



TO: Chair and Members of the Finance & Facilities Committee

FROM: Emily Williams, Chief Executive Officer

DATE: 2022 February 3

**FINANCE & FACILITIES COMMITTEE –
2022 REPORTING CALENDAR**

Recommendation

It is recommended that the Finance & Facilities Committee approve Report No. 01-22FFC re: “Finance & Facilities Committee – 2022 Reporting Calendar.”

Key Points

- The 2022 Finance & Facilities Committee (FFC) Reporting Calendar provides a framework for activities anticipated to be undertaken in the current year.

Finance & Facilities Committee 2022 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. If required, 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 align the budget to strategic priorities of the Board of Health; to communicate and report on the status of actual funding and expenditures in relation to budget; and to monitor facilities, risk management and administration.

A draft Reporting Calendar with proposed meeting dates, attached as [Appendix A](#), is submitted for the Committee’s review and approval. Changes have been made to include Zero-Based Budgeting, as outlined in Policy G-180 Financial Planning and Performance, attached as [Appendix B](#), as well as to shift the timing of the Budgeting Process to earlier in the year. This will enable enhanced communication with funders and ensure implementation of Budget strategies at the beginning of the fiscal year, reducing delays.

This report was prepared by the Healthy Organization Division.

A handwritten signature in blue ink that reads 'EWilliams'.

Emily Williams, BScN, RN, MBA, CHE
Chief Executive Officer