1. INTRODUCTION
The Board of Directors is committed to ensuring effective authorization limits and their delegations within the Institute to ensure consistent good business practices and governance.

2. APPLICATION
The "Delegation of Authority & Authority Limits" policy applies to all members of the UOHI Board, including Officers, Ex-Officio Directors and the CEO as well as those members of the Institute’s management team having been delegated financial oversight.

3. POLICY

3.1. The principle objectives of this policy are to establish:

3.1.1. Authorities reserved for the Board of Directors; and

3.1.2. Authority limits appropriate to empower management to be able to act effectively and make key decisions in relation to Institute activities.

3.2. All staff members are expected to understand their authorization limits, as well as those of their direct reports and to exercise a duty of care with respect to decisions made and commitments entered into on behalf of the Institute.

4. PROCESS

4.1. "Appendix A", which may be modified from time to time to fulfill organizational demands, defines authorities reserved for the Board and those designated to specified positions of responsibility within the Institute and establishes the types and maximum amount of obligations that may be approved by individuals.
# Appendix A

## Matters Always Requiring Board Approval, Authority and Notification

| Strategic Planning | Approval of long term objectives and strategies including strategic plan  
| | Approval of annual operating budget and material changes to it, performance to plan  
| | Notification and approval of any material change to the business – expansion or contraction  
| Corporate | Approval of changes to the corporate structure, including by-laws and terms of reference for Committees  
| | Composition and powers of the Board, including appointments of Chairs, Committee Chairs and Board members  
| | Appointment of the CEO and determination of remuneration  
| | Appointment of auditors and key trusted advisors  
| | Approval of all Board policies  
| | Notification of changes in senior positions within the Institute  
| Financial | Approval of borrowings  
| | Capital expenditures – annual capex plan and performance to budget  
| Other | Notification of any legal action instituted including updates and outcomes  

## Financial Delegations – Maximum Levels Only

| Competitive Procurement | Purchase Order | Managers  
| | | Directors  
| | | VP’s  
| | | CFO  
| | | CEO  
| | | Board of Directors  
| | | $75,000  
| | | $100,000  
| | | $250,000  
| | | $1,500,000  
| | | $2,000,000  
| | | $>2,000,000  
| Non Competitive Procurement | Sole Source Justification | Directors  
| | | VP’s  
| | | CFO  
| | | CEO  
| | | Board of Directors  
| | | $75,000  
| | | $100,000  
| | | $250,000  
| | | $1,500,000  
| | | $>1,500,000  
| Expenses – General | Cheque Request | Managers  
| For goods and non-consulting services | I Procurement | Directors  
| | | VP’s  
| | | CFO  
| | | CEO  
| | | Board of Directors  
| | | $10,000  
| | | $50,000  
| | | $100,000  
| | | $500,000  
| | | $1,000,000  
| | | $>1,000,000  
| Expense Reimbursement | Cheque Request – I Expense | Managers  
| See Policy for Hospitality and Travel | | Directors  
| | | VP’s  
| | | CFO  
| | | CEO  
| | | Board of Directors  
| | | $2,000  
| | | $5,000  
| | | $10,000  
| | | $50,000  
| | | $50,000  
| | | $>50,000  
| Consultants | RFP, RFQ, Sole Source | CEO  
| Invitational or Open Competitive or Non-Competitive | | Board of Directors  
| | | | $1,000,000  
| | | | $>1,000,000  

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## Financial Delegations – Maximum Levels Only

<table>
<thead>
<tr>
<th>Item</th>
<th>Document</th>
<th>Board</th>
<th>CEO/CFO</th>
<th>VP’s</th>
<th>Directors</th>
<th>Managers</th>
<th>Comments</th>
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<td>Competitive bids</td>
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<td>Annual Capex Plan</td>
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<td>Item</td>
<td>Document</td>
<td>Board</td>
<td>CEO/CFO</td>
<td>VP's</td>
<td>Directors</td>
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