



Alberni-Clayoquot Regional Hospital District

**Regular Board of Directors Meeting
Wednesday, March 14, 2012**

**Time: Immediately following
Committee-of-the-Whole Meeting**

**Place: Regional District Board Room,
3008 5th Avenue,
Port Alberni, BC**

Agenda

1. **CALL TO ORDER:**
2. **PETITION, DELEGATIONS & PRESENTATIONS:**
3. **ADOPTION OF MINUTES:**
 - a. Meeting of February 8, 2012 1-3
4. **COMMUNICATIONS/CORRESPONDENCE
FOR ACTION:**
5. **COMMUNICATIONS/CORRESPONDENCE
FOR INFORMATION:**
 - a. Vancouver Island Health Authority
Re: VIHA Celebrates Pharmacy Awareness Week 4-5
6. **ADMINISTRATION:**
7. **REPORTS:**
 - a. Bamfield Outpost Hospital – E. Geall
 - b. Alberni-Clayoquot Continuing Care Society – J. McNabb
 - c. Vancouver Island Health Authority Capital
Planning Committee – J. Douglas/C. Solda

- d. West Coast Native Health Care Society – P. Cote
- e. Tofino General Hospital –P. Schmunk/B. Irving
- f. Vancouver Island Health Authority
 - Meeting in Victoria, February 29, 2012 – C. Solda (Verbal)

8. FINANCES:

- a. Administrative Memo
Re: Finance Warrant No 449.6-7
- b. Request for Decision
Re: 2012 Annual Budget..... 8
Re: Bylaw No. 112, Alberni-Clayoquot Regional Hospital District 2012
Annual Budget Bylaw No. 112, 2nd Reading9-11
- c. Administrative Memo
Re: Special Regional Hospital District Meeting
March 28, 2012..... 12

9. UNFINISHED BUSINESS:

10. NEW BUSINESS:

11. QUESTION PERIOD:

12. ADJOURNMENT:



Alberni-Clayoquot Regional Hospital District

MINUTES OF THE REGULAR BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, FEBRUARY 8, 2012

Regional District Board Room, 3008 Fifth Avenue, Port Alberni, 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 Douglas, Mayor, City of Port Alberni
Duncan McMaster, Councillor, Alternate Director, District of Tofino
Bill Irving, Mayor, District of Ucluelet

STAFF PRESENT: Russell Dyson, Chief Administrative Officer
Wendy Thomson, Manager of Administrative Services
Mike Irg, Manager of Planning and Development
Teri Fong, Manager of Finance
Andy Daniel, Manager of Environmental Services
Andrew McGifford, Accounting Clerk

1. The meeting was called to order at 2:41 p.m.

ADOPTION OF MINUTES

2. *Moved by J. McNabb, seconded by M. Kokura, "That the minutes from the regular Board of Directors meeting held on January 11, 2012 be adopted as circulated."*

"Carried"

COMMUNICATIONS/CORRESPONDENCE – FOR INFORMATION

3. *Moved by J. McNabb, seconded by E. Geall, "That the News Release dated January 25, 2012 from the Vancouver Island Health Authority, Regional District of Nanaimo and Province of BC regarding the New Oceanside Health Centre Receives Final Approval be received."*

"Carried"

REPORTS

4. *Moved by P. Cote, seconded by E. Geall, "That Director McNabb replace Director Cote as the Regional Hospital District's representative on the Alberni-Clayoquot Continuing Care Society for 2012."*

"Carried"

5. The Chairperson and Director Wong provided a brief update on the Alberni-Clayoquot Health Network Administrative Committee meeting held on January 26th. The first project of the Alberni-Clayoquot Health Network will be to address Youth/Early Years in the Alberni-Clayoquot Region.

Moved by P. Cote, seconded by J. McNabb, "That this verbal report be received."

"Carried"

FINANCES

6. Administrative Memo regarding Alberni-Clayoquot Regional Hospital District Finance Warrant No. 448.

Moved by M. Kokura, seconded by P. Cote, "That the Regional Hospital District Board of Directors approve Finance Warrant No. 448 in the amount of \$89,215.77 dated January 31, 2012."

"Carried"

7. Correspondence dated February 6, 2012 from the Vancouver Island Health Authority regarding 2012-13 Capital Projects and Equipment.

Moved by G. Wong, seconded by M. Kokura, "That VIHA's 2012/13 Capital Projects and Equipment list be referred to West Coast General Hospital for approval."

"Carried"

8. Administrative Memo regarding Regional Hospital District – Additional Funding Request – Mobile MRI.

Moved by G. Wong, seconded by J. McNabb, "That the Alberni-Clayoquot Regional Hospital District put aside \$290,000.00 in the 2012 budget for the mobile MRI pad at West Coast General Hospital and question VIHA on the design and location of the pad."

"Carried"

9. Request for Decision regarding the 2012 Regional Hospital District Annual Budget.

Moved by B. Irving, seconded by J. Douglas, "That this correspondence be received and the Board of Directors give first reading to Bylaw 112, Annual Budget Bylaw."

"Carried"

10. *Moved by M. Kokura, seconded by T. Bennett, "That Bylaw No. 112, Alberni-Clayoquot Regional Hospital District Annual Budget, 2012 be read a first time."*

"Carried"

NEW BUSINESS

11. *Moved by J. McNabb, seconded by E. Geall, "That the following be allowed for consideration as a late item: invite Mr. Brenda Mather, VIHA to make an update to the Board of Directors on their review of local health service are 70."*

"Carried"

12. *Moved by J. McNabb, seconded by E. Geall, "That Mr. Brenda Mather, VIHA be invited to make a presentation to the Board of Directors on VIHA's review of Local Health Area 70."*

"Carried"

Adjourn

13. *Moved by M. Kokura, seconded by J. Douglas, "That this meeting now stand adjourned."*

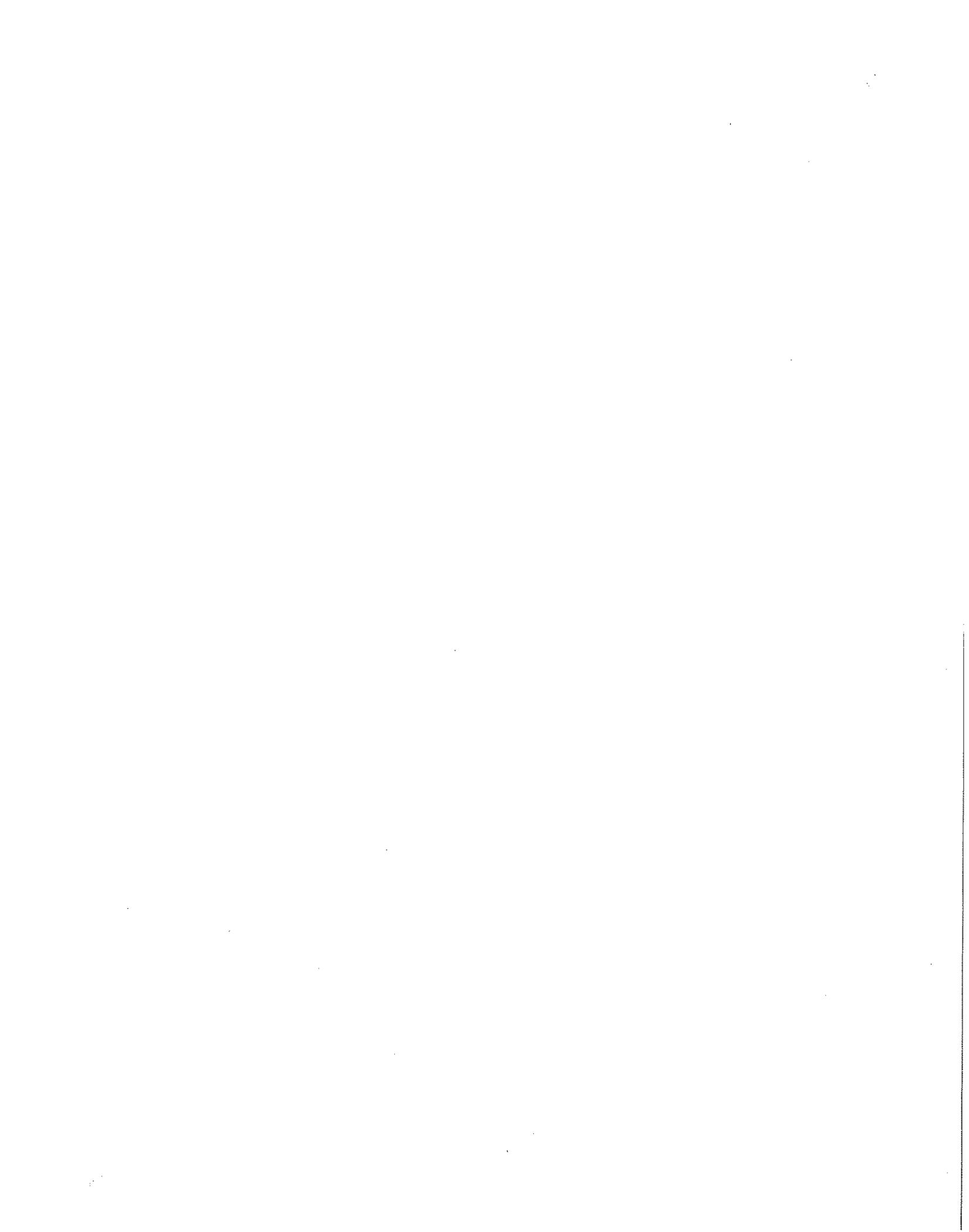
"Carried"

14. The meeting adjourned at 3:05 p.m.

Certified Correct:

Cindy Solda,
Chairperson

Russell Dyson,
Chief Administrative Officer



Wendy Thomson

From: V Island Health [VIslandHealth.Info@viha.ca]
Sent: Monday, March 05, 2012 3:32 PM
To: V Island Health
Subject: News Release: VIHA Celebrates Pharmacy Awareness Week

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
March 5, 2012

VIHA CELEBRATES PHARMACY AWARENESS WEEK

VICTORIA – The work of pharmacy teams across the Vancouver Island Health Authority benefits patients both at the hospital bedside and in home and community settings.

March 5th to March 9th is Pharmacy Awareness Week. This year's theme is "Expanded Pharmacy Practice: Doing More Beyond the Door."

"Pharmacists play an instrumental role in facilitating discharges as patients transition from hospital to home," said Dr. Sean Spina, RJH Pharmacy Clinical Coordinator. "VIHA pharmacists' training and commitment to care allows us to care for patients in the acute setting as well as ensuring patients have medication support upon discharge."

VIHA pharmacy teams are made up of clinical pharmacists, pharmacy technicians and pharmacy support assistants. The teams work with patients and their health care providers to ensure medication therapy supports positive health outcomes. Pharmacy teams monitor patients' response to medications and help educate patients on the appropriate and safe use of medications as they leave hospital to return home.

In the community, pharmacy teams work with physicians to support medication awareness and conduct medication reviews to cure or minimize disease progression to decrease hospital admissions. They also assess drug therapies for outpatients with complex care needs and transplant recipients and review medications for seniors, dialysis and HIV patients.

"VIHA pharmacists are an important part of the health care provider team, and our focus on – and commitment to a team approach in health care delivery ensures better care for all our patients," said Dr. Lynn Stevenson, VIHA Executive Vice President, People, Organizational Development, Professional Practice and Acting CEO.

During Pharmacy Awareness Week, VIHA's pharmacy staff will host information booths daily between 11 am and 1 pm adjacent to the cafeterias in Victoria General Hospital and Nanaimo Regional General Hospital and alongside the outpatient pharmacy in Royal Jubilee Hospital.

Media Contact:
Valerie Wilson
VIHA Communications
250.739.6303

Archived news releases are available at: www.viha.ca/news



MEMORANDUM

TO: Regional Hospital District Board of Directors
FROM: Teri Fong, CGA, Manager of Finance
DATE: March 6, 2012
RE: Finance Warrant No.449

Recommendation:

That the Regional Hospital District Board of Directors approves Finance Warrant Number 449 in the amount of \$228,768.13 dated February 29, 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 : Mar 06, 2012

Time : 1:29 pm

Supplier : 0050 To 912
 Trans. Date : 01-Feb-2012 To 29-Feb-2012
 Cheque Date : 01-Feb-2012 To 29-Feb-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	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
1125	MUNICIPAL FINANCE AUTHORITY							
EFT-3	23-Feb-2012		Issued	6	E	1088.00	1088.00	
620-1/12	01-3-5010-000	CASH IN BANK				1088.00		
Invoice Description --> DEBENTURE DEBT								
Total :						1088.00	0.00	1088.00
EFT-4	23-Feb-2012		Issued	6	E	1527.47	1527.47	
612-1/12	01-3-5010-000	CASH IN BANK				1527.47		
Invoice Description --> DEBENTURE DEBT								
Total :						1527.47	0.00	1527.47
EFT-5	23-Feb-2012		Issued	6	E	5351.04	5351.04	
613-1/12	01-3-5010-000	CASH IN BANK				5351.04		
Invoice Description --> DEBENTURE DEBT								
Total :						5351.04	0.00	5351.04
EFT-6	23-Feb-2012		Issued	6	E	7668.17	7668.17	
514-1/12	01-3-5010-000	CASH IN BANK				7668.17		
Invoice Description --> DEBENTURE DEBT								
Total :						7668.17	0.00	7668.17
EFT-7	23-Feb-2012		Issued	6	E	8925.00	8925.00	
619-1/12	01-3-5010-000	CASH IN BANK				8925.00		
Invoice Description --> DEBENTURE DEBT								
Total :						8925.00	0.00	8925.00
Supplier Total :						24559.68	0.00	24559.68

1850	VANCOUVER ISLAND HEALTH AUTHORITY							
73	08-Feb-2012		Issued	4	M	204208.45	204208.45	
FEB8/12	01-3-5010-000	CASH IN BANK				204208.45		
Invoice Description --> E1-408 TO 413, P-405 TO 407 & 414, 324-326								
Total :						204208.45	0.00	204208.45
Supplier Total :						204208.45	0.00	204208.45

Total Computer Paid :	<u>0.00</u>	Total EFT PAP :	<u>24,559.68</u>	Total Paid :	<u>228,768.13</u>
Total Manually Paid :	<u>204,208.45</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: March 14, 2012
Subject: 2nd Reading 2012 Annual Budget

Recommendation:

That the Hospital District Board of Directors give second reading to Bylaw 112, cited as "Alberni-Clayoquot Regional Hospital District 2012 Annual Budget Bylaw No. 112", make any motions to amend and then vote on second reading as amended.

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 and this has been budgeted as \$550,000 as in prior years. The Mobile MRI project that has been proposed to Hospital District Board has also been included in the budget at an estimated cost of \$290,000. Vancouver Island Health Authority is still in the planning stage of this project and will pass along information as it becomes available.

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:

The following adjustments have been made to the 2011 actual amounts since first reading as a result of finalizing the 2011 financial data:

Line	Description	Adjustment Made	New Amount
1	Surplus	-\$16	\$20,400
4	Investment Income	+\$44,501	\$49,513
7	Debenture Interest	-\$19,162	\$894,445

Policy or Legislation:

The Alberni-Clayoquot Regional Hospital District is required by the Hospital District Act to adopt an annual budget by March 31 of each year.

Submitted by: Teri Fong
Teri Fong, CGA, Manager of Finance

Approved by: Russell Dyson
Russell Dyson, Chief Administrative Officer





Alberni-Clayoquot Regional Hospital District

Bylaw No. 112

A bylaw to adopt the Annual 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 Annual Budget Bylaw No. 112”***.
2. Schedule “A” attached hereto and forming part of this Bylaw is the Annual Budget for the Alberni-Clayoquot Regional Hospital District for the year ending December 31, 2012.

Read a first time this 8th day of February, 2012.
Read a second time this day of , 2012.
Read a third time this day of , 2012.
Adopted this day of , 2012.

Chairperson

Chief Administrative Officer



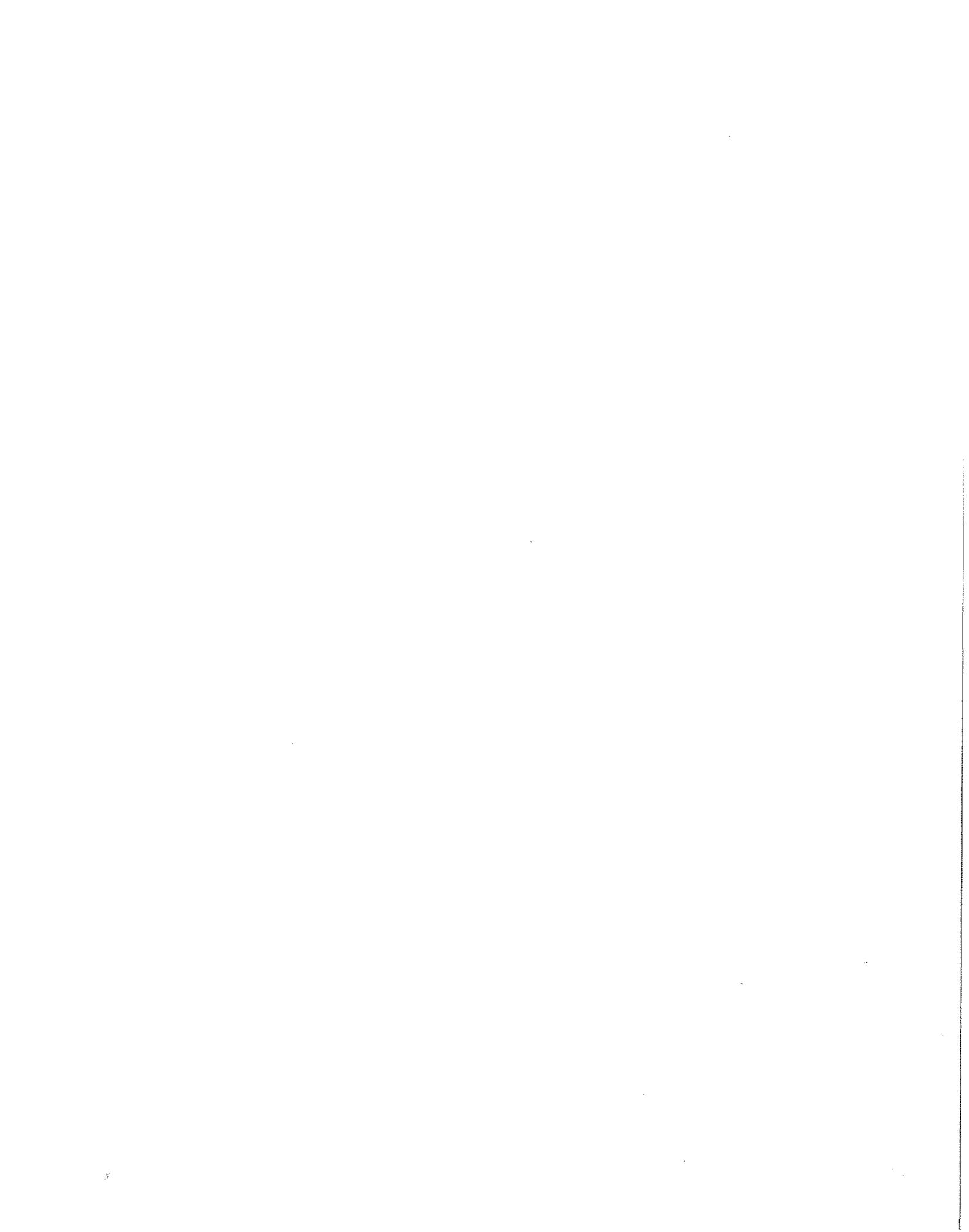
ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT
 2012 BUDGET
 SCHEDULE A - BYLAW NO. 112

Line	History			Budget	Line
	2011 ACTUAL	2011 PLAN		2012	
REVENUE					
1	\$ 20,400	\$ 2,657	Surplus (deficit) from prior years	100,225	1
2	2,255,780	2,255,780	Tax requisition	2,082,987	2
3	12,417	6,000	Grants in lieu of taxes	8,000	3
4	49,513	18,000	Investment income & refunds	20,000	4
5	<u>\$ 2,338,110</u>	<u>\$ 2,282,437</u>	TOTAL REVENUE	<u>\$ 2,211,212</u>	5
EXPENDITURES					
6	\$ 15,000	\$ 15,000	Administration costs	\$ 15,000	6
7	894,445	939,094	Debenture - interest	758,892	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	-	-	Mobile MRI	290,000	11
12	<u>\$ 2,237,885</u>	<u>\$ 2,282,437</u>	TOTAL EXPENDITURES	<u>\$ 2,211,212</u>	12

**ALBERNI CLAYOQUOT REGIONAL HOSPITAL DISTRICT
DEBENTURE DEBT BALANCE DECEMBER 31, 2011**

Issue	LA/CB	SI	Balance Dec 31, 2010	Payments & Actuarial Adj	Balance Dec 31, 2011	Maturity Date	2012 Debt Principal	2012 Interest
71	75	1999F	708,071.00	65,480.74	642,590.26	01 Dec 2019	41,233.30	39,181.90
72	75	2000S	1,885,018.95	153,400.62	1,731,618.33	01 Jun 2020	101,050.54	96,023.16
73	75/82	2000F	2,558,458.40	208,204.33	2,350,254.07	01 Jun 2020	137,151.73	130,328.26
75	83/75/82	2001F	3,010,061.87	211,874.91	2,798,186.96	01 Jun 2022	136,576.46	137,738.96
77	75/82	2002S	1,146,000.81	71,997.97	1,074,002.84	01 Jun 2020	48,731.06	49,145.84
78	75	2002F	312,197.08	19,613.92	292,583.16	01 Jun 2020	13,275.47	23,572.48
79	75	2003S	252,783.29	14,271.07	238,512.22	03 Jun 2023	10,142.18	18,414.68
80	75	2003F	258,212.63	14,577.59	243,635.04	03 Oct 2023	10,360.02	16,357.44
93	75/82	2005S	69,666.22	3,870.92	65,795.30	04 Jun 2025	3,870.92	3,454.27
514	54	514	44,114.40	13,993.48	30,120.92	23 Aug 2013	7,177.83	15,336.34
517	54	517	46,912.22	10,527.50	36,384.72	30 Nov 2023	5,525.92	11,571.82
518	54	518	138,233.84	16,977.87	121,255.97	11 Jun 2017	9,133.89	19,713.58
533	54	533	1,678.68	1,678.68	0.00	10 Apr 2011	0.00	0.00
536	53 57	536	8,073.18	8,073.18	0.00	10 Jul 2011	0.00	0.00
537	57A	537	42,423.49	20,694.36	21,729.13	08 May 2012	9,215.53	25,595.20
538	57	538	9,170.84	4,473.56	4,697.28	10 Jun 2012	1,992.10	5,556.60
610	54	610	15,947.46	3,700.01	12,247.45	09 Jun 2014	1,777.38	5,222.40
612	54	612	8,739.05	2,772.12	5,966.93	23 Aug 2013	1,412.05	3,054.94
613	54	613	30,615.21	9,711.40	20,903.81	23 Aug 2013	4,946.82	10,702.08
615	57	615	127,505.66	62,197.90	65,307.76	09 Jan 2012	26,573.19	79,800.00
617	57	617	43,591.23	21,264.02	22,327.21	09 Jan 2012	9,423.58	26,638.00
619	57	619	45,142.51	14,319.59	30,822.92	23 Aug 2013	6,076.72	17,850.00
620	57 54	620	5,766.48	1,829.17	3,937.31	23 Aug 2013	837.49	2,176.00
623	54	623	38,999.57	4,789.93	34,209.64	29 Dec 2017	2,577.00	4,162.90
624	54	624	78,660.74	12,596.05	66,064.69	30 Nov 2023	8,259.03	17,294.80
							<u>\$ 597,320.21</u>	<u>\$ 758,891.65</u>
			<u>\$ 10,886,044.81</u>	<u>\$ 972,890.89</u>	<u>\$ 9,913,153.92</u>			

11





MEMORANDUM

To: Regional Hospital District Board of Directors
From: Teri Fong, CGA, Manager of Finance
Date: March 7, 2012
Subject: Special Regional Hospital District Meeting – March 28, 2012

Recommendation:

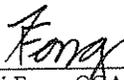
That the Alberni-Clayoquot Regional Hospital District hold a Special Board of Directors meeting on Wednesday, March 28, 2012 in the Regional District Board Room, immediately following the Alberni-Clayoquot Regional District Regular Board of Directors meeting to deal with the 2012 Regional Hospital District Annual Budget.

Background:

A Special Regional Hospital District meeting needs to be held on March 28, 2012 to make any final amendments to the 2012 Hospital District Budget and give Bylaw 112 third and fourth readings.

The Annual Budget Bylaw must be adopted by March 31st.

Submitted by:



Teri Fong, CGA, Manager of Finance

Approved by:



Russell Dyson, Chief Administrative Officer

