POLICY

DELEGATION OF AUTHORITY AND ESTABLISHMENT OF CONTROLS FOR COMMITMENTS

OBJECTIVES

- To ensure accountability for, and control of, financial resources entrusted to Alberta Health Services (AHS) in compliance with legislation, and any applicable directive issued by the Government of Alberta.

- To delegate and establish appropriate limits on commitments to be approved and executed by the President and Chief Executive Officer (CEO) on behalf of AHS.

ELEMENTS

1. Delegation of Authority to the Chief Executive Officer

   1.1 The Board delegates its authority to the CEO to provide leadership and management of AHS including, without limitation, the execution of commitments that are in accordance with AHS’ vision, mission and values and are necessary for the functioning of AHS’ programs and operations, and those of its subsidiary entities, except:

      a) where prohibited by statute or law;

      b) in respect of execution only, commitments that exceed the approved limits; and

      c) those matters expressly reserved for the Board’s approval.

   1.2 The Board designates the CEO as responsible for making financial decisions, approving and executing commitments on behalf of AHS within the approved limits set out in Appendix A below.
1.3 The Board designates the CEO as responsible for ensuring that commitments have been approved in accordance with AHS’ approved business plans, capital plans and/or budgets.

1.4 The Board directs the CEO to develop and enforce policies and procedures that establish clear financial accountability and control structures within AHS, including policies to sub-delegate authority to execute commitments within approved monetary limits established by the CEO.

2. Annual Budget and Authorization to Spend

2.1 In accordance with the Regional Health Authorities Act (Alberta), AHS shall submit an annual budget for Ministerial approval. In the absence of Ministerial approval, the CEO (or delegate) shall request an authorization to spend from the Board for operating and capital expenses that are expected to be incurred before Ministerial approval is received.

2.2 A Board authorization to spend provided in accordance with Section 2.1 above, shall be supported by a written confirmation from the Minister’s office specifying the interim period, the amount of funding to be provided and the amount that AHS is authorized to spend during that period.

2.3 AHS will continue operationally and strategically in alignment with the AHS Health Plan and AHS Business Plan previously approved by the Minister, unless otherwise specified in the written confirmation as noted in Section 2.2 above.

3. Delegation of Authority - Urgent and Unforeseen Commitments

3.1 Notwithstanding Section 1 of this Policy, the Board delegates to the CEO its authority to approve and execute a commitment over the CEO approval limits set out in Appendix A below, in rare situations where timely approval of an urgent and unforeseen commitment is required.

3.2 In the rare situation where such delegation was acted upon, the CEO shall:

a) inform the Board as soon as reasonably possible that the delegation under this provision was acted upon; and

b) request approval of the commitment from the Board at the next scheduled Board meeting or within 45 days (whichever is shorter).

Requests of this nature are strictly limited and only permitted for urgent and unforeseen commitments in rare situations.
DEFINITIONS

**Alberta Health Services** means a regional health authority for Alberta established pursuant to the *Regional Health Authorities Act*, R.S.A. 2000, c.R-10.

**Board** means the governance body of AHS appointed by the Minister of Health in accordance with the applicable statute(s).

**Commitment** means any proposed agreement or arrangement whereby AHS intends to agree to, or be bound by an obligation to:

a) expend or incur funds, provide non-monetary consideration or be bound by or obligated to a debt or liability; and/or

b) receive funds from an external funding agency that has specific conditions attached and a defined accountability process in place;

in each case above, inclusive of any contemplated renewal provisions set out in, or applicable to, the respective agreement or arrangement.

Amendments and extensions to an existing commitment results in a new and separate commitment in respect for such amendment or extension (as the case may be) and may be subject to a different approval based on the approved limits for such changes as described in Appendix A. For clarification, amendments include restated contracts or commitments or the transfer of contracts or commitments to new forms or templates.

**Disestablished Authority** means Aspen Regional Health Authority, Calgary Health Region, Capital Health, Chinook Regional Health Authority, David Thompson Regional Health Authority, East Central Health, Northern Lights Health Region, Palliser Health Region, Peace Country Health, Alberta Cancer Board, Alberta Mental Health Board, and Alberta Alcohol and Drug Abuse Commission.

**Limit(s)** mean the dollar value of the cumulative effect or value of the commitments as more particularly detailed in Appendix A to this policy and, in this regard, the dollar value of commitments shall be determined as follows, calculated by taking into account the cumulative effect or value of any and all of the following which apply to the particular commitment:

a) the expenditure by AHS of monetary consideration, in which case the value of the commitment shall be the amount of monetary funds paid by AHS;

b) the expenditure by AHS of non-monetary consideration, in which case the value of the commitment shall be the fair value of the non-monetary consideration provided or expended by AHS;

c) AHS incurring any debt or liability, in which case the value of the commitment shall be the principal amount of the debt or liability (excluding interest). Where the debt or liability is unlimited, only the Board reserves the right to approve such debt or liability. Notwithstanding the foregoing, where the debt or liability to be incurred is in the ordinary course of business
(i.e., a contractual indemnity or guarantee) and is part of a commitment for the acquisition of goods or services by AHS, if the CEO has the right to approve the expenditure of consideration for the underlying commitment to which the debt or liability is related, the CEO shall have right to approve the debt or liability; and

d) the amount of monetary funds or revenue which are received by AHS, or which AHS is entitled to receive, from an external funding agency.

**President and Chief Executive Officer** means the person appointed to the most senior executive office of AHS, under whatever title the Board determines to give such individual, and who is the most senior administrator within the AHS organizational structure responsible for leadership and management including the day-to-day operations and is/are accountable to the Board.

**Rare situation** means an event where an Emergency Coordination Centre (ECC) or Zone Emergency Operations Centre (ZEOC) is activated, for overall management and coordination of emergency operations.

**REFERENCES**

- Appendix A: *Chief Executive Officer Delegated Signing Authority for Commitments*
- Alberta Health Services Governance Documents:
  - *Delegation of Approval Authority Policy* (#1168)
  - *General Bylaws*
- Non-Alberta Health Services Documents:
  - *Regional Health Authorities Act*, RSA 2001, c-R10, and *Regulations* enacted thereunder (Alberta)
APPENDIX A

CHIEF EXECUTIVE OFFICER
DELEGATED SIGNING AUTHORITY
FOR COMMITMENTS

The following are the CEO’s approved limits for making financial decisions, and approving and executing new commitments:

<table>
<thead>
<tr>
<th>SINGLE YEAR EXPENDITURE COMMITMENTS*</th>
<th>MULTI-YEAR EXPENDITURE COMMITMENTS*</th>
<th>RESTRICTED GRANTS REVENUE COMMITMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>$30 million</td>
<td>$30 million per year to an aggregate of $90 million</td>
<td>$90 million</td>
</tr>
</tbody>
</table>

* Note: If the Board appoints more than one individual to the CEO position, the approval limits cannot be combined to yield a higher limit than $30M for single year commitments, or $90M for multi-year commitments.

Amendments and Extensions

Amendments and extensions (“changes”) to an existing commitment shall be approved as follows. For this purpose the term “combined commitment value” means (a) the value of the underlying original commitment, plus (b) the value of any prior approved changes or proposed change. Note that the value of a change represents the total value of such change, irrespective of whether it applies to a single year commitment or multi-year commitment.

1. For any change to an existing commitment that was originally approved by the CEO, or executed by a Disestablished Authority, the CEO shall be entitled to approve any change that will not result in the combined commitment value exceeding the CEO’s approved limits as set out in the Table above. Where the change will result in the combined commitment value exceeding the CEO’s approved limits as set out in the Table above, the change shall be approved by the Board.
2. For any change to an existing commitment that either:

- was previously approved by the current, or a previous Board, or executed by a Disestablished Authority; or

- underwent a change that was previously approved by the current, or a previous Board, or executed by a Disestablished Authority as per Section 1 above;

the CEO shall be entitled to approve any changes to a cumulative value of $30 million. Where the cumulative value of these changes exceeds $30 million, the change to such commitment shall be approved by the Board.