

*The  
Provincial  
Health Authority  
Administration  
Regulations*

*being*

Chapter P-30.3 Reg 1 (effective December 4, 2017) as  
amended by Saskatchewan Regulations [135/2017](#).

**NOTE:**

This consolidation is not official. Amendments have been incorporated for convenience of reference and the original statutes and regulations should be consulted for all purposes of interpretation and application of the law. In order to preserve the integrity of the original statutes and regulations, errors that may have appeared are reproduced in this consolidation.

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**CHAPTER P-30.3 REG 1**  
*The Provincial Health Authority Act*

**Title**

**1** These regulations may be cited as *The Provincial Health Authority Administration Regulations*.

**Definitions**

**2(1)** In these regulations:

“**Act**” means *The Provincial Health Authority Act*;

“**beneficiary**” means a beneficiary within the meaning of *The Saskatchewan Medical Care Insurance Act*;

“**special resolution**” means a special resolution as defined in:

(a) *The Co-operatives Act, 1996*, in the case of a health care organization incorporated or continued pursuant to that Act; or

(b) *The Non-profit Corporations Act, 1995*, in the case of a health care organization incorporated or continued pursuant to that Act.

(2) For the purposes of clauses 4-4(1)(b) and 5-2(4)(c) of the Act, “**value**” means fair value as determined in accordance with the rules, procedures and formulas set by the Saskatchewan Assessment Management Agency in the *Saskatchewan Assessment Manual*.

(3) For the purposes of clauses 4-4(1)(d) and 5-2(4)(e) of the Act, “**value**” means net carrying amount as determined in accordance with generally accepted accounting principles published by Chartered Professional Accountants of Canada, as amended from time to time.

(4) For the purposes of clause (a) of the definition of “**health services**” in section 1-2 of the Act, the following services are health services:

(a) alcohol, drug or substance abuse or addiction assessment, education and treatment services;

(b) chronic disease management services;

(c) community health services;

(d) convalescent care and palliative care services;

(e) counselling services;

(f) diagnostic imaging services;

(g) disability management services;

(h) disease and injury prevention services;

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- (i) emergency medical response services, including the use of a road ambulance, fixed-wing aircraft or rotary-winged aircraft;
  - (j) emergency stabilization services;
  - (k) health assessment and screening services;
  - (l) health education services;
  - (m) health promotion services;
  - (n) home care services;
  - (o) hospital services;
  - (p) laboratory services;
  - (q) long-term care services;
  - (r) medical services;
  - (s) mental health services;
  - (t) nursing services;
  - (u) personal care services;
  - (v) physician services;
  - (w) provision of drugs, medical supplies and surgical supplies;
  - (x) public health services;
  - (y) registered nurse or nurse practitioner services;
  - (z) rehabilitation services;
  - (aa) specialty and subspecialty medical services and surgical services;
  - (bb) therapy services;
  - (cc) any other goods and services ancillary or incidental to health promotion and protection or respecting the care, treatment or transportation of sick, infirm or injured individuals.
- (5) For the purposes of these regulations, unless otherwise defined in these regulations, the definitions in section 2 of *The Facility Designation Regulations* apply.
- (6) For the purposes of section 4-14 of the Act, “**public funding**” means funding provided directly or indirectly by the Government of Canada or its agencies, the Government of Saskatchewan or its agencies, the provincial health authority, a regional health authority, district health board or the board to a health care organization for the following purposes:
- (a) the acquisition of land;
  - (b) the acquisition, construction, renovation or alteration of a facility;
  - (c) the acquisition of personal property associated with the provision of health services within a facility.

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(6.1) For the purposes of clause 9-4(1)(d) of the Act, the provision of subsidized, overnight, home-like accommodation services for family members of children who are receiving medical treatment in a hospital is a health service.

(7) In these regulations, a reference to a table is a reference to a table in Part I of the Appendix to these regulations, and a reference to a form is a reference to a form in Part II of the Appendix.

24 Nov 2017 cP-30.3 Reg 1 s2; 22 Dec 2017 SR  
135/2017 s3.

**Health professions prescribed**

**3** For the purposes of the definition of “**practitioner staff**” in section 1-2 of the Act, the following health professions are prescribed:

- (a) chiropractic;
- (b) dentistry;
- (c) medicine;
- (d) midwife;
- (e) nurse practitioner.

24 Nov 2017 cP-30.3 Reg 1 s3.

**Provincial health authority – eligibility for appointment**

**4(1)** To be eligible for appointment as a member of the provincial health authority, a person:

- (a) must be a Canadian citizen; and
- (b) must be at least 18 years of age.

(2) For the purposes of clause 3-10(1)(a) of the Act, a person is disqualified from being a member of the provincial health authority if the person:

- (a) is an employee of the provincial health authority;
- (b) is an employee of the ministry or an agency for which the minister is responsible;
- (c) is a director, officer or employee of a health care organization that has a contract with the provincial health authority;
- (d) holds office as a member of the Legislative Assembly, the House of Commons or the Senate of Canada;
- (e) is a judge of the Court of Queen’s Bench or Court of Appeal;
- (f) has been convicted of an offence pursuant to section 123, 124 or 125 of the *Criminal Code* and has not received an absolute discharge or pardon with respect to the offence; or
- (g) has been convicted of an offence that is punishable by imprisonment for 5 years or more and has not received an absolute discharge or pardon with respect to the offence.

24 Nov 2017 cP-30.3 Reg 1 s4.

**P-30.3 REG 1 PROVINCIAL HEALTH AUTHORITY ADMINISTRATION****Provincial health authority – limits on powers**

- 5(1) For the purposes of clause 4-4(1)(a) of the Act, the prescribed amount of the limit on the acquisition of an interest in real property without the approval of the minister is \$100,000.
- (2) For the purposes of clause 4-4(1)(b) of the Act, the prescribed amount of the limit on the disposition of an interest in real property without the approval of the minister is \$100,000.
- (3) For the purposes of clause 4-4(1)(c) of the Act, the prescribed amount of the limit on the acquisition of an interest in personal property without the approval of the minister is \$50,000.
- (4) For the purposes of clause 4-4(1)(d) of the Act, the prescribed amount of the limit on the disposition of an interest in personal property without the approval of the minister is \$50,000.
- (5) For the purposes of clause 4-4(1)(e) of the Act, the prescribed amount of the limit on the cost of construction, renovation or alteration of a facility without the approval of the minister is \$100,000.
- (6) For the purposes of subsection 4-4(2) of the Act, the prescribed amount of the limit on borrowing by the cancer agency is \$1,000,000.

24 Nov 2017 cP-30.3 Reg 1 s5.

**Health care organizations**

- 6(1) For the purposes of the definition of “**health care organization**” in section 1-2 of the Act, the persons set out in Table 1 are prescribed as health care organizations.
- (2) Nothing in the Act or these regulations precludes a health care organization from providing services other than health services if it is otherwise permitted by law to provide those services.

24 Nov 2017 cP-30.3 Reg 1 s6.

**Amalgamation of health care organization and the provincial health authority**

- 7(1) For the purposes of subsection 3-12(2) of the Act, the health care organizations set out in Table 2 are prescribed as health care organizations that may amalgamate with the provincial health authority.
- (2) Form 1 is prescribed as the notice of amalgamation for the purposes of clause 3-12(4)(a) of the Act.
- (3) For the purposes of subsection 3-12(5) of the Act, an amalgamation with respect to a health care organization that is incorporated or continued pursuant to *The Co-operatives Act, 1996* or *The Non-profit Corporations Act, 1995* is to be approved by the members of the health care organization by a special resolution of the members.

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(4) A special resolution to approve an amalgamation must specify the date on or before which the amalgamation is to become effective.

(5) Notwithstanding *The Co-operatives Act, 1996* and *The Non-profit Corporations Act, 1995*, each member of a health care organization is entitled to vote on a special resolution to approve an amalgamation, whether or not the member's membership otherwise carries the right to vote, and the members shall vote as one class.

24 Nov 2017 cP-30.3 Reg 1 s7.

**Restrictions on sale and transfer of membership interests**

**8** For the purposes of section 5-3 of the Act, the prescribed amount of funding that, if received by a health care organization, restricts its right to issue or transfer membership interests without the approval of the minister is \$500,000.

24 Nov 2017 cP-30.3 Reg 1 s8.

**Affiliates**

**9(1)** For the purposes of the definition of "**affiliate**" in section 1-2 of the Act, the persons set out in Table 3 are prescribed persons.

(2) The affiliates set out in Table 4 are prescribed as affiliates that are required pursuant to section 6-2 of the Act to make bylaws respecting practitioner staff.

24 Nov 2017 cP-30.3 Reg 1 s9.

**Designated health care organizations**

**10** For the purposes of clause (b) of the definition of "**designated health care organization**" in subsection 4-10(1) of the Act, the health care organizations set out in Table 5 are the health care organizations with which the provincial health authority may enter into an agreement.

24 Nov 2017 cP-30.3 Reg 1 s10.

**Affiliates – limits on powers**

**11(1)** For the purposes of clause 5-2(4)(a) of the Act, the prescribed amount of the limit on borrowing by an affiliate without the approval of the minister is an amount equal to 1.5% of the total amount of funding provided to the affiliate in the most recent complete fiscal year by the provincial health authority.

(2) For the purposes of clause 5-2(4)(b) of the Act, the prescribed amount of the limit on the acquisition of an interest in real property without the approval of the minister is \$100,000.

(3) For the purposes of clause 5-2(4)(c) of the Act, the prescribed amount of the limit on the disposition of an interest in real property without the approval of the minister is \$100,000.

(4) For the purposes of clause 5-2(4)(d) of the Act, the prescribed amount of the limit on the acquisition of an interest in personal property without the approval of the minister is \$50,000.

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(5) For the purposes of clause 5-2(4)(e) of the Act, the prescribed amount of the limit on the disposition of an interest in personal property without the approval of the minister is \$100,000.

(6) For the purposes of clause 5-2(4)(f) of the Act, the prescribed amount of the limit on the cost of construction, renovation or alteration of a facility without the approval of the minister is \$100,000.

24 Nov 2017 cP-30.3 Reg 1 s11.

**Annual report – disclosure of remuneration and benefits paid**

**12(1)** For the purposes of clause 7-5(2)(b) of the Act and in this section, “**senior employee**”:

(a) means:

(i) the chief executive officer; or

(ii) an employee performing senior management functions who reports directly to:

(A) one or more members of the provincial health authority appointed pursuant to section 3-6 of the Act;

(B) the chief executive officer; or

(C) an employee performing senior management functions who reports directly to the chief executive officer; and

(b) includes a person performing senior management functions whose services are engaged on a contract basis or a fee-for-service basis and who reports directly to a person described in paragraph (a)(ii)(A), (B) or (C).

(2) For the purposes of clause 7-5(2)(b) of the Act and in this section, a reference to a member, officer or senior employee includes a former member, a former officer or a former senior employee, as the case may be.

(3) The report and financial statement required by subsection 7-5(1) of the Act must be prepared in accordance with this section.

(4) The disclosure of remuneration and benefits required by clause 7-5(2)(b) of the Act:

(a) must be made on an individual basis by name and position title;

(b) must include payments of monthly retainers and payments with respect to attendance at meetings, travel and sustenance and travel time;

(c) must include the total of all payments and benefits paid as severance to a senior employee on the termination of the person’s employment or contractual relationship with the provincial health authority; and

(d) must be reported in a schedule to the financial statement mentioned in clause 7-5(1)(b) of the Act.

24 Nov 2017 cP-30.3 Reg 1 s12.



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**Qualifications of auditors**

**13** For the purposes of section 7-7 of the Act, a person or firm is eligible to be appointed an auditor only if the person is, or, in the case of the firm, if the firm has at least one partner who is, a member in good standing of a recognized accounting profession that is regulated by an Act.

24 Nov 2017 cP-30.3 Reg 1 s13.

**Insurance**

**14(1)** In this section, “**automobile insurance**” does not include the insurance evidenced by a certificate of insurance issued pursuant to *The Automobile Accident Insurance Act*.

(2) The provincial health authority and every health care organization shall maintain insurance of the following types and amounts:

- (a) insurance covering the full replacement cost of all buildings, equipment and furnishings against loss or damage by fire or other perils normally insured against under all-risk coverage;
- (b) general liability insurance, in an amount not less than \$1,000,000 per occurrence, against liability arising from injury to or the death of persons and loss of or damage to property occurring in facilities owned or operated by the provincial health authority or health care organization;
- (c) malpractice insurance against liability arising from the acts and omissions of the provincial health authority or health care organization and the employees and agents of the provincial health authority or health care organization, in the following amounts:
  - (i) not less than \$5,000,000 per occurrence in relation to an act or omission occurring in a hospital or health centre;
  - (ii) not less than \$1,000,000 per occurrence in relation to an act or omission occurring in a facility other than a hospital or health centre;
  - (iii) not less than \$1,000,000 per occurrence in relation to any other act or omission;
- (d) with respect to the motor vehicles owned or leased by the provincial health authority or health care organization, automobile insurance, in an amount not less than \$1,000,000 per occurrence, insuring the provincial health authority or health care organization and the operator against liability arising from:
  - (i) bodily injury to or the death of a person, including a person carried for compensation, or loss of or damage to property, caused by a motor vehicle or the use or operation of a motor vehicle; or
  - (ii) loss of or damage to a motor vehicle and the loss of use of a motor vehicle.

24 Nov 2017 cP-30.3 Reg 1 s14.

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**Transfers to and from provincial health authority**

**15** The health care organizations set out in Table 6 are prescribed for the purposes of subsection 9-1(2) of the Act.

24 Nov 2017 cP-30.3 Reg 1 s15.

**Property exempt from taxation**

**16(1)** The health care organizations set out in Table 7 are prescribed for the purposes of clause 9-4(1)(c) of the Act.

(2) The non-profit or charitable organizations set out in Table 8 are prescribed for the purposes of clause 9-4(1)(d) of the Act.

(3) The community clinics set out in Table 9 are prescribed for the purposes of subsection 9-4(2) of the Act.

24 Nov 2017 cP-30.3 Reg 1 s16.

**Eligibility for services**

**17(1)** Every beneficiary is eligible to receive any health service provided by the provincial health authority or a health care organization.

(2) If the provincial health authority or a health care organization provides a health service to beneficiaries, it shall provide that health service to each beneficiary on the same terms and conditions.

24 Nov 2017 cP-30.3 Reg 1 s17.

**RRS c R-8.2 Reg 1 repealed**

**18** *The Regional Health Services Administration Regulations* are repealed.

24 Nov 2017 cP-30.3 Reg 1 s18.

**Coming into force**

**19(1)** Subject to subsection (2), these regulations come into force on the day on which section 9-5 of *The Provincial Health Authority Act* comes into force.

(2) If section 9-5 of *The Provincial Health Authority Act* comes into force before these regulations are filed with the Registrar of Regulations, these regulations come into force on the day on which they are filed with the Registrar of Regulations.

24 Nov 2017 cP-30.3 Reg 1 s19.

**Appendix**

## PART 1

**Table 1***[Subsection 6(1)]***Persons Receiving Funding from Provincial Health Authority  
Prescribed as Health Care Organizations**

Autism Resource Centre Inc.  
Autism Treatment Services of Saskatchewan, Inc.  
Backlin's Ambulance Service Ltd.  
Blaine Lake Ambulance Care Ltd.  
BridgePoint Center Inc.  
Canadian Mental Health Association (Saskatchewan Division) Inc.  
Canadian Mental Health Association, Battlefords Branch, Inc.  
The Canadian Mental Health Association, Prince Albert Branch Inc.  
Canadian Mental Health Association – Saskatoon Branch Inc.  
Canadian Mental Health Association, Swift Current Branch, Inc.  
Canora Ambulance Care (1996) Ltd.  
Cenaiko Enterprises Corp.  
Creighton Alcohol & Drug Abuse Council, Inc.  
Crestvue Ambulance Service Ltd.  
Crocus Co-operative  
Cupar Lions Volunteer Ambulance Inc.  
Duck Mountain Ambulance Care Ltd.  
Dutchak Holdings Limited  
Dutchak Transport Ltd.  
Edwards Society Inc.  
eHealth Saskatchewan  
Elrose Volunteer Fire Brigade Inc.  
Extendicare (Canada) Inc.  
Fillmore Ambulance Inc.  
Gull Lake & District Road Ambulance Corporation  
Hope's Home Incorporated  
Imperial & District Volunteer Ambulance Inc.  
J.T. Ambulance Service Inc.  
Kelvington Ambulance Care Ltd.  
Langham Senior Citizens Home Ltd.  
Libbie Young Centre Inc.

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Lifeline Ambulance Service Inc.  
Lloydminster Emergency Care Services (1989)  
M.D. Ambulance Care Ltd.  
Marshall's Ambulance Care Ltd.  
McKerracher Support Services Inc.  
Medstar Ventures Inc.  
Melfort Ambulance Care (1999) Ltd.  
Mental Health Association/Regina Branch Inc.  
Midway Ambulance Care Ltd.  
Moose Jaw Alcohol and Drug Abuse Society Inc.  
Parkland Ambulance Care Ltd.  
Phoenix Residential Society Inc.  
Portage Vocational Society Inc.  
Prairie Ambulance Care (1998) Ltd.  
Preeceville Ambulance Care (1998) Ltd.  
Quill Plains Ambulance Care Ltd.  
Rainbow Youth Centre Inc.  
Raymore Community Health & Social Centre  
Regina Recovery Homes, Inc.  
Samaritan Place Corp.  
Saskatchewan Health-Care Association  
Saskatoon Crisis Intervention Service Inc.  
Saskatoon Housing Coalition, Inc.  
Self Help and Recreation – Education P.A. Incorporated  
Shamrock Ambulance Care Inc.  
SMILE Services Inc.  
Society for Involvement of Good Neighbours Inc.  
Soo Line Ambulance Association  
Stoughton & District Volunteer Ambulance Inc.  
Strasbourg and District Health Centre Corp.  
Supreme Ambulance Care (1987) Limited  
Swift Current and District Ambulance Services Ltd.  
Thunder Creek Rehabilitation Association Inc.

Tisdale Ambulance Care Ltd.  
 Val Marie District Ambulance Inc.  
 Valley Ambulance Care Ltd.  
 Wald Ambulance Ltd.  
 Weyburn Group Home Society Inc.  
 757 Mohrs Holdings Inc.  
 597008 Saskatchewan Ltd.  
 615672 Saskatchewan Ltd.  
 620363 Saskatchewan Ltd.

22 Dec 2017 SR 135/2017 s4.

**Table 2**  
 [Subsection 7(1)]

**Health Care Organizations that may Amalgamate  
 with Provincial Health Authority**

The Border-Line Housing Company (1975) Inc.  
 BridgePoint Center Inc.  
 Creighton Alcohol & Drug Abuse Council, Inc.  
 Cupar and District Nursing Home Inc.  
 Cupar Lions Volunteer Ambulance Inc.  
 Duck Lake and District Nursing Home Inc.  
 Elrose Volunteer Fire Brigade Inc.  
 Fillmore Ambulance Inc.  
 Gull Lake & District Road Ambulance Corporation  
 Hope's Home Incorporated  
 Imperial & District Volunteer Ambulance Inc.  
 Jubilee Residences Inc.  
 Lakeview Pioneer Lodge Inc.  
 Lumsden & District Heritage Home Inc.  
 Moose Jaw Alcohol and Drug Abuse Society Inc.  
 Regina Recovery Homes, Inc.  
 Saskatoon Convalescent Home  
 Soo Line Ambulance Association  
 Stoughton & District Volunteer Ambulance Inc.  
 Strasbourg and District Health Centre Corp.  
 Val Marie District Ambulance Inc.

**Table 3**  
 [*Subsection 9(1)*]  
**Prescribed Affiliates**

All Nations' Health Hospital Inc.  
 Bethany Pioneer Village Inc.  
 Circle Drive Special Care Home Inc.  
 Cupar and District Nursing Home Inc.  
 Duck Lake and District Nursing Home Inc.  
 Foyer St. Joseph Nursing Home Inc.  
 Jubilee Residences Inc.  
 Lakeview Pioneer Lodge Inc.  
 Lumsden & District Heritage Home Inc.  
 Lutheran Sunset Home of Saskatoon  
 Mennonite Nursing Homes Incorporated  
 Mont St. Joseph Home Inc.  
 Oliver Lodge  
 Providence Place for Holistic Health Inc.  
 Radville Marian Health Centre Inc.  
 Raymore Community Health and Social Centre  
 Salvation Army  
 Santa Maria Senior Citizens Home Inc.  
 Saskatoon Convalescent Home  
 Sherbrooke Community Society Inc.  
 Société Joseph Breton Inc.  
 Spruce Manor Special Care Home Incorporated  
 St. Ann's Senior Citizens' Village Corporation  
 St. Anthony's Hospital  
 St. Joseph's Hospital (Grey Nuns) of Gravelbourg  
 St. Joseph's Hospital of Estevan  
 St. Joseph's Integrated Health Centre of Macklin Inc.  
 St. Paul Lutheran Home of Melville  
 St. Paul's Hospital (Grey Nuns) of Saskatoon  
 St. Peter's Hospital, Melville

Strasbourg and District Health Centre Corp.  
 Sunnyside Adventist Care Centre  
 The Border-Line Housing Company (1975) Inc.  
 The Qu'Appelle Diocesan Housing Company  
 The Regina Lutheran Housing Corporation  
 Ukrainian Sisters of St. Joseph of Saskatoon  
 Warman Mennonite Special Care Home Inc.

22 Dec 2017 SR 135/2017 s4.

**Table 4**  
 [*Subsection 9(2)*]

**Affiliates Required to Make Practitioner Staff Bylaws**

All Nations' Healing Hospital Inc.  
 Radville Marian Health Centre Inc.  
 St. Anthony's Hospital  
 St. Joseph's Hospital (Grey Nuns) of Gravelbourg  
 St. Joseph's Hospital of Estevan  
 St. Joseph's Integrated Health Centre of Macklin Inc.  
 St. Paul's Hospital (Grey Nuns) of Saskatoon  
 St. Peter's Hospital, Melville

**Table 5**  
 [*Section 10*]

**Designated Health Care Organizations with which Provincial Health  
 Authority may enter into Agreement**

Extendicare (Canada) Inc.  
 Langham Senior Citizens Home Ltd.  
 Samaritan Place Corp.

22 Dec 2017 SR 135/2017 s4.

**Table 6**  
[Section 15]

**Prescribed Health Care Organizations with which Provincial Health Authority may enter into Agreement – Transfer of Employees, Personal Property etc.**

eHealth Saskatchewan

Saskatchewan Health-Care Association

**Table 7**  
[Subsection 16(1)]

**Prescribed Health Care Organizations – Property Exempt from Taxation**

Moose Jaw Alcohol and Drug Abuse Society Inc.

Regina Recovery Homes Inc.

Samaritan Place Corp.

22 Dec 2017 SR 135/2017 s4.

**Table 8**  
[Subsection 16(2)]

**Prescribed Non-profit and Charitable Organizations – Property Exempt from Taxation**

Convent of Sion - Sisters of the Order of Notre Dame de Sion

Friends of Saskatchewan Children Inc.

Métis Addictions Council of Saskatchewan Inc.

St. Charles Missions Support Inc.

The Ursulines of St. Angela's Convent

22 Dec 2017 SR 135/2017 s4.

**Table 9**  
[Subsection 16(3)]

**Prescribed Community Clinics – Property Exempt from Taxation**

Community Health Services Association (Regina) Limited

Community Health Services Association (Wynyard & District) Limited

Community Health Services (Saskatoon) Association Limited

Lloydminster & District Co-operative Health Services Ltd.

The Co-operative Health Centre, Prince Albert

24 Nov 2017 cP-30.3 Reg 1.



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## PART 2

**Forms**

## FORM 1

[Subsection 7(2)]

**Notice of Amalgamation**

The following health care organization:

\_\_\_\_\_ and the provincial health authority hereby give notice pursuant to subsection 3-12(3) of *The Provincial Health Authority Act*:

- (a) that they wish to amalgamate; and
- (b) that they have obtained the approval of their members by special resolution (*attach copies of special resolutions*). (*Strike out clause (b) if it does not apply.*)

The effective date of the amalgamation is \_\_\_\_\_, 20\_\_\_\_.

Executed at \_\_\_\_\_, Saskatchewan, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

on behalf of \_\_\_\_\_

*(name of health care organization)*

\_\_\_\_\_  
*(signature of duly authorized officer)*

\_\_\_\_\_  
*(name of duly authorized officer)*

\_\_\_\_\_  
*(office of duly authorized officer)*

Executed at \_\_\_\_\_, Saskatchewan, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

on behalf of the provincial health authority.

\_\_\_\_\_  
*(signature of duly authorized officer)*

\_\_\_\_\_  
*(name of duly authorized officer)*

\_\_\_\_\_  
*(office of duly authorized officer)*

