

	<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure <input type="checkbox"/> Protocol <input type="checkbox"/> Terms of Reference	Section Administration	Number 01-009
<b>Fiscal Advisory Committee – Terms of Reference</b>			
<b>Date Issued: Feb. 1997</b> <b>Date Review/Revised: Jun. 2004, Sep. 2006, Dec. 2007, Mar. 2010, Mar. 2013, Mar. 2014, Mar. 2016, Sept. 2017</b> <b>Next Review Date: Sept. 2020</b>			
<b>Owner:</b> President & Chief Executive Officer	<b>Reviewer(s):</b> Fiscal Advisory Committee – Terms of Reference	<b>Approver:</b> President & Chief Executive Officer	
<b>Cross Reference:</b>			

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### **Preamble**

In keeping with the Public Hospitals Act (PHA), Regulation 965, Section 5, a Fiscal Advisory Committee shall be established.

### **Purpose**

The purpose of the committee is to make recommendations to the Board with respect to the operation, use and staffing of the hospital. (PHA Reg. 965 s5 ss2)

### **Responsibilities**

- To review the assumptions and provide feedback related to the Operating Plan.
- To assess the options and strategies for resource allocation to the services including operating, capital and human resources.
- To respond to the request for information and recommendations and advice coming from the Board and the other constituent groups represented by the Fiscal Advisory Committee.
- To receive issues raised by individual members and decide the most appropriate forum for addressing them.
- To collectively establish guidelines for the confidentiality of the issues discussed.
- To discuss proposed changes to the approved budget.

### **Confidentiality**

Many issues being discussed will be of a confidential nature. The issue of confidentiality will be raised at the time of discussion; however, if the issue of confidentiality is unclear, it should be raised at the meeting and a decision made before leaving the room.

### **Membership**

The chair of the fiscal advisory committee shall be the President & CEO or a person designated by the President & CEO. (PHA Reg. 965 s5 ss3). (SHHA By-Laws # 1 June 2012 A8)

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The Fiscal Advisory Committee shall consist of:

President & CEO (*Chair of Committee*) (*voting*)

Chief Financial Officer (*voting*)

Chief Nursing Executive (*Management Representative*) (*voting*)

Representative of the Medical Staff (*voting*)

Representative from UNIFOR (*voting*)

Representative from O.N.A. (*voting*)

Representative from OPSEU (*voting*)

Representative from OPSEU Clerical (*voting*)

Representative from Non-Union, Non-Management Group (*voting*)

### **Meetings**

Meetings to be held twice per year or as determined by the committee to discuss proposed budget and any major changes to an approved budget.

### **Reporting**

Through the President & CEO to the Board of Directors and through the representative of the medical staff to the Medical Advisory Committee.

### **Evaluation**

Each committee member will complete committee self-assessment template. The results of the self-assessment will be utilized to measure and improve committee effectiveness.

The Chair of the committee will receive completed forms and report results to committee members at the following meeting.

### **Related Documents**

Public Hospitals Act (PHA), Regulation 965, Section 5.

South Huron Hospital Association By-Laws # 1. June 2012. Articles 8,16.

Apendix A – Committee Self-Assessment

**APPENDIX A**

**SOUTH HURON HOSPITAL ASSOCIATION  
Fiscal Advisory Committee**

**Committee Self-Assessment  
(voting and non-voting to complete)**

	Strongly Agree	Somewhat Agree	Disagree	Strongly Disagree	Not Applicable
<b>Terms of Reference and Composition</b>					
1. The committee has clear and appropriate Terms of Reference					
2. The committee has the right number of members					
3. The committee has members with the skills and expertise that are needed by the committee					
<b>Committee Management</b>					
4. The committee meets at the appropriate time of day					
5. I received orientation to the committee that was helpful to me as a member of the committee					
6. The committee is receiving the support from hospital management that it requires					
7. Information is received sufficiently in advance of the meeting					
8. The committee meets the right number of times over the year					
<b>Committee Effectiveness</b>					
9. The committee is working effectively					
10. The committee performed its annual work plan					
<b>Chair Effectiveness</b>					
11. The chair is prepared for committee meetings					
12. The chair keeps the meetings on track					
13. The chair fairly reports on committee's work to the board					
14. The chair encourages participation and manages discussion					
<b>Overall Committee Performance</b>					
15. Overall, I am satisfied with my contribution to the committee					
16. Overall, I am satisfied with the committee's contribution to the board					

Comments and suggestions for improvement to committee processes:

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