

**MINISTRY OF HEALTH  
DECISION BRIEFING NOTE**

**Cliff #1100299**

**PREPARED FOR:** Honourable Adrian Dix, Minister of Health - **FOR DECISION**

**TITLE:** Project Liaison Committees – Major Capital Projects

**PURPOSE:** To seek approval to re-start Project Liaison Committee meetings for major capital projects and advice on committee chairs and membership

**BACKGROUND/DISCUSSION:**

As part of the approval process for major capital projects, government has directed the Ministry of Health (the Ministry) to establish Project Liaison Committees (PLC) comprised of local government Members of the Legislative Assembly, key municipal leaders, and representatives from the Ministry, the respective health authority, Partnerships BC, and the local hospital foundation (as applicable).

PLC's provide a forum to update members on the status of a capital project and for the members to provide advice to the health authority on local issues and concerns that may affect the project. Each PLC meets approximately every two to three months for no longer than 90 minutes and meetings are a combination of in-person attendance or teleconference. A Terms of Reference for the Royal Columbian Hospital Redevelopment PLC is enclosed as Attachment 1.

Meetings typically provide:

- Regular updates on capital project status and progress;
- Briefing on key project issues, milestones and communications opportunities;
- Information and communications materials for use in the community to ensure that local residents are kept up to date on developments.

The government Members of the Legislative Assembly (MLAs) on each PLC are responsible for providing feedback to the Minister of Health (the Minister) as required.

PLCs were previously in place for the following five capital projects currently underway:

- Children and Women's Hospital Redevelopment
- Interior Heart & Surgical Centre
- Penticton Regional Hospital Patient Care Tower
- Royal Inland Hospital Redevelopment Project
- Royal Columbian Hospital Redevelopment Project

New PLC's need to be established for the following projects:

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The Ministry suspended all PLC meetings during the interregnum period prior to the May 9, 2017 provincial election and meetings have not yet restarted.

The Ministry requires approval of the Minister to direct health authorities to restart and/or establish PLCs.

In addition, the Ministry requires direction from the Minister for the following:

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#### **OPTIONS:**

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#### **FINANCIAL IMPLICATIONS:**

There are no financial implications.

#### **RECOMMENDATION:**

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Approved/ Not Approved  
Honourable Adrian Dix  
Minister of Health

Attachments

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**Program/Division:** Manjit Sidhu, ADM, Financial and Corporate Services  
**Date:** January 17, 2018

## Attachment 1 – Sample PLC Terms of Reference

# Terms of Reference



**Committee** Royal Columbian Hospital Redevelopment Project Liaison Committee  
**Chair** TBD  
**Prepared by** Leslie-Ann Drummond, Senior Communications Consultant Fraser Health  
**Date** April 14, 2015  
**Approved** <Date>

**Purpose** This Committee provides a venue for liaison between Members of the Legislative Assembly, Ministry of Health, the Mayor of New Westminster, the Royal Columbian Hospital Foundation and Fraser Health on matters relating to the Royal Columbian Hospital Redevelopment ("the Project"). The primary focus of the Committee will be on the capital Project.

**The Committee will receive Project updates:**

- Regular updates on the Project status and progress;
- Briefings on key Project issues and milestones;
- Briefings on key Project human resource planning issues and milestones;
- Information and communication materials for use in the community to ensure residents impacted and benefiting from the Project are kept up to date on developments.

**The Committee will provide advice on local issues and concerns** that may affect the Project and on the information and communications required regarding the Project.

**Members of the Legislative Assembly on the Committee will be responsible for relaying feedback** from the Committee to the Ministers of Health and Finance as required.

**Meetings and Support** **Agendas will be provided.** Minutes will be taken. Action items will be noted and tracked.

**Meetings will be arranged and held quarterly.**

**Meetings will be held as in-person meetings.** Attendance via video or tele-conference is acceptable.

**Meetings will be supported by Administrative staff from Fraser Health.** Other representatives of the Project team may attend to support discussions on particular agenda items.

**Secretariat functions required will be provided by Fraser Health.**

**Composition** **The Committee will include the following membership.** As progress is made through the Project phases, membership may change accordingly, to meet the needs of the Project.



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