



MIDDLESEX-LONDON HEALTH UNIT

REPORT NO. 001-19FFC

TO: Chair and Members of the Finance & Facilities Committee

FROM: Christopher Mackie, Medical Officer of Health/CEO

DATE: 2019 February 7

FINANCE & FACILITIES COMMITTEE – TERMS OF REFERENCE

Recommendation

It is recommended that the Finance & Facilities Committee review and approve Report No. 001-19FFC re: “Finance & Facilities Committee – Terms of Reference.”

Key Points

- The Terms of Reference for the Finance & Facilities Committee is to be reviewed biennially at minimum.
- The last review was conducted in January 2016.
- No material changes are proposed to the Terms of Reference except for a change in title for staff members supporting the Committee.

Background

The Finance & Facilities Committee acts in an advisory and monitoring role to ensure effective administration and risk management in matters related to the organization’s finances and facilities. It is incumbent upon the Committee to review its Terms of Reference biennially at minimum to ensure that all relevant components (purpose, reporting relationship, membership, appointment of chair, term of office, duties, frequency of meetings, agendas and minutes, by-laws and review) remain relevant to the needs of the organization. The Terms of Reference are attached as [Appendix A](#).

The Terms of Reference address the following aspects of the Committee:

- Importance of appropriate mix of skills and expertise among board and committee members;
- Attendance minimums;
- Description of roles and responsibilities for the committee chair;
- Election of officers and committee members to ensure fair representation from all jurisdictions supported by the Health Unit;
- Rotation of committee chairs every two years to ensure continuity of leadership; and
- Comprehensive description of the Committee’s role and responsibilities in ensuring effective administration and risk management in matters related to the organization’s finances and facilities.

Changes to the Middlesex-London Health Unit Organizational Structure

Minor amendments were made to reflect the change in staff titles for those supporting the committee. A change was required to amend the Director, Corporate Services and Associate Director of Finance to Director, Healthy Organization and Manager, Finance.

This report was prepared by the Finance Team, Healthy Organization Division.



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