



# MUNICIPALITY OF **West Elgin**

## **The Corporation Of The Municipality Of West Elgin**

### **By-Law No. 2020-67**

#### **Being a By-Law to Appoint Signing Officers for the Municipal Bank Accounts**

**Whereas** Section 11(2) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides a municipality with authority to pass by-laws regarding the financial management of the municipality; and

**Whereas** Section 23.1 of the *Municipal Act, 2001*, S.O. 2001, authorizes the municipality to delegate its powers and duties under the *Municipal Act*, subject to certain requirements;

**Whereas** all cheques of The Corporation of the Municipality of West Elgin (the “Corporation”) be drawn in the name of the Corporation; and

**Now therefore** the Council of the Municipality of West Elgin enacts as follows:

1. That the authorized bank Signing Officers on behalf of the Corporation are:
  - i. The Mayor
  - ii. The CAO/Treasurer
  - iii. The Deputy Mayor
  - iv. The Manager of Operations & Community Services

#### **Cheques**

2. That all cheques of the Corporation shall be drawn in the name of the Corporation and shall be jointly signed by the CAO/Treasurer and Deputy Mayor.
3. That the Corporation shall designate the Mayor to sign cheques in the event that the Deputy Mayor is not available; and the Manager of Operations & Community Services if the CAO/Treasurer is not available.
4. That all Municipal cheques shall be signed manually by both signing officers.

### Electronic Funds Transfer and On-Line Payments

5. That the supporting documentation required for each Electronic Funds Transfer (EFT) issued by the Municipality shall be authorized by two (2) of the signing officers.
6. That once an EFT has been authorized in accordance with Section 5, the electronic file shall be released and transmitted to the Bank by the Treasurer.
7. The supporting documentation required for each On-line payment issued by the Municipality shall be authorized by the Treasurer.
8. That the Municipality designate any one (1) of the individuals holding the following positions to authorize and release payroll and payroll related transfers to the Bank:
  - i. CAO/Treasurer
  - ii. Payroll Clerk

### General Banking

9. That the CAO/Treasurer be authorized and directed to give instructions, to provide verifications and approvals on behalf of the Municipality to the Bank and to be authorized to sign and deliver a service requests or other banking agreements.
10. That the CAO/Treasurer be authorized on behalf of the Municipality to arrange, settle and balance all accounts and financial records between the Municipality and the Bank; and to receive all other negotiable instruments or other electronically produced data.

### General

11. That the Treasurer shall arrange for the authorized bank of the Corporation, at which an account of the Corporation is kept, to be furnished with a copy of this By-Law certified by the Clerk under the Corporate Seal and from time to time with specimens of facsimiles of the signature of persons having authority to sign cheques on behalf of the Corporation.
12. That this By-Law hereby repeals By-law 2018-85, passed on December 3, 2018.
13. That this By-Law comes into force and effect on the day that it is passed

Read a first, second, and third time and finally passed this 24<sup>th</sup> day of September, 2020.

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Duncan McPhail  
Mayor

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Jana Nethercott  
Clerk