



TO: Chair and Members for the Relocation Advisory Committee

FROM: Christopher Mackie, Medical Officer of Health / CEO

DATE: 2018 October 18

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## DECISION-MAKING MATRIX – RELOCATION PROJECT

### **Recommendation**

*It is recommended that the Relocation Advisory Committee:*

- 1) *Receive Report No. 002-18RAC re: “Decision-Making Matrix – Relocation Project”; and*
- 2) *Recommend that the Board of Health approve the Decision-Making Matrix.*

### **Key Points**

- Budget estimates by contracting element have been prepared in consultation with the project engineer totaling a fit-up cost of \$5,200,000.
- The percentage of overall budget by contracting element has also been calculated to provide guidance regarding the budget allocation.
- It is critical that a process is in place to allow for expedited decision-making to ensure the project is delivered on time, hence a decision-making matrix has been developed for approval.

### **Background**

At its September 20, 2018, meeting the Board of Health approved the establishment of the Relocation Advisory Committee and the Terms of Reference as outlined in [Appendix A](#).

### **Budget Estimates**

In consultation with the project engineer, MLHU has developed a breakdown how the \$5,200,000 budgeted for the fit-up of the new location will be spent. Various items are considered and bundled together by contracting element as outlined in [Appendix B](#). Contracting elements are broken down with the percentage of the overall budget and estimated cost allocated for category.

### **Decision Making Matrix**

Signing authority and responsibilities for approving Health Unit financial transactions are outlined in [Policy G-200 Approval and Signing Authority](#) which limits the MOH/CEO’s spending authority to \$50,000 in the normal course of business. To ensure key decisions related to the relocation project are made in a timely manner, the Decision Making Matrix as outlined in [Appendix C](#) is proposed. This allows for spending limits to be increased for these items during the project lifecycle to help mitigate potential delays to the overall project schedule.

**Next Steps**

Staff will provide regular financial updates to the Relocation Advisory Committee which will include an itemized list of all to-date and committed spending, lined up against the approved budget.

This report prepared by the Strategic Projects Team, Healthy Organization Division.



Christopher Mackie, MD, MHSc, CCFP, FRCPC  
Medical Officer of Health / CEO