



# Alberni-Clayoquot Regional Hospital District

## BOARD OF DIRECTORS MEETING

WEDNESDAY, APRIL 9, 2014

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

### AGENDA

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	PAGE #
<b>1. <u>CALL TO ORDER</u></b> <i>(immediately following the ACRD Board Meeting)</i>	
<b>Recognition of Traditional Territories.</b>	
<b>2. <u>APPROVAL OF AGENDA</u></b> <i>(motion to approve, including late items requires 2/3 majority vote)</i>	
<b>3. <u>ADOPTION OF MINUTES</u></b>	
a. <b>Board of Directors Meeting – March 12, 2014</b>	<b>3-6</b>
<i>THAT the minutes of the Alberni-Clayoquot Regional Hospital District Board of Directors held on March 12, 2014 be adopted.</i>	
<b>4. <u>PETITIONS, DELEGATIONS &amp; PRESENTATIONS</u></b>	
<b>5. <u>CORRESPONDENCE FOR ACTION</u></b>	
<b>6. <u>CORRESPONDENCE FOR INFORMATION</u></b>	
<b>ALBERNI VALLEY HOSPICE/TY WATSON HOUSE</b>	<b>7-8</b>
Alberni Valley Hospice Expansion	
<i>THAT the Regional Hospital District Board of Directors receive this correspondence for information.</i>	
<b>7. <u>REQUEST FOR DECISIONS &amp; BYLAWS</u></b>	
a. <b>Request for Decision</b>	<b>9-10</b>
Finance Warrant No. 471	
<i>THAT the Regional Hospital District Board of Directors approves Finance Warrant Number 471 in the amount of \$38,032.10 dated March 31, 2014.</i>	
<b>8. <u>REPORTS</u></b>	
a. Bamfield Outpost Hospital – E. Geall	

- b. Alberni-Clayoquot Continuing Care Society – J. McNabb
- c. Island Health 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 Reports a-g.*

**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, MARCH 12, 2014

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

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### DIRECTORS

Penny Cote, Chairperson, Electoral Area "D" (Sproat Lake)

### PRESENT:

Cindy Solda, Vice-Chair, Councillor, City of Port Alberni

Linda Myres, Alternate Director, Electoral Area "A" (Bamfield)

Mike Kokura, Electoral Area "B" (Beaufort)

John McNabb, Electoral Area "E" (Beaver Creek)

Lucas Banton, Electoral Area "F" (Cherry Creek)

John Jack, Councillor, Huu-ay-aht First Nation

John Douglas, Alternate Director, Mayor, City of Port Alberni

Josie Osborne, Mayor, District of Tofino

Bill Irving, Mayor, District of Ucluelet

Alan McCarthy, Member of Legislature, Yuuʔuʔiʔath Government

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

### REGRETS:

Tony Bennett, Electoral Area "C" (Long Beach)

### 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

Wendy Thomson, Manager of Administrative Services

### 1. CALL TO ORDER

The Chairperson called the meeting to order at 2:28 pm.

**The Chairperson recognized the meeting being held in the Tseshaht and Hupacasath Traditional territories.**

### 2. APPROVAL OF AGENDA

*MOVED: Director Solda*

*SECONDED: Director Banton*

*THAT the agenda be approved as circulated.*

**CARRIED**

### 3. ADOPTION OF MINUTES

a. **Board of Directors Meeting – March 12, 2014**

*MOVED: Director Solda*  
*SECONDED: Director McNabb*

*THAT the minutes of the Alberni-Clayoquot Regional Hospital District meeting held on March 12, 2014 be adopted.*

**CARRIED**

**4. PETITIONS, DELEGATIONS & PRESENTATIONS**

**5. CORRESPONDENCE FOR ACTION**

**6. CORRESPONDENCE FOR INFORMATION**

- a. Vancouver Island Health Authority**  
Island Health Pharmacists: Improving patient care at the bedside and from the research lab.

*MOVED: Director Osborne*  
*SECONDED: Director Banton*

*THAT the above noted correspondence be received.*

**CARRIED**

**7. REQUEST FOR DECISIONS & BYLAWS**

- a. Request for Decision regarding 2014 Annual Budget.**

*MOVED: Director Irving*  
*SECONDED: Director Kokura*

*THAT the Alberni-Clayoquot Regional Hospital Board of Directors give second reading to Bylaw 116, Alberni-Clayoquot Regional Hospital District 2014 Annual Budget.*

**CARRIED**

*MOVED: Director Kokura*  
*SECONDED: Director Jack*

*THAT the Alberni-Clayoquot Regional Hospital Board of Directors give third reading to Bylaw 116, Alberni-Clayoquot Regional Hospital District 2014 Annual Budget.*

**CARRIED**

*MOVED: Director Irving*  
*SECONDED: Director Kokura*

*THAT the Alberni-Clayoquot Regional Hospital Board of Directors adopt Bylaw 116, Alberni-Clayoquot Regional Hospital District 2014 Annual Budget.*

**CARRIED**

**8. REPORTS**

**a. Bamfield Outpost Hospital – L. Myres – No Report**

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

Director McNabb reported on the last meeting of the Society. The new Executive Director has been very busy reviewing and updating the structure.

**c. Island Health 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 the Tofino General Hospital has a new interim hospital manager. They are inching towards a solution on the heli-pad at the Coast Guard Station.

**f. Alberni-Clayoquot Health Network – P. Cote**

The Chairperson provided a brief update on the Network. The Transportation Study is well underway and several community engagements have been conducted. The Alberni Valley community engagement is scheduled for March 26<sup>th</sup> between 3:00 and 7:00 pm at the Echo Fieldhouse. Directors are encouraged to attend.

**g. Other Reports**

Director Douglas reported on City of Port Alberni discussions with Island Health regarding conducting more local procedures at West Coast General Hospital such as dental surgery and ophthalmology. They are also trying to re-establish a portion of the pain clinic in the Alberni Valley. He reported that a new pediatric physician is coming to the Port Alberni.

*MOVED: Director Solda*

*SECONDED: Director McNabb*

*THAT the Regional Hospital Board of Directors receives reports a-g.*

**CARRIED**

*MOVED: Director Solda*  
*SECONDED: Director McNabb*

*THAT the Alberni-Clayoquot Regional Hospital District forward a welcome letter to the new pediatric physician coming to practice in Port Alberni.*

**CARRIED**

**9. UNFINISHED BUSINESS**

**10. LATE BUSINESS**

**11. ADJOURN**

*MOVED: Director Kokura*  
*SECONDED: Director Banton*

*THAT this meeting be adjourned at 2:42 pm.*

**CARRIED**

Certified Correct:

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Penny Cote,  
Chairperson

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Russell Dyson,  
Chief Administrative Officer

**Subject:** FW: Alberni Valley Hospice/Ty Watson House

**From:** Theresa Maxmenko <[theresa@albernihospice.ca](mailto:theresa@albernihospice.ca)>

**Subject:** Alberni Valley Hospice/Ty Watson House

**Date:** March 25, 2014 at 9:22:20 AM PDT

**To:** Penny Cote <[coteart@shaw.ca](mailto:coteart@shaw.ca)>

**Cc:** Lenore Benedict <[lenore@albernihospice.ca](mailto:lenore@albernihospice.ca)>

Hi Penny

It was nice to meet you last week. Here is the information you requested regarding our need to expand.

Prior to the new hospital being built, hospice had an office in the old hospital and we were able to start a palliative care family room. The room was set up for the comfort of families who were spending long hours visiting their dying loved ones.

Once the new hospital opened, there was no longer office space allocated for hospice and that is when we moved into the basement of Ty Watson House (TWH). The TWH Home foundation was in the middle of renovating the house as well as actively lobbying the government to open the house as a Hospice House. The Alberni Valley Hospice Society paying rent to, and occupying the lower floor of, the TWH Home Foundation was the first step in developing a more formal relationship once the government agreed.

At that time we offered limited community services. There were two employees; a volunteer coordinator and a part time office person. I remember our first computer! The coordinator assigned volunteers to visit palliative clients in their homes, hospital and long term care facilities providing emotional (anticipatory grief) support, respite for care givers and vigil sitting when someone was actively dying. We also offered limited bereavement support, some healing touch and had a small support library.

Since the opening of TWH we have grown tremendously. Our volunteer base has doubled to approximately 75 volunteers. We have expanded our support for anticipatory grief and bereavement for clients and caregivers, offering individual and group services, increased healing touch and now Reiki services, and expanded our respite support for caregivers. We now have 12 staff, mostly part time associated with AVHS/TWH.

We have added a Reflections program where any client registered with long term care (not necessarily palliative) who wants to tell their story, and leave a legacy for their families, is given the opportunity. Additionally we are just starting a new program called Caring Connections where we hope to meet with isolated elderly in the community and give them the opportunity to connect with loved ones via Skype in order to not lose touch with families and friends that they might not normally be able to connect with due to distance or ability.

Yearly we engage with a grade five class of school children who grow sunflower seedlings and then come and plant them in a specially prepared bed. They are treated to specially made butterfly cookies and have a discussion and Q and A about TWH and their personal experiences with death and dying.

All of our services are offered free of charge with the exception of a small per diem for a stay at TWH. We are able to do this because of the generosity of individuals, businesses and community partners through direct donations, 3<sup>rd</sup> party fundraising, and our yearly fundraising events. We also apply for several grants yearly. Our support from the Health Authority at this time is limited.

Theresa Maxmenko BSN  
Hospice Services Coordinator  
Alberni Valley Hospice/Ty Watson House  
2649 2<sup>nd</sup> Avenue  
Port Alberni, BC, V9Y 1Z8  
250-723-4478  
[www.albernihospice.ca](http://www.albernihospice.ca)  
<image001.jpg>



## MEMORANDUM

**TO:** Regional Hospital District Board of Directors  
**FROM:** Teri Fong, CGA, Manager of Finance  
**DATE:** April 3, 2014  
**RE:** Finance Warrant No.471

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### **Recommendation:**

That the Regional Hospital District Board of Directors approves Finance Warrant Number 471 in the amount of \$38,032.10 dated March 31, 2014.

### **Chief Administrative Officer Comments:**

Concur

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## 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

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Submitted by: Teri Fong, CGA, Manager of Finance

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



**AP5100** **Page : 1**  
**Date :** Apr 03, 2014 **Time :** 9:32 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-Mar-2014 To 31-Mar-2014  
**Cheque Date :** 01-Mar-2014 To 31-Mar-2014  
**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	
<b>1850</b>	<b>VANCOUVER ISLAND HEALTH AUTHORITY</b>					
1006	06-Mar-2014	Issued	4	C		38032.10
FEB21/14	01-4-6030-000	ACCOUNTS PAYABLE		38032.10		
Invoice Description --> P-594, P-595, P-596						
<b>Total :</b>				38032.10	0.00	38032.10
<b>Supplier Total :</b>				38032.10	0.00	38032.10

<b>Total Computer Paid :</b>	<u>38,032.10</u>	<b>Total EFT PAP :</b>	<u>0.00</u>	<b>Total Paid :</b>	<u>38,032.10</u>
<b>Total Manually Paid :</b>	<u>0.00</u>	<b>Total EFT File Transfer :</b>	<u>0.00</u>		