

Delegation to CEO/Registrar

Policy Section: Council-CEO/Registrar Relationship	Policy Number: CR-3	Approved By: Council
Regular Council Policy Review Frequency: Every three years	Date Approved: March 8, 2019	Date Reviewed/Revised: May 30, 2024

Background:

Council delegates responsibilities to the CEO/Registrar for achieving specific outcomes and the authority necessary to carry out this work. The purpose of this policy is to outline the manner in which the Council delegates authority to the CEO/Registrar.

All authority is delegated through the CEO/Registrar therefore the CEO/Registrar is accountable for the actions of all College staff

Policy:

The Council instructs the CEO/Registrar through policy. These policies prescribe the outcomes the College is expected to achieve and risk limitations on the College's operations. The CEO/Registrar is authorized by Council to use any reasonable interpretation of these policies.

Accordingly:

1. Council will develop a strategic plan directing the CEO/Registrar to achieve specified outcomes, for specified recipients, at a specified worth or priority. All issues that are not issues of strategic direction are operational issues that should be addressed in Executive Expectations policies.
2. The Council will develop Executive Expectations policies that set expectations related to the operational practices, activities, decisions and circumstances that the CEO/Registrar has been granted the authority to manage. Council will not dictate the manner in which the College operationalizes the responsibilities and activities that have been delegated to the CEO/Registrar (i.e. will not dictate how to do the job).
3. Once the Council establishes either a Strategic Plan' or an Executive Expectations Policy, the Council expects the CEO/Registrar to develop a written interpretation of that policy that details the CEO/Registrar's plan to operationalize the policy. In the case of the 'Strategic Plan, Council will review the CEO/Registrar's interpretation for reasonableness. Council will expect the CEO/Registrar's interpretation to include measurable conditions/outcomes including targets, where applicable. The Strategic Directions interpretation can be updated at any time by the CEO/Registrar, who should notify the Council of any material updates. For Executive Expectations Policies, the CEO/Registrar's interpretation can be provided to the Council at the time the Monitoring Report is delivered to the Council for review and evaluation.
4. As long as the CEO/Registrar uses *any reasonable interpretation* of the Council's Strategic Direction ('Strategic Plan') and Executive Expectations policies, the Council authorizes the CEO/Registrar to establish all further operational policies, make all decisions, take all actions and develop all activities. These decisions by the



CEO/Registrar will have the same force and authority as if decided by Council. As long as a policy is in place delegating authority to the CEO/Registrar and their decisions are reasonable, the Council will support these decisions.

Council may request information about matters delegated to the CEO/Registrar, unless the information is legally required to be kept confidential. Council may change its Strategic Directions (“Strategic Plan”) and Executive Expectations Policies at any time, thereby shifting the boundary between Council and CEO/Registrar domains of authority.

5. Only decisions of Council acting as a body are binding upon the CEO/Registrar:
 - a) Decisions or instructions of individual Council members, officers, or committees are not binding on the CEO/Registrar unless Council has specifically authorized the party to exercise such authority.
 - b) In the case of Council Members or committees requesting information or assistance without Council authorization, the CEO/Registrar can request that these requests be authorized by Council if the CEO/Registrar determines that a significant amount of staff time and/or unbudgeted money would be required.