

LEEDS, GRENVILLE AND LANARK DISTRICT HEALTH UNIT	
BOARD OF HEALTH	
Terms of Reference	
Title: Finance, Audit, Property and Risk Management Committee	Original Date: September 10, 2015
Number: VI-60	Revision Date: May 21, 2020
Approved by: Board of Health	Reviewed Date: May 21, 2020

Purpose: To provide advice to the Board of Health, and the Medical Officer of Health/Chief Executive Officer (MOH/CEO) on the administration and risk management of matters related to the finances and facilities of the organization, including rental sites, in compliance with the Health Protection and Promotion Act, the Ministry of Health and Long-Term Care Ontario Public Health Standards.

Responsibilities: (*Ontario Public Health Standards item)

1. To review the annual general public health program cost-shared budget and the 100% funded program budgets and make recommendations to the Board.
2. To monitor the annual budget by reviewing quarterly financial statements and analyses and identify any concerns to the Board.
3. To review the annual financial statements (*) and auditor's report for approval by the Board and prepare a response to the comments in the Management Letter in collaboration with the MOH/CEO and Business Office Manager.
4. To review annually the types and amounts of insurance carried by the Health Unit and recommend changes as needed.
5. To review annually administrative policies relating to the financial management of the organization, including but not limited to, procurement, investments, and signing authority(*) and recommend changes as needed.
6. To develop a capital funding plan (*), monitor the Health Unit's physical assets and facilities, and identify where improvements are needed.
7. To review annually all rental, service level, and funding agreements (*) and make recommendation as needed.
8. To meet at least annually with the Health Unit Portfolio Manager to review the corporation's investments, and to make recommendations to the Board accordingly.
9. To review the Board stipends annually (*) and make recommendations on any changes.
10. To recommend the method of allocating the municipal portion (*) of the budget to obligated municipalities.
11. To assess the current and future physical property requirements of the Health Unit.

12. To research and cost accommodation alternatives including new properties, capital improvements and construction projects.
13. To review building construction plans including additions and/or major alterations to existing buildings.
14. To review the financial risk management process of the Health Unit.
15. To review the risk management process of the Health Unit. Risk management is expected to include, but is not limited to: HR succession, IT risk, surge capacity planning, operational risks, and legal issues.

Composition:

- At least three Board members with one being the Board Chair, and at least one of the members being a municipal appointee and at least one being a provincial appointee when possible.
- The Chair and Vice-Chair of the Committee will be appointed by the Board with one member being a municipal appointee and the other a provincial appointee when possible.
- The Medical Officer of Health/CEO and the Manager, Business Office will be ex-officio, non-voting members of the committee.
- From time to time, as deemed necessary by the committee, the committee will retain independent advice regarding financial issues, subject to approval by the Board, and may invite other Board members to attend committee meetings in order to contribute their knowledge/skills to the work of the committee.

Terms of Membership:

- Members will be appointed for two terms renewable once; however this term can be extended depending on the interest of other Board members participating on the Committee. Where possible staggered terms will be maintained to ensure a balance of new and continuing members.

Structure:

- The Committee will meet at least two times per year in person or by video or teleconference, or at the call of the Chair of the Finance, Audit, Property and Risk Management Committee, the Board Chair or the Medical Officer of Health/CEO.
- Quorum requires a majority of the members be in attendance.
- The Executive Assistant to the Board will provide administrative support.
- The Chair will identify agenda items in collaboration with members.
- Information to be discussed at the meeting will be circulated in advance of the meeting.
- The Terms of Reference will be reviewed biannually.

Accountability and Decision Making: The Finance, Audit, Property and Risk Management Committee reports and makes recommendations to the Board of Health and to the Medical Officer of Health/CEO.

Responsibilities of members:

- Come prepared to the meetings.

- Follow the Board of Health Duties and Obligations of Members.

Communication

- The Chair of the committee will report on the work of the Finance, Audit, Property and Risk Management Committee at the next Board meeting.
- Briefing notes will be prepared for any recommendations to the Board, and they will be circulated in advance of the Board meeting.

Related References:

Ontario Public Health Organizational Standards

http://www.health.gov.on.ca/en/pro/programs/publichealth/orgstandards/docs/org_stds.pdf

Revision History:

Revision	Date	Description of changes	Requested By
	Jan 5/2016	Addition of risk management	Finance & property
	Jan 21/2016	Board of Health approval	
	Nov 23/2017	Name Change – Board of Health approval	Finance, Audit, Property and Risk Management
	Jan 25/2018	Change to composition and membership	Governance Committee
	June 6/2018	Addition of Vice Chair	Governance Committee
	May 21, 2020	Composition Update – one member being municipal and one member being provincial when possible.	Governance Committee