



Alberni-Clayoquot Regional Hospital District

BOARD OF DIRECTORS MEETING

WEDNESDAY, JANUARY 8, 2014

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 – December 6, 2013 | 3-6 |
| <i>THAT the minutes of the Alberni-Clayoquot Regional Hospital District Board of Directors meeting held on December 6, 2013 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
Finance Warrant No. 469 | 7-9 |
| <i>THAT the Regional Hospital District Board of Directors approves Finance Warrant Number 469 in the amount of \$708,807.06 dated December 31, 2013.</i> | |
| b. Request for Decision
2014 Committee Appointments | 10-11 |
| <i>THAT the Alberni-Clayoquot Regional Hospital District Board of Directors approves the 2014 Committee Appointments as presented.</i> | |
| 8. <u>REPORTS</u> | |
| a. Bamfield Outpost Hospital – E. Geall | |
| b. Alberni-Clayoquot Continuing Care Society – J. McNabb | |

- c. IH 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 January 8, 2014 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 FRIDAY, DECEMBER 6, 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) (teleconference)
Mike Kokura, Electoral Area "B" (Beaufort)
Tony Bennett, Electoral Area "C" (Long Beach) (teleconference)
John McNabb, Electoral Area "E" (Beaver Creek)
Lucas Banton, Electoral Area "F" (Cherry Creek)
John Jack, Councillor, Huu-ay-aht First Nation
Jack McLeman, Councillor, City of Port Alberni
Josie Osborne, Mayor, District of Tofino
Bill Irving, Mayor, District of Ucluelet
Alan McCarthy, Member of Legislature, Yuułuꞵiꞵꞵath Government

REGRETS: Wilfred Cootes, Observer, Uchucklesaht

STAFF PRESENT: Russell Dyson, Chief Administrative Officer
Andy Daniel, Manager of Environmental Services
Teri Fong, Manager of Finance
Mike Irg, Manager of Planning and Development
Shelli Lyle, Administrative Assistant

1. CALL TO ORDER

The Chairperson called the meeting to order at 3:24 pm.

2. APPROVAL OF AGENDA

MOVED: Director Kokura

SECONDED: Director Irving

THAT the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

a. **Board of Directors Meeting - November 13, 2013**

MOVED: Director Jack

SECONDED: Director Kokura

THAT the minutes of the Alberni-Clayoquot Regional Hospital District meeting held on November 13, 2013 be adopted.

CARRIED

4. PETITIONS, DELEGATIONS & PRESENTATIONS

5. CORRESPONDENCE FOR ACTION

6. CORRESPONDENCE FOR INFORMATION

a. Island Health

Tofino General Hospital Helipad
World's Aids Day: It's Not Over

MOVED: Director Jack
SECONDED: Director McLeman

THAT the above noted correspondence be received.

CARRIED

7. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding Finance Warrant No. 468.

MOVED: Director Kokura
SECONDED: Director Irving

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

CARRIED

**b. Request for Decision regarding 2014 Provisional Budget
Bylaw No. 115, Alberni-Clayoquot Regional Hospital District 2014
Provisional Budget.**

MOVED: Director Jack
SECONDED: Director Irving

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

CARRIED

MOVED: Director Kokura
SECONDED: Director Jack

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

CARRIED

*MOVED: Director Jack
SECONDED: Director Irving*

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

CARRIED

*MOVED: Director Kokura
SECONDED: Director Solda*

THAT Bylaw 115, Alberni-Clayoquot Regional Hospital District 2014 Provisional Budget be adopted.

CARRIED

8. REPORTS

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

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

Director McNabb reported on the November 28 meeting where they had a send off for Barb Stevenson Executive Director who is retiring.

c. IH Capital Planning Committee – P. Cote/C. Solda

Director Cote reported on the November 22 meeting IH consultation is underway and discussions were around capital planning contribution.

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

e. Tofino General Hospital – J. Osborne/B. Irving- No Report

f. Alberni-Clayoquot Health Network – P. Cote

Director Cote reported on the November 21 AC Health Network meeting. Island Health presented their Strategic Plan – Island Health 2018-Planning for the Future Together and the Affordable and Accessible Transportation Community Engagement Project is underway, the Contractors from the Sociable Scientists will be conducting phone surveys for the next few weeks.

g. Other Reports

MOVED: Director McNabb

SECONDED: Director McLeman

THAT the Regional Hospital Board of Directors receives the December 6, 2013 verbal reports.

CARRIED

9. QUESTION PERIOD

10. ADJOURN

MOVED: Director Kokura

SECONDED: Director McLeman

THAT this meeting be adjourned at 3:30 pm.

CARRIED

Certified Correct:

Penny Cote,
Chairperson

Russell Dyson,
Chief Administrative Officer



MEMORANDUM

TO: Regional Hospital District Board of Directors
FROM: Teri Fong, CGA, Manager of Finance
DATE: January 2, 2014
RE: Finance Warrant No.469

Recommendation:

That the Regional Hospital District Board of Directors approves Finance Warrant Number 469 in the amount of \$708,807.06 dated December 31, 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 - Supp.



AP5100 **Page : 1**
Date : Jan 02, 2014 **Time :** 8:35 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-Dec-2013 To 31-Dec-2013
Cheque Date : 01-Dec-2013 To 31-Dec-2013
Cheque No. : All
Batch No. : All

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
1125 MUNICIPAL FINANCE AUTHORITY						
EFT-30	01-Dec-2013	Issued	31	E	24572.92	
77-2/2013	01-4-6030-000	ACCOUNTS PAYABLE		24572.92		
Invoice Description --> DEBENTURE DEBT						
Total :				24572.92	0.00	24572.92
EFT-31	01-Dec-2013	Issued	31	E	48011.58	
72-2/2013	01-4-6030-000	ACCOUNTS PAYABLE		48011.58		
Invoice Description --> DEBENTURE DEBT						
Total :				48011.58	0.00	48011.58
EFT-32	01-Dec-2013	Issued	31	E	60824.25	
71-2/2013	01-4-6030-000	ACCOUNTS PAYABLE		60824.25		
Invoice Description --> DEBENTURE DEBT						
Total :				60824.25	0.00	60824.25
EFT-33	01-Dec-2013	Issued	31	E	202315.86	
73-2/2013	01-4-6030-000	ACCOUNTS PAYABLE		202315.86		
Invoice Description --> DEBENTURE DEBT						
Total :				202315.86	0.00	202315.86
EFT-34	01-Dec-2013	Issued	31	E	205445.94	
75-2/2013	01-4-6030-000	ACCOUNTS PAYABLE		205445.94		
Invoice Description --> DEBENTURE DEBT						
Total :				205445.94	0.00	205445.94
EFT-35	03-Dec-2013	Issued	31	E	3521.29	
79-2/2013	01-4-6030-000	ACCOUNTS PAYABLE		3521.29		
Invoice Description --> DEBENTURE DEBT						
Total :				3521.29	0.00	3521.29
EFT-36	03-Dec-2013	Issued	31	E	17884.61	
78-2/2013	01-4-6030-000	ACCOUNTS PAYABLE		17884.61		
Invoice Description --> DEBENTURE DEBT						
Total :				17884.61	0.00	17884.61
EFT-37	09-Dec-2013	Issued	31	E	2081.45	
623-2/2013	01-4-6030-000	ACCOUNTS PAYABLE		2081.45		
Invoice Description --> DEBENTURE DEBT						
Total :				2081.45	0.00	2081.45
EFT-38	09-Dec-2013	Issued	31	E	2611.20	
610-2/2013	01-4-6030-000	ACCOUNTS PAYABLE		2611.20		
Invoice Description --> DEBENTURE DEBT						
Total :				2611.20	0.00	2611.20
EFT-39	11-Dec-2013	Issued	31	E	9856.79	
518-2/2013	01-4-6030-000	ACCOUNTS PAYABLE		9856.79		

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



AP5100 **Page : 2**
Date : Jan 02, 2014 **Time :** 8:35 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-Dec-2013 To 31-Dec-2013
Cheque Date : 01-Dec-2013 To 31-Dec-2013
Cheque No. : All
Batch No. : All

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Invoice Description --> DEBENTURE DEBT						
Total :				9856.79	0.00	9856.79
Supplier Total :				577125.89	0.00	577125.89

1600 ALBERNI-CLAYOQUOT REGIONAL DISTRICT						
1003	31-Dec-2013		Issued	33	C	18000.00
2013ADMIN	01-4-6030-000	ACCOUNTS PAYABLE			18000.00	
Invoice Description --> 2013 ADMINISTRATION CHARGE						
Total :				18000.00	0.00	18000.00
Supplier Total :				18000.00	0.00	18000.00

1850 VANCOUVER ISLAND HEALTH AUTHORITY						
1004	31-Dec-2013		Issued	33	C	113681.17
DEC2/2013	01-4-6030-000	ACCOUNTS PAYABLE			113681.17	
Invoice Description --> E1-375, E1-368, P-365, P-366, P-367						
Total :				113681.17	0.00	113681.17
Supplier Total :				113681.17	0.00	113681.17

Total Computer Paid :	<u>131,681.17</u>	Total EFT PAP :	<u>577,125.89</u>	Total Paid :	<u>708,807.06</u>
Total Manually Paid :	<u>0.00</u>	Total EFT File Transfer :	<u>0.00</u>		



REQUEST FOR DECISION

To: Alberni-Clayoquot Regional Hospital District
Board of Directors

From: Wendy Thomson, Manager of Administrative Services

Meeting Date: January 8, 2014

Subject: **2014 Committee Appointments**

Recommendation:

That the Alberni-Clayoquot Regional Hospital District Board of Directors approves the 2014 Committee Appointments as presented.

Desired Outcome:

To make appointments to Alberni-Clayoquot Regional Hospital District (ACRHD) internal committees and external boards, agencies and commissions for 2014.

Summary:

In January of every year the ACRHD Board of Directors make appointments to its' internal committees and external boards, committees, agencies and commissions.

The attached 2014 committee list was drafted with input from the Chairperson of the Regional Hospital District and is submitted for consideration by the Regional Hospital District Board of Directors.

Time Requirements – Staff & Elected Officials:

Minimal staff and elected officials time.

Financial:

As per the ACRD Board Remuneration and Expenses Bylaw, Directors receive remuneration for all committee meetings they attend in which they have been appointed to by the Board of Directors.

Policy or Legislation:

ACRD Policy

Submitted by:

Wendy Thomson, Manager of Administrative Services

Approved by:

Russell Dyson, Chief Administrative Officer



**Alberni-Clayoquot Regional Hospital District
2014 Committee Appointments**

**Alberni-Clayoquot Health Network
Administration Committee**

- Penny Cote, Chairperson
- Patty Edwards
- Eric Geall
- Marcie DeWitt (Coastal Family Resources Coalition)
- David Peterson, (Min. of Social Development)
- Ellen Brown (VIHA)
- Adriane Schroeder, (VIHA)
- Esther Pace (VIHA)
- Julie Rushton (Alberni Children First)
- Kathy Waddell (Huu-ay-aht)
- Stan Matthew, (NTC)
- Peter Klaver, (SD #70)
- Rebecca Hurwitz, (Clayoquot Biosphere)
- Eunice Joe, (Tseshaht)

VIHA Capital Planning Committee

- Penny Cote
- Cindy Solda, Alternate

**Alberni-Clayoquot Continuing
Care Society**

- John McNabb

**West Coast Native Health Care
Society**

- Penny Cote

West Coast Health Group

- Bill Irving
- Josie Osborne
- Tony Bennett
- Alan McCarthy