



Board of Directors
Policy Manual

Subject: **REDEVELOPMENT PLANNING
COMMITTEE TERMS OF REFERENCE**
Policy # 5-400
Approved by: Board of Directors
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Revised (R) / Reconfirmed (RC) Dates

POLICY

The CMH Redevelopment Planning Committee is established to oversee the comprehensive planning and preparation for the redevelopment of the Hospital. The committee will focus on all aspects related to land acquisition, land use planning, functional program development, project development, construction/procurement, and other key elements essential for the successful implementation of the redevelopment project.

PURPOSE

These Terms of Reference specify and elaborate the committee’s role, responsibilities, membership and procedures.

PROCEDURE

Membership

The membership of the committee, as well as the chair of the committee, will be appointed by the Board as per the membership guidelines below. The committee will consist of a maximum of 12 members.

1. Chief Executive Officer
2. Chair of the Board
3. No fewer than two Board members, one of which shall be appointed chair of the committee.
4. One member from the Campbellford Memorial Hospital Foundation Board of Directors
5. No fewer than three members of the community with expertise in project management, planning, engineering and/or related disciplines.

Functions

1. Develop and Implement a Redevelopment Plan:
 - a) Conduct a thorough assessment of the existing Hospital infrastructure, facilities, and services as well as regional demographics and healthcare needs, to assist in identifying facilities and services to be offered at redeveloped location.
 - b) Secure and engage with architects, urban planners, other contractors, and relevant stakeholders to complete a functional program and design a comprehensive redevelopment plan that aligns with the current and future needs of CMH, the community, as well as government priorities for healthcare services delivery.
 - c) Oversee acquisition of the proposed hospital site.
 - d) Oversee creation of a site plan that will realize the vision of a campus of care including consideration of and recommendations with respect to land tenure options for site partners.
 - e) Ensure the redevelopment plan complies with all relevant land use planning, regulations, and environmental considerations.

- f) Review and approve the finalized redevelopment plan, and recommend it for approval to the Board.
 - g) Provide oversight to procurement of expertise to research, design and implement the redevelopment plans.
2. Coordinate with Government and Regulatory Bodies:
- a) Oversee the development of various submissions to local and regional authorities, including municipal and county-level governments, as well as agencies having jurisdiction to obtain necessary permits and approvals for the redevelopment project.
 - b) Communicate with local and regional authorities regarding project progress on a regular basis.
 - c) Engage with Ontario Health East, the Ministry of Health and other relevant Ministries to ensure alignment with government guidelines and funding requirements.
3. Financial Planning and Resource Allocation:
- a) Identify the financial resources required to execute the redevelopment plan effectively.
 - b) Provide oversight of the redevelopment project budget.
 - c) Work closely with the CMH Foundation Board to secure the necessary funding and resources for the project.
 - d) Make recommendations to the Board regarding financial matters related to the redevelopment.

Quorum

A simple majority of members (50% plus one) will constitute a quorum.

Meeting Arrangements

The CMH Redevelopment Planning Committee will meet regularly at a frequency determined by the committee's workload and project milestones. Meetings may be conducted in person or virtually, as needed.

Reporting

The CMH Redevelopment Planning Committee will provide regular updates and progress reports to the Board.

