BY-LAW NO: 21-59

Being a bylaw to adopt the Corporation of the Township of the North Shore Electronic Funds Transfer Policy

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 Electronic Funds Transfer Policy;

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

1. That the Electronic Funds Transfer (EFT) Policy attached hereto as Schedule "A" be adopted.

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

3. This by-law shall come into force and take effect upon being adopted.

READ A FIRST, SECOND AND THIRD TIME, ENACTED AND FINALLY PASSED THIS 17th DAY OF NOVEMBER, 2021.

Tony Moor, Mayor

Angel Pilon, Clerk

The Corporation of the Township of the North Shore
P.O. Box 108, 1385 Highway 17
Algoma Mills, Ontario P0R 1A0
(705) 849-2213 • Fax: (705) 849-2428

By-Law 21-59
Schedule "A"

THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE

POLICY MANUAL

POLICY TITLE:	SUBJECT:
Electronic Funds Transfer (EFT)	
POLICY SECTION:	POLICY NO:
E	5
EFFECTIVE DATE:	ENACTED BY:
November 17th, 2021	By-Law 21-59

This policy is to provide controls and procedures for payment of the Township's accounts through the use of Electronic Funds Transfer (EFT).

1. PURPOSE

1.1. This policy ensures that the principles laid out in this policy are followed when disbursing funds using EFT.

1.2. This policy ensures that the following control objectives are met and addressed:
- Cash is disbursed only for authorized purchases;
- Remitted disbursements are conducted in a timely and accurate manner;
- Record cash disbursements are carried out completely and accurately;
- Cash and related account records are safeguarded.

2. INTERPRETATIONS

2.1. Any reference to this Policy, to any statute, or any section of a statute shall, unless expressly stated, be deemed to be reference to the statute as amended, restated or re-enacted from time to time. Any references to a By-law or Township policy shall be deemed to be a reference to the most recent passed policy or By-law and any replacements thereto.

3. GENERAL CONDITIONS

3.1. EFT payments must be made through the Township's bank's web-based system.

3.2. Access to the web-based EFT will be controlled by the use of a user ID and password, and the authentication token provided to each user by the financial institution.

3.3. All EFT payments shall be authorized by the same procedures as required for cheques. Evidence of approval in accordance with the Bank Signing Authority By-law must appear on the front of the voucher.

3.4. The *EFT Vendor Requisition Form* must be fully completed, including the name and address of the payee, and full payment instructions including bank number, transit and bank account number. The completed *EFT Vendor Requisition Form* must be approved as required by the Bank Signing Authority By-law.

3.5. Each bank signing authority, before authorizing the payment online, must review supporting documentation and satisfy him/herself that it is reasonable, complete and that the payment has been properly authorized, and then sign the EFT payment record report that was generated by the accounting software (Vadim iCity).

3.6. After the transmission of the EFT payment, a receipt must be downloaded from the bank. Any discrepancies must be followed up immediately upon checking the downloaded information.

3.7. The bank account will be reviewed daily to ensure that all EFT payments have been made accurately.

4. ROLES AND RESPONSIBILITIES

4.1. The Treasurer/Bookkeeper has the authority and responsibility to create, maintain and ensure that controls are in place for EFT payments.

4.2. The Bank Signing Authorities have the authority and responsibility to ensure that payments are only made for items that are properly authorized.

By-Law 21-59
Schedule "A"

ELECTRONIC FUNDS TRANSFER (EFT) VENDOR REQUISITION FORM

A vendor (corporate of individual) can use this form to request the payment of amounts owing from The Corporation of the Township of the North Shore ("the Township") to be deposited to a bank account. A payment notification with details will be sent by email. It is recommended that the email account used for the payment notification be a secured generic account that will not be affected by a change of staff in your organization. To be considered for enrollment, all fields below must be properly filled in on this application and returned with proper supporting documents as set out below. The Township requires at least 30 days' notice to add or process changes to banking information, email address, or to cancel the use of direct deposit.

EFT Action Requested (check one)		
New Application ☐	Change Financial Institution/Banking ☐	Cancel Direct Deposit (revert to cheque) ☐

PLEASE PROVIDE ORIGINAL VOID CHEQUE OR BANK STAMPED DIRECT DEPOSIT FORM UPON SUBMISSION OF THIS APPLICATION

Identification: (please print)

Name (as stated on bank account/invoice)		
Address		
City	**Province**	**Postal Code**
Email address for remittance advice (only one email address can be set up to receive emailed payment notification)		

BANKING INFORMATION TO BE USED BY THE TOWNSHIP OF THE NORTH SHORE:

This is the information that the Township of the North Shore will use to deposit EFT transfers commencing within approximately 30 days of submission of a complete application. **If you are changing your banking information, please enter NEW banking information.**

Name of Financial Institution		
Transit (Branch) Number	**Institution Number (3 digit number)**	**Account Number**

***Authorization requires two authorized signatures to safeguard your organization**

☐ Please select if sole proprietorship and only one signature is available

Name (Printed)		**Name (Printed)**	
Title	**Phone Number**	**Title**	**Phone Number**
Signature*	**Date (dd / mm / yyyy)**	**Signature***	**Date (dd / mm / yyyy)**

* I/We authorize The Corporation of the Township of the North Shore to make all payments by direct deposit into the above bank account. I/We have attached an original void cheque or bank direct deposit form. I/We have the authority to provide the above information on behalf of the corporation/organization/payee. I/We agree that The Corporation of the Township of the North Shore will not be liable for any loss occurring after the deposit has been made to the identified bank account. I/We also agree that any direct deposits received in error will be promptly returned to The Corporation of the Township of the North Shore.

All personal information (including banking information) collected under this program is authorized under section 10 of the *Municipal Act, 2001*, as amended, and will be used to make direct deposit payments to your company's bank account in payment of amounts owing. Questions about this collection may be directed to the Treasurer/Bookkeeper at treasurer@townshipofthenorthshore.ca (705-849-2213 x23).

OFFICE USE ONLY	
Approved By:	**Approved By:**
Approved Date:	**Approved Date:**
Vendor Code:	Entered By (Initials & Date):