



Policy Name	<b>Delegation of Authority</b>		
Policy #	511	Category	GOVERNANCE
Steward	Board of Governors	Date Approved	July 1, 2023
Next Review Date		Date Reviewed or Revised	

**PURPOSE**

The Delegation of Authority Policy has been established by the Board of Governors (Board) to outline the separation of governance and management, delegating governance to the Board of Governors, and operations management of the College to the President and CEO. This policy shall specifically:

- Set out matters reserved for determination by the Board
- Set out matters delegated to management via the President and CEO
- Set out matters reserved for specific roles in the organization
- Establish appropriate levels of signing authority for expenditures, contracts, and other commitments

**PRINCIPLES**

1. The Board embraces the principle of empowerment and believes that governance and management are more effective and efficient when they are separated. Therefore, the Board is responsible for governance and the President and CEO is responsible for management of the College.
2. Management decision making authority is delegated to college staff by the President and CEO as appropriate to their positions and responsibilities.
3. Within the spirit of empowerment, the President and CEO is responsible for presenting to the Board items that may present material reputational or financial risks for the college.

**POLICY**

Within the limits and policies established by the Regional Colleges Act/Regulations, Bylaws, Charter, and the Board’s authority, the management of the Colleges is delegated to the President and CEO.

Matters reserved specifically for the Board include decisions regarding organizational strategy and governance, annual reports, audited financial statements, collective agreement ratification, annual business plans with operating, capital budgets, and fund development budgets, and the establishment and dissolution of internally restricted net assets. The Board also have the authority and responsibility to succession plan for the President and CEO.

Other than as expressly provided in this policy, all matters not specifically reserved for the Boards and that are necessary for the day to day management of the Colleges and implementation of the objectives identified

in the strategic plan and business plan are delegated to the President and CEO. The President and CEO may sub-delegate where appropriate and as identified in the *Delegation of Authorities Grid* included in this policy as **Appendix A**.

## **DEFINITIONS**

**Agreement:** For the purposes of this policy, an agreement is defined as a document that creates a legally binding commitment, and includes but is not limited to contracts, leases, memorandums of understanding, licenses, letters of agreement, letters of intent, purchase agreements, invoices, affiliation agreements, and service contracts.

**Board** - Shall mean the appointed Board of Governors of the College.

**Signing Authority:** Is delegated to a position, not a specific person, and must be undertaken with due diligence and acceptance of accountability for the authorizations given. Delegation of signing authorities is non-transferable and can only be exercised by the appointed person in the position.

**Capital projects:** includes the purchase or construction of land, buildings, property, plant, equipment, and other capitalized assets.

**Authorize:** Complete responsibility and authority for a decision.

**Recommend:** Provides a recommendation for a decision, based on relevant information, alternatives, pros and cons.

## **LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES**

Regional Colleges Act and Regulations

## **LINKS TO OTHER RELATED POLICIES, DOCUMENTS AND WEBSITES**

Delegation of Authorities Grid (Appendix A)

**APPENDIX A – DELEGATION OF AUTHORITY GRID**

<b>A=Authorize (and/or for President and CEO to delegate) C=Authorize for President and CEO only R=Recommend</b> CBA= Collective Bargaining Agreement		<b>Board of Governors</b>	<b>President and CEO</b>
<b>A.</b>	<b>Board Approval</b>		
1.	Governance Policies	A	R
2.	Strategic Plan	A	R
3.	Business Plan	A	R
4.	Annual Staffing Plan (as per Business Plan)	A	R
5.	Annual Operating Budget	A	R
6.	Annual Capital Plan	A	R
7.	Annual Report	A	R
8.	Recruitment, selection, and negotiation of employment contract of the President and CEO	A	
9.	Performance Management and Evaluation of the President and CEO	A	
10.	Approval of Expense Claims of the President and CEO	A	
11.	Ratification of Collective Bargaining Agreements	A	R
12.	Compensation Pay Grids for Out-of-Scope Positions	A	R
13.	Response to Management Letter from Auditor	A	R
14.	Fundraising Initiatives with a goal of exceeding \$50,000	A	R
15.	Unbudgeted/Unplanned/Revised capital projects and operating expenditures exceeding available budget	A	R
16.	Capital or Operating Lease Multiple Years (outside of annual budget)	A	R
17.	Real property purchases and disposals including financing and internally restricted net assets (in accordance with the Regional	A	R
18.	Investments		
	Under \$500,000		A
	Over \$500,000	A	R
<b>B.</b>	<b>President and CEO Operational Approval</b>		
1.	Operational Policies		A
2.	Write offs - Over \$50,000	A	R
3.	Cumulative Annual Write offs – Up to \$50,000		A
4.	Requisitions for payments to board members		A
5.	Appointment of Portfolio Advisor		A

A=Authorize (and/or for President and CEO to delegate) C=Authorize for President and CEO only R=Recommend CBA= Collective Bargaining Agreement		Board of Governors	President and CEO
<b>C.</b>	<b>Human Resource Management: Recruitment, Selection, &amp; Position Descriptions</b>		
1.	Budgeted Senior Executive and Manager level out of scope positions		A
2.	Budgeted in-scope positions		A
3.	Budgeted employment contract term positions (out-of-scope contracts)		A
4.	Unbudgeted employment contract term positions within available resources ( <i>i.e.</i> : projects)		A
5.	Unbudgeted employment contract term positions exceeding available resources		A
6.	Position descriptions and classifications for in-scope positions (in accordance with the CBA)		A
7.	Position descriptions and job evaluation placement for out-of-scope management positions		A
8.	Candidate interview expenses		A
9.	Relocation expenses	C	A
10.	Abolishment of senior executive management positions (vacant or		A
11.	Abolishment of in-scope positions (in accordance with the CBA)		A
<b>D.</b>	<b>Human Resources Management: Supervisory Authority</b>		
1.	Probationary Performance Reviews (mid-point & final), and continuing annual performance evaluations		A
2.	Extend Probation		A
3.	Terminate, Fail/Revert		A
4.	Severance Pay: out-of-scope management	C	A
5.	Severance Pay: in-scope (in accordance with the CBA)		A
6.	Temporary Performance of Higher Duties (TPHD: in accordance with the CBA for in-scope positions)		A
7.	Job Share Approval (in accordance with the CBA for in-scope positions)		A
8.	Requests for Professional Development (In-Scope)		A
9.	Requests for Professional Development (out-of-scope management)		A
10.	Education Leave		A
11.	Leave with pay ( <i>i.e.</i> vacation, earned time off)		A
12.	Pressing Necessity/Bereavement Leave		A
13.	Leave without pay		A
14.	Union Leave		A
15.	Carry over of vacation, earned days off, or banked time of 5 days or more		A
<b>E.</b>	<b>Human Resources Management: Salary Administration and Allowances</b>		

<b>A=Authorize (and/or for President and CEO to delegate) C=Authorize for President and CEO only R=Recommend</b> CBA= Collective Bargaining Agreement		<b>Board of Governors</b>	<b>President and CEO</b>
1.	Regular Hours/Days Worked		A
2.	Shift Differential		A
3.	Payment of Overtime		A
4.	Accommodation, Meals, Mileage	C	A
5.	Out of Province Travel (non- PD)	C	A
6.	Out of Country Travel	C	A
7.	Reimbursement of professional fees per job requirement	C	A
<b>F.</b>	<b>Administration of Contracts, Leases, Purchasing, Expenses, and Revenue Contracts</b>		
1.	Operating Expenses, Leases, Brokerage Contracts, Contracts for Service, and Purchases within budget		A
2.	Unbudgeted Operating Expenses, Leases, Brokerage Contracts, and Purchases within available resources		A
	1% of approved budget or less		A
	Over 1% of approved budget	A	R
3.	Facility/Capital Projects within the Board Approved Capital Plan and		A
4.	Revenue Contracts		A
5.	External Funding Proposals		A
6.	Acceptance of Donations up to \$100,000		A
7.	Acceptance of Donations over \$100,000	A	R