

GR Baker Emergency Department/ICU Redevelopment

Capital Project Advisory Committee

Terms of Reference

PURPOSE

The GR Baker Emergency Department (ED)/Intensive Care Unit (ICU) Capital Project Advisory Committee (“the Advisory Committee”) has representation from the Nazko First Nations, Lhtako Dene Nation, ?Esdilagh First Nation, Lhoosk’uz First Nation, First Nations Health Authority, Cariboo-Chilcotin Regional Hospital District (CCRHD), Municipality of Quesnel and the Patient Voices Network. The Committee will provide advice or recommendations to Northern Health on:

- Local i considerations related to the Project.
- Patient experience and cultural considerations related to the design and health services.
- Community consultations and communications related to the Project.
- Working groups on topical issues for broader input as required, such as:
 - First Nations advice.
 - Culturally appropriate design input.
 - Other topics, as deemed appropriate by the Advisory Committee.
- Local issues and concerns that may affect the Project.

The Advisory Committee will receive:

- Regular updates on project status and progress, including scope, schedule and budget
- Briefing on key project issues and milestones
- Briefing on key human resource planning issues and milestones for the project
- 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 all business information confidential, until authorized that the release of information is acceptable and/or encouraged.

MEETINGS AND SUPPORT

- Meetings will be held 4 times a year, or at the call of a co-chair
- Agendas will be provided, the Administrative Assistant will take brief meeting notes, and action items will be noted and tracked.
- Northern Health will provide administrative functions required (such as arranging meetings, providing agendas, taking meeting notes).
- Reporting: A meeting summary will be produced after each meeting, highlighting 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 under 'About Us', Capital Projects
- Meetings will be in person. Attendance via videoconference or teleconference is also acceptable and will be arranged by Northern Health Administrative Staff.
- A Representative of the Project Management Office will attend to provide project status reports.

CHAIR

This committee has two co-chairs:

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

COMMITTEE COMPOSITION

Committee members are showing in the table below. With approval from the GRB ED/ ICU Capital Project Advisory Committee Co-Chairs, members are allowed to assign a delegate to these meetings if they are unable to attend.

As the Project proceeds, committee membership may change as directed by the Committee.

Organization	Title
Northern Health Authority	Co-Chair Chief Operating Officer, NI
Northern Health Authority	Co-Chair Medical Director, NI
Northern Health Authority	Project Director
Northern Health Authority	Regional Manager, Public Affairs & Media Relations
Northern Health Authority	VP, Ingenious Health
First Nations Health Authority	
Cariboo Chilcotin Regional Hospital District Board	Chief Administration Officer
City of Quesnel	Mayor

First Nations Community Represented: <ul style="list-style-type: none"> • Nazko First Nations • Lhtako Dene Nation • ?Esdilagh First Nation • Lhoosk'uz First Nation 	
Patient Safety and Quality Council (Patient Voices Network)	

ⁱ Local is defined as the community of Quesnel and any community under the jurisdiction of the Northern Interior HSDA and Cariboo Chilcotin Regional Hospital District.