

MEMO

DATE: November 4, 2022
TO: Algonquin College Leadership Team
FROM: Paul Gardner, Senior Manager, Internal Control
SUBJECT: Update on Contract Review and Approval Training

Between July and October of this year, just over 115 College Administrators successfully completed the Contract Review and Approval “Test your Knowledge” quiz and attended the 2-hour mandatory training session. To those 115 College Administrators, thank you for your commitment to helping the College mitigate the risk of decentralizing the responsibility for Contract review and approval. Further, thank you for the assistance, feedback, and consultation you’ve provided over the last 4-months. Your contributions have had a significant impact on our efforts to continuously improve the training and the Executive Summary Contract Review document.

With the approval of the [Delegation of Contract Signing Authority Policy](#) (BG II-06) in April 2022, we set a goal that 75% of all College Administrators would have received the Contract Review and Approval training by the end of the Third Quarter December 31, 2022. To achieve this goal, we need just short of 100 College Administrators to complete the training session.

The session provides in-depth training on:

1. The essential elements that ensure contracts are binding
2. What are non-binding contracts and in what situations are they appropriate
3. Why courts often rule that Independent Contractors are not Independent Contractors
4. E-Signatures and Digital Signature risk
5. How to read and use the Policy’s Signing Authority Matrix
6. How to complete and read an Executive Summary – Contract review

The training session also includes access to College Approved Contract Templates, Webpages, FAQ resources, and 3 easy-to-use 1-page Handouts.

The next 2-hour training session is November 29th from 10:00 AM to 12:00 PM.

I strongly encourage Administrators who haven’t completed the training, to attend. [Register here](#)