

**CREE BOARD OF HEALTH AND SOCIAL SERVICES OF JAMES BAY  
BOARD GOVERNANCE POLICY**

**POLICY No. 5: DELEGATION OF AUTHORITY**

**I. PURPOSE OF THE BOARD POLICY**

This Board Governance Policy complements and is subject to Consolidated General By-law No. 8 and conflict of interest policies of the CBHSSJB to determine the level of expenses authorized to be decided at each management level of the CBHSSJB, the level of authority required to hire different personnel and the level of authority required to award certain contracts.

**II. DELEGATION OF AUTHORITY**

Unless otherwise specified, authority is delegated to a position as opposed to a person.

**III. RESPONSIBILITY: LEVEL OF EXPENSES**

<b>Body/Position</b>	<b>Transaction Limit</b>
Board of Directors	No limit
Administrative Committee	Up to \$250,000
Executive Director	Up to \$100,000
Assistant Executive Director	Up to \$50,000
Director of Financial Resources	Up to \$25,000
Regional and Local Directors, other than Director of Financial Resources, incl. Director of a Cree Miyupimaatisiun Centre and Director of Cree Patient Services for their respective Centre or Service	Up to \$15,000
Coordinators, including Coordinator of Purchasing	Up to \$5,000
All the other Levels	No authorization

#### **IV. RESPONSIBILITY: HIRING PROCESS**

The CBHSSJB has five (5) categories of personnel status for its employees:

Status 1: Permanent full time

Status 2: Temporary full time

Status 3: Permanent part time

Status 4: Temporary part time

Status 5: Occasional

Subject to the provisions of Consolidated General By-law No. 8, the hiring process is under the responsibility of the Director of Human Resources. In order to be hired, every employee, regardless of status, must have a previous security check, an individual employee file opened by the Human Resource Department and an employee number in the pay system. A candidate may only begin to work when the Human Resource Department has confirmed in writing to that person that he or she has been hired as an employee.

#### **V. RESPONSIBILITY: AWARDING OF CERTAIN CONTRACTS**

A professional service contract must be signed by the Executive Director to be valid.

A construction contract, letter, email or any other form of confirmation regarding a construction contract, must be signed by the Executive Director to be valid. A notice to this effect must be clearly written in all tendering documents (for public tenders or otherwise), an invitation to bid or similar document that engages the responsibility of the CBHSSJB in relation to construction matters.

#### **VI. IMPLEMENTATION OF THIS POLICY**

The delegation of authority regarding authorized levels of expenses applies as of the coming into force of this Board Governance Policy, as duly amended. The Executive Director may submit to the Board of Directors proposed revisions of these levels of expenses, when necessary.

#### **VII. REVIEW OF THIS POLICY**

This Policy shall be reviewed by the Board of Directors at its meeting of September 2017, and every two years thereafter.