

Agreement Database Workflow October 2021
Master List

Goods/Services Type (All)	Process Type	Quality Check	Legal Services Preliminary Approver/ Legal Services Approver	Legal Services Approver/ CFOO Approver	Legal Services Approver	Signature
Residential Rental Agreement	Agreement Only				x	ASO
Transfer of Land or Easement	Agreement Only			x		ASO
Agreement of Purchase and Sale	Agreement Only			x		ASO
Consent to release documents from title	Agreement Only				x	ASO
Planning Act Declaration	Agreement Only				x	Associate Director, Property and Risk Management
Lease (5 years or less)	Agreement Only			x		ASO
Lease (more than 5 years)	Agreement Only			x		ASO
Land License (less than 5 years)	Agreement Only				x	ASO
Land License (more than 5 years)	Agreement Only			x		ASO
Minister's Approval	Agreement Only			x		CEO
Land Management Agreements	Agreement Only			x		ASO
Permission to Enter - TRCA Lands	Agreement Only	x	x			Associate Director, Property and Risk Management
Permission to Enter - Non-TRCA Lands	Agreement Only	x	x			Manager
Works and Access Agreements - Private Land	Agreement Only	x	x			Manager or ASO if template altered
Service Level Agreement	Agreement Only	x		x		CEO
TRCA Contracted for Works or Services	Agreement Only	x	x			ASO
Funding and Grants	Agreement Only	x	x			ASO
Use of TRCA Lands or Facilities	Agreement Only	x	x			ASO
Film/Photo Agreements	Agreement Only	x	x			Director or ASO if template altered
Sponsorship	Agreement Only	x	x			ASO
Vendor & Concession	Agreement Only	x	x			Director

Consulting Services	Procurement Process	x	x			Manager (Total Agreement Cost =< \$50,000)
	Procurement Process	x	x			ASO (Total Agreement Cost > \$50,000)
Construction - goods and/or services	Procurement Process	x	x			ASO
Construction - materials and/or supplies	Procurement Process	x	x			ASO
IT Agreements	Procurement Process	x	x			Chief Information Officer
Vehicle and Equipment	Procurement Process	x	x			ASO
General Goods and Services	Procurement Process	x	x			Based on thresholds
Professional Services (non-consulting)	Procurement Process	x	x			Based on thresholds
Paid Advertising	Procurement Process	x			x	Based on thresholds
Artists/Entertainers	Procurement Process	x	x			Based on thresholds
Booking of Facilities and Venues	Procurement Process	x	x			Based on thresholds
Partnership/Collaboration Agreement	Agreement Only	x	x			ASO
Memorandum of Understanding	Agreement Only	x		x		ASO
Municipal or Other Government Permits	Agreement Only	x			x	Manager
Municipal Approval Agreements	Agreement Only	x	x			ASO
Erosion Control Agreement	Agreement Only	x	x			ASO
Ecosystem Compensation Agreement	Agreement Only	x	x			ASO
Confidentiality Agreement	Agreement Only	x	x			ASO
Data Sharing Agreement	Agreement Only	x	x			Chief Information Officer
Employment Matters	Agreement Only	x			x	Chief Human Resources Officer
Internships, Co-operative Education Placements	Agreement Only	x			x	Chief Human Resources Officer
Minutes of Settlement	Agreement Only	x			x	ASO
LPAT or Court Documents/Pleadings	Agreement Only	x			x	Legal Counsel
Full and Final Release	Agreement Only	x	x			ASO

Note: Declaration or Sworn Statement does not need to be in the database