

TO: Chair and Members of the Finance and Facilities Committee

FROM: Laura Di Cesare, Acting Chief Executive Officer

DATE: 2017 February 2

FINANCE AND FACILITIES COMMITTEE – REPORTING CALENDAR

Recommendation

It is recommended that Report No. 003-17FFC re: “Finance and Facilities Committee – Reporting Calendar” be received for information.

Key Points

- The 2017 Finance and Facilities Committee Reporting Calendar provides a framework for activities anticipated to be undertaken in the current year.
- Duties and responsibilities of the Finance and 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 and Facilities Committee acts in an advisory and monitoring role for the Board of Health in matters relating to the administration and risk management of the organization’s finances and facilities. In this capacity, it is important that committee members are aware of the annual reporting requirements and other responsibilities with which the committee is tasked.

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

Finance and Facilities Committee Reporting Calendar

The Finance and 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 and Facilities Committee members and/or staff.

A draft reporting calendar is attached, as [Appendix A](#). The proposed Finance and Facilities Committee meeting dates for 2017 are attached as [Appendix B](#). The requirements on the reporting calendar were identified using the Finance and Facilities 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. John Millson, Associate Director, Finance.



Laura Di Cesare, CHRE
Acting Chief Executive Officer