

SCHEDULE "A"

It is the obligation of the Signing Officer to comply with all applicable policies and procedures, including the Purchasing, Research Agreements and Travel and Business Expense Policies and Procedures.

<u>Type of Agreement</u>	<u>Value Restriction</u> *1*2	<u>Signing Officer</u> *4
<u>A) Real Property Agreements</u>		
i) short term use of University facilities	Up to \$250,000	Dean or Director responsible for the space at issue, or Associate Vice-President (Administration)
ii) student residency agreement	Up to \$250,000	Director of Ancillary Services, or Director of Student Residences
iii) lease of University property	Up to \$250,000	Associate Vice-President (Administration)
iv) lease of other's property	Up to \$250,000	Associate Vice-President (Administration)
v) short term use of facilities assigned to Conference and Catering Services	Up to \$250,000	Director of Ancillary Services, or Director of Conference and Catering Services
vi) mines & minerals leases	Up to \$250,000	Director, Treasury Services
<u>B) Purchasing Agreements</u>		
i) purchase of goods or services	Up to \$250,000	Dean or Director responsible for the budget paying for the goods or services

<u>Type of Agreement</u>	<u>Value Restriction</u> *1*2	<u>Signing Officer</u> *4
ii) authorizing the issuing of a procurement process or competitive bid (does not include finalizing or Signing Agreement)		Primary Financial Authority or Alternate Financial Authority as determined by Financial Services
iii) equipment lease	Up to \$250,000	Dean or Director responsible for the budget paying for the equipment
iv) software licences	Up to \$250,000	Dean or Director responsible for the budget paying for the software licences
v) authorizing Purchasing Services to issue electronic orders (purchase orders for goods or services, or service agreements)		Dean, Director or Primary Financial Authority or Alternate Financial Authority as determined by Financial Services for the budget paying for the service or goods
vi) purchase of books, journals and other print publications, video and audio recordings for Libraries	Up to \$250,000	University Librarian
vii) licence for electronic resources, including books, journals and other publications for Libraries	Up to \$250,000	University Librarian

<u>Type of Agreement</u>	<u>Value Restriction</u> *1*2	<u>Signing Officer</u> *4
viii) purchases using business expense tools or cards	Up to limits allowed by business expense tools	Primary Financial Authority or Alternate Financial Authority as determined by Financial Services and claimant's one-over-one
ix) purchases using online travel booking tools and cards	Up to limits allowed by travel booking and business expense tools	Primary Financial Authority or Alternate Financial Authority as determined by Financial Services and claimant's one-over-one in accordance with Travel Policy
<u>C) Service Agreements</u>		
i) providing services to others	Up to \$250,000	Dean or Director responsible for the provision of the services
<u>D) Agreements with Students</u>		
i) graduate student – advisor agreement relating to sharing of intellectual property		Dean of Graduate Studies and advisor
ii) return of service agreement	Up to \$250,000	Dean or Director of the Faculty in which the student is registered, and where more than one faculty is involved, by the Dean of the Faculty paying for the student's tuition and therefore entitled to return of service
<u>E) Academic Agreements (within Canada)</u>		

<u>Type of Agreement</u>	<u>Value Restriction</u> *1*2	<u>Signing Officer</u> *4
i) student placements		Dean of the Faculty from which students will be placed, or Provost and Vice President (Academic) (if more than one Faculty)
ii) inter-institutional student transfers, articulation agreements		Provost and Vice President (Academic)
iii) student or faculty exchange		Provost and Vice President (Academic)
iv) academic affiliation or collaboration agreement		Provost and Vice President (Academic)
<u>F) International Agreements</u>		
i) international memorandum of understanding or other general international affiliation		Associate Vice-President (Partnerships)
ii) international student or faculty exchange		Associate Vice-President (Partnerships)
iii) international post-graduate training agreement	Up to \$250,000	Dean of the Faculty providing or receiving the post-graduate training, or Associate Vice-President (Partnerships) (if more than on Faculty)
iv) international student transfer program agreement	Up to \$250,000	Dean of the Faculty receiving or sending students, or Associate Vice-President (Partnerships)

<u>Type of Agreement</u>	<u>Value Restriction</u> ^{*1*2}	<u>Signing Officer</u> ^{*4}
v) contribution agreement with funding agency for international development projects	Up to \$250,000	Associate Vice-President (Partnerships)
vi) contribution or grant agreement with funding agency for international research projects	Up to \$250,000	Director (Research Contracts) or Associate Vice-President (Partnerships)
vii) international research collaboration agreement	Up to \$250,000	Associate Vice-President (Partnerships)
viii) international development collaboration agreement	Up to \$250,000	Associate Vice-President (Partnerships) or Director (Research Contracts)
ix) international research conference agreement	Up to \$250,000	Director (Research Contracts) or Associate Vice-President (Partnerships)
G) <u>Sponsorship Agreements</u>	Up to \$250,000	Dean or Director of unit giving or receiving funds
H) <u>Research Grants</u>	Up to \$250,000	Director (Research Services) or Vice-President (Research and International) (if institutional, without value restriction)

<u>Type of Agreement</u>	<u>Value Restriction</u> ^{*1*2}	<u>Signing Officer</u> ^{*4}
<u>I) Research Grant Agreements</u>	Up to \$250,000	Director (Research Services) or Vice-President (Research and International) (if institutional, without value restriction)
<u>J) Research Agreements</u>		
i) agreements for the funding of research	Up to \$250,000	Director (Research Contracts) or Vice-President (Research and International) (if institutional, without value restriction)
ii) material transfer agreements	Up to \$250,000	Director (Research Contracts) or Vice-President (Research and International)
iii) data/information sharing/use agreements related to a research project		Director (Research Contracts) or Vice-President (Research and International)
iv) research collaboration agreements including industrial research collaborations	Up to \$250,000	Director (Research Contracts) or Associate Vice-President (Partnerships) or Vice-President (Research and International)
<u>K) Agreements Supporting Commercialization of Intellectual Property</u>		
i) assignment or license of intellectual property	Up to \$250,000	Director of Technology Transfer or Associate Vice-President (Partnerships) or Vice-President (Research and International)

<u>Type of Agreement</u>	<u>Value Restriction</u> *1*2	<u>Signing Officer</u> *4
ii) assignment or license of intellectual property by the researcher to the University		Director (Research Contracts) or Director of Technology Transfer or Associate Vice-President (Partnerships) or Vice-President (Research and International)
iii) confidentiality or non-disclosure agreements relating to research or commercialization of intellectual property		Director (Research Contracts) or Director of Technology Transfer or Associate Vice-President (Partnerships) or Vice-President (Research and International)
iv) Limited Powers of Attorney for matters related to patent registration and protection		Director of Technology Transfer or Associate Vice-President (Partnerships) or Vice-President (Research and International)
<u>L) Employment Related Agreements</u>		
i) employment letter of offer and renewals for Academic Staff		Dean or Department Head paying for the salary and related costs of the employee
ii) requesting Human Resources to issue employment letter or renewal for support staff		Dean, Director, Department Head or Unit Head of the Unit paying for the salary and related costs of the employee

<u>Type of Agreement</u>	<u>Value Restriction</u> *1*2	<u>Signing Officer</u> *4
iii) offers of employment and independent contractor agreements (and renewals) for geographic full-time physicians		Dean of College of Medicine
iv) secondments	Up to \$250,000	Dean, Director, Department Head or Unit Head of the unit paying for the cost of the secondment services; or the Dean, Director, Department Head or Unit Head of the unit from which the employee is seconded to another institution
v) letters of understanding under collective agreements	Up to \$250,000	Associate Vice-President (Human Resources) or Director (Staff Relations), or Staff Relations Officers
vi) settlement of grievances for individuals	Up to \$250,000	Associate Vice-President (Human Resources) or Director (Staff Relations) or Staff Relations Officers
vii) agreements related to the termination of employment	Up to \$250,000	Dean or Director of the unit in which the person was employed or Associate Vice-President (Human Resources) or Director (Staff Relations) or Director of Client Services
M) <u>Construction, Design and Renovation Agreements, including change orders and contract amendments</u>	Up to \$250,000	Director of Architectural and Engineering Services or Associate Vice-President (Administration)

<u>Type of Agreement</u>	<u>Value Restriction</u> *1*2	<u>Signing Officer</u> *4
<u>N) Gift Agreements</u>		
i) endowment or other gift agreement	Up to \$250,000	Associate Vice-President (Donor Relations)
	Over \$250,000	Vice-President (External)
ii) estate beneficiary release	Up to \$250,000	Associate Vice-President (Donor Relations)
	Over \$250,000	Vice-President (External)
iii) gifts to Libraries or Archives	Up to \$250,000	University Librarian or Associate Vice-President (Donor Relations)
<u>O) Athletic Agreements</u>		
i) agreements for University athletic teams to play games or tournaments at other institutions		Athletic Director
ii) agreements for athletic teams to play games or tournaments at other institutions		Athletic Director
<u>P) Insurance Agreements</u>		
i) entering into a contract of insurance	Premiums up to \$250,000	Chief Risk Officer
ii) proof of loss, release of insurer	Up to \$250,000	Chief Risk Officer

<u>Type of Agreement</u>	<u>Value Restriction</u> *1*2	<u>Signing Officer</u> *4
O) <u>Non-Disclosure or Confidentiality Agreements that do not pertain to research or commercialization</u>		Dean or Director of unit
R) <u>Agreements for goods or services for Bookstore operations</u>		Associate Director, Ancillary Services or Director, Ancillary Services
S) <u>Access and Licensing Agreements for the National Centre for Truth and Reconciliation</u>		Executive Director of the National Center for Truth and Reconciliation and Vice-President (Indigenous)
T) <u>All other Agreements not listed above</u>		President or Vice-President (Administration)

1 - Where the value of an Agreement cannot be determined, the Signing Officer shall revert to the President or the Vice-President (Administration), or any other Vice-President with authority over they particular type of Agreement.

2 – Values are listed on a per-Agreement basis, not an annual or other basis. Signing Officers shall not enter into multiple Agreements for the purpose of avoiding this restriction.

3 – Where an Agreement relates to multiple units, the Signing Officer should have authority over all the units. For example, an Agreement covering multiple Departments should be signed by the Dean, rather than the Department Head.

Schedule "B"

1. Standard Agreements
2. The following types of Agreements, although Non-Standard, may be signed without review by the Office of Legal Counsel:
 - a. An individual user may sign electronic documents for software licenses particular to an individual employee or an individual computer in accordance with the Purchasing Policy and *The Electronic Commerce and Information Act* (Manitoba). Electronic documents for software licenses with multiple users must be signed by a Signing Officer in accordance with this Policy and the Procedures;
 - b. Authorized holders of a University Purchasing Card or Credit Card may use such card in accordance with the Purchasing Policy and Procedures, Travel and Business Expense Claims Policy and Procedures, and the Cardholder Agreement;
 - c. Online travel booking and purchasing tools may be used by authorized employees in accordance with the Purchasing Policy and Procedures and the Travel and Business Expense Claims Policy and Procedures;
 - d. Agreements made on the University's Standard Purchase Terms and Conditions for goods or services may be entered into by authorized employees in accordance with the Purchasing Policy and Procedure;
 - e. Construction Contract Change Orders;
 - f. Agreements for the rental of hotel rooms, conference rooms, meeting space and catering, for the purpose of a meeting, banquet or conference, where the total value is less than \$25,000;
 - g. Agreements for the purchase of books, journal subscriptions, or other print publications, audio or video recordings for the Libraries, where the total value is less than \$250,000;
 - h. Agreements for licensing electronic resources for the Libraries, including books, journals and other publications, where the total value is less than \$250,000;
 - i. Agreements for University athletic teams to play games or tournaments at other institutions;
 - j. Agreements for athletic terms to play games or tournaments at the University;

- k. Contracts of Insurance;
- l. Speaker/Performer Engagement Agreements;
- m. Limited Powers of Attorney for matters related to patent registration and protection, pensions or investments, or international shipping;
- n. Agreements for the University's purchase of advertising (e.g. billboard advertising, advertisements in print, radio, etc.).
- o. Amending Agreements solely for the extension of the term of the Agreement, provided the provided the extension does not increase the value of the Agreement.
- p. Research or technology related Confidentiality Agreements and Non-Disclosure Agreements which do not require assignment or licensing of intellectual property by the University.
- q. Incoming Material Transfer Agreements which do not require assignment or licensing of intellectual property by the University.
- r. Tri-Council Transfer Letters which do not require assignment or licensing of intellectual property by the University.