

SIGNING AUTHORITIES

This policy is aligned with and supports the principles and expectations of the Board's Human Rights policy ([Policy 51](#)) and the Equity and Inclusive Education policy ([Policy 54](#)). At all times, this policy should be interpreted to be consistent with the Board's policies and the *Human Rights Code*.

Administrative Regulations

1. The following documents shall be signed by an elected officer of the Peel District School Board together with the Secretary or Treasurer of the Board:

- Bank borrowing by-laws
- Contracts respecting sale, purchase or lease of real estate
- Collective agreements
- Debenture certificates
- Promissory notes

2. The following have signing authority to implement all other decisions of the Board and to act in emergency situations between Board meetings:

- Secretary of the Board
- Treasurer of the Board
- Associate Director, Instructional and Equity Support Services
- Associate Director, School Support Services
- Controller of Finance Support Services

3. The Secretary and Treasurer are authorized to sign on Board bank accounts to banking resolutions.

Approved February 22, 1972
Revised January 4, 1977
Revised February 26, 1985
Revised December 2, 1991
Revised October 8, 1996
Revised January 1, 1998 (*to reflect change in Board name*)
Reviewed January 2000
Revised February 25, 2003
Reviewed December 2005
Revised February 25, 2014
Revised November 13, 2018