
Council Policy

Policy Name **Delegation of Authority**

Issue Date **December 6, 2024**

Revision Dates

PURPOSE:

The Ontario Association of Architects (OAA) Delegation of Authority policy outlines the delegation of financial, signing, and decision-making authority on behalf of the Association.

This policy is in accordance with By-Law Schedule A – Signing Authority and CIBC Banking Resolutions which are updated yearly based on appointment of the Officers.

FINANCIAL INSTITUTIONS

Approval of Payments: Schedule A - Signing Authority in Accordance with Bylaws Section 52, regarding approval of payments (cheques, wire transfers, EFTs) in accordance with the Group Limits.

GROUP A

Executive Director
Registrar

GROUP B

Executive Director
Registrar
Manager, Finance

GROUP C

President
Senior Vice President & Treasurer
Vice President(s)

SIGNING LIMIT REQUIREMENTS

Under \$5,000 – Anyone from Group A

Over \$5,000 to Maximum \$20,000 – Two Signatures Required - Any two from Group B

Over \$20,000 – Two Signatures Required – One from Group A together with any one from Group C

Borrowing and Lending: Schedule A - Signing Authority in Accordance with Bylaws Section 52, regarding authorization limits for financial lending/borrowing with the associations Financial Institution.

Borrowing Authority: Two Signatures Required – One from Group A together with President or Senior Vice President & Treasurer

Delegation of Authority: Any One Authorized Signing Officers

Wire Transfers: Same as Authorized Signing Officers

Credit Agreements: Two Signatures required one from Group A together with President or Senior Vice President & Treasurer

Legal Agreements: Any two of the signing officers

INTERNAL FINANCIAL PROCESS AND BUDGET

1. In consultation with the Executive Director and Manager Finance, the Finance & Audit Committee develops the annual operating and capital budgets, which are presented to Council for review and approval.
2. Reserve Fund balances and policies are approved by Council. At year end, the Senior Vice President and Treasurer will review any year end surplus against the reserve fund policy and make a recommendation to Council for allocating funds to reserves.
3. Senior Vice President and Treasurer will approve any changes in investment portfolio in consultation with the Manager Finance and Executive Director. The Council risk tolerance regarding investments is categorized as 'low.'
4. Manager Finance will monitor the cash account to ensure the balance is no lower than \$300,000 and no higher than \$600,000 at month end to ensure the organization is maximizing interest earned from the investment portfolio. When a collapse or investment is required, the Manager Finance will send an email to the Executive Director to confirm the transfer.

CONTRACTUAL OBLIGATIONS AND EXPENSES

PROCUREMENT

Procurement of services and products will be in accordance with the Council Policy: Purchasing and Procurement.

Refer to [Council Policy Purchasing/Procurement](#)

AUTHORITY TO ENTER INTO CONTRACTUAL ARRANGEMENTS

The Executive Director and/or Registrar may bind the Association as a corporation and are authorized to enter into contractual agreements on behalf of the Association that are consistent with policy direction provided by the Council and/or approved budgets.

In accordance with Council resolution, the Deputy Registrar has been granted signing authority to execute documents on behalf of the OAA for all matters related to the OAA's Continuing Education Program.

AUTHORIZING OF EXPENSES

Administrative staff may authorize an expense up to \$5,000 as approved in the current fiscal year budget.

Management staff may authorize an expense up to \$15,000 as approved in the current fiscal year budget.

The Executive Director and/or Registrar may authorize expenses over \$15,000 as approved in the current fiscal year budget.

The Executive Director has the discretion to authorize expenses under \$10,000 not included in the current fiscal year budget. Any unbudgeted expenses over \$10,000 will be advanced to the Senior Vice President & Treasurer for consideration. The Executive Director and Senior Vice President & Treasurer will review the matter and discuss whether the matter should be advanced to Council for approval.



OPERATIONAL AND ADMINISTRATIVE DECISION MAKING

Executive Director: Has decision making authority regarding the daily management and operation of the Association, including allocation of both financial and human resources.

Registrar: Has decision making authority regarding the day-to-day administration and fulfilment of the OAA's statutory obligations as set out in the *Architects Act* and Regulation 27.

Management Team: Has decision making authority as it pertains to their specific service area and in accordance with the OAA's policies and procedures AND the policy directions given by the governing Council.

