



Alberni-Clayoquot Regional Hospital District

BOARD OF DIRECTORS MEETING FRIDAY, DECEMBER 6, 2013

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 items requires 2/3 majority vote)</i>	
3.	<u>ADOPTION OF MINUTES</u>	
a.	Board of Directors Meeting – November 13, 2013	3-5
	<i>THAT the minutes of the Alberni-Clayoquot Regional Hospital District Board of Directors held on November 13 be adopted.</i>	
4.	<u>PETITIONS, DELEGATIONS & PRESENTATIONS</u>	
5.	<u>CORRESPONDENCE FOR ACTION</u>	
6.	<u>CORRESPONDENCE FOR INFORMATION</u>	
	Island Health	
	Tofino General Hospital Helipad	6
	World’s Aids Day: It’s Not Over	7-8
7.	<u>REQUEST FOR DECISIONS & BYLAWS</u>	
a.	Request for Decision Finance Warrant No. 468	9-10
	<i>THAT the Regional Hospital District Board of Directors approves Finance Warrant Number 468 in the amount of \$28,218.26 dated November 30, 2013.</i>	
b.	Request for Decision 2014 Provisional Budget	11-12
	Bylaw No. 115, Alberni-Clayoquot Regional Hospital District 2014 Provisional Budget.	13-14
	<i>THAT Bylaw 115, Alberni-Clayoquot Regional Hospital District 2014 Provisional Budget be read a first time.</i>	

THAT Bylaw 115, Alberni-Clayoquot Regional Hospital District 2014 Provisional Budget be read a second time.

THAT Bylaw 115, Alberni-Clayoquot Regional Hospital District 2014 Provisional Budget be read a third time.

THAT Bylaw 115, Alberni-Clayoquot Regional Hospital District 2014 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 – P.Cote/C. Solda
- d. West Coast Native Health Care Society – P. Cote
- e. Tofino General Hospital – J. Osborne/B. Irving
- f. Alberni-Clayoquot Health Network – P. Cote
- g. Other Reports

THAT the Regional Hospital Board of Directors receives the December 6, 2013 Verbal Reports.

9. UNFINISHED BUSINESS

10. LATE BUSINESS

11. QUESTION PERIOD

12. ADJOURN



Alberni-Clayoquot Regional Hospital District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, NOVEMBER 13, 2013

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

DIRECTORS PRESENT: Penny Cote, Chairperson, Chairperson, Electoral Area "D" (Sproat Lake)
Cindy Solda, Vice-Chair, Councillor, City of Port Alberni
Eric Geall, Electoral Area "A" (Bamfield)
Mike Kokura, Electoral Area "B" (Beaufort)
Tony Bennett, Electoral Area "C" (Long Beach)
John McNabb, Electoral Area "E" (Beaver Creek)
Lucas Banton, Electoral Area "F" (Cherry Creek)
John Jack, Councillor, Huu-ay-aht First Nation
Josie Osborne, Mayor, District of Tofino
Bill Irving, Mayor, District of Ucluelet
Alan McCarthy, Member of Legislature, Yuułu?it?ath Government
Wilfred Cootes, Observer, Uchucklesaht First Nation

REGRETS: Jack McLeman, Councillor, City of Port Alberni

STAFF PRESENT: Russell Dyson, Chief Administrative Officer
Teri Fong, Manager of Finance
Mike Irg, Manager of Planning and Development
Shellie Lyle, Administrative Assistant

1. CALL TO ORDER

The Chairperson called the meeting to order at 4:00 pm.

2. APPROVAL OF AGENDA

MOVED: Director Bennett

SECONDED: Director Banton

THAT the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

a. Board of Directors Meeting - October 9, 2013

MOVED: Director McNabb

SECONDED: Director Bennett

THAT the minutes of the Alberni-Clayoquot Regional Hospital District meeting held on October 9, 2013 be adopted.

CARRIED

4. PETITIONS, DELEGATIONS & PRESENTATIONS

5. CORRESPONDENCE FOR ACTION

6. CORRESPONDENCE FOR INFORMATION

a. Island Health

Together we are – Island Health

Introducing Plan H

Reminder of Island Health Community Leaders Forum

B.C. Seniors' Fall Prevention Awareness Week focuses on helping seniors stay independent

MOVED: Director Solda

SECONDED: Director Bennett

THAT the above noted correspondence be received.

CARRIED

7. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding Finance Warrant No. 467.

MOVED: Director Kokura

SECONDED: Director Bennett

THAT the Regional Hospital District Board of Directors approves Finance Warrant Number 467 in the amount of \$358,544.25 dated October 31, 2013.

CARRIED

8. REPORTS

a. Bamfield Outpost Hospital – E. Geall – No report

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

Director McNabb reported the Alberni-Clayoquot Continuing Care Society engaged a new Executive Director Mr. Joe McQuaid from Edmonton; he will be taking his position January 6, 2014.

c. VIHA Capital Planning Committee – P. Cote/C. Solda - No Report

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

e. Tofino General Hospital – J. Osborne/B. Irving -

Director Osborne reported that Tofino has just completed an Age-Friendly Action Plan which found that accommodation, i.e., assisted living, is the number one priority for west coast seniors.

f. Alberni-Clayoquot Health Network – P. Cote

Director Cote reported there was a meeting held November 13, a new working group has been established, there will be a network meeting held on November 21 at the Best Western Barlcay Hotel.

g. Other Reports – No Reports

MOVED: Director Bennett

SECONDED: Director Osborne

THAT the Regional Hospital Board of Directors receives the November 13, 2013 Reports.

CARRIED

9. UNFINISHED BUSINESS

10. LATE BUSINESS

11. QUESTION PERIOD

12. ADJOURN

MOVED: Director McNabb

SECONDED: Director Kokura

THAT this meeting be adjourned at 4:10 pm.

CARRIED

Certified Correct:

Penny Cote,
Chairperson

Russell Dyson,
Chief Administrative Officer

November 28, 2013

Alberni-Clayoquot Regional Hospital District (ACRHD)
Attn: Teri Fong, Manager of Finance
3008 5th Ave
Port Alberni, B.C. V9Y 2E3

Dear Ms. Fong:

I am writing to provide an update on the Tofino General Hospital helipad.

The TGH helipad was constructed in 1988 and certified under heliport standards at the time. In 2010, a number of deficiencies were identified that could not be addressed in order for the heliport to maintain certification status and remain open.

Since the helipad closure, the airport has been used for air evacuations. This is not ideal for a number of reasons; the main reason being the length of distance/time from the hospital.

Various alternatives have been reviewed to locate the helipad to a location closer to the hospital. One alternative is to construct an elevated helipad adjacent to the hospital. An elevated helipad would allow direct transfer from the hospital to the helicopter via the TGH roof. Further planning is required to confirm feasibility and affordability.

Prerequisites for this alternative are that emergency landing areas close to the helipad are available and a flight path is maintained as per Transport Canada regulations and standards. Island Health has been working with the Tofino General Hospital Foundation, who owns the property adjacent to the hospital, to ensure future development on the Foundation property will not impact development of an elevated helipad.

As a more immediate fix, Island Health has contacted the Coast Guard regarding potential use of their Tofino Life Boat Station helipad which is located within a few minutes of the hospital. Island Health has proposed to fund any necessary engineering and site improvements to confirm suitability and load capacity of the flight deck and stretcher access. The feasibility of this alternative is expected by January 2014.

Please let me know if you have any questions.

Yours truly,



Chris Sullivan
Director, Capital Planning

From: Island Health Info <VIslandHealth.Info@viha.ca>

Subject: Island Health News: December 1 is World AIDS Day: It's Not Over

Date: 29 November, 2013 2:01:15 PM PST

To: Island Health Info <VIslandHealth.Info@viha.ca>

viha.ca/news



PUBLIC SERVICE ANNOUNCEMENT

November 29, 2013

December 1 is World AIDS Day: It's Not Over

Much has changed in the 30 years since the HIV virus was first identified.

On December 1, the Canadian AIDS Society asks us to remember that **It's Not Over**. This year, the focus of World AIDS Day in Canada highlights HIV in an aging population.

Did you know?

The number of older people living with HIV has risen steadily in the last 15 years.

In 2011 in Canada, nearly 1 out of every 5 new diagnoses was for a person over age 50.

It's estimated that the percentage of seniors with HIV (age 65 and older) will almost double in Canada in the next 25 years.

With current treatments, people are living long, healthy active lives with HIV. It is now a chronic disease, not a terminal disease.

So...

If you're over 50 and think you're not at risk for HIV...

If you think people with HIV aren't faced with serious health issues...

If you think the fight against HIV/AIDS has been won...

Think again.

It's not over. Get the Facts. Get Involved. Get talking. Get tested.

Getting tested is the first step to know your HIV status. If you don't know your current HIV status, ask for a test today! Testing is free and can be provided

anonymously on request. Some testing locations are also offering rapid testing that provides results in minutes.

HIV Testing is available in many locations across Vancouver Island including:

Public Health HIV/STI clinics www.viha.ca/mho/disease/hiv_sti

Family physicians and walk-in clinics

Sexual health clinics www.smartsexresource.com/get-tested/clinic-finder

- Youth clinics www.smartsexresource.com/get-tested/clinic-finder

HIV treatment and support is provided to Vancouver Island residents through a variety of people and organizations:

Physicians and speciality clinics provide HIV medical treatment. In British Columbia, HIV medications are provided free to people living with HIV and there are a number of organizations that provide advocacy and support for people living with HIV. www.pacificaidnetwork.org

- Stop HIV/AIDS is available in regional health authorities across the province, including Island Health. This provincial program provides a targeted approach to engage British Columbians in the treatment and prevention of HIV/AIDS with a goal of an AIDS-free generation. www.stophiv aids.ca/

HIV can be prevented. Know your HIV status and take steps to get on treatment if you are positive. Take other steps whether you are HIV+ or not to protect yourself and others. Always practice safer sex and safer drug use. We all need to get involved. It's not over.

For additional fact sheets and information go to It's Not Over: www.cdnaids.ca/wad

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South Island Media Inquiries

Sarah Plank

Media Relations Manager

Phone: 250.727.4275

Email: sarah.plank@viha.ca

Central and North Island Media Inquiries

Val Wilson

Regional Communications Manager

250.739.6303

Email: valerie.wilson@viha.ca

This Island Health PSA has been sent to all media, MPs, MLAs, mayors, Island Health leaders, foundations and regional hospital district chairs on Vancouver Island.

To view online, visit: viha.ca/news



MEMORANDUM

TO: Regional Hospital District Board of Directors
FROM: Teri Fong, CGA, Manager of Finance
DATE: November 28, 2013
RE: Finance Warrant No.468

Recommendation:

That the Regional Hospital District Board of Directors approves Finance Warrant Number 468 in the amount of \$28,218.26 dated November 30, 2013.

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 - Bank



AP5090

Date : Nov 27, 2013

Page : 1

Time : 8:50 am

Supplier : 0050 To 912
 Pay Date : 01-Nov-2013 To 30-Nov-2013
 Bank : 1 To 1

Seq : Supplier Status : All
 Medium : M=Manual C=Computer E=EFT-PA

Bank Code	Bank Name	Supplier Code	Supplier Name	Status	Batch	Medium	Amount
Cheque #	Cheque Date	Account No.	Account Description		Debit	Credit	
Invoice #							
1	TORONTO DOMINION						
EFT-28	30-Nov-2013	1125	MUNICIPAL FINANCE AUTHORITY	Issued		29 E	
624-2/13		01-4-6030-000	ACCOUNTS PAYABLE		16906.43		
Invoice Description:DEBENTURE DEBT							
					16906.43	0.00	16906.43

EFT-29	30-Nov-2013	1125	MUNICIPAL FINANCE AUTHORITY	Issued		29 E	
517-2/13		01-4-6030-000	ACCOUNTS PAYABLE		11311.83		
Invoice Description:DEBENTURE DEBT							
					11311.83	0.00	11311.83

Supplier Total :					28218.26	0.00	28218.26

Total Computer Paid :	<u>0.00</u>		Total EFT - PAP Paid :	<u>28,218.26</u>		Total Paid :	<u>28,218.26</u>
Total Manually Paid :	<u>0.00</u>		Total EFT - File Paid :	<u>0.00</u>			



REQUEST FOR DECISION

To: Regional Hospital District Board of Directors

From: Teri Fong, CGA, Manager of Finance

Meeting Date: December 6, 2013

Subject: 2014 Provisional Budget

Recommendation:

That the Hospital District Board of Directors adopt Bylaw 115, cited as "Alberni-Clayoquot Regional Hospital District 2014 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 \$7.8 million at the end of 2013. Debentures have begun expiring in the past couple of years resulting in money being returned to the Hospital District from the MFA Debt Reserve Funds. Therefore, a significant decrease in tax requisition is again anticipated for 2014 if just the required debt payments are made. In order to avoid a spike in the tax requisition in 2015 staff recommends that we budget \$800,000 in 2014 to pay down some outstanding debenture debt that is eligible for refinancing during the year.

As in prior years, the provisional budget includes an equipment grant of \$550,000 for Island Health to purchase equipment and complete projects for the hospitals in the Region. Island Health will be providing the Board a formal request, with a description of projects, by January 31st, 2014. From initial discussions with Island Health it is anticipated that the Heli-pad project at the Tofino Hospital will be included in the proposal.

Time Requirements – Staff & Elected Officials:

There will be some time required of staff and elected officials to review the specific funding requests as they are received from Island Health.

Financial:

If the Board agrees with the recommendation of an \$800,000 early pay down of debenture debt the requisition will fall by 3.7% in 2014.

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. 115

A bylaw to adopt the Provisional Budget for the Year 2014

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 2014 Provisional Budget Bylaw No. 115”***.
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, 2014.

Read a first time this day of , 2013.

Read a second time this day of , 2013.

Read a third time this day of , 2013.

Adopted this day of , 2013.

Chairperson

Chief Administrative Officer



ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT
 2014 PROVISIONAL BUDGET
 SCHEDULE A - BYLAW NO. 115

Line	History			Budget	Line
	2013 ACTUAL	2013 PLAN		2014	
REVENUE					
1	\$ 451,342	\$ 395,928	Surplus (deficit) from prior years	543,293	1
2	1,914,072	1,914,072	Tax requisition	1,843,707	2
3	21,560	8,000	Grants in lieu of taxes	8,000	3
4	117,748	20,000	Investment income & refunds	20,000	4
5	\$ 2,504,722	\$ 2,338,000	TOTAL REVENUE	\$ 2,415,000	5
EXPENDITURES					
6	\$ 18,000	\$ 18,000	Administration costs	\$ 18,000	6
7	600,452	601,000	Debenture - interest	527,000	7
8	792,977	1,169,000	Debenture - principal	1,320,000	8
9	550,000	550,000	Annual equipment grant	550,000	9
10	\$ 1,961,429	\$ 2,338,000	TOTAL EXPENDITURES	\$ 2,415,000	10