



THE CORPORATION OF THE CITY OF BRAMPTON

# BY-LAW

Number 116 - 2016

A By-Law to designate Signing Authority on cheques, approve Electronic Funds Transfer and Wire transfers, and general banking controls; and to Repeal By-Law 262-2013

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WHEREAS The Corporation of the City of Brampton (the "Corporation") makes use of several methods of paying all the debts of the municipality and other expenditures authorized by the municipality including paper cheques, electronic funds transfers and wire transfers,

AND WHEREAS Section 23 of the *Municipal Act, 2001* authorizes a municipality to delegate its powers and duties under the *Municipal Act, 2001*, subject to certain requirements;

AND WHEREAS The Corporation of the City of Brampton requires that in addition to the Treasurer, certain other employees of the Corporation be designated to sign cheques, and to authorize electronic funds transfers and wire transfers in order to ensure efficient processing of payments,

AND WHEREAS The *Municipal Act, 2001* enables a municipality to provide that the signatures on a cheque of the municipality may be mechanically or electronically reproduced,

**NOW THEREFORE, The Council of The Corporation of the City of Brampton ENACTS AS FOLLOWS:**

1. All cheques of the Corporation shall be drawn in the name of the Corporation and be signed on its behalf by the Mayor, and signed/countersigned by the Treasurer or be executed in accordance with this By- Law.
2. Any one of the:
  - (i) Chief Administrative Officer,
  - (ii) Chief Corporate Services Officer,
  - (ii) Treasurer,
  - (iii) Deputy Treasurer,
  - (iv) Director of Financial Planning and Budgets
  - (v) Manager of Accounting
  - (vi) Risk and Insurance Manager
  - (vii) Manager, Taxation and Assessment

Is hereby authorized to receive on behalf of the Corporation from the Corporation's authorized Bank a statement of the account of the Corporation together with all relative vouchers and all unpaid bills lodged for collection by the Corporation and all items returned unpaid and charged to the account of the Corporation, and to sign and deliver to the Bank, the Bank's form of verification, settlement of balance and release.

### **CHEQUES**

3. (1) Each cheque issued by the Corporation in the amount of Ten Thousand Dollars (\$10,000) or less shall be signed by one of the following methods:

(i) mechanically signed bearing the signature likeness of the Treasurer and the Mayor, or

(ii) manually signed by any two of the parties listed in Schedule A to this by-law, or by the Mayor and one of the parties listed in Schedule A.

(2) Each cheque issued by the Corporation in an amount over Ten Thousand Dollars (\$10,000), up to and including One Hundred Thousand Dollars (\$100,000) shall be signed by one of the of the following methods:

(i) mechanically signed bearing the signature likeness of the Mayor and one manual signature of one of the parties listed in Schedule A;

(ii) manually signed by any two of the parties listed in Schedule A, or by the Mayor and one of the parties listed in Schedule A.

(3) Each cheque issued by the Corporation in an amount exceeding One Hundred Thousand Dollars (\$100,000), such cheque shall be signed manually by any two of the parties listed in Schedule A or by the Mayor and one of the parties listed in Schedule A.

### **ELECTRONIC FUNDS TRANSFER – (Accounts Payable Electronic Vendor Payments**

4. (1) The supporting documentation required for each Electronic Funds Transfer issued by the Corporation in an amount of Ten Thousand Dollars (\$10,000) or less shall be authorized by the Accounts Payable Supervisor, or Accounting Supervisor or any one of the parties listed in Schedule A.

(2) The supporting documentation required for each Electronic Funds Transfer issued by the Corporation in an amount over Ten Thousand Dollars (\$10,000), up to and including One Hundred Thousand Dollars (\$100,000) shall be authorized by at least one of the parties listed in Schedule A.

(3) The supporting documentation required for each Electronic Funds Transfer issued by the Corporation in an amount exceeding One Hundred Thousand

Dollars (\$100,000) shall be authorized by at least two of the parties listed in Schedule A.

(4) Once an Electronic Funds Transfer has been authorized in accordance with this section, the electronic file shall be released and transmitted to the bank by any one of the parties listed in Schedule B.

**WIRE TRANSFER – (Payments to Third Party and Transfers among the Corporation’s Bank Accounts)**

5. (1) The supporting documentation required for each Wire Transfer issued by the Corporation in an amount up to and including One Hundred Thousand Dollars (\$100,000) shall be authorized and released to the bank by at least one of the parties listed in Schedule A.

(2) The supporting documentation required for each Wire Transfer issued by the Corporation in an amount exceeding One Hundred Thousand Dollars (\$100,000), shall be authorized and released to the bank by at least two of the parties listed in Schedule A.

**GENERAL**

6. The authorized bank(s) of the Corporation is (are) hereby authorized and directed to honour, pay and charge to the account of the Corporation cheques, Electronic Funds Transfers & Wire Transfers issued by the Corporation and authorized in accordance with this By-law.

7. Any two of the parties listed in Schedule A are hereby authorized on behalf of the Corporation to obtain delivery from the said Bank of all or any stocks, bonds and other securities held by the said Bank in safekeeping or otherwise for the account of the Corporation and to give valid and binding receipts therefore.

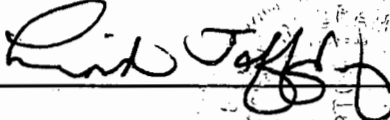
8. The Treasurer shall arrange for the authorized bank(s) of the Corporation, at which an account of the Corporation is kept, to be furnished with a copy of this By Law certified by the Clerk under the Corporation Seal and from time to time with specimens of facsimiles of the signatures of persons having authority to sign cheques on behalf of the Corporation.

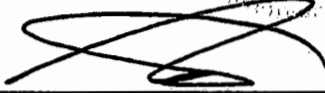
9. By-Law 262-2013 is hereby repealed. Any reference in another By Law to By-Law 262-2013 shall be deemed to be a reference to this By-law.

**READ a FIRST, SECOND and THIRD TIME and PASSED** in Open Council this 22nd day of June, 2016.

Approved as to  
form.  
14/06 / 2016  
John Zingaro

Approved as to  
content.  
2016/June/07  
Peter Honeyborne

  
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Linda Jeffrey, Mayor

  
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Peter Fay, City Clerk

## **SCHEDULE A TO BY-LAW**

The following are authorized parties for the purposes of this by-law:

Chief Administrative Officer,

Chief Corporate Services Officer,

Treasurer,

Deputy Treasurer,

Director of Financial Planning and Budgets,

Manager of Accounting,

Risk and Insurance Manager,

Manager, Taxation and Assessment

## **SCHEDULE B TO BY-LAW**

The following are authorized parties for the purposes of section 4(4) of this by-law:

**Administrative Assistant to Executive Director, Finance and Treasurer**

**Administrative Assistant to Director of Treasury Services and Deputy Treasurer**

**Administrative Assistant to Director of Financial Planning and Budgets**