




DELEGATION OF AUTHORITY & AUTHORITY LIMITS

Section:	Board of Directors	No.:	BoD-FIN-01
Issued By:	Board Secretariat	Approved By:	 Chair, Board of Directors
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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 For goods and non-consulting services (in budget)	Purchase Order	Managers	\$25,000
		Directors	\$100,000
		VP's	\$250,000
		CFO	\$2,500,000
		CEO	\$5,000,000
		Board of Directors	>\$5,000,000
Non Competitive Procurement For goods and non-consulting services (in budget)	Sole Source Justification	Directors	\$75,000
		VP's	\$100,000
		CFO	\$1,000,000
		CEO	\$2,500,000
		Board of Directors	>\$2,500,000
Any procurement – for goods and non-consulting services – that is not within an approved budget	Purchase Order or Sole Source Justification	Directors	\$25,000
		VP's	\$50,000
		CFO	\$500,000
		CEO	\$1,000,000
		Board of Directors	>\$1,000,000
Expenses – General For goods and non-consulting services	Cheque Request I Procurement	Managers	\$25,000
		Directors	\$100,000
		VP's	\$250,000
		CFO	\$2,500,000
		CEO	\$5,000,000
		Board of Directors	>\$5,000,000
Expense Reimbursement See Policy for Hospitality and Travel	Cheque Request – I Expense	Managers	\$25,000
		Directors	\$100,000
		VP's	\$250,000
		CFO	\$2,500,000
		CEO	\$5,000,000
		Board of Directors	>\$5,000,000
Any expense that is not within an approved budget	Cheque Request – iProcurement or iExpense	Directors	\$25,000
		VP's	\$50,000
		CFO	\$500,000
		CEO	\$1,000,000

		Board of Directors	>\$1,000,000
Consultants Invitational or Open Competitive or Non- Competitive	RFP, RFQ, Sole Source	CEO Board of Directors	\$1,000,000 >\$1,000,000

Financial Delegations – Maximum Levels Only							
Item	Document	Board	CEO/CFO	VP's	Directors	Managers	Comments
Other Financial							
Transfers from OHIRC	Cheque Request		\$5 M	\$250K**			**Can be approved by Director of Finance of UOHI for payment
Expense reimbursement	Cheque Request	>\$50K	\$50 K	\$10 K	\$5 K	\$2 K	
Write off – inventory	Memo		\$250 K	n/a	n/a	n/a	Must be approved by CFO
Bad debts	Memo		\$250 K	n/a	n/a	n/a	Must be approved by CFO
Capital							
Item	Document	Board	CEO/CFO	VP's	Directors	Managers	Comments
Life Support Capital project	Competitive bids	>\$2 M	Up to \$2 M		Up to \$100K		See delegation of Authority matrix with IO
Life Support Capital project	Sole Source	>\$2 M	Up to \$2 M		Up to \$50K		
Projects in annual plan	Annual Capex Plan						Ongoing reporting to Board
New projects not in plan	Project Assessment Plan	>\$2 M					Must be approved by CFO
Minor capex	Memo		\$250 K	\$75 K	\$50 K	\$10 K	Individual item max \$50K
Writeoff of assets	Forms		\$100 K	n/a	n/a	n/a	Must be approved by CFO and reviewed by Biomed
Disposal of assets	Forms		\$100 K	n/a	n/a	n/a	Must be approved by CFO

Financial Delegations – Maximum Levels Only							
Item	Document	Board	CEO/CFO	VP's	Directors	Managers	Comments
							and reviewed by Biomed
Insurance							
Coverage	Memo						Reporting of coverage annually
Claims	Memo						Reporting of claims >\$10K
Financial							
Leases	Agreement	>\$500K	\$500,000	n/a	n/a	n/a	Can only be approved by CFO/CEO
Borrowings – existing rollovers or renewals	Memo	Approval		n/a	n/a	n/a	Reviewed annually with Board
Borrowings – new	Agreement	Must be approved	\$5 M	n/a	n/a	n/a	Can only be approved by CFO/CEO
Contracts – services	Contract/Memo	>\$250 K	\$250 K	n/a	n/a	n/a	If in ordinary course of business – notification of Board – all Consultant contracts must be reported to the Board Can only be approved by CFO/CEO
Agreements with Funding Agencies/MOHLTC	Contract/Memo	As required	As required	n/a	n/a	n/a	
Tax Returns	Tax Returns			n/a	n/a	n/a	CFO to sign