



Building Research for Integrated Primary Care

**BRIC NS Advisory Council
Terms of Reference**

2026-2027

Terms of Reference

BRIC NS Advisory Council

Background

Building Research for Integrated Primary Care in **N**ova **S**cotia (BRIC NS) is the Nova Scotia node among the 11 provincial and territorial networks of Strategy for Patient-Oriented Research (SPOR), Canadian Primary Care Research Network (CPCRN).

BRIC NS aims to improve health, health equity and quality of life. Its primary goal is to facilitate and amplify primary care research in Nova Scotia through community outreach and engagement activities such as primary care learning series, poster presentations, virtual panels, primary care research conferences and more.

BRIC NS seeks to engage, mobilize, educate and guide health professionals, researchers, policymakers, learners, and citizens across Nova Scotia and facilitate collaborative efforts to:

- share information about primary care in Nova Scotia that can inform research directions
- identify primary and integrated health care priorities that can be addressed through research
- foster collaboration between researchers and knowledge users

Purpose

This Terms of Reference serves as the guiding document for the BRIC NS Advisory Council.

The purpose of the BRIC NS Advisory Council is to provide advice and make recommendations to the BRIC NS Leadership Team on achieving the objectives stated above. The BRIC NS Advisory Council will:

- Advise on new and emerging research priorities
- Discuss current topics and challenges related to primary care research and provide updates on research initiatives and opportunities within their networks
- Identify relevant partnerships and collaborations
- Promote BRIC NS network and initiatives to relevant academic groups, research teams, communities and groups
- Support and provide guidance on communication and knowledge translation workplans
- Advise on other issues raised by the BRIC NS membership
- Contribute their time and expertise during online, bi-annual meetings, and/or provide feedback on initiatives via email as needed.

Membership

Our goal is to include members who represent a broad range of health system roles and perspectives in Nova Scotia. This may include, but is not limited to: health care providers; health system leaders and decision-makers; researchers, academics, and learners; patients and caregivers; representatives from community and advocacy organization; and public health and digital health professionals.

Members will be appointed by the BRIC NS Leadership Team.

Terms: Members will be invited to serve one-year (12-month) terms. Following the end of this period, members will have the opportunity to indicate interest in serving another term. There is no maximum number of terms a member can serve.

Resignation: Members can step down at any point in time by contacting the BRIC NS Manager by email at bricns@dal.ca

Appointment of New Members: In the instance a council member resigns, a new member may be able to replace this vacancy. New council members may be nominated via current council members and the BRIC NS Leadership Team.

Change in Position: If a council member leaves/changes their current position within their host organisation, they may refer a colleague for continued participation in the council.

Procedure

The BRIC NS Advisory Council will meet bi-annually via an online platform (e.g., Microsoft Teams). Meetings will be approximately 60-90 minutes in length. Additional meetings may be scheduled at the discretion of the BRIC NS Leadership Team, as needed.

The expertise of Advisory Council members may also be requested between bi-annual meetings for time-sensitive matters. This may include invitations to participate in other meetings or initiatives to inquiries via email on an ad-hoc basis, but this would be voluntary and no more than one hour per month on such inquiries.

An agenda will be circulated in advance for members to review, and members are encouraged to suggest additional items for inclusion. Time for discussion will be allocated with a focus on encouraging diverse viewpoints. Updates on action items will be reviewed at the start of each meeting. Minutes, including action items, will be circulated by the BRIC NS Manager following each meeting.

Advisory Council members may decline meeting invitations if the topics are not relevant to their interests or expertise. Members also have the option to designate a delegate from their organization when their input is most relevant to the discussion or if they are unable to attend.

Meetings will be co-chaired by the BRIC NS Manager, Emily Burke (bricsns@dal.ca) and the BRIC NS Co-Director, Ruth Lavergne (ruth.lavergne@dal.ca).

Evaluation

The BRIC NS Advisory Council will conduct regular self-evaluation strategies to assess its effectiveness and identify areas for improvement. Feedback from members will be used to enhance the council's functioning. Members may be asked to participate in evaluation activities (e.g., surveys, questionnaires) to help inform the findings. Participation in evaluation activities is recommended and greatly appreciated, but not mandatory.

Approval

These Terms of Reference have been approved by members of the BRIC NS Advisory Council and BRIC NS Leadership as of February 17, 2026.

The Terms of Reference will be reviewed annually.