



GP09: Council Delegation of Operational Authority to Registrar/CEO

Policy Type:
Council-Registrar/CEO

Policy No:
GP 09

Effective Date:
May 13, 2024

Last Approval/Revision Date:

Policy Review Frequency:
Every Five Years

Purpose

To outline the authorities the Council delegates to the Registrar/CEO for achieving specific outcomes and to carry out the work. All authority is delegated through the Registrar/CEO therefore the Registrar/CEO is accountable for the actions of all CPhM staff.

Policy

- 1) The Council delegates to the Registrar/CEO of CPhM the following authority:
 - a) for the corporate organization, including direction to CPhM staff and the day-to-day operations (both financial and human resource as outlined in Appendix A) of CPhM;
 - b) to carry out the strategic and business plans of CPhM;
 - c) to establish fees¹ pursuant to the Act for CPhM administrative fees, miscellaneous material, information, and education programs; and
 - d) to establish policies and procedures for the management and operations of CPhM; and
 - e) regulatory program policies.
- 2) The Registrar/CEO may delegate any of the Registrar/CEO's responsibilities as they consider appropriate and may prescribe conditions governing the exercise or performance of any delegated responsibilities, including the power of sub-delegation.
- 3) The Council holds the Registrar/CEO accountable for the authority that has been delegated.
- 4) Council may request information about matters delegated to the Registrar/CEO unless the information is legally required to be kept confidential. Council may update and revise its Strategic Directions at any time.

¹ Fees do *not* include pharmacist licencing and pharmacy technician listing fees. These fees are recommended by the Finance Committee and approved by Council.

Appendix A

Delegation of Authorities Matrix

Item	Council	Registrar/CEO
Strategic Plan Multi-year, including vision, mission, values, goals / objectives	Council approves	Registrar/CEO recommends to Council
Annual Budget	Council approves Annual Budget Council approves budgeted expenditures through the approval of the Annual Budget	Registrar/CEO has accountability for budgeted expenditures in accordance with budget and operating policies. Registrar/CEO reports expenditures beyond approved budget via quarterly financial reporting/forecasting
Risk Register	Council approves	Registrar/CEO recommends
External Auditors appointment	Council approves Audit Committee recommends	Registrar/CEO and Director of Operations provide staff support in RFP process to select external audit firm
Audited Financial Statements, reports, and disclosures	Council approves	Audit Committee recommends to Council
Litigation, settlements: conducting and instructing counsel	Over \$250,000 (uninsured) or where significant or material reputational impact	Registrar/CEO approves up to \$250,000 (uninsured)
Payment for Services (e.g., IT vendor for information management system, contractors)	Council approves over \$100,000	Registrar/CEO approves up to \$100,000
New business including acquisitions, divestitures, joint ventures, and partnerships	Council approves	Registrar/CEO recommends
Sale of real estate property	Council approves	Registrar/CEO recommends
Employment Arrangements including hiring, terminating, evaluating	Council appoints Registrar/CEO	Registrar/CEO has oversight of operational staff
Compensation	Council approves Registrar/CEO compensation	Registrar/CEO approves operational staff compensation
Expenses (travel, etc.)	Chair approves Council member expenses or may delegate approval to management. Council delegates oversight of Registrar/CEO expense reports to Ex Cte. In turn, Ex Cte confirms internal controls and retains authority to inspect at any time	Registrar/CEO accountable to ensure the authorization of staff expenses through CPhM financial reimbursement policies. Internal controls and approval system to review Registrar/CEO expense reports.
Operational Policies and Procedures	Council receives updates	Registrar/CEO approves