BY-LAW NO: 24-12

Being a bylaw to adopt the Internal Control Policy for The Corporation of the Township of The North Shore

WHEREAS Section 5(1) of the Municipal Act S.O. 2001, c.25, as amended, grants that the powers of a municipality shall be exercised by its Council;

AND WHEREAS Section 5(3) of the Municipal Act 2001 S.O. 2001, c.25, as amended, provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS Section 5(4) subsections (1) to (3) of the Municipal Act S.O. 2001, c.25, as amended, apply to all municipal powers, whether conferred by this Act or otherwise;

AND WHEREAS the Council of the Corporation of the Township of the North Shore deems it appropriate to adopt an Internal Control Policy;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE HEREBY ENACTS AS FOLLOWS:

1. That the Internal Control Policy attached hereto as Schedule "A" be adopted.

2. That Schedule "A" be declared to form part of this by-law.

3. This By-Law shall come into force and take effect on the date of passing thereof and its short title is "Internal Control Policy By-Law".

READ A FIRST, SECOND AND THIRD TIME, ENACTED AND FINALLY PASSED THIS 6th DAY OF MARCH 2024.

Tony Moor, Mayor

Rachel Jean Schneider, Clerk/Deputy Treasurer

The Corporation of the Township of The North Shore
P.O. Box 108, 1385 Highway 17
Algoma Mills, Ontario P0R 1A0
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Schedule "A"

THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE

POLICY MANUAL

POLICY TITLE:	SUBJECT:
Internal Control	Check, Balances and Reports
POLICY SECTION:	POLICY NO:
I	1
EFFECTIVE DATE: October 2, 2013 UPDATED: May 5, 2021 AMENDED: February 7, 2024	ENACTED BY: Resolution Resolution Resolution, By-Law 24-12

To ensure checks and balances are in place in regard to municipal finances and departments, the following internal controls shall be in place:

1. Quarterly reports are to be presented to Council by the Clerk, Treasurer/Bookkeeper and Public Works/Fire Chief at the first Council meeting following the end of the quarter eg: to end of March due second meeting in April; to end of June due the meeting in July; to end of September due the second meeting in October and to end of December due the meeting in January.
2. Quarterly reports, as noted #1, are to include departmental project and activity summary, departmental plans for the next reporting quarters, budget variance reports, tax arrears and water arrears reports, along with other information regarding activities which would be beneficial for Council information.
3. All cheques, electronic fund transfers, and preauthorized payments require the signature of two municipal officers, one being a member of Council, the other being a staff member with signing authority.
4. Staff member who issues cash receipts and prepares deposits shall be separate from a staff member that reconciles the monthly bank statement.
5. Cash receipts will be issued and initialed by a second staff member.
6. Staff member who reconciles the tax accounts, or any other accounts receivable, will not be the same member who does cash receipts and deposits.
7. All disbursement vouchers shall be signed off by the Treasurer/Bookkeeper or designate.
8. All payroll payments shall be signed off by the Treasurer/Bookkeeper or designate and the Mayor or designate.
9. All investment activity shall be signed off by two staff members authorized to do so.
10. The amount of the deposit must be verified by the depositor along with a second staff member prior to delivery to the bank.
11. Any invoices brought before Council to be approved for payment during a Closed Session shall be approved by Council. The Clerk or designate and the Mayor or designate shall provide signatures to confirm approval before the invoice is provided to the Treasurer/Bookkeeper or designate for processing. All backup information shall be kept confidential and filed appropriately.