

<b>Kemptonville District Hospital BOARD OF DIRECTORS POLICY</b>	
<b>Subject: FISCAL ADVISORY COMMITTEE - TERMS OF REFERENCE</b>	<b>Policy No.: 17</b>
<b>Policy Objective:</b> To provide Terms of Reference to govern the Fiscal Advisory Committee of the Board.	<b>Date Approved:</b> June 2016
	<b>Review/Revision Dates:</b> Mar. 2018 Feb. 2021 Feb. 2024

<b>Mandate</b>	To make recommendations to the Board, through the Chief Executive Officer (CEO), with respect to operation, use and staffing of the hospital. (PHA 965, S5(2))
<b>Duties and Responsibilities</b>	The Fiscal Advisory Committee shall: <ol style="list-style-type: none"> <li>1. Make recommendations to the Board with respect to the operation, use and staffing of the Hospital including the Capital Budget and Hospital Accountability Planning Submission (HAPS) documents.</li> <li>2. Provide advice by committee consensus through which staff can effectively and constructively contribute to the achievement of the Hospital's goals and objectives.</li> <li>3. Keep minutes of all meetings to be presented at subsequent meetings of Fiscal Advisory Committee.</li> </ol>
<b>Membership</b>	The Chief Executive Officer shall appoint members of the Fiscal Advisory Committee required pursuant to the Public Hospitals Act. The Committee is composed of the following members: <ul style="list-style-type: none"> <li>• Chair, Chief Executive Officer</li> <li>• Medical Staff Representative, appointed (1)</li> <li>• CNE or Nurse Representative who is a Manager (1)</li> <li>• Staff Nurses Representative</li> <li>• Others as deemed appropriate: <ul style="list-style-type: none"> <li>○ Board Treasurer</li> <li>○ CFO and VP of Operations</li> <li>○ Non-Union Staff</li> <li>○ IUOE Member</li> <li>○ OPSEU Member</li> <li>○ Patient and Family Advisory Committee (PFAC) Member</li> </ul> </li> <li>• (1) appointed by Chair with concurrence of Board Chair and Vice Chair</li> </ul>

<b>Term</b>	No defined term.
<b>Chair</b>	The Chair of the Committee is the Chief Executive Officer.
<b>Frequencies of Meetings</b>	Meet as necessary at the call of the Chairperson. At a minimum, one meeting will be held annually.
<b>Quorum</b>	A majority of members shall constitute a quorum.
<b>Resources</b>	The CFO & VP Operations is the Secretary of the Committee.
<b>Accountability</b>	The Fiscal Advisory Committee is accountable to the Board.