**Mills Memorial Hospital (MMH) Redevelopment**

**Advisory Committee**

**Terms of Reference**

**PURPOSE**

The Mills Memorial Hospital (MMH) Redevelopment Advisory Committee is a venue consisting of representation from Kitsumkalum First Nation, Kitselas First Nation, Nisga’a First Nation, Northwest Regional Hospital District (NWRHD), Municipality of Terrace and Patient Voices Network. The Committee will have opportunity for input and provide advice or recommendations to NH on:

* Local [[1]](#endnote-1) considerations related to the Project
* Patient experience and cultural considerations related to the design and health services contemplated within the project scope
* Project community 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;
* 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
* The Committee will provide advice on local issues and concerns that may affect the Project

**MEETINGS AND SUPPORT**

* Agendas will be provided. Minutes will be taken by an Administrative Assistant staff member as determined by Northern Health Authority. Action items will be noted and tracked
* 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
* Meetings will be supported by Administrative staff from Northern Health. Representative of the 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, Northwest HSDA Chief Operating Officer (COO), Co-Chair Medical Director, Northwest HSDA

**COMMITTEE COMPOSITION**

The Committee will be composed of the following membership. 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.

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| **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 Heath Authority | Steve Raper, Chief Communications and External Relations |
| Northern Health Authority | VP Aboriginal Health  Margo Greenwood (appointee?) |
| Northern Health Authority | Mills Redevelopment Project Director (TBA) |
| First Nations Health Authority | Nicole Cross, Regional Director, North  Corinna (Coco) Miller, Community Engagement Coordinator |
| Northwest Regional Hospital District (NWRHD) | Jessica McCallum Miller  Ted Ramsey |
| City of Terrace | Mayor Carol Leclerc |
| First Nations:   * Kitsumkalum First Nation * Kitselas First Nation * Nisga’a Valley Health Authority | * Charlene Webb, Health Director, Kitsumkalum * Roxanne Ridler, Councillor, Kitselas * Fred Cummings, Interim CEO NVHA |
| BC Patient Safety and Quality Council | Cathy Almost, Engagement Leader, Northwest |

1. Local is defined as the community of Terrace and any community under the jurisdiction of the Northwest HSDA and Northwest Hospital Regional District. [↑](#endnote-ref-1)