

Policy

Procedure

College Standard

Standard Operating Procedure

Guideline

Local Practice



Policy Title	Policy No.	
Delegation of Authority	AD-HR-1.29	
Executive Responsible	Administrator Responsible	
President	VP Academic	
Approving Body	Approval Date	Date of Next Review
Board of Governors	September 26, 2025	September 2030
Associated Procedure and Resources		
N/A		

PURPOSE

This policy identifies the positions that will act in the absence of a member of the Executive Committee and ensures continuity in decision-making within the college's leadership. It outlines the protocol for delegating authority when the members of the Executive Committee are absent, unable to act, or when there is a vacancy in their office.

SCOPE

This policy applies to the Executive Committee, including the President, Vice Presidents, and Associate Vice Presidents. It applies to all cases where authority needs to be temporarily transferred while maintaining accountability to the Board of Governors and senior leadership.

GUIDING PRINCIPLES

1. The Board shall appoint, by annual resolution, a member of the staff to be acting President to exercise the powers and perform the duties of the President when the President is ill or absent.
2. When members of the Executive Committee are absent, unable to act, or there is a vacancy in the office, the delegation of authority matrix sets out the designees, in order of delegation. When authority has been delegated, the Executive Committee will ensure that employees who may be impacted are aware of the delegation.
3. This policy does not preclude the Executive Committee from delegating matters in any order they feel appropriate. Notwithstanding a delegation of authority, a delegated employee will bring any matter to the attention of the President or Board of Governors if that matter has an unusually high risk factor, if it brings the activities of the College under scrutiny or disrepute, or if it involves controversial matters.
4. A delegated employee will not exercise delegated authority if, in doing so, the delegated employee will personally benefit or if it otherwise creates a conflict of interest.

5. Notwithstanding any delegation, the Board, or President, or Vice Presidents will retain control and oversight.
6. This policy does not preclude the Board of Governors from designating an Acting President with full Presidential authority during the vacancy of the Office of the President.

Delegation of Authority Matrix

POSITION	DELEGATION
President	Vice President Academic Vice Presidents as appropriate
Vice President Academic	Vice Presidents as appropriate
Vice President Student Affairs	Vice Presidents as appropriate
Vice President Finance and Corporate Services	Vice Presidents as appropriate
Vice President Indigenization	Vice Presidents as appropriate

Supporting Information		
Acts and Regulations	BC College and Institute Act	
Amendment History		
Amendment Number	Approval Date	Summary of Modifications
#0	September 26, 2025	Original approval of “Delegation of Authority” policy by the Board of Governors