



Signing Authority Register

Last Revised: October 27, 2025

Subject to the limitations prescribed in the Signing Authority Policy, nothing in this register shall be interpreted to further limit the authority of any two (2) officers of the University to execute, by signature, any contract, document, or instrument in writing.

| Officers of the University | |
|---|------------------------------------|
| Officer | Authority |
| Chair of the Board of Governors | Board Bylaw No. 1 |
| Vice-Chair(s) of the Board of Governors | Board Bylaw No. 1 |
| President and Vice-Chancellor | Board Bylaw No. 1 |
| Vice-Presidents | Board Bylaw No. 1 |
| Chairs of the Standing Committees of the Board of Governors | Board Bylaw No. 1 |
| University Secretary | Board Bylaw No. 1 |
| Associate Vice-President (Finance) | Board Resolution Passed 2019-06-21 |
| Controller | Board Resolution Passed 2019-06-21 |

No person appointed to any of the roles listed above in an acting or interim capacity gains the status and authority of Officer of the University unless the appointment is made by the Board of Governors and it explicitly confers the status and authority of Officer of the University (Board of Governors Bylaw No. 1 Section 3.1.2.). Please contact the University Secretariat for confirmation of Officer status for any current acting or interim appointments.

| Notations to the Signing Authority Register |
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| <i>Unless explicitly listed as an "Agreement Requiring One Signature Only" all agreements must have two signatories</i> |
| <i>Each position named can act as a signatory for the specific class of agreement unless additional limitations are indicated (e.g. "An Officer of the University and one of:")</i> |
| <i>*for agreements within their unit/area of responsibility</i> |
| <i>**for agreements pertaining to the University of Guelph-Humber</i> |

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| TYPE OF AGREEMENT | DOLLAR THRESHOLD | AUTHORIZED SIGNATORIES <i>See "Notations" on Page 1</i> <i>***Unless otherwise indicated, all agreements must have two signatures***</i> | RELATED POLICY |
|---|------------------|---|----------------|
| 1. ACADEMIC AFFILIATION AGREEMENTS | | | |
| <p>General affiliation agreements with other universities and academic institutions regarding international exchanges and educational cooperation agreements. These agreements must be intended to be ceremonial in nature <u>and</u> either:</p> <ul style="list-style-type: none"> - no financial or other resources are committed on behalf of the University; or - specific financial resources are required and have been pre-approved by the University | | <p style="text-align: center;"><i>Only One Signature Required</i></p> <p>Associate Vice-President (Academic) Associate Vice-President (Research Services) Dean Assistant Vice-President (International) Assistant Vice-President (Graduate Studies)♦</p> | |
| <p>Affiliation agreements with other universities and academic institutions including international exchanges, study abroad programs, educational cooperation agreements, dual degree programs and transfers of academic credit</p> | | <p>An Officer of the University and one of:</p> <p>Associate Vice-President (Academic) Assistant Vice-President (Institutional Analysis & Research) Assistant Vice-President (International) University Registrar Vice-Provost, University of Guelph-Humber‡ Assistant Vice-President (Graduate Studies)♦</p> | |
| <p>Affiliation agreements with third parties ("Third Party Affiliation Agreement (Internship)") which primarily provide for student placements, such as internships, as part of an approved component of an academic program</p> | | <p>Associate Vice-President (Academic)♦ Dean♦ Vice-Provost, University of Guelph-Humber‡ Assistant Vice-President (Graduate Studies)♦</p> | |
| <p>Routine administrative agreements related to student placements which are subject to a signed "Third Party Affiliation Agreement (Internship)" as described above (e.g. Ministry forms for insurance</p> | | <p style="text-align: center;"><i>Only One Signature Required</i></p> <p>Placement Coordinator or person otherwise designated by the academic unit which is responsible for the placement</p> | |

♦for agreements within their unit/area of responsibility

‡for agreements pertaining to the University of Guelph-Humber

| TYPE OF AGREEMENT | DOLLAR THRESHOLD | AUTHORIZED SIGNATORIES <i>See "Notations" on Page 1</i> <i>***Unless otherwise indicated, all agreements must have two signatures***</i> | RELATED POLICY |
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| purposes, criminal records checks etc.) | | | |
| Affiliation agreements with third parties which primarily provide for student experiential opportunities such as service learning or volunteer service | | An Officer of the University and: Vice-Provost (Student Affairs) | |
| | Up to \$100,000 | Vice-Provost (Student Affairs) Director, Student Life | |
| Affiliation agreements with third parties such as government or other educational institutions regarding registrarial matters such as international student recruitment, student financial aid, government reporting, and institutional research and planning | | An Officer of the University and one of: University Registrar ♦ Assistant Vice-President (Institutional Analysis & Research) ♦ | |
| 2. SPONSORSHIPS & COMMERCIAL ACTIVITIES | | | |
| Agreements for sponsorships for commercial activities related to non-academic initiatives | Up to \$100,000 | An Officer of the University and one of: Any Associate Vice-President, Assistant Vice-President or Vice-Provost ♦ Director, Athletics ♦ | On-Campus Advertising Promotion, Sales and Solicitations |
| 3. CONSTRUCTION, MAINTENANCE & PHYSICAL PLANT UTILITY AGREEMENTS | | | |
| Capital Projects | Up to \$1,000,000 | An Officer of the University and: Associate Vice-President (Physical Resources) | Authorization of Funds for Projects, Minor Alterations/Renovations and Similar Work (PR 1.2.10) |
| | Up to \$500,000 | Associate Vice-President (Physical Resources) Director, Finance & Administration (Physical Resources) | |
| Agreements relating to the supply of Utilities to the University | Up to \$1,000,000 | An Officer of the University and: Associate Vice-President (Physical Resources) | |
| | Up to \$500,000 | Associate Vice-President (Physical Resources) Director, Finance & Administration (Physical Resources) | |

| 4. FACILITIES & LAND AGREEMENTS | | | |
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| Agreements relating to long-term use of University facilities (excluding land) by third parties | Agreement is for more than 3 years or annual value of lease is greater than \$50,000 | Vice-President (Finance, Administration & Risk) and one of: Any Associate Vice-President, Assistant Vice-President or Vice-Provost ♦ | |
| | Agreement is for 3 years (or less) or annual value of lease is up to \$50,000 | Vice-President (Finance, Administration & Risk) and one of: Any Associate Vice-President, Assistant Vice-President or Vice-Provost ♦ Director, OMAFRA-UofG Agreement & Research Programs* Director, Research Facilities Management* Director, University Centre ♦ Managing Director, Research Operations ♦ | |
| Agreements relating to long-term use of University land including easements, leases and licenses for non-academic purposes. | | Vice-President (Finance, Administration & Risk) and: Any other Officer of the University | |
| Agreements for University to use, lease or license land or facilities belonging to a third party | Agreement is for less than 3 years or annual value of lease is up to \$50,000 | Vice-President (Finance, Administration & Risk) and one of: Associate Vice-President (Academic), if the purpose is academic in nature Associate Vice-President (Research Services), if the purpose is research in nature | |
| Agreements relating to the use of University facilities or lands for filming or related purposes | Up to \$2,000,000 | Vice-President (Finance, Administration & Risk) and one of: Executive Director, Hospitality Services Director, Integrated Communications Director, Marketing & Digital Engagement | |

| 5. FINANCIAL SERVICES AGREEMENTS | | | |
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| Administrative agreements related to purchase, transfer, exchange or otherwise dispose of securities and investments; routine banking matters including the deposit with or transfer to the credit of the University's account only | Up to \$2,000,000 | An Officer of the University and one of: Director, Investments, Pension & Endowments ♦ Director, Treasury Operations ♦ | Officers, Signing Officers, Signing Authorities Execution of Documents, and Further Delegation – General - GE 1.0 |
| Agreements related to employee group benefits | Up to \$2,000,000 | An Officer of the University and: Associate Vice-President (Human Resources) | |
| 6. GIFT & AFFINITY AGREEMENTS | | | |
| Agreements related to gifts of cash or in-kind gifts including marketable securities (excludes real estate) | Up to \$1 million | An Officer of the University and one of: Associate Vice-President (Advancement) Director, Advancement Services | Gift Acceptance Policy – Board of Governors Acceptance of Gifts of Marketable Securities Policy – Treasury Policy – FI 21.0 |
| Agreements for In-Kind Gifts (Library) | If the estimated appraised value is \$50,000 or less | Head, Archives & Special Collections Any Associate University Librarian University Librarian | Gift Acceptance Policy – Board of Governors |
| | If the estimated appraised value is \$1,000,000 or less | University Librarian Any Associate University Librarian | |
| | If the estimated appraised value is \$1,000,000 to \$2,000,000 | An Officer of the University and: University Librarian | |

| 7. HUMAN RESOURCES | | | |
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| Collective Agreements, Memoranda of Agreement with non-unionized employees (e.g. exempt group, PSA) | | Associate Vice-President (Human Resources) and one of: Director, Staff Relations Senior Human Resources Consultant (Staff Relations) | |
| Collective Agreements, Memoranda of Agreement with the University of Guelph Faculty Association (UGFA) and Canadian Union of Public Employees Local 3913 (CUPE 3913) | | Assistant Vice-President (Faculty & Academic Staff Relations) and: Director, Faculty & Academic Staff Relations | |
| Collective Agreements, Memoranda of Agreement with unionized employee groups excluding UGFA and CUPE 3913 | | Associate Vice-President (Human Resources) and one of: Director, Staff Relations Senior Human Resources Consultant (Staff Relations) | |
| Settlement documents, agreements, releases etc. relating to grievances and arbitrations under collective agreements or to external tribunals for employment matters | | Associate Vice President (Human Resources) ♦ Assistant Vice-President (Faculty & Academic Staff Relations) ♦ And one of: Director, Staff Relations ♦ Senior Human Resources Consultant (Staff Relations) ♦ Director, Faculty & Academic Staff Relations | |
| 8. LEGAL SETTLEMENTS | | | |
| Settlement documents, agreements, releases relating to legal matters | | <i>Only One Signature Required</i> | |
| | | Legal Counsel | |

| 9. PURCHASE OF MATERIAL & SERVICES | | | |
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| Agreements relating to the acquisition of goods and services including service, licensing and maintenance agreements/warranties excluding those obtained through Physical Resources | Up to \$1,000,000 | An Officer of the University and: Manager, Purchasing Services | Purchasing Policy- FI 18.0 |
| | Up to \$500,000 | Manager, Purchasing Services Assistant Manager, Purchasing Services | |
| | Up to \$100,000 | Manager, Purchasing Services Assistant Manager, Purchasing Services Chair/Director of ordering department/unit (or designate) | |
| Agreements relating to the acquisition of goods and services including service, licensing and maintenance agreements/warranties obtained through Physical Resources | Up to \$1,000,000 | An Officer of the University and: Associate Vice-President (Physical Resources) | |
| | Up to \$500,000 | Associate Vice-President (Physical Resources) Any Director (Physical Resources) | |
| | Up to \$100,000 | Associate Vice-President (Physical Resources) Any Director (Physical Resources)Any Manager (Physical Resources)Manager | |
| | Up to \$25,000 | Associate Vice-President (Physical Resources) Any Director (Physical Resources) Any Manager (Physical Resources) | |
| Agreements relating to the acquisition of academic materials, journals, etc. | Up to \$2,000,000 | University Librarian Any Associate University Librarian | |
| Agreements relating to the acquisition of goods and services, including consultants, for Hospitality Services | Up to \$2,000,000 | An Officer of the University and: Executive Director, Hospitality Services or designate | |
| Agreements relating to the acquisition of goods and services, including consultants, for the University Centre | Up to \$25,000 | An Officer of the University and: Director, University Centre | |

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| Engagement of consulting and broker services for benefits, wage and salary administration | Up to \$2,000,000 | An Officer of the University and: Associate Vice-President (Human Resources) | |
| 10.REGIONAL CAMPUSES & UNIVERSITY OF GUELPH-HUMBER | | | |
| Regional Campus: Ridgetown - Agreements renewed on a regular basis with government (i.e. Liquor License) or agreements (based on approved templates) | Up to \$100,000 | Dean, Ontario Agricultural College Director, University of Guelph – Ridgetown Campus | |
| Regional Campus: Ridgetown - agreements with non-governmental third parties | Up to \$50,000 | Dean, Ontario Agricultural College Director, University of Guelph – Ridgetown Campus | |
| University of Guelph-Humber: any agreement on behalf of the University of Guelph-Humber as it pertains to academic matters | | An Officer of the University and: Vice-Provost, University of Guelph-Humber | |
| 11.RESEARCH-RELATED AGREEMENTS | | | |
| Licensing agreements (and documents associated with licenses that have a financial impact), material transfer agreements, and power of attorney (and related documents) | Up to \$1,000,000 | An Officer of the University and: Associate Vice-President (Research Services) | |
| | Up to \$500,000 | Associate Vice-President (Research Services) Assistant Vice-President (Research Innovation & Knowledge Mobilization) Director, Technology Transfer & Industry Liaison | |
| | Up to \$50,000 | Associate Vice-President (Research Services) Assistant Vice-President (Research Innovation & Knowledge Mobilization) Director, Technology Transfer & Industry Liaison Director, New Venture Creation | |

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| Research funding applications and proposals | | Only One Signature Required Associate Vice-President (Research Services) Managing Director, Research Operations Director, Research Support Services Manager, Legal Review Manager, Strategic Programs | |
| Research Awards, agreements or grants, research affiliation or collaboration agreements, network participation agreements with third parties such as incorporated research centres, governments, academic institutions (excluding those under the OMAFRA Agreement) | Up to \$1,000,000 | Only One Signature Required Vice-President (Research) Associate Vice-President (Research Services) Associate Vice-President (Finance) | |
| | Up to \$500,000 | Only One Signature Required Associate Vice-President (Research Services) Managing Director, Research Operations Director, Research Financial Services Director, Research Support Services Manager, Legal Review | |
| Research affiliation or collaboration agreements pursuant to the OMAFRA Agreement | Up to \$1,000,000 | An Officer of the University and: Associate Vice-President, Research (Agri-Food Partnership) | |
| | Up to \$500,000 | Associate Vice-President, Research (Agri-Food Partnership) Director, Research Facilities Management Director, OMAFRA-UofG Agreement and Research Programs | |
| Research funded acquisitions | | <i>See: Purchase of Materials and Services</i> | |
| Research Service Agreements where University's research centres or units provide analytical testing or other services | Up to \$1,000,000 | Only One Signature Required Vice-President (Research) Associate Vice-President (Research Services) Associate Vice-President (Finance) | |
| | Up to \$500,000 | Only One Signature Required Associate Vice-President (Research Services) Managing Director, Research Operations Director, Research Financial Services Director, Research Support Services Manager, Legal Review | |

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| Assignments, non-financial documents related to licenses, and declarations and patent assignments such as amendments and acknowledgements | | <p style="text-align: center;">Only One Signature Required</p> <p>Assistant Vice-President (Research Innovation & Knowledge Mobilization) Director, Research Facilities Management Director, OMAFRA-UofG Agreement & Research Programs ♦ Director, Technology Transfer & Industry Liaison Director, New Venture Creation</p> | |
| Narrative reports for research projects | | <p style="text-align: center;">Only One Signature Required</p> <p>Associate Vice-President (Research Services) Managing Director, Research Operations Director, Research Support Services Manager, Strategic Programs Manager, Legal Review</p> | |
| Non-financial research and research related agreements and documents: such as, but not limited to, data sharing agreements; unfunded agreements transferring samples, materials or equipment; research participant agreements; visiting researcher agreements; site/access agreements; research permits and certification documentation, etc. | | <p style="text-align: center;">Only One Signature Required</p> <p>Associate Vice-President (Research Services) Managing Director, Research Operations Director, Research Support Services Manager, Legal Review</p> | |

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| Non-Disclosure Agreement (NDA) | | <p style="text-align: center;">Only One Signature Required</p> Assistant Vice-President (Research Innovation & Knowledge Mobilization) Director, Technology Transfer & Industry Liaison Director, New Venture Creation Director, Research Support Services Manager, Legal Review | |
| 12.SERVICE AGREEMENTS – NON-RESEARCH | | | |
| Service Agreements where University's research centres or units provide a professional, administrative, technical or educational service, program or product to a third party (and not covered by any other policy) | | <p style="text-align: center;">Only One Signature Required</p> Associate Vice-President (Agri-Food Partnership) | |
| Open Learning and Educational Support | Up to \$250,000 | <p style="text-align: center;">Only One Signature Required</p> Executive Director, Open Learning & Educational Support | |
| John F. Wood Centre for Business and Student Enterprise | Up to \$50,000 | Dean, Gordon S. Lang School of Business & Economics Executive Director, John F. Wood Centre for Business and Student Enterprise | |
| International Recruitment Service Agreements | Where the agreement has a fixed value: Up to \$500,000 Where the agreement is commission-based: Any agreement up to 5 years in length where the estimated value of the agreement does not exceed \$500,000 over the life of the agreement. | University Registrar Assistant Vice-President (International) | |
| All other service agreements | Up to \$2,000,000 | An Officer of the University and one of: Any Associate Vice-President, Assistant Vice-President or Vice-Provost ♦ | |

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| | | University Registrar ♦ University Librarian ♦ Director, Advancement Services ♦ | |
| | Up to \$50,000 | An Officer of the University and one of: Dean ♦ Chair/Director ♦ | |
| | Up to \$30,000 | <i>For agreements relating to Equine Guelph:</i> Dean, Ontario Veterinary College Director, Equine Guelph | |
| 13. APPROVED UNIT BUDGETS | | | |
| Contracts which are entered into in accordance with the Annual Budget submissions as approved Unit Budgets | <i>Up to the dollar threshold provided for in the Delegation of Authority Policy (GE 5.0)</i> | Unit head (Dean, Chair or Department Heads, Director) Unit authorized delegate | Delegation of Authority for Commitment of University Funds Upon Budget Allocation – General Policy - GE 5.0 |
| 14. GOVERNMENT PERMITS | | | |
| Government permits (i.e. liquor licenses, building and demolition Permits, federal licenses, provincial ministry permits) | | <i>Only One Signature Required</i> Chair/Director of the department/unit with responsibility | |