



# Administrative Procedure 4885

## DELEGATION OF SIGNING AUTHORITY ON PROPERTY MATTERS

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

Legal References:

Related References: [Board Policy 4008 – Segregation of Duties and Signing Authority](#)  
[Bylaws Board of Trustees Waterloo Region District School Board, section 1.4.8](#)

Revisions: *May 2021, October 2024*

Reviewed:

### 1. Preamble

The following procedure provides guidelines and expectations regarding the delegation of signing authority on property matters for the Waterloo Region District School Board (WRDSB). As per the [WRDSB's by-laws](#), the 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 WRDSB to maintain appropriate segregation of duties and delegation of authority at all times. Regarding property matters, the following delegation of authority will ensure that 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 the appropriate level of authority and knowledge to commit and further adequately represent the WRDSB on the property matter.
- 3.2 Business Services has the authority to submit permits and applications for property matters on behalf of the WRDSB. 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 and ensure compliance with all applicable regulations and legal requirements.
- 3.3 Permits and applications do not commit the WRDSB ~~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 Projects 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**

Estimated Project Value	Type of Permit/Application	Delegated Authority Level
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 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>● Superintendent, Facility Services</li> </ul>