

DEEP RIVER AND DISTRICT HEALTH

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| Terms of Reference: Capital Development Committee | |
| Original Date: 2024-12-17 | Policy Manual: Governance |
| Approved by: <input checked="" type="checkbox"/> Board of Directors <input type="checkbox"/> Chief Executive Officer <input type="checkbox"/> Chief Financial Officer <input type="checkbox"/> Chief Nursing Executive | |

Purpose:

The purpose of the Capital Development Committee is to provide advice and oversight to support capital and infrastructure development at Deep River and District Health (DRDH). The Committee functions to ensure that the Board of Directors provides effective governance and oversight of capital development projects across Deep River and District Health.

The Committee ensures that all major construction and infrastructure projects are planned, managed, and executed in alignment with the organization's strategic plan, mission, vision, and values.

The Committee will provide status reports and recommendation as needed to the Board of Directors on currently occurring capital development projects, as well as emerging need for future capital development.

Objectives

The Committee is responsible to the Board of Directors for the following:

- Align Projects with Strategic Goals: Ensure that capital development projects support the long-term strategic objectives of the health campus.
- Financial Stewardship: Oversee the financial planning and budgeting processes for capital projects, ensuring cost efficiency and budget adherence.
- Monitor Project Execution: Regularly review the progress of capital projects to ensure they are delivered on time, within scope, and in compliance with regulatory requirements.
- Risk Management: Identify, assess, and mitigate risks related to capital development, ensuring all risks are communicated to the Board.
- Provide Recommendations: Offer informed advice and recommendations to the Board on capital project decisions, including scope changes, funding requirements, and major project milestones.
- Facilitate Communication: Act as a liaison between the Board, senior management, and community stakeholders, ensuring clear and transparent communication on project planning, status and issues.

Additionally, the Committee will:

- Receive periodic briefings from project managers, project architects, advisors, and major contractors regarding critical project milestones and any significant developments relative to the project.
- Remain informed on progress and key developments regarding the delivery of projects

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- Participate in design of and receive updates from community consultation processes and stakeholder engagement undertaken in relation project.
- Oversee completion of mandated reporting obligations through funding agencies, financial lending institutions and other supporting or regulatory bodies as required
- Support and monitoring fundraising targets, and potential impacts on project financing and community relations

Additional responsibilities and oversight activities may include, dependent on the phase of a project:

Initiation Phase:

1. Approval of Project Charters that defines the boundaries of the project, including stakeholders and authorities of the project manager.
2. Initiate community engagement and communication, focusing on establishing fundraising objectives and stakeholder roles.

Execution Phase:

The Committee will monitor and support the project team through the conventional elements of project delivery, including but not limited to:

1. Scope control
2. Schedule control
3. Cost control
4. Quality control
5. Human resources planning and control
6. Stakeholder engagement
7. Risk management
8. Procurement control (tender preparations, bid evaluations, contractor selection, contract award, and contractor oversight for design and/or design construction)
9. Achievement of major milestones
10. Review and approval of major changes to the project (typically scope, schedule, cost changes)
11. Fundraising progress
12. Operationalization and occupancy plans

Completion Phase:

1. Support closeout of the design and construction contracts, commissioning completion and turnover to operationalization.

Membership

- Board Chair, voting
- Past Chair, if applicable, voting
- Four additional Board Members, voting
- Chief Executive Officer, voting
- Chief Financial Officer, voting
- Patient/Resident Representative, voting

Guest, resource people and subject matter expertise may be invited to participate or attend in meetings, however shall not constitute committee membership nor hold voting privileges.

Chairperson

- A Chairperson will be appointed by the Executive of the Board.

Recorder

- Executive Assistant

Terms of Appointment

- Based on position
- All Board Committee Members will be appointed annually, by the Board Chair.

Quorum

- A majority of Members (50% plus 1) entitled to vote shall constitute a quorum.

Frequency and Format of Meetings

- The Committee will meet a minimum of 4 times a year, or at the call of the Chair.
- The length of each meeting shall not normally exceed one and a half hours.
- The Committee may hold meetings in-person or virtually.

Circulation

- Minutes will be circulated to all Committee members with the forthcoming agenda - no less than seven days prior to the meeting.
- All minutes and agendas will be posted electronically in the document management system.

Reporting Relationship

- The Committee reports to the Board of Directors.

Confidentiality

- In the course of Committee business, confidential information about staff and/or patients and/or residents may become known to Committee Members. Members have the responsibility to keep such information confidential.

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| Reference Documents | • |
| Acknowledgements | • |
| Review Process | • Long-Term Care Development Committee: 2024-09-19 |
| Revision Approval Date | • Board of Directors 2024-12-17 |