



The Corporation of the Town of Fort Erie By-law 14-2026

Being a By-law to Establish Authority for Signing Cheques and Processing Electronic Payment, and to repeal By-law 88-53

Whereas section 8(1) of the Municipal Act, 2001, S.O. 2001, c.25 (the "Act") provides that the powers of a municipality under this Act shall be interpreted broadly so as to confer broad authority on the municipality to enable it to govern its affairs as it considers appropriate; and

Whereas section 11(2)3 of the Act provides authority for a lower-tier municipality to pass by-laws respecting the financial management of the municipality; and

Whereas pursuant to sections 23.1 and 23.3(2) of the Act a municipality may delegate its administrative powers to a person or body; and

Whereas pursuant to section 286(1) of the Act the Treasurer is responsible for handling all of the financial affairs of the municipality on behalf of and in a manner directed by council, including paying all debts of the municipality and other expenditures authorized by the municipality; and

Whereas Council has passed a by-law to appoint a Treasurer and Deputy Treasurer, for the Town of Fort Erie being By-law 57-2014 and By-law 127-2014 as may be amended or replaced from time to time pursuant to section 286(1) of the Act; and

Whereas section 287 of the Act states that a municipality may provide that the signatures on a cheque of the municipality be mechanically or electronically reproduced; and

Whereas Council has passed By-law 123-2022, being a by-law to adopt a Procurement Policy for The Corporation of the Town of Fort Erie, that outlines delegated authority for payment release, being By-law 123-2022, as may be amended or replaced from time to time; and

Whereas the Town's payments are primarily issued through electronic means, except in emergency circumstances such as those requiring activation of the organization's business continuity plans; and

Whereas on February 22, 1988 Council passed By-law 53-88, being a bylaw to designate cheque signing officers;

Whereas Council deems it necessary to modernize the authority to sign cheques and process payments electronically including but not limited to wire transfers, electronic funds transfers, online bill payments, and Interac e-transfers on behalf of The Town of Fort Erie, recognizing current operational needs and functions that are inherently administrative;

Now therefore the Municipal Council of The Corporation of the Town of Fort Erie enacts as follows:

1. **That** By-law 88-53 is hereby repealed.
2. **That** Signatures on cheques of the Corporation may be electronically reproduced. Two signatures of signing officers as prescribed in this By-law are required on all manual or electronic cheques of the Corporation.
3. **That** One of the Mayor or the Chair of Corporate Services Sub-Committee is hereby designated as one of the two authorized signing officers required as the signature on electronic cheques pursuant to section 2 of this By-law.

4. **That** the Treasurer (or Deputy Treasurer, as appointed pursuant to By-law 57-2014 and By-law 127-2014, as may be amended or replaced from time to time) is hereby designated as the second of the two authorized signing officers required as the signature on electronic cheques pursuant to section 2 of this By-law.
5. **That** the Treasurer (or Deputy Treasurer, as appointed pursuant to By-law 57-2014 and By-law 127-2014, as may be amended or replaced from time to time), is hereby delegated authority to sign manual cheques of the Corporation and to appoint Town employees who are also authorized to sign manual cheques of the Corporation pursuant to section 2 of this By-law.
6. **That** the Treasurer (or Deputy Treasurer, as appointed pursuant to By-law 57-2014 and By-law 127-2014, as may be amended or replaced from time to time), is hereby delegated authority to process electronic payments and to appoint Town employees who are also authorized to process electronic payments, other than electronic cheques, including but not limited to wire transfers, electronic funds transfers, online bill payments, and Interac e-transfers, provided that all such payments have been authorized by Council, including pursuant to the Procurement By-law as may be amended or replaced from time to time. For clarity, the authority to process electronic payments includes the authority to set up, approve, and release electronic payments.
7. **That** the authority delegated to the Treasurer (or Deputy Treasurer, as appointed pursuant to By-law 57-2014 and By-law 127-2014, as may be amended or replaced from time to time) in this By-law includes the authority to amend or revoke prior appointments.
8. **That** the Treasurer (or Deputy Treasurer or Acting Treasurer, as appointed pursuant to By-law 57-2014 and By-law 127-2014, as may be amended or replaced from time to time) is responsible to maintain a current list of authorized signing officers on file with the Town's financial institutions for both electronic and manual cheques, and for the processing of electronic payments.
9. **That** this by-law shall come into force and effect on the day upon which it is passed.
10. **That** the Clerk of the Town is authorized to affect any minor modifications, corrections or omissions, solely of an administrative, numerical, grammatical, semantical or descriptive nature to this by-law or its schedules after the passage of this by-law.

Read a first, second and third time and finally passed this 23rd day of February 2026.

Mayor

Clerk



Memorandum

Corporate Services

Prepared for: Regular Council

Meeting Date: Monday, February 23, 2026

Title: Update to By-Law No. 53-88 To Authorize the Signing of Cheques and Method Thereof

The purpose of this memo is to inform Council that an updated by-law to establish authority for signing cheques and processing electronic payments will be presented at the February 23, 2026, Council meeting.

The existing cheque signing by-law has not been updated since 1988. Language is being updated to reflect legislative changes, add electronic cheques, remove outdated signing methods, and clarify authority for other more modern electronic payment methods (e.g. wire transfers, electronic funds transfers, and Interac e-transfers).

The proposed by-law addresses administrative financial matters within the purview of the appointed Treasurer and reflects current operational needs. Payments continue to require prior authorization by Council through the budget process, including pursuant to the Procurement By-law as applicable. The existing and draft new by-laws are attached as appendices 1 and 2 to this memo, respectively.

Respectfully submitted and signed by

Prepared by: Sonja Bovan, CPA, CA
Manager of Financial Systems and Process Improvement

Appendices

Appendix 1 By-law No. 53-88 To Authorize the Signing of Cheques and Method Thereof



The Municipal Corporation of the Town of Fort Erie

BY-LAW NO. 53-88

 BEING A BY-LAW TO AUTHORIZE THE SIGNING OF
 CHEQUES AND METHOD THEREOF

WHEREAS Section 81(1) of the Municipal Act, R.S.O. 1980, Chapter 302, provides interalia that every cheque issued by the Treasurer shall be signed by the Treasurer and by some other person designated for the purpose by by-law or resolution of the Council and such other person before signing a cheque shall satisfy himself that the issue thereof is authorized, and

WHEREAS Section 81(3) of the said Act provides that the Council of any municipality may provide that the signature of the Treasurer and of any other person authorized to sign cheques issued by the Treasurer may be written or engraved, lithographed, printed or otherwise mechanically reproduced on cheque, and

WHEREAS it is deemed expedient to authorize the Treasurer and other persons of the Corporation of the Town of Fort Erie to sign cheques and to authorize the method of signing cheques;

NOW THEREFORE the Municipal Council of the Corporation of the Town of Fort Erie enacts as follows:

1. **THAT** all cheques of the Corporation of the Town of Fort Erie shall be signed by two persons, one of whom shall be the Treasurer of the Corporation (as required by Section 81(3) of The Municipal Act) and the other may be one of the following, namely; the Mayor, the Finance Chairman, Vice Finance Chairman, the Chief Administrative Officer, the Clerk or anyone pursuant to appropriate authority of the Corporation acting as Mayor, Finance Chairman, Vice Finance Chairman, Chief Administrative Officer or Clerk, be and they are hereby authorized to be the signing officers of the Corporation of the Town of Fort Erie.
2. **THAT** the method of signing cheques be and it shall be written, engraved, lithographed, printed or otherwise mechanically reproduced.

53-88

3. THAT By-law No. 2033-83 be and it is hereby repealed.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 22ND
DAY OF FEBRUARY, 1988.



MAYOR



ACTING CLERK