Laurentian University Signing Authority Register

Olgrining Authority Register	Cont	ract for Goode and S	Service	Construction	Personal Property (3)		ا	gal					
	Contract for Goods and Service			Contracts	Personal Property (3)				Le	yaı			
Type of Agreement and Monetary Threshold	Contracts below \$50,000	Contracts equal or greater than \$50,000 but below \$1,000,000	Contracts equal or greater than \$1,000,000	CCDC Contracts	Acquisition and Lease (LU Lessee) of Personal Property	Disposition of Personal Property (of nominal value	Disposition of Personal Property f with a FMV above nominal value but below \$50,000	Disposition of Personal Property with a FMV equal or greater than \$50,000	Legal Settlements	Legal Retainer Agreements, Engagement Letters and Engagement Agreements	Transfer Payments and Service Agreements below \$50,000	Transfer Payment and Service Agreements equal or greater than \$50,000 but below \$1,000,000	Transfer Payments above \$1,000,000
MCU approval consideration *					Yes		Yes	Yes					
			Yes when threshold					Yes when threshold	Voo whon throohold				
Board of Governors approval required			met (1)					met (1)	met (1)				
Signing Authority (known as Authorized Signatories)	<b>any one</b> as specified below	any two as specified below including one from Senior Signing Group	any two including one from Senior Signing Group	any two as specified below including one from Senior Signing Group	Follow thresholds Contract Goods and Services	below within their	any two as specified below within their respective areas one of which is the AVP, Financial Services or Director, Financial Services and in accordance with Surplus Goods Policy, if applicable	any two as specified below within their respective areas one of which is the AVP, Financial Sorvices	any one as specified below within their respective areas of responsibility or General Counsel	by the General Counsel or by the President and Vice-Chancellor in the case of an emergency pursuant to section 7.2 of the Policy on Legal Services	<b>any one</b> from the Senior Signing Group	any two one from the Senior Signing Group and the other can include University Secretary, University General Counsel	<b>any two</b> from the Senior Signing Group <b>one of whic</b> <b>is the President</b>
Senior Signing Group													
Chair of the Board of Governors	X	X	X	X		X	X	X			X	X	Χ
President & Vice-Chancellor	X	X	X	Х		X	X	X	Χ	X	X	X	X
Vice-President Finance and Administration (VPFA)	X	X	X	X		X	X	X	Χ		X	X	X
Provost and Vice-President Academic (PVPA)	X	X	X	X		X	X	X	X		X	X	X
Vice-President Research (VPR)	X	X	X	X		X	X	X	X		X	X	X
Associate Vice-President of Financial Services	X	X	X	X		X	X	X			X	X	Х
University Secretary	X	X	X	X		X	X	X	.,			X	
University General Counsel	Х	X	X	Х		X	X	X	X	X		X	
Chief Advancement Officer													
Associate Vice-President of Human Resources													
Associate Vice-President of Faculty Support													
Associate Vice-President of Facilities & Planning				Х									
Employer Bargaining Committee													
Director of Research and Innovation  Director of Financial Services							X	X					
Director of Planning & Budgeting								Α					
Director of Human Resources													
Director of Procurement and Contracts	X	X	X			X	X						
Director of Enterprise Risk & Insurance Services													
Director of Maintenance & Operations				X									
Director of Business Development													
Director of Voyageur Athletics & Campus Recreation	1												
Manager of Planning & Projects				X									
Manager of Business Developments													
Human Resource Business Partner													
Hiring Manager authorized by HR													
University Librarian													
Dean of Faculty	<u> </u>			<u> </u>	<u> </u>								

Laurentian University	
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	Revenue Contracts	excluding Research				Student Placement Agreements	Employment related Contracts and Agreements, Settlements							
Type of Agreement and Monetary Threshold	1 to 2 years or	more than 3 years or	University land	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 *	Yes	Yes												
Board of Governors approval required		Yes when threshold met (3)						Yes when condition met (7)		Yes when threshold met (1)				
Signing Authority (known as Authorized Signatories)	below within their	below within their respective areas one of which is the VPFA or AVP,	any two as specified below within their respective areas one of which is the VPFA or AVP, Financial Services	Not Applicable	<b>any one</b> as specified below	, <b>any one</b> 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, Humar 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)	Х	X	X		X				X	X				
Provost and Vice-President Academic (PVPA)	X	X	X			X					X	X	X	
Vice-President Research (VPR) Associate Vice-President of Financial Services	X X	X X	X		X					X				
University Secretary	V	Y	Y											
University Secretary University General Counsel	X	X	X											
Chief Advancement Officer	, ,	,	,											
Acceptate Vice Provident of U.S.							V	V	V	V				
Associate Vice-President of Human Resources Associate Vice-President of Faculty Support							Х	X	X	X	X	X	X	
Associate Vice-President of Facilities & Planning	X				X						Α	^	Α	
Employer Personing Committee														
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														
Director of Maintenance & Operations  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				V		
University Librarian												X		
Dean of Faculty	<u> </u>					Х	<u> </u>					Λ		

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					Real Estate	e Contracts		Investments			Gift Agreements and Donation To		
Type of Agreement and Monetary Threshold	LUFA Memorandum of Agreement or Settlements equal or greater than \$50,000		Outsourcing Contracts	Acquisition of Real Property	Disposition of Real Property	Lease Agreement (LU Lessee) is for less than 3 years or annual value of lease is below \$50,000	Lease Agreement (LU Lessee) is for more than 3 years or annual value of lease is equal or greater than \$50,000	Short Term Investment arrangements with term equal or less than one year	Short Term Investment arrangements with term exceeding one year	Long Term Investment Arrangement or Service Contract	Long Term Investment Transactions	All Gift Agreements	Charitable Donatior Tax Receipt-other than real property (5
MCU approval consideration *  Board of Governors approval required	Yes when threshold met (1)	Yes		Yes Yes	Yes Yes		Yes when threshold met (3)			Yes		Yes when condition met (1) and or (4)	
Signing Authority (known as Authorized Signatories)	any two as specified below one of which is the PVPA or President	Employer Bargaining Committee unless authorized alternate approved by Board of Governors	Follow thresholds	below one of which is the VPFA or AVP,	any two as specified below one of which is the VPFA or AVP, Financial Services	respective areas one of which is the	below within their respective areas one of which is the VPFA or AVP,	holow and in	any two as specified below from Senior Signing Group one of which is the VPFA	below from Senior	with the University's Statement of Investment Policy	any two as specified	
Senior Signing Group Chair of the Board of Governors	X			X	X	X	X			X		X	
President & Vice-Chancellor	X			Х	X	X	X	X	X	X		Х	
Vice-President Finance and Administration (VPFA)	X			X	X	X	X	X	X	X	X	X	
Provost and Vice-President Academic (PVPA)	X					X	X	X	X	X		X	
Vice-President Research (VPR) Associate Vice-President of Financial Services	х			х	x	X X	X X	X	X	X	X	X	X
University Secretary				X	X	X	X					X	
University General Counsel				X	X	X	X					X	
Chief Advancement Officer												X	
Associate Vice-President of Human Resources													
Associate Vice-President of Faculty Support Associate Vice-President of Facilities & Planning													
Employer Bargaining Committee Director of Research and Innovation Director of Financial Services		X									X		
Director of Planning & Budgeting											X		
Director of Human Resources Director of Procurement and Contracts													
Director of Enterprise Risk & Insurance Services Director of Maintenance & Operations													
Director of Business Development													
Director of Voyageur Athletics & Campus Recreation Manager of Planning & Projects													
Manager of Business Developments													
Human Resource Business Partner													
Hiring Manager authorized by HR University Librarian													
Dean of Faculty													

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Type of Agreement and Monetary Threshold	Charitable Donation Tax Receipt-real property (5)	Research Contracts and MOUs greater than \$0 below \$50,000	Research Contract and MOUs equal or greater than \$50,000 but below \$250,000		NDA's and contracts without any amount	Insurance Policy with premium in below \$50,000	Insurance Policy with premium equal or greater than \$50,000	Insurance Binder's		Banking Arrangements excluding Credit Facilities	Credit Card Facility Agreement	Banking Transactions	Payment of Moneys	
MCU approval consideration *  Board of Governors approval required	Yes			Yes when threshold met (8)			Yes when threshold met (6)							
Signing Authority (known as Authorized Signatories)		below which is		any two as specified below one of which is the VPR or President		any one as specified below	any two as specified below one of which is the VPFA or President	<b>any one</b> as specified below	any two as specified below including one from Senior Signing Group	any two as specified below of which one of which is either the VPFA or AVP, Financial Services	any two as specified below one of which is either the VPFA or AVP, Financial Services		<b>any two</b> as specified below	
Senior Signing Group Chair of the Board of Governors			X	X		X	X	X	X					
President & Vice-Chancellor Vice-President Finance and Administration (VPFA)			X	X		X	X	X	X	x	X	X	X	
Provost and Vice-President Academic (PVPA)			Α	X		Λ	, A	X	x	^	<b>X</b>	Λ	Λ	
Vice-President Research (VPR)		X	X	X	X				X					
Associate Vice-President of Financial Services	Х		X	X		Х	X	X	X	х	X	X	X	
University Secretary			X	X		Х	X	Χ						
University General Counsel Chief Advancement Officer			X	X		X	X	X						
Associate Vice-President of Human Resources Associate Vice-President of Faculty Support									Х					
Associate Vice-President of Facilities & Planning														
Employer Bargaining Committee Director of Research and Innovation Director of Financial Services		X	X		X				X	X	X	X	X	
Director of Planning & Budgeting Director of Human Resources									,	X	X	X	X	
Director of Procurement and Contracts Director of Enterprise Risk & Insurance Services		`						Х						
Director of Maintenance & Operations Director of Business Development														
Director of Voyageur Athletics & Campus Recreatio Manager of Planning & Projects Manager of Business Developments	n													
Human Resource Business Partner Hiring Manager authorized by HR														
University Librarian Dean of Faculty														

## Laurentian University Signing Authority Register

Signing Authority Register							
	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					
Senior Signing Group							
Chair of the Board of Governors							
President & Vice-Chancellor							
Vice-President Finance and Administration (VPFA)							
Provost and Vice-President Academic (PVPA)							
Vice-President Research (VPR) Associate Vice-President of Financial Services							
Associate vice-President of Financial Services							
University Secretary							
University General Counsel							
Chief Advancement Officer							
Associate Vice-President of Human Resources							
Associate Vice-President of Faculty Support Associate Vice-President of Facilities & Planning							
Associate vice-i resident of racinges & rathing							
Employer Bargaining Committee							
Director of Research and Innovation							
Director of Financial Services							
Director of Planning & Budgeting							
Director of Human Resources							
Director of Procurement and Contracts							
Director of Enterprise Risk & Insurance Services							
Director of Maintenance & Operations							
Director of Business Development Director of Voyageur Athletics & Campus Recreation							
Manager of Planning & Projects							
Manager of Business Developments							
Human Resource Business Partner							
Hiring Manager authorized by HR							
University Librarian							
Dean of Faculty							

## NOTES

- (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
- (2) Example of other property would be lease of vehicles, scientific equipment, grounds equipment such as a loader, etc.
- (3) Any Lease with a commitment greater then \$500,000 per year must be approved by the Board of Governors prior to signing

## (4) Gift Agreements

- 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
- 4.2 Gift Agreements related to Capital Projects may be enacted only for University approved projects unless otherwise authorized by President
- 4.3 The process for Gift Agreements requires review of the Gift Agreement by University Counsel
- 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
- (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
- (6) Any insurance policy with premiums in excess of \$1,000,000 would require approval by Board of Directors
- (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.
- (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