



# Alberni-Clayoquot Regional Hospital District

## BOARD OF DIRECTORS MEETING

WEDNESDAY, AUGUST 8, 2012

Char's Landing, 4815 Argyle Street, Port Alberni, BC

### AGENDA

---

- |  | PAGE # |
|--|--------|
| <b>1. <u>CALL TO ORDER</u></b><br><i>(immediately following the ACRD Board Meeting)</i>  |        |
| <b>2. <u>APPROVAL OF AGENDA</u></b><br><i>(motion to approve, including late times)</i>  |        |
| <b>3. <u>ADOPTION OF MINUTES</u></b>   |        |
| a. <b>Board of Directors Meeting – Wednesday, July 11, 2012</b>  | 1-4    |
| <i>THAT the minutes of the Alberni-Clayoquot Regional Hospital District Board of Directors meeting held on July 11, 2012 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>  |        |
| a. <b>Correspondence from Vancouver Island Health Authority to City of Port Alberni regarding the agreement with Returning the Favour Care Home.</b> | 5-6    |
| <i>THAT this correspondence be received.</i>   |        |
| <b>7. <u>REQUEST FOR DECISIONS &amp; BYLAWS</u></b>  |        |
| a. <b>Memorandum</b><br>Finance Warrant No. 453  | 7-8    |
| <i>THAT the Regional Hospital District Board of Directors approves Finance Warrant Number 453 in the amount of \$62,704.38 dated July 31, 2012.</i>  |        |
| <b>8. <u>REPORTS</u></b>   |        |
| a.     Bamfield Outpost Hospital – E. Geall  |        |

- b. Alberni-Clayoquot Continuing Care Society – J. McNabb
- c. VIHA Capital Planning Committee – C. Solda/G. Wong
- d. West Coast Native health Care Society – P. Cote
- e. Tofino General Hospital – P. Schmunk/B. Irving
- f. Alberni-Clayoquot Health Network – C. Solda
- g. Other Reports

*THAT the Regional Hospital Board of Directors receives the August 8, 2012 Reports.*

**9. UNFINISHED BUSINESS**

**10. LATE BUSINESS**  
*(requires 2/3 majority vote)*

**11. QUESTION PERIOD**

**12. ADJOURN**



# Alberni-Clayoquot Regional Hospital District

## MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, JULY 11, 2012

Hitacu Community Hall (Common Area), 406 Hit-tat-soo Road, Hitacu, BC

---

**DIRECTORS PRESENT:** Cindy Solda, Chairperson, City of Port Alberni  
Glenn Wong, Vice-Chairperson Electoral Area "F" (Cherry Creek)  
Eric Geall, Electoral Area "A" (Bamfield)  
Mike Kokura, Electoral Area "B" (Beaufort)  
Tony Bennett, Electoral Area "C" (Long Beach)  
Penny Cote, Electoral Area "D" (Sproat Lake)  
John McNabb, Electoral Area "E" (Beaver Creek)  
John Jack, Councilor, HUU-AY-AHT First Nation  
Jack McLeman, Councillor, City of Port Alberni  
Perry Schmunk, Mayor, District of Tofino  
Bill Irving, Mayor, District of Ucluelet  
Alan McCarthy, Member of Legislature, Yuułu?it?ath Government

**STAFF PRESENT:** Russell Dyson, Chief Administrative Officer  
Andy Daniel, Manager of Environmental Services  
Teri Fong, Manager of Finance  
Wendy Thomson, Manager of Administrative Services  
Shelli Lyle, Secretary

### 1. CALL TO ORDER

The Chairperson called the meeting to order at 2:30 pm.

### 2. APPROVAL OF AGENDA

*MOVED: Director McNabb*

*SECONDED: Director Kokura*

*THAT the agenda be approved as circulated.*

**CARRIED**

### 3. ADOPTION OF MINUTES

a. **Board of Directors Meeting – June 13, 2012**

*MOVED: Director Bennett*

*SECONDED: Director Cote*

*THAT the minutes of the Alberni-Clayoquot Regional Hospital District held on June 13, 2012 be adopted.*

**CARRIED**

**4. PETITIONS, DELEGATIONS & PRESENTATIONS**

**5. CORRESPONDENCE FOR ACTION**

**6. CORRESPONDENCE FOR INFORMATION**

- a. Correspondence from City of Port Alberni to Vancouver Island Health Authority regarding capacity issues

*MOVED: Director Bennett*

*SECONDED: Director Kokura*

*THAT the Board of Directors receive the correspondence for information.*

**CARRIED**

**7. REQUEST FOR DECISIONS & BYLAWS**

- a. Request for Decision regarding Finance Warrant No. 452

*MOVED: Director Wong*

*SECONDED: Director Bennett*

*THAT the Regional Hospital District Board of Directors approves Finance Warrant Number 452 in the amount of \$439,934.53 dated June 30, 2012.*

**CARRIED**

**8 REPORTS**

- a. Bamfield Outpost

Director Geall reported he is meeting with Kathryn Kilpartick in early August to discuss a mobile utility vehicle.

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

- c. VIHA Capital Planning Committee no report – No Report

- d. West Coast Native Health Care Society – No Report

- e. Tofino General Hospital

Director Schmunk reported that they are still in the process on finding a new location for the helipad.

f. Alberni-Clayoquot Health Network

Director Solda reported that the Health Network delivered an Educational Day on June 28<sup>th</sup> which was very informative; the new Coordinator Tanis Dager introduced herself to the stakeholders, guest presenter Sandra Waarne from Mount Waddington Health Network delivered a presentation and discussed the Alert Bay Accord. A budget has been provided to the Administrative Committee for review.

*MOVED: Director Geall*

*SECONDED: Director Jack*

*THAT the Regional Hospital Board of Directors receives the Reports.*

**CARRIED**

9. **UNFINISHED BUSINESS**

10. **LATE BUSINESS**

11. **QUESTION PERIOD**

12. **ADJOURN**

*MOVED: Director Irving*

*SECONDED: Director Geall*

*THAT this meeting be adjourned at 2:45 pm.*

**CARRIED**

Certified Correct:

---

Cindy Solda,  
Chairperson

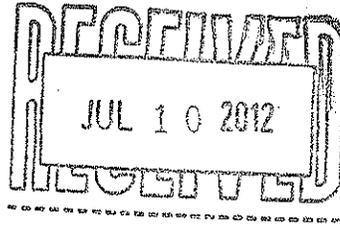
---

Russell Dyson,  
Chief Administrative Officer



June 29, 2012

Ref # 13521



John Douglas  
Mayor, City of Port Alberni  
City Hall  
4850 Argyle Street  
Port Alberni BC V9Y 1V8

Dear Mayor Douglas:

Thank you for your letter of May 31, 2012 expressing concern that an agreement has yet to be reached between Returning the Favour Care Home (RTFCH) and the Vancouver Island Health Authority (VIHA).

VIHA has reviewed the previous agreement with RTFCH and considered both the needs of the community and those of the two clients that we currently fund at RTFCH. In order to minimize the impact on these clients, VIHA has been negotiating a short-term agreement for supported housing services with RTFCH.

Pursuant to VIHA's Fair Business Policy, VIHA would be required to issue a Request for Proposal for any additional permanent residential capacity. Should that occur, Ms. Marling would be welcome to submit a proposal under such a process.

Thank you for allowing me the opportunity to address your concerns regarding this important issue.

Regards,

Howard Waldner  
President & Chief Executive Officer

cc: Hon. Michael de Jong, Minister of Health  
Scott Fraser, MLA  
Marguerite Rowe, Executive Director, Continuing Health Services  
Norm Peters, Director, Continuing Health Services, Contracted Services  
Gina Marling, Returning the Favour Care Home  
Councillor Solda, Chair, RHD

**Executive Office**

Located at 2101 Richmond Avenue, Victoria, B.C. Canada V8R 4R7 • Tel: 250.370.8959 • Fax: 250.370.8750  
Mailing address: 1952 Bay Street, Victoria, BC Canada V8R 1J8  
Our Vision: Healthy People, Healthy Island Communities, Seamless Service



# CITY OF PORT ALBERNI

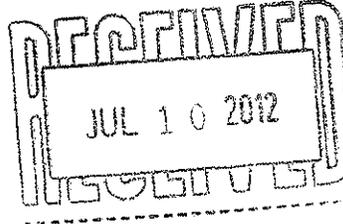
Office of the Mayor

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

Fax: (250) 723-1003

May 31, 2012

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



RECEIVED  
JUL 10 2012  
135-21  
CITY OF PORT ALBERNI

Attention: Howard Waldner, President and Chief Executive Officer

Dear Mr. Waldner

**Re: Returning the Favour Care Home, Port Alberni**

At a regular meeting on May 28<sup>th</sup>, 2012, Council for the City of Port Alberni passed a resolution expressing support for the Returning the Favour Care Home located on Redford Street. This private assisted care facility owned by Gina Marling has operated since 2008 and provides room for up to 11 clients and a staff of three.

Council recognizes that there have been talks between VIHA and Ms. Marling regarding a new arrangement with the facility for subsidized beds but that no agreement has yet been reached. Council would like to stress the importance of keeping subsidized beds in this Home filled on an ongoing basis to ensure residents are cared for and feel secure in the place they call home.

We urge VIHA to come to a successful arrangement with Ms. Marling for an ongoing contract providing subsidized beds and security to residents as well as refilling beds when they become vacant.

Yours truly,  
CITY OF PORT ALBERNI

John Douglas  
Mayor

- c. Hon. Michael de Jong, Minister of Health  
Scott Fraser, MLA  
Norm Peters, Director of Contract Services, VIHA  
Gina Marling, Returning the Favour  
Councillor Solda, Chair, RHD



**MEMORANDUM**

**TO:** Regional Hospital District Board of Directors  
**FROM:** Teri Fong, CGA, Manager of Finance  
**DATE:** August 1, 2012  
**RE:** Finance Warrant No.453

**Recommendation:**

That the Regional Hospital District Board of Directors approves Finance Warrant Number 453 in the amount of \$62,704.38 dated July 31, 2012.

**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

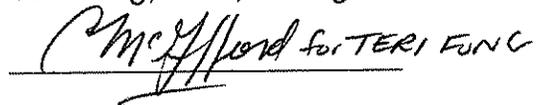
4. **POLICY OR LEGISLATIVE** – none

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. **COMMUNICATION ISSUES** - none

Submitted by: Teri Fong, CGA, Manager of Finance

  
\_\_\_\_\_ for TERI FONG

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



AP5100

Page : 1

Date : Aug 01, 2012

Time : 9:11 am

Supplier : 0050 To 912  
 Trans. Date : 01-Jul-2012 To 31-Jul-2012  
 Cheque Date : 01-Jul-2012 To 31-Jul-2012  
 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	
1850	VANCOUVER ISLAND HEALTH AUTHORITY						
76	03-Jul-2012		Issued	17	M	62704.38	
JUN22/12	01-4-6030-000	ACCOUNTS PAYABLE			62704.38		
Invoice Description -->		E1-051, E1-052, E1-025					
<b>Total :</b>					62704.38	0.00	62704.38
<b>Supplier Total :</b>					62704.38	0.00	62704.38

<b>Total Computer Paid :</b>	<u>0.00</u>	<b>Total EFT PAP :</b>	<u>0.00</u>	<b>Total Paid :</b>	<u>62,704.38</u>
<b>Total Manually Paid :</b>	<u>62,704.38</u>	<b>Total EFT File Transfer :</b>	<u>0.00</u>		