

Authority: Additional Matter, Report dated November 24, 2004, from Mayor Miller, entitled "Review of the City's Administrative Structure", adopted as amended, by City of Toronto Council on November 30, December 1 and 2, 2004  
Enacted by Council: May 4, 2005

## **CITY OF TORONTO**

### **BY-LAW No. 337-2005**

#### **To amend Municipal Code Chapter 257, Signing Authority, to reflect the reorganization of the City's administrative structure.**

WHEREAS the *Municipal Act, R.S.O. 1990* has been replaced by the *Municipal Act, 2001*; and

WHEREAS under section 288 of the *Municipal Act, 2001* a municipality may designate persons to sign cheques in place of the treasurer or the head of council and to provide that the signatures on a cheque of the municipality be mechanically or electronically reproduced; and

WHEREAS under the administrative reorganization both the Deputy City Manager and Chief Financial Officer and the Treasurer will exercise the powers and duties of a treasurer under the *Municipal Act, 2001*; and

WHEREAS the transition provisions in § 169-52 of the Municipal Code applied to Chapter 257 on an interim basis; and

WHEREAS under § 169-26B Council has authorized the City Solicitor in consultation with the City Clerk to introduce bills to Council to make technical amendments including updating by-laws to refer to the current City official title and statutory references; and

WHEREAS the titles of two Directors in the City Clerk's Office need to be updated to reflect their current titles; and

WHEREAS Article I, Interpretation, of Chapter 1, General Provisions, of The City of Toronto Municipal Code applies to City by-laws;

The Council of the City of Toronto HEREBY ENACTS as follows:

**1. Chapter 257, Signing Authority.**

Chapter 257, Signing Authority, is amended as follows:

- A. By renumbering Article I as Article I.1 and §§ 257-1 and 257-2 as 257-2.1 and 257-2.2 and adding the following:

**ARTICLE I  
General**

**§ 257-1. Definitions.**

As used in this chapter, the following terms shall have the meanings indicated:

**CHIEF FINANCIAL OFFICER** — The person appointed by Council as the Deputy City Manager and Chief Financial Officer.

**DESIGNATED EMPLOYEE** — An employee of a division that reports directly to the Chief Financial Officer or the Treasurer, who has been designated by the Chief Financial Officer to sign cheques or transfer orders for the purposes of § 257-2.2, 257-3 or 257-4, as indicated in the designation.

**TREASURER** — A person appointed to the management position of Treasurer in the City's administrative organization and who has also been appointed as a deputy treasurer under section 286 of the *Municipal Act, 2001*.

**§ 257-2. Treasurer.**

The Treasurer may act in the place of the Chief Financial Officer under this chapter, if assigned to do so by the Chief Financial Officer.

- B. Sections 271-2.1 (renumbered § 271-1) to 271-4 are deleted and the following substituted:

**§ 257-2.1. Signing of cheques by various officials.**

All cheques issued by the City on which the signatures are stamped, lithographed engraved or electronically reproduced shall be signed by:

- A. The City Manager and the Chief Financial Officer;
- B. The City Manager and the Treasurer; or
- C. The City Manager and either the Director, Accounting Services or the Director, Corporate Finance as designated by the Chief Financial Officer.

**§ 257-2.2. Cheques not more than \$50,000.**

If a cheque is not more than \$50,000 and the signatures are not stamped, lithographed, engraved or electronically reproduced on the cheque, any two designated employees may sign the cheque.

**§ 257-3. Cheques more than \$50,000.**

If a cheque is more than \$50,000 and the signatures are not stamped, lithographed, engraved or electronically reproduced on the cheque, the cheque may be signed by the City Manager and the Chief Financial Officer or by the City Manager or the Chief Financial Officer and a designated employee.

**§ 257-4. Order to transfer sums.**

The City Manager or the Chief Financial Officer or a designated employee may sign an order for the transfer of any sums of money from one Corporation account to another or to any agency, board or commission of the City.

- C. Section 257-6 is amended by amending the title and the section in both cases by deleting “and Treasurer”.
- D. Column 1 of § 257-8 is amended as follows:
  - (1) By deleting “, Printing and Distribution” after “Director, Secretariat”.
  - (2) By deleting “Director, Legislative Services” and substituting “Director, Elections and Registry Services”.
- E. Sections 257-8.1 is deleted and the following substituted:

**§ 257-8.1. Officials authorized to sign documents in place of Chief Financial Officer.**

The following officials are authorized to sign documents on behalf of the City in the place of the Chief Financial Officer where necessary, to carry out the duties assigned by the Chief Financial Officer:

- A. The Treasurer;
- B. The Director, Accounting Services;
- C. The Director, Corporate Finance;
- D. The Director, Financial Planning; and
- E. The Manager, Financial Reporting.

F. Section 257-8.2 is amended as follows:

- (1) The title is amended by deleting “and Treasurer”.
- (2) By deleting the first 4 lines before Subsection A and substituting the following:

The Treasurer, the Director, Revenue Services, the Manager of Revenue Accounting and Collections, and the Manager of Property Taxation and Assessment are authorized to sign the following taxation and collection documents on behalf of the City in the place of the Chief Financial Officer:

G. Section 257-9 is amended as follows:

- (1) By deleting “section 323 of the *Municipal Act*, R.S.O. 1990, C. m. 45” and substituting “subsection 436(4) of the *Municipal Act*, 2001”.
- (2) By deleting Subsections A to D and substituting the following:
  - A. The Executive Director of Municipal Licensing and Standards.
  - B. The Director, Investigations.
  - C. The Director, Licensing.

ENACTED AND PASSED this 4th day of May, A.D. 2005.

DAVID R. MILLER,  
Mayor

ULLI S. WATKISS  
City Clerk

(Corporate Seal)