

	Policy/Procedure Name:	Approval and Signing Authority
Manual: Governance	Number:	
Section: Financial and Organizational Viability	Effective Date: 06 SEPT 2004	
Pages: 1 of 3	Revision Date: 12 SEPT 2024	

Scope

The policy pertains to the Board of Directors for Muskoka Algonquin Healthcare (MAHC).

Policy

The President and Chief Executive Officer shall ensure that the Corporation has in place policies and rules for the approval, purchasing, contracting, leasing, acquisition, or disposal of goods and services, capital, and real property. These policies will include identification of authorizations as required by legislation, accountability agreements, and/or service agreements with the Ministry of Health and Ontario Health. Such authorizations will be monitored for compliance and reviewed annually by the Resources & Audit Committee.

Approval

The Board authorizes the President and Chief Executive Officer to make commitments contained within an approved operating plan or capital budget or as otherwise approved by the Board, including any and all: contracts, requisitions, purchase orders, travel authorizations, and any other agreement, financial or otherwise. If emergency expenditures or commitments are necessary, they must be subsequently submitted for approval at the next appropriate meeting. Prior approval by Board resolution is required for any of the following:

- all budgeted capital and operating contracts, agreements, individual transactions, or costs in excess of \$1,500,000;
- all contracts, agreements, and costs not included in the approved operating plan or capital budget in excess of an unbudgeted amount of \$500,000;
- all capital or operating leases exceeding \$1,000,000;
- in collaboration with the Ministry of Health, the sale or disposal of land or buildings;
- in the case of an acting President and Chief Executive Officer in the role for longer than three months, any expense or cost not included in the approved operating plan or capital budget over \$50,000;
- the taking or instituting of proceedings for the winding-up, reorganization or dissolution of the Corporation including the sale, exchange or other disposition of all or substantially all of the assets or undertakings of the Corporation;
- the enactment, ratification, or amendment of any by-laws of the Corporation;
- completion (or execution) of documentation that allows for borrowing of money, changes to line of credit agreement, or guaranteeing of obligations;

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- the mortgaging, pledging, charging or otherwise encumbering of any of the assets of the Corporation; and,
- any transaction which may or may not be within the Board authority limits but due to its complexity or nature may have a material impact on the reputation of the hospital.

Signing Authority

In accordance with the Corporate By-Law, any of the Chair, a Vice-Chair, or the Treasurer, together with either the President and Chief Executive Officer or their delegate may sign any deeds, transfers, assignments, contracts, mortgages, conveyances, obligations, certificates or any other instruments or documents requiring the signature of the Corporation, and all instruments or documents so signed shall be binding upon the Corporation without any further authorization or formality.

In addition, the Board may from time to time direct the way and the person or persons by whom any particular document or class of documents may or shall be signed. Any signing officer may affix the seal of the Corporation to any instrument or document and may certify a copy of any document, resolution, by-law or other document of the Corporation to be a true copy.

In conjunction with the President and Chief Executive Officer, the Board will identify the designated signing officers of the Corporation and their authority and will review the designated signing officers at least annually and at the time of turnover of such designated Directors and staff.

The President and Chief Executive Officer shall ensure that adequate internal controls and processes are in place. Employees are not authorized to bind the Corporation to contracts or incur expenditures unless they have been delegated that authority.

Cheque Signing Authority below, is approved by the Board and generally includes, without limitation, the holders of the following positions:

- the Chair;
- the Vice Chair;
- the Treasurer;
- the President and Chief Executive Officer; and
- the Chief Financial Officer.

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Use of Electronic Approvals

All payments will be signed using the signature plate or by electronic signature. Payments greater than \$1,500,000 must have a Board signature on a cheque requisition (excluding payments issued for payroll or related to payroll).

Reporting Requirements

The Board will satisfy itself, through reporting from the President and Chief Executive Officer or their designate, that the Corporation is acting in accordance with rules as established. The reporting will be at least annually.

Cross Reference

MAHC Corporate By-Law

Notes

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