

## ***Delegation of Authority and Execution of Agreements***

<b>Bylaw Number</b>	<i>BOH121</i>	<b>Approved Date</b>	<i>February 20, 2019</i>
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### **REVISION HISTORY**

<b>Reviewed</b>		<b>Amended:</b>	
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### ***Purpose***

The purpose of this policy is:

- a) to establish clear guidelines to enable signing authorities to structure and manage their responsibilities in an effective and efficient manner;
- b) to grant the board of directors of the Corporation (the “**Board**”) adequate internal controls to ensure the assets of the Corporation are properly protected; and
- c) to ensure that risk management processes are in place to support effective and informed decision-making.

### ***Scope***

This policy applies to all written documents that create a legally binding commitment, and includes, but is not limited to, confidentiality agreements, credit agreements and other financing and security agreements, revenue generating or expenditure contracts, memoranda of understanding, licences, letters of agreement, letters of intent, purchase agreements, services contracts, or any other document which creates an obligation or which may be binding upon the Corporation (each an “**Agreement**”).

### ***Regulation***

- a) Any Agreement involving the Corporation which creates an obligation in an amount less than \$50,000.00 shall be signed by Medical Officer of Health of the Corporation (the “**MOH**”) or as he or she delegates to a senior member of the Corporation’s management.
- b) Any Agreement involving the Corporation which creates an obligation in an amount greater than \$50,000.00 but less than \$100,000.00 shall be signed by the MOH.
- c) Any Agreement involving the Corporation which creates an obligation in an amount greater than \$100,000.00 must be approved by the Board and may be signed by any director of the Board as approved by the Board. The Board may delegate approval authority for such Agreements to the MOH.
- d) An Agreement that settles a legal claim by or against the Corporation which may affect the reputation of the Corporation must be brought to the attention of the Board by the MOH.
- e) Transactions with unspecified monetary value that create a commitment on behalf of the Corporation shall be signed by the MOH.

***Amendment***

This policy shall be reviewed and approved by the Board every two years, and may be amended from time to time as the Board deems necessary.