



## GP 22: Finance Committee – Terms of Reference

**Policy Type:**

Council Governance

**Policy No:**

GP 22

**Effective Date:**

May 13, 2024

**Last Approval/Revision Date:**

June 23, 2025

**Policy Review Frequency:**

Every Five Years

**Purpose:**

The Finance Committee is a standing committee of Council that is responsible to review and monitor the financial affairs of CPhM: financial planning and budget preparations, financial condition, and financial policies. The Committee reports and makes recommendations to Council.

**Composition:**

The Finance Committee shall be composed of seven (7) members, who represent:

- i. Three (3) current Council members
- ii. Two (2) public representatives
- iii. Two (2) registrants of CPhM, not on Council
- iv. The Registrar / Chief Executive Officer, Ex Officio, non-voting

At least one member of the Finance Committee shall be:

- A public representative appointed by the Minister
- A public representative appointed by Council from the citizens' roster
- A pharmacist
- A pharmacy technician

**Chair:**

The Chair of the Finance Committee shall be a member of Council and shall be appointed by Council.

**Term of Service:**

1. The term for Committee members appointed from Council shall expire upon ceasing to be a Council Member.
2. The term for Committee members who are not Council members shall be two (2) years. An individual may serve three (3) consecutive two-year terms of service for a total of six (6) consecutive years of service.

**Quorum:**

Quorum for the Committee is:

- a majority of Committee members, excluding vacancies, and
- one public representative must be in attendance.

**Duties and Responsibilities:**

Finance Committee shall:

1. Review, on a quarterly basis, detailed financial reports.
2. Confirm and recommend that the quarterly summary report is satisfactory to be presented to Council.
3. Propose an annual draft budget for Council consideration and approval.
4. As part of the annual budget draft, propose annual registration and practice fees to Council.
5. Assess the objectives and performance of CPhM investment portfolio and make appropriate recommendations for change.
6. Review and recommend changes to Council policies: Financial Directives. These include, but are not limited to:
  - Financial Planning Principles
  - Investment Principles
  - Rate of Honoraria – Council and Committees
  - Reimbursement of Costs Incurred – Council and Committee
7. Conduct a yearly review of the audited financial statements, in consultation with the external auditor, prior to presenting these statements to Council.
8. Recommend to Council, the appointment or reappointment of external auditors, as the case may be.

**Authority and Reporting:**

Finance Committee reports to the full Council and its sole authority is to make recommendations to Council.

Finance Committee is responsible to report to Council that it has reviewed detailed quarterly financial reports to confirm the quarterly summary reports are satisfactory to be presented to Council.

Further, the Finance Committee has authority to request information related to the external audit from the Registrar / CEO or the external auditor.

**Meeting Schedule:**

Finance Committee will hold at least four (4) meetings per year, to be scheduled appropriately to support:

- i. timely development of an annual budget
- ii. the external audit

**Staff Support:**

Finance Committee will be supported by:

- Director of Operations