

**MINUTES OF A PUBLIC MEETING (“MEETING”)  
OF THE BOARD OF DIRECTORS (THE “BOARD”)  
OF BRITISH COLUMBIA EMERGENCY HEALTH SERVICES (“BCEHS”)  
HELD ON THURSDAY, JUNE 27, 2019 AT  
2<sup>nd</sup> FLOOR CONFERENCE  
PROVINCIAL HEALTH SERVICES AUTHORITY  
1333 WEST BROADWAY  
VANCOUVER, BC  
AT 9:00 A.M.**

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**In Attendance:**

<b>Directors:</b>	Tim Manning, Chair Suki Gill Sharon Stromdahl	Lorianna Bennett Dr. Kerry Jang David Turchen	Dr. Ken Bassett Robert Kiesman
<b>Regrets:</b>	Donisa Bernardo Gary Pooni	Sandra Martin Harris	Chief Clarence Louie
<b>Guests:</b>	Mr. Nicholas Mann, Manager Special Operations, Patient Care Delivery, BCEHS		
<b>Management:</b>	Carl Roy Linda Lupini Dr. Maureen O'Donnell Donna Wilson Cathy Prentice (Recorder)	Thomas Chan Elaine McKnight Catherine Syms	Nancy Kotani Kendra McPherson Susan Wannamaker

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**CALL TO ORDER**

Mr. Tim Manning, Board Chair, called the Meeting to order at 9:00 a.m. It was established that a quorum of the Board was present. Ms. Cathy Prentice was appointed recording secretary of the Meeting.

**ADDRESS TO THE PUBLIC**

There were no public presentations.

**AGENDA**

The Chair advised that due to the fact Ms. Lorianna Bennett's previous PHSA Board term expired on March 31, 2019, and the new Ministerial Appointment is dated May 30, 2019, a new indemnity agreement for Ms. Bennett is required.

A new item regarding “Confidential Discussions” will be added to the BCEHS Open Public Meeting agenda for this meeting and going forward.

*Upon Motion, duly seconded, the Meeting agenda was approved as circulated with the addition of Indemnification of Director Lorianna Bennett and Confidential Discussions.*

**1.0 APPROVAL OF THE MINUTES**

The Chair advised that Director Lorianna Bennett's term expired on March 31, 2019 and the Ms. Bennett's reappointment is dated May 30, 2019 when it was received by the Minister of Health. As appointments are not retroactive, Ms. Bennett will be shown as a guest for the April 25, 2019 Board meetings.

*Upon Motion, duly seconded, the following resolution was passed:*

**BE IT RESOLVED THAT** the minutes of the open Board meeting held April 25, 2019, be approved with an amendment to indicate Director Lorianna Bennett's attendance as a guest.

## **2.0 BCEHS PRESENTATION**

### Special Operations

Ms. Nancy Kotani, chief Transformation Officer, BCEHS, introduced Mr. Nicholas Mann, Manager Special Operations, Patient Care Delivery, BCEHS, to provide background on BCEHS provision of contracted paramedic services at major public and international events.

Mr. Mann advised that under Special Operations, the Planned Events office organizes all contractual ambulance coverage for the province to limit the impact large events have on the regional 911 system, and to provide prompt and efficient emergency patient care at special events.

BCEHS was one of the first North American emergency medical services agencies to organize and deploy paramedics on bicycles to major public events where traditional ambulance response is difficult or impossible due to crowd and traffic congestion. The BCEHS paramedic bike squads operate in Vancouver and Victoria and in addition, provide full-time 24-hour paramedic bike squad coverage at the Vancouver International Airport.

BCEHS introduced two utility task vehicle (UTV) ambulances in 2010 for the Vancouver Olympic and Paralympic Winter Games, which have been instrumental in allowing paramedics to respond to 911 requests when crowd and street congestion prohibits traditional ambulance response. The UTV crews coordinate meet points and transfer patient care to traditional ambulances or, if safe and reasonable, can provide transport directly to an appropriate medical facility.

Mr. Mann summarized the document and the PowerPoint contained in the Meeting materials.

Responding to a query, Mr. Mann advised that some municipalities include paramedic event services in their permitting process.

Mr. Mann was thanked for the very informative presentation.

## **3.0 NEW BUSINESS**

### 3.1 Executive Update

Ms. Nancy Kotani, Executive Director, Strategic Planning and Implementation, referenced the Executive Update contained in the Meeting materials.

### 3.2 Meeting Closed to the Public

Ms. Catherine Syms, Vice President, Legal, Privacy & Risk advised of certain items proposed for discussion at the upcoming non-public meeting of the Board.

## **4.0 BOARD COMMITTEE REPORTS**

### 4.1 Quality & Access

No report.

### 4.2 People & Governance

Mr. Robert Kiesman Chair, People & Governance Committee, advised of two items for approval.

#### Annual Review of Board Governance Guidelines and Policies

In accordance with the Board Policy Framework which requires all Board approved policies to be reviewed on an annual basis, the Committee carried out its scheduled review of Board Terms of Reference. Changes to the Terms of Reference were explained in the Committee meeting materials and discussed at the Committee meeting. The changes bring these Terms of Reference in alignment with best governance practices, the Board's new governance processes, and the scope of services rendered by PHSA.

***Upon Motion, duly seconded, the following resolution was passed:***

**BE IT RESOLVED THAT** the terms of reference for each of:

- Board Chair;
- President & CEO;
- Directors;
- Board of Directors;
- Officers of the Board;
- People & Governance Committee; and
- Research Committee.

*in the form presented in the Meeting materials, be approved.*

Delegation of the Theft, Fraud, Corruption and Non-Compliance Activities Policy

The Committee discussed the responsibility and accountability for the Theft, Fraud, Corruption and Non-Compliance Activities Policy. The Finance Committee had previously noted that delegation for oversight of the policy does not solely reside with that Committee given the significant role the People & Governance Committee has in enforcing the policy. There was agreement that oversight of this policy reside jointly with the People & Governance Committee and the Finance Committee.

**Upon Motion, duly seconded, the following resolution was passed:**

**BE IT RESOLVED THAT** the People & Governance Committee and the Finance Committee are jointly accountable for the Theft, Fraud, Corruption and Non-Compliance Activities Policy, be approved.

#### 4.3 Finance

Mr. David Turchen, Chair, Finance Committee, advised of three items for approval.

Fiscal 2019/20 Operating and Capital Budgets

The Finance Committee held a special meeting on March 27, 2019 to review and endorse the fiscal 2019/20 operating and capital budgets for BCEHS to be approved by the BCEHS Board at the April 2019 meeting. At the time, PHSA had not received the 2019/20 Preliminary Funding Letter, therefore, approval of the 2019/20 operating and capital budgets by the Board was deferred until the June 2019 meeting.

Although the Ministry of Health (MOH) Preliminary Funding Letter had not been received prior to the June Board meeting, it is important that BCEHS has an approved operating and capital budget as it is already three months into the 2019/20 fiscal year. Final budget updates will be submitted to the BCEHS Board of Directors for approval at a later date once MOH funding confirmation is received.

**Upon Motion, duly seconded, the following resolution was passed:**

**BE IT RESOLVED THAT** the BC Emergency Health Services 2019/20 Operating Budget, subject to further revisions to be endorsed and recommended for approval upon confirmation of funding by the Ministry of Health, be approved.

**Upon Motion, duly seconded, the following resolution was passed:**

**BE IT RESOLVED THAT** the 2019/20 opening BC Emergency Health Services Capital Fund of \$10M, to be spent in fiscal 2019/20 and future years, be approved.

**Upon Motion, duly seconded, the following resolution was passed:**

**BE IT RESOLVED THAT** the BC Emergency Health Services Capital Spend Budget for Acquisition of Tangible Capital Assets for fiscal 2019/20 of \$11M, be approved.

4.4 Audit  
No report.

4.5 Research  
No report.

4.6 Confidential Discussion  
The Chair advised that for future meetings, a resolution will be made at this meeting in order to conduct confidential discussion at the non-public meeting of the BCEHS Board as required on items emanating from the Committee reports.

**5.0 BUSINESS ARISING**  
No business arising was identified.

**6.0 NEXT MEETING**  
**September 26, 2019 in Vancouver.**

**7.0 TERMINATION** – The meeting terminated at 9:45 a.m.