

BYLAW NO. XX-YYYY

A BYLAW OF THE CITY OF LLOYDMINSTER IN THE PROVINCES OF ALBERTA AND SASKATCHEWAN TO AUTHORIZE PERSONS TO ADMINISTER THE BANK ACCOUNTS OF THE CITY

WHEREAS the Council of the City of Lloydminster deems it necessary to establish a Bylaw to deal with the peace, order and good government of the City.

AND WHEREAS *The Lloydminster Charter* provides authority to City Council to pass bylaws for municipal purposes;

AND WHEREAS *The Lloydminster Charter* provides authority to the City to pass bylaws respecting the enforcement of bylaws.

NOW THEREFORE the Council of the City of Lloydminster deems it necessary to establish a Bylaw to authorize the administration of bank accounts; and

NOW THEREFORE, the Council of the City of Lloydminster, pursuant to the authority granted in Section 15 of *The Lloydminster Charter*, enacts as follows:

1. SHORT TITLE

1.1. This Bylaw shall be cited as the Financial Administration Bylaw.

2. DEFINITIONS

2.1. The definitions listed in Schedule "A" attached to this Bylaw shall apply, unless context otherwise requires.

3. APPOINTMENT, AUTHORITY AND DUTIES OF THE CITY MANAGER

3.1. Except where specific authority is reserved to Council, in the Bylaw the administration and enforcement of this Bylaw is hereby delegated to the City Manager.

3.2. Without restricting any other power, duty or function granted by this Bylaw, the City Manager may carry out anything required for the administration of this Bylaw, including but not limited to the following:

- 3.2.1. delegate any powers, duties or functions under this Bylaw to an employee of the City;
- 3.2.2. carry out any inspections that are reasonably required to determine compliance with this Bylaw;
- 3.2.3. establish any forms required for the administration of this Bylaw.



BYLAW NO. XX-YYYY

4. DESIGNATION OF FINANCIAL INSTITUTIONS

- 4.1. Council designates the Financial Institutions set out in Schedule "B" to this Bylaw for the purpose of keeping Bank Accounts that hold the money of the City.
- 4.2. A designated Financial Institution used for general banking purposes will remain designated by Council until a successor Financial Institution is designated and:
 - 4.2.1. a banking agreement is signed with the successor Financial Institution;
and
 - 4.2.2. Bank Accounts are opened at the successor Financial Institution; and
 - 4.2.3. all funds and all banking arrangements of any kind are transferred to the successor Financial Institution following the designation of successor Financial Institution.
- 4.3. Notwithstanding 4.2, a suitable transition period to allow for the finalization of all transactions at the previously designated Financial Institution shall be determined by the Chief Financial Officer.
- 4.4. On an adhoc basis, Council may designate by resolution, one or more additional Financial Institutions to keep accounts that hold the money of the City, upon recommendation of the City Manager and Chief Financial Officer.

5. OPENING, CLOSING, AND MAKING CHANGES TO CITY ACCOUNTS

- 5.1. The City Manager or Chief Financial Officer are authorized to open, close, or make any changes to Bank Accounts as they deem necessary or appropriate at designated Financial Institutions.
- 5.2. Bank Accounts must be opened in the name of City of Lloydminster.
- 5.3. Bank Accounts shall be denominated in Canadian dollars.

6. SIGNING AUTHORITY

- 6.1. All Financial Transactions from Bank Accounts must be authorized by any two of the following individuals:
 - 6.1.1. the City Manager;
 - 6.1.2. the Chief Financial Officer;
 - 6.1.3. the Mayor;

in accordance with the policies and procedures established by Council from time to time.

- 6.2. All authorizations must be evidenced by signatures or by electronic means.

BYLAW NO. XX-YYYY

SCHEDULE "A"

Definitions

Bank Accounts	Deposit accounts at Financial Institutions designated by Council to hold money belonging to or held by the City.
Charter	Refers to <i>The Lloydminster Charter</i> .
City	The City of Lloydminster and the area contained within the corporate boundaries of the City.
City Manager	The Commissioner of the City of Lloydminster as appointed by Council or designate.
Chief Financial Officer	The designated officer for the purpose of carrying out Part 8 of <i>The Lloydminster Charter</i> .
Council	The Municipal Council of the City of Lloydminster.
Financial Institution	Schedule "1" Chartered Bank, agency of a bank, credit union, or any other financial institution carrying on business in Alberta.
Financial Transactions	Withdrawal of money, including cheques and financial instruments from Bank Accounts, but excluding deposits.
Person	Any individual, a group of individuals, a corporation, firm, partnership, proprietorship, association, society or co-operative organization.

BYLAW NO. XX-YYYY

SCHEDULE "B"

Financial Institutions

General Banking

Scotiabank

Investment

Scotiabank
Alberta Treasury Branch
Bank of Montreal
Canadian Imperial Bank of Commerce
Royal Bank of Canada
Toronto Dominion Canada Trust
Servus Credit Union
Synergy Credit Union

DRAFT