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CATEGORY:	Part IV – Ensure Financial Viability	PAGE:	1 of 3
SUBJECT:	BOARD DELEGATION OF SIGNING AUTHORITY		

Purpose and Application

The Board Delegation of Signing Authority Policy provides the appropriate signing authority levels for contracts, negotiable instruments and other legally binding documents of the Hospital.

This policy directs the organization. The CEO is required to ensure the development and monitoring of operational standards or procedures with regards to:

- Administrative Delegation of Authority
- Procurement Authority
- Conflict of Interest – Procurement
- Use of Consultants
- Major Capital Procurement
- Minor Capital Procurement

The Board identifies the designated Signing Officers of the corporation and their authority. Hospital employees are not authorized to bind the Hospital to contracts or incur expenditures unless they have been delegated that authority or have been sub delegated authority by the hospital's Administrative Delegation of Authority policy.

The CEO is accountable to the Board of Directors for ensuring that appropriate administrative policies and procedures are in place regarding signing authority, and that these policies and procedures are monitored for compliance.

Policy

The Board identifies the designated Signing Officers of the corporation and their authority.

The following individuals are the designated signing officers of the Corporation:

- Chair, Board of Directors
- Treasurer, Board of Directors
- Vice-Chair(s), Board of Directors
- President and CEO
- Senior Vice Presidents

Any two of the above must sign cheques, bills of exchange or other negotiable instruments and orders for payment required for the day-to-day operation of the corporation, which are specifically included in the budget approved by the Board, or otherwise approved by the Board. One signatory must be a signing officer listed above who is an employee of the Corporation.

Contractual commitments in excess of \$1,000,000 shall require two of the above signatures of which at least one would be a Director of the corporation who is not an employee.

The CEO shall ensure that the processes for the purchase of supplies, services, or capital, or for a contract, lease or agreement are appropriately defined. All such transactions shall be made in accordance with *Broader Public Sector Accountability Act, 2010*.

Prior Board approval is required for any of the following transactions:

1. Any lease or contract that exceeds \$1,000,000. The renewal or extension of an existing lease with an estimated annual value of \$1,000,000 or less for substantially the same space, for the same program, at market rates, shall be reported to the Board when the lease is finalized.
2. Any purchases and contracts that form part of a capital expansion of the Hospital greater than \$1,000,000 must be approved by the Board or provided for in the Board approved Capital Project Plan.
3. All real estate purchases and sales.
4. The formation or dissolution of a corporation.
5. Any procurement where the CEO has declared a potential, perceived, or actual conflict of interest must be approved by either the Senior Vice President & COO or Vice President, People Relations and Corporate Affairs.

The CEO shall not order, receive or process goods in a manner that does not meet generally accepted good business practices.

Hospital employees are not authorized to bind the Hospital to contracts unless they have been delegated that authority or have been sub delegated authority under the hospital's Administrative Delegation of Authority operational policy.

Occasionally fund transfers between hospital accounts are required as part of normal operations. The Board designates the following to perform these transfers when required:

- President and CEO
- Senior Vice President and Chief Operating Officer

- Director, Finance
- Manager, Corporate Reporting

The Board approves all related budgets for new construction and building capital renovation costs exceeding \$1,000,000 prior to any spending.

References and Related Documents

Delegation of Authority Policy