



Huron Perth Healthcare Alliance

RESOURCES, AUDIT & DIGITAL INNOVATION COMMITTEE

Terms of Reference

ROLE

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

MEMBERSHIP

Board Treasurer (Committee Chair)
Board Chair
Board Vice Chair
Board Members x 2
Skills-Based Community Members x 4 (1/Site Catchment)
Patient & Caregiver Partner
President & Chief Executive Officer
Chief of Staff, or Medical Leadership Delegate
Medical Staff President, or Medical Leadership Delegate
Vice-President, Performance, Finance and Digital Innovation
Vice-President, People, Engagement and Social Accountability

RESOURCE MEMBERS

Vice President Partnerships, Transformation and CNE
Director, Human Resources
Director, Finance & Decision Support
Manager, Finance
Senior Project Manager, HIS Renewal

FREQUENCY OF MEETINGS

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

VOTING

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

QUORUM

- The majority of voting members.

RESPONSIBILITIES

The Resources, Audit & Digital Innovation Committee is 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 an annual Operating Plan for operating and capital revenues and expenditures for the ensuing fiscal year to the Board of Directors for approval.
- Reviewing and recommending the Service Accountability Agreements (Hospital Service Accountability Agreement, Multi-Sector Service Accountability Agreement) to the Board of Directors for approval.
- Recommending the acquisition, development or disposal of land and modification of existing or the building of new structures to the Board of Directors for approval.
- 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.
- Annually review the financial statements of the corporation with management and the external auditors to gain reasonable assurance that the statements are accurate, complete, and fairly represent 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:
 - o discuss changes in audit requirements
 - o 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.