



Title of Policy	DELEGATION OF AUTHORITY
Policy Number	FIN-009
Approval Body	Board of Directors
Policy Steward	Finance Department
Operational Lead	Vice President, Finance and Administration
Approval/Effective Date	June 17, 2025
Proposed Date of Review	June 2026

CONTEXT AND PURPOSE

This policy establishes the framework for internal accountability and decision-making at the College by defining the delegation of both financial and administrative authorities. It supports good governance, transparency, and compliance with agreements and applicable legislation, including, but not limited to, The New West Partnership Trade Agreement (NWPTA), the *Regional Colleges Act*, and associated regulations.

SCOPE

This policy has been developed to reflect the current organizational structure and principal components of the College. As circumstances evolve, it may be necessary to revise the policy to incorporate newly created positions or roles not currently specified in the delegated authorities. The policy covers two types of authority: financial and non-financial. Financial authorities related to spending and payment decisions, while non-financial authorities pertain to general and operational management.

DEFINITIONS

The following definitions clarify key terms used throughout this policy.

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

Administration: Includes office, field, and management staff.

Authorize: Having complete responsibility and authority for making a decision.

Board: Refers to the appointed Board of Governors of the College.

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

Commitment: A formal obligation or agreement, financial or non-financial, that binds the College to a future action, payment, or delivery of services.

Delegated Authority: The power formally assigned to a position (rather than an individual) to make decisions or commit resources within specified limits.

Designate: An individual appointed to act in the place of another, such as when the President or Vice-President delegates authority to another person for a specific purpose.

In-Scope: Employees who are covered by the Staff Agreement or the Collective Bargaining Agreement.

Management: Employees who are part of the management team of the College and are not covered by the Staff Agreement or the Collective Bargaining Agreement.

Material Risk: Any risk, whether financial or reputational, that could significantly impact the College's operations, finances, or public perception.

Operational activities: Activities related to the day-to-day functioning and support services of the College.

Out-of-Scope: Employees who are not covered by the Staff Agreement or the Collective Bargaining Agreement, typically because they do not work enough hours or occasions.

Programmatic Activities: Activities directly related to the delivery of educational or service programs offered by the College.

Project Splitting: The practice of dividing a financial or operational transaction into multiple smaller parts to intentionally circumvent applicable policies, rules, or delegated authorities.

Recommend: To provide a recommendation for a decision, based on relevant information, alternative options, and the associated pros and cons.

Signing Authority: Delegated to a position rather than to an individual. It must be exercised with due diligence and acceptance of accountability for the authorizations given. Delegation of signing authority is non-transferable and can only be exercised by the individual holding the appointed position.

POLICY STATEMENTS

The Board endorses the principle of empowerment and recognizes that governance and management are most effective when clearly separated. As such, the Board is responsible for governance, while the President and CEO is responsible for the management of the College.

Management decision-making authority is delegated by the President and CEO to College staff, as appropriate to their respective positions and responsibilities.

In alignment with the principle of empowerment, the President and CEO is responsible for presenting to the Board any matters that may pose material reputational or financial risks to the College.

Accountability: All employees are responsible for understanding and complying with the requirement of this policy. Questions regarding interpretation or application should be directed to a supervisor or the President's office.

A. FINANCIAL AUTHORITIES – Any type of Commitment

Category	Financial Authority	Monthly Credit Card Limits
President	To a maximum of \$500,000	\$25,000
Vice-President, Finance and Administration Vice-President, Programs and Students Executive Director, Human Resources	To a maximum of \$100,000	\$25,000
Manager of Infrastructure, Planning & Projects	To a maximum of \$50,000	\$25,000
Accounting Manager Managers of Programs Manager of Admissions and International Manager of Marketing & Communications Manager of Admissions & Student Services Facilities Supervisor IT Supervisor	To a maximum of \$25,000	\$25,000
Executive Coordinator Donor Services Coordinator Human Resources Generalist Events Coordinator	To a maximum of \$10,000	\$10,000

Marketing Coordinator	To a maximum of \$5,000	\$5,000
Digital Media & Design Coordinator		
Human Resources Assistant		
Admissions & Registration Officer		
Payroll Officer		
Information System Administrator		
Program Coordinators		
Recruitment Coordinator		
Student Advisers		
Accounting Clerks	To a maximum of \$1,000	\$5,000
Administrative Assistants		
IT Assistant		
Custodians		

B. PROJECT SPLITTING

Delegated authority applies to the total cost of a transaction, regardless of how it is invoiced. Splitting a transaction into multiple invoices or payments does not eliminate the requirement to obtain approval from an institutional official with the appropriate delegated authority. For example, if a piece of equipment costs \$150,000, receiving two invoices for \$75,000 each does not exempt the purchase from the need for approval at the \$150,000 level.

C. CREDIT CARDS

Monthly credit card limits represent the maximum amount that can be charged on an individual card each month. Employees must also ensure that purchases made using a credit card comply with their delegated financial authority per transaction, as outlined above.

D. COMPETITIVE BIDS AND TENDERING

Nothing in this Delegation of Authority Policy overrides the requirement to comply with other institutional policies or any applicable legislative rules and laws regarding competitive bidding or tendering processes.

E. ADMINITRATIVE COMMITMENTS

- E. 1 Signing of Letters of Commitment and Contracts:** Letters of Commitment and contracts may be signed by the officer responsible for the project, provided the appropriate authority has approved the project. For example, Saskatchewan Polytechnic brokerage agreements of any value may be signed off by any officer, as long as prior authority for the commitment has been obtained.

- E. 2 **Service Contracts Involving Revenue:** When the College enters into a contract to provide services and revenue will be received, and the College is responsible for meeting specific terms and conditions (e.g., IRCC contract for language services deliver), the appropriate authorities must be followed.
- E. 3 **Payment of College Invoices:** Payment of Great Plains College (GPC) invoices is not subject to delegation of authority requirements (e.g., payment at the front desk of a GPC invoice).
- E. 4 **Sensitive or Controversial Projects:** Any project identified as high-risk, controversial, or potentially sensitive, whether due to financial, reputational, or other considerations must be presented to the President for approval, regardless of the amount.
- E. 5 **Discretion of Senior Leadership:** These authorities represent maximum limits, unless otherwise noted. The President and Senior Leadership retain the discretion to limit the delegated authorities for any position within their respective authority levels.

F. TRAVEL

Travel claims must be signed off by the appropriate supervisor. Reimbursement rates and additional information are available in the Travel Allowance Policy.

F. 1 Out-of-Scope Management:

- Travel outside the province or out of the country requires the approval of the President.

F. 2 In-Scope Employees:

- Travel within Saskatchewan requires the approval of the employee's supervisor.
- Travel outside the province but within Canada requires pre-approval from the Vice-President of People and Students (VPPS), Vice-President, Finance and Administration (VPFA) or Manager of Human Resources.
- Travel outside the country requires pre-approval from the President.

G. HOSPITALITY EXPENSES

Hospitality expenses, such as hosting business meetings with staff or external clients, that exceed the following thresholds require pre-approval:

G. 1 Expenses over \$250 but less than \$500 require the direct supervisor's approval.

G. 2 Expenses over \$500 require the approval of the Vice-President of People and Students (VPPS), Vice-President of Finance and Administration (VPFA), or the President.

H. RESPONSIBILITY FOR COMPLIANCE

The President has overall responsibility for ensuring compliance with the established delegation of authorities. The Vice-President, Finance and Administration is specifically responsible for ensuring that all spending and payment authorities are properly exercised in accordance with the established delegation of authorities.

I. APPROVAL OF PAYMENTS

Once a contract, whether for program or administrative purpose, has been issued with the appropriate approvals, payments, regardless of amount, may be approved by the Vice-President, Finance and Administration or designate, in accordance with the contract's terms and conditions.

J. CORPORATE SEAL

All documents that are required by law to be registered with a public registry must be signed under Corporate Seal. Any other document containing a contractual commitment on behalf of the College may be signed by the appropriate officer.

K. HUMAN RESOURCES

K. 1 Job Postings: This applies equally to the posting of a position and the decision to initiate a staffing action without competition.

K.1.1 Administration

K.1.1.1 In-Scope and Management:

- All job postings require the approval of the President. Further, any contract, even if it is less than prescribed hours or occasions which will result in an individual being in-scope, shall require the approval of the President (i.e., No project splitting).

K.1.1.2 Out-of-Scope:

- All job postings require the approval of the immediate out-of-scope supervisor and the Manager of Human Resources or Human Resource Associate.

K.1.2 Instructional Staff and Educational Assistants

K.1.2.1 In-Scope:

- All job postings require the approval of the Vice-President of People and Students.

K.1.2.2 Out-of-Scope:

- All job postings require the approval of the appropriate Program Manager.

K. 2 Hiring Staff: This relates to the decision to select an individual for a given assignment.

K.2.1 Administration

K.2.1.1 In-Scope and Management:

- Requires the approval of the President. Additionally, any contract, even if below prescribed hours or involving multiple occasions that would result in an individual being in-scope, requires the approval of the President (i.e., project splitting is not permitted).

K.2.1.2 Out-of-Scope:

- Delegated authority is provided for all other hiring decisions and requires the approval of the immediate out-of-scope supervisor and the Executive Director, Human Resources or Human Resource Generalist.

K.2.2 Instructional Staff and Educational Assistants

K.2.2.1 In-Scope:

- Requires the approval of the VPPS. Any contract, regardless of hours or multiple occasions, that results in an in-scope placement also requires the approval of the VPPS (i.e., project splitting is not permitted).

K.2.2.2 Out-of-Scope:

- Hiring requires the approval of the Program Manager or the VPPS.

K. 3 Contract Generation

K.3.1 Administration

- All contracts require the signature of the Executive Director, Human Resources or Human Resource Generalist.

K.3.2 Instructional Staff and Educational Assistants

K.3.2.1 In-Scope:

- All contracts require the signature of the Executive Director, Human Resources or Human Resource Generalist.

K.3.2.2 Out-of-Scope:

- **Institute Credit (Includes Adult Basic Education (ABE) and English as a Subsequent Language (ESL):**
 - All contracts require the signature of the Executive Director, Human Resources or Human Resources Generalist.
- **Industry Credit and Non-Credit:**
 - All contracts require the signature of the Vice-President, Programs and Students.

L. PROFESSIONAL DEVELOPMENT

Professional development requests must be submitted in accordance with the College's Professional Development Policy. All travel expense claims related to professional development activities shall be submitted in accordance with Travel Allowance Policy.

RELATED POLICY LINKS AND SUPPORTING DOCUMENTS

[Policies | Great Plains College](#)

- Signing Authority Policy
- Travel Policy
- Professional Development Policy
- Request for Proposal/Purchasing Policy

[New West Partnership Trade Agreement \(NWPTA\)](#)

[Regional Colleges Act](#)