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**TO:** CHIEF ADMINISTRATIVE OFFICER **DATE:** 2021 November 30

**FROM:** DEPUTY CHIEF ADMINISTRATIVE OFFICER & CHIEF FINANCIAL OFFICER **FILE:** 7750-00

**SUBJECT: SIGNING OFFICERS - BANK**

**PURPOSE:** To change signing officers on City bank accounts.

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**RECOMMENDATION:**

1. **THAT** the signing officers for the operating investment transaction account, the operating disbursement and deposit accounts, payroll bank account and the U.S. bank account be as follows, any two of:

N. Kassam, R. Klimek, R. Grewal, R. Rowley, K. Lai, W. Kwan, R. Mester, G. Mooney, J. Cheu, the Mayor.

**REPORT****1.0 INTRODUCTION**

With the transition of staff, an update to signing authorities is required. The removal of Jonathan Pavich and the addition of Richard Mester, Geoffrey Mooney and James Cheu are to meet operational requirements while maintaining appropriate segregation of duty.

**2.0 POLICY SECTION**

This will have a positive impact on the organization through alignment with the City of Burnaby's Corporate Strategic Plan by supporting the following goals and sub-goals:

- A Thriving Organization
  - Financial viability –  
Maintain a financially sustainable City for the provision, renewal and enhancement of City services, facilities and assets
  - Human resources –  
Foster an environment for teamwork, efficiency and excellence to deliver customer service in alignment with our core values
  - Reliable services, technology and information –  
Protect the integrity and security of City information, services and assets

To: Chief Administrative Officer  
From: Deputy Chief Administrative Officer & Chief Financial Officer  
Re: Signing Officers - Bank  
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### 3.0 RECOMMENDATION

It is recommended that the signing officers for the operating investment transaction account, the operating disbursement and deposit accounts, payroll bank account and the U.S. bank account be as follows, any two of: N. Kassam, R. Klimek, R. Grewal, R. Rowley, K. Lai, W. Kwan, R. Mester, G. Mooney, J. Cheu, the Mayor.



Noreen Kassam, CPA, CGA  
DEPUTY CHIEF ADMINISTRATIVE OFFICER  
& CHIEF FINANCIAL OFFICER

NK:DS /md

Copied to: City Clerk