

TERMS OF REFERENCE

of the Facilities Committee of Wellington-Dufferin-Guelph Board of Health

Mission Statement:

“The Health Unit works to improve the health of communities and individuals in Wellington, Dufferin and Guelph through promotion, protection and prevention.”

Purpose:

The purpose of the Facilities Committee (hereto “the Committee”) is to provide recommendations to the BOH regarding the management of property according to the By-laws of the BOH.

Duties and Responsibilities:

- Consulting and determining a strategic action plan on matters of concern to the BOH regarding the acquisition, disposal, care and maintenance of all properties in which the Board has an interest.
- Ensuring compliance with applicable statutory requirements contained in municipal, provincial and federal legislation.
- Provide leadership and direction to approved BOH Facility projects.
- Receiving and exchanging information related to all matters of the management of property on behalf of the BOH in accordance with the By-laws.

Accountability:

It shall be the duty of the Chair of the Committee or designate:

- i. To report to the Board on all matters referred to them and to recommend such action as they deem necessary;
- ii. To forward to the Board the minutes of the meetings;
- iii. To forward to the incoming Committee for the following year any matter undisposed of.

Membership:

The Committee will be composed of a minimum of three voting members of the BOH and ex-officio members. Ex-officio members may include the Chair of the Board, Medical Officer of Health and one or more Directors of WDGPH.

Review and Update:

To be reviewed every 2 years and updated, as necessary.

Chairperson:

A Chair will be appointed at the inaugural meeting of the BOH in accordance with the By-laws.

Recording Secretary:

The Medical Officer of Health or designate will ensure that appropriate confidential secretarial services are provided to this committee.

Meetings:

The Committee will determine at their first meeting the number of scheduled meetings for the year. Additional meetings will take place at the call of the Chair. An agenda will be circulated, along with the minutes of the previous meeting at least 2 days prior to the meeting.

Minutes of Meetings:

Minutes of previous meetings will be circulated in advance of all meetings and copies will be maintained by the office of the Chief Executive Officer and Medical Officer of Health.

Quorum:

As per the By-laws of the Wellington-Dufferin-Guelph Board of Health.