

## POLICY 2.23 – Contracting of Brokers and Consultants

**Policy Category:** Financial

**Effective Date:** May 25, 1995

**Supersedes:** (NEW)

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### POLICY

1.00 This is the policy of the Human Resources Division with respect to the contracting of services referenced as exclusions under Administrative Policy and Procedure 2.8, section 2.00 (c)(d) and (e).

Specifically, the current services excluded under [Policy 2.8](#) from the responsibility of Procurement Services are; a) consulting and broker services (benefits, wage and salary administration, general insurance and occupational health and safety), b) investment services (Academic and Administrative Staff Pension Boards). These services are within the mandate of the Associate Vice-President (Human Resources) who may delegate direct responsibility to the appropriate individual department within the Human Resources portfolio and/or to the Academic and Administrative Staff Pension Boards.

2.00 Personnel and Insurance Services

2.01 Within each of these specialty areas, consultants/brokers may be retained to provide advice to the University and, where appropriate, assist in the marketing and selection of third party suppliers or service providers (insurance carriers, etc.).

2.02 It is the responsibility of the designated unit head to ensure that the interests of the University and/or its employees are protected and to ensure that the services contracted for are reviewed regularly. This will involve a formal, documented review, to take place at least once every five years.

2.03 The Associate Vice-President (Human Resources) or his/her designate will have full authority to sign contracts on behalf of the University in fulfilling the responsibilities assigned to the Human Resources Division. When a corporate seal is required, the documents will be referred to the University Secretariat for completion.

2.04 The Associate Vice-President (Human Resources) will have authority to commit the University to the expenditure of funds for any one transaction up to \$300,000.

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### 3.00 Investment Services (Pension Related)

3.01 The administration of the Pension Plans (Administrative and Academic) has been delegated by the Board of Governors of The University of Western Ontario to the Academic and Administrative Staff Pension Boards. Each Board is a subcommittee of the Board of Governors and under their terms of reference, as defined in Special Resolution 1-J and 1-K of the Board, have full authority to contract for any services deemed appropriate in the administration and investment of the Plans.

3.02 Each Pension Board has been officially designated as the administrator of these plans under the Ontario Pension Benefits Act and the Income Tax Act and are bound by any legislative requirements stipulated under these Acts.