



### CONFIRMATION OF AGENT’S AUTHORITY

This Confirmation of Agent’s Authority (this “Confirmation”), provided to and for the benefit of Canada Green Building Council (“CAGBC”), will be effective upon CAGBC’s receipt of an executed copy of the same via email to [certifications@cagbc.org](mailto:certifications@cagbc.org) or, in the case of LEED, via upload to the Project Details page within LEED Online.

In the instance that an Agent has accepted the Certification Agreement for a Project, CAGBC will only process the Application if an executed Confirmation has been received.

This Confirmation shall be made part of, and subject to, the executed CAGBC Project Certification Agreement by and between the Agent (on behalf of the Owner) and CAGBC regarding the Project (the “Certification Agreement”). All capitalized terms used in this Confirmation and not defined herein shall have the respective meanings ascribed in the Certification Agreement. Any attempt to modify the terms of this form may render it invalid in CAGBC’s sole discretion.

**1. SCOPE OF AUTHORITY.** Owner hereby confirms that Agent has been granted authority to accept the Certification Agreement (as amended, supplemented, waived or otherwise modified from time to time by CAGBC) in relation to the Project on behalf of Owner with Owner’s full knowledge. If Agent has already accepted the Certification Agreement, Owner expressly ratifies such actions as having been performed on Owner’s behalf. Owner understands that by providing this Confirmation, Owner shall be bound by the actions of Agent with respect to accepting the Certification Agreement as if the same were taken directly by Owner. If Owner was previously undisclosed (meaning, Agent identified itself as the Owner upon registration), Owner directs CAGBC to amend the Application to properly identify Owner.

**2. PROJECT.** This Confirmation applies to the Project identified below:

<b>(Project Name)</b>	<b>(ID Number)</b>

**3. PROGRAM (check appropriate program)**

- Zero Carbon Building
- LEED
- TRUE
- SITES

**4. OWNER.** The Owner, as defined in the Certification Agreement, is identified below:

<b>(Name of Owner)</b>		<b>(Name of Owner’s Representative – If Owner is an Organization)</b>	
<b>(Address)</b>			
<b>(City)</b>	<b>(Province)</b>	<b>(Postal Code)</b>	<b>(Email)</b>



Canada  
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Building  
Council

Conseil du  
Bâtiment  
Durable du  
Canada

5. **AGENT.** The Agent, as defined in the Certification Agreement, is identified below:

<b>(Name of Agent – Must be an Organization)</b>		<b>(Name of Agent’s Representative)</b>	
<b>(Address)</b>			
<b>(City)</b>	<b>(Province)</b>	<b>(Postal Code)</b>	<b>(Email)</b>

6. **REVOCAION OF AUTHORITY.** CAGBC’s acceptance of this Form replaces and terminates any previously submitted confirmation of agent’s authority, provided, however, that any such termination of authority shall only apply to the actions of the initially recognized Agent taken following CAGBC’s acceptance of the subsequent confirmation of agent’s authority. To terminate the agency of all agents, Owner must provide written notice of termination of authority to CAGBC by both registered mail with return receipt requested to: Attn Green Building Programs, CAGBC, 100 Murray Street, Suite 400, Ottawa, Ontario, K1N 0A1 **AND** by email to: [certifications@cagbc.org](mailto:certifications@cagbc.org).

**IN WITNESS WHEREOF**, each of the parties hereto have executed this Confirmation by their duly authorized representatives. Owner represents and warrants that Owner has reviewed the Certification Agreement, that the execution of this Confirmation is within Owner’s respective organizational powers, that such execution and performance has been duly authorized by all necessary action, corporate or otherwise, does not require any consent of or filing with any third person or governmental body or agency, and does not violate: i) any law, judgment, or order; ii) Owner’s organizational documents; or iii) any agreement with any third party. This Confirmation is not valid unless accepted by CAGBC, in CAGBC’s sole discretion.

**OWNER:**

**AGENT:**

\_\_\_\_\_  
(Signature of Owner)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Agent)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name/Title)

\_\_\_\_\_  
(Name/Title)

For assistance completing or submitting this Confirmation, please contact CAGBC by email at [certifications@cagbc.org](mailto:certifications@cagbc.org).