

**TERMS OF REFERENCE COMPLIANCE – COMMITTEE WORK PLAN
KHSC BOARD REDEVELOPMENT SPECIAL
2023-24**

Reviewed: July 26, 2023 Senior Leadership Team Meeting
Discussed: August 9, 2023 Committee Chairs Planning Session
Endorsed: September 22, 2023 Redevelopment Committee Mtg
Approved by KHSC Board: October 23, 2023

	Month	MRP(s)	September 11	December 11	March 11	June 10
	Date		2023	2023	2024	2024
	Focus					
Terms of Reference Requirements						

1.0 General Responsibilities	support the Board by providing oversight and making recommendations on key governor-level decisions required to advance major redevelopment projects that further the capital renewal requirements of KHSC;	TBD	Receive redevelopment reports as required	Receive redevelopment reports as required	Receive redevelopment reports as required	Receive redevelopment reports as required
	support management by receiving and reviewing timely reporting and providing governance level direction regarding all major projects that further the capital renewal requirements, including: procurement approach, project status, schedule, budget, funding, safety, risk issues including disputes, occupancy planning, patient care impacts, communication and stakeholder relations, project scope changes, environmental issues, work quality and QC plan results, existing facility/operations impact, and account payments and lien status;	TBD	Update on work plan and timelines from management	Budget discussions and financial planning report	Update on work plan and timelines from management Update on UHKF local share funding to support redevelopment	TBD
	regularly report to the board on material risk issues, recommended mitigation strategies and new opportunities as they related to major building redevelopment projects;	TBD				
	consider stakeholder implications as related to the major building redevelopment projects, including, Partnership Council, government relations, local share requirements and the role of UHKF, relationship with Queen's/St. Lawrence College, city of Kingston, etc.;	Pichora	Government Relations Update Update on other stakeholders as needed Update on local share and UHKF relationship	Government Relations Update Update on other stakeholders as needed	Government Relations Update Update on other stakeholders as needed	Government Relations Update Update on other stakeholders as needed
	perform other duties as assigned from time to time by the Board.	TBD				
2.0 Board Reporting Requirements	Board reports due at CEO's office Board mailing date Board meeting date	TBD	October 9 October 16 October 23	January 19 January 22 January 29	April 26 April 29 May 6	June 14 June 17 June 24