

**DEEP RIVER AND DISTRICT HOSPITAL  
FOUR SEASONS LODGE  
NORTH RENFREW FAMILY HEALTH TEAM**

<b>Terms of Reference:</b> Fiscal Advisory Committee	
<b>Original Date:</b> 2017-02-09	<b>Policy Manual:</b> Governance
<b>Approved by:</b> <input checked="" type="checkbox"/> Board of Directors <input type="checkbox"/> Chief Executive Officer <input type="checkbox"/> Chief Financial Officer <input type="checkbox"/> Chief Nursing Executive	

**Purpose**

Operating under the authority of the Public Hospitals Act (Ontario), the Fiscal Advisory Committee provides advice to the Board through its Resource and Audit Committee with respect to the operation, use and staffing of the organization.

**Objectives**

- Responsibilities of the Chairperson
  - Conduct the business of each meeting of the Committee.
  - Report the findings of the Committee to the Board through the Resource and Audit Committee.
  - Carry out annual review of Terms of Reference.
- Responsibilities of Committee Members
  - To attend meetings on a regular basis
  - To be prepared for all meetings, having read all the materials provided.
  - To accept agreed upon assigned responsibilities and support the work of the Committee.

**Membership**

- Chief Financial Officer
- Chief Nursing Executive or delegate representing nurses who are managers
- Executive Director, FHT
- Human Resources Officer
- Non-union staff representative
- ONA representative
- OPSEU Support representative
- OPSEU Paramed representative
- Physician (as appointed by COS)
- President and CEO
- Board Chair or Designate
- Patient Representative

- Fiscal Advisory experts may be added as the need arises to facilitate or achieve and advise on the work of this committee at the call of the Chair.

**Chairperson**

- A Chairperson will be appointed by the Chair of the Board, from the Board of Directors.

**Recorder**

- Executive Assistant

**Terms of Appointment**

- Based on position

**Quorum**

- A majority of Members shall constitute a quorum.

**Frequency of Meetings**

- The Committee will meet a minimum of once a year, or at the call of the Chair.
- The length of each meeting shall not normally exceed one and a half hours.

**Circulation**

- Minutes will be circulated to all Committee members with the forthcoming agenda - no less than seven days prior to the meeting.
- All minutes and agendas will be posted electronically in the document management system.

**Reporting Relationship**

- The Committee reports to the Resource and Audit Committee of the Board of Directors.

**Confidentiality**

- In the course of Committee business, confidential information about staff and/or patients and/or residents may become known to Committee Members. Members have the responsibility to keep such information confidential.

Reference Documents	<ul style="list-style-type: none"> <li>• Public Hospitals Act of Ontario (December 2016)</li> </ul>
Acknowledgements	<ul style="list-style-type: none"> <li>•</li> </ul>
Review Process	<ul style="list-style-type: none"> <li>• Fiscal Advisory Committee – 2021-11-02</li> <li>• Resource and Audit Committee – 2021-11-10</li> <li>• Governance Committee – 2021-12-01</li> <li>• Board of Directors – 2021-12-14</li> </ul>