



## MOUNT WADDINGTON REGIONAL HOSPITAL DISTRICT

### MEETING AGENDA

November 21, 2017 - following the RDMW Board of Directors Meeting  
RDMW Office, 2044 McNeill Road, Port McNeill, BC

<u>Page</u>	<b>CALL TO ORDER</b>
	<b>A. APPROVAL OF AGENDA</b>
1	1. Adoption of Agenda as Presented (Or Amended)
	<b>B. DELEGATIONS</b> - None
	<b>C. ADOPTION OF MINUTES</b>
2	1. Minutes of the Mount Waddington Regional Hospital District Meeting held October 17, 2017.
	<b>D. CORRESPONDENCE</b>
4	1. 2017 – 2020 Island Health / MWHN Coordinator Service Contract.
	<b>E. REPORTS</b> - None
	<b>F. BYLAWS</b> - None
7	<b>G. HEALTH NETWORK BUSINESS</b> – Table of Partners Minutes (September 20, 2017)
	<b>H. NEXT MEETING</b> – December 19, 2017 following RDMW Board of Directors Meeting at 2:00pm
	<b>ADJOURNMENT</b>



# MOUNT WADDINGTON REGIONAL HOSPITAL DISTRICT

## MEETING MINUTES

October 17, 2017

RDMW Office – 2044 McNeill Road, Port McNeill, BC

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**PRESENT:** Chair Andrew Hory and Directors Jan Allen, Michael Berry, Hank Bood, Pat Corbett-Labatt, Dave Rushton, Heidi Soltau, Phil Wainwright and Alternate Director Cathy Denham.

**STAFF:** Greg Fletcher - Administrator; Melissa Tonkin - Recording Secretary

**REGRETS:** Director Shirley Ackland and Phil Wainwright.

**PUBLIC:** None

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### CALL TO ORDER

Chair Hory called the meeting to order at 3:20 pm.

### A. APPROVAL OF AGENDA

039/17  
AGENDA  
APPROVED

Moved/Seconded/Carried  
THAT the agenda be approved as presented.

### B. DELEGATIONS - None

### C. ADOPTION OF MINUTES

1. Minutes of the Mount Waddington Regional Hospital District Meeting held September 19, 2017.

040/17  
SEPT. 19, 2017  
MINUTES  
ADOPTED

Moved/Seconded/Carried  
THAT the minutes of the Mount Waddington Regional Hospital District Meeting held September 19, 2017 be adopted.

### D. CORRESPONDENCE

1. Letter from Alice Wilson (September 12, 2017) regarding physiotherapists on the North Island.

041/17  
ALICE WILSON  
LETTER FORWARD  
TO ISLAND HEALTH

Moved/Seconded/Carried  
THAT the Board direct Staff to forward Alice Wilson's (September 12, 2017) letter to Island Health and receive and file.

2. BC Emergency Health Services letter (October 3, 2017) regarding Community Paramedicine Initiative-Island Health.

042/17

Moved/Seconded/Carried  
THAT the BC Emergency Health Services letter (October 3, 2017) be received and filed.

*Discussion took place on what the Community Paramedicine Initiative is about and what it looks like in communities.*

043/17  
BC EMERGENCY  
PARA MEDICINE  
INVITE

Moved/Seconded/Carried

THAT a letter be sent to BC Emergency Health Services Para Medicine requesting a representative to make a presentation about the Community Paramedicine Initiative at a Regional Hospital District Board meeting.

**E. REPORTS** - None

**F. BYLAWS** - None

**G. HEALTH NETWORK BUSINESS** - None

**H. NEXT MEETING DATE** – November 21, 2017

044/17  
ADJOURNMENT

Moved

THAT the meeting be adjourned.

Time: 3:27 p.m.

CORRECT

APPROVED

CHAIR

SECRETARY



Contract Number: 1011.02-PRO-29818  
Term: September 1, 2017 to August 31, 2020  
Max Amt To Be Paid (Incl Taxes): \$240,000.00  
Cost Centre & Expense Code: 95.71.110000000 8604000

## SERVICE CONTRACT

### BETWEEN

**Vancouver Island Health Authority**

**AND**

**Regional District of Mount Waddington**

(the "Island Health (VIHA)")

(the "Contractor/Service Provider")

At the following address:

1952 Bay Street  
Victoria, BC V8R 1J8

At the following address:

PO Box 729  
2044 McNeill Road  
Port McNeill, BC V0N 2R0

Fax: (250) 740-2663

Tel: (250) 956-3161

Fax: (250) 956-3232

Island Health and the Contractor agree to all Terms and Conditions contained in this agreement and to the following schedules (collectively referred to as the "Agreement").

### SCHEDULE A – SERVICES

The following services and/or deliverables (the "Services") will be provided by the Contractor for the term from September 1, 2017 to August 31, 2020 (the "Term"):

The purpose of this Agreement is to support the continued development and progress of the Mount Waddington Health Network as it works in partnership with Island Health and other stakeholders to identify shared priorities and to take action to address the social determinants of health and modifiable risk factors in the region served by the Mount Waddington Regional Hospital District.

To support this work, the Contractor will subcontract with a facilitator who will support the continued development of the Mount Waddington Health Network ("MWHN") and the MWHN Steering Committee. The Contractor will provide administrative oversight to the subcontractor and also in kind accounts payable services.

The costs permitted under this Agreement include:

- Subcontractor fees and expenses;
- MWHN meeting expenses;
- MWHN Steering Committee meeting expenses; and
- MWHN working group expenses.

The Contractor will consult with the MWHN on all aspects of the facilitator's contract and will ensure that the MWHN unanimously supports the expectations laid out for the facilitator's contract.

**SCHEDULE B – FEES AND EXPENSES**

**Fees:** \$240,000.00 is the maximum amount of fees paid to the Contractor for providing the Services. Payments will be made by payment schedule in lump sum amounts on or about the following dates:

<b>Payment Date</b>	<b>Amount</b>
September 1, 2017	\$80,000.00
September 1, 2018	\$80,000.00
September 1, 2019	\$80,000.00

Should there be any break in the Services due to the unavailability of the subcontractor, Island Health may recover unspent funds within the fiscal year running April 1 to March 31.

**SCHEDULE C – REPORTING ACCOUNTABILITIES**

Full and detailed records are to be kept dealing with all aspects of the Services performed including, but not limited to, time records, invoices, and receipts.

The Contractor will report any issues that may impact the success of performing the Services as soon as they are identified. The Contractor will also provide details of the impact of associated issues, any potential mitigation strategies available and recommendation in regards to resolution of the issue.

On a quarterly basis, the Contractor will ensure that Island Health receives a summary report from the MWHN outlining:

- the amount of funds that have been spent to date;
- key accomplishments made possible through funding the facilitator role including a shared understanding and agreement on shared priorities stemming from the Local Health Area Profile;
- the anticipated expenditures to the end of the funding period; and
- any change to the subcontractor status or unplanned break in the Services.

**SCHEDULE D – APPROVED SUB-CONTRACTOR(S)**

The approved sub-contractor(s) to whom the Contractor may sub-contract under this Agreement include:

<u>Name of Sub-Contractor</u>	<u>Type of Service</u>
Chris Parker	Facilitator

**SCHEDULE E – INSURANCE (S)**

The Contractor shall provide, maintain, and pay for any insurance which the Contractor is required to carry by law or which the Contractor considers necessary to cover any risk the Contractor may assume as a result of entering into this Agreement.

**SCHEDULE F – PRIVACY (F)**

Please review Schedule F - Terms and Conditions  Not Applicable

**SCHEDULE G – WCB INSURANCE (M)**

The Contractor will comply with the *Workers' Compensation Act of the Province of British Columbia* and in particular will obtain and maintain during the Term the necessary coverage for the Contractor and the Contractor's employees, and will, provide particulars of such coverage.

The Contractor's WorksafeBC account number is 164375.

Signed, sealed and delivered this 2 day of November, 2017.

SIGNED AND DELIVERED on behalf of Island Health by an authorized representative of Island Health:	SIGNED AND DELIVERED by or on behalf of the Contractor (or by an authorized signatory if a corporation):
	
Authorized Representative (signature)	Contractor or Authorized Signatory: (signature)
Authorized Representative (print name) <b>Dermot Kelly</b>	Contractor or Authorized Signatory: (print name) Greg Fletcher RDMW Administrator
Authorized Representative: (print title) <b>Executive Director                  Geography 1</b>	Contractor or Authorized Signatory: (print name)  Andrew Hory RDMW Chair
Authorized Representative: (print title) Department: _____	Contractor or Authorized Signatory: (print title)  Alyson Hagen-Johnson MWHN Chair

**MWHN Table of Partners  
20<sup>th</sup> September Meeting  
Minutes**

**Present**

Alyson Hagan-Johnson  
Val Eyford  
Shelley Downey  
Paula France  
Christina McDonald

Andrew Hory  
Eric Hunter  
Bobbie Lucas  
Gail Neely  
Alison Mitchell

Helen Gurney  
Pat Corbett Labatt  
Patti Murphy  
Sonja Conroy  
Chris Parker

**Phone in**

Sandra Waarne

**Regrets**

Christine Swain  
Marie Hunt

John Tidbury  
Wendy White

Caitlin Hartnett  
Leslie Dyck

**CALL TO ORDER**

The meeting was called to order at 9:11am

1. Roundtable Introductions and brief statements on “Why I became involved in the MWHN”
2. Presentation by Sandra Waarne, Alyson Hagan-Johnson and Alison Mitchell: “Our Beginnings and Journey to Now”
3. Review of MWHN operations:
  - Table of Partners, Executive Committee, Sub-Committees
  - “reporting in and reporting out” responsibilities of ToP members
4. “Looking Ahead: How do we use our skills & knowledge to move forward?” (flip chart responses attached)
5. Business Brought forward from Executive Committee Meeting for ratification
  - (a) MWHN Operational Budget  
*Motion: Sandra/Pat*  
*That the MWHN Operational Budget be approved*  
*Carried*
  - (b) Housing First Support from the MWHN  
*Motion: Pat/Shelley*  
*The Table of Partners supports the Coordinator’s ongoing involvement with the Housing First initiative, through proposal writing and support should the application be successful.*  
*Carried*
  - (c) MWHN Website and Communications Strategy

*Motion: Val/Sandra*

*That the MWHN hire Angela Smith for website design and communications strategy Carried.*

- (d) Coordinator's Contract Discussion (Coordinator leaves room)  
After discussion, unanimous approval given to Coordinator's contract, as set at the 13 September Executive Committee meeting, with direction to Regional District to draw up contract.

6. Date & Time of Next Meeting  
Wednesday 25 October, 9:00am – noon  
Lunch provided

7. Adjournment  
The meeting was adjourned at 11:48am

DRAFT