

DIRECTORY FOR APPROVAL OF CONTRACTS

	Type of Contract	Signing Authority
1.	General	
	Union agreements	Board of Health
	Banking – choice of bank	Board of Health
	Banking – all else	Finance and Operations Director
	Insurance – choice of carrier/broker & coverage - employee group insurance benefits, Employee Assistance Program	Board of Health Medical Officer of Health
	Insurance – all else (liability, property)	Finance and Operations Director
	Auditor – appointment	Board of Health
	Auditor – Certificates & Undertakings	Medical Officer of Health
2.	Consultants, Independent Contractors and Professional Services	
	Lawyers/Labour Negotiators – appointment	Board of Health
	Physicians – appointment of Medical Advisors	Medical Officer of Health
	Physicians (e.g. Sexual Health Clinic, TB Clinic)	MOH/Associate Medical Officer of Health (A-MOH)
	Physicians – Acting Medical Officer of Health	Board of Health
	Dental Consultant	Medical Officer of Health
	Nurse Practitioners (RN Extended Class)	Medical Officer of Health, A-MOH
	Individual Service Provider (Not listed above) – Short-Term (i.e. Less than 6 months) (e.g. software programmer)	Director/Manager
	Individual Service Provider (Not listed above) – Long-Term (i.e. 7 months or more)	Medical Officer of Health
	Agency Service Provider – Short-Term (i.e. Less than 6 months) (e.g. Victorian Order of Nurses)	Director/ Manager
	Agency Service Provider – Long-Term (7 months or more) (e.g. tykeTALK)	Medical Officer of Health
3.	Program-related Service Agreements	
	Ministry of Health or other Ministries (e.g. Healthy Babies, Healthy Children (HBHC) program).	Board of Health or Medical Officer of Health or Director, as appropriate. Refer to <i>Policy 4-60 re Grant Applications and Agreements</i> .
	Other local agencies (coalition agreements, lead agency agreements).	
	Professional services (e.g. program evaluators) or other services for approved programs (i.e. facilitators, speakers, caterers, hall rentals, reprographics, surveys, vehicle rental, etc.)	Directors/Managers
4.	Property and Equipment (and other budgeted expenses)	
	Office leases	Board of Health
	Custodial services, Security, courier and mail services	Finance and Operations Director
	Leasing, service and maintenance contracts for phone, office equipment, repairs, renovations, etc.	Finance and Operations Director
5.	Educational agreements	

	Affiliation agreements, student placements, PHRED	Medical Officer of Health/Directors
6.	Research/grants	
	Applications, agreements and awards	Medical Officer of Health
7.	Contracting Out of Board of Health Services	
	Lead agency agreements (i.e. tykeTALK, Smart Start, Middlesex Ontario works), payroll & administrative services	Board of Health (for major ongoing commitments) Medical Officer of Health (all others)