

MEMO

Date:	March 19, 2021
To:	Shawn Dahlen, Chief Administrative Officer, Peace River Regional District (PRRD)
From:	Angela De Smit, Chief Operating Officer, Northeast HSDA
Re:	Dawson Creek & District Hospital (DCDH) Redevelopment Capital Project Advisory Committee

After reviewing the Terms of Reference for the Dawson Creek & District Hospital (DCDH) Redevelopment Capital Project Advisory Committee, we are reaching out to ask the PRRD if it would be beneficial to have Director Leonard Hiebert and/or Director Dan Rose participate on the Advisory Committee as representatives for Chetwynd and Tumbler Ridge.

The Advisory Committee will provide advice and recommendations to Northern Health on:

- Local 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 related to the Project.
- Working groups for 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

This Advisory Committee will meet four times per year for one hour.

I look forward to hearing from you.

Sincerely,

Angela De Smit
Chief Operating Officer, Northeast HSDA
Northern Health

Dawson Creek and District Hospital (DCDH) Redevelopment

Capital Project Advisory Committee

Terms of Reference¹

PURPOSE

The Dawson Creek and District Hospital (DCDH) Redevelopment Capital Project Advisory Committee (“the Advisory Committee”) has 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, BC Patient Safety & Quality Council (BCPSQC)/Patient Voices Network and the South Peace Health Services Society. 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 contemplated within the project scope.
- Capital Project consultations and communications related to the Project.
- Working groups for topical issues for broader input as required, such as:
 - First Nations advice.
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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 release of information is acceptable and/or encouraged.

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

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: 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	Marion Sampath, Project Director for Capital Planning DCDH Replacement
Northern Health Authority	Mark Hendricks, Communications Lead, Capital Projects
Northern Health Authority	VP, Ingenious Health Margo Greenwood or designate David Loewen
Northern Health Authority	Dawson Creek Redevelopment Project Director (TBA)
First Nations Health Authority	Jessica Mikolayczyk
Peace River Regional Hospital District Board	Shawn Dahlen or designate

City of Dawson Creek	Mayor Dale Bumstead
First Nations: <ul style="list-style-type: none"> • Saulteau First Nations • West Moberly First Nations • Kelly Lake Cree Nation 	Chief Justin Napoleon or Sarah Gayse Chief Roland Wilson Margaret Gladu
BCPSQC/Patient Voices Network	Tracy Stromquist
South Peace Health Services Society	Shaely Wilbur

ⁱ 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.