



Policy Title:

TERMS OF REFERENCE – FISCAL ADVISORY COMMITTEE

Category:

Terms of Reference

Committee Oversight:
Governance

Authorized by: Board of Directors

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TBD

Effective Date:

September 2018

Reviewed/Revised:

September 2019

To be reviewed/revised:

September, 2020

PREAMBLE

These Terms of Reference shall apply to the Fiscal Advisory Committee (the “**Committee**”) of the Board of Hôtel-Dieu Grace Healthcare (the “**Corporation**”). All capitalized terms not defined herein have the meaning set out in the Corporation’s By-Law.

COMPOSITION

The CEO shall appoint the members and the Committee shall consist of:

1. Members of the Finance and Audit Committee
2. President and Chief Executive Officer, or designate
3. Chief Financial Officer, Vice President Corporate Services & New Business Development (President and CEO designate)
4. One representative of nurses appointed by ONA
5. One representative of CUPE appointed by CUPE
6. One representative of IBEW appointed by IBEW
7. One representative of OPSEU appointed by OPSEU
8. One representative of the Medical / Professional Staff, appointed by MAC
9. One representative of Unifor skilled trades unit, Local 2458, appointed by Unifor
10. One representatives of Unifor general service unit, Local 2458, appointed by Unifor
11. One representative of non-union front line, appointed through “*invitation of interest*”
12. One representative of Patient & Family Engagement Council, appointed by PFAC
13. One representative of front-line managers, appointed by Leadership Forum
14. One representative of senior management, appointed by Director’s Council
15. Other such persons as the President and CEO, or designate, may request from time to time to participate on the Fiscal Advisory Committee.

Representative members shall be rotated every two years.

MEETINGS

The Fiscal Advisory Committee shall meet at least quarterly, or more frequently as circumstances dictate.

The Committee shall be chaired by the President and Chief Executive Officer or their designate.

QUORUM

Quorum for the Fiscal Advisory Committee will be based on the majority of members in attendance (50%+1)

ROLES AND RESPONSIBILITIES

The Fiscal Advisory Committee makes recommendations to the Board of Directors through the Finance and Audit Committee with respect to the operation, use and staffing of the hospital; pursuant to the Public Hospitals Act (PHA), R. R. O. 1990, Regulation 965, S. 5.

The Fiscal Advisory Committee shall perform the following functions:

1. monitor and report to the Board on policies and issues related to the operation of the hospital;
2. monitor and report to the Board on policies and issues related to staffing of the hospital;
3. monitor and report to the Board on policies and issues related to the use of the hospital;

General

1. The Committee shall have the following additional general duties and responsibilities:
 - (A) reporting to the Board through the Chief Executive Officer, on material matters arising at Committee meetings following each meeting of the Committee;
 - (B) maintaining minutes or other records of meetings and activities of the committee;

- (C) conducting an annual evaluation of the Committee in which the Committee (and/or its individual members) reviews the Committee's performance for the preceding year for the purpose, among other things, of assessing whether it fulfilled the purposes and responsibilities stated in this Terms of Reference;
- (D) reviewing and assessing the adequacy of this Terms of Reference at least annually and submitting any proposed amendments to the Governance Committee and the Board for approval; and
- (E) performing other functions and tasks as may be assigned from time to time by the Board.