

Mills Memorial Hospital (MMH) Replacement

Community Advisory Committee

Terms of Reference¹

PURPOSE

The project to redevelop Mills Memorial Hospital (“the Project”) aims to replace this aging facility with a new, state-of-the-art facility. The 78-bed new hospital will feature private rooms, an expanded emergency department including two trauma bays, six stretcher bays, pediatric care space and four operating rooms, as well as the latest diagnostic imaging equipment.

The Mills Memorial Hospital (MMH) Redevelopment Advisory Committee (“the Advisory Committee”) has representation from the Kitsumkalum First Nation, the Kitselas First Nation, the Nisga’a First Nation, the Northwest Regional Hospital District, the Municipality of Terrace and the Patient Voices Network. The Committee will provide advice and recommendations to Northern Health on:

- Localⁱ 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
- Briefings on key project issues and milestones
- Briefings 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

¹ The Terms of Reference are open for amendments as required during the lifespan of the project, with approval from the committee.

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 the 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
- Administrative functions (such as arranging meetings, providing agendas, and taking minutes) will be provided by Northern Health
- 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: Northwest HSDA Chief Operating Officer (COO)
- Co-Chair: Medical Director, Northwest HSDA

COMMITTEE COMPOSITION

Committee members are shown in the table below. With approval from the MMH Redevelopment Community Advisory Committee Co-Chairs, members are allowed to assign a delegate if they are unable to attend.

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

Organization	Name and Title
Northern Health Authority	Co-Chair Ciro Panessa, Chief Operating Officer
Northern Health Authority	Co-Chair Dr. Jaco Fourie, Medical Director
Northern Health Authority	Albert Sommerfeld, Project Director
Northern Health Authority	Andrea Palmer, Communications Lead, Capital Projects
Northern Health Authority	VP Aboriginal Health Margo Greenwood (or delegate?)
Northern Health Authority	Project Director, Mills Memorial Hospital Replacement Project (TBA)
Northern Health Authority	Administrative Assistant to the Project Director of the Mills Memorial Hospital Replacement Project

	(this role is currently being filled by Nicole Demedeiros)
First Nations Health Authority	<ul style="list-style-type: none"> • Nicole Cross, Regional Director, North • Corinna (Coco) Miller, Community Engagement Coordinator
Northwest Regional Hospital District	<ul style="list-style-type: none"> • Bruce Bidgood, Vice Chair • Jeffery Hammond, Director <p>Alternates:</p> <ul style="list-style-type: none"> • Kris Olsen, Director • Rob Newell, Director
City of Terrace	<ul style="list-style-type: none"> • Carol Leclerc, Mayor • Jessica McCallum Miller, Councillor
First Nations: <ul style="list-style-type: none"> • Kitsumkalum First Nation • Kitselas First Nation • Nisga'a Valley Health Authority 	<ul style="list-style-type: none"> • Charlene Webb, Health Director, Kitsumkalum • Roxanne Ridler, Councillor, Kitselas • Brandi Trudell-Davis, Board Member, Nisga'a Valley Health Authority
Patient Voices Network	<ul style="list-style-type: none"> • Roswitha (Rose) Dreger, Patient Partner • Aveline McConnell, Patient Partner, (Alternate)

ⁱ Local is defined as the community of Terrace and any community under the jurisdiction of Northern Health's Northwest Health Service Delivery Area and/or the Northwest Hospital Regional District.