

Laurentian University
Signing Authority Register

	Revenue Contracts excluding Research					Student Placement Agreements	Employment related Contracts and Agreements, Settlements						
Type of Agreement and Monetary Threshold	Lease Agreement Facilities (LU Lessor) 1 to 3 years or annual value of lease is below \$50,000	Lease Agreement Facilities (LU Lessor) more than 3 years or annual value of lease is equal or greater than \$50,000	Agreements relating to long-term use of University land including easements, leases and licenses	Residence Agreements	Facility Use Agreements		Employment Contracts at or below Director Level (excluding LUFA)	Employment Contracts above Director Level but below Vice-President (excluding LUFA)	Memorandum of Agreements and Settlements (excluding LUFA) below \$50,000	Memorandum of Agreements and Settlements (excluding LUFA) equal or greater than \$50,000	LUFA Employment Contracts (excluding Sessional Contracts)	LUFA Sessional Contracts	LUFA Memorandum of Agreement or Settlements below \$50,000
MCU approval consideration * Board of Governors approval required	Yes	Yes Yes when threshold met (3)					Yes when condition met (7)		Yes when threshold met (1)				
Signing Authority (known as Authorized Signatories)	any two as specified below within their respective areas one of which is the VPFA or AVP, Financial Services	any two as specified below within their respective areas one of which is the VPFA or AVP, Financial Services	any two as specified below within their respective areas one of which is the VPFA or AVP, Financial Services	Not Applicable	any one as specified below	any one Dean of applicable faculty or PVPA	any one as specified below or Hiring Manager when authorized by HR	any one AVP, Human Ressources or Hiring Manager when authorized by HR	any one AVP, Human Ressources, VPFA or President	any two as specified below one of which is the VPFA or President	any one as specified below	any one as specified below within their respective areas	any one AVP, Faculty Support, PVPA or President
Senior Signing Group													
Chair of the Board of Governors	X	X	X							X			
President & Vice-Chancellor	X	X	X						X	X	X	X	X
Vice-President Finance and Administration (VPFA)	X	X	X		X				X	X			
Provost and Vice-President Academic (PVPA)	X	X	X			X					X	X	X
Vice-President Research (VPR)	X	X	X										
Associate Vice-President of Financial Services	X	X	X		X					X			
University Secretary	X	X	X										
University General Counsel	X	X	X										
Chief Advancement Officer													
Associate Vice-President of Human Resources							X	X	X	X			
Associate Vice-President of Faculty Support											X	X	X
Associate Vice-President of Facilities & Planning	X				X								
Employer Bargaining Committee													
Director of Research and Innovation													
Director of Financial Services													
Director of Planning & Budgeting													
Director of Human Resources							X						
Director of Procurement and Contracts													
Director of Enterprise Risk & Insurance Services													
Director of Maintenance & Operations	X				X								
Director of Business Development	X				X								
Director of Voyageur Athletics & Campus Recreation					X								
Manager of Planning & Projects													
Manager of Business Developments					X								
Human Resource Business Partner							X						
Hiring Manager authorized by HR							X	X					
University Librarian												X	
Dean of Faculty						X						X	

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	Capital Debt		
Type of Agreement and Monetary Threshold	Secured Borrowing Arrangements including Loan Guarantees	Unsecured Borrowing Arrangements including Loan Guarantees up to an aggregated of \$10M	
MCU approval consideration *			
Board of Governors approval required	Yes		
Signing Authority (known as Authorized Signatories)	Not Permitted	No authorities have been granted under any resolution	<p>NOTES:</p> <p>(1) Identifies Contracts [excluding contracts related to Capital Projects related to Real Property] equal or greater than \$1,000,000 that must be approved by the Board of Governors</p> <p>(2) Example of other property would be lease of vehicles, scientific equipment, grounds equipment such as a loader, etc.</p> <p>(3) Any Lease with a commitment greater then \$500,000 per year must be approved by the Board of Governors prior to signing</p> <p>(4) Gift Agreements</p> <p>4.1 Any gifts entailing, real property, potential material financial liability or placing unusual conditions on the University must be referred to the Board for approval</p> <p>4.2 Gift Agreements related to Capital Projects may be enacted only for University approved projects unless otherwise authorized by President</p> <p>4.3 The process for Gift Agreements requires review of the Gift Agreement by University Counsel</p> <p>4.4 In all cases, one or more signatures may be added to a Gift Agreement (e.g.,the Dean/Principal/University Librarian, President, Provost and Vice-President Academics, etc.) if important to the donor relationship</p> <p>(5) The issuance of the charitable tax receipt while not explicitly a legal document in the strictest sense, is crucial for tax purposes and acts as a legal basis for claiming a tax credit or deduction. It's a document that, provides evidence of a donation eligible for tax benefits. The issuance of donation tax receipts is delegated to Advancement Office</p> <p>(6) Any insurance policy with premiums in excess of \$1,000,000 would require approval by Board of Directors</p> <p>(7) Employments contracts for Vice-President positions are approved by the Board of Governors but can be signed by the President. The President employment contract is approved by the Board of Governors and signed by the Board Chair.</p> <p>(8) Research contracts and MOUs that commit over \$1,000,000 in university operating funds or in-kind contribution over the contract term require approval by Board of Governors</p>
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Human Resource Business Partner			
Hiring Manager authorized by HR			
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