



CommunityCare
NORTHUMBERLAND

SECTION:	Financial	POLICY:	Contracts and Leases
DATE ISSUED:	July 9, 2001	NUMBER:	F – 40
REVIEWED:	Nov/06, Aug/11, Nov/12, Dec/13, Jan/19		
REVISED:	Mar/17, Nov/21, Nov/24	NEXT REVIEW:	

Policy

Community Care Northumberland will enter into Contracts/Agreements with other parties where it deems beneficial to the agency and its operation. Agreements will be written in a manner that outlines the goals of the agreement, the roles and responsibilities of all parties and includes a review and evaluation timetable.

With the exception of offers of employment for established positions, the Board will approve all agreements, contracts and/or leases with third parties of \$25,000 or more in value per annum.

Procedure

1. All agreements, leases and contracts with a total value of \$25,000 or more will be reviewed by the Finance Committee for recommendation to the Board.
2. The Finance Committee or Chief Executive Officer may seek professional advice from CCN solicitor and/or auditor prior to making a recommendation to the Board. Competitive bids may be sought upon renewal.
3. Agreements, contracts and leases with a total value of \$25,000 or more may only be executed by CCN signing officers.
4. Agreements, contracts and leases with a total value between \$5,000 - \$24,999 may only be executed by the CEO.
5. Agreements, contracts and leases with a total value of \$5,000.00 may be executed by a Manager of CCN.
6. Review and evaluation outcomes will be presented on a regular basis to the Board as outlined in the agreement.