



CITY OF FORT SASKATCHEWAN

A BYLAW OF THE CITY OF FORT SASKATCHEWAN IN THE PROVINCE OF ALBERTA TO AUTHORIZE PERSONS TO ADMINISTER THE BANK ACCOUNTS OF THE CITY.

BYLAW NO. C19-25

The Council of the City of Fort Saskatchewan in the Province of Alberta, enacts the "Bank Administration Bylaw", as follows:

1. DEFINITIONS

1.1 For the purpose of this Bylaw:

- (a) Bank Accounts – means deposit accounts at Financial Institutions designated by Council to hold money belonging to or held by the City.
- (b) City – means the City of Fort Saskatchewan.
- (c) Council – means the council of the City.
- (d) City Manager – means the Chief Administrative Officer or designate, pursuant to the Municipal Government Act.
- (e) City Treasurer – means the person holding that office, whether on a permanent, temporary, or acting basis, from time to time
- (f) Financial Institution – means a bank, agency of a bank, credit union, or any other financial institution carrying on business in Alberta.
- (g) Mayor – means the Chief Elected Official of the City pursuant to the Municipal Government Act.
- (h) Money – means the legal tender of Canada or of any foreign country, but does not include stamps or securities.

2. CITY TREASURER

- 2.1 The City Manager shall appoint the City Treasurer, who will report to and take direction from the City Manager.
- 2.2 The City Treasurer is a Designated Officer for the purposes of the Municipal Government Act and for all other purposes.

- 2.3 The City Treasurer has such powers, duties, and authority as are set out in this Bylaw or that may otherwise be delegated by Council or the City Manager, including but not limited to:
- (a) The duty to administer the City's Bank Accounts in a prudent manner that safeguards the Money and Securities held in the name of the City; and
- 2.4 The City Treasurer may further delegate any or all of the powers, duties, and authority of that office to such persons as may be necessary or desirable.

3. DESIGNATION OF FINANCIAL INSTITUTIONS

- 3.1 Council will, by resolution, designate one or more Financial Institutions to deposit money belonging to or held by the City for general banking purposes based on the recommendation of the City Treasurer.
- 3.2 The City Treasurer will recommend that one or more Financial Institutions be designated for general banking purposes based on a selection process conducted in accordance with the City's Procurement Policy, with such recommendations being reviewed at least once every five (5) years.
- 3.3 A designated Financial Institution used for general banking purposes will remain designated by Council until a successor Financial Institution is designated and:
- (a) A banking agreement is signed with the successor Financial Institution;
 - (b) Bank Accounts are opened at the successor Financial Institution; and
 - (c) all funds and all banking arrangements of any kind are transferred to the successor Financial Institution,
- which must be completed within 180 days following the designation of successor Financial Institution unless otherwise authorized by Council.
- 3.4 The City Treasurer acting together with the City Manager, is authorized to designate one or more Financial Institutions to be used to facilitate the investing activities of the City.
- (a) The selection of a Financial Institution that has been designated for investment purposes is exempt from the requirements of the City's Procurement Policy.
 - (b) A Financial Institution that has been designated for investment purposes is subject to the following restrictions:

- (i) The money held by a Financial Institution that has been designated for investment purposes will only used to acquire Securities; and
 - (ii) Any money held by a Financial Institution that has been designated for investment purposes must be transferred to a Financial Institution designated by Council for general banking purposes within 30 days of being deposited with that Financial Institution.
- (c) The City Treasurer must give notice to Council of any designation under Section 3.4 within 100 days of the designation.

4. **BANK ACCOUNTS**

- 4.1 Bank Accounts of the City must be opened in the name of **City of Fort Saskatchewan**.
- 4.2 Bank Accounts may be denominated in Canadian dollars or in foreign currencies.
- 4.3 Bank Accounts that are denominated in foreign currencies:
- (a) must only be used to facilitate the procurement of goods or services for the City; and
 - (b) must not be used for investment or speculative purposes.

5. **AUTHORITIES**

- 5.1 The City Manager, City Treasurer, and the persons employed by the City in the positions indicated in the table under subparagraph 5.1(f) (as may be replaced from time to time pursuant to subparagraph 5.1(f) below, "Authorized Person(s)") is/are authorized to do any one or more of the following on behalf of the City, all to the extent indicated in the table under subparagraph 5.1(f):
- (a) to sign all cheques and orders for payment of money and other negotiable instruments of the City;
 - (b) to open or close any Bank Accounts or other account(s) with a designated Financial Institution and to sign authorization, set-up or other documentation and agreements with the Financial Institution regarding any of the Bank Accounts, any services (including, without limitation, cash management services) or any other matter they deem advisable or as the Financial Institution may request including, without limitation, providing for ratification of any signature or action on behalf of the City;
 - (c) to negotiate with, deposit, with or transfer to the Financial Institution

(but for credit to the City's account only) all or any bills of exchange, promissory notes, cheques and orders for payment of money and other negotiable instruments, and for the said purpose to endorse the same on behalf of the City;

- (d) to arrange, settle, balance, and certify all books and accounts between the City and the Financial Institution; and to receive all paid cheques and vouchers, unpaid and unaccepted bills of exchange and other negotiable instruments;
- (e) to obtain delivery from the Financial Institution(s) of all or any stocks, bonds and other securities held by the Financial Institution in safekeeping or otherwise for the account of the City and to give valid and binding receipts therefor; and
- (f) to revoke or modify any or all of the authorizations herein and to authorize on behalf of the City from time to time at their discretion other City employees or Authorized Person(s) to do all or any of the foregoing including the matters set out in this subparagraph 5.1(f).

Types of Authorities 5.1(a) — (f)	Position	Number of Signatures Required
a, b, c, d, e, f	City Manager	2
a, b, c, d, e, f	City Treasurer	2
a, b, c, d, e, f	General Manager, Corporate Services	2
a, b, c, d, e	Manager, Accounting & Reporting	2

5.2 All acts and actions taken by the Authorize Person(s) or any of them prior to the date hereof with respect to the transactions contemplated by this bylaw, including, without limitation, the Accounts and any services in connection with the Accounts, be, and hereby are, in all respects confirmed, approved and ratified.

5.3 Previous authorities granted by way of a bylaw in respect of the foregoing matters passed by the Council of the City is repealed as of the date of this bylaw in respect of matters done hereafter. The foregoing bylaw shall continue in force until a certified copy of a bylaw revoking, repealing or modifying it has been received by the Financial Institution.

6. GENERAL

6.1 All references in this Bylaw will be read with such changes in number and gender as may be appropriate, and references shall be read as a corporation or partnership, and pronouns shall be deemed to not be gender specific.

- 6.2 Wherever the provisions of this Bylaw are, or are deemed to be in at variance with each other, the more restrictive of the two provisions shall apply.
- 6.3 Any reference in this Bylaw to provisions of statute, rules or regulations, shall be deemed to include references to such provisions as amended, modified or re-enacted from time to time.
- 6.4 Nothing in this Bylaw relieves any person from compliance with any other bylaw or applicable federal or provincial law, regulation or enactment.
- 6.5 The use of headings is for convenience of reference only and shall not be construed so as to affect the interpretation of this Bylaw.
- 6.6 If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, the invalid portion must then be severed and the remainder of the Bylaw is deemed valid.
- 6.7 Signatures may be reproduced by mechanical or digital means, including but not limited to facsimile, lithography, other digital methods, and such signatures shall be deemed valid and binding

7. **EFFECTIVE DATE**

- 7.1 This Bylaw becomes effective upon third and final reading.

8. **REPEAL**

Upon third reading of this Bylaw C19-25, Bylaw C24-18 – Banking Administration Bylaw and all amendments thereto are hereby repealed.

READ a first time this 24th day of June 2025.

READ a second time this 24th day of June 2025.

READ a third and passed this 24th day of June 2025.



Acting

DIRECTOR, LEGISLATIVE SERVICES

Date Signed: June 26, 2025