

## Signing Authority – B-F-006

### Board of Health Policy

#### 1.0 Policy Statement

The Board of Health for the North Bay Parry Sound District Health Unit (Health Unit) ensures signing officers are in place to allow for adequate internal controls and the efficient running of the day-to-day operations of the Health Unit.

#### 2.0 Purpose

The purpose of this policy is to outline those persons approved to sign on behalf of the Board of Health.

#### 3.0 Scope / Responsibility

This policy applies to the signing of cheques, contracts, leases, mortgages, and other obligations, as well as authorizing electronic payments.

The Board of Health delegates responsibility to the Medical Officer of Health/Executive Officer to ensure that this signing authority policy is adhered to by all staff.

#### 4.0 Procedure

##### 4.1 Definitions

**Obligation:** a binding agreement, a written contract, or bond

**Contract:** a document, regardless of form or title, recording a written or spoken agreement between two or more parties, for the lease or purchase of goods or services

##### 4.2 Signing of Cheques/Authorizing of Electronic Payments

**4.2.1** All signing is done by original signature.

**4.2.2** The Health Unit signing authorities for cheques are as follows:

- a) Chairperson, Board of Health
- b) Vice-Chairperson, Board of Health
- c) Medical Officer of Health/Executive Officer
- d) All Executive Team Members

**4.2.3** All cheques or electronic payments with a value under or equal to \$5,000 are signed/authorized by any one of those listed in 4.2.2.

**4.2.4** All cheques or electronic payments with a value over \$5,000 are signed/authorized by any two of those listed in 4.2.2. In most situations the preferred signers would be the

Medical Officer of Health/Executive Officer and one other signer for cheques over \$5,000.

- 4.2.5** No person listed in 4.2.2 signs or authorizes a payment where they themselves or any non-arm's-length party are the payee.

#### **4.3 Review of Cheque Register**

Finance produces on a monthly basis a listing of all cheques and electronic payments made in that month for the review of the Chair or Vice-Chair of Finance and Property Committee. After reviewing the list, the Chair or Vice-Chair signs and returns the listing to the Executive Director, Finance (or designate) for filing.

#### **4.4 Reconciliation of Bank Accounts**

All bank accounts will be reconciled on a monthly basis by the Accountant. The reconciliations will be reviewed by the Executive Director, Finance (or designate), for accuracy, timelines, and completeness.

#### **4.5 Execution of Documents**

- 4.5.1** Documents such as contracts, arrangements, conveyances, mortgages, obligations, or other documents are signed/authorized using the following:

##### **Is amount included in approved budget?**

##### **Yes:**

- **Less than \$5,000** – Program and Services Manager or Executive Team Member
- **Between \$5,000 & \$35,000** – Executive Director and Executive Director, Finance or Medical Officer of Health/Executive Officer, or Executive Team designate
- **Over \$35,000** – Medical Officer of Health/Executive Officer and Executive Director, Finance, or Executive Team designate

##### **No:**

- **Less than \$35,000** – Medical Officer of Health/Executive Officer and Executive Director, Finance, or Executive Team designate
- **Over \$35,000** – Chairperson or Vice-Chairperson of Board of Health and Medical Officer of Health/Executive Officer, or Executive Team designate

- 4.5.2** Further information regarding contracts is found in work instruction [WI-HU-120](#) - Contracts.

#### **4.6 Obligation to Sign**

The Board of Health authorizes the Medical Officer of Health/Executive Officer to confer authority on any individual when authority is necessary to fulfill the Medical Officer of Health's or the Board of Health's obligations under law.

## 5.0 Records Retention

All records relating to this Policy are retained in accordance with the Records Retention and Management work instruction ([WI-HU-108](#)).

## 6.0 References

### Internal References

- a) North Bay Parry Sound District Health Unit, [Board of Health Bylaws](#).
- b) [Quality Assurance Manual](#) (1999).
- c) Records Retention and Management – [WI-HU-108](#)
- d) Contracts - [WI-HU-120](#)

### External References

- a) *Health Protection and Promotion Act*, R.S.O., 1990, c H.7. [Ontario E-Laws Website](#)
- b) *Municipal Act*, 2001, S.O. 2001, c. 25. [Ontario E-Laws Website](#)
- c) *Municipal Statute Law Amendment Act*, 2006. S.O. c 32. [Ontario E-Laws Website](#)
- d) Dean Decaire, Chartered Professional Accountant, BDO Dunwoody

## 7.0 Summary of Revisions

2018-08-17 – Scheduled review and renewal with no required revisions.

## 8.0 Board Policy Development Details

Author: **Isabel Churcher, Executive Director, Finance**

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