

**CANADORE COLLEGE**  
**CORPORATE POLICY MANUAL**

**TITLE:** Approval Authority

**EFFECTIVE DATE:** April 15, 2025

**1. SCOPE**

**1.1 Authority**

This policy is issued under the authority of the Board of Governors.

**1.2 Application**

This policy applies to all employees, members of the Board of Governors, volunteers of and all consultants and contractors engaged on behalf of, The Canadore College of Applied Arts and Technology (hereafter referred to as “Canadore” or “the College”).

**2. PURPOSE AND PRINCIPLES**

1.1 The purpose of this policy is to establish an approval authorization schedule for procurement of goods and consulting services.

1.2 This policy is reflective of the [Broader Public Sector \(“BPS”\) Accountability Act, 2010](#) and BPS Procurement Directives issued by Management Board of Cabinet, effective April 1, 2024.

**3. POLICY**

3.1 All employees, members of the Board of Governors, volunteers of and all consultants and contractors engaging on behalf of the College shall obtain appropriate authorization for any expenditure of college funds. Expenditures to those not dealing at arm’s length are to be approved by the next level of authority.

3.2 Approval Authorization Schedule for Goods and Services:

<b>Approval Authorization Schedule for Goods and Services</b>	
<b>Procurement Value</b>	<b>Delegated Authority*</b>
Up to but not including \$1,000	Staff member designated by their manager, dean, director or Senior Team member
\$1,000 up to but not including \$5,000	Department Manager
\$5,000 up to but not including \$10,000	Dean, Director, Senior Director
\$10,000 up to but not including \$250,000	Vice-President / Chief Financial Officer
\$250,000 up to but not including \$2,000,000	President and CEO
\$2,000,000 or more	Board of Governors

\*Purchase authority levels remain fixed for all administrators while in an acting capacity unless authorized by the President.

3.3 Authorization Schedule – Standard Procurement:

Authorization Schedule – Standard Procurement		
Procurement Method	Total Procurement Value	Purchasing Authority Level
Low-value procurement	Below \$5,000	Approval Authorization Schedule for Goods and Services
Invitational competition	\$5,000 but less than \$121,200	
Open competition	Any value	

3.4 Authorization Schedule – Non-Standard Procurement:

Authorization Schedule – Non-Standard Procurement		
Procurement Method	Total Procurement Value	Purchasing Authority Level
Non-standard procurements	Less than \$121,200	Manager, Senior Team member and Chief Financial Officer
Non-standard procurements	\$121,200 but less than \$1,000,000	Procurement Oversight Committee
Non-standard procurements	Greater than \$1,000,000	Procurement Oversight Committee <u>and</u> President and CEO

**4. ROLES AND RESPONSIBILITIES**

4.1 Board of Governors

The Board of Governors is responsible for the initial approval of this policy and all subsequent amendments.

4.2 President

The President is responsible for the overall management and operation of the College. The President will ensure that the policy is implemented, and that compliance is monitored.

**5. EVALUATION**

This policy will be reviewed by the Board of Governors every 3 years.