Use this process for new contracts, amendments, renewals (not automatic), extensions, and terminations (not expiry). If using an approved, unmodified template, the CM may initiate a CCS without the BA's assistance, and the review procedure in Policy Part B does not apply, although legal review may be required even if using a template (see Policy Part B section 1).

The person who wants a contract assigns a CM, who works with the BA to initiate a CCS and contract.

Policy Part B
The BA or CM circulates the CCS and contract to those who need to review it.

Policy Part B
The CM incorporates changes and forwards the CCS and contract to the responsible CLC Member.

Policy Part D
The AS signs the CCS and contract, and forwards them to the CM to be executed by the other party or parties.

Appendix B
The AS obtains approval from the Board, the Minister or the Lieutenant Governor in Council if required.

Policy Part C
The responsible CLC Member reviews the contract, signs the CCS, and forwards the CCS and contract to the AS.

In some cases, the responsible CLC Member and the AS may be the same person.

Policy Part E
The EA scans the CCS and contract, saves them electronically, stores them in the vault, and forwards a copy to the CM.

The CM monitors fulfilment of the contract, including reporting requirements if applicable.

If applicable, the CM gives notice of termination to avoid automatically renewing the contract.

AS = Authorized Signatory | BA = Business Analyst | CCS = Contract Cover Sheet | CM = Contract Manager
EA = the Executive Assistant to the VP Corporate Services / CFO and VP People and Planning