



Report to Council

To: Mayor and Council Members
From: Judy Everett
Date: April 20, 2026
Subject: Signing Officers

Recommendation:

That Council pass the new Signing Officers By-Law and rescind By-Law #2017-0056.

Background:

Council passed By-Law #2017-0056 in 2017 which read in part:

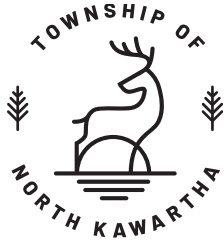
“That the Mayor, Deputy Mayor, Chief Administrative Officer, Clerk, Treasurer, and Deputy Treasurer be authorized and designated as the signing officers for the purpose of paying the accounts for the Corporation and;

That all payments issued by the Treasurer, or the Treasurer's designate, of the Township of North Kawartha for the purpose of paying the accounts of the Corporation, shall contain the signature of any one of the Mayor, or the Treasurer, or the Deputy Treasurer, joint with any one of the Deputy Mayor, or the Chief Administrative Officer, or the Clerk.”

Analysis:

With the upcoming retirements and staff changes, staff are recommending the following changes to the signing officers for payments of the Township's accounts:

1. Change from the Chief Administrative Officer to the Deputy Chief Administrative Officer – The Chief Administrative Officer's position will be filled on an interim basis and therefore it is practical for the Deputy Chief Administrative Officer to be signing/approving the payments.
2. Change in wording “...shall contain the signature or electronic approval...” Most vendors are now paid via EFT and therefore electronic approvals are required instead of actual signatures on cheques for those payments.



Township of North Kawartha

280 Burleigh Street, PO Box 550, Apsley, ON K0L 1A0
Tel: 705-656-4445 | 1-800-755-6931 | Fax: 705-656-4446
www.northkawartha.ca

Financial Implications:

N/A

Strategic and/or Other Plans:

Governance – Maintain a strong, accountable, Municipal Government

- Maintain policies and processes that enable effective governance
- Provide effective, clear and transparent Township communication

In Consultation With:

Alana Solman, Chief Administrative Officer

Attachment:

Signing Officers Authorization By-Law