

Delegation of Authority Policy

STATEMENT of POLICY			
Manual:	Financial Policy Manual	Policy No.	FIN-001
Section:	Governance Finance Policies	Issued:	2026-02-23
Subject:	Delegation of Authority Policy	Effective:	2026-02-23
Approved by:	Provincial Métis Council (PMC)	Page:	1 of 7
		Replaces:	N/A

1.0 Policy Statement

- 1.1 The Métis Nation – Saskatchewan (MN-S) is committed to maintaining clear and consistent governance over decision-making processes and financial transactions. This Delegation of Authority establishes the framework for assigning and delegating authority within MN-S, ensuring that all actions, decisions, and financial commitments are authorized at the appropriate level of management. The policy promotes accountability, and controls risks while empowering leaders to make decisions aligned with MN-S’ strategic objectives and operational needs.

2.0 Scope

- 2.1 The Delegation of Authority Policy applies to all MN-S employees and any other persons who conduct business on behalf of the MN-S.

3.0 Purpose

- 3.1 The Delegation of Authority Policy defines the scope of authority delegated to different positions within the MN-S and establishes clear boundaries of decision-making for each role.

4.0 Definitions

- 4.1 **Delegation of Authority** is the process by which an individual with authority assigns or transfers decision-making or signing responsibilities to another individual.
- 4.2 **Delegation of Authority Table** means the table approved by the PMC documenting the delegation of authority of decisions or activities in connection with the financial administration of the MN-S as authorized by this Policy and by the Constitution and MN-S legislation.

- 4.3 **Designated Individual** means an employee who has been delegated authority in accordance with this policy.
- 4.4 **Governance Policies** means policies with sovereignty implications or that respond to oversight or legislative requirements that relate to the processes of decision making and authority, and that authorize the government to effectively fulfill its governance obligations.
- 4.5 **Long Term Absences** are absences from work that are greater than eight weeks (e.g. medical leave, short-term disability).
- 4.6 **Operational Policies** means policies that are not related to governance and are focused on day-to-day operating functions of the MN-S and activities of staff.
- 4.7 **Operating expenses** means the day-to-day costs associated with running the MN-S that are essential to normal operations.
- 4.8 **Signing Authority** is the official authorization given to an individual to sign contracts, agreements, financial payments or other binding documents on behalf of MN-S.
- 4.9 **Temporary Absences** are absences from work that are less than eight weeks (e.g. illness, vacation).

Policy Requirements

5.0 Roles, Responsibilities, and Existing Authorities

- 5.1 The Provincial Métis Council (PMC) shall hold the highest level of authority, followed by the Finance Committee, the Chief Executive Officer (CEO) and the Chief Operating Officer (COO).
- 5.2 The PMC shall not delegate its authority to approve:
- Governance policies;
 - Annual budgets;
 - Annual financial statements; and
 - Delegation of Authority Table.
- 5.3 The CEO has:
- The authority to manage and operate the MN-S;
 - The authority to approve administrative or operational policies;
 - Any other powers, duties or functions assigned by the PMC; and
 - The authority to delegate these powers, duties or functions including the power of sub-delegation.
- 5.4 The implementation of approved MN-S policies and procedures, through day-to-day management and operation of MN-S, is delegated to the CEO.

- 5.5 Operational policies that directly impact Elected Officials such as those governing travel, credit card use, or payroll must receive prior approval from both the Finance Committee and the PMC before implementation.

6.0 Delegating Authority

- 6.1 Notwithstanding any delegation, the PMC and the CEO will retain control and oversight of the MN-S.
- 6.2 The CEO may sub-delegate authority to other MN-S employees, who will be answerable to the CEO.
- 6.3 The CEO along with the COO will consult with Deputy Chiefs (DC) to establish appropriate operational delegations of authority for the day-to-day operations of the MN-S.
- 6.4 The Delegation of Authority as delegated within MN-S legislation and PMC decisions will be documented in the approved Appendix A- Delegation of Authority Table, appended to this policy.
- 6.5 The Appendix A- Delegation of Authority Table will be reviewed on a periodic basis to ensure that the established limits facilitate MN-S' efficient operations while maintaining effective controls.
- 6.6 Requests for changes to the Appendix A- Delegation of Authority Table must first be directed to the CEO and COO, then will require approval of the Finance Committee/PMC.
- 6.7 Sections of the Appendix A – Delegation of Authority Table that are derived from existing legislative authority may only be amended with MNLA approval.

7.0 Exercise and Sub-Delegation

- 7.1 Authority is delegated to a position as opposed to a person, unless otherwise specified.
- 7.2 The authority delegated to a position extends to any person acting in the position, unless otherwise specified.
- 7.3 Authority cannot be delegated to someone in a position where a conflict of interest (as defined in existing MN-S policies) may arise.
- 7.4 A person has to have authority as set out in this policy, or has been sub-delegated temporary authority, to make decisions or sign any document if it creates an obligation or undertaking on behalf of MN-S.
- 7.5 Any decisions that fall outside the scope of a designated individual's authority must be referred to the appropriate higher-level position for approval.
- 7.6 A designated individual shall refrain from exercising delegated authority if it leads to personal benefits for them or if it creates a conflict of interest in any other way.

7.7 In the event of a temporary absence of a designated individual, delegation of authority is allowed following the Appendix A- Delegation of Authority Table, meaning that the authority is delegated one level down.

7.8 Delegating authority does not absolve the delegator of responsibility for ensuring that delegated tasks are completed correctly.

8.0 Electronic Signatures

8.1 Designated individuals are required to retain custody of copies of their signatures (e.g., electronic signatures, etc.) to prevent transactions from being approved by individuals who lack the necessary authority level. Copies of signatures should be kept in secure locations.

8.2 The use of another individual's electronic signature is strictly prohibited. Digital or image-based signatures must not be shared, stored, or used by anyone other than the designated signer.

8.3 Where proxy approvals are operationally required, the approved MN-S workflow delegation must be used to ensure traceable user credentials and an auditable record of the approval.

8.4 Electronic signatures can only be added to MN-S issued cheques or documentations that are in PDF format and/or are password protected.

9.0 Authority

9.1 This policy is strictly enforced by the Provincial Métis Council (PMC) of the MN-S. All employees and representatives must adhere to the guidelines outlined herein. Non-compliance shall result in disciplinary action or withholding of reimbursement, as deemed appropriate by the government.

9.2 This policy will undergo review annually, or earlier if identified as necessary. Any updates, changes, revisions, or additions must be approved by the PMC.

Other Information

Attachments / Appendices

- Appendix A – Delegation of Authority Table

References

Original Approval Date	Approved By
2026-02-23	Provincial Métis Council

Revision Date	Nature of Revision	Approved By	Effective Date

Appendix A – Delegation of Authority Table

The Delegation of Authority table is intended to clearly identify the source of each decision-making authority as established under MN–S legislation. It does not create new authorities, rather, it serves as a quick-reference tool to support consistent application of existing legislative provisions.

Glossary of Terms:

R - Reviewer

A – Authority, no delegation

AD – Authority, may be delegated by CEO/COO to MN-S staff

F – Authority limited to subdelegated financial authorities

Position	Dollar-Limit for Non-Payroll Expenditure
Finance Committee	\$250,000 – \$1,000,000 per transaction
Chief Executive Officer	Up to \$250,000 per transaction
Chief Operating Officer	Up to \$100,000 per transaction
Deputy Chief / Senior Legal Counsel	Up to \$25,000 per transaction and within an approved budget
Director	Up to \$10,000 per transaction and within their department's approved budget

	COO	CEO	FC	PMC	MNLA
Appointment of Auditor ¹	R	R	R	A	
Audited Financial Statements ²	R	R	R	A	A

	COO	CEO	FC	PMC	MNLA
Preparation of the Budget	AD	AD			
Presentation of the Budget	AD	AD			
Approval of the Annual Budget ³	R	R	A	A	A

¹ Métis Act, Articles 14(1) and 14(2)

² Bylaws Métis Nation – Saskatchewan Secretariat 5 (a) (i)

³ Constitution of the Métis Nation – Saskatchewan Article 2.10 & Finance Committee Terms of Reference

Operating Expenses and Overages						
	Director	DC	CO O	CEO	FC	PMC
Major Functional Operations - Planning, Budgeting, and Finance	F	F	AD	AD		
Operating Expenses Within Approved Budget ⁴	F	F	F	F	F	A
Operating Expenses Outside of Budget			F	F	F	A
Budget Overages			F	F	F	A

	COO	CEO	FC	PMC	MNLA	
MN-S Governance Policies ⁵	R	R	R	A		
MN-S Operational Policies ⁶	AD	AD				
Appointment of Committees				A		
Salary Grid	A	A				
Investment Decision ⁷	R	R	A	A		
Termination or Hiring of Staff	AD	AD				
Hiring of CEO				A		
Changes to signing authority			R	A		
Service Contracts						
	Director	DC	CO O	CEO	FC	PMC
Service Contract within budget	F	F	F	F	F	A
Service Contracts outside of budget			F	F	F	A

Travel Expenses					
	Director	DC	COO	CEO	FC
Travel expenses for staff ⁸	F	F	F	F	
Travel expenses for guests ⁹	F	F	F	F	
Travel expenses for elected ¹⁰				F	F

⁴ PMC 230315-05

⁵ Constitution of the Métis Nation – Saskatchewan, Article 2.1& 2.3

⁶ Constitution of the Métis Nation – Saskatchewan, Article 14 (A) & Métis Act, Article 7 (2)

⁷ Existing gap

⁸ MN-S Employee Travel Policy & PMC 230315-05

⁹ MN-S Guest Travel Policy & PMC 230315-05

¹⁰ MN-S Travel Policy for Elected Officials & PMC 230315-05