



TO: Chair and Members of the Finance & Facilities Committee

FROM: Emily Williams, Chief Executive Officer

DATE: 2023 February 2

FINANCE & FACILITIES COMMITTEE 2023 REPORTING CALENDAR AND TERMS OF REFERENCE

Recommendation

It is recommended that the Finance & Facilities Committee recommend to the Board of Health to:

- 1) Approve the 2023 Finance and Facilities Committee Reporting Calendar; and*
- 2) Approve the Finance and Facilities Committee Terms of Reference as amended.*

Key Points

- The 2023 Finance & Facilities Committee (FFC) Reporting Calendar provides a framework for activities anticipated to be undertaken in the current year ([Appendix A](#))
- The FFC Terms of Reference is being proposed to the Committee and Board to be amended to change the meeting cadence ([Appendix B](#)).

Finance & Facilities Committee 2023 Reporting Calendar

The Finance and Facilities Committee (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 attached as [Appendix A](#), is submitted for the Committee's review and approval.

Review of Finance & Facilities Committee Terms of Reference

The FFC Terms of Reference has a proposed amendment to change the cadence of meetings, to ensure efficient preparation time for closing out financial periods and to provide the Committee and Board with the most up to date financial information. This draft Terms of Reference is attached as [Appendix B](#).

Next Steps

If the Committee recommends the change of the FFC meeting cadence to the Board, then the Board will need to approve an amendment to the 2023 Board of Health and Committee meeting schedule.

This report was prepared by the Chief Executive Officer.

A handwritten signature in black ink that reads "E. Williams". The signature is written in a cursive style with a large, prominent initial "E".

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