

<b>Title</b>	<b>Delegation of Authority</b>		
<b>Classification</b>	Administrative	<b>Oversight Responsibility</b>	Office of the Vice-President, Finance and Operations
<b>Category</b>	Governance & Legal	<b>Responsible Office</b>	Financial Services and Financial Planning
<b>Approval</b>	Board	<b>Effective Date</b>	2022-Dec-08
		<b>Document No.</b>	1081

This policy is applied in a manner consistent with applicable statutory and legal obligations, including university collective agreements and terms of employment.

The most up-to-date versions of the university's policies are posted on the policy and procedure website. If you've printed this policy, check the website to ensure you have the current version.

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## 1.0 POLICY STATEMENT

The purpose of the Delegation of Authority policy is to establish the authority for the President and administration to act on behalf of Royal Roads University (the "University"). To facilitate the effective and efficient management and operation of the University, the Board of Governors (the "Board") delegates its powers and confers on the President the authority for the University in accordance with legislation<sup>[1]</sup>, ministerial expectations<sup>[2]</sup> and institutional policies<sup>[3]</sup>.

## 2.0 SCOPE AND COMPLIANCE

This policy applies to RRU (and its entities)<sup>[4]</sup> and all the authorities and duties held by University members for various University activities, including commitments and financial transactions.

## 3.0 BOARD AUTHORITY AND DELEGATION

The *Royal Roads University Act* gives the Board the authority to exercise the powers of the board or senate of a university under the *University Act* except those powers and duties given to the President by the *Royal Roads University Act*. In accordance with Section 12 of the *Royal Roads University Act*, the President has the power to deal with matters delegated to the President by the Board.

The Board delegates to the President the authority to make commitments on behalf of the University including the responsibility to enter into agreements and to act as purchasing, signing and payment authority. The authority delegated to the President and associated responsibilities are broadly assigned for all matters consistent with the institutional direction of the University as outlined in the annual operating and capital plans, multi-year strategic plans, business cases and other strategic planning/direction documents.

The Board maintains authority for the following duties (i.e., does not delegate):

- a) Legislation requirement:
  - approving an annual budget (including both operating and capital expenditures), and
  - approving an annual report on the progress of the University;

- b) Ministerial expectations:
- approving the Institutional Accountability Plan and Report,
  - approving the Government Reporting Entity quarterly reports,
  - approving the Statement of Financial Information, and
  - approving the annual audited financial statements of the University and the Royal Roads University Foundation;
- c) Institutional policies and directives:
- approving the University’s five-year strategic plan,
  - approving necessary business cases and ensuring that post-implementation evaluations are conducted,
  - reviewing the university’s quarterly performance to plan and forecast reports, ensuring that emerging issues and opportunities are being appropriately addressed by management,
  - reviewing quarterly reports pertaining to the status of legal matters, and
  - reviewing the performance of investments for both the University and the Royal Roads University Foundation on at least an annual basis and as required.

#### 4.0 PRESIDENT’S SUB-DELEGATION

The President determines and defines sub-delegation (the authority delegated to employees) for authorizations, including commitments and contracts and purchases and payments. All sub-delegations will be reasonable based on employee position, appropriate based on level of employee responsibility, and documented and monitored for adherence.

[1] The Royal Roads University (RRU) is subject to comply with institutional specific legislation under the *University Act*, the *Royal Roads University Act - RRUA*, and the *Financial Administration Act*.

[2] RRU, as a post-secondary institution in BC, is subject to performance and accountability obligations as determined by the Ministry of Advanced Education, Skills & Training.

[3] RRU adheres to the relevant Board policies and terms of reference for the Finance & Audit Committee.

[4] For the purpose of this policy, RRU includes any related entities such as the Royal Roads University Foundation.

#### Related Documents and Information

Royal Roads University Document and Information

- [Exigencies of Administration](#)

Legislation and Information

- [Royal Roads University Act, RSBC 1996, c. 409](#)
- [University Act, RSBC 1996, c. 468](#)

#### Review, Revision and Approval History

Approved by the Board; current published version	2019-Oct-10
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