

Meeting:	Dawson Creek and District Hospital (DCDH) Redevelopment Capital Project Advisory Committee	Date & Time:	October 24, 2019 14:00-15:00
Location:	DCDH – 3rd Floor Conference Room		
Members in attendance:	Albert Sommerfeld, Northern Health Andrea Palmer, Northern Health Mayor Dale Bumstead, City of Dawson Creek		
Regrets:	Margaret Gladu, Kelly Lake Cree Nation Jessica Mikolayczyk, First Nations Health Authority Margo Greenwood, Northern Health Shaely Wilbur, South Peace Health Services Society Tracy Stromquist, Patient Voices Network Shawn Dahlen, Peace River Regional District Chief Ken Cameron, Saulteau First Nations Chief Roland Wilson, West Moberly First Nations		

Discussion Item	
1.	Introduction Angela provided introductions of the Advisory Committee members in attendance.
2.	Actions arising from the July 12, 2019 meeting: <ul style="list-style-type: none"> • Shaely would like to have a more formal presentation on the vacancies in Dawson Creek to assist with establishing a strong health care workforce now and what are some of the things the South Peace Health Services Society could assist with around recruitment. Action: Sherry to add a Workforce Planning presentation to a future meeting.
3.	Overview of Terms of Reference A copy of the Draft DCDH Redevelopment Capital Project Advisory Committee Terms of Reference was included in the meeting package for review and reference and was reviewed by the Advisory Committee. Tracy Stromquist of the Patient Voices Network was added to the Advisory Committee membership. Angela met with Tracy and provided her with an orientation of the work to date, Tracy is excited to participate on this committee. Action: Sherry to change Nicole Cross of FNHA to Jessica Mikolayczyk on page three.
4.	Update on project status and progress Key Project Considerations <ul style="list-style-type: none"> • The design piece of the Business Plan has been wrapped up, there is an indicative design and a functional program that describes the services to be delivered in the new facility. The financial pieces of the Business Plan are being put together. Based on the indicative design, NH is planning on having the Business Plan submitted to government by mid-December • Mayor Bumstead spoke to the Minister in September at the UBCM meetings to ensure they remain on side with this project, Mayor Bumstead is very optimistic we have the MoH's support. • Albert commended the City of DC staff as they have been tremendous to work with, along with staff at Northern Lights College. • Mayor Bumstead would like to look at engaging peer communities/stakeholders (i.e., Mayor's of Chetwynd, Tumbler Ridge, Pouce Coupe, Electoral Area Directors from PRRD, the South Peace Divisions of Family Practice, etc.) to provide them with information on the project to date.

Discussion Item	
	<p>The committee could present to them and show them materials but cannot provide hard copies due to confidentiality reasons (i.e., information that can be shared is what services will be delivered, potential number of beds, indicative design – subject to change). Financial information will not be shared at this meeting. The timeframe for this meeting could be in November or wait until after the NH Board of Directors have reviewed the Business Plan/indicative design in December. Mayor Bumstead would like to see this meeting occur by mid-December if possible. Action: Sherry to work with Mayor Bumstead to book this meeting the week of December 16. Video conference can be set up in each community at a Northern Health site so travel is not required.</p> <p>Action: Andrea and Albert to start to prepare a presentation for this meeting.</p> <p>Human Resource Planning Considerations</p> <ul style="list-style-type: none"> • A slide on this in terms of current state and implications recognizing this is five years out could be included in the presentation noted above. <p>Communications Update including Milestones</p> <ul style="list-style-type: none"> • The DCDH Project was added to the NH external website, see link below. http://www.northernhealth.ca/about-us/capital-projects • Andrea will be uploading the meeting minutes “summary” to this website as well, some details will be trimmed from the original meeting minutes (Andrea will make sure there is no confidential information included in the summary, as well she may change the language to ensure it is readable and understandable).
5.	<p>Future items for discussion</p> <ul style="list-style-type: none"> • Mayor Bumstead would like a better understanding of the traffic impact and access to DCDH for future planning. NH did a Traffic Impact Study and the report did not recommend any changes would be necessary. Specific thoughts are around the traffic lights on 112th Avenue. Action: Alberta to share the Traffic Impact Study with Mayor Bumstead and have further discussions on this.
6.	<p>Next Meeting – January 2020 (date TBC)</p>