



POLICY NAME	Policy on the Approval of Contracts and Designation of Signing Authority
Approving Body	Board of Governors
Initial Approval Date	October 5, 2017 (effective May 1, 2018)
Date of last review	
Date of next review	Spring 2019
Executive Sponsor	Secretary-General

Related Documents	<p>Appendix A: Contract Classes and Delegations to Signing Officers</p> <p>Appendix B: Governance Activities Delegated by the Board and those subject to Board Authority</p> <p>Appendix C: Delegation and Revocation of Signing Authority</p> <p>Appendix D: Quarterly Report on the Exercise of Delegated Authority (for contracts signed with a value of \$10,000 and above)</p> <p>Appendix E: Temporary Notice of Delegation Form</p>
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I. Enacting Provisions

1. This Policy on the Approval of Contracts and Designation of Signing Authority (“Policy”) is established under the authority of the Board of Governors of McGill University (“University”) and of the Royal Victoria College (“RVC”), and the Trustees of the Royal Institution for the Advancement of Learning (“RIAL”) (collectively, “Board”).
2. Under the terms of the Statutes of McGill University, the Board possesses general jurisdiction and final authority over the conduct of the affairs of the University. The Board’s authority in this regard includes the approval of contracts and the designation of signing officers. The authority and accountability set out under this Policy are delegated by the Board, which has and retains ultimate responsibility for safeguarding all University assets. In accordance with the Statutes of McGill University, the Executive Committee of the Board may exercise authority on behalf of the Board, except as prescribed in the Statutes.

II. Purpose

3. The purpose of this Policy is:
 - To establish the framework of authority, responsibility and limits thereof, for the approval and signing of contracts, and disbursements on behalf of the University;
 - To support the sound and consistent administration and stewardship of resources and assets for which the University is directly responsible and for those under its custodianship;
 - To ensure that risk management processes are in place to support effective and informed decision-making, and to provide consistent accountability and reporting throughout the University.

III. Scope

4. This Policy applies, but is not limited to, all written contracts, sub-contracts, purchase orders, letters of intent, letters of agreement, memoranda of understanding, memoranda of agreement, construction and/or renovation projects, leases, licenses, donor agreements, deeds, grant applications, grant agreements, certificates, instruments, or any other document which creates an obligation or is binding upon the University or any part thereof, and any accessory document. For the purpose of this Policy, the word “contract” shall be used generally.
5. The Board may delegate its authority for the approval of contracts:
 - 5.1 to signing officers as set out in Appendix A;
 - 5.2 to Board Standing Committees, as set out in Appendix B;
 - 5.3 by a resolution, to the Executive Committee or other Board Committee(s).
6. This Policy is one element in the University’s system of internal control. The system of internal control also consists of policies, regulations and procedures promulgated by the University’s senior administration.

IV. General Policy Provisions

7. This Policy shall be read restrictively and authority shall not be established by analogy or through historical practice.
8. Any person who fails to comply with this Policy may face disciplinary action and may also be held personally liable for damages caused to the University.
9. This Policy is subject to interpretation in accordance with the provisions of the *Civil Code of Quebec* and *an Act Respecting Contracting by Public Bodies*.
10. Notwithstanding this Policy, all contracts entered into by the University are subject to all

applicable laws and regulations whether municipal, provincial or federal.

11. The approval of contracts must be exercised in accordance with this Policy and **must occur prior** to the signing of contracts.
12. All contracts must comply with applicable University policies and policies of external bodies, as applicable. For example:
 - 12.1 All contracts must comply with procurement policies and tendering procedures;
 - 12.2 All contracts involving research must comply with research policies and procedures and policies of external granting agencies;
 - 12.3 All contracts involving advancement, development and alumni relations must comply policies related to gifts-in-kind, gifts acceptance and the naming of University assets.
13. Contracts for which no approval or signing authority is provided in this Policy should be brought to the attention of the Secretary-General for determination of the responsible signing officer or for referral to the Board of Governors or a Board Committee.
14. Values expressed in this Policy refer to the total value of the contract in Canadian currency and over the contract's term. Total values include all taxes, service charges, other associated fees and the value of potential options or extensions to the contract which are known at the time of initial signing.

V. Authority for Establishing and Managing Budget and Financial Systems

15. The Provost and Vice-Principal (Academic) is authorized to establish budget systems and procedures necessary for the conduct of University operations.
16. The Vice-Principal (Administration and Finance), the Associate Vice-Principal (Financial Services) or the Treasurer are authorized to establish financial systems and procedures necessary for the conduct of University operations.
17. The Vice-Principal (Administration and Finance), the Associate Vice-Principal (Financial Services), the Treasurer or their delegates are authorized to open accounts and sign accessory documents with any chartered bank or other financial institution on behalf of the University as may be required for the conduct of University operations.
18. Pursuant to the above established financial systems and procedures, the Vice-Principal (Administration and Finance), the Associate Vice-Principal (Financial Services) or the Treasurer may assign responsibility to University personnel for financial transactions regularly required for University business, including but not limited to: deposits, transfer of funds between University accounts, disbursements, and other financial transactions. These financial systems and procedures will be subject to regular internal and external audits, and may be modified from time to time.
19. Whether by cheque or electronic transfer:
 - 19.1 Disbursements of \$1 million or more will be approved by the Vice-Principal (Administration and Finance). Disbursements of less than \$1 million may be approved by the Associate

Vice-Principal (Financial Services), the Controller or the Chief Investment Officer and Treasurer;

- 19.2 Deductions at source, regardless of value, will be approved by the Controller;
 - 19.3 Individual one-time compensation disbursements over \$10 000, other than regular remuneration, will be approved by the Associate Vice-Principal (Financial Services). In the case the Associate Vice-Principal (Financial Services), such compensation disbursements will be approved by the Vice-Principal (Administration and Finance). In the case of the Vice-Principal (Administration and Finance), such compensation disbursements will be approved by the Principal and in the case of the Principal, by the Chair of the Board.
20. All cheques issued on a University account will require the signature of the Vice-Principal (Administration and Finance).

VI. Signing Officers

- 21. Where authority to approve a contract lies with the Board or Board Committee, the Board or Board Committee shall designate the signing officer(s).
- 22. Under this Policy, the signing officers of the University are: the Principal and Vice-Chancellor (“Principal”), the Provost and Vice-Principal (Academic), the Vice-Principals, the Deputy Provost, the Secretary-General and the General Counsel.
- 23. In addition to any specific Board authorization, the signing officers provided for under this Policy shall have general authority to approve and sign contracts and accessory documents within their areas of responsibility, up to the values set out below:
 - A. Principal: up to \$6 million
 - B. Provost and Vice-Principal (Academic) and Vice-Principals: up to \$4 million
 - C. Deputy-Provost: up to \$2 million
 - D. General Counsel: up to \$2 million
 - E. Secretary-General: up to \$2 million
- 24. Contracts for a value greater than \$1 million, except for research grant applications, require a second signature in addition to the signature of the signing officer, as follows:
 - 24.1 If the first signing officer is a vice-principal, the second signing officer is the Vice-Principal (Administration and Finance);
 - 24.2 If the first signing officer is the Vice-Principal (Administration and Finance), the second signing officer is the Provost and Vice-Principal (Academic);
 - 24.3 If the first signing officer is the Provost and Vice-Principal (Academic), the second signing officer is the Principal.
 - 24.4 If the first signing officer is the Principal, the second signing officer is the Chair of the Board of Governors.

- 24.5 If the first signing officer is the Deputy-Provost, the General Counsel or the Secretary-General, the second signing officer is the Provost and Vice-Principal (Academic) or another Vice-Principal.
25. Signing officers may delegate authority for approval and/or signing of contracts to positions they deem appropriate, and not below the level of Manager (Grade 7, M3 or equivalent, as established by Human Resources), provided that such delegation is:
- A. To positions within the signing officer's area of responsibility with knowledge, expertise and judgement required to fulfill obligations under the delegations and;
 - B. Of a total value not exceeding the signing officer's authority;
 - C. In writing using Appendix C;
 - D. Revocable by the signing officer at any time using Appendix C
 - E. Subject to such conditions as may be determined by the signing officer in Appendix C;
 - F. Filed with the Secretariat and Financial Services upon execution
26. Once delegated by a signing officer, authority for approval and/or signing of contracts shall not be subject to sub-delegation by the delegate, with the exception of contracts valued up to \$100 000. The approval and signing of such contracts may be sub-delegated by the delegate to positions in a direct reporting relationship to the delegate, and not below the level of M1 (Grade 2) or equivalent, using Appendix C. The exercise of sub-delegation is not subject to further delegation and, unless otherwise provided for under this Policy, it is subject to all Policy obligations applicable to signing officers and delegates.
27. All signing officers and delegates are subject to this Policy. A signing officer who has assigned authority to a delegate must ensure proper oversight of this delegation and is accountable for all contracts signed pursuant to the delegation. On a quarterly basis, the delegate must report to the signing officer using Appendix D:
- 27.1 on contracts valued at \$10,000 or above which have been executed by the delegate pursuant to the delegated authority;
 - 27.2 on all contracts, irrespective of contract value, which present a significant level of risk that could bring the University under public scrutiny or affect its reputation, involve controversial matter, concern litigation or settlement claims or include unusual legal provisions.
28. In the event of unavailability due to temporary absence, the signing officer or delegate may assign approval and signing authority to positions they deem appropriate using Appendix E. This authority does not apply to sub-delegates. Positions with assigned responsibility are subject to all Policy obligations applicable to signing officers and delegates, including reporting obligations as set out in Section 27.

29. Approval of contracts and signing authority is automatically vested in a position or body at a higher level of authority in the direct line of reporting.

VII. Responsibility of Signing Officers and Delegates

30. A signing officer or delegate is a person to whom authority to approve and sign a contract on behalf of the University has been assigned in accordance with this Policy.

31. A signing officer or delegate shall act in accordance with the provisions of the Regulation on Conflict of Interest. A signing officer or delegate shall act in the best interests of the University, with integrity and in good faith, and shall adhere to the highest ethical standards. A signing officer or delegate shall not approve and sign any contract where, by doing so, that signing officer or delegate is placed in a conflict of interest or gives the appearance of being so, unless that conflict has been disclosed and addressed in accordance with University policy.

32. A signing officer or delegate may approve and sign a contract that creates an obligation or undertaking on behalf of the University only when that individual has the authority to do so, in accordance with this Policy.

33. A signing officer or delegate who fails to comply with this Policy shall have responsibilities as set out in this Policy suspended or revoked, may face disciplinary action, and may also be held personally liable for damages caused to the University.

34. Every signing officer or delegate who executes a contract on behalf of the University must understand that, in doing so, he/she is binding the University and not just an individual unit, department or faculty. Before signing, a signing officer or delegate must be satisfied and prepared to take responsibility that:

- A. The appropriate level of approval required by any applicable policy, regulation and procedure has been obtained;
- B. He/She has the authority to execute the contract in accordance with this Policy;
- C. He/She is acting in compliance with any conditions of delegations set out by the Board, or the signing officer, as the case may be;
- D. The University is able to meet its obligations within the terms of the contract and that the other party is reasonably likely to meet its obligations;
- E. The contract complies with legislation, collective agreements, personnel policy, and all applicable University policies, regulations and procedures as well as applicable policies of external bodies;
- F. The financial and other benefits to or liabilities of the University as a result of the contract have been considered and are reasonable;
- G. The risks and liabilities presented by the contract have been addressed and any insurance requirements have been reviewed by Risk Management and Insurance;
- H. Approval and signing of contracts is exercised in accordance with the approved University budget or source(s) of funding and adequate funds are available;

- I. Any requirement for matching funding or in-kind resources must be approved:
 - a. by the Provost and Vice-Principal (Academic) (up to \$4 million)
 - b. by the Principal (up to \$6 million)
 - c. by the Board (above \$6 million)
 - J. Proper review with signing officer whose portfolio may be implicated by virtue of the contract has taken place;
 - K. Legal review has occurred (see “Legal Review” section).
35. Where an executed contract requires amendment, the signing officer or delegate who had originally signed the contract can only approve such an amendment if the total contract value, including the value of the amendment, falls within the maximum value of his/her authority and otherwise complies with this Policy. If the value of the amended contract is above the signing officer’s or delegate’s authority, approval of the contract is required at a higher level of authority in the direct line of reporting.
36. Every signing officer or delegate who has signed a contract shall keep a copy for his/her records, and will ensure that the contract, including all appendices and other supporting documents, is retained in accordance with the McGill University Records Retention System. In addition, copies of all signed contracts arising out of Board or Board Committee approval shall be submitted to the Secretariat as soon as they are executed.
37. A signing officer shall, prior to signing, bring to the attention of the Board or relevant Board Committee contracts of any value which present an unusual level of financial or reputational risk, or which may have significant strategic implications for the University.
38. A delegate shall also, prior to signing, diligently bring to the attention of the responsible signing officer contracts of any value, which present an unusual level of financial or reputational risk, or which may have significant strategic implications for the University.
39. The Secretary-General shall have the authority to issue any certificate authenticating or confirming the resolutions, decisions, and other acts of the Board or Board Committee pursuant to this Policy. The Secretary-General will inform the University’s financial institutions, such as banks or investment managers, of this Policy, and will issue signature specimens as and when signing officers or delegates are appointed. Should changes to this Policy, to signing officers or delegates arise, the Secretary-General will provide updated certificates or signature specimens.
40. In the event of a position title change, the Secretary-General shall determine, in writing, the position vested with the authority to approve and sign a contract.
41. The use of electronic or facsimile signatures is permitted, only with the express consent of the signing officer or delegate.

VIII. Legal Review

42. Unless standard forms of contracts pre-approved for such purposes are used, review by Legal Services is mandatory for any contract of a value above \$500 000 or, regardless of the value, in all instances where the contract:
- A. deals with personal information;
 - B. presents a significant level of risk, particularly with respect to liability and indemnification provisions;
 - C. could bring the University under public scrutiny;
 - D. could affect the reputation of the University;
 - E. involves controversial matters;
 - F. involves litigation or settlements;
 - G. includes unusual legal provisions.
43. Any signing officer or delegate may refer a contract for legal review if he/she deems it advisable.

IX. Review Revision and Reporting Obligations

44. The Audit Committee of the Board is responsible for reviewing this Policy one year following its implementation and at least once every three years thereafter, and for recommending revisions to the Board.
45. The Audit Committee will monitor compliance with and ensure accountability for this Policy. To that end, the Secretary-General shall submit an annual report to the Audit Committee on issues of non-compliance with the Policy.

Appendix A	CONTRACT CLASSES AND DELEGATIONS TO SIGNING OFFICERS
Policy	<i>Approval of Contracts and Designation of Signing Authority - Articles 22</i>

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 1 A 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.

General Delegated Authority	All contracts valued up to \$6 million
Specific Delegated Authority	<ul style="list-style-type: none">• Grant applications valued up to \$25 million• Investment Contracts up to 2.5% of the market value of the McGill Investment Pool

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.

General Delegated Authority	All contracts up to \$4 million in area of responsibility
Specific Delegated Authority	None

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
- Sabbatic 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.

General Delegated Authority	All contracts up to \$4 million in area of responsibility
Specific Delegated Authority	Investment contracts up to 2% of McGill Investment Pool <ul style="list-style-type: none">• Contracts with respect to borrowing pursuant to the borrowing limit established by the Board• Short-term investment contracts valued up to \$ 20 million (including foreign currency contracts)

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.

General Delegated Authority	All contracts up to \$4 million in area of responsibility
Specific Delegated Authority	Grant applications up to \$15 million

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.

General Delegated Authority	All contracts up to \$4 million in area of responsibility
Specific Delegated Authority	None

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.

General Delegated Authority	All contracts up to \$4 million in area of responsibility
Specific Delegated Authority	None

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.

General Delegated Authority	All contracts up to \$4 million in area of responsibility
Specific Delegated Authority	None

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.

General Delegated Authority	All contracts up to \$2 million in area of responsibility
Specific Delegated Authority	None

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.

General Delegated Authority	All contracts up to \$2 million in area of responsibility
Specific Delegated Authority	None

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.

General Delegated Authority	All contracts up to \$2 million in area of responsibility
Specific Delegated Authority	None

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

Appendix B	GOVERNANCE ACTIVITIES DELEGATED BY THE BOARD AND THOSE SUBJECT TO BOARD AUTHORITY
Policy	<i>Approval of Contracts and Designation of Signing Authority, Article 5.2</i>

PURPOSE OF APPENDIX B: The table below indicates specific governance activities, approval for which has been delegated by the Board to a Board Standing Committee and those that are subject to the authority of the Board. The governance activities noted in the table have been established by relevant Board Committee Terms of Reference. Signing officers may be designated by the Board or by a Board Committee, as necessary.

GOVERNANCE ACTIVITY REQUIRING APPROVAL	AUDIT	BPC	FINANCE	HR	INVESTMENT	BOARD / EXEC
External audit plan and fees	X					
Engagement external audit firms for specialized services other than the auditing of financial statements	X					
Engagement of independent advisors	X					
Appointment of external auditors for annual audit	X					X
Lease of immovable property between \$6 and up to \$10 million		X				
Lease of immovable property \$10 million and above		X				X
Servitudes and other encumbrances up to \$1 million		X				
Servitudes and other encumbrances \$1 million and above		X				X

Acquisition of immovable property between \$6 million and up to \$7 million		X				
Acquisition of immovable property of \$7 million and above		X				X
Disposition of immovable property (all values)		X				X
Construction and renovation projects between \$6 million and up to \$7 million		X				
Construction and renovation projects \$7 million and above		X				X
IT projects above \$6 million		X*				X
Grant applications \$25 million and above						X
Benefits coverage and related contracts and benefit rates				X		
Compensation elements of executive employment contracts				X		
Negotiation mandates				X		
Pension Plan design				X		X
Investment contracts between 2.5% and up to 5% of market value of McGill Investment Pool ("MIP")					X	
Investment contracts 5% and above of market value of MIP					X	X

Note regarding IT projects:* Approval by IT Subcommittee of the BPC required prior to submission of projects to BPC for consideration.



OFFICE NAME:

ADDRESS:

PHONE:

Appendix C	Delegation and Revocation of Signing Authority <ul style="list-style-type: none"> • Section 1 A: Delegation of Authority by Signing Officer (Article 25) • Section 1 B: Delegation of Authority by Delegate (Article 26) • Section 2: Revocation of Delegated Authority
Policy	<i>Approval of Contracts and Designation of Signing Authority – Articles 25, 26</i>

TO: Secretary-General

C.C.: Controller

FROM: _____ **PHONE:** _____

DATE: _____

I. SECTION 1A : DELEGATION OF AUTHORITY BY SIGNING OFFICER TO DELEGATE

This is to inform you of the delegations of signing authority I have instituted in my area of responsibility, further to the authority assigned to me under the *Policy on the Approval of Contracts and Designation of Signing Authority*. The signing officers listed below understand that their actions are subject to this Policy. They will provide me with quarterly reports completed using Appendix D on all contracts with a value of \$10,000 or more pursuant to the delegated authority. In addition, the signing officer will provide me with a quarterly report on all contracts, irrespective of contract value, which present a significant level of risk that could bring the University under public scrutiny or affect its reputation, involve controversial matters, concern litigation or settlement claims or include unusual legal provisions. I understand that I must ensure proper oversight of delegations and that I am accountable for all contracts signed by the delegate pursuant to the delegated authority.

II. POLICY RESTRICTIONS (Article 25):

Signing officers may delegate authority for approval and/or signing of contracts to positions they deem appropriate, and not below the level of Manager (Grade 7, M3 or equivalent, as established by Human Resources)

TITLE OF DELEGATE: _____

POSITION/GRADE: _____

E-MAIL : _____

PHONE : _____

Type of contract (subject of delegation)	Amount delegated (up to \$ amount)
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.

III. DELEGATION VALIDITY PERIOD (D/M/Y) to (D/M/Y): _____

IV. RESTRICTIONS/CONDITIONS OF DELEGATION: _____

V. DECLARATION: FOR COMPLETION BY DELEGATE

I _____(name of delegate) declare that in the exercise of the authority that has been delegated to me, I will conduct myself with integrity and adhere to the highest ethical standards.

VI. Signatures

Signing Officer: _____

Delegate: _____

Date: _____

SECTION 1B : DELEGATION OF AUTHORITY BY DELEGATE TO SUB-DELEGATE

This is to inform you of the delegations of signing authority I have instituted in my area of responsibility, further to the authority assigned to me under the *Policy on the Approval of Contracts and Designation of Signing Authority*. The signing officers listed below understand that their actions are subject to this Policy. They will provide me with quarterly reports completed using Appendix D on all actions undertaken pursuant to the delegated authority. I understand that I must ensure proper oversight of delegations and that I am accountable for their exercise. In addition, the signing officer will provide me with a quarterly report on all contracts, irrespective of contract value, which present a significant level of risk that could bring the University under public scrutiny or affect its reputation, involve controversial matters, concern litigation or settlement claims or include unusual legal provisions.

I. POLICY RESTRICTIONS (Article 26)

Once delegated by a signing officer, authority for approval and/or signing of contracts shall not be subject to sub-delegation by the delegate, with the exception of contracts valued up to \$100 000. The approval and signing of such contracts may be sub-delegated by the delegate to positions in a direct reporting relationship to the delegate, and not below the level of M1 (Grade 2) or equivalent, using Appendix C. The exercise of sub-delegation is not subject to further delegation and, unless otherwise provided for under this Policy, it is subject to all Policy obligations applicable to signing officers and delegates.

- II. TITLE OF SUB-DELEGATE:** _____
POSITION/GRADE: _____
EMAIL: _____
PHONE: _____

Type of contract (subject of delegation)	Amount delegated (up to \$ amount)
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.

III. DELEGATION VALIDITY PERIOD (D/M/Y) to (D/M/Y): _____

IV. RESTRICTIONS/CONDITIONS OF DELEGATION: _____

V. SIGNATURES:

Delegate: _____

Sub-delegate: _____ Date: _____

SECTION 2: REVOCATION OF DELEGATED AUTHORITY

Section 2 is to be **completed only when the signing officer or delegate decides to revoke signing authority that has been delegated or sub-delegated** by him/her in Accordance with the *Policy on the Approval of Contracts and Designation of Signing Authority*.

TO BE COMPLETED BY SIGNING OFFICER OR DELEGATE

I _____ (name and title) revoke the delegation of
authority granted to _____ in accordance with the Policy on the Approval of
Contracts and Signing Authority.

Effective Date of Revocation: _____

Signing Officer/Delegate Signature and Title: _____

Date: _____



Appendix E	TEMPORARY NOTICE OF DELEGATION FORM
Policy	<i>Policy on the Approval of Contracts and Designation of Signing Authority (Article 28)</i>

To: Secretary-General
 CC: Controller

FROM:

DATE:

In accordance with the *Policy on the Approval of Contracts and Designation of Signing Authority ("Policy")*, approval and signing authority may be delegated by the signing officer or delegate during unavailability or temporary absences.* The exercise of delegated authority during temporary absences is subject to all Policy obligations or conditions applicable to signing officers and delegates. Positions vested with the authority to approve and sign contracts during temporary absences shall report on the exercise of the delegated authority using Appendix D, once the temporary delegation has been completed. The signing officer remains responsible for all delegations made by him/her under this Policy.

* Sub-delegates are not authorized to delegate their approval and signing obligations during unavailability or temporary absences. See Articles 28 and 29 of the Policy.

TEMPORARY NOTICE OF DELEGATION

This is to inform you that I, _____, will be away from McGill University from

_____ to _____. Please note that for the period of my absence,

I have delegated approval and signing authority to _____ (name, position title and HR grade).

Signature of signing officer or delegate