



MOUNT WADDINGTON REGIONAL HOSPITAL DISTRICT December 20, 2022 MEETING AGENDA

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

Zoom Meeting:

Page **CALL TO ORDER**

A. APPROVAL OF AGENDA

1. Adoption of December 20, 2022 MWRHD Meeting Agenda as Presented (Or amended)

B. DELEGATIONS & RECOGNITIONS - None

This meeting is taking place on the traditional territory of the Kwak'waka speaking peoples

C. ADOPTION OF MINUTES

1. Minutes of the MWRHD Meeting held November 15, 2022, as Presented (Or amended)

D. CORRESPONDENCE - None

E. REPORTS

Recommendation:

- 4-9 *THAT Angela Smith be re-appointed as the Mount Waddington Health Coordinator for 2023 and that her contract be renewed.*

1. VIHA Verbal Report
2. Health Network Coordinator Report

F. BYLAWS - None

G. COMMITTEE REPORTS - None

H. HEALTH NETWORK BUSINESS

I. NEXT MEETING – January 17, 2023

J. ADJOURNMENT



MOUNT WADDINGTON REGIONAL HOSPITAL DISTRICT

November 15, 2022 Minutes

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

Present: In Person: Andrew Hory (Chair), Dennis Buchanan, Pat Corbett-Labatt, Dennis Dugas, James Furney, Michelle Pottage, David Summers, Kathryn Wykes

Via Zoom: Kevin Cameron

Staff: Via Zoom: Nicole McDowell, Reception, Nadine Weldon, Recording Secretary

Resolution No. **CALL TO ORDER Time 4:14 PM**

The Chair opened the meeting by acknowledging that this meeting is taking place on the traditional territory of the Kwak'waka speaking peoples.

A. APPROVAL OF AGENDA

Moved/Seconded/**CARRIED**

048/2022 THAT the November 15, 2022 MWRHD Meeting Agenda be approved presented.

B. DELEGATIONS – None

C. ADOPTION OF MINUTES

1. Minutes of the MWRHD Meeting held October 18, 2022.

Moved/Seconded/**CARRIED**

049/2022 THAT the October 18, 2022 Mount Waddington Regional Hospital District Meeting Minutes be adopted as circulated.

D. CORRESPONDENCE - None

E. REPORTS

1. Mount Waddington Health Network Coordinator Report as presented by Pat Corbett-Labatt and Andrew Hory
 - *December 1, 2022 will be the Table of Partners meeting (please RSVP for catering numbers)*
 - *This meeting will cover items the Health Network has covered over the past year and upcoming events.*
 - *The report shows a list of some of the services that the Mount Waddington Health Network oversees, coordinates, or actively participates in.*
 - *One of these projects is Foundry, which is a youth-based service that is funded by the Province of BC and the Foundry Foundation. This project application was completed by Angela Smith, Pat Corbett-Labatt & Chris Parker. The North Island location was one of the few rural locations approved. This is a huge positive for the North Island as it will provide a centralized area for youth agency services, including physical health, mental health, peer mentoring, etc..*

Moved/Seconded/**CARRIED**

50/2022 That the Mount Waddington Health Network Coordinator report be received and filed.

F. BYLAWS - None

G. COMMITTEE REPORTS - None

H. HEALTH NETWORK BUSINESS - None

I. OTHER BUSINESS

- *Discussion ensued around VIHA capital expenditure spending and the funding VIHA receives from the Mount Waddington Hospital District.*

NEXT MEETING – December 20, 2022 following the RDMW Board of Directors meeting.

051/2022

J. ADJOURNMENT

Time 4:30 PM

CHAIR

SECRETARY



MT. WADDINGTON HEALTH NETWORK COORDINATOR

THIS AGREEMENT made the day of , 202_

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 1st 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 1st day of each calendar year. This contract is valid from January 1, 2023 through December 31, 2023.

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, 2023 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 1st day of January, 2023 and terminate December 31, 2023.

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) month's 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 her 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 and the MWHN executive. The Coordinator sets her own time and work location as needed.

7. RATE

- (a) The Contractor shall be paid \$70 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 \$70,000 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)

Nadine Weldon)

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 Executive Committee and Table of Partners.
- Provides quarterly reports to the MWRHD.
- Submits invoices on a quarterly basis.

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.