

**Policy and Procedure**

Title:	Delegation of Signing Authority Limits		
Policy Number:	01.002	Section:	Administration
Effective Date:	December 15, 1994		
Revised Date:	October 30, 2019		
Approving Body:	CCMB Board of Directors		
Authority:	CancerCare Manitoba Act and By-Laws		
Responsible Officer:	President and Chief Executive Officer		
Delegate:			
Contact:	Board Chair or the President and Chief Executive Officer		
Applicable to:	CancerCare Community		

1.0 **BACKGROUND:**

Not applicable.

2.0 **PURPOSE:**

To ensure that appropriate controls are placed on the ability of individuals to initiate financial commitments made on behalf of CancerCare Manitoba.

3.0 **DEFINITIONS:**

3.1 **Commitment:** Any obligation, by way of contract, purchase order, lease, or other agreement or arrangement for which payment will be made when the goods are received, service rendered or the obligation is otherwise fulfilled. The value of a commitment means a total indebtedness to be incurred by CancerCare Manitoba as a result of the commitment being made, including all related taxes and freight charges. This includes commitment from operating and capital activity.

For example, a contract for 9 monthly payment of \$30,000 would be a commitment valued at \$270,000 and would require President and Chief Executive Officer approval.

3.2 **Capital:** Tangible assets such as land, building, furniture and equipment that are held for use in the provision of services with a value of \$10,000 or more and more than one year useful life.

3.3 **Employment Contracts:** Commitments made for secondments and purchased service agreements. Does not include regular employment commitments.

4.0 **POLICY:**

4.1 Regardless of the delegation of signing authority made, financial accountability for the operations of the service rests with the individual who has been given the responsibility to manage the budget of that service within CancerCare Manitoba.

4.2 No person may approve any request for personal reimbursement. All requests for personal reimbursement must be signed by the claimant and approved by a

<b>CANCERCARE MANITOBA GOVERNING DOCUMENTS</b> <b>Policy and Procedure</b>	
Title: Delegation of Signing Authority Limits	Policy No. 01.002
Page: 2 of 5	

person who is on the organizational level above that of the claimant (normally the person to whom the claimant reports).

### **Authorization Limits for Commitments**

**Level 1** – Any commitment made on behalf of CancerCare Manitoba with a financial cost greater than \$500,000 must be approved by resolution of the CancerCare Manitoba Board.

**Level 2** – The President and Chief Executive Officer is delegated the authority to approve all commitments up to \$500,000.

The President and Chief Executive Officer hereby delegates signing authorizations for all commitments (not including capital equipment) as outlined below.

**Level 3** – Chief Administrative Officer, Provincial Director of Population Oncology, Chief Clinical and Operating Officer, Chief Medical Officer, reporting to the President and Chief Executive Officer – may approve commitments less than or equal to \$100,000 in their Service portfolio.

**Level 4** – Directors/Service Heads who report directly to Level 3 signing authorities, as well as clinical/research grant holders – may approve commitments less than or equal to \$10,000 from their respective budget/grant.

**Level 5** – Managers who report directly to Level 4 signing authorities – such as Managers/Supervisors/Coordinators may approve commitments less than or equal to \$5,000 in their department.

### **Exceptions to Policy:**

1. CancerCare Manitoba has expenditures relating to Capital projects. The President and Chief Executive Officer shall not require Board resolution where the payments are part of a Capital Project approved by the Board and where there are approvals from Manitoba Health.
2. Capital Commitments – capital equipment and project commitments require preauthorization, as follows:

#### Sources of Funds:

- Basic Equipment over \$100,000 requires Manitoba Health approval
- Specialized Equipment requires Manitoba Health approval
- Projects involving significant renovations/construction (Approved by Manitoba Health where required).
- Building Project (Approved by Manitoba Health and CancerCare Manitoba Board)
- Capital funded by CancerCare Manitoba Foundation Inc. (Approved by Provincial Director and Chief Administrative Officer)

### **Leases**

Prior to approval of leases, the total financial commitment for the entire lease term

**CANCERCARE MANITOBA GOVERNING DOCUMENTS**  
**Policy and Procedure**

Title: Delegation of Signing Authority Limits

Policy No. 01.002

Page: 3 of 5

should be calculated and approved by an appropriate signing authority based on the calculated total lease commitment.

**Employment Contracts**

Employment contracts in excess of \$100,000 relating to secondments and purchased service arrangements shall be approved by the President and Chief Executive Officer. All written offers of employment must include the signature of the Chief Administrative Officer or as designated by the Chief Administrative Officer.

**Levels of Signing Authority – Summary**

<b>Level</b>	<b>Authority</b>
1 – Greater than \$500,000	Officer of the Board and President and Chief Executive Officer
2 – Less than or equal to \$500,000	President and Chief Executive Officer
3 – Less than or equal to \$100,000	Chief Administrative Officer, Provincial Director of Population Oncology, Chief Clinical and Operating Officer, Chief Medical Officer
4 – Less than or equal to \$10,000	Service Head/Director or Clinical/Research Grant Holder
5 – Less than or equal to \$5,000	Cost Centre Manager/Supervisor/Coordinator

Other regular recurring payments for payroll and purchased services and or goods in excess of \$500,000 shall not require board resolution where the CancerCare Manitoba Board approved the annual budget, which includes the salary budget for CancerCare Manitoba.

**Cheque Signing**

All cheques with supporting documentation are to be reviewed and approved prior to release as indicated by an initial on the cheque stub. The required approval is:

≤ \$ 2,000	-Accountant
≤ \$10,000	-Director of Finance
> \$10,000	-any two of Director of Finance, President and Chief Executive Officer, Chief Administrative Officer, Chief Nursing Officer, Provincial Director of Population Oncology.

5.0 **PROCEDURE:**  
Not Applicable

6.0 **REFERENCES:**  
Not Applicable

<b>CANCERCARE MANITOBA GOVERNING DOCUMENTS</b> <b>Policy and Procedure</b>	
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Title: Delegation of Signing Authority Limits	Policy No. 01.002
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Page: 4 of 5
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<b>Contact:</b>	
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All enquiries relating to this document should be directed to:	
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Name:	
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Title/Position:	Board Chair or the President and Chief Executive Officer
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Phone:	Via the Board Coordinator, Executive Office, CCMB
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E-mail:	
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Address: (if required):	
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**CANCERCARE MANITOBA GOVERNING DOCUMENTS**  
Policy and Procedure

Title: Delegation of Signing Authority Limits

Policy No. 01.002

Page: 5 of 5

**DOCUMENTATION**

**Document Location:**

This document is located (hard and e-copy formats):

1. The original signed and approved document is on file in the Policy Office, CCMB.
2. The e-copy is on file in the CCMB Governing Documents Library on SharePoint.
- 3.

**Revision History:**

Date	Version	Status	Author	Summary of Changes
dd/mm/yyyy	#	Initial, Draft Final Minor/Major revision		
12/15/1994	1	Initial	CCMB Board	
23/10/2002	2	Revision	CCMB Board	
08/12/2009	3	Review	CCMB Board	
01/21/2010	4	Revision	CCMB Board	
16/05/2013	5	Revision	CCMB Board	
09/04/2019	6	Minor Revision	F&A Committee	Minor editing and under 3.2 increase from \$2,000 to \$10,000
30/10/2019	7	Minor Revision	Executive	

**Approvals Record:**

This Policy requires approval by:

Approval	Date	Name / Title	Signature
		Not applicable.	

**FINAL APPROVAL:**

Date	Name / Title	Signature
Oct 30 2019	Chair of the CCMB Board of Directors	<i>Approved by the Chair of the Board</i>