



# REPORT TO COUNCIL

To: **Mayor and Councillors**

Subject: Bank Signing Officers

File #: 1610.00

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From: Darrin Leite, CPA, CA  
Director of Corporate Services

Date: June 21, 2019

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## RECOMMENDATION:

THAT Kelly Kenney, Corporate Officer, be appointed as a signing officer of the City's bank accounts.

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## PURPOSE:

The purpose of the report is to appoint Kelly Kenney as the bank signing officer.

## POLICY:

None.

## COMMENTS/ANALYSIS:

The City currently has three signing officers, the CAO, Director of Corporate Services and Deputy Director of Corporate Services. Two signatures are required on each cheque written for payment of supplier invoices or payroll remittances. Occasionally, due to employee absences for vacations or illness payments are delayed. A fourth signing officer will eliminate this concern.

## BUDGET IMPLICATIONS:

None.

## ALTERNATIVES:

Council could maintain just three bank signing officers.

Respectfully Submitted,



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Darrin Leite, CPA, CA  
Director of Corporate Services

**CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:**

I support the recommendation.



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Francis Cheung, P. Eng.  
Chief Administrative Officer