



## DELEGATION OF SIGNING AUTHORITY ON PROPERTY MATTERS

Responsibility: *Coordinating Superintendent, Business Services & Treasurer of the Board*

Legal References:

Related References: *Board Policy 4008 – Segregation of Duties and Signing Authority*

Revisions:

Reviewed:

### 1. Preamble

The procedure that follows provides guidelines and expectations regarding the delegation of signing authority on property matters for the Waterloo Region District School Board. Per the WRDSB's by-laws, the Coordinating Superintendent, Business Services and Treasurer of the Board has signing authority from the Board of Trustees to sign on all property matters. Signing authority has been delegated to various staff as outlined in this procedure.

### 2. Background

It is the policy of the Waterloo Region District School Board that an appropriate segregation of duties and delegation of authority be maintained at all times. As it relates to property matters, the following delegation of authority will ensure building permits and site plan applications are processed and addressed in an expedient and controlled manner.

### 3. Property Matters Signing Authority

- 3.1 The delegation of signing authority on property matters must ensure that permits and applications submitted to the applicable authorities are signed by staff with appropriate level of authority and knowledge so that they can commit and further adequately represent the WRDSB on the property matter.
- 3.2 The authority to submit permits and applications for property matters on behalf of the board resides with Business Services. School administrators are not authorized to submit permits or applications on behalf of the WRDSB. The management of board property is centrally controlled in order to provide necessary oversight to ensure compliance with all applicable regulations and legal requirements.
- 3.3 Permits and applications do not commit the board to financial obligations but do typically involve fees associated with the applications. Those fees must be accounted for in the appropriate budgets which are managed by Facility Services.
- 3.4 Project and maintenance work requiring permits must have the required approvals following *Board Policy 4008 - Segregation of Duties and Signing Authority* prior to obtaining permits.

**4. Delegation of Signing Authority on Property Matters**

<b>Estimated Project Value</b>	<b>Type of Permit/Application</b>	<b>Delegated Authority Level</b>
Less than \$50,000	<ul style="list-style-type: none"> <li>● Tree Removal Permit</li> <li>● Electrical Safety Authority Permit</li> <li>● Building Permit</li> </ul>	<ul style="list-style-type: none"> <li>● Facility Manager</li> <li>● Manager of Maintenance Systems</li> <li>● Manager of Mech/Elec/Environmental Services</li> </ul>
Greater than \$50,000 and less than or equal to \$100,000	<ul style="list-style-type: none"> <li>● Building Permit</li> <li>● Site Plan Amendment Application</li> </ul>	<ul style="list-style-type: none"> <li>● Facility Services</li> <li>● Project Coordinators</li> </ul>
Greater than \$100,000 and less than or equal to \$1,000,000	<ul style="list-style-type: none"> <li>● Site Plan Amendment Application</li> </ul>	<ul style="list-style-type: none"> <li>● Manager of Capital Projects</li> </ul>
Greater than \$1,000,000	<ul style="list-style-type: none"> <li>● Site Plan Approval Application</li> </ul>	<ul style="list-style-type: none"> <li>● Controller, Facility Services</li> </ul>