



# MOUNT WADDINGTON REGIONAL HOSPITAL DISTRICT

## FEBRUARY 18, 2020 MEETING AGENDA

Following the Regional District of Mount Waddington Board of Directors Meeting  
Board Room, RDMW Administrative Office, 2044 McNeill Road, Port McNeill, BC

Page **CALL TO ORDER**

### **A. APPROVAL OF AGENDA**

1. Adoption of February 18, 2020 MWRHD Meeting Agenda as Presented (Or amended)

### **B. DELEGATIONS & RECOGNITIONS**

1. Dave Leitch, Aniko Nelson: SRD, Stacey Marsh: ED Campbell River Hospital Foundation  
*Home Away From Home*

### **C. ADOPTION OF MINUTES**

- 2-3 1. Minutes of the MWRHD Meeting held January 21, 2020, as Presented (Or amended)

### **D. CORRESPONDENCE - None**

### **E. REPORTS**

- 4-8 1. Island Health – 2020/21 Capital Projects and Equipment

### **F. BYLAWS – None**

### **G. COMMITTEE REPORTS – None**

### **H. HEALTH NETWORK BUSINESS**

- 9-14 1. Health Network Coordinator Contract Renewal

**I. NEXT MEETING** – March 17, 2020 following the RDMW Board of Directors meeting.

### **J. ADJOURNMENT**



# MOUNT WADDINGTON REGIONAL HOSPITAL DISTRICT

## January 21, 2020 Minutes

Following the Regional District of Mount Waddington Board of Directors Meeting  
Board Room, RDMW Administrative Office, 2044 McNeill Road, Port McNeill, BC

Present: Andrew Hory (Chair) and Directors Sandra Daniels, James Furney, Dennis Buchanan, Dennis Dugas, Rod Sherrell, Kevin Cameron, Janet Dorward, Gaby Wickstrom  
Staff: Greg Fletcher, Nadine Weldon  
Media: None  
Public: Angela Smith - MWHN

Resolution No. **CALL TO ORDER** **Time 4:28 PM**

### A. APPROVAL OF AGENDA

1. Adoption of January 21, 2020 MWRHD Meeting Agenda.

001/2020 Moved/Seconded/**CARRIED**  
THAT the January 21, 2020 MWRHD Meeting agenda be approved as presented.

### B. DELEGATIONS – None

### C. ADOPTION OF MINUTES

1. Minutes of the MWRHD Meeting held December 17, 2019.

002/2020 Moved/Seconded/**CARRIED**  
THAT the December 17, 2019 MWRHD meeting minutes be approved as circulated.

### D. CORRESPONDENCE – None

### E. REPORTS –

1. Island Health Draft Capital Planning Report 2020-2050
  - Review of MOU

003/2020 Moved/Seconded/**CARRIED**  
THAT the Island Health Draft Capital Planning Report be received and filed.

004/2020 Moved/Seconded/**CARRIED**  
THAT the revised Memorandum of Understanding from Island Health be approved

#### 2. MWHN Coordinator – Strategic Planning 2020-2022

- Review of planning process as well as action plans for various committees under the umbrella of the Health Network, including reviewing current short term, medium term and long term goals for the Health Network and individual partners.
  1. What worked well – goal oriented
  2. Focusing on programs that keep people out of acute care
  3. Review of 12 determinants of health (per Health Canada)
  4. What is the cause of the disparity on the north Island

5. *Governance and Strategic Focus: providing committee priority action items including need, impact, opportunities & timing, time requirements, timeline and governance*
6. *7 key areas of focus: health services committee, culture and inclusion committee, food security committee, child and youth committee, wellness first committee, seblac committee, executive committee.*

- Also reviewed roles and responsibilities of the members at the Table of Partners, to bring expertise to the table and bring expertise to the table of partners.
- Created a mind map and create a dutie list of executive committee to provide a point of reference for members of executive

*Andrew Hory left meeting at 4:45pm/ Gaby Wickstrom took over as Chair*

*Dennis Buchanan left meeting at 4:45*

- Communication needs discussed and how to do this with the current resources available
- Identifying which projects fall under the Health Network and what needs to be made a separate entity, including specific health services such as a nurse navigator to ensure sustainability.

005/2020 Moved/Seconded/**CARRIED**  
To receive and file MWHN Coordinator report.

**F. BYLAWS** – None

**G. COMMITTEE REPORTS** – None

**H. HEALTH NETWORK BUSINESS** – None

**I. NEXT MEETING** – February 18, 2020 following the RDMW Board of Directors meeting.

**J. ADJOURNMENT**

**Time 5:00 PM**

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CHAIR

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SECRETARY



January 31, 2020

Mr. Greg Fletcher  
Chief Administrative Officer  
Mount Waddington Regional Hospital District (MWRHD)  
PO Box 729  
2044 McNeill Road  
Port McNeill BC V0N2R0

Dear Mr. Fletcher:

**Re: 2020/21 Capital Projects and Equipment**

I am writing to advise you of the Island Health 2020-21 capital plan for which MWRHD cost-sharing is requested.

I understand the MWRHD has approved a provisional 2020 budget of \$260,000 for minor capital projects and equipment. Island Health proposes the following allocation which we have itemized in the attached project and equipment lists:

Minor Capital Projects	\$49,816
Equipment	\$53,896
Unallocated Funding	\$156,288
<b>Total</b>	<b>\$260,000</b>

The minor capital project list includes four projects in the Innovation, Analytics and Information portfolio. These projects relate to information management and information technology projects with significant benefits for patients and clients. As the projects benefit all residents, the allocation of cost amongst Regional Hospital Districts is based on population.

I would like to thank the MWRHD for its significant contribution to Island Health's capital project and equipment needs, and we look forward to our continued partnership in meeting your healthcare infrastructure needs.

Please call me at (250) 370-8912 if you have any questions.

Yours truly,

A handwritten signature in cursive script that reads "Chris Sullivan".

Chris Sullivan  
Director, Capital Planning and Leasing

Attachments

cc: Alison Mitchell, Director, Mount Waddington

**Island Health 2020/21 Minor Capital Project List  
Mount Waddington Regional Hospital District**

Reference #	Site	Portfolio	Project Name	Total Project Cost	Cash Flow					
					Prior Years	2020/21			2021/22	2022/23
						Annual	Island Health	MWRHD		
<b>New Project Approvals:</b>										
	Port McNeill Hospital	Occupational Health & Safety	Emergency Department Ceiling Lift	\$40,000		\$40,000	\$24,000	\$16,000		
5457	Eagle Ridge Manor	Operations and Support Services	Improve Access and Parking	\$75,000		\$40,001	\$24,001	\$16,000		
6739	Cormorant Island Community Health Centre	Operations and Support Services	Resident Room Floor Upgrade	\$40,000		\$40,002	\$24,001	\$16,001		
2019-1876	Multiple Sites	Innovation, Analytics & Information	Cloverleaf and Secure Courier - Version Upgrade Project	\$97,000		\$97,000	\$58,200	\$549		
2020-3052	Multiple Sites	Innovation, Analytics & Information	Cloverleaf and Secure Courier - Version Upgrade Professional Services	\$85,000		\$85,000	\$51,000	\$481		
2019-1878	Multiple Sites	Innovation, Analytics & Information	SharePoint 2013 Migration and Decommission	\$89,500		\$89,500	\$53,700	\$507		
2020-3108	Multiple Sites	Innovation, Analytics & Information	Cerner 2018 code upgrade	\$49,000		\$49,000	\$29,400	\$278		
<b>Total</b>				<b>\$475,500</b>	<b>\$0</b>	<b>\$440,503</b>	<b>\$264,302</b>	<b>\$49,816</b>	<b>\$0</b>	<b>\$0</b>

Notes:

Definition of minor project: cost is between \$5,000 and \$1,500,000.

## Innovation, Analytics and Information Projects

Project	Budget	Narrative
Cloverleaf and Secure Courier - Version Upgrade Project	\$ 97,000	The Cloverleaf Integration Engine and Secure Courier is a key component of the Electronic Health Record it provides interoperability for sharing information between public and private health care systems (e.g. Ministry of Health, other health authorities, private physician practices and other third parties such as Lifelabs). Hardware failure is a high risk due to its age; some components have already started to fail and must be replaced. A version upgrade with new hardware and software is required to maintain vendor support. Public Sector Accounting Standard requires these costs to be capitalized.
Cloverleaf and Secure Courier - Version Upgrade Professional Services	\$ 85,000	The Cloverleaf Integration Engine and Secure Courier is a key component of the Electronic Health Record it provides interoperability for sharing information between public and private health care systems (e.g. Ministry of Health, other health authorities, private physician practices and other third parties such as Lifelabs). Hardware failure is a high risk due to its age; some components have already started to fail and must be replaced. Third party professional services are required for the version upgrade. Public Sector Accounting Standard requires these costs to be capitalized.
SharePoint 2013 Migration and Decommission	\$ 89,500	The SharePoint infrastructure includes many sites that contain clinical reference information considered critical for patient care. SharePoint 2013 is no longer supported by the vendor and needs to be updated to 2016 SharePoint. This includes new hardware and project support as there are 3900 sites that need to be migrated, each with different stakeholders and users. Public Sector Accounting Standard requires these costs to be capitalized.
Cerner 2018 code upgrade	\$ 49,000	The Cerner platform is currently on the 2015.01.26 code level which will become end of support in 2020. The Cerner 2018 code upgrade would take us to the most current code level and provide corrections and enhancements that we are no longer able to get on our current version. The upgrade will provide better support for upcoming IHealth project initiatives related to patient care. Public Sector Accounting Standard requires these costs to be capitalized.
	\$ 320,500	

**VANCOUVER ISLAND HEALTH AUTHORITY**

**2020/21 RECOMMENDED APPROVED CAPITAL EQUIPMENT - MOUNT WADDINGTON REGIONAL HOSPITAL DISTRICT**

<b>Capital #</b>	<b>Control #</b>	<b>Department</b>	<b>Site</b>	<b>Equipment Name</b>	<b>Qty</b>	<b>Budget</b>	<b>New / Replace</b>
<b>Equipment &lt; \$100,000</b>							
20-0019	2020-2582	Medical/Surgical Unit	Cormorant Island Community Health Centre	LUCAS Chest Compression Device	1	16,264	New
20-0031	2021-3307	Housekeeping/Laundry	Port Hardy Hospital	Washing Machine	1	17,946	New
20-0021	2020-2583	Eagle Ridge Manor Extended Care	Port Hardy Hospital	Height Adjustable Sink	1	7,055	New
20-0020	2020-2580	Medical/Surgical Unit	Port Hardy Hospital	LUCAS Chest Compression Device	1	16,264	New
	2012	Clinical Laboratory	Port Hardy Hospital	Fridge - Laboratory	1	13,481	Replacement
20PM037	2020-3408	Medical/Surgical Unit	Port McNeill Hospital	Critical Care Beds	1	45,000	New
	2020-2984	Medical/Surgical Unit	Port McNeill Hospital	Infant Telemetry - MX450 Philips	1	18,728	New
<b>Total Equipment &lt; \$100,000</b>						<b><u>134,739</u></b>	
<b>Total Equipment Approved for MWRHD</b>						<b><u>134,739</u></b>	
<b>Total Possible Cost Sharing by MWRHD</b>						<b><u>53,896</u></b>	



## MT. WADDINGTON HEALTH NETWORK COORDINATOR

THIS AGREEMENT made the 26<sup>th</sup> day of February 2020

BETWEEN:

### MOUNT WADDINGTON REGIONAL HOSPITAL DISTRICT

P.O. Box 729  
2044 McNeill Road  
Port McNeill, BC  
V0N 2R0

(the “MWRHD”)

OF THE FIRST PART

AND:

Angela Smith (the “Contractor”)

OF THE SECOND PART

### **WHEREAS:**

The MWRHD has appointed the Contractor as its Mt. Waddington Health Network (“MWHN”) Coordinator effective the 1<sup>st</sup> day of June, 2018, and the Contractor has accepted such appointment.

And this contract is now amended to reflect the ongoing nature of the contract position and is extended on an annual basis on the 1<sup>st</sup> day of each calendar year. This contract is valid from January 1, 2020 through January 1, 2021.

***NOW THEREFORE,*** in consideration of the mutual promises contained in this Agreement, the MWRHD and the Contractor agree as follows:

### 1. APPOINTMENT

The MWRHD and the Contractor have agreed to the appointment as Mt. Waddington Health Network Coordinator effective January 1, 2021 on the terms and conditions described hereunder.

### 2. TERM

The term of this Agreement shall be for the period of one (1) year from the 1<sup>st</sup> day of January, 2020 and terminate December 31, 2021.

### **3. RENEWAL OPTION**

The appointment of the Contractor as Mt. Waddington Health Network Coordinator may be renewed under the terms and conditions of this Agreement, if within 3 months of the end of the Extended Term, both parties have given written notice to the other that they wish to renew this Agreement for another one year period. Upon such notice, the parties may make mutually acceptable changes to modify the renewed agreement.

### **4. TERMINATION**

- (a) This Agreement may be terminated by the MWRHD by three (3) months' written notice prior to expiration of the Initial Term, or any subsequent Extended Term, for convenience.
- (b) Effective with the termination of the Agreement in accordance with the above, neither party will have any further rights or obligations to the other hereunder, except only for the Contractor's continuing obligation to maintain confidentiality, pursuant to Articles 5(b) hereof.
- (c) This Agreement may be terminated by the Contractor by one (1) months' written notice.
- (d) This Agreement may be terminated in the event of a breach of contract.

### **5. CONFLICT OF INTEREST, DUTY OF LOYALTY AND CONFIDENTIALITY**

- (a) The Contractor agrees to not engage in or have any interest in any other enterprise, occupation or professional, directly or indirectly, that conflicts with the business interest of the MWRHD.
- (b) The Contractor agrees to keep the business affairs of the MWRHD strictly confidential, and not to disclose the same to any person, company or firm, directly or indirectly, during or after his employment by the MWRHD.

### **6. DUTIES**

The duties of the Contractor Mt. Waddington Health Network Coordinator shall include the duties as described in Schedule A, subject to change with a notice period of three months for any amendments proposed by the MWRHD.

### **7. RATE**

- (a) The Contractor shall be paid \$50 per hour worked, based on an expected 80 hours of work per month. The billable hours will be documented and categorized in accordance with duty Schedule A and shall not exceed \$55,000 annually without the permission of the MWRHD acting on the advice of the MWHN. The Contractor shall pay their own payroll benefits and other costs.

- (b) Work that is performed beyond the scope of work detailed in Schedule A may be remunerated over and above the annual coordinator contract fees. Approval for additional billing will be approved by the MWHN Executive.

## **8. EXPENSES**

The MWRHD shall reimburse the Contractor for all expenses reasonably incurred in performing their duties under this Agreement, in accordance with current Regional District of Mt. Waddington expenses policy. Mileage charges incurred within the Regional District for administrative duties such as attending regularly scheduled MWHN Table of Partners meetings are included in the rate noted above. Other authorized travel including attending meetings as a delegate on behalf of the MWHN, and travel to meetings outside the Regional District will be approved on a case-by-case basis as per Regional District policy.

## **9. SEVERABILITY**

The invalidity or unenforceability of any provision of this Agreement will not affect the validity or enforceability of any other provision and any invalid provision will be severable from this Agreement.

## **10. GOVERNING LAW**

This Agreement is governed by and is to be construed interpreted and enforced solely in accordance with the laws of the Province of British Columbia and the federal laws of Canada, as applicable.

## **11. SUCCESSORS**

This Agreement ensures to the benefit of and is binding upon the parties and their respective heirs, executors, successors and assigns.

## **12. INDEPENDENT LEGAL ADVICE**

The Contractor acknowledges having been advised by the MWRHD that they may wish to obtain independent legal advice concerning the contents thereof. The Contractor further acknowledges having read and understood this Agreement in its entirety and has executed the same voluntarily, without duress or undue influence.

## **13. AMENDMENT**

This Agreement may only be amended by a document in writing signed by the respective parties.

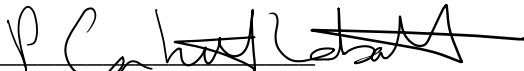
14. **HEADINGS**

The headings of this Agreement are for convenience only and shall not be used for its interpretation.

15. **ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement between the parties in regard to its subject matter and supersedes all previous or collateral understandings, representations, undertakings, statements or other agreements with respect to the same.

Approved by the Mount Waddington Health Network:

  
Chairperson

***IN WITNESS WHEREOF*** the parties hereto have hereunto affixed their hands and seals on the day and year first above written.

**SIGNED, SEALED AND DELIVERED** on )  
Behalf of the **MOUNT WADDINGTON** )  
**REGIONAL HOSPITAL DISTRICT** )  
in the presence of: )

\_\_\_\_\_)  
Chairperson )

\_\_\_\_\_)  
Administrator )

**SIGNED, SEALED AND DELIVERED** )  
By the Contractor in the presence of: )

\_\_\_\_\_)  
Witness )

\_\_\_\_\_  
Angela Smith

\_\_\_\_\_)

Schedule A:  
**Mt. Waddington Health Network**

**Coordinator Role Overview**

The role of the MWHN Coordinator is to build the capacity of the network and move the network towards collective action that will address the determinants of health in the Mt. Waddington region. The Coordinator will be the conduit that builds and fosters healthy and connected people and places within the region. The Coordinator provides leadership in facilitating regional partnerships and projects and works to promote and advocate on behalf of the network as well as being the primary contact and providing administrative support to the MWHN.

- Assists members, communities, and other stakeholders to develop skills that will benefit our communities and organizations through positive engagement, mentoring, and advising
- Builds constructive working relationships across a diverse membership characterized by a high level, cooperation, mutual respect and shared purpose
- Understands the principles of community engagement and works within a collaborative framework
- Actively encourages and supports positive relationships amongst all Mt Waddington communities/community members, service clubs, local and regional governments, MWHN members
- Uses collaborative approaches, issues-based negotiation and other culturally safe communications
- Develops and maintains systems of communication and opportunities for stakeholders to share knowledge and gain common understandings through meetings, sub-committees, working groups, outreach activities, workshops, presentations and electronic sources (e.g., website, newsletters, social media, etc.);
- Understands and promotes the MWHN organizational mission and goals, and shows ways to achieve them
- Actively supports strategic planning; sees the big, long-range picture and works to operationalize its long term and short-term goals
- Aligns the direction, projects, and performance of the MWHN, its sub committees and general membership to its mission and goals as determined by the MWHN
- Maintains the profile of the MWHN in the subcommittees
- Facilitates and supports the leadership of the subcommittees
- Perform other tasks as directed and assigned by the MWHN Executive and Table of Partners in accordance with the MWHN Terms of Reference
- Uses knowledge of the MWHN, our regional and provincial political climate, to resolve issues and accomplish MWHN goals.
- Serves as a consultant and resource person to the Executive and Table of Partners
- Gathers, interprets and articulates information to the Executive and Table of Partners about community trends and resources as they relate to enhancing the MWHN'S capacity for effective decision-making and long-term planning
- Keeps the Executive and Table of Partners informed, on a timely basis, of significant issues affecting the development and delivery of services, projects, and programs
- Oversees development and implementation of orientation for in-coming Table of Partners Members, as well as Sub-committee Chairs/Vice Chairs
- Serves as a visible point of contact for the MWHN

### **Administrative Duties**

Develops, monitors MWHN fiscal guidelines, principles, and procedures when dealing with fiscal resources or processing financial transactions and ensures they are in line with RDMW and MWRHD policies:

- Performs all aspects of contract administration. Develops and implements appropriate reporting practices
- Develops capacity in MWHN Executive Committee, Table of Partners and Sub Committees for accountability at all points throughout the system
- With the Executive Committee's oversight, develops, monitors and reports on overall operational annual budget; provides regular budget reports to the Ex Committee and Table of Partners

Strengthens/increases the capacity of the health network to support peoples of all ages, cultures, ethnicity, socio and economic backgrounds by respecting, valuing and incorporating:

- history and traditions;
- traditional family and social structures;
- traditional medicinal knowledge and practice.