



Alberni-Clayoquot Regional Hospital District

BOARD OF DIRECTORS MEETING WEDNESDAY, NOVEMBER 14, 2012

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> | |
| 2. <u>APPROVAL OF AGENDA</u>
<i>(motion to approve, including late times)</i> | |
| 3. <u>ADOPTION OF MINUTES</u> | |
| a. Board of Directors Meeting – October 10, 2012 | 1-3 |
| <i>THAT the minutes of the Alberni-Clayoquot Regional Hospital District Board of Directors held on October 10, 2012 be adopted.</i> | |
| 4. <u>PETITIONS, DELEGATIONS & PRESENTATIONS</u> | |
| 5. <u>CORRESPONDENCE FOR ACTION</u> | |
| 6. <u>CORRESPONDENCE FOR INFORMATION</u> | |
| 7. <u>REQUEST FOR DECISIONS & BYLAWS</u> | |
| a. Request for Decision
Memorandum of Understanding | 4-7 |
| <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> | |
| b. Administrative Memo
Finance Warrant No. 456 | 8-9 |
| <i>That the Regional Hospital District Board of Directors approves Finance Warrant Number 456 in the amount of \$125,300.95 dated October 31, 2012.</i> | |
| 8. <u>REPORTS</u> | |

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

THAT the Regional Hospital Board of Directors receives the November 14, 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, OCTOBER 10, 2012

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

DIRECTORS

Cindy Solda, Chairperson, City of Port Alberni

PRESENT:

Lyle Price, Alternate Director, 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
John Douglas, Mayor, City of Port Alberni
Duncan McMaster, Alternate Director, District of Tofino
Bill Irving, Mayor, District of Ucluelet
Alan McCarthy, Member of Legislature, Yuułuꞵiꞵath Government

REGRETS:

Wendy Thomson, Manager of Administrative Services

STAFF PRESENT:

Russell Dyson, Chief Administrative Officer
Andy Daniel, Manager of Environmental Services
Mike Irg, Manager of Planning and Development
Teri Fong, Manager of Finance
Tracy Bond, Administrative Assistant

1. CALL TO ORDER

The Chairperson called the meeting to order at 3:14 pm.

2. APPROVAL OF AGENDA

MOVED: Director Geall

SECONDED: Director Cote

THAT the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

a. Board of Directors Meeting - September 12, 2012.

MOVED: Director Geall

SECONDED: Director Kokura

THAT the minutes of the Alberni-Clayoquot Regional Hospital District held on September 12, 2012 be adopted.

CARRIED

4. PETITIONS, DELEGATIONS & PRESENTATIONS

5. CORRESPONDENCE FOR ACTION

6. CORRESPONDENCE FOR INFORMATION

- a. Correspondence from the Vancouver Island Health Authority regarding Mobile MRI Set to Roll for Vancouver Island Patients;
- b. Correspondence from the Vancouver Island Health Authority regarding Mobile Magnetic Resonance Imaging – MRI.

MOVED: Director Kokura

SECONDED: Director Bennett

THAT the above noted correspondence be received.

CARRIED

7. REQUEST FOR DECISIONS & BYLAWS

- a. Administrative Memo
Finance Warrant No. 455.

MOVED: Director Bennett

SECONDED: Director Geall

That the Regional Hospital District Board of Directors approves Finance Warrant Number 455 in the amount of \$62,722.79 dated September 30, 2012.

CARRIED

8 REPORTS

- a. Bamfield Outpost – E. Geall

Director Geall reported that he is still waiting for a meeting with BC Ambulance. The nurse in Bamfield is not allowed to help anyone outside the walls of the clinic because of VIHA policy. Director Geall would like to see a decreased ambulance response time. At the moment there is a 3 to 4 hour response time. Director Geall is looking for ways on how to assist

those in immediate need without having to deal with all the layers
bureaucracy.

- b. Alberni-Clayoquot Continuing Care Society – J. McNabb
Director McNabb advised that there was a meeting on September 25th at
which there was an Election of the Executive. The renovation of Fir Park
Village is well in hand and will be going out to tender in early January.
- c. VIHA Capital Planning Committee – C. Solda – no report
- d. West Coast Native Health Care Society – P. Cote -no report
Director Irving request a year-end report from West Coast General
Hospital
- e. Tofino General Hospital – P. Schmunk/B. Irving – no report
- f. Alberni-Clayoquot Health Network – C. Solda – no report
- g. Other Reports

MOVED: Director McNabb

SECONDED: Director Cote

*THAT the Regional Hospital Board of Directors receives the October 10, 2012
Reports.*

CARRIED

9. QUESTION PERIOD

10. ADJOURN

MOVED: Director Bennett

SECONDED: Director Cote

THAT this meeting be adjourned 3:25 pm.

CARRIED

Certified Correct:

Cindy Solda,
Chairperson

Russell Dyson,
Chief Administrative Officer



REQUEST FOR DECISION

To: Regional Hospital District Board of Directors

From: Teri Fong, CGA, Manager of Finance

Meeting Date: November 14, 2012

Subject: 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 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 regard to capital improvements in the hospital facilities within VIHA. This Memorandum was presented to the Capital Planning Committee at the meeting on October 12, 2012 and was supported by all parties. This document is an update of a previous Memo and will be reviewed periodically to ensure it remains effective.

Time Requirements – Staff & Elected Officials:

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

Financial:

All capital improvements within our Regional District Boundary are funding 40% by the Regional Hospital District and 60% by the Province.

Submitted by: _____


Teri Fong, CGA, Manager of Finance

Approved by: _____


Russell Dyson, Chief Administrative Officer

2012 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 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 and equipment projects. In some cases, RHDs have also provided funding for 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.

Updates to this 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.
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



MEMORANDUM

TO: Regional Hospital District Board of Directors
FROM: Teri Fong, CGA, Manager of Finance
DATE: November 1, 2012
RE: Finance Warrant No.456

Recommendation:

That the Regional Hospital District Board of Directors approves Finance Warrant Number 456 in the amount of \$125,300.95 dated October 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. **COMMUNICATIONS ISSUES** - none

Submitted by: Teri Fong, CGA, Manager of Finance



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



AP5100 **Page : 1**
Date : Nov 01, 2012 **Time :** 2:53 pm
Bank : 1 To 1
Status : All
Medium :
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier : 0050 To 912
Trans. Date : 01-Oct-2012 To 31-Oct-2012
Cheque Date : 01-Oct-2012 To 31-Oct-2012
Cheque No. : All
Batch No. : All

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
1125	MUNICIPAL FINANCE AUTHORITY							
EFT-29	03-Oct-2012		Issued	25	E	18538.74	18538.74	
80-2/12	01-4-6030-000	ACCOUNTS PAYABLE				18538.74		
Invoice Description --> DEBENTURE DEBT								
Total :						18538.74	0.00	18538.74
EFT-30	06-Oct-2012		Issued	25	E	1576.56	1576.56	
93-2/12	01-4-6030-000	ACCOUNTS PAYABLE				1576.56		
Invoice Description --> DEBENTURE DEBT								
Total :						1576.56	0.00	1576.56
Supplier Total :						20115.30	0.00	20115.30

1850	VANCOUVER ISLAND HEALTH AUTHORITY							
79	14-Oct-2012		Issued	27	M	105185.65	105185.65	
OCT14/12	01-4-6030-000	ACCOUNTS PAYABLE				105185.65		
Invoice Description --> P-221-223, P-225, E1-226-227								
Total :						105185.65	0.00	105185.65
Supplier Total :						105185.65	0.00	105185.65

Total Computer Paid :	0.00	Total EFT PAP :	20,115.30	Total Paid :	125,300.95			
Total Manually Paid :	105,185.65	Total EFT File Transfer :	0.00					