

**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 Financial Officer	<input type="checkbox"/> ED, Family Health Team
<input type="checkbox"/> Chief Executive Officer	<input type="checkbox"/> Chief Nursing Officer	<input type="checkbox"/> Human Resources Officer

**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 hospital.

**Membership**

- Chief Financial Officer
- Chief Nursing Officer 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 of Directors Chair or Designate
- Patient Advisor

**Chair**

- Vice-President and CFO.

**Responsibilities of the Chairperson**

- Conduct the business of each meeting of the Committee.
- Ensure that minutes are kept of each meeting.
- Report the findings of the Committee to the Board.
- 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.

**Frequency of Meetings and Manner of Call**

- The Fiscal Advisory Committee shall meet at least two (2) times a year.

**Quorum**

- A majority (50% + 1) will constitute a quorum

**Resources**

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.

**Reporting**

The Fiscal Advisory Committee is a mandatory committee of the Board of Directors.

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 –</li> <li>• Resource and Audit Committee -</li> <li>• Governance Committee – 2019-01-09</li> <li>• Board of Directors – 2019-01-24</li> </ul>