



Réseau de recherche sur les données de santé du Canada
Health Data Research Network Canada

HDRN Canada Signing Authority Policy



Purpose

The purpose of this policy is to identify the signing authorities and levels of authority to sign cheques, expenditure contracts/agreements, and other binding documents on behalf of Health Data Research Network Canada (HDRN Canada), herein the “Corporation”.

While the Board is responsible for strategic oversight for all HDRN Canada operations, its financial oversight responsibilities are limited to funds that flow to and from HDRN Canada only. For clarity, the Board is not responsible for the financial oversight of funds that flow from external sources to HDRN Canada Organizations that are legally distinct entities (e.g. federal funding that is provided to universities, research institutes and other HDRN Canada Organizations). Only funds under the direct management and control of HDRN Canada are the responsibility of the Board.

Procedure

The Board will ensure that signing authorities are designated for all situations that result in a commitment being made on behalf of the Corporation.

The Board shall review and approve the Annual Operating Plan and Annual Budget no later than the last regularly scheduled Board meeting prior to the annual Members’ meeting. This approval constitutes authorization of expenditures within the Annual Budget, including staff hires and annual funding transfers to HDRN Canada Organizations. For clarity, funds received from Canadian Institutes for Health Research (CIHR) are managed by the University of British Columbia (UBC). The Board will receive a copy of the budget but is not responsible for managing of these funds.



In all cases, any services or goods will require a written Agreement or Contract.

Authorization levels with respect to this policy are as outlined in the table below:

Expenditure	Amount	Signing Authority Required
Expenditures included in the Annual Budget approved by the Board of Directors, including deeds, transfers, assignments, contracts, obligations and other instruments	≤\$25,000	Operations Director
	>\$25,000-\$100,000 that are not transfers to HDRN Canada Organization	Operations Director and Scientific Director & CEO
	Transfers to HDRN Canada Organizations regardless of amount (no upper limit)	
	Expenditures >\$100,000 that are not transfers to HDRN Canada Organizations	The Scientific Director & CEO and one other officer or Director of the Corporation as appointed by Board Resolution
Expenditures that were not included in the Annual Budget approved by the Board of Directors, including deeds, transfers, assignments, contracts, obligations and other instruments	≤\$100,000.00	Operations Director and Scientific Director & CEO
	>\$100,000.00	The Scientific Director & CEO and one other officer or Director of the Corporation as appointed by Board Resolution

Dollar limits are exclusive of HST but include all other costs.

Amendment: The Board may amend this policy.

Last Review:

Approval Date: May 28, 2020

Last Revision: