

## **Dawson Creek and District Hospital (DCDH) Redevelopment**

### **Capital Project Advisory Committee**

#### **Terms of Reference<sup>1</sup>**

#### **PURPOSE**

The Dawson Creek and District Hospital (DCDH) Redevelopment Capital Project Advisory Committee is a venue consisting of representation from Saulteau First Nations, West Moberly First Nations, Kelly Lake Cree Nation, First Nations Health Authority, Peace River Regional Hospital District (PRRHD), Municipality of Dawson Creek and Patient Voices Network. The Committee will have opportunity for input and provide advice or recommendations to NH on:

- Local <sup>i</sup> considerations related to the Project.
- Patient experience and cultural considerations related to the design and health services contemplated within the project scope.
- Capital Project consultations and communications.
- Latitude to set up working groups for topical issues for broader input as required, such as:
  - First Nations advice.
  - Culturally appropriate design input.
  - Other as deemed appropriate by the Advisory Committee.

The Advisory Committee will receive:

- Regular updates on project status and progress;
  - Including scope, schedule, budget
- Briefing on key project issues and milestones related to the business of the committee milestones;
- Briefing on key human resource planning issues and milestones for the project; and
- Information and communications materials for use in the community to ensure that residents and stakeholders are kept up to date on developments.

#### **CONFIDENTIALITY**

The Advisory Committee may receive information in draft form, and/or information not ready for public release. Members will keep confidential business information confidential, until authorized that release of information is acceptable and/or encouraged.

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<sup>1</sup> The Terms of Reference is open for amendments as required during the lifespan of the project, with approval from the committee.

## MEETINGS AND SUPPORT

- Agendas will be provided. Meeting notes will be taken by the Administrative Assistant for the DCDH Redevelopment Project staff member from Northern Health Authority. Action items will be noted and tracked.
- Reporting: A meeting summary, based on notes, will be produced after each meeting and will highlight key points discussed in the meeting.
  - These meeting summaries will be distributed to members via email, and will also be made available online on the Northern Health website.
- Meetings will be arranged and held quarterly or at the call of Co-Chair.
- Meetings will be arranged as in-person meetings. Attendance via videoconference or teleconference is acceptable and will be arranged by Northern Health Administrative Staff.
- Meetings will be supported by Administrative staff from Northern Health. Representative of the Project Management Office (PMO) will attend to provide project status reports, as per the agenda.
- Secretariat functions required (such as arranging meetings, providing agendas, taking meetings minutes) will be provided by Northern Health.

## CHAIR

Co-Chair, Northeast HSDA Chief Operating Officer (COO)  
Co-Chair Medical Director, Northeast HSDA

## COMMITTEE COMPOSITION

The Committee will be composed of the following membership. With approval from the DCDH Redevelopment Capital Project Advisory Committee Chair and Co-Chair, members are allowed to assign a delegate to these meetings should they not be able to attend an occurrence.

As progress is made through the Project, committee membership may change as directed by the Committee.

Organization	Name and Title
Northern Health Authority	Co-Chair Angela De Smit, Chief Operating Officer, NE
Northern Health Authority	Co-Chair Dr. Becky Temple, Medical Director, NE
Northern Health Authority	Albert Sommerfeld, Project Director
Northern Health Authority	Andrea Palmer, Communications Lead, Capital Projects
Northern Health Authority	VP, Ingenious Health Margo Greenwood (or appointee)
Northern Health Authority	Dawson Creek Redevelopment Project Director (TBA)
First Nations Health Authority	Nicole Cross

Peace River Regional Hospital District Board	Brad Sperling
City of Dawson Creek	Mayor Dale Bumstead
First Nations: <ul style="list-style-type: none"> <li>• Saulteau First Nations</li> <li>• West Moberly First Nations</li> <li>• Kelly Lake Cree Nation</li> </ul>	Chief Ken Cameron Chief Roland Wilson Margaret Gladu
Patient Safety and Quality Council (Patient Voices Network)	Teresa Bissenden

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<sup>i</sup> Local is defined as the community of Dawson Creek and any community under the jurisdiction of the Northeast HSDA and Peace River Hospital Regional District.