

**FINANCE & FACILITIES COMMITTEE**  
**Draft Terms of Reference – June 20, 2013**

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**PURPOSE**

The committee serves to increase Board of Health oversight of Middlesex-London Health Unit finances and facilities by providing an advisory and monitoring role. The committee's role is to assist and advise the Board of Health, the Medical Officer of Health /Chief Executive Officer (MOH/CEO), and the Director of Finance & Operations in the administration and risk management of matters related to the finances and facilities of the organization.

**REPORTING RELATIONSHIP**

The Finance & Facilities Committee is a committee reporting to the Board of Health of the Middlesex-London Health Unit. The Chair of the Finance & Facilities Committee, with the assistance of the Director, Finance and Operations and the MOH/CEO, will make reports to the Board of Health as a whole following each of the meetings of the Finance & Facilities Committee.

**MEMBERSHIP**

The membership of the Committee will consist of a total of five (5) voting members. The members will include the Chair and Vice-Chair of the Board of Health and in total, the membership will contain at least one Middlesex County Board Member, one City of London Board Member and two provincial Board Members.

The Secretary-Treasurer will be an ex-officio member

Staff support: - Director, Finance and Operations  
- Executive Assistant to the Board of Health

Other Board of Health members are able to attend the Finance & Facilities Committee but are not able to vote.

**CHAIR**

The Committee will elect a Chair at the first meeting of the year to serve at least one year, and optimally two years.

**TERM OF OFFICE**

The members of the committee will be determined, by majority vote, at the first Board of Health meeting of the year and the appointment will be for at least one year. Optimally and if feasible, the members will serve at least a two-year term. A member may serve on the committee as long as they remain a Board of Health member. Attempts will be made to maintain a balance of new and continuing members.

## **DUTIES**

The Committee will seek the assistance of and consult with the MOH/CEO and the Director of Finance & Operations for the purposes of making recommendations to the Board of Health on the following matters:

1. Reviewing detailed financial statements and analyses.
2. Reviewing the annual cost-shared and 100% funded program budgets, for the purposes of governing the finances of the Health Unit.
3. Reviewing the annual financial statements and auditor's report for approval by the Board.
4. Reviewing annually the types and amounts of insurance carried by the Health Unit.
5. Reviewing periodically administrative policies relating to the financial management of the organization, including but not limited to reserves and reserve funds, procurement, investments, and signing authority.
6. Monitoring the Health Unit's physical assets and facilities.
7. Reviewing annually all service level agreements.
8. Reviewing all funding agreements.

## **FREQUENCY OF MEETINGS**

The Committee will meet quarterly (excluding July & August) or more frequently as required (at the call of the Chair).

## **AGENDA & MINUTES**

1. The Chair of the committee, with input from the Director of Finance & Operations and the Medical Officer of Health & Chief Executive Officer (MOH/CEO), will prepare agendas for regular meetings of the committee.
2. Additional items may be added at the meeting if necessary.
3. The recorder is the Executive Assistant to the Board of Health.
4. Agenda & minutes will be made available at least 5 days prior to meetings.
5. Agenda & meeting minutes are provided to all Board of Health members.

## **BYLAWS:**

As per Section 19.1 of Board of Health By-Law No. 3, the rules governing the proceedings of the Board shall be observed in the Committees insofar as applicable.

This will include rules related to conducting of meetings; decision making; quorum and self-evaluation.

## **REVIEW**

The terms of reference will be reviewed every 2 (two) years.

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Implementation Date: TBD

Revision Dates:

DRAFT