



## **Staff Report for Audit Committee Meeting**

**Date of Meeting:** June 20, 2023

**Report Number:** SRCFS.23.031

**Department:** Corporate and Financial Services

**Division:** Financial Services

**Subject:** Banking By-law Update

---

### **Purpose:**

To update the By-Law for cheque signing, EFT payment approval, wire transfer authorization, and general banking controls.

### **Recommendation(s):**

- a) That By-Law No. 67-23 (presented in Appendix "A") be enacted in order to authorize and approve cheque signing, EFT payment, wire transfers, and general banking controls, and By-law No. 15.025 be repealed.

### **Contact Person:**

Gigi Li, Ext. 6435

### **Report Approval:**

**Submitted by:** Sherry Adams, Commissioner of Corporate and Financial Services

**Approved by:** Darlene Joslin, City Manager

All reports are electronically reviewed and/or approved by the Division Director, Treasurer (as required), City Solicitor (as required), Commissioner, and City Manager. Details of the reports approval are attached.

## Page 2

### **Background:**

The City maintains a by-law that serves to identify authorization for cheque signing, EFT payment authorization, wire transfer approvals and general banking controls. This by-law reflects the necessary financial controls and segregation of duties to ensure adequate protection of public funds. This report recommends the enactment of an updated by-law (Appendix “A”) which reflects a number of changes from the current by-law (Appendix “B”). It is important to note that all cheque and electronic transfer payments require two levels of approval, which is separate from the establishment/input of such payments.

The last by-law approved by Council was in 2015 (Appendix “B”) and since then there has been a number of system, process, and structure changes. The changes in the new by-law (Appendix “A”) are as follows:

- 1) In 2019, the City implemented the Enterprise Resource Planning (ERP) system (SAP). The new system has integrated approval rules built in which allows users to review and approve payments according to designed workflows.
- 2) Implementation of the new system also resulted in updating of the payment approval and disbursement process.
- 3) In 2023, the Financial Services structure was updated with the establishment of the Revenue Billing Section, and the Assessment and Property Accounts Section. The scope of responsibility for the Revenue Services section has expanded to include stormwater and capital asset sustainability billing, digital water metering and an increase in analysis of data for forecasting and identifying trends. In order to align with the scope of responsibility and to reflect the complexity of the business, it is appropriate to provide the individuals in the Manager positions with the necessary approval authority to action the required responsibilities.

### **Financial/Staffing/Other Implications:**

There are no financial or staffing implications by the changes proposed to the Banking By-Law.

### **Relationship to Council’s Strategic Priorities 2020-2022:**

Updating the Banking By-law aligns with Council’s Strategic Priority of “Fiscal Responsibility” by demonstrating effective management of resources to ensure accurate, controlled authorization of fund disbursements.

### **Conclusion:**

The adoption of the updated Banking by-law will allow the assigned persons to sign cheques, approve EFT payments and wire transfers in a timely manner within the scope of their duties, as well as to facilitate effective and efficient financial controls over disbursement of funds.

## **Page 3**

### **Attachments:**

The following attached documents may include scanned images of appendixes, maps and photographs. All attachments have been reviewed and made accessible. If you require an alternative format please call the contact person listed in this document.

- Appendix “A”: Draft By-Law 67-23
- Appendix “B”: By-law 65-15

## Page 4

### Report Approval Details

Document Title:	SRCFS.23.031 Banking By-law update.docx
Attachments:	- SRCFS.23.031 - Appendix A - Draft Bylaw 67-23 to update Banking Control By-Law.docx - SRCFS.23.031 - Appendix B - By-law 65-15.pdf
Final Approval Date:	Jun 12, 2023

This report and all of its attachments were approved and signed as outlined below:

**Gigi Li - Jun 12, 2023 - 2:12 PM**

**Sherry Adams - Jun 12, 2023 - 2:37 PM**

**Darlene Joslin - Jun 12, 2023 - 2:50 PM**