

TO: Chair and Members of the Finance & Facilities Committee

FROM: Christopher Mackie, Medical Officer of Health

DATE: 2021 February 4

TERMS OF REFERENCE AND REPORTING CALENDAR

Recommendation

It is recommended that the Finance & Facilities Committee approve Report No. 01-21FFC re: “Finance & Facilities Committee – Terms of Reference and 2021 Reporting Calendar.”

Key Points

- The Terms of Reference for the Finance & Facilities Committee is reviewed every two years
- The Committee’s duties and responsibilities are articulated in its Terms of Reference, the Health Protection and Promotion Act, the Ontario Public Health Organizational Standards, and other applicable legislation.
- The 2021 Finance & Facilities Committee (FFC) Reporting Calendar provides a framework for activities anticipated to be undertaken in the current year.

Finance & Facilities Committee Terms of Reference

The Finance & Facilities Committee serves the Board of Health in an advisory and monitoring role in relation to the administration and risk management of matters regarding the organization’s finances and facilities.

It is incumbent upon the Committee to review its Terms of Reference biennially at minimum to ensure that all relevant components (purpose, reporting relationship, membership, appointment of chair, term of office, duties, frequency of meetings, agendas and minutes, by-laws and review) remain relevant to the needs of the organization. The Terms of Reference have been reviewed by the FFC on February 6, 2020 in Report 001-20FFC and will be reviewed again in 2022.

Finance & Facilities Committee Reporting Calendar

The FFC Reporting Calendar provides a prudent and effective means of assessing reporting requirements, ensuring compliance with relevant statutes, and initiating a proactive approach to Board of Health accountability and performance. The FFC Reporting Calendar is an account of the planned activities required of the Committee. The Reporting Calendar should be updated annually to include additional accountabilities identified by FFC members and staff.

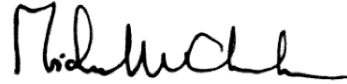
The items on the Reporting Calendar are organized around the requirements for the Finance & Facilities Committee to uphold public accountability over the use of resources, to manage the budget process efficiently, to communicate and report on the status of the budget, monitoring of facilities, risk management and administration and to align the budget to the strategic priorities of the Board of Health.

A draft Reporting Calendar with proposed meeting dates, attached as [Appendix A](#), is submitted for the Committee's approval.

This report was prepared by the Healthy Organization Division.



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Medical Officer of Health



Michael Clarke, PhD
Chief Executive Officer (Interim)