



TO: Chair and Members of the Finance & Facilities Committee

FROM: Christopher Mackie, Medical Officer of Health

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## **FINANCE & FACILITIES COMMITTEE TERMS OF REFERENCE – REVIEW**

### ***Recommendation***

*It is recommended that report No. 05-16FFC be received for information.*

### **Key Points**

- The Terms of Reference for the Finance & Facilities is to be reviewed biannually. This review is being conducted by the Governance Committee.
- Feedback from the Mr. Graham Scott's board development session suggests potential revisions are necessary to the current Terms of Reference.
- Additional organizational changes at the Middlesex-London Health Unit need to be reflected in the Finance & Facility Committee Terms of Reference.

### **Background**

At the November 5, 2015 meeting, the Finance & Facilities Committee (FFC) directed Health Unit staff to review the committee's Terms of Reference ([Appendix A](#)) and report back on potential revisions as a result. In the following months, other factors have also contributed to the need to review the Terms of Reference – these being Mr. Graham Scott's session regarding "Board of Health Critical Elements for Effective Governance" and the approved changes to the Middlesex-London Health Unit's organizational structure.

### **Critical Elements for Effective Governance Session**

Mr. Scott provided an overview to the Board of Health regarding changing expectations of governance and accountability as well as aspects that are unique to public health boards. Relevant to the Finance & Facility Committee Terms of Reference were the items relating to:

- Importance of appropriate skill and expertise mix on the board and committees;
- Attendance minimums;
- Position descriptions for the committee chair;
- Election of officers and committee members based on expressions of interest by board members;
- Rotation of committee chairs every two years for great continuity of leadership; and
- Review of committee nomination, membership and terms of reference by the governance committee.

## **Changes to the Middlesex-London Health Unit Organizational Structure**

Recommended changes to the Middlesex-London Health Unit organizational structure were approved by the Board of Health at the December 10, 2015 meeting. It is necessary to update the FFC Terms of Reference to reflect the changes to staff that support the committee. These changes include:

- Amend Director of Finance & Operations to Director Corporate Services and Associate Director of Finance.
- Amend Executive Assistant to the Board of Health to Executive Assistant to the Board of Health and Communications.

## **Updates Discussed at Previous FFC Meetings**

The Terms of Reference for the Finance & Facilities was additionally discussed at the November 5, 2015 FFC meeting. It was agreed that the number of FFC meetings should be reduced, if possible and that all current FFC are willing to continue on the committee.

## **Next Steps**

Keeping in mind the feedback provided by Mr. Scott at the board development session and the FFC meeting in November, as well as changes to the Middlesex-London Health Unit organizational structure, the Governance Committee will consider integrating this content into a revised Terms of Reference.

This report was prepared by Jordan Banninga, Manager, Strategic Projects.



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