberni-Clayoquot Regional Hospital
Cheque Register - Detail - Supp.



AP5100

Date : Dec 01, 2011

Page : 1

Time : 9:56 am

Supplier : 0050 To 912
 Trans. Date : 01-Nov-2011 To 30-Nov-2011
 Cheque Date : 01-Nov-2011 To 30-Nov-2011
 Cheque No. : All
 Batch No. : All

Bank : 1 To 1
 Status : All
 Medium :
 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-Fik

Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Credit	Amount	
Invoice No.	Account No.	Account Description		Debit			
1125	MUNICIPAL FINANCE AUTHORITY						
EFT-36	08-Nov-2011	Issued	28	E		12797.60	
537-2/2011	01-3-5010-000	CASH IN BANK		12797.60			
Invoice Description -> DEBENTURE DEBT							
Total :					12797.60	0.00	12797.60
EFT-37	30-Nov-2011	Issued	28	E		11311.83	
517-2/2011	01-3-5010-000	CASH IN BANK		11311.83			
Invoice Description -> DEBENTURE DEBT							
Total :					11311.83	0.00	11311.83
EFT-38	30-Nov-2011	Issued	28	E		16906.43	
624-2/2011	01-3-5010-000	CASH IN BANK		16906.43			
Invoice Description -> DEBENTURE DEBT							
Total :					16906.43	0.00	16906.43
Supplier Total :					41015.86	0.00	41015.86

Total Computer Paid :	<u>0.00</u>	Total EFT PAP :	<u>41,015.86</u>	Total Paid :	<u>41,015.86</u>
Total Manually Paid :	<u>0.00</u>	Total EFT File Transfer :	<u>0.00</u>		



REQUEST FOR DECISION

To: Regional Hospital District Board of Directors
From: Teri Fong, CGA, Manager of Finance
Meeting Date: December 9, 2011
Subject: 2012 Provisional Budget

Recommendation:

That the Hospital District Board of Directors adopt Bylaw 111, cited as "Alberni-Clayoquot Regional Hospital District 2012 Provisional Budget Bylaw No. 111".

Summary:

The Regional Hospital District is paying for 40% of the West Coast General Hospital construction and that was a decision that the Board made before construction started. The only discretionary amount is the equipment grant provided to the Vancouver Island Health Authority each year to purchase equipment and complete projects for the hospitals. The provisional budget includes a grant of \$550,000 for this purpose as in prior years. The Vancouver Island Health Authority will be providing the Board a formal request with description of projects in the New Year before the adoption of the Annual Budget in March.

Time Requirements – Staff & Elected Officials:

There will be some time required of staff and elected officials to review the specific funding requests as they come in from the Vancouver Island Health Authority.

Financial:

At this time it is anticipated that the requisition will fall by greater than 10% in 2012 as some of the debt has been retired and other debentures have been locked in at better interest rates. I have contacted the Vancouver Island Health Authority regarding upcoming projects, such as the mobile MRI pad, but I still awaiting an estimated cost. That information will be brought forward to the Board as it received in the New Year and the 2012 Annual Budget will be adjusted accordingly.

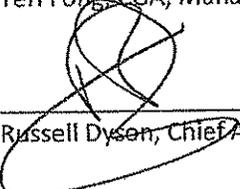
Policy or Legislation:

The Alberni-Clayoquot Regional Hospital District is required by Section 23 of the Hospital District Act to adopt a provisional budget by December 31 for the following year.

Submitted by: _____


Teri Fong, CGA, Manager of Finance

Approved by: _____


Russell Dyson, Chief Administrative Officer



Alberni-Clayoquot Regional Hospital District

Bylaw No. 111

A bylaw to adopt the Provisional Budget for the Year 2012

The Board of Directors for the Alberni-Clayoquot Regional Hospital District in open meeting assembled enacts as follows:

1. This Bylaw may be cited as the ***“Alberni-Clayoquot Regional Hospital District 2012 Provisional Budget Bylaw No. 111”***.
2. Schedule “A” attached hereto and forming part of this Bylaw is the Provisional Budget for the Alberni-Clayoquot Regional Hospital District for the year ending December 31, 2012.

Read a first time this day of , 2011.

Read a second time this day of , 2011.

Read a third time this day of , 2011.

Adopted this day of , 2011.

Chairperson

Chief Administrative Officer



ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT
 2012 PROVISIONAL BUDGET
 SCHEDULE A - BYLAW NO. 111

Line	History			Budget	Line
	2011 ACTUAL	2011 PLAN		2012	
REVENUE					
1	\$ 20,416	\$ 2,657	Surplus (deficit) from prior years	78,566	1
2	2,255,780	2,255,780	Tax requisition	1,934,064	2
3	12,417	6,000	Grants in lieu of taxes	8,000	3
4	47,000	18,000	Investment income & refunds	20,000	4
5	<u>\$ 2,335,613</u>	<u>\$ 2,282,437</u>	TOTAL REVENUE	<u>\$ 2,040,630</u>	5
EXPENDITURES					
6	\$ 15,000	\$ 15,000	Administration costs	\$ 15,000	6
7	913,607	939,094	Debenture - interest	878,310	7
8	601,440	601,343	Debenture - principal	597,320	8
9	550,000	550,000	Annual equipment grant	550,000	9
10	177,000	177,000	Negative pressure rooms	-	10
11	<u>\$ 2,257,047</u>	<u>\$ 2,282,437</u>	TOTAL EXPENDITURES	<u>\$ 2,040,630</u>	11