

**POLICY:** **SIGNING AUTHORITY POLICY**

**SECTION:** **II - General Policies**

**MOTION#/DATE:** **– January 27, 2003**

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1. Despite any other policy of the Toronto Public Library Board, if the Toronto Public Library Board, or an employee or official of the Toronto Public Library Board under delegated or legislative authority, has approved a matter or action in respect of which a document must be signed, the City Librarian is authorized and directed to sign all necessary documents on behalf of the Toronto Public Library Board and affix the Toronto Public Library Board's corporate seal to the documents.
2. The Director, Finance and Treasurer, or any Director of the Library designated in writing to act in the place and stead of the City Librarian during the City Librarian's absence, are authorized to sign documents in the place and stead of the City Librarian where necessary.

