



YORK REGION DISTRICT SCHOOL BOARD

Procedure #NP168.0, Signing Officers

Executive Summary

The Signing Officers procedure outlines the staff members who have the authority to sign legal documents, cheques and agreements on behalf of the Board.

Stakeholder Groups with Responsibilities under this Policy

- Signing Officers
- Chief Financial Officer

Relationship to Board Priorities

The Signing Officers procedure reinforces the Board's commitment to the stewardship of the Board's financial resources.

Legislative Context

[Education Act](#)

It is the expectation of the York Region District School Board that all employees, students and persons invited to or visiting Board property, or partaking/volunteering in Board or school-sponsored events and activities, will respect the policies and procedures of the Board. The term "parents" refers to both biological/adoptive parents and guardians in all Board policies and procedures.



Board Procedure #NP168.0 Signing Officers

1. Procedure Statement

The York Region District School Board shall have signing officers of the Board in place in order to conduct business.

2. Application

All legal documents and agreements not included in the Board's [Purchasing Procedure](#) require the signatures of two signing officers, with the following exceptions:

- legal documents and agreements which do not bind the Board for a period of more than one year, and which do not have a total financial value greater than the expenditure authority of the proposed signing officer as per the Board's [Purchasing Procedure](#) may be signed by one signing officer ; and
- **Some documents and agreements require the use of the York Region District School Board Official Seal.**

3. Responsibilities

3.1 The Director of Education shall:

- a) allocate staff and resources to support the Signing Officers procedure.

3.2 The Chief Financial Officer shall:

- a) ensure that the appropriate paperwork is submitted to the financial institutions that are associated with the Board.

3.3 Signing Officers shall:

- a) adhere to the Signing Officers procedure.

4. Definitions

4.1 Signing Officer

A signing officer is a member of the York Region District School Board who has the authority to sign legal documents, cheques and agreements.

The following are the signing officers of the Board:

- Director of Education and Secretary-Treasurer
- Associate Director(s) of Education
- Coordinating Superintendent(s)
- Comptroller(s)
- Manager, Quality Assurance

5. **Contact**

Business Services

6. **History**

Revised September 1996

Revised February 2002

Revised May 2004

Revised April 2007

Revised June 2011

Revised June 2012

Revised August 2012

Revised October 2013

Working Document November 2014

Revised May 2016

Revised September 2018

Revised November 2019

Revised December 2020

Revised July 2021

Revised September 2021

Revised April 2022