

STATEMENT OF POLICY AND PROCEDURE			
Chapter:	Corporate Services	SPP No.	CS-3.02
Section:	3. Finance	Approved:	
Subject:	SIGNING OFFICERS	Effective:	1/1/2020
Issue to:	All TRCA Employees	Page:	1 of 3
		Replaces:	Designation of Signing Officers Policy
Issued by:	Board of Directors	Dated:	11/16/2016

1. PURPOSE

- 1.01. Appropriate safeguards and controls are required prior to execution of all documents that bind TRCA. Delegation of signing authority enables the efficient administration of TRCA's business operations.
- 1.02. Pursuant to the Board of Directors Administrative By-law, this policy outlines signing authority for contracts, agreements and other documents that bind the corporation, and provides for the delegation of signing authority for routine documents.

2. SCOPE

- 2.01. This Policy applies to all officers and employees across all business units.
- 2.02. All agreements, contracts and legally binding documents are required to be signed in accordance with this policy.

3. POLICY

- 3.01. Documents relating to the acquisition or disposition of land, or interests in land, and other significant legally binding documents as may be determined by the Chief Executive Officer, are required to be signed by the Chair or Vice Chair, together with the Chief Executive Officer or Chief Financial and Operating Officer.
- 3.02. Documents for purposes of banking and financial services agreements are required to be signed by the Chair or Vice Chair, together with the Chief Executive Officer or Chief Financial and Operating Officer, and documents for purposes of banking and financial services operations are required to be signed by the Chair, Vice Chair, Chief Executive Officer, Chief Financial and Operating Officer and/or designate.
- 3.03. Subject to subsection 3.01 and 3.02, the Chief Executive Officer is authorized to assign signing authority for specific categories of agreements, contracts and legally binding documents to an Authorized Signing Officer, or designate. All other agreements, contracts and legally binding documents are required to be signed by an Authorized Signing Officer.

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3.04. Where the Chief Executive Officer has assigned signing authority pursuant to subsection 3.03, an Authorized Signing Officer may identify a designate to execute a specific document or type of document on their behalf. Where an Authorized Signing Officer identifies a designate to sign on their behalf, such designation shall be in writing in accordance with the form approved by the Chief Executive Officer.

3.05. Except in special circumstances, as approved by an Authorized Signing Officer, all agreements, contracts and legally binding documents are required to be signed prior to their effective date.

4. RESPONSIBILITY

4.01. Board of Directors

TRCA's Board of Directors holds responsibility for the contractual and legal commitments of the organization. On motion from TRCA's Board of Directors, TRCA may accept, revise or rescind this policy.

4.02. Chief Executive Officer

Assign signing authority for types of routine agreements, contracts and other legally binding documents to an Authorized Signing Officer, or designate, and to update such authority from time to time.

4.03. Authorized Signing Officers

Prior to execution of documents and agreements, Authorized Signing Officers and designates shall confirm compliance with this policy

5. REFERENCES AND RELATED STATEMENTS OF POLICY AND PROCEDURE

5.01. CS-3.01 Procurement Policy and Procedures

5.02. CS-3.02 Attachment 1: CEO Approved Assignment of Authorized Signing Officers

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6. PROCEDURE

- 6.01. Execution of contracts, agreements and other legally binding documents are subject to the following procedures:
- procurement and budget approval in accordance with the Procurement Policy and Procedures, as applicable;
 - use of standard templates that have been approved by TRCA's external solicitors or Legal Counsel, and approval by Legal Counsel for all other contracts, agreements and legally binding documents; and
 - adherence to process requirements of the procurement and agreement database.

7. DEFINITIONS

- 7.01. **"Authorized Signing Officer"** means the Chair, Vice Chair, Chief Executive Officer or Chief Financial and Operating Officer, or designate. The Chief Human Resources Officer is an Authorized Signing Officer for the purposes of signing all documents related to employment matters, and internship and co-op education placements and agreements.