

TERMS OF REFERENCE of the Finance and Audit Committee of the Board of Health for the Wellington-Dufferin Guelph Health Unit

Mission Statement:

“Wellington-Dufferin-Guelph Public Health (WDGPH) uses an innovative approach to deliver evidence-informed programs and services to meet the distinctive needs of our communities.”

Purpose:

The purpose of the Finance + Audit Committee (hereto “the Committee”) is to provide recommendations to the BOH regarding: (a) all matters of banking, finance and the management of property according to the By-laws of the BOH; and (b) all matters regarding the annual audit according to the By-laws of the BOH and any other matter referred to it.

Duties and Responsibilities:

Finance

- Consulting and determining direction for the annual budget while taking into consideration the current economic environment, the Public Health Accountability Framework, WDGPH strategic directions and the best interests of the organization.
- Providing leadership and direction in financial matters for BOH approved projects.
- Reviewing all annual financial statements.
- Reviewing all quarterly financial statements.
- Reviewing and providing leadership and direction for all projected, planned or draft annual budgets
- Reviewing the annual Ministry – BOH Accountability Agreement or any other financial report as required under the new Public Health Accountability Framework.
- Ensuring that written documentation and corporate reporting are in compliance with BOH policies and standard accounting principles.
- Reviewing and ensuring that all risk management is complete with respect to insurance coverage for the BOH.
- Presenting the annual budget to the BOH for approval.

Facilities

- Overseeing a strategic action plan on matters of concern to the BOH regarding the acquisition, disposal, care and maintenance of all properties in which the Board has an interest.
- Providing leadership and direction on matters related to BOH leased facilities.
- Ensuring compliance with applicable statutory requirements contained in municipal, provincial and federal legislation.
- Provide leadership and direction to approved BOH Facility projects.
- Receiving and exchanging information related to all matters of the management of property on behalf of the BOH in accordance with the By-laws.

Audit

- Requesting the auditors of the largest municipal funding agency of WDGPH to execute the Agency's annual auditing requirements.
- Meeting with the auditors in closed session without management present to receive and exchange information as part of the annual review of the audit.
- Ensuring that all questions or concerns from the auditors regarding the auditing results have been sufficiently answered by staff.
- Presenting to the BOH for approval the audited financial statements and related recommendations.
- Reviewing and reporting back to the BOH on any other matter of agency risk that is referred to the Committee via the BOH, the Auditor or the Medical Officer of Health.

Accountability:

It shall be the duty of the Chair of the Committee or designate:

- i. To report to the BOH on all matters referred to the Committee and to recommend such action as the Finance and Audit Committee deems necessary;
- ii. To ensure that the Recording Secretary forwards and/or posts minutes, as approved by the Finance and Audit Committee, on a secure website, for access by all members of the BOH;
- iii. To forward to the incoming Committee, for the following year, any unresolved matter(s).

Membership:

The Committee will be composed of a minimum of three (3) voting members from the BOH and ex-officio members. Ex-officio members include the Medical Officer of Health/CEO and may include one (1) or more Directors of WDGPH. The Chair of the Board of Health is an ex-officio member to any standing committee to which they are not formally appointed.

Terms of Reference:

To be reviewed every two (2) years and updated, as necessary.

Chairperson:

The Secretary-Treasurer of the Board of Health shall be appointed as the Chair of the Finance and Audit Committee.

Recording Secretary:

The Medical Officer of Health or designate will ensure that appropriate confidential secretarial services are provided to this Committee.

Meetings:

The Committee will determine, at their first meeting, the number of scheduled meetings for the year. Additional meetings will take place at the call of the Chair. An agenda will be circulated, along with the minutes of the previous meeting at least two (2) days prior to the meeting.

Minutes of Meetings:

Reports and recommendations from the Finance and Audit Committee will be brought forward to the next BOH meeting for discussion, even if prior to ratification of the Finance and Audit Committee minutes. Minutes of previous Finance + Audit Committee meetings will be circulated in advance. Copies of all approved minutes will be maintained by the office of the Medical Officer of Health / CEO.

Quorum:

As per the By-laws of the WDGPH BOH:

“A majority of the members of a Committee constitutes a quorum for that Committee. Quorum does not include ex-officio Committee members, including the BOH Chair if attending in an ex-officio capacity or BOH members who have not been appointed by the BOH to that Committee but who have exercised their right to attend. The Chair of the Committee is counted as a member of the Committee for purposes of determining quorum but does not have to be present for the meeting to proceed or for quorum to be reached.”