

**TERMS OF REFERENCE COMPLIANCE – COMMITTEE WORK PLAN
KHSC BOARD REDEVELOPMENT SPECIAL
2024-25**

Reviewed: Senior Leadership Team Meeting August 14, 2024
Discussed: Committee Chairs Planning Session August 21, 2024
Endorsed: Redevelopment Special Committee September 30, 2024
Approved: KHSC Board October 28, 2024

	Month	MRP(s)	September	December	March	June
	Date		30 th	2 nd	17 th	9 th
	Board Reporting		October 28 Board	December 16 Board	March 24 Board	June 23 Board
	Focus		Q1 & Orientation / Work Plan	Q2	Q3 HSAA/MSAA, QIP 2025-26	Q4
	Terms of Reference Requirements					

1.0 General Responsibilities	1.1	Recommend an annual work plan to the Board based on the committee terms of reference	Anand	Review and endorse draft committee work plan as part of Committee orientation including review of committee ToR			Final executed work plan provided with year-end committee report
	1.2	Present a year-end report to the Board	Anand				Finalize year-end committee report and recommend to June Board & ensure report captures the committees achievements
	1.3	Annually review, confirm, and recommend revisions to the Board policies for which the committee has oversight	Anand	Review Redevelopment oversight policies as part of committee orientation	As required	As required	Updated/revised policies to Governance for recommendation to June Board (if applicable)
	1.4	Ensure principle based decision-making guides all committee discussions and decision-making	Ilse		ASSIST Education module refresh (All Committees)		
	1.5	Update the Board re committee activities from most recent meeting	Desgagnés	To October Board	To December Board	To March Board	To June Board
		Most recent approved committee minutes provided to the Board	Bailey				
	1.6	Other duties as assigned by the Board from time to time	Multiple	As required	As required	As required	As required

**TERMS OF REFERENCE COMPLIANCE – COMMITTEE WORK PLAN
KHSC BOARD REDEVELOPMENT SPECIAL
2024-25**

Reviewed: Senior Leadership Team Meeting August 14, 2024
Discussed: Committee Chairs Planning Session August 21, 2024
Endorsed: Redevelopment Special Committee September 30, 2024
Approved: KHSC Board October 28, 2024

	Month	MRP(s)	September	December	March	June
	Date		30 th	2 nd	17 th	9 th
	Board Reporting		October 28 Board	December 16 Board	March 24 Board	June 23 Board
	Focus		Q1 & Orientation / Work Plan	Q2	Q3 HSAA/MSAA, QIP 2025-26	Q4
	Terms of Reference Requirements					

2.0 Major Redevelopment Project Oversight	2.1	Support the Board by providing oversight and making recommendations on key governor-level decisions required to advance major building redevelopment projects that further the capital renewal requirements of the Corporation	Anand	Receive redevelopment reports as required	Receive redevelopment reports as required	Receive redevelopment reports as required	Receive redevelopment reports as required
	2.2	Support management by receiving and reviewing timely reporting and providing governance level direction regarding all major building redevelopment 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.	Anand	Receive update on work plan and timelines from management	Receive budget discussions and financial planning report	Receive update on work plan and timelines from management	TBD
	2.3	Regularly report to the Board on material risk issues, recommend mitigation strategies and new opportunities as they relate to major building redevelopment projects	Anand	As required	As required	As required	As required
	2.4	Consider stakeholder implications as related to the major building redevelopment projects, including, Partnership Council, government relations, local share requirements and the role of the Foundation, relationship with Queen's University, etc.	Pichora	Receive government Relations Update Receive update on other stakeholders as needed Receive update on local share and UHKF relationship	Receive government Relations Update Receive update on other stakeholders as needed	Receive government Relations Update Receive update on other stakeholders as needed Receive update on UHKF local share funding to support redevelopment	Receive government Relations Update Receive Update on other stakeholders as needed

**TERMS OF REFERENCE COMPLIANCE – COMMITTEE WORK PLAN
KHSC BOARD REDEVELOPMENT SPECIAL
2024-25**

Reviewed: Senior Leadership Team Meeting August 14, 2024
Discussed: Committee Chairs Planning Session August 21, 2024
Endorsed: Redevelopment Special Committee September 30, 2024
Approved: KHSC Board October 28, 2024

	Month	MRP(s)	September	December	March	June
	Date		30 th	2 nd	17 th	9 th
	Board Reporting		October 28 Board	December 16 Board	March 24 Board	June 23 Board
	Focus		Q1 & Orientation / Work Plan	Q2	Q3 HSAA/MSAA, QIP 2025-26	Q4
	Terms of Reference Requirements					

Board Reporting Requirements	Board Reports due at CEO's Office	Bailey	October 18	December 6	March 14	June 13
	Board mailing date		October 21	December 9	March 17	June 16
	Board meeting dater		October 28	December 16	March 24	June 23