| | **Saskatchewan Health Regional Health Services** **Policy & Procedure Manual** | **Status:** | Current |
| --- | --- | --- | --- |
| | | **Effective Date:** | January 2007 |
| | | **Page:** | 1 of 2 |
| **Approved By:** | **Regional Policy Branch** | **Branch Contact:** | **787-3052** |
| **Section:** | **Finance** | | |
| **Title:** | **APPROVAL TO PURCHASE, LEASE, OR OTHERWISE ACQUIRE REAL PROPERTY** | | |

## INTENT:

The intent of this policy is to provide direction to regional health authorities and affiliates regarding the purchase, lease, or otherwise acquiring real property, and to outline the specific requirements when requesting approval to do so.

## LEGISLATIVE AUTHORITY:

*The Regional Health Services Act*, Sections 30 and 39
*The Regional Health Services Administration Regulations,* Sections 4 and 9

## POLICY:

A regional health authority or an affiliate shall obtain the approval of the Minister of Health before purchasing, leasing, or otherwise acquiring real property where the amount to be paid exceeds a prescribed amount.

For the purpose of this section, "value" means fair value as determined in accordance with the rules, procedures, and formulas set by Saskatchewan Assessment Management Agency in the Saskatchewan Assessment Manual.

The prescribed amount is $100,000.

Ministerial approval will be required under the following situations where:

- the cost of the real property is greater than $100,000;

- the aggregate purchase price of the real property where one or more parcels and/or lots is greater than $100,000; and

- the total lease cost of the real property over the term of the agreement exceeds $100,000.

Every regional health authority and affiliate shall submit a formal request for approval to purchase, lease, or otherwise acquire real property.

In addition, an affiliate shall indicate whether it has consulted with the regional health authority, as well as the nature of the consultation regarding the said purchase, lease, or acquisition of real property.

The above information shall be provided to:

        Director
        Capital Asset Planning
        Regional Policy Branch
        Saskatchewan Health
        3475 Albert Street
        REGINA SK  S4S 6X6