



TERMS OF REFERENCE REDEVELOPMENT AND COMMUNITY ENGAGEMENT COMMITTEE (RCEC)

Authority: The Redevelopment and Community Engagement Committee (RCEC) operates as a Standing Committee under the authority of the Board of Directors as outlined in the Stevenson Memorial Hospital (SMH) Corporate By-laws, Article 8. No decision of this committee shall be binding on the Board until approved or ratified by the Board of Directors.

Membership and Quorum: Quorum of a Standing Committee for the purpose of conducting Business will be more than 50% of the voting members of the committee.

The presence of Board Chair and/or Vice Chair at Committee meetings counts towards quorum; whereas the absence of the Board Chair and/or Vice Chair at the Committee meetings does not count against quorum. This rule is to recognize that the Board Chair and/or Vice Chair may not attend every meeting.

The members of the Redevelopment and Community Engagement Committee shall consist of:

Voting Members:

- At least four elected Directors, at least one of whom will serve as chair, current Board Treasurer and two with specific skill sets and knowledge as required to satisfy the mandate;
- One representative from the SMH Foundation
- One representative from the SMH Auxiliary;
- Three Advisory Members with specific skill sets and knowledge required to satisfy the mandate;
- One representative from The Patient and Family Advisory Committee (PFAC)
- One representative from Base Borden;
- Two representatives from local Municipalities;
- Board Chair and/or Vice Chair (ex-officio);
- President and Chief Executive Officer (CEO)

***** As approved at the June 6, 2019 SMH Board meeting “a non-board (Advisory) member be chair of the Redevelopment Committee for a term of one year, 2019-2020.”**

As approved at the June 26th, 2019 SMH Board Meeting “Decision to combine Community Engagement and Redevelopment into one Committee. W. Fairley and M. Martin will be Co-chairs of the Committee and they are to meet and develop new TOR’s”.***

Non-Voting Members:

- Corporate Communications Specialist;
- Executive Director of SMH Foundation

Mandate: The Redevelopment and Community Engagement Committee reports to the Board on the Redevelopment Project Plan and the Community Engagement and political action as they related to the Redevelopment project.

The RCEC shall:

1. Monitor the progress of the Redevelopment Project Plan (RPP) and report to the Board on a regular basis;
2. Review any proposed submissions to a third party with respect to the RPP, prior to its submission and make recommendations to the Board as required;
3. Collaborate with the Finance, Audit and Property Committee with respect to budget, cash flow models and other financial matters related to the RPP;
4. Meet jointly with the Finance, Audit and Property Committee to support and approve all financial plans related to the RPP as required;
5. Review Stevenson Memorial Hospital Community Engagement Plan in collaboration with the SMH Foundation, Auxiliary and PFAC;
6. Gain the support and engagement of individuals in the SMH catchment area/local community to access skills and expertise required to assist and advise the Board in accomplishing the goals set out in the RPP;
7. Develop a Redevelopment Advocacy Plan for Board of Directors in support of RPP;
8. Monitor and advise on Media Exposure related to RPP;
9. Review by Board Chair and RCEC co-chairs, all press releases that relate to RPP prior to the release;
10. Review relevant policies related to the RPP and Community Engagement Plan as required;
11. Review annually the Committee Terms of Reference and recommend changes as required;
12. Prepare annual work plan for the committee;
13. Assume such other duties as may be assigned from time to time by the Board of Directors.

Administration: Support is provided by the office of the CEO.

Reporting: The Committee reports to the Board of Directors.

Meeting Schedule: The Committee meets at least three times per year or at the call of the Chair(s).

Original Effective Date: Oct 19
Reviewed/Revised Date: Oct 19