



Date: June 13, 2012

**TO: Board Members – Vancouver Park Board**  
**FROM: General Manager – Parks and Recreation**  
**SUBJECT: Park Board Signing Authority**

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## RECOMMENDATION

*THAT the signing authority for Park Board accounts be designated as outlined in this report.*

## POLICY

There is no applicable policy.

## BACKGROUND

The Park Board maintains an Imprest account with the Bank of Montreal. This account is used to expedite processing of cheques for permit refunds, payments requiring a short turn around time and petty cash and float replenishment. The Board also has accounts for processing credit card and on-line revenue receipts.

## DISCUSSION

For control purposes a limited number of signatures are authorized by the Board and cheques must be signed by two of the authorized staff. Since the reorganization of staff from a geographic structure to a functional structure is substantially complete and the Director of Recreation and the Director of Parks positions have been filled, it is necessary to update those staff authorized to sign on behalf of the Board.

The bank requires a formal resolution outlining any changes in the signing authority. The Board is requested to authorize the following staff to sign on behalf of the Board to increase the number of authorized staff to the historical levels required to provide sufficient coverage:

| NAME             | POSITION                              |
|------------------|---------------------------------------|
| Malcolm Bromley  | General Manager, Park Board           |
| Peter Kuran      | Deputy General Manager                |
| Meg Elliott      | Acting Director of Corporate Services |
| Bill Harding     | Director of Parks                     |
| Thomas Soulliere | Director of Recreation                |

**SUMMARY**

The Board is asked to approve changes to the bank account signing authorities as noted above. These amendments do not represent any change in procedure but are amendments as a result of changes in personnel.

Prepared by:  
Vancouver Board of Parks and Recreation  
Vancouver, BC

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