### Appendix A

<table>
<thead>
<tr>
<th>COLUMNS</th>
<th>CONTENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Policy</strong></td>
<td>Approval of Contracts and Designation of Signing Authority - Articles 22</td>
</tr>
</tbody>
</table>

### PURPOSE OF APPENDIX A: CONTRACT CLASSES AND DELEGATIONS TO SIGNING OFFICERS

Appendix A contains types of contracts organized by contract class as established pursuant to each signing officer’s area of responsibility. It shows the maximum dollar value of contracts for which approval and signing authority have been assigned in accordance with Section 22 of the Policy. Appendix A also establishes, for each signing officer, limits of specific delegated authority which has been assigned for particular contract matters.

### POLICY CONSIDERATIONS:

- Before signing a contract, signing officers must carry out their responsibilities as provided for in the Policy and, as such, may only sign a contract once they are satisfied that all relevant Policy requirements have been met.

- In signing a contract on behalf of the University, signing officers are binding the University and not just an individual faculty, department or unit.

- All contracts must comply with applicable University policies and policies of external bodies, as applicable (see article 12 of the Policy).

- In the event that a contract contains provisions that relate to an area of responsibility under the purview of another signing officer, (as may be the case with a research contracts that contain procurement obligations), the signing officer responsible for approving the contract must ensure proper review with the related signing officer.

- Signing officers may delegate the approval and signing of contracts that fall within their area of responsibility to positions in a direct reporting relationship to them, provided that the total value of the contract falls within the signing officer’s authority as established by the Policy. To that end, they must complete Section 1A of Appendix C and submit it to Secretariat and to Financial Services.

- In the event that the signing officer decides to revoke a delegation of signing authority, which is possible at any time, he or she must complete Section 2 of Appendix C and submit it to Secretariat and to Financial Services.
**SIGNING OFFICER: Principal**

The Principal may approve all contracts in lieu of signing officers provided that the total value of the contract does not exceed $6 million and that the contract otherwise complies with the Policy.

<table>
<thead>
<tr>
<th>General Delegated Authority</th>
<th>All contracts valued up to $6 million</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Specific Delegated Authority</strong></td>
<td></td>
</tr>
<tr>
<td>Grant applications valued up to $25 million</td>
<td></td>
</tr>
<tr>
<td>Investment Contracts up to 2.5% of the market value of the McGill Investment Pool</td>
<td></td>
</tr>
</tbody>
</table>
SIGNING OFFICER: Provost and Vice-Principal (Academic)

The Provost and Vice-Principal (Academic) shall have general authority to approve and sign contracts and accessory documents within his or her area of responsibility up to the values set out below.

<table>
<thead>
<tr>
<th>General Delegated Authority</th>
<th>All contracts up to $4 million in area of responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specific Delegated Authority</td>
<td>None</td>
</tr>
</tbody>
</table>

The Provost and Vice-Principal (Academic) is responsible for contracts falling within the classes set forth below:

- Institutional Affiliation Agreements
- Academic Program and Project Agreements (not involving the sale of goods and services)
- Sale of academic goods, services and activities
- Academic exchange agreements, other than research exchange agreements
- Academic employment contracts, including promotions and grants of tenure as specified in applicable University policy
- Academic administrative appointments
- Sabbatical leaves and other leaves of absence for academic staff (maternity, parental, compassionate, etc.)
- Publishing and copyright agreements, academic training and professional development agreements
- Academic naming proposals
- Academic consulting
SIGNING OFFICER: Vice-Principal (Administration and Finance)

The Vice-Principal (Administration and Finance) shall have general authority to approve and sign contracts and accessory documents within his or her area of responsibility up to the values set out below.

<table>
<thead>
<tr>
<th>General Delegated Authority</th>
<th>All contracts up to $4 million in area of responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specific Delegated Authority</td>
<td>Investment contracts up to 2% of McGill Investment Pool</td>
</tr>
<tr>
<td></td>
<td>• Contracts with respect to borrowing pursuant to the borrowing limit established by the Board</td>
</tr>
<tr>
<td></td>
<td>• Short-term investment contracts valued up to $ 20 million (including foreign currency contracts)</td>
</tr>
</tbody>
</table>

The Vice-Principal (Administration and Finance) is responsible for contracts falling within the classes set forth below:

-Facilities management and campus development:

  - Contracts related to property, including:
    - Acquisition and disposition of immovable property through purchase, donation or other means
    - Lease of immovable property, as lessor or lessee
    - Servitudes are where the University acquires or grants conditional rights of use with respect to immovable property
    - Other encumbrances are restrictions on ownership or use of immovable property
  - Construction and renovation contracts, including project management;
  - Campus security, fire prevention, emergency measures, parking management;
  - Environmental health and safety, hazardous waste management;
  - Space planning, design
  - Sustainability;
  - Utilities and Energy Management;
  - Buildings and Grounds including building operations and printing and mail services;
  - Bookstore
- **Financial services:**
  - Banking and disbursements
  - Borrowing
  - External audit
  - Procurement of goods and services, including the acquisition and lease of movable property, and travel.

- **Human resources:**
  - Staff appointments, except academic appointments
  - Collective agreements
  - Payroll
  - Pension benefits
  - Benefits
  - Staff training and professional development
  - Settlements
  - Other employment-related agreements

- **Information technology**
  - Hardware and software;
  - Information systems;
  - Network, telecommunications, audio-visual equipment

- **Investments and securities (other than pension-related):**
  - Investment management contracts
  - Investment service contracts
  - Investment consulting contracts
  - Brokerage contracts
  - Other investment-related contracts

- **Insurance policies and Insurance settlements**

- **Sale of equipment, administrative services and utilities**

- **Consulting Services**

- **Contracts for the exclusive distribution of products or services on campus**
**SIGNING OFFICER: Vice-Principal (Research and Innovation)**

The Vice-Principal (Research and Innovation) shall have general authority to approve and sign contracts and accessory documents within his or her area of responsibility up to the values set out below.

<table>
<thead>
<tr>
<th>Delegated Authority</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>All contracts up to $4 million in area of responsibility</td>
</tr>
<tr>
<td>Specific</td>
<td>Grant applications up to $15 million</td>
</tr>
</tbody>
</table>

The Vice-Principal (Research and Innovation), is responsible for contracts falling within the classes set forth below:

- Research Grant Agreements
- Research Grant Applications
- Research Contracts
- Research Services and Project Agreements
- Research Commercialization contracts (shareholder agreements, license agreements, patents, etc.)
- Research Exchange Agreements
- Research Collaboration and Partnerships Agreements (inter-University; inter-sector (government, industry, NGOs)
- Research-related consulting services
**SIGNING OFFICER: Vice-Principal (Health Affairs)**

The Vice-Principal (Health Affairs) shall have general authority to approve and sign contracts and accessory documents within his or her area of responsibility up to the values set out below.

<table>
<thead>
<tr>
<th>General Delegated Authority</th>
<th>All contracts up to $4 million in area of responsibility</th>
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</thead>
<tbody>
<tr>
<td>Specific Delegated Authority</td>
<td>None</td>
</tr>
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</table>

The Vice-Principal (Health Affairs) is responsible for contracts falling within the classes set forth below:

- Contracts relating to health care professions trainees within the Faculty of Medicine
- Contracts with affiliated health care institutions and organizations
- Health care contracts with government bodies
- Consulting contracts related to health affairs
SIGNING OFFICER: Vice-Principal (University Advancement)

The Vice-Principal (University Advancement), shall have general authority to approve and sign contracts and accessory documents within his or her area of responsibility up to the values set out below.

<table>
<thead>
<tr>
<th>General Delegated Authority</th>
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<tr>
<td>Specific Delegated Authority</td>
<td>None</td>
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</table>

The Vice-Principal (University Advancement), is responsible for contracts falling within the classes set forth below:

- Gifts, donations and bequests, including monetary and in-kind
- Fundraising agreements
- Issuance of receipts for charitable donations or gift in-kind for income tax purposes
- Services contracts for advancement, development and alumni relations
- Naming agreements and memoranda of understanding (academic naming agreements require approval by the Provost and Vice-Principal, Academic)
- Consulting contracts for advancement, development and alumni relations

Specific Provision:

In cases of gifts, donations or bequests of immoveable property, the provisions of this Policy relating to the acquisition of immoveable property apply.
SIGNING OFFICER: Vice-Principal (Communications and External Relations)

The Vice-Principal (Communications and External Relations), shall have general authority to approve and sign contracts and accessory documents within his or her area of responsibility up to the values set out below.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Specific Delegated Authority</td>
<td>None</td>
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</table>

The Vice-Principal (Communications and External Relations), is responsible for contracts falling within the classes set forth below:

- Advertising and Publicity  
- Translation  
- Communications  
- Public Relations and Social Media  
- Branding, Trademarks and Logo  
- Audio-Video and Multimedia services  
- Sponsorship  
- Consultation contracts for communications and external relations

Specific Provisions:

1. Contracts involving the use of facilities or University property will be considered as contracts falling within the responsibility of the Vice-Principal (Administration and Finance).
SIGNING OFFICER: Deputy-Provost

The Deputy-Provost shall have general authority to approve and sign contracts and accessory documents within his or her area of responsibility up to the values set out below.

<table>
<thead>
<tr>
<th>General Delegated Authority</th>
<th>All contracts up to $2 million in area of responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specific Delegated Authority</td>
<td>None</td>
</tr>
</tbody>
</table>

The Deputy-Provost is responsible for contracts falling within the classes set forth below:

- Athletics and Recreation
- Residences and Student Housing
- Student Associations and Groups
- Student Exchanges
- Food and Dining Services
- Teaching and Learning Services
- Student Recruitment
- External Services for Students
- Convocation events
- Consulting services for student life and learning
SIGNING OFFICER: General Counsel

The General Counsel shall have general authority to approve and sign contracts and accessory documents within his or her area of responsibility up to the values set out below.

<table>
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<th>General Delegated Authority</th>
<th>All contracts up to $2 million in area of responsibility</th>
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<tbody>
<tr>
<td>Specific Delegated Authority</td>
<td>None</td>
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</table>

The General Counsel is responsible for contracts falling within the classes set forth below:

- External Legal Services
- Legal Consulting Services
- Settlement agreements other than those concerning insured losses, grievances or labour matters in front of judicial or quasi-judicial tribunals
**SIGNING OFFICER: Secretary-General**

The Secretary-General shall have general authority to approve and sign contracts and accessory documents within his or her area of responsibility up to the values set out below.

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<tr>
<th><strong>General Delegated Authority</strong></th>
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<tbody>
<tr>
<td><strong>Specific Delegated Authority</strong></td>
<td>None</td>
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</table>

The Secretary-General is responsible for contracts falling within the classes set forth below:

- Consulting services in support of regulatory and governance functions under the purview of the Secretariat