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Title: Electronic Banking Policy	Date Approved: December 10, 2024
Policy #: GG 05-2024	Council Resolution #: 289-24
Department: General Government	Revision:
Rescinds:	

- 1. Purpose:**
To ensure the timely and secure processing of payments during a Canada Post work stoppage, this policy establishes guidelines for using electronic banking services as the primary payment method.
- 2. Scope:**
This policy applies to all employees, departments, and vendors engaged in financial transactions with the Town of Carberry (the Town) during a Canada Post work stoppage.
- 3. General Guidelines**
 - 3.1** During the work stoppage, all payments traditionally made via mail, such as cheques, invoices, or other financial documents, will be transitioned to electronic banking methods.
 - 3.2** Employees responsible for payments must ensure they are familiar with the organization's electronic banking systems.
 - 3.3** Vendors and other payees are required to provide accurate and up-to-date banking information to facilitate electronic payments.
 - 3.4** Payments that can be made via hand delivery shall be made by cheque, where practical.
- 4. Payment Processing**
 - 4.1 Preferred Payment Methods:** Payments will be processed using one or more of the following methods:
 - Direct Deposit (Internet Banking)
 - Electronic Funds Transfers (EFT)
 - Wire Transfers (if applicable for payments as a last resort due to costs)
 - 4.2 Submission of Payment Information:**
 - 4.2.1** Vendors must submit banking details through channels approved by the Town.
 - 4.2.2** Employees responsible for processing payments must verify all information for accuracy and ensure compliance with the organization's data security policies.
- 5. Authorization Procedures:**
 - 5.1** All payments must follow the established internal approval processes.
 - 5.2** Payment requests must include adequate supporting documentation.

5.3 Requests shall be submitted via email to two authorized signing authorities for the Town's accounts, and be approved by email reply prior to payment.

5.4 All applicable approvals shall be included with the payment records.

6. Communication with Vendors and Clients

6.1 Notification: The organization will notify all applicable vendors, clients, and stakeholders of the shift to electronic payments during the work stoppage.

7. Security Measures

7.1 Data Protection: All electronic banking transactions must comply with the Town of Carberry's cybersecurity and data protection policies to safeguard sensitive information.

7.2 Access Control:

7.2.1 Only authorized personnel may access electronic banking systems.

7.2.2 Multi-factor authentication must be enabled for all transactions.

8. Fraud Prevention:

Regular audits of transactions will be conducted. Any suspicious activity must be reported to the CAO and Finance Committee immediately.

9. Contingency Planning

9.1 In case electronic payment systems are unavailable, the organization will:

- Notify stakeholders of any delays.**
- Explore alternative payment solutions to minimize disruption.**

10. Policy Review and Updates

10.1 This policy will be reviewed at the conclusion of the Canada Post work stoppage to determine if any permanent adjustments are necessary, or if Council determines that the process shall continue.

11. Compliance: Non-compliance with this policy may result in disciplinary action as outlined in Town of Carberry's employee handbook.

Adopted by Resolution of Council # 289-24 at Carberry, Manitoba, this 10th day of December, 2024.