EXECUTIVE OFFICER SIGNING PROCEDURE

1.0 ASSOCIATED POLICY
- Contracts Review and Signing Authority Policy

2.0 DEFINITIONS
- Terms defined in the Contracts Review and Signing Authority Policy will have the same meaning when used in this Procedure.

3.0 PROCEDURE ELEMENTS

3.1 Applicability
3.1.1 This procedure applies to all Contracts where the Authorized Signatory is an Executive Officer.

3.2 Tracking Review and Consultation
3.2.1 The Responsible Department will determine what reviews are necessary pursuant to the Contracts Review and Signing Authority Policy.
3.2.2 The Responsible Department will complete the Contract Approval Cover Sheet, including, without limiting:
   3.2.2.1 particulars of the Contract;
   3.2.2.2 the review history of the Contract; and
   3.2.2.3 confirmation that the Responsible Department recommends signature by the Executive Officer.

3.3 Obtaining Signatures
3.3.1 The Responsible Department must submit the following documents to the Executive Officer prior to signature:
   3.3.1.1 the completed Contract Approval Cover Sheet;
   3.3.1.2 the Contract, including all pages and any exhibits or attachments; and
   3.3.1.3 any internal review documents.
3.3.2 The Responsible Department will arrange for signature of the Contract by the other party or parties to the Contract, and will ensure a fully signed copy is provided to the other party or parties to the Contract.

4.0 RELATED POLICIES, PROCEDURES, FORMS AND OTHER DOCUMENTS
- Contract Approval Cover Sheet
- Contract Signing Authority Procedure

5.0 ACCOUNTABILITY
Responsible Office
Legal
6.0 HISTORY

**Relevant Dates**

<table>
<thead>
<tr>
<th>Approved:</th>
<th>23.04.18</th>
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<tbody>
<tr>
<td>Effective:</td>
<td>23.05.31</td>
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<tr>
<td>Next Review:</td>
<td>28.05</td>
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**Modification History**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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<tr>
<td>17.10.03</td>
<td>New procedure approved by President's Policy Committee on October 3, 2017.</td>
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<tr>
<td>23.04.18</td>
<td>Comprehensively reviewed and revised to ensure alignment with associated policy. Approved by President’s Policy Committee on April 18, 2023 and effective on May 31, 2023 upon approval of the revised Contracts Review and Signing Authority Policy by the Board of Governors.</td>
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