

MIDDLESEX-LONDON BOARD OF HEALTH

REPORT NO. 01-24FFC

TO: Chair and Members of the Finance and Facilities Committee

FROM: Emily Williams, Chief Executive Officer
Dr. Alexander Summers, Medical Officer of Health

DATE: 2024 February 15

2024 FINANCE AND FACILITIES COMMITTEE TERMS OF REFERENCE

Recommendation

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

- 1) *Receive Report No. 01-24FFC re: “2024 Finance and Facilities Committee Terms of Reference” for information; and*
- 2) *Approve the 2024 Terms of Reference for the Finance and Facilities Committee.*

Report Highlights

- The 2024 Board of Health reporting calendar, including the Finance and Facilities Committee meetings, was approved at the January 18, 2024 Board of Health meeting ([Report No. 02-24](#)).
- The Terms of Reference for the Finance and Facilities Committee was last reviewed and approved at the December 14, 2023 Board of Health meeting ([Report No. 85-23](#)) to change the cadence and time of Committee meetings. Meetings are now quarterly and starting at 6 p.m. before the regularly scheduled Board of Health meetings.

Finance and Facilities Reporting Calendar for 2024

The financial section of the 2024 Board of Health 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 Reporting Calendar is an account of the planned activities required of the Committee and Board. The reporting calendar was approved by the Board of Health at the January 18, 2024 Board of Health meeting ([Report No. 02-24](#)).

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.

The approved reporting calendar is affixed as [Appendix A](#).

Finance and Facilities Terms of Reference for 2024

At the December 14, 2023 Board of Health meeting ([Report No. 85-23](#)), the Board of Health approved the change of Committee meeting cadences, which amended the Terms of Reference for the Finance and Facilities Committee. The Finance and Facilities Committee will now meet quarterly in February, May, September and December at 6 p.m. before the regularly scheduled Board of Health meeting on those dates.

The Terms of Reference for the Committee is affixed as [Appendix B](#).

Next Steps

The Committee may decide to amend the Terms of Reference at their discretion.

This report was prepared by the Secretary and Treasurer, Board of Health.



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



Alexander Summers, MD, MPH, CCFP, FRCPC
Medical Officer of Health

This report refers to the following principle(s) set out in Policy G-490, Appendix A:

- The fiduciary requirements as outlined in the [Ontario Public Health Standards: Requirements for Programs, Services and Accountability](#).

This topic has been reviewed to be in alignment with goals under the Middlesex-London Health Unit's [Anti-Black Racism Plan](#) and [Taking Action for Reconciliation](#), specifically recommendation #43 (Governance and Leadership, Anti-Black Racism Plan).