

CORPORATE POLICY & PROCEDURE

POLICY TITLE: ACQUISITION OF LANDS
POLICY NO.: CS-5.13-P

Chapter:	Corporate Services		
Section:	5. Property and Risk Management		
Effective Date:	January 29, 2021	Last Review Date:	January 29, 2021
Approval Authority:	Board of Directors		
Issued to:	All TRCA Employees		
Policy Owner:	Property and Risk Management		

1. PURPOSE

- 1.01. The purpose of this Policy is to guide the acquisition of Land by Toronto and Region Conservation Authority (TRCA).
- 1.02. This Policy is intended to ensure that any acquisition of Land by TRCA is undertaken in a consistent, transparent, and effective manner, with appropriate consultation and accountability and in alignment with TRCA's strategic direction, core values, and the regulatory and legislative environment in which it operates.
- 1.03. The Policy is based on the following principles:
 - (a) Fairness: Ensure an open, transparent, and impartial process.
 - (b) Value Capture: Maximize the value for TRCA.
 - (c) Risk Management: Limit TRCA's exposure to risk and liabilities.

2. SCOPE

- 2.01. This Policy applies to situations where TRCA is acquiring Land, including through negotiation and through the development approval process under the *Planning Act*.

3. POLICY

- 3.01. TRCA will acquire Land in accordance with this Policy and associated Standard Operating Procedures.
- 3.02. Land acquisition by TRCA will be undertaken in accordance with any Board of Directors resolutions regarding Land acquisition approved from time to time and the following TRCA documents, as amended from time to time:
 - (a) *Greenlands Acquisition Project* or any subsequent project approved by the Minister;
 - (b) *The Living City Policies*; and

(c) *Erosion Risk Management Program.*

3.03. All Land acquisitions must comply with the *CS-5.16-P Contaminated Sites Policy*.

4. RESPONSIBILITY

4.01. The **Board of Directors** is responsible for approving any proposed acquisition of Lands.

4.02. The **Executive Committee** is responsible for reviewing and making recommendations to the Board of Directors on any proposed acquisition of Lands.

4.03. **Property and Risk Management** staff are responsible for:

- (a) Identifying potential acquisitions in accordance with the *Greenlands Acquisition Project* or any subsequent project approved by the Minister;
- (b) Advising Development and Engineering Services staff of any concerns and development proponent costs associated with potential acquisitions upon circulation of development applications and other proposed Land acquisitions;
- (c) Negotiating with Landowners with respect to the conveyance of Land to TRCA;
- (d) Reporting to the Board of Directors for approval of all Land acquisitions; and
- (e) Approval of conditions related to the acquisition of Land.

4.04. **Development and Engineering** staff are responsible for:

- (a) Identifying potential acquisitions related to development applications in accordance with *The Living City Policies*;
- (b) Gaining approval from Property and Risk Management staff prior to issuing conditions to development application and other project proponents that involve the acquisition of Land;
- (c) Gaining approval from Property and Risk Management staff prior to finalizing the terms and conditions of any proposed Land acquisition through the development approval process;
- (d) Advising development application proponents of the timelines associated with the approval of any Land conveyances by TRCA; and
- (e) Assisting Property and Risk Management staff in the preparation of reports to the Board of Directors for approval of such Land acquisitions.

4.05. **Project Managers** leading projects that may involve the conveyance of Land to TRCA are responsible for:

- (a) Consulting with Property and Risk Management staff prior to entering into discussions regarding the acquisition of Land;
- (b) Gaining approval with Property and Risk Management staff prior to finalizing the terms and conditions of any proposed Land acquisition; and
- (c) Assisting Property and Risk Management staff in the preparation of reports to the Board of Directors for approval of such Land acquisitions.

4.06. On motion from TRCA's Board of Directors, TRCA may accept, revise or rescind this Policy.

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5. PROCEDURE

- 5.01. For Acquisition projects, there may be an overall project lead from another department (e.g. TRCA client program delivery, early works, development planning, etc.), however, the Property and Risk Management will manage all acquisitions and will be responsible for maintaining records.
- 5.02. Acquisition process shall be conducted pursuant to the associated Standard Operating Procedures (SOPs).

6. DEFINITIONS

- 6.01. “**Land**” means any estate, term, easement, right or interest in, to, over or affecting Land.

7. ADMINISTRATION

Administered by the Clerk's Office

Review Schedule:	5 Years	Next Review Date:	January 29, 2026
Supersedes:	N/A		
Related Legislation, Regulations and Guidelines:	Ontario's Conservation Authorities Act, R.S.O. 1990, c. C.27 Ontario's Planning Act, R.S.O. 1990, c. P.13		
Related Policies and Policy Tools:	CS-5.13-S1 Acquisition of Lands CS-5.13-S2 Valuation of Land CS-5.16-P Contaminated Sites Greenlands Acquisition Project for 2016-2020 The Living City Policies for Planning and Development in the Watersheds of the Toronto and Region Conservation Authority TRCA's Erosion Risk Management Program		
Revision History			
Version Number	Version Date	Description	
1	January 29, 2021	Policy went into effect.	