Northlands College Policy
Delegation of Authority

POLICY STATEMENT

The Regional Colleges Act (the Act) assigns responsibilities and powers to the Board of Governors of Northlands College, whose members are appointed by the Lieutenant Governor in Council. The Board is charged with overseeing the management of the College's business and affairs in accordance with the Act, including with responsibility for the financial administration of the institution. This policy establishes limits for employees regarding their delegated authority to make financial transactions, agreements, and other commitments on behalf of Northlands College.

PURPOSE

The purpose of this Delegation of Authority policy is to define the limits of authority granted to specified roles within the College and to establish the maximum obligation that may be approved by employees within their respective role.

GUIDING PRINCIPLES

1. **Accountability:** Northlands College recognizes it is critical to ensure that employees are accountable for authorizing financial transactions, agreements, and other commitments as well as management of Northlands College resources within their limit of authority.

2. **Transparency:** Northlands College recognizes the importance of ensuring that the use and disbursement of college funds are transparent. The College therefore commits to ensuring all financial transactions are clear, transparent, and easily auditable.

3. **Compliance:** All delegated actions must align with organizational policies, legal requirements and ethical standards.

SCOPE

The Northlands College Delegation of Authority policy applies to all employees of the College and encompasses all financial transactions, agreements and other commitments related to Northlands College that have been delegated to the President and CEO of Northlands College by the Board of Governors.

DEFINITIONS

Agreement – a legally binding document that provides an exchange of promises or consent by parties to do and/or provide something. The commitments and obligations of each party are defined.

Commitments – include, but are not limited to, requisitions and purchase orders, memoranda of understanding, contracts, letters of engagement

Contracts for education services – commitments to provide or receive educational programs and services

Corporate seal – a device made to emboss or imprint Northlands College information onto documents indicating approval, agreement or delegation

Delegation – the assignment of authority or responsibility to a position to approve or carry out specific decisions or activities

Signature – is a person's name written in their own handwriting or electronically produced with approval

POLICY ELEMENTS

1. The following principles guide authorizing activities:
   1.1. Assign authority based on the organizational structure of the College
   1.2. Mitigate risk of business, financial, and legal exposure
   1.3. Conform to legislation and College policy
   1.4. Establish adequate internal controls and safeguard assets
   1.5. Demonstrate public accountability and good governance
   1.6. Support consistency in operational processes.

2. Authorities are delegated to a position, not a person.

3. Authorities must be undertaken with due diligence and acceptance of accountability for authorizations given. Approvals that bind other areas should only be made after proper consultation.

4. Approval must be provided via the specified method, including but not limited to signature of required documentation.

5. Delegation of signing authorities is non-transferable and can be exercised only by the person in the position, except when this person is out of office and has delegated their authority in compliance with existing policies.

6. Limits of authority relate to a complete commitment or transaction, and the commitment may not be sub-divided.

7. An employee shall not approve an agreement that provides personal benefit and disclose any possible circumstances where conflict of interest issues may exist.

8. Legal counsel may be consulted prior to signing externally drafted contracts and shall be consulted for contracts that are material. For purposes of this policy, material contracts are those where the commitment is at least at the level of materiality determined in the immediately preceding audit.

9. Signing authority will always align to the position description and accountabilities within.

10. The Finance Department will maintain a chart that aligns positions with signing authority for financial transactions.

11. In accordance with the *Regional Colleges Act*, the Board of Governors of Northlands College is responsible for financial administration. As such, the Board of Governors delegates the responsibility of authorizing expenditures to the President and CEO.

12. The Regional Colleges Act, Article18(2) states that "All payments made from funds of a college shall be made by cheque or other order signed by the treasurer of the college and by the chairperson or any other member of the Board that may be designated by the Board or in any other manner that the Board may determine".

    12.1. The Board by way of motion 845-07-92A has determined that all cheques shall be signed by one senior official of Northlands College and one member of the Board of Governors, where;

        12.1.1. The senior official of Northlands College must be either:
            12.1.1.1. The President and CEO of Northlands College;
            12.1.1.2. The VP Finance, Administration and Sustainability or designate; or,
            12.1.1.3. In their absence, a designate of the President and CEO of Northlands College.

        12.1.2. The member of the Board of Governors must be either:
            12.1.2.1. The Chairperson of the Board of Governors; or,
            12.1.2.2. The Vice-Chairperson of the Board of Governors.

13. Furthermore, the Board of Governors delegates authority for financial transactions, agreements and other commitments to staff according to the attached appendices:

    13.1. Appendix A outlines the delegation of authority for financial transactions, agreements and commitments permitted to staff by level, identifying job titles within levels; and,
    13.2. Appendix B outlines the delegation of authority for credit card purchasing activities permitted to staff,
    13.3. Appendix C outlines the delegation of authority related to People and Culture activities.

14. All Northlands College employees must provide written communication to their supervisor, the director responsible for Finance and the director responsible for People and Culture to assign their delegation of authority during extended absences.

RELATED POLICIES

201 – Authorization for Appropriation of Funds
202 – Disposal of Assets
204 – Relocation and Staff Housing
206 – Capital Asset
207 – Accounts Arrears
208 – Procurement Policy
209 – Mobile Devices Policy
210 – Credit Cards
214 – Fleet Policy
215 – Travel and Expense Claims
301 – Program Tuition and Book Fees

AUTHORITY

Authority for the implementation, interpretation, and enforcement of this policy is vested in the Office of the President and CEO of Northlands College.

Policy Originated: February 1991	**Approved by: Board of Governors**
Last Approved: March 14, 2026	**Approval Motion Number: 03-14-26-3092**
Accountable Officer: President & CEO	**Responsible Officer:** Vice President responsible for Finance