

SUMMARY OF THE DECISIONS OF THE OFFICIAL ADMINISTRATOR

On September 23, 2013, the Official Administrator of Alberta Health Services (“AHS”) (the “Official Administrator”) met with senior members of AHS management to discuss the key issues regarding the below items. The following is an account of the resolutions approved by the Official Administrator following his review of such items. If you have any questions regarding this information, please contact the Office of the Official Administrator at official.administrator@albertahealthservices.ca.

ITEMS OF DISCUSSION

1. [OA13-10] Infection Prevention and Control 2012/13 Annual Report to Alberta Health
2. [OA13-11] Supportive Living Contracts
3. [OA13-12] Appointment of Trustees to Health Foundations
4. [OA13-13] Appointment of Advisory Council Members
5. [OA13-14] Internal Audit Charter
6. [OA13-18] Formation of Governance Advisory Committees

1. [OA13-10] Infection Prevention and Control 2012/13 Annual Report to Alberta Health

The 2012/13 Infection Prevention and Control (“IPC”) Annual Report was approved for submission to Alberta Health, as required in the Alberta Health (2011) IPC Standards for Accountability and Reporting. The report provides an overview of the province-wide IPC program established within AHS and actions taken towards reducing the risk of health care associated infections. Information on the AHS IPC program is available at <http://www.albertahealthservices.ca/6410.asp>.

RESOLUTION OF THE OFFICIAL ADMINISTRATOR OF ALBERTA HEALTH SERVICES

WHEREAS this Resolution is enacted pursuant to Section 11(2)(a) of the *Regional Health Authorities Act* (Alberta) and the Order of the Minister of Health of Alberta (the “Minister”) dated September 10, 2013, appointing Dr. John Cowell as the Official Administrator of AHS (the “Official Administrator”);

AND WHEREAS pursuant to Section 3 of the 2011 Alberta Health Standards for Infection Prevention and Control – Accountability and Reporting, an Annual Report on Infection Prevention and Control activities, programs, monitoring and compliance in AHS must be provided to Alberta Health by September 30th of the following fiscal year;

NOW THEREFORE BE IT RESOLVED THAT:

1. The AHS Infection Prevention and Control 2012/13 Annual Report to Alberta Health (the “IPC Annual Report”) is hereby approved on substantially the terms and conditions reviewed by the Official Administrator.
2. The Official Administrator will hereby deliver the IPC Annual Report to the Minister.

2. [OA13-11] Supportive Living Contracts

There are several supportive living agreements between AHS and service providers for new continuing care capacity that require approval by the Official Administrator because such agreements exceed the President and CEO's signing limits. Delegation of signing authority to the President and CEO with respect to these agreements enables AHS to execute these contracts with service providers in a timely manner

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AND WHEREAS pursuant to Section 6(2) of the RHA, the regional health authority may delegate any power or duty conferred or imposed on it under the RHA or any other provincial legislation, to a committee of the regional health authority, to any of its employees, officers or agents or to a community health council;

AND WHEREAS the AHS Delegation of Authority and Establishment of Controls for Commitments Policy (the "Policy"), delegates and establishes appropriate limits on commitments to be approved and executed by the President and Chief Executive Officer of AHS (the "CEO") on behalf of AHS;

AND WHEREAS the below Supportive Living Contracts exceed the CEO's Approved Limits (as defined in the Policy);

NOW THEREFORE BE IT RESOLVED THAT:

Supportive Living Contracts

1. The CEO is hereby authorized to approve and execute the following Supportive Living Contracts on behalf of AHS, and any amendments thereof, each on substantially the terms and conditions reviewed by the Official Administrator:

- (a) the agreement with targeted start date of March 1, 2015, between AHS and Age Care Health Services Inc. for the funding of the operation of 125 Supportive Living spaces at the Seton facility, for a 30 year term and in the maximum term amount of \$165,500,000;**
- (b) the agreement with targeted start date of December 1, 2014, between AHS and Age Care Health Services Inc. for the funding of the operation of 125 Supportive Living spaces at the Walden Heights Seniors Community facility for a 30 year term and in the maximum term amount of \$150,300,000;**
- (c) the agreement with targeted start date of June 1, 2014, between AHS and The Bethany Care Society for the funding of the operation of 100 Supportive Living and Long Term Care spaces at the Didsbury facility in the maximum term amount of \$117,244,770 (assuming a 30 year term) or equivalent given the term negotiated upon;**

- (d) the agreement with targeted start date of March 1, 2015, between AHS and Christenson Communities Ltd. for the funding of the operation of 60 Supportive Living spaces at the Red Deer facility, 40 Supportive Living Spaces at the Rocky Mountain House facility, and 23 Supportive Living Spaces at the Valleyview facility, each for a 30 year term and in the maximum overall term amount of \$232,427,198;**
- (e) the agreement with targeted start date of January 1, 2016, between AHS and Covenant Health for the funding of the operation of 250 Supportive Living spaces at the Redstone facility, for a 30 year term and in the maximum term amount of \$356,863,540;**
- (f) the agreement with targeted start date of February 28, 2014, between AHS and Covenant Health for the funding of the operation of 100 Supportive Living spaces at the Holy Cross facility, for a 30 year term and in the maximum term amount of \$135,400,000;**
- (g) the agreement with targeted start date of February 28, 2014, between AHS and Covenant Health for the funding of the operation of 100 Supportive Living spaces at the Villa Marie facility, for a 30 year term and in the maximum term amount of \$135,400,000;**
- (h) the agreement with targeted start date of March 15, 2015, between AHS and Multi Generational Housing Inc. for the funding of the operation of 120 Supportive Living spaces at the Multi-generational Housing and Community Centre, for a 30 year term and in the maximum term amount of \$171,294,500;**
- (i) the agreement with targeted start date of April 1, 2015, between AHS and Park Place Seniors Living for the funding of the operation of 80 Supportive Living spaces at the Medicine Hat facility, for a 30 year term and in the maximum term amount of \$114,196,333;**
- (j) the agreement between AHS and Points West Living Red Deer for the funding of the operation of 60 Supportive Living spaces at the Red Deer facility in the maximum term amount of \$115,200,000 (assuming a 30 year term) or equivalent given the term negotiated upon;**
- (k) the agreement with targeted start date of March 1, 2015, between AHS and Reichmann Seniors Housing for the funding of the operation of 72 Supportive Living spaces at the Calgary facility, for a 30 year term and in the maximum term amount of \$107,921,326;**
- (l) the agreement with targeted start date of October 1, 2013, between AHS and Sagewood Seniors Community Inc. for the funding of the operation of 100 Supportive Living and Long Term Care beds at the Strathmore facility, for a 30 year term and in the maximum term amount of \$167,176,844;**

- (m) the agreement with targeted start date of May 2, 2014, between AHS and the Chinese Christian Wing Kei Nursing Home Association for the funding of the operation of 95 Supportive Living spaces at the Greenview facility, for a 30 year term and in the maximum term amount of \$120,400,000; and
- (n) the agreement with targeted start date of May 2, 2014, between AHS and Eldercare Communities Ltd. & Continuum Health Care Holdings Ltd. for the funding of the operation of 108 Supportive Living spaces, for a 20 year term and in the maximum term amount of \$90,400,000.

3. [OA13-12] Appointment of Trustees to Health Foundations

Appointments of trustees are made to foundations and health trusts that fall under the *Regional Health Authorities Act* based on recommendations made to the Official Administrator.

RESOLUTION OF THE OFFICIAL ADMINISTRATOR OF ALBERTA HEALTH SERVICES

WHEREAS this Resolution is enacted pursuant to Section 11(2)(a) of the *Regional Health Authorities Act (Alberta)* and the Order of the Minister of Health of Alberta dated September 10, 2013, appointing Dr. John Cowell as the Official Administrator of AHS (the “Official Administrator”);

AND WHEREAS pursuant to Section 4(2) of the *Regional Health Authorities Foundations Regulation (Alberta)*, the members of a board of a regional foundation are appointed by the relevant regional health authority;

AND WHEREAS the Official Administrator now wishes to appoint or reappoint, as applicable, the individuals below as trustees to the foundation indicated;

NOW THEREFORE BE IT RESOLVED THAT:

Foundation Appointments

Subject to a criminal background check being conducted and successfully passed by each of the following individuals, such individuals are hereby appointed or re-appointed, as applicable, as trustees to the foundation indicated in the table below, for the term specified below, effective immediately:

Foundation	Name	Term (Years)
Claresholm & District Health Foundation	Karen Bishop	3
	Dr. Jeff Jones	3
	John Johnson	3
	Elaine Clay	2
	Joyce Milton	2
Fort Saskatchewan Community Hospital Foundation	Kim Sharp	3
	Wayne Land	3
Mental Health Foundation	Cory Wosnak	3
	Deb Manz	3

Foundation	Name	Term (Years)
Stettler Health Services Foundation	Diane Palmer	3
Vulcan County Health & Wellness Foundation	Peggy Hovde	2
	Jim McNiven	2
	Brenda Findlay	2
Windy Slopes Health Foundation	Carolyn Robbins	2

4. [OA13-13] Appointment of Advisory Council Members

Appointments of members are made to the Provincial Advisory Council on Cancer, the Provincial Advisory Council on Addiction and Mental Health and the Health Advisory Councils based on recommendations made to the Official Administrator. The individuals put forward for appointment represent members of the public and experts, and offer diverse perspectives in these areas.

RESOLUTION OF THE OFFICIAL ADMINISTRATOR OF ALBERTA HEALTH SERVICES

WHEREAS this Resolution is enacted pursuant to Section 11(2)(a) of the *Regional Health Authorities Act (Alberta)* and the Order of the Minister of Health of Alberta dated September 10, 2013, appointing Dr. John Cowell as the Official Administrator of AHS (the “Official Administrator”);

AND WHEREAS pursuant to Section 6.3(b) of the Bylaw for AHS Establishing Provincial Advisory Council – Cancer, Section 6.3(b) of the Bylaw for AHS Establishing Provincial Advisory Council on Addiction and Mental Health, and Section 7.3(b) of the Amended Bylaw for AHS Establishing Health Advisory Councils, members of the Provincial Advisory Council on Cancer, the Provincial Advisory Council on Addiction and Mental Health, and the Lakeland Communities Health Advisory Council, respectively, are appointed by the relevant regional health authority;

AND WHEREAS the Official Administrator now wishes to appoint or reappoint, as applicable, the individuals below as members to the advisory council indicated;

NOW THEREFORE BE IT RESOLVED THAT:

Advisory Council Appointments

The following individuals are hereby appointed or re-appointed, as applicable, as members to the advisory council indicated in the table below, for the term specified below:

Advisory Council	Candidate	Term
Provincial Advisory Council on Cancer	Tricia Antonini	2 Years (effective Oct 1, 2013)
	Ray Clark	2 Years (effective Oct 1, 2013)
	Christine Ferguson	2 Years (effective Oct 1, 2013)
	Ashley Rose	2 Years (effective Oct 1, 2013)
	Dr. Margaret Churcher	2 Years (effective Oct 1, 2013)
	Dr. Deborah Dudgeon	2 Years (effective Oct 1, 2013)
	Patti Morris	2 Years (effective Oct 1, 2013)

Advisory Council	Candidate	Term
Provincial Advisory Council on Addiction and Mental Health	Vivian Lillico	2 Years (effective Sept 15, 2013)
Lakeland Communities Health Advisory Council	Roberta McKale	Sept 15, 2013 – Dec 31, 2014

5. [OA13-14] Internal Audit Charter

The mandate of the AHS Internal Audit function is to provide independent and objective assurance to senior management and the Official Administrator, regarding the operation of AHS and its wholly owned subsidiaries: Calgary Laboratory Services Ltd., Capital Care Group Inc., and Carewest. The Internal Audit Charter sets out the authority and responsibility of AHS' Internal Audit Department, Management and the Official Administrator. The Internal Audit Charter was approved in June 2013 and has been amended to confirm the Chief Audit Executive's reporting relationship to the Official Administrator.

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WHEREAS this Resolution is enacted pursuant to Section 11(2)(a) of the *Regional Health Authorities Act* (Alberta) (the "RHA") and the Order of the Minister of Health of Alberta (the "Minister") dated September 10, 2013, appointing Dr. John Cowell as the Official Administrator of AHS (the "Official Administrator");

AND WHEREAS the AHS Internal Audit Charter (the "Internal Audit Charter") sets out the authority and responsibility of AHS' Internal Audit Department;

AND WHEREAS the Internal Audit Charter has been amended to confirm the Chief Audit Executive's reporting relationship to the Official Administrator;

AND WHEREAS pursuant to Section 6(2) of the RHA, the regional health authority may delegate any power or duty conferred or imposed on it under the RHA or any other provincial legislation, to a committee of the regional health authority, to any of its employees, officers or agents or to a community health council;

NOW THEREFORE BE IT RESOLVED THAT:

1. The amended Internal Audit Charter is hereby approved on substantially the terms and conditions reviewed by the Official Administrator.
2. Management of AHS is hereby authorized and directed to take all such other action as management considers necessary or advisable in order to give full effect to the foregoing.

➤ <http://insite.albertahealthservices.ca/iaerm/tms-iaerm-ia-charter.pdf>

6. [OA13-18] Formation of Governance Advisory Committees

Pursuant to the AHS General Bylaws, the Official Administrator has the authority to form committees to aid in his governance role. As such, the Official Administrator has formed the following Governance Advisory Committees: the Audit and Finance Advisory Committee; the Quality and Safety Advisory Committee; and the Human Resources Advisory Committee.

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WHEREAS this Resolution is enacted pursuant to Section 11(2)(a) of the *Regional Health Authorities Act (Alberta)* (the “RHA”) and the Order of the Minister of Health of Alberta dated September 10, 2013, appointing Dr. John Cowell as the Official Administrator of AHS (the “Official Administrator”);

AND WHEREAS pursuant to Section 8.1 of the AHS General Bylaws, the Official Administrator may establish one or more committees by resolution;

AND WHEREAS pursuant to Section 6(2) of the RHA, the regional health authority may delegate any power or duty conferred or imposed on it under the RHA or any other provincial legislation, to a committee of the regional health authority, to any of its employees, officers or agents or to a community health council;

NOW THEREFORE BE IT RESOLVED THAT:

- 1. The following Governance Advisory Committees are hereby established by the Official Administrator:**
 - (a) the Audit and Finance Advisory Committee;**
 - (b) the Quality and Safety Advisory Committee; and**
 - (c) the Human Resources Advisory Committee.**

- 2. Management of AHS is hereby authorized and directed to take all such other action as management considers necessary or advisable in order to give full effect to the foregoing.**

/s/

Kristin Long
Corporate Secretary