

Policy on Signing Authorizations

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| Administrative Authority: | Vice-President, Administration |
| Approval Authority: | Board of Governors |
| Approval Date: | June 23, 2017 |
| Next Review: | June 2022 |
| Review History: | February 2012; February 2014 |

1. Purpose

- 1.1. Laurentian University is committed to ensuring that authority is delegated to the proper individuals for purposes of committing the University through various contracting, managing its assets, and in issuing payments and receipts.
- 1.2. The Policy on Signing Authorizations (the “policy”) is intended to serve to identify the University’s signing authorities and the circumstances under which individuals may sign documents and legally bind the University subject to the requirements outlined in the Policy on Purchasing.

2. Scope

- 2.1. This policy covers the following types of transactions:
 - 2.1.1. Banking and Payment of Money
 - 2.1.2. Investments
 - 2.1.3. Contracts
 - 2.1.4. Issuance of Charitable Donation Receipts
 - 2.1.5. Pension Plan
 - 2.1.6. Student Placements
- 2.2. This policy identifies to all administrators, faculty, staff, supervisors, students, contractors, and outside entities, the position titles and their responsibilities required to sign legal documents on behalf of the University.

2.3. For the purpose of this policy, the University workplace and learning environment includes all places where University business, teaching and learning occurs.

3. Definitions/Principles:

- 3.1. “Banking and Payment of Money” means the duties and responsibilities relative to all cheques, drafts and orders for the payment of money on behalf of the University and the duties of the signing authorities as stated in bank forms in order for the University to establish its banking arrangements with its authorized bankers.
- 3.2. “Investments” apply to short-term and long-term investments of funds. Short-term investments are funds in excess of those required for day-to-day operations in accordance with the University’s short-term investment policy.
- 3.3. “Contracts” refer to agreements relating to the general operations of the University, including services, research and ancillary operations. Forms of contract include legal agreements, leases, Memoranda of Understanding, and Memoranda of Agreement that bind the University. Leases with a commitment greater than \$500,000 per year must be approved by the Board of Governors prior to signing.
- 3.4. “Pension Plan” means to refer to all administrative instructions to the Trustee, and contracts and agreements relating to the general operation of the University Pension Plan and to bind the University to the terms thereof. Administrative contracts and agreements include, but are not limited to, actuarial and financial consulting contracts and agreements.
- 3.5. “Student Placement Agreements” must be prepared for each independent organization where students perform a practical placement as part of their programs.

4. Policy Statement

- 4.1. It is the policy of Laurentian University that all banking authorizations, payments of money, investments, contracts, charitable donation receipts, pension plan transactions, and student placement agreements be executed by an individual authorized to bind the University.

4.2. The following table outlines the signing authorities:

| Type of Agreement | Banking and payment of money | Investments | Contracts >\$250,000 | Contracts >\$50,000 | Contracts >\$10,000 | Contracts <\$10,000 | Construction Contracts | Charitable donation receipt | Pension Plan | Student Placement |
|--|------------------------------|-------------|-------------------------------|---------------------|---------------------|---------------------|------------------------|-----------------------------|--------------|-------------------------|
| | any 2 of | any 2 of | One of group A plus any other | any 2 of | any 1 of | any 1 of | any 2 of | any 1 of | any 2 of | Mandatory plus any 1 of |
| Required number of signatures: | | | | | | | | | | |
| Position Title | | | | | | | | | | |
| Group A | | | | | | | | | | |
| Chairperson of the Board Governors | x | | x | x | x | x | x | | | |
| President & Vice-Chancellor | x | x | x | x | x | x | x | | x | |
| Vice-President, Administration | x | x | x | x | x | x | x | x | x | x |
| Other Vice-Presidents | x | | x | x | x | x | | | | x |
| University Secretary and General Counsel | | | x | x | x | x | | | | |
| Associate Vice-President, Financial Services | x | x | x | x | x | x | x | x | x | x |
| Group B | | | | | | | | | | |
| Associate Vice-President, Student Life, EMI | | | | | | x | | | | |
| Director(s) in Finance | x | x | x | x | x | x | x | x | x | |
| Manager(s) in Finance | x | x | | | | | | | x | |
| Accounting and Reporting Manager | x | x | | | | | | | x | |
| Associate Vice-President, Human Resources & Organizational Development, within the purview of the role | | | x | x | x | x | | | x | |
| Development Officer | | | | | | | | x | | |
| Development Manager | | | | | | | | x | | |
| Chief Advancement Officer | | | | | | | | x | | |
| Director, Procurement, Contract and Risk | | | x | x | x | x | | | | x |
| Buyer | | | | | | x | | | | |
| Associate Vice-President, Facilities Services | | | | | | | x | | | |
| Director(s), Maintenance and Operations and/or Capital Projects | | | | | | | x | | | |
| Associate Vice-President Information Technology (IT contracts only) | | | x | x | x | x | | | | |
| Dean of the applicable Faculty | | | | | | | | | | Mandatory |

4.3. Confidentiality is required in all procedures under this policy, unless the safety of members of our community are at risk or subject to the disclosure requirements under this policy and/or the *Freedom of Information and Protection of Privacy Act, 1990* or any other applicable legislation.

- 4.4. Any personal information about an individual collected in respect of this policy, is pursuant to *The Laurentian University of Sudbury Act, 1960* and a by-law passed by the Board of Governors. Such information will only be used for the purposes and functions outlined in this policy. If you have any questions about the collection, use and disclosure of this information, please contact the administrative authority responsible for the policy.
- 4.5. Related legislation, policies, procedures, and other documents:
- 4.5.1. Policy on Purchasing
 - 4.5.2. Decision-Making Requirements Associated with Current and Future Capital Projects
 - 4.5.3. *Accessibility for Ontarians with Disabilities Act, 2005*
 - 4.5.4. *Broader Sector Accountability Act, 2010*
 - 4.5.5. *Freedom of Information and Protection of Privacy Act, 1990*
 - 4.5.6. *Ontarians with Disability Act, 2001*
 - 4.5.7. Canada Free Trade Agreement, effective July 1, 2017
 - 4.5.8. Canada European Union Comprehensive Economic Trade Agreement, effectively July 1, 2017
 - 4.5.9. Broader Public Sector Procurement Directive, 2011
 - 4.5.10. Broader Public Sector Expenses Directive, 2011
 - 4.5.11. Ontario-Quebec Trade and Cooperation Agreement