



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Director of Finance
Subject: Signing Authority Amendments

File No.: 1940-01
Date: February 22, 2023

PURPOSE:

To amend the City's financial signing authority appointments.

POLICY ANALYSIS:

City signing authorities require updating following staff turnover and position changes. Whenever there is a change in financial signing authorities, the City of Courtenay's financial institutions require an updated banking resolution.

CAO RECOMMENDATION:

THAT Council rescind all previous banking, investment and financial transaction signing authority appointments for Annie Berard former Manager of Financial Planning, Payroll and Business Performance and appoint the following individuals and positions of the City as signing authority for the City in regard to all banking, investment and financial transactions:

Krista McClintock, Manager of Finance

Renata Wyka, Manager of Financial Planning, Payroll and Business Performance

Respectfully submitted,

Kate O'Connell
Acting City Manager (CAO)

BACKGROUND AND DISCUSSION:

Due to some staff turnover and position changes, amendments are proposed to the financial transaction signing authority. Therefore, it is recommended that Council update the City's financial signing authority appointments. The Director of Finance, Chief Financial Officer for the City is supportive of the proposed signing authority and is confident the proposed authority will provide an appropriate level of financial signing authority stability.

The following signing authority appointments have not changed from the last signing authority update approved by Council on November 7, 2022:

Robert Wells, Mayor
Geoff Garbutt, City Manager (Chief Administrative Officer)
Adam Langenmaier, Director of Financial Services (Chief Financial Officer)
Kate O'Connell, Director of Corporate Services
Adriana Proton, Manager of Legislative Services (Corporate Officer)
Rayanne Matthews, Deputy Corporate Officer

FINANCIAL IMPLICATIONS:

There are no financial implications to amending the signing authorities for the City.

ADMINISTRATIVE IMPLICATIONS:

Once approved by Council, staff will update the City's financial institution accordingly.

ASSET MANAGEMENT IMPLICATIONS:

None.

STRATEGIC PRIORITIES REFERENCE:

We focus on organizational and governance excellence

- Communicate appropriately with our community in all decisions we make
- Responsibly provide services at levels which the people we serve are willing to pay

- **AREA OF CONTROL:** The policy, works and programming matters that fall within Council's jurisdictional authority to act
- ▲ **AREA OF INFLUENCE:** Matters that fall within shared or agreed jurisdiction between Council and another government or party
- **AREA OF CONCERN:** Matters of interest that are outside Council's jurisdictional authority to act

OFFICIAL COMMUNITY PLAN REFERENCE:

N/A

REGIONAL GROWTH STRATEGY REFERENCE:

N/A

CITIZEN/PUBLIC ENGAGEMENT:

Signing authorities are required for internal approval processes only and public notice or engagement is not required.

OPTIONS:

- OPTION 1: THAT Council rescind all previous banking, investment and financial transaction signing authority appointments for Annie Berard former Manager of Financial Planning, Payroll and Business Performance and appoint the following individuals and positions of the City

as signing authority for the City in regard to all banking, investment and financial transactions:

Krista McClintock, Manager of Finance

Renata Wyka, Manager of Financial Planning, Payroll and Business Performance

(Recommended)

OPTION 2: That Council provide direction and refer this item back to staff.

Prepared by,



Adam Langenmaier BBA, CPA, CA
Director of Finance

Concurrence by,



Kate O'Connell, M.P.P.
Acting City Manager (CAO)