

TO: Chair and Members of the Finance & Facilities Committee

FROM: Christopher Mackie, Medical Officer of Health

DATE: 2016 January 28

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

### ***Recommendation***

*It is recommended that Report No. 04-16FFC re: “Finance & Facilities Committee – Reporting Calendar” be received for information.*

### **Key Points**

- The 2016 Finance & Facilities Committee Reporting Calendar defines the annual activities to be undertaken.
- Duties and responsibilities of the Finance & Facilities Committee are articulated in the Terms of Reference, the Health Protection and Promotion Act, the Ontario Public Health Organizational Standards and other applicable legislation.

### **Background**

The Finance & Facilities Committee serves to provide an advisory and monitoring role for the Board of Health, Medical Officer of Health and the Director of Corporate Services in the administration and risk management of matters relating to the finances and facilities of the organization. In this role, it is important that committee members are aware of the annual reporting requirements and other responsibilities that the committee is tasked with.

The Finance & Facilities Committee Reporting Calendar provides a prudent means of assessing reporting requirements, ensuring compliance with relevant statutes and providing a proactive approach to Board of Health accountabilities and performance.

### **Finance & Facilities Committee Reporting Calendar**

The Finance & Facilities Committee reporting calendar refers to the planned activities required of the Committee. The reporting calendar should be updated annually to include additional accountabilities identified by Finance & Facility Committee members and/or staff.

A draft reporting calendar is attached, as [Appendix A](#). The requirements on the reporting calendar were identified using Finance & Facility Committee Work Plans, the Terms of Reference, the Ontario Public Health Organizational Standards and the Health Protection and Promotion Act.

This report was prepared by Mr. Jordan Banninga, Manager of Strategic Projects and Mr. John Millson, Associate Director, Finance.



Christopher Mackie, MD, MHSc, CCFP, FRCPC  
Medical Officer of Health