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| Bluewater Health | | NUMBER: R1 DATE: July 9, 2014 DISTRIBUTION: |
| Integrated Withdrawal Management Program Building/Redevelopment Project | | |
| TITLE: | Integrated Withdrawal Management Residential Building Project Committee | |
| CATEGORY: | Project Implementation Framework Facilities Planning & Development | |
| ORIGINATED: | Vice President, Facilities Planning & Development and Vice President, Operations | |
| APPROVED BY: | Executive Council | |

Purpose:

The Withdrawal Management Program (WMP) Building Project Steering Committee is the body which oversees all aspects of front end planning and pre-design services, required approvals, design and construction/renovation of the building and grounds, and post construction phase. This includes administration of the required processes for the selection of necessary professional services, project performance monitoring, and project plan change management as required.

This committee is composed of members drawn from various BWH departments, TransForm and community stakeholders that have an expertise in a particular commodity and service category.

Committee Responsibilities:

1. Gather and analyse information relevant to the goals of the WMP Building Project, including research to determine evidence informed programming model and industry standard.
2. Explore and formulate the project vision.
3. Oversee the location and design of the facility that will permit personnel to provide the best care for clients in a state of the art facility which conforms to best practices and industry standards.
4. Develop specifications for required professional services related to the Building Project; draft solicitation documents; review submissions from interested proponents at all stages of the Selection Process; select successful Proponent; define the scope of services, negotiate and award the contract.
5. Inform, educate and facilitate regular communication with constituents/key stakeholders in planning and progress updates.
6. Monitor and provide oversight of all professional services to ensure WMP Building Project adheres to established project plans and schedule, budget and cost control, and risk management control.

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Member Responsibilities:

1. Review and share information, respond to requests and provide advise to strength the Steering Committee’s process
2. Attend and participate in all scheduled meetings of the Advisory Committee :

Accountability:

The WMP Building Project Steering Committee will be accountable to BWH Executive Committee (EC) and provide regular updates to the EC through the Vice President, Operations. The CEO will keep the Board of Directors informed.

Administrative Lead:

Lynda Robinson, Vice President, Operations BWH

Committee Composition:

Bluewater Health Membership:

Lynda Robinson, Vice President, Operations BWH (Chair)

Alex Sullo, Director of Facilities BWH

Cathy McFarland, Director of Mental Health and Addictions BWH

Deborah Hook, Manager of Outpatient Mental Health and Addictions BWH

Kim Bossy, Chief of Communications BWH

Community Members:

Joe Black, Community Representative

Andrew Taylor, General Manager of Health Services, County of Lambton

Shared Service Organization:

Tom Marshall, (ad hoc) TransForm

Administrative Support:

Ellen Armstrong, BWH Mental Health and Addictions Program, Administrative Assistant

Conflict of Interest & Confidentiality

The Project Steering Committee will work in an environment of openness and transparency. If members are involved with other boards, organizations and groups that

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could reasonably be expected to be materially affected by a decision on a topic under discussion by the Committee, he or she will disclose this prior to participation in the discussion.

Meetings:

Monthly and call of the Chair. Minutes will be maintained, and circulated through email.

Evaluation:

The team shall evaluate its' effectiveness in meeting its' major objectives and designate responsibilities.

Timeline:

The Committee will begin in July, 2014 and its work will be completed by September, 2016.