Northlands College Policy
Delegation of Authority

Appendix A – Delegation of Authority
Financial Transactions, Agreements & Commitments

Levels of Authority and Positions in Level	**Types of Financial Transactions, Agreements & Commitments** (other than People & Culture related)	**Maximum Amount in Transaction**
Level 1: Board	• Borrowing • Annual budget • Annual report • Multi-year business plan • Collective agreement (ratify) • Appoint auditor • Recommend investments to Ministry • Appoint President & CEO • Policies • Board bylaws • Restrictions to surplus funds • Disposal of assets with market value • Tuition and fees (standard) • Write-offs of outstanding tuition and fees • Selection of banking institution	unlimited
Level 2: President & CEO	• Transactions, agreements, commitments • Memorandums of Understanding with 3rd parties • Disposal of assets with value <$100 (with Director responsible for Finance) • Relocation expenses • Credit cards • Tuition and fees (non-standard) • Timeframe for collection of tuition and fees • Payment plan for student tuition and fees	unlimited

Level 3a: Vice President responsible for Finance	• Transactions, agreements, commitments • Leases of one-year or longer; renewals of these leases, subject to approval by the Ministry • Leases less than one year that do not require approval of a Ministry, *with* the Vice President whose operations require the lease • Use of personal vehicle for travel (with supervisor of employee) • Incur legal expenses • Eligibility for mobile devices	$250,000
Level 3b: Vice President responsible for Academics	Training service agreement (with Program coordinator, manager or director) ≤ 1 year and within annual programming budget	$250,000
Level 3c Vice President responsible for Academics **with** Vice President responsible for Finance	Training service agreement > 1 year and/or up to $500,000	$500,000
Level 4: Vice Presidents other than Level 3	• Transactions, agreements, commitments • Leases less than one year that do not require approval of a Ministry, *with* the Vice President responsible for Finance	$50,000
Level 5: Associate Vice President	• Transactions, agreements, commitments	$35,000
Level 6: Directors	• Transactions, agreements, commitments • Disposal of assets with value <$100 – (Director responsible for Finance with President & CEO) • Tenancy agreements for college-owned or college leased housing	$25,000

Level 7: Managers	• Transactions, agreements, commitments	$10,000
Level 8: Executive Coordinator	• Transactions, agreements, commitments	$10,000
Level 9: In-scope Coordinator Registrar	• Transactions, agreements, commitments	$5,000

1. No signing authority will be granted to the members of the Purchasing Department or to the Director of Finance to ensure sufficient segregation of duties.

3. If transactions, agreements, and commitments extend more than one year or exceed $75,000, the President and CEO can request an additional signature to demonstrate knowledge of and recommendation of the transaction, agreement, or commitment by the position responsible for delivery on it.

   Agreements and Contracts that do not have a specified limit must be authorized by 2 parties:

   a. Program Coordinator, Manager or Director or Associate Vice President **and**

   b. Vice President or President & CEO.

3. All credit cards have a transaction limit of $5,000.