



Alberni-Clayoquot Regional Hospital District

BOARD OF DIRECTORS MEETING

FRIDAY, DECEMBER 7, 2012

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

AGENDA

PAGE #

1. **CALL TO ORDER**

(immediately following the ACRD Board Meeting)

2. **APPROVAL OF AGENDA**

(motion to approve, including late times)

3. **ADOPTION OF MINUTES**

a. Board of Directors Meeting – November 14, 2012

3-6

THAT the minutes of the Alberni-Clayoquot Regional Hospital District Board of Directors held on November 14, 2012 be adopted.

4. **PETITIONS, DELEGATIONS & PRESENTATIONS**

5. **CORRESPONDENCE FOR ACTION**

6. **CORRESPONDENCE FOR INFORMATION**

7. **REQUEST FOR DECISIONS & BYLAWS**

a. Administrative Memo
Finance Warrant No. 457

7-8

That the Regional Hospital District Board of Directors approves Finance Warrant Number 457 in the amount of \$28,218.26 dated November 30, 2012.

b. Request for Decision
2013 Provisional Budget
Bylaw No.113 , Alberni-Clayoquot Regional Hospital District 2013
Provisional Budget

9-10

11-12

THAT Bylaw 113, Alberni-Clayoquot Regional Hospital District 2013 Provisional Budget be read a first time.

THAT Bylaw 113, Alberni-Clayoquot Regional Hospital District 2013 Provisional Budget be read a second time.

THAT Bylaw 113, Alberni-Clayoquot Regional Hospital District 2013 Provisional Budget be read a third time.

THAT Bylaw 113, Alberni-Clayoquot Regional Hospital District 2013 Provisional Budget be adopted.

8. REPORTS

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

THAT the Regional Hospital Board of Directors receives the December 7, 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, NOVEMBER 14, 2012

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

DIRECTORS PRESENT:

John McNabb, Chairperson, Electoral Area "E" (Beaver Creek)
Cindy Solda, Councillor, City of Port Alberni
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)
Lyle Price, Alternate Director Electoral Area "F" (Cherry Creek)
John Jack, Councilor, Huu-ay-aht First Nation
John Douglas, Mayor, City of Port Alberni
Duncan McMaster, Councillor, 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
Mike Irg, Manager of Planning and Development
Teri Fong, Manager of Finance
Wendy Thomson, Manager of Administrative Services

1. CALL TO ORDER

The Chairperson called the meeting to order at 3:08 pm.

2. APPROVAL OF AGENDA

MOVED: Director Irving

SECONDED: Director Bennett

THAT the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

a. **Board of Directors Meeting – October 10, 2012.**

MOVED: Director Geall

SECONDED: Director Solda

THAT the minutes of the Alberni-Clayoquot Regional Hospital District Board of Directors meeting held on October 10, 2012 be adopted.

CARRIED

4. PETITIONS, DELEGATIONS & PRESENTATIONS

5. CORRESPONDENCE FOR ACTION

6. CORRESPONDENCE FOR INFORMATION

7. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding Memorandum of Understanding regarding Capital Planning Committee Structure

MOVED: Director Solda

SECONDED: Director Cote

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.

CARRIED

b. Administrative Memo regarding Finance Warrant No. 456

MOVED: Director Bennett

SECONDED: Director Geall

That the Regional Hospital District Board of Directors approves Finance Warrant Number 456 in the amount of \$125,300.95 dated October 31, 2012.

CARRIED

8 REPORTS

a. Bamfield Outpost – E. Geall – No Report

b. Alberni-Clayoquot Continuing Care Society – J. McNabb

Director McNabb reported that upgrades to Fir Park Village commence next week. The cost of the project is approximately \$900,000. The plumbing and electrical component of the project is being done by local contractors.

MOVED: Director Bennett

SECONDED: Director Geall

THAT the verbal update on the Alberni-Clayoquot Continuing Care Society be received.

CARRIED

c. VIHA Capital Planning Committee – C. Solda

Director Solda reported on the VIHA Capital Planning meeting held on October 12th in Nanaimo. There was discussion regarding First Nations joining the table. Howard Waldner, CEO, VIHA is retiring.

MOVED: Director Bennett

SECONDED: Director Kokura

THAT the verbal report on the VIHA Capital Planning Committee be received.

CARRIED

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

Director Cote reported that the Society has elected their new executive, Darlene Watts has been re-elected as Chair.

MOVED: Director Cote

SECONDED: Director Geall

THAT the verbal report on the West Coast Native Health Care Society be received.

CARRIED

e. Tofino General Hospital – P. Schmunk/B. Irving – No Report

MOVED: Director Solda

SECONDED: Director Cote

THAT the Regional Hospital District forward a letter to VIHA to requesting a meeting to discuss the following outstanding issues: heli-pad in Tofino and ambulance for Bamfield.

CARRIED

f. Alberni-Clayoquot Health Network – C. Solda/J. McNabb

Director Solda and the Chairperson reported on the Alberni-Clayoquot Health Network Strategic Planning Session held on November 1st. Transportation and homelessness in the region are a few of the issues that were identified.

MOVED: Director Kokura
SECONDED: Director Solda

THAT the verbal report on the Alberni-Clayoquot Health Network be received.

CARRIED

9. UNFINISHED BUSINESS

10. LATE BUSINESS

11. QUESTION PERIOD

12. ADJOURN

MOVED: Director Kokura
SECONDED: Director Jack

THAT this meeting be adjourned 3:22 pm.

CARRIED

Certified Correct:

John McNabb,
Chairperson

Russell Dyson,
Chief Administrative Officer



MEMORANDUM

TO: Regional Hospital District Board of Directors
FROM: Teri Fong, CGA, Manager of Finance
DATE: December 3, 2012
RE: Finance Warrant No.457

Recommendation:

That the Regional Hospital District Board of Directors approves Finance Warrant Number 457 in the amount of \$28,218.26 dated November 30, 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 : Dec 03, 2012 **Time :** 9:02 am
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-Nov-2012 To 30-Nov-2012
Cheque Date : 01-Nov-2012 To 30-Nov-2012
Cheque No. : All
Batch No. : All

Supplier	Supplier Name		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date						
Invoice No.	Account No.	Account Description			Debit	Credit	
1125	MUNICIPAL FINANCE AUTHORITY						
EFT-31	30-Nov-2012		Issued	29	E	11311.83	
517-2/2012	01-4-6030-000	ACCOUNTS PAYABLE			11311.83		
Invoice Description -->		DEBENTURE DEBT					
Total :					11311.83	0.00	11311.83
EFT-32	30-Nov-2012		Issued	29	E	16906.43	
624-2/2012	01-4-6030-000	ACCOUNTS PAYABLE			16906.43		
Invoice Description -->		DEBENTURE DEBT					
Total :					16906.43	0.00	16906.43
Supplier Total :					28218.26	0.00	28218.26

Total Computer Paid : 0.00 **Total EFT PAP :** 28,218.26 **Total Paid :** 28,218.26
Total Manually Paid : 0.00 **Total EFT File Transfer :** 0.00



REQUEST FOR DECISION

To: Regional Hospital District Board of Directors

From: Teri Fong, CGA, Manager of Finance

Meeting Date: December 7, 2012

Subject: 2013 Provisional Budget

Recommendation:

That the Hospital District Board of Directors adopt Bylaw 113, cited as "Alberni-Clayoquot Regional Hospital District 2013 Provisional Budget".

Summary:

The Regional Hospital District paid for 40% of the West Coast General Hospital construction using long term debt secured through the Municipal Finance Association (MFA). The balance of the debt outstanding is estimated to be approximately \$9.3 million at the end of 2012. A few of the debentures expired in 2012 resulting in a significant amount of money being returned to the Hospital District from the MFA Debt Reserve Funds. Therefore, a significant decrease in tax requisition is anticipated for 2013. In order to avoid a spike in the tax requisition in 2014 staff is investigating options to smooth the changes in the tax requisition. These options may include paying down some outstanding debenture debt early if it eligible for refinancing in the year.

As in prior years, the provisional budget includes an equipment grant of \$550,000 for the Vancouver Island Health Authority to purchase equipment and complete projects for the hospitals in the Region. The Vancouver Island Health Authority will be providing the Board a formal request, with a description of projects, by January 31st, 2013.

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 34% in 2013 due to debt retirement and the subsequent return of the debt reserve funds that were received in 2012.

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. 113

A bylaw to adopt the Provisional Budget for the Year 2013

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 2013 Provisional Budget Bylaw No. 113”***.
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, 2013.

Read a first time this day of , 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
 2013 PROVISIONAL BUDGET
 SCHEDULE A - BYLAW NO. 113

Line	History			Budget	Line
	2012 ACTUAL	2012 PLAN		2013	
REVENUE					
1	\$ 100,225	\$ 100,225	Surplus (deficit) from prior years	391,882	1
2	1,998,170	1,998,170	Tax requisition	1,316,730	2
3	13,513	8,000	Grants in lieu of taxes	8,000	3
4	337,473	20,000	Investment income & refunds	20,000	4
5	\$ 2,449,381	\$ 2,126,395	TOTAL REVENUE	\$ 1,736,613	5
EXPENDITURES					
6	\$ 15,000	\$ 15,000	Administration costs	\$ 15,000	6
7	689,897	758,892	Debenture - interest	621,497	7
8	597,419	597,320	Debenture - principal	550,116	8
9	550,000	550,000	Annual equipment grant	550,000	9
10	205,183	205,183	Mobile MRI	-	10
11	\$ 2,057,499	\$ 2,126,395	TOTAL EXPENDITURES	\$ 1,736,613	11