

LIMITS TO AUTHORITY		Number:	Policy number
Approved by:	Board	Pages	Page 1 of 5
Section:	GOVERNANCE	Approved date:	November 26, 2025
Subject:	Finance	Date of next review:	November 2026

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1. Policy:

All decisions involving financial commitments, legal obligations, and other significant undertakings must comply with the authority limits outlined in the attached table. No individual may exceed their designated authority without prior approval from the appropriate higher authority as specified in this policy.

2. Scope:

This policy applies to all employees, volunteers, and members of the Board of Directors of Klinic.

3. Terms of the Policy

Exceptions to this policy must be approved in writing by the Executive Director or Board of Directors, depending on the nature and magnitude of the exception.

4. Definitions:

Signing Authority: The level of authority granted to an individual to approve financial transactions, contracts, or other obligations on behalf of Klinic.

Limits to Authority Table: A table that outlines specific authorization levels for various roles within the organization.

Clarification of key policy concepts and terms

5. Responsibilities:

- Board of Directors: Approves this policy and retains oversight for major decisions as outlined in the Limits to Authority Table.
- Executive Director: Ensures compliance with the policy and delegates authority as required within the prescribed limits.
- Managers and Staff: Adhere to the authority limits relevant to their roles and seek appropriate approvals when necessary.



Particulars		Board of Directors (BOD)	Executive Director (ED)	Director, Finance & Operations (DOF)	HR Director	Program Managers	Remarks
1	Strategy & Policy						
	a. Vision, mission, values	X					ED is responsible for developing. Board approves.
	b. Strategic Plan	X					ED is responsible for developing & implementing; Board approves & monitors.
	c. New programs	I	X	X	X		Assessment to be done for alignment with vision, mission & strategy as well as sustainability; included in quarterly forecast.
	d. Governance policies	X					The Board supported by ED.
2	e. Operating policies (management, personnel, fiscal, programs)	I	X	X	X	X	ED is responsible for approving, responsible manager develops, Board reviews.
	Budgets & Operations						
	a. Overall budget approval	X					Authorization to management to spend within budget amounts is granted with approval of budgets.
	b. Board forecast approval	I	X	X			Forecasts include known changes to budget and provided to the board at board meetings.
	c. Approving budgeted expenditures >\$5,000			X	A		Budgeted expenditures to be approved by DOF. HR Director is alternate.
	e. Approving budgeted expenditures <\$5,000			A	A	X	Program Managers approve expenditure spending with assigned budgets. DOF and HR Director are alternates.
	d. Approving budgeted expenditures >\$50,000		X				Approved by ED.
	g. Approving unbudgeted expenses < \$50,000	I	X	X			Approved by the ED and DOF, only if new funding supports the expense.
3	h. Approving unbudgeted expenses >\$50,000	X	X				Approved by ED plus a Member of the Board, follow expenditure limits as above once approved.
	Signatures						
	a. Signing expenditure contracts (within budget) < \$10,000/less than one year			X	A	C	DOF signs the contract, HR Director is alternate if within budget. Program Manager is co-signor.
	>\$10,000 to <\$50,000 and/or 1-3 year timeframe			X	A		DOF approves and signs the contracts/service agreements. HR Director is alternate.
	> \$50,000 and/or >3 year timeframe	I	X	X			Approved and signed by ED or DOF.
	> \$150,000 and/or >3 year timeframe	X	X				Approved and signed by ED and one Member of the Board.
	b. Funder and grant contracts – new < \$10,000/less than one year		I	X	A	C	Approved and signed by ED or DOF, HR Director as alternate, Program Manager(s) are co-signors.
	>\$10,000 to <\$50,000 and/or 1-3 year timeframe	I	X	X			Approved and signed by ED or DOF. Board is informed of obligations greater than one year.
	> \$50,000 and/or >3 year timeframe	I	X	X			Approved and signed by ED or DOF. Board is informed of obligations greater than 3 years.
	c. Funder contracts – renewals < \$10,000/less than one year		X	X	A	C	ED, DOF approve and sign renewal contracts. HR Director is alternate. Program Managers are co-signors.
	>\$10,000 to <\$50,000 and/or 1-3 year timeframe	I	X	X	A		Approved and signed by ED or DOF, HR Director as alternate signatory. Board is informed of obligations greater than one year.
	> \$50,000 and/or >3 year timeframe	I	X	X			Approved and signed by ED or DOF. Board is informed of obligations greater than 3 years.
	d. Fundraising agreements with obligations attached <\$10,000/less than 1 year		X	X	A		Approved and signed by ED or DOF. HR Director as alternate signatory.
	>\$10,000 to <\$50,000 and/or 1-3 year timeframe	I	X	X	A	C	Approved and signed by ED or DOF, HR Director as alternate. Program Manager(s) as co-signors. Board is informed of obligations greater than one year.
	> \$50,000 and/or >3 year timeframe	I	X	X			Approved and signed by ED or DOF. Board is informed of obligations greater than 3 years.
	e. Memoranda of understanding (MOU)		X	X	A	C	Approved and signed by ED or DOF. HR Director is alternate. Program Manager(s) as co-signors.
4	Lease Agreements						
	a. Agreements >\$50,000 per year	I	X	X			Approved and signed by ED or DOF. HR Director as secondary
5	Banking, Financing and insurance						
	a. Opening/closing bank accounts	X	X	X			Bylaws require Board Approval.
	b. Change of authorized signatories	I	X	X			Approved and signed by ED or DOF in accordance with policies.
	c. Cheque signatory/EFT's/Wires/e-transfers	I	X	X	X		ED, DOF, HR Director and the Manager of Program and Financial Accounting are authorized signatories to the bank. Board Chair and Secretary/Treasurer are alternate signatories in the absence of ED and DOF. Primary signatory should either be ED or DOF. HR Director and MPFA are secondary signatories. Authority to act on behalf of primary signatories must be approved by the BOD.
	d. Loan agreements	X	X	X			BOD and ED approves. ED and DOF sign loan agreements.
	e. Company credit cards		X	X			ED & DOF have authority to assign limits in accordance to role (matrix is in place for this).
	f. Investing activities >3 years &/or >\$500,000	I	X	X	A		All investment activities are in accordance with the Board approved Investment policy. ED and DOF are primary signatories, HR Director as alternate.



Particulars		Board of Directors (BOD)	Executive Director (ED)	Director, Finance & Operations (DOF)	HR Director	Program Managers	Remarks
6	g. Investing activities <3 year &/or <\$500,000		X	X	A		All investment activities are in accordance with the Board approved Investment policy. ED and DOF are primary signatories, HR Director as alternate.
	h. Insurance renewals		X	X			
	Staffing						
	a. Approving salary budget	X					Part of overall organizational budget as prepared by the Director of Finance & Operations and discusses with Program Managers
	b. Approving compensation bands		X				For non-unionized employees
	c. ED appointment, evaluation & compensation	X					Hire, dismissal, compensation at ED's recommendation with Board approval
	d. Changes to Directors Team	X	X				Approved and signed by Board and ED.
	e. Terminating staff		I	X	X	X	Always in consultation with Human Resources; must be endorsed by Program Managers. HR Director to ensure risk management strategies are in place.
7	Capital asset transactions						
	a. Sales/disposal - approving price/party/conditions <\$50,000		X	X	A	C	Approved and signed by ED or DOF. HR Director as alternate. Program Managers are co-signors.
	b. Sales - approving price/party/conditions >\$50,000	I	X	X	A		Approved and signed by ED or DOF. HR Director as alternate. Board is informed.
	c. Purchase - budgeted and approved		X	X	A	C	Approved and signed by ED or DOF. HR Director as alternate. Program Managers as co-signor.
	d. Purchase - unbudgeted, emergency > \$50,000	I	X				Approved and signed by ED. Board is informed.
	e. Purchase - unbudgeted < \$50,000		X	X	A		Approved and signed by ED or DOF. HR Director as alternate
	f. Purchase - unbudgeted, necessary, not immediate >\$50,000	I	X				Approved by Board and ED. Information is presented to Board along with supporting analysis.

NOTE:

- To delegate authority of a role during unforeseen circumstances, ED makes recommendation to appropriate Board member for approval.
- In the absence of the ED, approval authority is assigned to a member of the Board with signing authority.

Board	Chair/Vice Chair/Treasurer/Members. Recommendations come from Management and/or Committee, majority required.
ED	Executive Director
DOF	Director of Finance & Operations
MFPA	Manager, Finance and Program Accounting
A = Alternate Signatory	Non Financial officer authorized to act on behalf of the Director of Finance & Operations
X = Authorizing party	Klinik Leadership assigned to authorize, approve and sign off on transactions/contracts
C = Co-Signor	Authorized secondary signatory to transactions and contracts.
I = Information	Action to provide information as advisement.

APPROVED BY THE BOARD :

DATE :

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7. Policy Review:

This policy will be reviewed annually by the Executive Director and presented to the Board of Directors for approval, ensuring it remains relevant and aligned with organizational needs.

8. History:

Date	Responsibility	Sections Updated / Summary of Changes
Oct. 2024	FAC	Drafted Limits to Authority
20-Nov-2024	Board	Approved
November 26, 2025	Board	Approved