



PROCEDURE TITLE	PROCEDURE REGARDING SECOND SIGNATURE REQUIREMENTS FOR CONTRACTS GREATER THAN \$1,000,000
Executive Sponsor	Secretary-General
Initial Approval Date	May 1, 2021

PART A – INTRODUCTION, PURPOSE AND SCOPE

Related Documents	The Policy on the Approval of Contracts and Designation of Signing Authority and related Appendices and related documents Checklist relating to the Policy
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- 1.1 Where authority to approve a contract lies with the Board of Governors (Board) or a Board Committee, the Board or the Board Committee, as the case may be, is responsible for designating the signing officer or signing officers authorized to sign the contract, once approved by the Board or the Board Committee, as the case may be, on behalf of the University.
- 1.2 The *Policy on the Approval of Contracts and Designation of Signing Authority* (“Policy”) outlines the parameters under which the Board has delegated its authority for the approval of contracts to signing officers. The parameters set by the Board, which are reflected in the Policy, include:
 - a. Limiting signing authority to key University positions, identified in the Policy as signing officers;
 - b. Determining signing authority limits applicable to signing officers;
 - c. Setting conditions for the delegation of signing authority by signing officers to delegates
 - d. Requiring a second signature for contracts of a value greater than \$1 million, which are authorized by signing officers and delegates on behalf of the University.
- 1.3 The purpose of this Procedure is to establish a framework of responsibility concerning second signature requirements for contracts valued above \$1 million.
- 1.4 This Procedure is to be read in conjunction with the Policy.

PART B: SECOND SIGNATURE REQUIREMENTS FOR CONTRACTS VALUED OVER \$1 MILLION

B1: GENERAL REQUIRMENTS

- 2.1 A signing officer or a delegate who signs a contract valued greater than \$1 million on behalf of the University must seek a second signature from another University employee (“second signatory”).
- 2.2 The signing officer and the second signatory must indicate, at the time of signing, the capacity in which they are signing the contract (signing officer, second-signatory, delegate, temporary signing officer).
- 2.3 A signing officer or a delegate cannot act as a second signatory to a contract that they have signed.

B2: SPECIFIC REQUIREMENTS RELATED TO CONSTRUCTION OR RENOVATION PROJECTS AND CONTRACTS

- 2.4 Pursuant to article 41.1 of the Policy, construction and renovation projects require approval by a position holding the required level of authority set by the Policy. This approval, once obtained, satisfies the requirements for a second signature related to construction and renovation contract.
- 2.5 Following the project’s approval, the signing officers indicated in Table A of the Policy will be authorized to sign contracts and any amendments up to the approved budget parameters of the project, the whole subject to legal review in accordance with article 48 and with the understanding that any contracts or amendments beyond the budget parameters will require approval in accordance with the Policy.
- 2.6 Grant agreements with the Canada Foundation for Innovation (CFI) valued greater than \$1 million are subject to a second signature to be obtained from the Associate Vice-Principal (Financial Services). This requirement is based on the University’s institutional agreement with CFI, which designated the Associate Vice-Principal as the account administrator holding custody, on behalf of the University, over CFI funds. In the event that the Associate Vice-Principal (Financial Services), cannot, for legitimate reasons, act as a second signatory, the signing officer will seek a second signature from a position at the same or at a higher level of authority than the Associate Vice-Principal (Financial Services).

B3: DEFINITION AND ROLE OF SECOND SIGNATORY

- 2.7 A second signatory:
 - is an employee of the University who holds, by virtue of the Policy or pursuant to a delegation established by a signing officer under the Policy, signing authority within the University;

- is, unless otherwise provided for in Table 3, **another signing officer holding an equal or greater signing authority limit to that of the signing officer.**

2.8 The role of a second signatory is to act as a check and balance to the signing officer responsible for the contract. The second signature is required as an internal control mechanism, providing an additional assessment for contracts involving high value transactions (over \$1 million) to ensure the legitimate and appropriate use of University resources.

PART C – LIST OF SECOND SIGNATORIES RELATED TO SPECIFIC CONTRACTS AND TO THE PRINCIPAL

- 3.1 The signing officers listed in the Table below, for the contracts identified therein, must seek a second signature from the second signatories identified in the Table.
- 3.2 Notwithstanding the second signatories prescribed below, the Principal has the authority to act as a second signatory to all signing officers and delegates for all contracts entered into by the University, provided that they are not above the Principal’s threshold of signing authority.

SECOND SIGNATURE REQUIREMENTS FOR INVESTMENT CONTRACTS (see article 2.5 of Table A of the Policy)		
SIGNING OFFICER	SIGNING OFFICER’S LIMIT	AUTHORIZED POOL OF SIGNATORIES (applicable to signing officers, their delegates and temporary signing officers)
Vice-Principal (Administration and Finance)	up to 2% of the MIP	For the Vice-Principal (Administration and Finance): Chief Investment Officer
Chief Investment Officer	up to 1.5% of the MIP	For the Chief Investment Officer: Vice-Principal (Administration and Finance) or the Associate Vice-Principal (Financial Services) or Assistant Treasurer or Director of Investments

SECOND SIGNATURE REQUIREMENTS APPLICABLE TO THE PRINCIPAL

SIGNING OFFICER	SIGNING OFFICER'S LIMIT	AUTHORIZED POOL OF SIGNATORIES (applicable to signing officers, their delegates and temporary signing officers)
Principal	\$ 6 million and as provided for in Table B of the Policy	Provost or a Vice-Principal with responsibility for the subject matter of the contract Secretary-General General Counsel