



# Huron Perth Healthcare Alliance

## RESOURCES & AUDIT COMMITTEE

### Terms of Reference

#### **MEMBERSHIP**

Board Treasurer (Committee Chair)  
Board Chair  
Board Vice Chair  
Board Members x 2  
Alliance Chief of Staff/SGH Medical Staff President  
Skills-Based Community Members x 4 (1/Site Catchment)  
President & Chief Executive Officer  
Vice-President, Performance & Chief Financial Executive  
Vice-President, People & Chief Quality Executive  
Director, Human Resources & Environmental Services  
Director, Financial Planning, Health Information and Data Analytics  
Manager, Finance

#### **FREQUENCY OF MEETINGS**

The Committee shall meet a minimum of 4 times/year and at the call of the Chair.

#### **ROLE**

Oversee the human resource, workplace health, audit and financial aspects of the Alliance operations, including properties and occupational health and safety.

#### **VOTING**

- All Directors (elected and ex-officio) may vote at Board Sub-Committee Meetings.
- Community members are entitled to vote, provided the Elected Directors comprise a majority.

#### **QUORUM**

- The majority of voting members.

#### **RESPONSIBILITIES**

Responsible to the Board for the following:

- Ensuring that the services that are provided by the Hospital have properly qualified staff and appropriate facilities.
- Ensuring that a joint Occupational Health and Safety Committee is appointed and functioning as required by the *Occupational Health and Safety Act* and the *Public Hospitals Act*.
- Examining and considering the financial statements respecting the Alliance and reviewing and considering on a continuing basis the financial status of the organization.
- Recommending for approval an annual Operating Plan for operating and capital revenues and expenditures for the ensuing fiscal year.

- Reviewing & recommending to the Board for approval the Hospital Service Accountability Agreement (H-SAA)
- Recommending on the acquisition, development or disposal of land and modification of existing or the building of new structures.
- Assuming responsibility for the identification of the principal risks of the Corporation's business and ensuring the implementation of appropriate systems to manage those risks.
- Assuming responsibility for the integrity of the Corporation's internal control and management information systems.
- Identifying areas of business risk detrimental to the Alliance and ensuring the appropriate policies, procedures and compliance of the organization are in place.
- Review annually the financial statements of the Alliance with management and the external auditors to gain reasonable assurance that the statements are accurate, complete, and represent fairly the organizations' financial position.
- Ensuring that auditors for the Corporation are appointed by Members annually and that such auditors are licensed under the *Public Accountability Act*.
- Setting the parameters for the annual audit review, including:
  - discuss changes in audit requirements
  - discuss changes in presentation
- Examining and considering, at least annually, the report of the auditors of the Corporation.
- Acting as a liaison between the Board and the Auditor.
- Meeting with the Auditor to consider any matter the Auditor believes should be brought to the attention of the Committee.
- Reviewing sole source/single source procurement contracts as required
- Addressing any other audit, resource or human resources issues as referred by the Board of Directors.