

**ORIENTATION GUIDE**

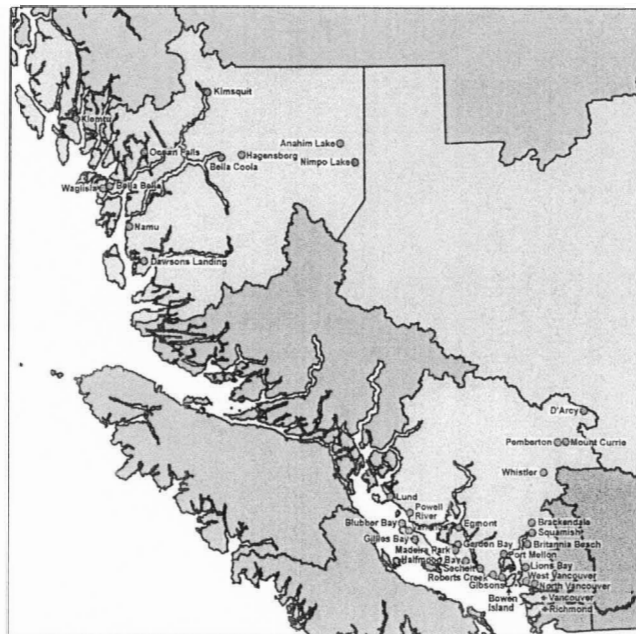
**FOR**

**THE COMMUNITY ADVISORY COMMITTEES**

**OF**

**THE VANCOUVER COASTAL HEALTH**  
**AUTHORITY**

**SEPTEMBER 2002**



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## **INTRODUCTION**

The Orientation Guide for the Community Advisory Committees provides some background about community involvement in the health system in the Vancouver Coastal Health Authority (VCHA). The following pages contain a brief synopsis about British Columbia's health care system, regionalization of health services, and the Vancouver Coastal Health Authority. The guide outlines the VCHA's boundaries, the organizational structure, the VCHA Board members, and the Senior Executive Team.

Community involvement in the VCHA is described in the sections about 'The Health Systems Policy Development and Community Involvement Team' and the Community Advisory Committees. In the appendix there is a fact sheet about the Vancouver Coastal Health Authority's characteristics and a list of commonly used acronyms (abbreviations) for VCHA programs. The address for VCHA web sites and how to find related background material is also listed. At the end of the appendix there is contact information for staff working with the Community Advisory Committees.

## **HEALTHCARE, REGIONALIZATION AND HEALTH AUTHORITIES**

- **HISTORY OF HEALTHCARE REGIONALIZATION AND  
HEALTH CARE IN BRITISH COLUMBIA**

# HISTORY OF HEALTH CARE & REGIONALIZATION<sup>1</sup>

Across Canada and the world, regionalized health care is being implemented. “*Regionalization*” describes:

- The process of shifting management of health care away from centralized government;
- Placing that responsibility under more local or regional control.

In 1964, **The Royal Commission on Health Services** (federal) recommended regionalization. Almost every province in Canada has studied and/or implemented strategies for regionalized health care. Canada’s shift to a regionalized health care system mirrors a trend in other industrialized nations. New Zealand, Sweden, Finland and Britain, as well as several states and cities in the US, have developed regional health care.

Our views of health are changing

- We now understand that health is more than “not being sick”. Rather, health is a “*resource for everyday life*” and that there are key determinants that affect health. The table below lists the determinants:

THE DETERMINANTS OF HEALTH	
Income and Social Status	Gender
Social Support Networks	Culture
Education	Personal Health Practices and Coping Skills
Employment and Working Conditions	Healthy Child Development
Social Environments	Health Services
Physical Environment	Biology and Genetic Endowment

Source: Health Canada, Population and Public Health Branch AB/NWT/Nunavut

## In British Columbia:

**1990** A Royal Commission was convened to assess health and health care delivery and make recommendations for changes.

**1991** The **Seaton Commission** report - “*Closer to Home*” reached four key conclusions:

1. The current system does **not serve all people in the province equally well**. Not everybody is equally healthy, or has reasonable access to our health system.

<sup>1</sup> Adapted from Orientation to the Public Committees of the Vancouver/Richmond Health Board

- 34 community health councils
- 7 community health service societies

Vancouver/Richmond formed public advisory committees (Community Health Committees/ Population Health Advisory Committees). **The committees** identified issues in the health system and the community, and advised the Health Board about both local issues and population specific issues.

#### **2001:**

A new structure resulted in the formation of **5 geographic health authorities** and **1 Provincial Health Services Authority**, responsible for governing and administering provincial programs and highly specialized services.

### **BRITISH COLUMBIA HEALTHCARE**

BC Healthcare industry is a \$9 billion industry that employs over 100,000 people for a population of 3.9 million. There are two ministries responsible for health – Health Planning and Health Services, as well as the Provincial Health Services Authority. The roles and responsibilities are described below<sup>2</sup>:

### **HEALTH AUTHORITIES<sup>3</sup>**

B.C.'s new health governance structure consists of six health authorities - a Provincial Health Services Authority and five geographic health authorities:

- Northern Health Authority
- Interior Health Authority
- Vancouver Island Health Authority
- Vancouver Coastal Health Authority
- Fraser Health Authority

Within these five health authorities are 16 health service delivery areas, with boundaries that reflect the province's geography, as well as patient and physician referral patterns.

### **Roles and Responsibilities**

**Governors of the five health authorities are responsible for:**

- Identifying regional health needs

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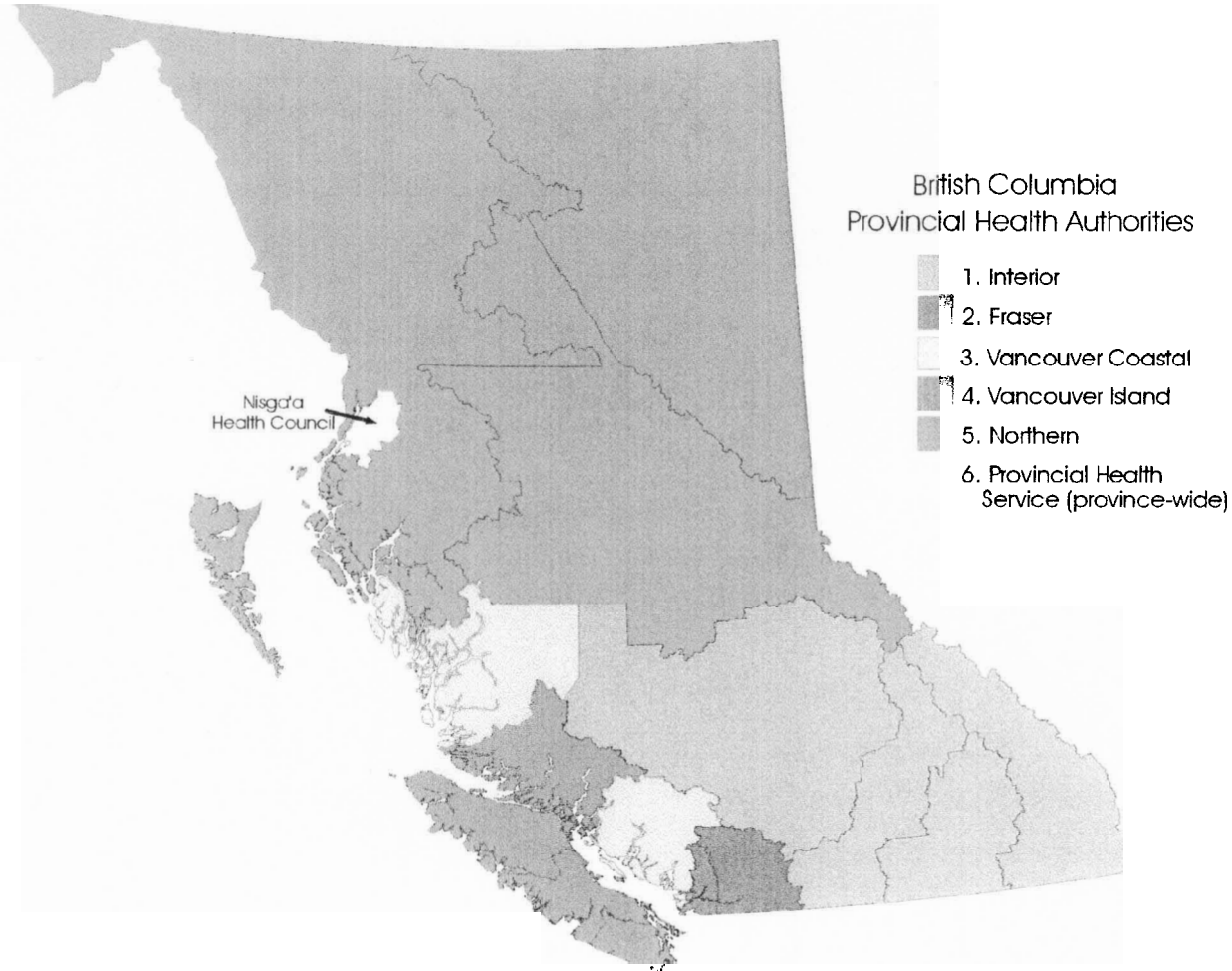
<sup>2</sup> Source - [www.healthservices.gov.bc.ca/socsec/roles.html](http://www.healthservices.gov.bc.ca/socsec/roles.html)

<sup>3</sup> Source: Provincial Health Services Authority Web Page

## **THE VANCOUVER COASTAL HEALTH AUTHORITY**

- **MAP OF BC AND PROVINCIAL HEALTH AUTHORITY BOUNDARIES**
- **VANCOUVER COASTAL HEALTH AUTHORITY AND COMMUNITIES**
- **FIRST NATION COMMUNITIES IN VCHA**
- **BIOGRAPHIES OF VCHA BOARD MEMBERS**
- **BIOGRAPHIES OF THE SENIOR EXECUTIVE TEAM**
- **ORGANIZATIONAL CHART - HEALTH SYSTEMS POLICY & COMMUNITY INVOLVEMENT TEAM**
- ***DRAFT* VISION STATEMENT OF THE VCHA**

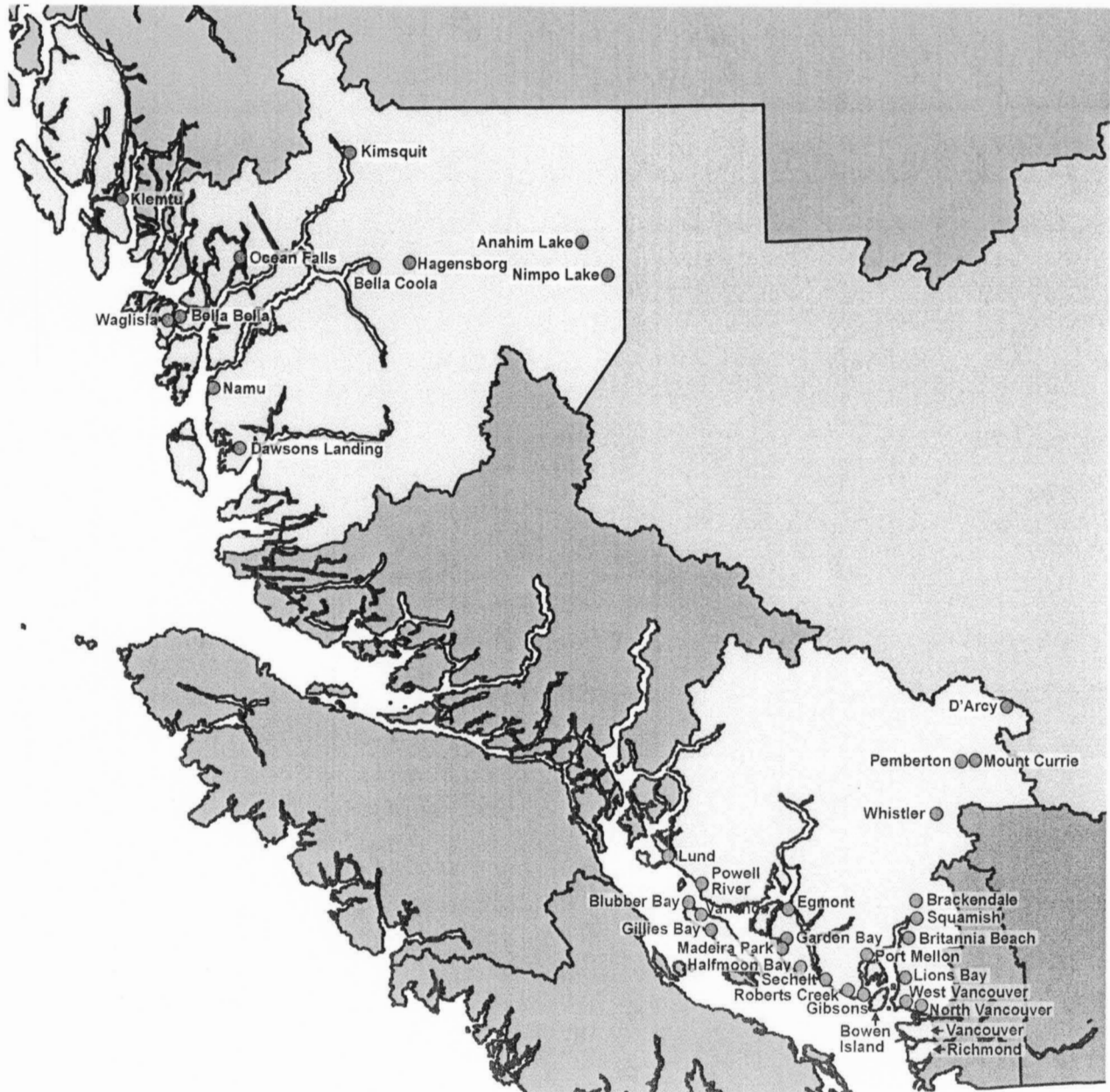
# MAP OF BC AND THE PROVINCIAL HEALTH AUTHORITIES



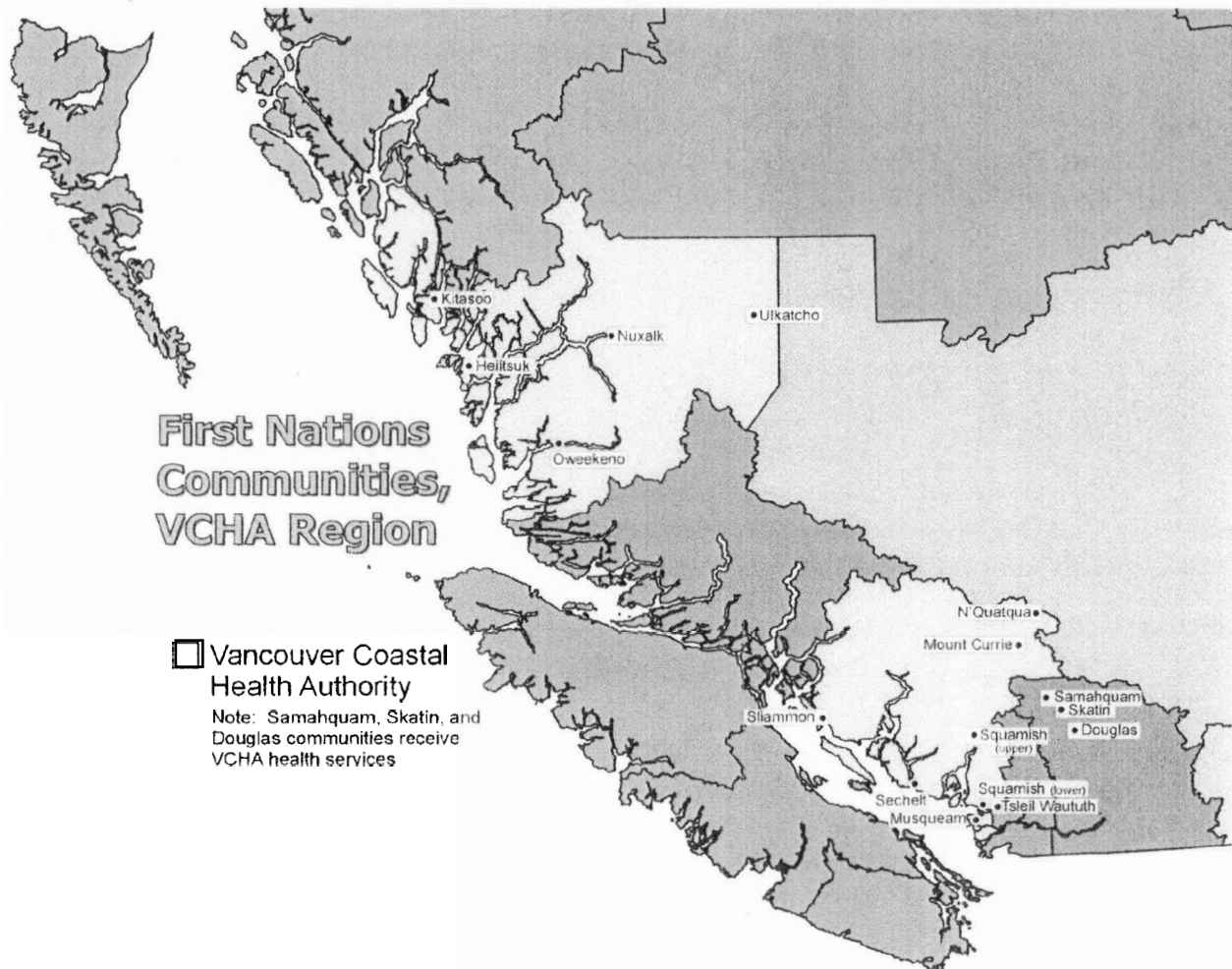
Note: The Nisga'a Health Council is an independent health authority



# MAP OF VANCOUVER COASTAL HEALTH AUTHORITY AND COMMUNITIES



# MAP OF FIRST NATIONS COMMUNITITIES IN VANCOUVER COASTAL HEALTH AUTHORITY



## **BIOGRAPHIES OF VCHA BOARD MEMBERS**

### **Keith Purchase**

Chair, Vancouver Coastal Health Authority

Mr. Purchase is a corporate director based in Greater Vancouver. Prior to his retirement in 1999, he was Executive Vice-President and Chief Operating Officer of MacMillan Bloedel. Previously, Mr. Purchase was President and CEO of TimberWest Forest Products and Managing Director of Tasman Pulp and Paper in New Zealand. Mr. Purchase is a director of Norske Canada and Heatwave Inc. He is involved in many community activities. He currently serves as Chair of the Board of Directors of the Greater Vancouver YMCA and a patron of the National Men's Field Hockey Team. Mr. Purchase holds degrees in Mechanical Engineering (University of Auckland, New Zealand) and Economics (University of Victoria, New Zealand) and an MBA from Simon Fraser University.

### **David Brownlie**

Dave Brownlie is the senior Vice-President Of Finance, Whistler/Blackcomb, Intrawest Corporation based in Whistler. Mr. Brownlie has lived in Whistler for 14 years. He is president of the Whistler/Blackcomb Foundation, and was previously a director of the Blackcomb Foundation and director of the Whistler Resort Association. He is past director of the Whistler Chamber of Commerce, the Whistler Healthy Communities committee, and treasurer of Crime Stoppers in Whistler. Mr. Brownlie holds a bachelor of commerce from UBC and holds a chartered accountant designation.

### **Dana Devine**

Dana Devine received her PhD in immunology from Duke University, North Carolina, in 1986. In 1987, she joined the Canadian Red Cross Society Blood Services as a scientist and accepted her first faculty position with the University of British Columbia, where she is currently a professor of pathology and laboratory medicine and an associate member of the department of biochemistry and molecular biology. She is also a faculty associate of the Peter Wall Institute for Advanced Studies at UBC. In 1999 she was appointed National Director of Research and Development for Canadian Blood Services. She has published over 80 peer-reviewed publications, book chapters and invited reviews. Ms. Devine is a former vice-president of the Heart and Stroke Foundation of BC and Yukon.

### **Caroline Findlay**

Caroline Findlay is a business lawyer with Blake, Cassels & Graydon based in Vancouver. During her 14-year career, she has practiced in Toronto, Washington, D.C., and, for the past

seven years, in Vancouver. She joined Blakes in September 2000 after working for five years as in-house counsel with MacMillan Bloedel, then Weyerhaeuser. In this capacity, Ms. Findlay was involved in providing strategic and creative legal advice on a wide variety of business issues. Ms. Findlay holds a BA (honours) from the University of Western Ontario, a Bachelor of Laws from Queen's University and a Masters of Laws from UBC.

### **J. Trevor Johnstone**

J. Trevor Johnstone is founder and managing director of Tricor Pacific Capital, Inc. a private equity investment firm based in Vancouver. Before forming Tricor, Mr. Johnstone was a principal and acted as chief financial officer for Macluan Capital Corp. He also spent 19 years as a practicing public accountant, initially with Arthur Andersen & Co. and thereafter as a founding partner of a local Vancouver accounting firm. Mr. Johnstone was instrumental in the formation and creation of Helijet Airways Inc., and currently acts as corporate secretary and director. He was chairman of Pacifica Papers Inc. during the company's billion-dollar merger with Norske Skog Canada Ltd., and now sits on the board of the combined entity. He holds an MBA from the University of California, Berkeley, along with chartered accountant and certified general accountant designations.

### **Andrew Smith**

Andrew Smith is president and CEO of BC Hot House Foods Inc. Before that, Mr. Smith was Assistant Publisher of Pacific Press, Publisher of The Vancouver Sun and The Province. Smith also worked for Loblaws Company, where he spent 17 years in both labour relations and operations roles. Positions held include president of Kelly Douglas B.C. and Yukon divisions, vice-president of labour relations in North America for Loblaws Co.'s, senior vice-president of Kelly Douglas & Co. Ltd. (corporate) in charge of the western growers division (sales of \$3 billion). A long-time Vancouver resident, Mr. Smith is currently a director of the Surrey Chamber of Commerce, as well as sitting on the board of PLA, a non-government funded agency and developmental institute focused on long-term support of intellectually impaired children and adults.

### **Naomi Yamamoto**

Naomi Yamamoto owns and operates Lasercolor Printing and Design in North Vancouver. Ms. Yamamoto is past chair of Capilano College's board of governors, past chair of the B.C. Chamber of Commerce, past director of the North Shore Chamber of Commerce, and past director of the North Shore Neighbourhood House. She is currently chair of the North Shore Credit Union, Vice-President of the Capilano College Foundation, and Director of the Leadership Management Development Council of B.C. Yamamoto has received several awards including Business in Vancouver's 40 Under 40 Award in 1997, the Canada 125 Citizens Award, the Vancouver Board of Trade's Women in the Spotlight Award 2000, and Business Person of the Year from the North Vancouver Chamber. Ms. Yamamoto holds a BA from UBC.

**Bennie Yung**

Bennie Yung is a certified general accountant and owner and President of Tung Fung Enterprises Inc. He is also owner and president of Savoy Management Co., a management consulting and investment company. Mr. Yung is Vice-President of the Association of Chinese Canadian Professionals, and he was past president of the Richmond Chinese Community Society and Civic Education Society. He is the founding president and member of the International Development Assistance Society of Canada, and Director of the Greater Vancouver Crime Stoppers Association. Mr. Yung is a member of the Certified General Accountants Association of B.C. and Canada.

**Susan Yurkovich**

Susan Yurkovich is Vice President of Corporate Affairs for Canfor Corp. Before that she was general manager of public affairs with Canfor. She also worked for the federal government as a senior advisor to the Minister of National Defence and policy advisor to the Minister of Indian Affairs and Northern Development. Ms. Yurkovich is currently Chair of the Forest Products Association of Canada's public affairs section, and a member of the Salvation Army advisory board and Rotary Hospice House community advisory committee. She is also a member of the Business Council of B.C.'s business caucus on aboriginal issues. She holds a BA and an MBA from UBC and a diploma in international business from Erasmus University, Netherlands.

# **BIOGRAPHIES OF THE SENIOR EXECUTIVE TEAM**

## **Ida J. Goodreau**

### **President & Chief Executive Officer**

Ida Goodreau most recently served as the Senior Vice President, Global Optimization & Human Resources, of Norske Skog Industrier in Oslo, Norway. Prior to joining Norske Skog in 2000, Ms. Goodreau was President of Fletcher Canada's pulp operations in Vancouver. Her extensive career has included the positions of Managing Director, Tasman Pulp and Paper, in Auckland New Zealand; Senior Vice President, Human Resources with Fletcher Canada in Vancouver and Vice President Human Resources, Union Gas Limited in Ontario. Ms. Goodreau holds a Masters of Business Administration degree and a Bachelor of Commerce degree from the University of Windsor as well as a Bachelor of Arts in English and Economics. She has served on a number of boards including the United Way, YMCA and the Edgewood Chemical Dependency Treatment Centre.

## **Hugh MacLeod**

### **Senior Vice President**

Hugh MacLeod has been Senior Vice President since January 2002 and served as Interim President & CEO for the VCHA for a six-month period, to September 2002. Prior to this appointment, he was the Vice President of Human Resources & Organizational Development for the former Vancouver/Richmond Health Board (VRHB). Prior to joining the VRHB, Mr. MacLeod was Senior Vice President with the former South Fraser Health Region, and, prior to that, with the Health Employers Association of BC. He serves as Associate Faculty in the Masters of Arts Leadership Program at Royal Roads University, Part-Time Faculty in the Health Studies Program at the British Columbia Institute Of Technology and the University of British Columbia, and Associate Faculty in the Master of Public Safety Program at the Justice Institute of British Columbia. Mr. MacLeod serves on the British Columbia Health Safety Foundation board, the Health Labour Adjustment Agency, the Health Match BC board and the Royal Roads University MA in Leadership Advisory Board. He holds a Master of Arts in Leadership Studies at Royal Roads University.

## **Brent Baldock**

### **Senior Vice-President and Chief Financial Officer**

Brent Baldock, Senior Vice-President and Chief Financial Officer, oversees the corporate services of Finance, Shared Services Initiatives, Revenue Development and Facilities & Operations. Mr. Baldock comes to the VCHA from Providence Health Care, where he most recently served as Vice-President, Corporate Affairs and Business Development. Mr. Baldock joined St. Paul's Hospital in 1991 as the Vice President Finance and has overseen a variety of organizational responsibilities during the evolution into Providence Health Care. In addition to the CFO role, Mr. Baldock has provided administrative support to clinical programs (Cardiac and Renal Programs), diagnostic & operations as well as a variety of planning and staff functions.

Mr. Baldock holds an Honours Bachelor of Commerce degree and a Masters in Health Administration. He also lectures at Simon Fraser University and is a guest lecturer at the University of Victoria.

### **Dr. Jeff Coleman**

#### **Chief Operating Officer (Richmond) & Executive Medical Director**

Dr. Jeff Coleman is the Chief Operating Officer (Richmond) and Executive Medical Director for the Vancouver Coastal Health Authority. Prior to his appointment, Dr. Coleman served as Vice President, Medical Services for the Vancouver Hospital & Health Sciences Centre and the former Vancouver/ Richmond Health Board. Trained in law at Osgoode Hall Law School and in Medicine at the University of Western Ontario, he practiced full-time Emergency Medicine before entering hospital administration in 1992. In addition to his administrative responsibilities, he is a Clinical Associate Professor in the Faculty of Medicine, University of British Columbia, and continues to practice in his specialty of Emergency Medicine.

### **Bruce Harber**

#### **Chief Operating Officer (Vancouver Acute)**

Bruce Harber is the Chief Operating Officer (Vancouver Acute), including Vancouver General Hospital, GF Strong Rehabilitation Centre and UBC Hospital. Mr. Harber has been Chief Executive Officer for the former North Shore Health Region, President & CEO of Peel Memorial Hospital in Brampton, Ontario, and President & CEO of Mount Saint Joseph Hospital in Vancouver. Mr. Harber has held various administrative positions with the Health Sciences Centre in Winnipeg and, prior to that, the Rideau Regional Centre in Smith Falls, Ontario. Mr. Harber holds a Masters degree in Health Administration (MHA) and a Bachelor of Arts degree. He is a member of the American College of Healthcare Executives (Regent), Canadian College of Health Service Executives (Fellow), preceptor for several MHA programs and a member of the Clinical Faculty at the University of British Columbia.

### **Linda Morris**

#### **Chief Communications Officer**

Linda Morris, Chief Communications Officer, was Director of Public Affairs at the Vancouver Port Authority for six years prior to her appointment. Ms. Morris has served as Director General, Public Affairs, for the Canadian Museum of Civilization Corporation in the Ottawa-Hull area and other management positions in national museums, and Manager, Public Relations for the Ontario Legislature. She holds an honours Bachelor of Arts degree from McGill University, a Master of Arts degree from the University of Toronto, and a Master of Business Administration degree from Royal Roads University.

## **Dr. David N. Ostrow**

### **Chief Information Officer**

Dr. David Ostrow, M.D., Chief Information Officer, continues with the equivalent position he held on the senior management team for the former Vancouver/Richmond Health Board. Over the previous four years, Dr. Ostrow has been Vice President of Clinical Services for Vancouver Hospital and Health Sciences Centre (VHHSC). He led the team of clinicians who were involved in selecting the clinical information system at VHHSC. Dr. Ostrow is also a Professor at the University of British Columbia in the Department of Medicine. He is a Fellow of the Royal College of Physicians of Canada, the American College of Physicians and the American College of Chest Physicians.

## **Ellen Pেকেles**

### **Chief Operating Officer (North Shore/Coast Garibaldi)**

Ellen Pেকেles, Chief Operating Officer, North Shore/Coast Garibaldi, was previously Vice President of Programs for the former North Shore Health Region. Ms. Pেকেles has worked, in various positions for what is now the Capital Health Authority (CHA) in Edmonton, as administrator of a community hospital in the Caritas Health Group, leader of a two-year regional planning process for Surgery in the CHA and administrator for the Child Health Program. Ms. Pেকেles is a Board member of the BC Healthcare Risk Management Society and an adjunct professor at UBC. She holds a Bachelor of Science Degree in Physical Therapy from University of Toronto, a Master in Health Administration from University of Ottawa and is a Certified Health Executive. She also serves on teams that conduct quality review surveys for health organizations across Canada through the Canadian Council of Health Services Accreditation.

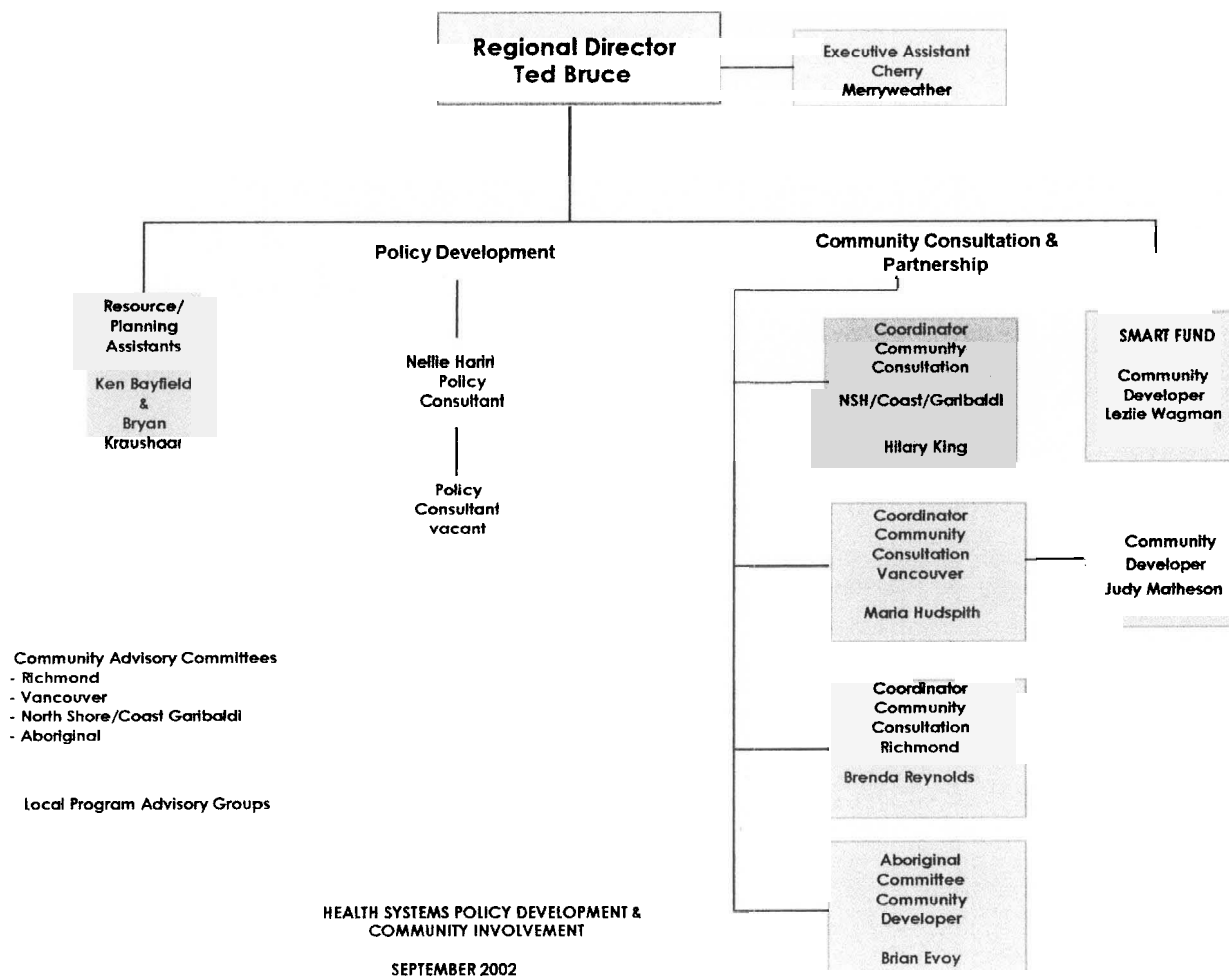
## **Maureen Whyte**

### **Chief Operating Officer (Vancouver Community)**

Maureen Whyte, Chief Operating Officer (Vancouver Community), including George Pearson Centre, was a member of the executive team for the former Vancouver/Richmond Health Board, in her capacity as Vice President of Clinical Services for Vancouver Hospital. Ms. Whyte has served Vancouver Hospital as a Director and Clinical Nurse Specialist, Vancouver Community Mental Health and Community Continuing Care as a nurse, and the Health Sciences Psychiatric Hospital at UBC as a nurse. In addition to her nursing degree, Ms. Whyte holds a Master of Science degree in Nursing.



# VCHA HEALTH SYSTEMS POLICY DEVELOPMENT & COMMUNITY INVOLVEMENT TEAM ORGANIZATIONAL CHART



# ***DRAFT VISION STATEMENT*** **OF THE** **VANCOUVER COASTAL HEALTH AUTHORITY<sup>4</sup>**

## **VISION**

The draft Vision Statement of the Vancouver Coastal Health Authority (VCHA) has been compiled from a variety of source documents developed by the health authorities that have amalgamated to form the Vancouver Coastal Health Authority. This draft Vision is consistent with the goals for the health care system enunciated by the Government of British Columbia.

### **High Quality, Patient Centered Care**

#### **Our Vision:**

- The VCHA provides timely access to effective health care
- The VCHA provides health care in a caring and respectful manner with sensitivity to the diversity of the population served

### **A Sustainable and Affordable Public Health Care System**

#### **Our Vision:**

- The VCHA is a leader in research, professional education and knowledge development and the integration of knowledge into best practices in our health care services
- The VCHA supports a workforce that excels at providing needed health care
- The VCHA evaluates and measures its performance and continuously improves the quality and cost-effectiveness of its services

### **Improved Health and Wellness**

#### **Our Vision:**

- The VCHA services contribute to improved health status of the population especially groups experiencing poorer health status than the norm
- The VCHA contributes to partnerships with other sectors such as municipal governments to address social factors that affect the health of the population

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<sup>4</sup> VCHA Web Site: STRATEGIES FOR A SUSTAINABLE HEALTH SYSTEM  
(HEALTH SYSTEM REDESIGN PLAN)

**THE HEALTH SYSTEMS POLICY  
DEVELOPMENT AND COMMUNITY  
INVOLVEMENT TEAM**

# **AN OVERVIEW OF THE HEALTH SYSTEMS POLICY DEVELOPMENT AND COMMUNITY INVOLVEMENT TEAM**

The Health Systems Policy Development and Community Involvement portfolio is new to the Vancouver Coastal Health Authority (VCHA). It is a central “regional” portfolio forming one component of an integrated strategic planning and performance measurement team. The following provides an overview of the functions and structure of this team and highlights some important changes.

## **Purpose and Mandate**

The key responsibilities of the Health Systems Policy Development and Community Involvement team are described below.

### **1. Health Systems Policy Development**

- Collaborates with the Ministry of Health and other ministries in the development of health system policy and strategic directions that will impact the VCHA.
- Interprets government legislation, policy and strategic directions to the VCHA and ensures VCHA plans and policies are consistent with those of government.
- Provides information, analysis and planning support to the CEO and Senior Executive Team in regard to the VCHA mission and strategic policy directions.

### **2. Community Planning and Partnerships**

- Creates opportunities for community participation in VCHA planning.
- Identifies broad population health issues and strategies as part of VCHA strategic planning.
- Identifies and facilitate cross-jurisdictional partnerships that will address factors affecting population health status.

### **3. Regional Strategic Projects**

- Coordinates selected VCHA strategic initiatives that impact health system design across all service delivery areas.

## **Organization and Roles**

The key components of Health Systems Policy Development and Community Involvement team are described below.

### **Policy Development**

Staff in this area is responsible for policy analysis and research. They work closely with service providers to ensure policy reflects the needs of practice. They are also a resource to the staff that is responsible for community consultation. In this role they ensure that issues and directions identified through consultative projects are considered in the VCHA strategic planning process.

**Sharon Martin Trust Fund**

An external review of this fund was completed June 1, 2002. This fund will be managed by the Health Systems Policy Development and Community Involvement team and will continue to support health promotion initiatives. The recommendations from the review will help guide administration of the Fund.

**Staffing**

The staff for the VCHA Health Systems Policy Development And Community Involvement Team is shown on the Organizational Chart. There is one coordinator for each of the three Community Advisory Committees in the respective Health Service Delivery Areas (HSDA), and one for the Aboriginal Communities. The staff links closely with the Community Developers that work in local communities in the Vancouver Coastal Health Authority

**Conclusion**

As the health care system is undergoing rapid and significant changes, the creation of the Health Systems Policy Development and Community Involvement team will be instrumental in ensuring the VCHA is responsive to its stakeholders.

## **COMMUNITY ADVISORY COMMITTEES**

- **SELECTION PROCESS FOR COMMUNITY ADVISORY COMMITTEES**
- ***DRAFT* TERMS OF REFERENCE FOR COMMUNITY ADVISORY COMMITTEES**
- ***DRAFT* CONFLICT OF INTEREST POLICY**
- **GUIDELINES FOR EFFECTIVE MEETINGS**

# **SELECTION PROCESS**

## **FOR**

### **COMMUNITY ADVISORY COMMITTEES MEMBERSHIP**

1. The Vancouver Coastal Health Authority (VCHA) will recruit community members to its Community Advisory Committees (CAC). Advertisements will be placed in local and regional media, and on the Website, recruiting volunteers to participate, as required.
2. Committee members will be residents of the relevant Health Service Delivery Area (HSDA).
3. Individuals interested in membership on the CACs will be provided with a copy of the Terms of Reference and an application form.
4. Prospective members will be asked to submit the completed application form, including the names of 2 people who will be contacted for references, indicating why they qualify for membership on the Committee. Qualifications for individuals to participate include:
  - Commitment to community consultation on health in the VCHA
  - Balance of skills, knowledge and relevant experience
  - Connections with community groups and organizations
5. A prospective member will be expected to attend one or two CAC meetings as an observer.
6. A Selection Committee will review all applications, interview qualified applicants as necessary, and make recommendations to the Chief Executive Officer (CEO) of the VCHA. Committee membership should reflect the diversity<sup>1</sup> of the HSDA population.
7. The CEO of the VCHA will appoint members of the Community Advisory Committees to a 2-year term. There is opportunity to renew membership for an additional 2-year term.
8. Members, who resign before the 2-year term is over, will be replaced as soon as possible.

<sup>1</sup>Diversity includes the different gender, age, ethnicity, sexual orientation and gender identity, disability, socio-economic and geography mix within the HSDA population

# ***DRAFT* TERMS OF REFERENCE FOR THE COMMUNITY ADVISORY COMMITTEES**

## **INTRODUCTION:**

The Vancouver Coastal Health Authority (VCHA) has established four Community Advisory Committees to assist in the design and implementation of effective community consultation processes. There is one advisory committee for the Aboriginal<sup>5</sup> community and one for each Health Service Delivery Area (HSDA) - North Shore/Coast Garibaldi/The Bellas, Vancouver, and Richmond. The VCHA recognizes that there are unique governance structures in Aboriginal communities across the region and will work to reflect that in its community involvement processes. Members of the Community Advisory Committees will reflect the diversity of their Health Service Delivery Area<sup>6</sup>, and will be broadly informed and engaged in their community. The Committees are advisory to the Chief Operating Officers of the Health Service Delivery Areas, the Regional Director of Health Systems Policy Development and Community Involvement and the VCHA Senior Executive Team.

## **DEFINITION OF COMMUNITY:**

The VCHA Health Systems Policy Development & Community Involvement Team defines, community to mean, “Any group of citizens that have either a geographic, population-based, or self-defined relationship and whose health and health needs are or may be impacted by the health system”. Examples of each of these types of communities may include people living in the same neighbourhood, people living with a disability, or new mothers supporting each other.

## **GUIDING PRINCIPLES FOR COMMUNITY CONSULTATION:**

The VCHA and its Community Advisory Committees will be guided by the following principles for consultation:

**Advisory Consultation:** the community will be consulted about health plans and services in an advisory capacity and not in a decision-making capacity.

**Clarity and Information Sharing:** the community will be provided information about the topic for consultation, and about the opportunities and constraints involved in making the decisions.

**Fair, Transparent and Legitimate:** the community will be consulted prior to key system decisions being made and will be informed about how their input was used in decision-making. Consultation will be focused on real opportunities to influence decisions.

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<sup>5</sup> “Aboriginal” means the Status and Non-Status First Nations, Metis and Inuit residents of the Health Service Delivery Area

<sup>6</sup> Diversity includes the different gender, age, ethnicity, sexual orientation and gender identity, disability, socio-economic and geography mix within the HSDA population



Members of the Committees are appointed for a 2-year term, with the opportunity to renew membership for an additional 2-year term.

**QUALIFICATIONS OF MEMBERS:**

Qualifications for individuals seeking membership on the Community Advisory Committees include:

- Commitment to community consultations on health in the VCHA
- Balance of skills, knowledge and relevant experience
- Connections with community groups and organizations

**SUPPORT:**

Staff of the Health Systems Policy Development and Community Involvement Team provides documentation, background briefing and other support services to the Committees.

Members are volunteers and they do not receive remuneration, but they are reimbursed for out-of-pocket expenses.

# ***DRAFT* CONFLICT OF INTEREST POLICY FOR COMMUNITY ADVISORY COMMITTEES**

Effective \_\_\_\_\_  
Approved \_\_\_\_\_

**Policy #:**  
**Policy Type:** Regional - Corporate

**Authority:** Regional Director, Health Systems Policy  
and Community Involvement

## **Policy Statement**

## **Policy Principles**

- **Transparency:** every member will clearly identify, at the time of appointment, any significant business or personal interests he or she has that may impact on his/her role and responsibilities as a VCHA Community Advisory Committee member.
- **Full and Immediate Disclosure:** all situations of a potential conflict of interest are disclosed in detail and immediately upon becoming known.
- **Personal Responsibility:** all members are committed to disclosing situations of potential conflict of interest they are in or addressing situations where they feel another member may be in conflict.

## **Policy Purpose**

To ensure that all members of a VCHA Community Advisory Committee are free of actual or apparent conflict of interest as they carry out their Committee responsibilities.

## **Policy Scope**

Every current or future member of a VCHA Community Advisory Committee is responsible for familiarizing themselves with this policy and acting in accordance with the policy and its procedures.

## **Definitions**

**Conflict of Interest:** any situation where an individual could use his or her position to benefit themselves, friends, families, or a person to whom they owe an obligation.

**Apparent Conflict of Interest:** any situation where it could appear to a reasonable person that the member is in a conflict of interest situation.

**Related Person:** a spouse, child, parent or sibling of a member who resides with the member.

**Significant Interest:** any interest substantial enough that decisions of the Committee could result in a personal gain for the member.

## **GUIDELINES FOR EFFECTIVE MEETINGS**

Each community Advisory Committee (CAC) should consider how to develop guidelines, ground rules and processes for:

- Conducting meetings
- Expectations and roles for group members
- Group dynamics or working together
- Recognizing and including diverse views and experience
- Problem solving
- Making decisions
- Dealing with/and resolving conflict
- Sharing the work and getting it done

Some examples of guidelines are:

- Responsibilities for chairing, speaking order, how to participate in a teleconference
- Decision making by consensus
- Looking for common issues and values behind positions
- Reaching agreement about shared tasks

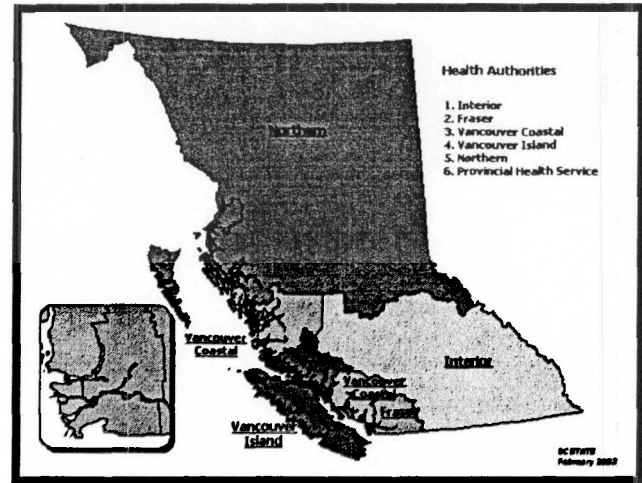
Each Community Advisory committee (CAC) will develop its guiding principles for meetings. Upon completion of guiding principles for all the Community Advisory Committees, a Membership Recall Policy will be developed. The Policy will reflect the expectations about participation on the committee, and respect of ground rules and other terms, that will be developed in the committees.

## **APPENDIX**

- **KEY FACTS ABOUT NORTH SHORE/COAST GARIBALDI, VANCOUVER AND RICHMOND**
- **GLOSSARY OF SELECTED TERMS AND ACRONYMS**
- **HOW TO FIND WEB PAGES AND RELATED INFORMATION**
- **CONTACT INFORMATION FOR STAFF**

# THE VANCOUVER COASTAL HEALTH AUTHORITY (VCHA)<sup>8</sup>

The VCHA and its delivery areas plan, fund, coordinate and deliver health services for Vancouver, Richmond, the North Shore, Coast Garibaldi, the Sunshine Coast, Sea to Sky area, Powell River, Bella Coola and Bella Bella areas.



## **KEY FACTS\***: 2001 statistics unless noted

- Largest health care authority in Canada (established December 2001)
- Annual budget: \$1.9 Billion
- Population served: 1,003,150 (25% of BC's population)
- 14 acute care facilities
- 2 diagnostic and treatment centres
- Geographic area: 54,165 KM<sup>2</sup>
- Distance across authority: 637 KM
- Facilities: 476 building, 556 location, 12 million square feet, value of assets = \$1.6 Billion
- 3,021 beds: 2,124 acute, 2028 extended care & 184 rehab
- 27,020 staff or 11,226 FTEs
- ER visits: 305,269 (annual)
- Cases/Discharge (Acute, Extended & Rehab): 89,373 (annual)
- Same day surgical: 75,939 (annual)
- Clinic visits: 445,598 (annual)
- Academic centre for research & education: Relationship with the UBC
- Number of professional student placements: 2,300 (annual)
- Research: Principle investigations: 250, post-doctoral fellows: 40, Ph.D. students: 150, M.Sc. students: 200, clinical trial coordinators: 80 (Vancouver)
- Research funding 2000-2001= \$36 million (Vancouver) – every dollar spent on research returns \$6 to \$8 of benefits to the BC economy
- Tertiary care: Responsible for 46% of the inpatient tertiary care for BC
- Number of contracts with agencies: 300+
- Excellence: HIV/Aids Program, Heart Centre, Prostate Centre, Neurological Sciences including Brain Centre and ICORD (International Collaboration Of Repair Discoveries - spinal cord injury research), programs for Vancouver Downtown Eastside community/Vancouver Agreement, Surgical Oncology
- Revenue Generation: Series of foundations, fundraising programs and enterprises
- Denominational Agreements: Providence Health Care, Bella Bella/Bella Coola community
- 20 MLAs (out of 79 total MLAs in the legislature) including the Premier and Minister of Health Services, plus Ministers of State for Mental Health, Community Care, and Intermediate, Long Term and Home Care
- 11 municipal governments
- Aboriginal communities in Vancouver and along the Coast

<sup>8</sup> VCHA Communications & Public Affairs

## GLOSSARY OF SELECTED TERMS AND ACRONYMS (09/02)

<i>Acronym/ Term</i>	<i>Explanation</i>
A/OA	Adult/Older Adult
BCCA	BC Cancer Agency
BCCDC	BC Centre for Disease Control
BCGEU	B. C. Government Employees' Union
BCMA	BC Medical Association
BCNU	BC Nurses' Union
CAC	Community Advisory Committee
CCHSA	Canadian Council of Health Services Accreditation
CCHSE	Canadian College of Health Services Executives
CD	Community Developer
CHC	Community Health Centres (i.e. Raven Song Community Health Centre)
CHA	Community Health Area – local areas of the region served by a Community Health Centre
CHST	Community Health Services Team (of the VCHA) <ul style="list-style-type: none"> <li>• Continuing Care, Home Support, Community Health Centres, Public Health, Environmental Health</li> </ul>
COUTH	Council of University Teaching Hospitals
CUPE	Canadian Union of Public Employees
C & W	Children's & Women's Health Centre of BC
DTES	Downtown Eastside
ET	Executive Team
HABC	Health Association of BC
HEABC	Health Employers' Association of BC
HEU	Hospital Employees' Union
HCAA	Healthcare Labour Adjustment Agency
HND	Health Network Director
HR	Human Resources
HSDA	Health Service Delivery Area
HSA	Health Sciences' Association
ICY	Infant/Children/Youth
IS or IT	Information Systems / Information Technology
IYV	International Year of the Volunteer
LAC	Labour Adjustment Committee
LGBT	Lesbian, Gay, Bisexual, Transgender
MAI	Multilateral Agreement on Investments (Federal /International Initiative that could impact on Medicare as we know it)

## **WEB SITE INFORMATION FOR THE VANCOUVER COASTAL HEALTH AUTHORITY**

- **Internet Main Web Site for VCHA is <http://www.vancoastalhealth.ca/>**
- **Internet Web Site for Richmond is <http://www.richmondhealth.ca>**
- **Internet Web Site for North Shore is <http://www.nshr.org>**
- **Health Systems Policy and Community Involvement is <http://www.vcn.bc.ca/vrhb/>**
- **Internet Web Sites for Selected Community and Health Links is [http://www.vcn.bc.ca/vrhb/Health\\_Links.htm](http://www.vcn.bc.ca/vrhb/Health_Links.htm)**

Some of the documents available on the web sites include:

- Biographies of Board and Staff Members
- Region Details
- VCHA Special Bulletins
- VCHA Media releases
- Background Reports – e.g. Strategies for a Sustainable Health System\*
- Upcoming Events
- Links
- Community Information

\* “Strategies for a Sustainable Health System” and other VCHA documents are also available in print by request from the staff support for the Community Advisory Committees or from Cherry Merryweather, VCHA at 604-875-4735.

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