

TO: Chair and Members of the Finance & Facilities Committee

FROM: Christopher Mackie, Medical Officer of Health

DATE: 2015 November 5

DRAFT FACTUAL CERTIFICATE

Recommendations

It is recommended that the Finance & Facilities Committee:

- 1) Recommend that the Board of Health approve the draft Factual Certificate template as appended to Report No. 25-15FFC ; and*
- 2) Recommend to the Board of Health approval of the process outlined below.*

Key Points

- The Finance & Facilities Committee wishes to implement a Factual Certificate process to enhance their oversight and to ensure they perform their due diligence in key areas of financial and risk management.
- This report provides a recommend process and draft certificate for the Committee's review and approval.

Background

At the September 3rd meeting, the Committee discussed having Health Unit Management complete a factual certificate to increase oversight in key areas of financial and risk management. The certificate process would ensure that the Committee has done its due diligence. It was agreed that members of the Senior Leadership Team review a draft certificate and then bring the certificate to a future Committee meeting for approval.

Recommended Process

Attached as [Appendix A](#) is the draft factual certificate template. This certificate is based on an example provided by KPMG, the Health Unit's auditors. The certificate would be signed by both of the Medical Officer of Health & Chief Executive Officer and the Director of Finance & Operations certifying that certain key financial and risk management functions are being performed to the best of their knowledge. The certificate would be revised as appropriate on a quarterly basis and submitted with the financial update or variance report and again annually as part of the approval of the audited financial statements.

This report was prepared by Mr. John Millson, Director of Finance & Operations.



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