AUTHORIZED BY:	Board of Directors	**NUMBER:**	**IV-2**
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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 of Directors (Board) identifies the designated Signing Officers of the Corporation and their authority. Hospital employees are not authorized to bind the Corporation to contracts or incur expenditures unless they have been delegated that authority or have been sub-delegated authority under the Hospital's "Administrative Delegation of Authority" policy.

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

For the purposes of this policy, the value of a contract, lease, or agreement shall be based on the total estimated financial commitment over the full term, including any renewal options, extensions, and excluding applicable taxes, where relevant

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 Chief Executive Officer
- Chief Financial Officer

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.

Signing authority confirms execution of legally binding documents and does not replace required approval authority under the Hospital's Delegation of Authority, procurement, or other governance policies.

Approval of expenditures through the budget process does not replace the requirement for compliance with Procurement Approval Authority and Delegation of Authority policies, where applicable.

Contractual commitments in excess of $1,000,000 shall require prior Board Approval and 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,* and all applicable procurement directives and Hospital policies.

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

1. Any property lease with a total estimated value that exceeds $1,000,000 over its full term.

2. 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.

3. Any capital purchases with an estimated total value that exceeds $1,000,000 must be approved by the Board or be provided for in the Board approved Capital Budget.

4. All real estate purchases and sales.

5. The formation or dissolution of a corporation.

6. Any procurement where the CEO has declared a potential, perceived, or actual conflict of interest must be approved by the Board Chair (or designate).

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

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
- Chief Financial Officer
- Director, Finance
- Manager, Corporate Reporting

All fund transfers shall be appropriately documented, subject to internal financial controls, and periodically reviewed by the Chief Financial Officer.

References and Related Documents
Delegation of Authority Policy
Procurement Authority Policy
Conflict of Interest - Procurement Policy
Broader Public Sector Accountability Act, 2010

Policy Review Log

Date	Activity
September 25, 2018	Issued
June 2, 2020	Reviewed
September 28, 2021	Revised
September 26, 2023	Revised
December 19, 2024	Revised
September 30, 2025	Revised
March 31, 2026	Revised