

*Policy No. & Title:* **C108: Approval Authorities**  
*Effective:* 2026-02-11  
*Next Review:* 2031-02-11  
*Policy Sponsor:* Vice-President, Corporate Services and Infrastructure  
*Approvals:* President: 2026-02-11

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## 1. PURPOSE

This policy provides a risk-informed structure for the efficient execution of contracts, agreements or other actions that bind the college. It supports decision making at a level appropriate to the impact of the decision on the college. It imparts accountability on approvers to fully understand the decision being made, its impact and all risks associated with it.

## 2. POLICY

Execution of contracts and agreements that bind the college must be undertaken in accordance with the approval mechanisms of this policy.

### 2.1 Approvals Required Based on Contract Type

There are three primary types of contracts or agreements that may be entered into by the College. The types and required approvals for each are:

- Income generating – the College receives money
  - Requires Operational Approval in accordance with Table 1 of Standard 1 or is otherwise permitted by a financial policy.
- Purchasing – the College pays funds
  - Requires operational and purchasing financial approval in accordance with Standard 1 or is otherwise permitted by a financial policy.
- Non-monetary – no money is exchanged between the parties, although there often is some type of resource cost to the College
  - Requires Operational Approval in accordance with Table 1 of Standard 1 or specific delegated consent in Form 1.

### 2.2 Operational Approver Responsibilities

Prior to committing or binding the College an approver shall ensure the following:

- All conflicts of interest have been disclosed and resolved.
- The College can meet the obligations being made. Budgetary and/or resource approvals from all affected stakeholders have been obtained. This requires consultation with any College service or department that may be expected to participate or assist in facilitating the agreement.
- All costs, monetary and non-monetary, have been determined and accounted for.

## COLLEGE POLICY MANUAL

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- All clauses in a written agreement are fully understood.
- Risks have been identified and mitigated, where appropriate.
- It complies with all laws and related internal policies. This includes, but is not limited to, the following topics:
  - Binding directives of the Ministry of Colleges and Universities
  - Health and Safety
  - Privacy and Cybersecurity
  - Intellectual Property
  - Insurance and Liability
  - Public Sector Procurement
- It is consistent with Fanshawe’s Strategic Direction (Purpose, One Big Goal, and Values), annual budget, collective agreements, and policies.

### 3. REFERENCES

#### Board Policies

C05: Delegation to the President

#### College Policies

C103: Revenue Contract Management

C106: Purchasing

P207: Employee Code of Conduct

### 4. ADDENDA

Standard 1: APPROVAL THRESHOLDS

Form A: DELEGATION OF SIGNING AUTHORITY

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**COLLEGE POLICY MANUAL**

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*Policy No. & Title:* C108: APPROVAL AUTHORITIES  
*Addendum:* Standard 1: Approval Thresholds  
*Issued by:* Vice-President, Corporate Services and Infrastructure  
*Effective:* 2026-02-11

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**Table 1 – Operational Approval Thresholds**

<b>Role</b>	<b>Approval Limit</b>
Manager	\$25,000
Chair / Senior Manager	\$50,000
Associate Dean / Director	\$100,000
Dean / Executive Director	\$250,000
Senior Vice President / Vice President	\$500,000
President / Vice President, CSI	>\$500,000

**Table 2 – Purchasing Financial Approval Thresholds**

<b>Role</b>	<b>Signing Authority</b>
Buyer, Contract Management Office	\$100,000
Senior Buyer, Contract Management Office	\$250,000
Manager, Contract Management Office	\$500,000
Executive Director, Finance	\$1,000,000
Vice President, CSI	>\$1,000,000

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**COLLEGE POLICY MANUAL**

*Policy No. & Title:* C108: APPROVAL AUTHORITIES  
*Addendum:* Form A: Designation of Signing Authority  
*Issued by:* Vice-President, Corporate Services and Infrastructure  
*Effective:* 2026-02-11

Below is a sample of the Designation of Signing Authority form. To initiate the process please contact the Executive Assistant of the Vice-President, Corporate Services and Infrastructure.

**Delegation of Signing Authority Form**

Delegate's Name:

Delegate's Position:

Describe the types of contracts or documents for which the delegate is being granted signing authority for:

Describe any financial limitations on this authority:

The effective date of this delegation is: [select one]

 and it shall end on  and it shall run until revoked.

Date

Delegator's Signature

Delegator's Name and Title

**Declaration of the Delegate:** I hereby accept the signing authority delegated to me. I understand that as a signatory I will be responsible for complying with the requirements imposed on authorized signing officers as set out in Fanshawe policy. I understand that prior to signing on behalf of Fanshawe I must ensure that:

- Fanshawe can meet the obligations being made (confirm with all relevant stakeholders);
- The agreement complies with the laws of Canada and Ontario, including any binding mandates or directives of the Ministry of Colleges and Universities;
- Any intellectual property matters have been properly considered; and
- The agreement is consistent with Fanshawe's Strategic Direction (Purpose, One Big Goal, and Values), annual budget, collective agreements, and policies.

Date

Delegate's Signature