

PETERBOROUGH PUBLIC HEALTH

Board of Health

POLICY AND PROCEDURE

Section: Board of Health	Number: 2-354	Title: Stewardship Committee, Terms of Reference
Approved by: Board of Health		Original Approved by Board of Health On (YYYY-MM-DD): 2016-09-14
Signature: <i>Original signed by Board Chair</i>	Author: Governance Committee	
Date (YYYY-MM-DD): 2019-02-13		
Reference:		

NOTE: This is a **CONTROLLED** document for internal use only, any document appearing in a paper form should **ALWAYS** be checked against the online version prior to use.

Goal

1. To ensure that the Board of Health fulfils its due diligence responsibilities for accountable, effective and efficient management of public resources.
2. To fulfill obligations and oversight responsibilities relating to financial planning, the audit process and financial reporting.
3. To promote and provide oversight for effective risk management practices.

Duties and Responsibilities:

1. *Financial Planning:*

The Committee will review and make recommendations to the Board in respect of:

- a. Annual budgets and Annual Service Plan for all funding agreements greater than \$100,000;
- b. Consistency of planned budget allocations with strategic plans and other identified priorities.

2. *Financial Reporting:*

The Committee will review and recommend approval to the Board:

- a. financial management by-laws and polices;
- b. Ministry accountability reports;
- c. quarterly financial statements; and
- d. annual audited financial statements.

3. *External Audit:*

The Committee will:

- a. Meet with the External Auditor to review the terms of engagement and approve the audit plan.
- b. Meet with the External Auditor to discuss significant findings, recommendations and/or problems experienced in conducting the audit, including any issues with management's cooperation or disagreements regarding financial statements or disclosure.

- c. Recommend to the Board the approval of the annual Audited Financial Statement and the appointment of the External Auditor.

4. *Internal Controls:*

The Committee will:

- a. Review on an annual basis the control measures in place to manage financial risk.
- b. Review all matters, including legal, that have potential to impact financial statements in a material way and where deemed appropriate advise and/or seek direction from the Board.
- c. Review any recommendations from External Auditors for improved financial management practices together with management.

5. *Risk Management:*

The Committee will:

- a. Review on a quarterly basis management's assessment of any material changes to risk categories as identified in the Province of Ontario's Integrated Risk Management Quick Reference Guide (attachment available upon request).
- b. Request management reports on risk management status for categories deemed most relevant to the Board of Health, including but not limited to: strategy, service delivery, human resources, information and privacy, infrastructure, legislative compliance, technology, security and equity.
- c. Ensure compliance with relevant legislation.

Membership

The Committee will be composed of a minimum of four Board members with at least 50% of the membership consisting of local funding partner representatives, in addition to the Chair of the Board who is an ex-officio member.

The Committee will elect its own Chair and Vice-Chair at the first meeting of each calendar year.

Internal staff resources will be provided for the Committee through the Medical Officer of Health and the Director of Operations.

Quorum

A majority of Committee members constitute a quorum.

Reporting

The Committee will provide its minutes, once approved, to the Board of Health at the next scheduled meeting.

The Chair will take motions and/or recommendations deemed appropriate by the Committee forward to the Board of Health at the next scheduled meeting.

Meetings

The Committee will meet a minimum of quarterly and may meet more frequently

Extraordinary meetings to address specific items may be held at the call of the Chair of the Stewardship. Time-limited sub-committees may be formed to address specific issues.
The Stewardship Committee will meet with other Board Committees as required.

Minutes

The Executive Assistant to the Board of Health, or designate, will record the proceedings at meetings and provide secretarial support to the Committee.

The minutes are circulated in draft to Committee members prior to the next Committee meeting. Minutes are corrected and approved at the next meeting of the Committee.

The approved minutes are signed by the recorder and the Chairperson. Original copies of the approved minutes are kept in a binder in the Administration office.

Agendas

Agendas will be prepared and distributed according to the format set forth in Section 4 – Agenda and Order of Business, as written in Board of Health By-Law #3, Calling of and Proceedings at Meetings.

Terms of Reference

The Terms of Reference of the Board of Health’s Stewardship Committee will be reviewed and updated at the first meeting of each year, or more often as needed.

Attachment:

Integrated Risk Management Quick Reference Guide *(available upon request)*

Review/Revisions

On (YYYY-MM-DD): 2016-09-14

On (YYYY-MM-DD): 2018-03-14

On (YYYY-MM-DD):

On (YYYY-MM-DD):