

CS-3.02 Attachment 1: CEO Approved Assignment of Authorized Signing Officers				
Category	Type	Example	Conditions	Signing Officer
Property	Residential Rental Agreement	<ul style="list-style-type: none"> <li>Lease for rental of TRCA residential property</li> <li>Lease renewal letter</li> <li>Residential Tenancies Act forms</li> <li>Utilities agreements</li> </ul>	Compliance with Residential Tenancies Act and adherence to TRCA Policy on rental leasing of property	ASO
	Agreement of Purchase and Sale	<ul style="list-style-type: none"> <li>Agreement for purchase or sale of land or easement in advance of Board approval</li> </ul>	Agreement must include term that purchase or sale is subject to Board approval	ASO
	Planning Act Declaration	<ul style="list-style-type: none"> <li>Transfer of land not shown on registered plan of subdivision</li> </ul>	Transfer complies with Planning Act	ASO
	Lease (5 years or less)	<ul style="list-style-type: none"> <li>Lease for farmland property</li> </ul>		ASO
	Minister's Approval	<ul style="list-style-type: none"> <li>Disposition of land obtained with provincial funding</li> </ul>	Board approval	CEO
	Land Management Agreements	<ul style="list-style-type: none"> <li>Agreements with municipalities for land management</li> </ul>	Board approval	Chair and CEO
	Permission to Enter - TRCA Lands	<ul style="list-style-type: none"> <li>To permit third parties, such as utility companies, access onto or through TRCA lands</li> </ul>	Satisfactory insurance and indemnity provisions	Associate Director, Property and Risk Management
Revenue	Service Level Agreement	<ul style="list-style-type: none"> <li>Agreement with municipality to provide programs and services on behalf of municipality</li> </ul>	Board approval	Chair and CEO
	TRCA Contracted for Works or Services	<ul style="list-style-type: none"> <li>TRCA contracted for project management or restoration work</li> </ul>	Compliance with Service Level Agreement, as applicable	ASO
	Funding and Grants	<ul style="list-style-type: none"> <li>Funding from provincial or federal government</li> <li>Grant from a charitable foundation</li> </ul>	Alignment with approved policy and programs  Confirmation and coordination with Grant Centre on submission	ASO

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	Use of TRCA lands or facilities	<ul style="list-style-type: none"> <li>• Mud Hero event at Albion Hills</li> </ul>	Satisfactory insurance and indemnity provisions	ASO
	Film/Photo Agreements	<ul style="list-style-type: none"> <li>• Filming at Black Creek Pioneer Village</li> </ul>		Director or ASO if change to template
	Sponsorship	<ul style="list-style-type: none"> <li>• Third party sponsorship of a TRCA program or event</li> </ul>	Alignment with approved policy and programs	ASO
	Vendor & Concession	<ul style="list-style-type: none"> <li>• Promotional booth at TRCA event</li> <li>• Food truck at TRCA event</li> </ul>		ASO
<b>Procurement</b>	Consulting Services	<ul style="list-style-type: none"> <li>• Engineering design or geotechnical analysis</li> </ul>		ASO
	Construction – goods and/services	<ul style="list-style-type: none"> <li>• General contracting services for a TRCA-owned building</li> </ul>		ASO
	Construction – materials and/or supplies	<ul style="list-style-type: none"> <li>• Aggregate materials for TRCA construction project</li> </ul>		ASO
	Licenses	<ul style="list-style-type: none"> <li>• Software license</li> <li>• Licenses for vehicles</li> </ul>		ASO
	Vehicle and Equipment	<ul style="list-style-type: none"> <li>• Acquisition or rental of vehicles</li> <li>• Acquisition or rental of equipment</li> </ul>		ASO
	Goods and Services Purchased for Re-Sale at TRCA Facilities	<ul style="list-style-type: none"> <li>• Firewood or ice at TRCA campgrounds</li> <li>• Gift shop items</li> </ul>		Manager in accordance with expense authorization under Procurement Policy, or ASO
	Professional Services (non-consulting)	<ul style="list-style-type: none"> <li>• Facilitation of a public meeting</li> <li>• Professional writing of a report</li> <li>• Speaker at a conference</li> </ul>		Manager in accordance with expense authorization under Procurement Policy, or ASO
	Paid Advertising	<ul style="list-style-type: none"> <li>• Newspaper, radio, or television advertising for TRCA programs or events</li> </ul>		Manager in accordance with expense authorization under Procurement Policy, or ASO

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	Artists/Entertainers	<ul style="list-style-type: none"> <li>Singer/Performers at an event</li> </ul>		Manager in accordance with expense authorization under Procurement Policy, or ASO
	Booking of Facilities and Venues	<ul style="list-style-type: none"> <li>Booking a non-TRCA venue for conference</li> </ul>		Manager in accordance with expense authorization under Procurement Policy, or ASO
	Contract Administration	<ul style="list-style-type: none"> <li>Contract extension</li> <li>Termination letter</li> <li>Construction Bonds</li> </ul>		ASO
Other Agreements	Partnership/Collaboration Agreement	<ul style="list-style-type: none"> <li>To set out roles and funding responsibilities for collaboration on an event</li> </ul>		ASO
	Memorandum of Understanding	<ul style="list-style-type: none"> <li>To establish principles for shared projects with TRCA municipal and government partners</li> </ul>		ASO
	Municipal Permits or Approvals	<ul style="list-style-type: none"> <li>Building Permit or Site Plan Approval agreement</li> </ul>	Part of approved project or program	ASO
	Erosion Control Agreement	<ul style="list-style-type: none"> <li>Agreement with property owners participating in Erosion Risk Management Program</li> </ul>	Approval by Property Services of land conveyance	ASO
	Permission to Enter - Private Lands	<ul style="list-style-type: none"> <li>To permit TRCA staff to enter onto private property to investigate erosion</li> </ul>	Satisfactory insurance and indemnity provisions	Director or ASO if change to template
	Works and Access Agreements - Private Land	<ul style="list-style-type: none"> <li>Agreement with owners of property where TRCA is completing works</li> </ul>	Alignment with approved policy and programs	ASO
	Ecosystem Compensation Agreement	<ul style="list-style-type: none"> <li>Agreement pursuant to TRCA Guideline for Determining Ecosystem Compensation</li> </ul>	Approval by Property Services of land valuation appraisal	ASO

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	Confidentiality Agreement	<ul style="list-style-type: none"> <li>• Non-disclosure agreement</li> </ul>		ASO
	Data Sharing Agreement	<ul style="list-style-type: none"> <li>• Sharing TRCA GIS data</li> </ul>		ASO
Human Resources	Employment Matters	<ul style="list-style-type: none"> <li>• Offer of employment</li> <li>• Termination documents</li> <li>• Leave approvals</li> <li>• Position classification</li> <li>• WSIB authorizations</li> </ul>		Chief Human Resources Officer
	Internships, Co-operative Education Placements	<ul style="list-style-type: none"> <li>• Internship documents</li> <li>• Agreements for co-op placements</li> </ul>		Chief Human Resources Officer
Legal	Minutes of Settlement	<ul style="list-style-type: none"> <li>• Litigation or threat of litigation</li> <li>• LPAT appeals</li> </ul>	Approval by CEO for human resources matters  Approval by CEO or CFOO for all other matters	ASO
	LPAT or Court Documents/Pleadings	<ul style="list-style-type: none"> <li>• Mediation Brief</li> <li>• Statement of Defence</li> </ul>	Consistent with instruction from CEO or CFOO	Legal Counsel
	Full and Final Release	<ul style="list-style-type: none"> <li>• Property claims (Insurance)</li> </ul>	Recommendation of Risk Manager or Insurer	ASO