



Board of Directors Minutes – Special Motion Approval

Friday, August 26, 2022
Via Email

Agenda Items	Discussion
<p>1. Capital Development Committee Report – CEO Authorization to Sign Contract with Colliers Project Leaders</p>	<p>On August 24, 2022 an email was circulated to the Capital Development Committee (CDC) on behalf of the Committee Chair, Don Palmer, which summarized the results of contract negotiations between Colliers Project Leaders and Rideau Community Health Services for the provision of project management services in support of the stage 2 business case. This contract has been developed in response to the motion passed by the CDC and subsequently accepted by the board on June 29, 2022 related to the successful firm as part of the project management RFP and evaluation process.</p> <p>On August 24, 2022, a motion was passed via email by the CDC to authorize the Chief Executive Officer to sign an execute the contract with Colliers Project Leaders on behalf of Rideau Community Health Services for \$86,500 plus disbursements capped at \$4,500, plus HST.</p> <p>An email was circulated to the board on August 25th, 2022, containing the report from the Capital Development Committee and related motion, requesting acceptance by the board.</p> <p>The following motion was made by the board via email.</p> <p>Motion: That the Board moves to accept the motion from the CDC as noted. Moved by: Don Palmer Carried.</p> <p>A copy of the email which was circulated to the board containing the committee report and motion is included below as Appendix A.</p>

Approved by:

DocuSigned by:

CFDE468BE6834A1...
Janet Cosier, Board Chair
 10/25/2022 | 4:44 PM EDT

Date

DocuSigned by:

3F56B2BD41C24B0...
Terry Gilhen, Board Secretary
 10/25/2022 | 1:36 PM PDT

Date

Appendix A – Email Circulated to the Board of Directors on August 25, 2022

From: Kristian Gundersen <KGundersen@rideauchs.ca>

Sent: Thursday, August 25, 2022 3:56 PM

To: Christine Joli-Coeur; Christopher Cummings; Deb McGuire; Michèle Leblanc; Don Palmer; Dorothy Thomson; Jackie Lord; Janet Cosier; Kristian Gundersen; Michele Bellows; Sandra Shaw; Terry Gilhen; Veena Ravichandran

Cc: Anne Caron

Subject: RCHS - Project Management Contract - Colliers Project Leaders for Approval

Importance: High

This email is being circulated on behalf of Don Palmer, Chair – Capital Development Committee.

Good afternoon RCHS Board Directors,

We are pleased to report that the CDC and Senior Leadership Team have successfully negotiated the contract for project management services in support of our capital project. As a result of the RFP and evaluation process, Colliers Project Leaders are the successful project management firm. Contract negotiations have resulted in verification of the following key elements:

- Project scope – the contract has been aligned with the deliverables as reflected in the proposal submitted by Colliers, and requirements as set by the Ministry of Health.
- Contract term - language has been included to allow for potential delays in approval on the part of the MOH and Ontario Health East (endorsing organization) by way of putting the contract on hold and extending if needed.
- Disbursement costs and parameters based on actual costs (capped at \$4,500).
- Insurance coverage.

The CDC has passed the below motion and recommended acceptance of the motion by the board. Don Palmer, on behalf of the CDC has agreed to make the motion – as per Robert’s Rules, a seconder is not required as this is a committee report. If any board members would like to see a copy of the contract, please reach out and it will be sent along.

CDC Motion: Be it resolved that the Chief Executive Officer is authorized to sign and execute the contract with Colliers Project Leaders on behalf of Rideau Community Health Services for \$86,500, plus disbursements capped at \$4,500, plus HST.

Moved by: Don Palmer

Seconded by: Michèle Leblanc

Carried.

Proposed Board Motion: That the Board moves to accept the motion from the CDC as noted.

Moved by: Don Palmer

We would appreciate an indication of acceptance by reply email no later than end of day on Friday, August 26th, 2022. If you have any concerns accepting the CDC's recommendation, please reach out.

Thank you,

Kristian Gundersen (he/him)

Executive Assistant to the CEO & Board of Directors
Rideau Community Health Services

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