



TITLE:	Significant Payments to the Chief Executive Officer		
Manual/Policy#:	MRHA Boards of Directors # II-3	Entity:	AGH / CPDMH
Original Issue:	AGH: March 2011 CPDMH: December 2022	Issued by:	Allied Boards Chair and Allied Boards Secretary
Previous Date Reviewed:	March 2024	Approved by:	Allied Boards of Directors
Last Date Reviewed:	March 2025	Cross Reference(s):	

1. POLICY STATEMENT

Payments to the Integrated President & Chief Executive Officer (CEO) that are large or unusual in nature will be approved by the Allied Boards of Directors ("the Allied Boards") prior to payment being issued.

2. SCOPE

This policy applies to payments from the Almonte General Hospital (AGH) to the CEO that are large or unusual in nature. The procedures will respect existing approval processes embodied in other policies and/or in accordance with the terms of the contract between the two hospitals.

3. GUIDING PRINCIPLES

N/A

4. DEFINITIONS

N/A

5. PROCEDURE

Allied Boards approval will be sought, prior to payment, for the following:

- Payments greater than \$7,500 and not already approved in principle through the employment contract or through existing approval requirements of by-law, policy or procedure
- Payment of more than 10 days' earned but unused vacation entitlement which is not being carried over into subsequent years, subject to the employment contract requirement that it is paid on December 31st

Approval will be granted by resolution of the Allied Boards, which will be recorded in the minutes of the Allied Boards meeting. Following the Allied Boards approval, the signature of the Allied Boards Chair (or individual chairing the Allied Boards meeting at which the payment was approved) on the cheque requisition will be sufficient evidence of approval to allow payment to be issued to the CEO. The cheque requisition will be accompanied by appropriate documentation to support the payment.

The Allied Boards meeting minutes will be approved and retained as required by legislation and the Common Administrative By-laws of the Corporations.

Where delayed approval due to the scheduling of Allied Boards meeting will cause undue financial hardship to the CEO, approval by two Allied Board Directors, one of whom must be a member of the Executive Committee, will be sufficient authority and retrospective approval of the payment will be sought at the next meeting of the Allied Boards.

No payment will be made directly by Carleton Place & District Memorial Hospital to the CEO without the approval of the Allied Boards.

6. REFERENCES

N/A

7. APPENDICES

N/A

Evaluation:

This policy will be reviewed annually.