

## RELOCATION ADVISORY AD HOC COMMITTEE

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### **PURPOSE**

The committee serves to provide an advisory and monitoring role. The committee's role is to assist and advise the Board of Health, the Medical Officer of Health / Chief Executive Officer (MOH / CEO), and the Director, Healthy Organization in the administration and risk management of matters related to the design, build, move and commissioning of the new location.

### **REPORTING RELATIONSHIP**

The new Relocation Advisory Committee is an ad hoc committee reporting to the Board of Health of the Middlesex-London Health Unit. The Chair of the Relocation Advisory Committee, with the assistance of the Director, Healthy Organization and the MOH / CEO, will make reports to the Board of Health as a whole following each of the meetings.

### **MEMBERSHIP**

The membership of the Committee will consist of a total of five (5) voting members. The members will include the Chair of the Board of Health and will contain at least one Middlesex County Board Member, one City of London Board Member and one provincial Board Member. Members will be selected notwithstanding their membership in any other standing committee.

The Secretary-Treasurer will be an ex-officio non-voting member.

Staff support include:

- Director, Healthy Organization;
- Executive Assistant to the Board of Health and Communications Coordinator or the Executive Assistant to the Medical Officer of Health depending on availability; and
- Manager, Strategic Projects
- Manager, Procurement and Operations

Other Board of Health members are invited to attend the Relocation Advisory Committee but do not hold voting rights.

### **CHAIR**

The Relocation Advisory Committee will elect a Chair at the first meeting to serve until the committee ceases to exist.

### **DUTIES**

The Committee will seek the assistance of and consult with the MOH / CEO and the Director, Healthy Organization for the purposes of providing oversight and making recommendations to the Board of Health on the following matters:

1. Reviewing proposals for the allocation of funds and resources in relation to the Location Project.
2. Monitoring the Health Unit's physical assets and facilities in relation to the Location Project.

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3. Reviewing all funding agreements related to the Location Project.
4. Reviewing governance-related policies impacted by the Location Project.
5. Enquiring into the financial and reputational risks faced by the organization related to the design, build, move and commissioning of the new facility and the appropriateness of related controls to minimize their potential impact.
6. Reviewing variances in overall project timelines greater than 1 month.
7. Reviewing negative variances in approved budgets of greater than 15%.
8. Receiving updates from Architect and Construction Project Manager.

#### **FREQUENCY OF MEETINGS**

The Committee will meet at the call of the Chair of the Committee.

#### **AGENDA & MINUTES**

1. The Chair of the committee, with input from the Director, Healthy Organization and the MOH / CEO, will prepare agendas for regular meetings of the committee.
2. Additional items may be added at the meeting if necessary.
3. The recorder is the Executive Assistant to the Board of Health and Communications Coordinator.
4. Agenda & minutes will be made available at least 5 days prior to meetings.
5. Agenda & meeting minutes are provided to all Board of Health members.

#### **BYLAWS:**

As per Section 19.1 of Board of Health By-Law No. 3, the rules governing the proceedings of the Board of Health shall be observed in the Committees insofar as applicable. This will include rules related to conducting of meetings; decision making; quorum and self-evaluation.

Implementation Date: October 1, 2018

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