

TORONTO MUNICIPAL CODE
CHAPTER 257, SIGNING AUTHORITY

Chapter 257

SIGNING AUTHORITY

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[History: Adopted by the Council of the City of Toronto January 31, 2019 by By-law 255-2019¹. Amendments noted where applicable.]

General References

City of Toronto Act, 2006 - see S.O. 2006 c. 11.
Financial control - See Ch. 71.

**Article 1
General**

§ 257-1.1. Definitions.

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

CHIEF FINANCIAL OFFICER - The person appointed as the Chief Financial Officer and Treasurer in the City's administrative organization and also as the treasurer under section 138 of the City of Toronto Act, 2006.

CONTROLLER - A person appointed as Controller in the City's administrative organization and also as a deputy treasurer under section 138 of the City of Toronto Act, 2006.

DESIGNATED EMPLOYEE - An employee of a division that reports directly to the Chief Financial Officer, the Controller, or the Executive Director, Finance Shared Services, who has been designated by the Chief Financial Officer to sign cheques or transfer orders for the purposes of § 257-2.2, 257-2.3 or 257-2.4, as indicated in the designation. **[Amended 2025-02-11 by By-law 104-2025]**

EXECUTIVE DIRECTOR, FINANCE SHARED SERVICES – A person appointed as Executive Director, Finance Shared Services in the City's administrative organization and also as a deputy treasurer under section 138 of the City of Toronto Act, 2006. **[Added 2025-02-11 by By-law 104-2025]**

HEAD: [Amended 2025-02-11 by By-law 104-2025]

- A. The City Manager, a Deputy City Manager, the Chief Financial Officer, the Controller and the Executive Director, Finance Shared Services.
- B. Any general manager or any executive director or director reporting to the City Manager, a Deputy City Manager, the Chief Financial Officer, the Controller, or the Executive Director, Finance Shared Services.
- C. The City Clerk, the City Solicitor and the Medical Officer of Health.

¹Editor's Note: By-law 255-2019 replaced Chapter 257 in its entirety. By-law 255-2019 is deemed to have come into effect on December 13, 2018.

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- D. The Auditor General, the Integrity Commissioner, the Lobbyist Registrar and the Ombudsman.
- E. A person authorized by Council to act in the place of an official listed in Subsection A, B, C or D.

§ 257-1.2. Deputy Treasurer.

The Deputy Treasurer may act in the place of the Chief Financial Officer under this chapter.
[Amended 2025-02-11 by By-law 104-2025]

**Article 2
Signing of Cheques**

§ 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: [Amended 2025-02-11 by By-law 104-2025]

- A. The City Manager and the Chief Financial Officer and Treasurer;
- B. The City Manager and the Controller;
- C. The City Manager and the Executive Director, Finance Shared Services; or
- D. The City Manager and either the Director, Accounting Services or the Director, Capital Markets as designated by the Chief Financial Officer and Treasurer.

§ 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.

§ 257-2.3. 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.

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§ 257-2.4. 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.

**Article 3
Signing of Documents**

§ 257-3.1. References to former municipalities.

In this article, the former Municipality of Metropolitan Toronto, the former Cities of Etobicoke, North York, Scarborough, Toronto, York and the former Borough of East York are individually referred to as a "former municipality."

§ 257-3.2. Signing of documents by Clerk and the Chief Financial Officer.

Despite any other by-law, if a council of a former municipality or, under delegated authority, a municipal official of a former municipality or the City has approved a matter or action in respect of which a document must be signed on behalf of the City, the Clerk and the Chief Financial Officer are authorized and directed to sign all necessary documents and affix the City's seal to the documents.

§ 257-3.3. Signing of agreements for the purchase of goods and services.

- A. Where a commitment to purchase goods and services is made in accordance with the delegation of spending authority under Chapter 71, Financial Control, a head who is authorized to make the commitment is authorized to sign all necessary agreements evidencing the commitment.
- B. Where an agreement for the purchase of goods and services evidencing a commitment of greater than \$500,000 must be signed on behalf of the City, the Clerk and either the appropriate head having management responsibility for the agreement or the City Manager or the Chief Financial Officer are authorized to sign the agreement and the Clerk shall affix the City's seal to the agreement.

§ 257-3.4. Effect on prior by-laws.

This article does not repeal or amend any by-law or resolution of a former municipality that relates to the execution of documents that was in force on December 31, 1997.

**Article 4
Signing of Documents Pertaining to Certain Matters**

§ 257-4.1. Matters upon which certain officials are authorized to sign documents.

The following officials named under Column 1 below are authorized to sign documents and affix the City's seal on behalf of the City of Toronto in respect of the matters described opposite each

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such official's position under Column 2 below: **[Amended 2023-11-09 by By-law 1101-2023; 2023-12-15 by By-law 1294-2023]**

COLUMN 1	COLUMN 2
City Clerk	All matters
Deputy City Clerk, Secretariat	All matters
Manager, Registry Services	All matters pertaining to Community Councils and decisions of former councils
Supervisor, Registry Services	All matters pertaining to Community Councils and decision of former councils
Coordinator, Registry Services	All matters pertaining to Community Councils and decision of former councils
Office Leads (Support Assistant A), Registry Services	All matters pertaining to Community Councils and decisions of former councils for certification purposes only
Committee Administrator, Planning and Housing Committee	All planning related matters for certification purposes only
Community Council Administrators	All matters pertaining to Community Councils and decisions of former councils
Manager, Community Councils and Committees	All matters
Manager, City Council, Committees and By-laws	All matters
Council Administrators	All matters
Deputy City Clerk, Information Management Services	All matters pertaining to City Council, community councils and decisions of former councils
City Archivist	All matters pertaining to City Council, community councils and decisions of former councils
Supervisor, Collection Management and Standards	All matters pertaining to City Council, community councils and decisions of former councils

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§ 257-4.2. Officials authorized to sign documents in place of Chief Financial Officer and Treasurer.

The following officials or persons acting in the capacity of such officials are authorized to sign documents on behalf of the City in the place of the Chief Financial Officer and Treasurer where necessary: [Amended 2025-02-11 by By-law 104-2025]

- A. The Controller;
- B. The Executive Director, Finance Shared Services;
- C. The Director, Accounting Services;
- D. The Director, Capital Markets; and
- E. The Executive Director, Financial Planning.

§ 257-4.3. Officials authorized to sign certain taxation/collection documents in place of Chief Financial Officer.

The Controller, the Executive Director, Finance Shared Services, 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: [Amended 2025-02-11 by By-law 104-2025]

- A. Tax certificate;
- B. Tax arrears certificate;
- C. Notice of registration of tax arrears certificate;
- D. Statutory declaration (first notice);
- E. Final notice;
- F. Statutory declaration (final notice);
- G. Tax arrears cancellation certificate;
- H. Extension agreement;
- I. Tax deed;
- J. Notice of vesting;
- K. Statement of compliance
- L. Payment into court - statement of facts;

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- M. Notice of forfeiture;
- N. Bailiff warrant to distrain for taxes;
- O. Bailiff notice of seizure; and
- P. Bailiff notice of attornment of rent.

Article 5
Licensing of Persons and Premises

§ 257-5.1. Delegation of officials authorized to sign statements.

The power to sign statements under subsection 455(4) of the City of Toronto Act, 2006, as to the licensing or non-licensing of any premises or person in respect of any trade, calling, business or occupation, is delegated to the following City officials, namely:

- A. The Executive Director of Municipal Licensing and Standards.
- B. The Director, Investigations.
- C. The Director, Licensing.