

MIDDLESEX-LONDON BOARD OF HEALTH

REPORT NO. 02-25FFC

TO: Chair and Members of the Finance and Facilities Committee

FROM: Emily Williams, Secretary

DATE: 2025 March 20

2025 FINANCE AND FACILITIES COMMITTEE TERMS OF REFERENCE

Recommendation

It is recommended that the Finance and Facilities Committee recommend to the Board of Health to:

- 1) *Receive Report No. 02-25FFC re: “2025 Finance and Facilities Committee Terms of Reference” for information; and*
 - 2) *Approve the 2025 Finance and Facilities Committee Terms of Reference.*
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Report Highlights

- It is proposed that Finance and Facilities Committee meetings remain quarterly and begin at 6 p.m. before the regularly scheduled Board of Health meeting.
- The draft Terms of Reference for the Finance and Facilities Committee is affixed as [Appendix A](#).

Finance and Facilities Committee Reporting Calendar for 2025

The financial section of the 2025 Board of Health 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 Board. The reporting calendar was approved by the Board of Health at the January 23, 2025 Board of Health meeting.

The items on the Reporting Calendar are organized around the requirements for the Finance & Facilities Committee to uphold public accountability over the use of resources; to manage the budget process efficiently; to align the budget to strategic priorities of the Board of Health; to communicate and report on the status of actual funding and expenditures in relation to budget; and to monitor facilities, risk management, and administration.

It is noted that in Report No. [01-25FFC](#), staff have proposed that the reporting calendar for the Finance and Facilities category be amended.

Finance and Facilities Committee Terms of Reference for 2025

At the December 14, 2023 Board of Health meeting ([Report No. 85-23](#)), the Board of Health approved the change of Committee meeting cadences, which amended the Terms of Reference for the Finance and Facilities Committee.

For 2025, the Finance and Facilities Committee will meet quarterly in March, July, October and December at 6 p.m. before the regularly scheduled Board of Health meeting on those dates.

The Terms of Reference for the Committee are affixed as [Appendix A](#).

Next Steps

The Committee may decide to amend the Terms of Reference at their discretion at any time.

This report was prepared by the Secretary of the Board of Health.



Emily Williams, BScN, RN, MBA, CHE
Secretary

This report refers to the following principle(s) set out in Policy G-490, Appendix A:

- The good governance and management practice requirements as outlined in the [Ontario Public Health Standards: Requirements for Programs, Services and Accountability](#).

This topic has been reviewed to be in alignment with goals under the Middlesex-London Health Unit's [Anti-Black Racism Plan](#) and [Taking Action for Reconciliation](#), specifically recommendation #43 (Governance and Leadership, Anti-Black Racism Plan).