



FN.12.1.1 Signing Authority – Revenue Generating, Expenditure and Other Contracts/Agreements

Schedule A: Contract/Agreement Register

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DEFINITIONS AND TERMS

- 1. When “or” or “/” is used within the Signing Authority column, only one signature is required. The use of “and” requires both positions to sign.
- 2. The position(s) and authority limits identified and stated within the Register are pursuant to Policy FN12.1 Signing Authority – Revenue Generating, Expenditure and Other Contracts/Agreements.
- 3. All relevant contract review and financial authority policies and procedures must be followed, with the required governance reviews and approvals obtained prior to contract execution.
- 4. Not every type of Agreement has been defined in this document, but such Agreements may still require review at various levels. It is the school/department’s responsibility to assess the nature of an Agreement and determine, in consultation with the appropriate supervisor/manager, school/department head, Vice President (“VP”), or Contract, Legal & Insurance Services whether an Agreement needs to be reviewed and signed by which individuals at SAIT.
- 5. Any dollar values referred to are over the entire term of the contract and not including extensions.
- 6. PSLA refers to the *Post-Secondary Learning Act*, S.A.2003, c.P-19.5.

1. ACADEMIC PROGRAMS

| Document Description | Responsible for Internal Review and Approvals | Required Contract Signatory |
|--|--|---|
| Academic Affiliation <i>(and other similar Agreements)</i> | Vice President, Academic | President & CEO and Vice President, Academic |
| Agreement Academic Related | Vice President, Academic and Relevant School | Vice President, Academic or delegate |
| Memorandum of Understanding (MOU), Letter of Intent (LOI) Academic Related | Vice President, Academic and Relevant School | Vice President, Academic |
| Workplace Experiential Learning agreement | Relevant School | Dean, Associate Dean or Delegated Chair/Manager/ Program Coordinator |
| Confidentiality or Non-Disclosure Agreements <i>(relating to academic/course information)</i> | Relevant School | Dean or Director or Vice President |
| Academic Conference Agreements <i>(or Workshop Agreements)</i> | Relevant School | Vice President, Academic or AVP or Dean |
| Assignment of Copyright Agreement | Centre for Applied Education Innovation (CAEI) and Relevant School | SAIT Copyright Officer |
| Curriculum Development and Licensing Agreements – Academic | Centre for Applied Education Innovation (CAEI) and Relevant School | Refer to Revenue and Expenditure Agreements and FN.12.1.1 Signing Authority Matrix <i>Required signing authority to be based on estimated cost associated with Licensing agreement</i> |
| Intellectual Property Agreements <i>(academic related)</i> | Relevant School | Vice President, Academic and CFO & Vice President, Corporate Services |
| Academic Joint Venture or Partnership Agreements <i>Must comply with PSLA</i> | Relevant School | Chair, Board of Governors and President & CEO |
| Articulation Agreement | Relevant School | Vice President Academic |

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| Other Academic Agreements <i>(not addressed elsewhere in this document)</i> | Relevant School | Vice President, Academic |
|---|-----------------|--------------------------|

2. CONSTRUCTION AND RENOVATION PROJECTS

| Document Description | Responsible for Internal Review and Approvals | Required Contract Signatory |
|---|--|--|
| Building Construction and Renovation Contractor and Consultant Agreements ➤ \$250,000 | Facilities Management and Finance, Supply Management | Refer to Revenue and Expenditure Agreements and FN.12.1.1 Signing Authority Matrix |
| Building Construction and Renovation Contractor and Consultant Agreements < \$250,000 | | |
| Building Construction and Renovation Contractor and Consultant Agreements < \$100,000 | | |

3. CONTRACTS – NON-CATEGORIZED

Miscellaneous and/or other contracts not listed in categories provided.

| Document Description | Responsible for Internal Review and Approvals | Required Contract Signatory |
|--|---|--|
| Strategic Agreements – Institutional Focus <i>(Joint Venture, Partnership Agreements or other Strategic Agreements)</i> <i>Must comply with PSLA</i> | President & CEO and Relevant VP Office | Chair, Board of Governors and President & CEO |
| Advertising or Campus Communication Agreements <i>(SAIT Agencies of Record: Marketing and Advertising, Media)</i> | Communications & Marketing | Refer to Revenue and Expenditure Agreements and FN.12.1.1 Signing Authority Matrix |
| Athletics Program Agreements <i>(excludes Purchasing Agreement)</i> | Athletics & Recreation | Director, Athletics & Recreation |
| Information Sharing Agreements <i>(as considered under FOIPP)</i> | Relevant School/Department and SAIT FOIPP Coordinator | Dean or Director |
| Confidentiality or Non-Disclosure Agreements <i>(non-research)</i> | Relevant School/Department | Dean or Director or Vice President |

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| Blended Revenue and Expense Agreements | Relevant School/ Department | Contact Finance- Contract, Legal & Insurance Services |
| Curriculum License Agreements (<i>inbound or outbound</i>) | Manager, Licensing and Relevant School | Refer to Revenue Agreements FN.12.1.1 Signing Authority Matrix |

4. CORPORATE TRAINING AGREEMENTS (Domestic & International)

| Document Description | Responsible for Internal Review and Approvals | Required Contract Signatory |
|---|--|---|
| Corporate Training Agreements | Corporate Training and Project Manager/ Coordinator | Refer to Revenue Agreements FN.12.1.1 Signing Authority Matrix |
| Master Services Agreements | Corporate Training | Vice President, Corporate Development, Applied Research and International (CDARI) |
| Corporate Training RFP Proposal Responses (<i>Proposal contains Terms and Conditions binding SAIT</i>) | Corporate Training and Project Manager/ Coordinator | Refer to Revenue Agreements FN.12.1.1 Signing Authority Matrix |
| Memorandum of Understanding (MOU) | Corporate Training | Corporate Training |
| Global Operations & Maintenance Training ("GOMT") Licensing Agreements | Corporate Training | Vice President, CDARI |

5. EMPLOYMENT / INDEPENDENT CONTRACTOR RELATED AGREEMENTS

| Document Description | Responsible for Internal Review and Approvals | Required Contract Signatory |
|--|--|---|
| All Collective Agreements, Letters of Agreement, and Arbitrations | Employee Services and Finance | Chair, Board of Governors and President & CEO |
| Employment Benefits Provider Agreements | Employee Services and Finance | President & CEO (Board Approval) |

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| Employment Contracts / Offers – New and Existing Position | Employee Services and Finance | Refer to Employee Services Delegation of Human Resources Authority Matrix |
| Independent Contractor Agreements | Relevant School and Finance, Supply Management | Refer to Revenue and Expenditure Agreements and FN.12.1.1 Signing Authority Matrix |

6. GIFT, ENDOWMENT AND SPONSORSHIP AGREEMENTS

| Document Description | Responsible for Internal Review and Approvals | Required Contract Signatory |
|---|--|---|
| Affinity Agreements | Alumni & Development | CFO & Vice President, Corporate Services or Director Alumni & Development |
| Endowment Funding Agreements <i>(Refer to SAIT Policy ER.3.1 Gift Acceptance)</i> | Alumni & Development | CFO & Vice President, Corporate Services or Director Alumni & Development |
| Gift Agreements <i>(Refer to SAIT Policy ER.3.1 Gift Acceptance)</i> | Alumni & Development | CFO & Vice President, Corporate Services or Director Alumni & Development |
| Institution Naming Agreements | Alumni & Development | Chair Board of Governors and President & CEO |
| Third Party Sponsorship Agreements-Campus Schools/Departments | Relevant School/Department and Alumni & Development | Relevant Vice President or Director Alumni & Development |
| Athletic Sponsorship Agreements | Athletics & Recreation | Director, Athletics & Recreation |

7. INVESTMENT, BANKING, INSURANCE AND FINANCE AGREEMENTS

Governance by SAIT Audit and Investment Committee and Finance Policies FN.5 and FN.9.

| Document Description | Responsible for Internal Review and Approvals | Required Contract Signatory |
|--|--|---|
| Establishment of Line of Credit | Finance | CFO & Vice President, Corporate Services or AVP Finance |
| Investment Contracts | Finance | CFO & Vice President, Corporate Services or AVP Finance |
| Banking Contracts | Finance | CFO & Vice President, Corporate Services or AVP Finance |
| Bank Signing Authorities | Finance | CFO & Vice President, Corporate Services or AVP Finance |
| Loan Agreements | Finance | CFO & Vice President, Corporate Services or AVP Finance |
| Credit Card Agreements | Finance | CFO & Vice President, Corporate Services or AVP Finance |
| Financial Agreements - Other | Finance | CFO & Vice President, Corporate Services or AVP Finance |
| Insurance Renewal & Claim Forms | Finance | AVP Finance or Manager, Contracts, Insurance & Legal Services |
| Payroll Remittance | Employee Services | Manager, Payroll |

8. LAND, REAL PROPERTY, FACILITY AND ASSET RENTAL/LEASING, DISPOSAL AND ANCILLIARY OPERATIONS

Contracts/documents that involve leasing, sale, or purchase of real property and equipment.

| Document Description | Responsible for Internal Review and Approvals | Required Contract Signatory |
|---|--|---|
| <p>Acquisition or Purchase of Land and/or Buildings <i>(Refer to Finance Policy FN.4.1 and FN.7.1)</i> Subject to PSLA and required approvals.</p> | Facilities Management and Finance | President & CEO and CFO & Vice President, Corporate Services |
| <p>Sale or Disposal of Land or Buildings <i>(Refer to Finance Policy FN.4.1 and FN.7.1)</i> Subject to PSLA and required approvals.</p> | Facilities Management and Finance | President & CEO and CFO & Vice President, Corporate Services |
| <p>Lease of Land and Facilities <i>(Refer to Finance Policy FN.4.1 and FN.7.1)</i> Subject to PSLA and required approvals.</p> | Facilities Management and Finance | CFO & Vice President, Corporate Services |
| <p>Multi-Year Leases - Equipment</p> | Relevant School or Department and Finance, Supply Management | CFO & Vice President, Corporate Services |
| <p>Multi-Year Software Licenses</p> | Information Systems and Finance, Supply Management | CFO & Vice President, Corporate Services |
| <p>Disposal of Equipment and Other Assets <i>(Refer to Finance Policy FN.14.1 and FN.7.1)</i></p> | Finance, Capital Assets and Supply Management | Refer to SAIT Finance, Capital Asset Policy/Procedure FN.14.1.3 and Disposal Form |
| <p>Facility Daily/Weekly Rental Agreements - Academic Facility</p> | Relevant School/Department and Commercial Services | Dean/Director or Delegate |
| <p>Facility Daily/Weekly Rental Agreements – Non-Academic Facility</p> | Commercial Services | Director, Commercial Services or Delegate |

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|--|-----------------------------------|--|
| Facility Daily/Weekly Rental Agreements – Campus Centre/ Athletics & Recreation | Athletics & Recreation Department | Athletics & Recreation Department Director, Manager or Delegate |
| Ancillary Services – Commercial and Retail Space Leases and Retail Product Exclusivity Agreements <i>(Retail Food Space, On-site Commercial Retail Space, Vending, Retail Product Exclusivity (ie: Beverages) Health Practitioners, Banking, Graphic/Print Services, ATM, Parking, Catering)</i> | Commercial Services | Refer to Revenue and Expenditure Agreements and FN.12.1.1 Signing Authority Matrix |
| Ancillary Services- Bookstore and Graphic Operations <i>(Bookstore, Catering Services, Residences, Graphic Services, Parking Operations, Food Operations)</i> | Commercial Services | Refer to Revenue and Expenditure Agreements and FN.12.1.1 Signing Authority Matrix |

9. LEGAL ACTIONS AND SETTLEMENTS

| Document Description | Responsible for Internal Review and Approvals | Required Contract Signatory |
|---|---|---|
| All legal claims, actions, complaints or settlements | Finance, Contract, Legal & Insurance Services and Employee Services | President & CEO or CFO & Vice President, Corporate Services |

10. RESEARCH AGREEMENTS

All contracts relating to the research activities.

| Document Description | Responsible for Internal Review and Approvals | Required Contract Signatory |
|--|--|--|
| Applications for Research Funding and Proposals | Applied Research & Innovation Services Department | VP Corporate Development and Applied Research or Director ARIS |
| Sponsored Research Funding Agreements <i>(grants, contracts and service)</i> | Applied Research & Innovation Services Department | VP Corporate Development and Applied Research |
| Proprietary Rights from Inventions <i>(patent, copyright, trademark, trade name)</i> | Applied Research & Innovation Services Department | VP Corporate Development and Applied Research |
| License/Options to License <i>(to make, use or sell the product of an invention)</i> | Applied Research & Innovation Services Department | VP Corporate Development and Applied Research |

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|--|---|---|
| Confidentiality Agreements <i>(research related intellectual property)</i> | Applied Research & Innovation Services Department and Finance, Contract, Legal & Insurance Services | Director ARIS |
| Intellectual Property Management Agreements <i>(research related)</i> | Applied Research & Innovation Services Department and Finance, Contract, Legal & Insurance Services | VP Corporate Development and Applied Research or Director ARIS |
| Joint Venture or Partnership Agreements | President & CEO and Relevant VP Office | Chair, Board of Governors and President & CEO |
| Memorandum of Understanding – Research Related <i>(Letters of Agreement and/or contracts with 3rd party entities)</i> | Applied Research & Innovation Services Department | VP Corporate Development and Applied Research |
| Research Project Agreements (including Master Services Agreements) – Research Related | Applied Research & Innovation Services Department | VP Corporate Development and Applied Research or Director, ARIS |

11. SUPPLY MANAGEMENT

| Document Description | Responsible for Internal Review and Approvals | Required Contract Signatory |
|---|--|--|
| Purchase Orders & Associated Purchasing Agreement <i>(Supported by authorized purchase requisition)</i> | Relevant School /Department and Finance, Supply Management | Refer to Revenue and Expenditure Agreements and FN.12.1.1 Signing Authority Matrix |
| Purchase Requisitions Approval Banner ERP Signing Authority Requisition Routing | Relevant School /Department and Finance, Supply Management | Refer to Revenue and Expenditure Agreements and FN.12.1.1 Signing Authority Matrix |
| Credit Card Approval <i>(One-over approval)</i> | Relevant School /Department and Finance, Accounts Payable | Refer to Revenue and Expenditure Agreements and FN.12.1.1 Signing Authority Matrix |



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| Employee Expense Claim Approval <i>(One-over approval)</i> | Relevant School /Department and Finance, Accounts Payable | Refer to Revenue and Expenditure Agreements and FN.12.1.1 Signing Authority Matrix |
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12. UTILITIES

All contracts relating to the acquisition of utility services - Refer to SAIT Hedging Policy.

| Document Description | Responsible for Internal Review and Approvals | Required Contract Signatory |
|--|---|--|
| Short Term Contracts for Utilities <i>(less than 1 year)</i> | Facilities Management and Finance | CFO & Vice President, Corporate Services |
| Long Term Contracts for Utilities <i>(greater than 1 year)</i> | Facilities Management and Finance Refer to SAIT FN.15.1.1 Energy Commodity Price Hedging Procedure | CFO & Vice President, Corporate Services |

September 10, 2020