



**POLICY ON APPROVAL AND EXECUTION OF CONTRACTS AND  
DOCUMENTS: NON-SUBSTANTIVE UPDATES**

Section G of the Policy on Approval and Execution of Contracts and Documents states that “the President and the Secretary of the Council may make non-substantive changes to this resolution to reflect: (a) changes to the titles of positions included in this resolution, (b) the deletion of positions included in this resolution and (c) the addition of positions directly comparable to those included in this resolution.”

Pursuant to section G, the following change to the Policy is hereby approved:

- (1) THAT effective November 17, 2008, the position “Chief Information Officer” be added as an authorized signing officer of the University under sections C(1)(a) and C(2) paragraph 2 of the policy, such that section C shall read as follows:

**C. EXECUTION OF CONTRACTS AND OTHER AGREEMENTS NOT IN  
THE NORMAL COURSE OF BUSINESS**

- (1) Contracts and documents under seal may be signed by:
  - (a) any two of the President, the Chairman of the Governing Council, the Vice-Chairman or Acting Chairman of the Governing Council, a Vice-President, an Assistant Vice-President, the Chief Financial Officer, the Deputy Provost or a Vice-Provost, the Chief Real Estate Officer, the Chief Capital Projects Officer, the Chief Information Officer, Senior Legal Counsel, or a member of the Governing Council specifically designated, or
  - (b) any one in (a) above, when countersigned by one of the following:  
the Secretary, the Deputy Secretary or an Assistant Secretary of the Governing Council, the Director, Capital Projects, the Director, Utilities or the Controller.

Normally the Secretary, Deputy Secretary or an Assistant Secretary of the Governing Council shall sign all documents together with one signing from (a) above.

- (2) Contracts and documents not requiring signature under seal may be signed by any one of the President, a Vice-President, an Assistant Vice-President, the Chief Financial Officer, the Deputy Provost or a Vice-Provost, Senior Legal Counsel, or as specified in section D.

For matters within their areas of responsibility, contracts and documents not requiring signature under seal may be signed by any one of: the Chief Real Estate Officer, the Chief Capital Projects Officer; the Chief Information Officer; the Director, Capital Projects; the Director, Utilities; the Controller; or the Director of Procurement Services.

Approval is given this 17th day of November, 2008.

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Secretary of the Governing Council

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President