

1.4 - Signing Authority Matrix

Approved: December 15, 2015

Revised: January 21, 2025

Governance – Board of Directors						
Governance and Board Policies						
Recruiting, negotiation of employment contracts and approving expense reimbursements; vacation carryover and payout for the President & CEO						
Annual Multi-Year Business Plan, Annual Report, Audited Financial Statements, Capital Plan, Strategic Plan						
Transfers to and from reserves						
Ratification of Collective Agreements						
Revenue contracts exceeding \$3,000,000						
Fundraising Initiatives: Major capital campaigns exceeding \$100,000						
Unbudgeted capital renovations or major projects exceeding \$100,000						
Real property purchases and disposals, including financing (in accordance with <i>The Regional Colleges Act</i>)						
Borrow money for and on behalf of Carlton Trail College (in accordance with <i>The Regional College Act</i>)						
Confirming the selection of legal counsel of record, auditors, banking, and insurance providers						
Approval of non-audit services performed by an external auditor						

A = Authorize	President & CEO	VP Finance	HR Director	Directors	Managers	IT/Program Coordinators/Facilities
HUMAN RESOURCES						
Staff Hiring						
Out-of-scope hiring (Executive Assistant, Director level, & above)	A					
Out-of-scope hiring (Manager)			A	A		
In-scope staff hiring (per CBA)					A	
Temporary, casual hiring (with support from HR Director)					A	
Position Management						
Position creation	A					
Job descriptions and classification (in- & out-of-scope)			A	A		
Job abolishment (out-of-scope, in-scope, casual)	A					
Compensation & Benefits						
Out-of-scope compensation	A		A			
In-scope compensation (per CBA)			A			
Overtime (per CBA)	A	A	A	A	A	
Banked time w/ vacation (per CBA)	A	A	A	A	A	
Paid Leave Requests	A	A	A	A	A	
Unpaid Leave Requests	A		A			
Vacation Carryover	A		A			
Professional Development			A			

	President & CEO	VP Finance	HR Director	Directors	Managers	IT/Program Coordinators/ Facilities
Employee Relations						
Out-of-scope probation extension, reprimand, suspension, and dismissal (Executive Assistant, Director level & above)	A					
Out-of-scope probation extension, reprimand, suspension, and dismissal (Managers)	A			A		
Probation extension, reprimands, suspension, and dismissal (in-scope as per CBA)					A	
Severance pay	A					

	Board of Directors	President & CEO	VP Finance	HR Director	Directors	Managers	IT/Program Coordinators/ Facilities
FINANCE, PROGRAMMING, AND OPERATIONS							
Operational Policies		A					
Banking & Financial Controls							
Cheque Signatories	A	A	A	A			
Investment	A	A	A				
Borrowing	A						
Purchasing & Reimbursements							
Up to \$5000 & (verbal quote)							A
\$5,001 to \$10,000 & (> 3 written quotes)						A	
\$10,001 to \$25,000 & (> 3 written quotes)					A		
\$25,001 to \$74,999		A	A				
\$75,000 to \$100,000 (refer to <i>Policy 2.16 Tenders</i>)	A						
Over \$100,000 (Board motion required)	A						
Unbudgeted, but within department available resources		A	A		A		
Exceed department available resources		A	A		A		
Write-offs (Policy 2.10)							
Up to \$5,000			A				
\$5,001 to \$10,000		A					
Over \$10,000	A						
Capital Projects							
Funded through approved capital budget (less than \$100,000)	A						
Unplanned or unbudgeted – funded through other sources		A	A				
Revised project budgets			A				
Greater than 5% of original budget		A					
Equipment and furnishing capital leases			A		A		
Leases & Facilities (Policy 2.13)							
Facility lease			A				
Non-facility lease (e.g., photocopier, vehicles, etc.)			A				

	Board of Directors	President & CEO	VP Finance	HR Director	Directors	Managers	IT/Program Coordinators/ Facilities
Corporate Credit Cards Limits (Policy 2.26)							
Total limit increase approval. Maximum total limit \$125,000.	A						
Temporary/permanent increases to current individual limits		A	A				
Granting of cards to employees			A		A		
Fundraising & Revenue							
Less than \$100,000		A					
More than \$100,000	A						
Programming, Contracts and Agreements							
Brokerage Agreements (SaskPoly, SIIT, Lakeland, etc.)					A		
Contracts							
• \$5,000 or less							A
• \$5,001 to \$100,000						A	
• \$100,001 to \$299,999		A	A		A		
• \$300,000 and above (Board motion required)	A						
Tuition and Fees							
Full-time and part-time institute					A		
Industry credit/non-credit					A		
Community development/personal interest						A	