



TO: Chair and Members of the Finance & Facilities Committee
FROM: Christopher Mackie, Medical Officer of Health/CEO
DATE: 2020 February 6

TERMS OF REFERENCE AND REPORTING CALENDAR

Recommendation

It is recommended that the Finance & Facilities Committee approve Report No. 001-20FFC re: “Finance & Facilities Committee – Terms of Reference and 2020 Reporting Calendar.”

Key Points

- The Terms of Reference of the Finance & Facilities Committee are reviewed every two years.
- The Committee’s duties and responsibilities are articulated in its Terms of Reference, the Health Protection and Promotion Act, the Ontario Public Health Organizational Standards, and other applicable legislation.
- The 2020 FFC Reporting Calendar provides a framework for activities anticipated to be undertaken in the current year.

Finance & Facilities Committee Terms of Reference

The Finance & Facilities Committee serves the Board of Health in an advisory and monitoring role in relation to administration and risk management regarding finances and facilities.

The Committee is required 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](#).

Finance & Facilities Committee Reporting Calendar

The FFC 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 should be updated annually to include additional accountabilities identified by FFC members and Health Unit staff.

Items on the Reporting Calendar are organized around the activities required of the Finance & Facilities Committee: ensuring accountability and appropriate use of resources, managing the budget process efficiently, communicating and reporting on the status of the budget, monitoring facilities, risk management, administration, and alignment of the budget with Board of Health strategic priorities.

A draft Reporting Calendar with proposed meeting dates, attached as [Appendix B](#), is submitted for the Committee’s approval.

This report was prepared by the Healthy Organization Division.

A handwritten signature in black ink, appearing to read 'C. Mackie'.

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