

Delegation of Authority and Execution of Agreements

Policy Number	<i>BOH121</i>	Approved Date	<i>February 20, 2019</i>
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REVISION HISTORY

Reviewed		Amended:	January 17, 2024
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Purpose

The purpose of this policy is:

- a) To establish clear guidelines to enable signing authorities to structure and manage their responsibilities in an effective and efficient manner;
- b) To grant the Board of Directors of the Corporation (the “**Board**”) adequate internal controls to ensure the assets of the Corporation are properly protected; and
- c) To ensure that risk management processes are in place to support effective and informed decision-making.

Scope

This policy applies to all written documents that create a legally binding commitment, and includes, but is not limited to, confidentiality agreements, credit agreements and other financing and security agreements, revenue generating or expenditure contracts, memoranda of understanding, licences, letters of agreement, letters of intent, purchase agreements, services contracts, or any other document which creates an obligation or which may be binding upon the Corporation (each an “**Agreement**”).

Regulation

- a) Any Agreement involving the Corporation which creates an obligation in an amount less than \$50,000.00 shall be signed by the Medical Officer of Health of the Corporation or as they delegate to a senior member of the Corporation’s management.
- b) Any Agreement involving the Corporation which creates an obligation in an amount greater than \$50,000.00 but less than \$150,000.00 shall be signed by the Medical Officer of Health.
- c) Any Agreement involving the Corporation which creates an obligation in an amount greater than \$150,000.00 must be approved by the Board and may be signed by any director of the Board as approved by the Board. The Board may delegate approval authority for such Agreements to the Medical Officer of Health.
- d) An exemption to the requirement in (c) applies to operational expenses that are approved by the Board in its annual Health Unit budget. These operational expenses include, but are not limited to: group benefits, organizational insurance, recurring informational technology licensing, Ontario Municipal Employee Retirement System

(OMERS), and property leases. The Medical Officer of Health or their delegate may approve any one of these operational expenses, which may be above \$150,000 (on an annual aggregate basis as an item in the annual budget).

- e) The Board in its discretion has the right to delegate purchase orders, change orders and invoice payments greater than \$150,000 to the Medical Officer of Health for specific one-time projects such as capital projects.

Amendment

This policy shall be reviewed and approved by the Board every two years, and may be amended from time to time as the Board deems necessary.