

Policy on Signing Authorizations

Administrative Authority:	Vice-President Finance & Administration
Approval Authority:	Board of Governors
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	June 2028
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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 contracts, issuing of payments and receipts.
- 1.2. The Policy on Signing Authorizations (the “policy”) is intended to serve to identify who has the authority to negotiate, approve and identify who 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
- 2.1.7. Research contracts
- 2.1.8. Employment contracts

2.2. This policy identifies the position titles and their authority to sign legal documents on behalf of the University.

2.3. For 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 Cash Investment Policy.

3.3. "Contracts" refer to any agreement, contract, subcontract, letter of intent, memorandum of understanding, memorandum of agreement, lease, license, donor agreement, deed, grant, certificate, instrument, assignment or any other document which creates an obligation or which may be binding upon the university in including but not limited to the general operations of the University, including all types of services such as consulting, recruiting (both employees and students), research, campus and ancillary operations.

3.4. "Leases" with a commitment greater than \$500,000 per year must be approved by the Board of Governors prior to signing.

3.5. "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.

3.6. "Student Placement Agreements" must be prepared for each independent organization where students perform a practical placement as part of their programs.

3.7. "Research Contracts" shall mean agreements, contracts, subcontracts, letters of intent, memoranda of understanding, memorandum of agreement, and all other documents entered between the University and a granting agency or sponsor organization where any of the researcher's affiliation to the University and the University's identity, facilities, or students is to be invoked in the conduct of the research activity contemplated by the agreement.

3.8. "Employment Contracts" mean an agreement between the University and an employee or employee group which sets the terms that govern the working relationship, including rights, duties and obligations of both parties.

4. Policy Statement

4.1. No person is authorized to sign a Contract on behalf of the University unless;

4.1.1 The transaction has been reviewed and approved in accordance with this Policy

or other applicable Board of Governors by-law, resolution or policy; and

4.1.2 The individual has signing authority under this Policy or other applicable Board of Governors by-law, resolution or policy.

4.2. All persons who negotiate, approve or sign contracts on behalf of the University must comply with procedures issued by the President relating to the negotiation and execution of University contracts.

4.3. 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.

The following outlines the signing authorities:

4.3.1 The Senior Signing Group under this policy include:

- Chair of the Board of Governors
- President & Vice-Chancellor
- Vice-President Finance and Administration
- Provost and Vice-President Academic
- Vice-President Research
- Associate Vice-President, Financial Services

4.3.2. For banking and payment of money, any two individuals from the Senior Signing Group or a Director or a Manager from the Financial Services Department.

4.3.3. For-Short Term Investments, refer to the Policy on Short-Term Cash Investment, which provides the list of approved Authorities.

4.3.4 Contracts greater than \$1,000,000 require the approval of the Board of Governors.

4.3.5. Contracts greater than \$50,000 (including smaller contracts for the same purpose totaling more than \$50,000) require two signatures. One must be from the Senior Signing Group and the other signature can include one from the following for contracts relating to their respective areas of responsibility: the University Secretary, University General Counsel, Associate Vice-President Human Resources (within the purview of the role), a Director in Financial Services, Manager Procurement and Contracts, or the Associate Vice-President Information Technology (within the purview of the role).

4.3.6. Contracts of less than \$50,000 require one signature from any of the following for contracts relating to their respective areas of responsibility: Senior Signing Group, the University Secretary, University General Counsel, Associate Vice-President Human Resources (within the purview of the role), a Director in

Financial Services, Manager Procurement and Contracts, or the Associate Vice-President Information Technology (within the purview of the role).

4.3.7. For Construction Contracts, any two individuals one of which one must be from the Senior Signing Group and a second signature which can include the University Secretary, University General Counsel, Associate Vice-President in Facility Services, Director for Operations and Maintenance, or Manager Planning and Projects.

4.3.8. Charitable donation receipt, any one individual from the Senior Signing Group or the University Secretary, University General Counsel, a Director in Financial Services, or the Chief Advancement Officer.

4.3.9. Pension Plan, any two individuals one which must be from the Senior Signing Group, and the other from: a Director or Manager in Financial Services, or the Associate Vice-President Human Resources.

4.3.10. Student Placement Agreements must be signed by the Dean of the applicable Faculty or the Provost and Vice-President Academic.

4.3.11. For Research Contracts over \$250,000, two signatures one which must be the Vice-President Research and another one from the following: President, Vice-President Finance and Administration or Associate Vice-President Financial Services. For all other Research Contracts including Non-Disclosure Agreements (NDA's), Memorandums of Understanding (MOU's) and contracts without any amount, two signatures one from the Vice-President Research or a Director in the Research Office, and a second signature from the Senior Signing Group, the University Secretary or University General Counsel.

4.3.12. For Employment contracts, any one individual from the Senior Signing Group or the Associate Vice-President Human Resources.

4.4. It is the responsibility of each signatory to determine if the contract requires review by the Office of the General Counsel, the Financial Services Department and/or the Office Procurement & Contracts.

4.5. Any personal information about an individual collected in respect of this policy, is pursuant to The Laurentian University of Sudbury Act, 1960 and by-laws 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.

4.6. Related legislation, policies, procedures, and other documents:

- 4.6.1. Laurentian University Act
- 4.6.2. General Bylaws of the Board of Governors
- 4.6.3. Policy on Purchasing
- 4.6.4. Policy on Short-Term Cash Investment
- 4.6.5. Broader Sector Accountability Act, 2010
- 4.6.6. Broader Public Sector Procurement Directive, 2011
- 4.6.7. Broader Public Sector Expenses Directive, 2011

4.6 Any question regarding the appropriate signatories for a contract should be referred to the University Secretary who has the authority to determine the appropriate signatories in consultation with the University's General Counsel as needed.