


MICS GROUP OF HEALTH SERVICES... Administration/ Policy/Directive	TOPIC: Consultants & Other Contractors	NUMBER: FIN-400
	CATEGORY: Finance	DATE: April 21 st , 2011
	DEPARTMENT: Administration	REVISED DATE: October 31 st , 2017
	AUTHORITY: Chief Executive Officer	
	APPROVED SIGNATURE: 	LAST DATE REVIEWED:

APPROVAL AUTHORITY SCHEDULE

The following individuals are authorized to enter into financial and contractual agreements on behalf of the Corporation in accordance with budgetary and noted approvals:

1. Banking and Transactions

Transaction Type	Signing Authority	With Approval / Delegation From
Overdraft Protection	CEO and Chief Financial Officer	Board
Investments	CEO and Chief Financial Officer	Board
Borrowings	CEO and Chief Financial Officer	Board
Bank Signing Authorities	Any two of: <ul style="list-style-type: none"> • Chief Executive Officer • Chief Financial Officer • Board Chair • Vice Chair • Treasurer 	Board
Cheque Signing Authorities	One of: <ul style="list-style-type: none"> • Chief Financial Officer Together with one of: <ul style="list-style-type: none"> • Chief Executive Officer • Board Chair or Vice Chair in absence • Board Treasurer 	Board
Lease Payments <\$10,000/year	Executive responsible and Chief Financial Officer	Chief Financial Officer
>\$10,000/year <\$25,000/year	Chief Financial Officer	Chief Executive Officer
>\$25,000/year <\$50,000/year	Chief Executive Officer	Chief Executive Officer
>\$50,000/year	Chief Executive Officer with Board motion	Board

2. Contracts and Agreements

It is necessary to ensure sufficient consideration is given to the significance of agreements and contracts entered into on behalf of the Corporation, insurance coverage, legal, policy and other consequences. It is also important to coordinate entering into legally binding agreements, ensuring appropriate consultation and communication.

Transaction Type	Signing Authority	With Approval / Delegation From
Goods & Services <\$25,000	Executive responsible for administering the contract and/or Chief Financial Officer	Chief Financial Officer
Goods & Services > \$25,000	Executive responsible and/or one of Chief Financial Officer or Chief Executive Office	Chief Executive Officer
MOHLTC/LHIN Agreements	Any one of: <ul style="list-style-type: none"> • Chief Executive Officer • Chief Financial Officer (in absence of CEO or where required) and Any one of: <ul style="list-style-type: none"> • Board Chair • Vice Chair (in absence of Chair) 	Board
Fee-for Service Agreements <\$10,000/year	Executive responsible and/or Chief Financial Officer and/or MICs purchaser	Chief Executive Officer
>\$10,000/year	Chief Financial Officer and/or Chief Executive Officer	Board
Partnership Agreements (non governance related) <\$10,000/year	Executive responsible and/or Chief Financial Officer	Chief Executive Officer
>\$10,000/year	Chief Financial Officer and/or Chief Executive Officer	Board
Partnership Agreements (governance related)	Board Chair from Each Hospital	Board
Union Contracts	Chief Executive Officer of negotiating mandate. Board must ratify negotiated agreement.	Board
Utility Contracts	Chief Financial Officer and/or Chief Financial Officer	Chief Executive Officer
Insurance Contracts	Chief Executive Officer and/or Chief Financial Officer	Board
Auditors	Treasurer and one of Chief Executive Officer or Chief Financial Officer	Board
Solicitors	Chief Executive Officer and/or Chief Financial Officer	Chief Executive Officer
Letters of Understanding	Director of Human Resources and/or Chief Financial Officer and/or Chief Executive Officer	Chief Executive Officer
Lease Agreements <\$10,000/year	Executive responsible and/or Chief Financial Officer	Chief Financial Officer

>\$10,000/year <\$25,000/year	Chief Financial Officer	Chief Executive Officer
>\$25,000/year <\$50,000/year	Chief Executive Officer	Chief Executive Officer
>\$50,000/year	Chief Executive Officer with Board motion	Board

3. Commitment of Funds/Purchasing (Goods & Services – non capital)

All purchases must be acquired in accordance with the Corporation’s Purchasing Policies. All purchases of information or communication technology must be approved by the Program Leader of Materiel Management and Information Technology.

Transaction Type	Signing Authority &/or Authority to Request	With Approval / Delegation From
Stock requests or stock requests from \$1,000 to \$5,000	Requisitionner or Program Leader or Director or Executive Responsible	Chief Financial Officer
Purchases or stock requests >\$5,000 <\$30,000	Program Leader or Director Responsible and/or Purchasing Agent	Chief Financial Officer
Purchases >\$30,000 <\$50,000	Executive Leader and Chief Financial Officer	Chief Financial Officer
Purchases >\$50,000 <\$100,000	Chief Executive Officer (exception: pharmaceutical purchases – pharmacist can approve)	Chief Executive Officer
Purchase Orders > \$100,000	Chief Executive Officer and one of Board Chair or Treasurer	Board

signing authority must be approved by the Chief Financial Officer

Purchasing Agent = Program Leader of Materiel Management and Information Technology

4. Consulting Services

Procurement Method	Procurement Value	Approval Authority
Invitational competitive	\$0 < \$100,000	Organization’s AAS for goods and non –consulting services
Open Competitive	Any Value	Organization’s AAS for goods and non –consulting services
Non- competitive*	\$ 0 < \$1,000,000	Chief Executive Officer
	\$1,000,000 or more	Board of Directors

*exemption based only

5. Other

Transaction Type	Signing Authority	With Approval / Delegation From
Additions to Staff Complement in excess of Board approved Budget	Chief Executive Officer	Board
Capital	Executive responsible and/or Chief Executive Officer; follow organization policies	Board
Authorization for Travel	In accordance with corporate travel policy	Board
Authorization of Timesheets	Director responsible or delegate	Chief Executive Officer

Authorization of Education events	In accordance with corporate education policies	Chief Executive Officer
Bad Debt Write Off <\$25,000 >\$25,000	Chief Financial Officer Chief Executive Officer	Chief Executive Officer
Real Property Transactions <ul style="list-style-type: none"> • Lease of • Acquisition or disposal of 	Executive responsible and one of the Chief Executive Officer or Chief Financial Officer Chief Executive Officer and Board Chair – see Board resolution pertaining to specific transaction	Board