

# PETERBOROUGH PUBLIC HEALTH

## Board of Health

### POLICY AND PROCEDURE

<b>Section:</b> Board of Health	<b>Number:</b> 2-110	<b>Title:</b> By-Law Number 2 – Banking and Finance
<b>Approved by:</b> Board of Health		<b>Original Approved by Board of Health</b>
<b>Signature:</b> _____		<b>On (YYYY-MM-DD): 1989-10-11</b>
<b>Date (YYYY-MM-DD):</b> 2022-08-10		<b>Author:</b> Director of Operations
<b>Reference:</b> PPH Policy 9-95: Purchasing – Tendering and Calls for Proposals		

**NOTE:** This is a **CONTROLLED** document for internal use only, any document appearing in a paper form should **ALWAYS** be checked against the online version prior to use.

## By-Law Number 2 Banking and Finance

1. In this By-law:
  - 1) "Act" means the Health Protection and Promotion Act;
  - 2) "Board" means the Board of Health for Peterborough Public Health;
  - 3) "Chairperson of the Board" means the Chairperson elected under the Act;
  - 4) "Vice-Chairperson of the Board" means the Vice-Chairperson elected under the Act;
  - 5) "Medical Officer of Health" means the Medical Officer of Health of the Board as defined under the Act and Regulations; and
  - 6) "Director of Operations" means the business administrator of the organization as defined in the Regulations under the Act.
2. The Medical Officer of Health and Director of Operations, shall be authorized to enter into an agreement with a recognized chartered bank or trust company which will provide the following services:
  - 1) a current account;
  - 2) the provision of cancelled cheques on a regular basis together with a statement showing all debits and credits;
  - 3) the payment of interest at a rate to be negotiated between the Board and the bank or trust company for all surplus funds held in each account;
  - 4) the lending of money to the Board as required; and
  - 5) advice and other banking services as required.
3. The Medical Officer of Health and Director of Operations shall be authorized to enter into an agreement with a recognized company to provide additional financial services including but not limited to:
  - 1) payroll services;
  - 2) debit card processing; and

- 3) corporate credit card for procurement of goods and services.
4. Once every five years a Request for Proposal or tenders shall be called by the Director of Operations for banking services. A recommendation for approval will be provided to the Board of Health by the Medical Officer of Health.
5. The Chairperson and Vice-Chairperson of the Board, the Medical Officer of Health, Director of Operations or Director of Public Health Programs, shall be authorized to sign cheques drawn on a current account.
6. The Chairperson and Vice-Chairperson of the Board, the Medical Officer of Health, Director of Operations, shall be authorized to borrow money from a recognized chartered bank or trust company on behalf of the organization not exceeding \$100,000. If greater than \$100,000, Board approval is required whereby; one of the authorizing signatures must be the Chairperson or Vice-Chairperson of the Board.
7. All cheques shall require two signatures and the Chairperson and Vice-Chairperson of the Board shall not sign the same cheque.
8. No person may approve a payment to themselves.
9. The Medical Officer of Health and the Director of Operations shall be authorized:
  - 1) to deposit with or negotiate or transfer to a bank or trust company (but only for the credit of the Board) any and all cheques, promissory notes, bills of exchange or orders for payment of monies;
  - 2) to receive all paid cheques and vouchers and to arrange, settle, balance and certify all books and accounts between the Board and the bank or trust company;
  - 3) to sign the form of settlement of balances and releases of the bank or trust company;
  - 4) to receive all monies and to give acquittance for the same; and
  - 5) to invest excess or surplus funds in interest-bearing accounts or short-term deposits.

This By-law shall be deemed to have come in to force on the 11th date of October, 1989.

Dated at the City of Peterborough the 25th date of October, 1989.

#### **Review/Revisions**

**On (YYYY-MM-DD):** 1998-10-28

**On (YYYY-MM-DD):** 2006-04-12

**On (YYYY-MM-DD):** 2010-07-07

**On (YYYY-MM-DD):** 2012-09-12

**On (YYYY-MM-DD):** 2014-11-12

**On (YYYY-MM-DD):** 2018-09-12

**On (YYYY-MM-DD):** 2022-08-10 (reviewed, no changes)