

Purpose:

- 1 To outline the Accounts Payable (AP) payment practice(s) for The City.

Policy Statement(s):

- 2 Financial Services disburses funds for budget-approved expenditures not paid with a corporate procurement card.
- 3 City expenses are paid only after the appropriate approval has been received by AP, adequate supporting documentation has been received, receipt of goods or services has been verified, and payment terms have been met.
 - (1) The authority to approve or restrict payments is determined based on the Purchasing Authority thresholds as per Corporate Procurement Policy 5303-CA.
- 4 The City disburses payments to Canadian and US vendors on a bi-weekly basis according to pre-arranged vendor payment terms defined in the contract.
 - (1) Accounts Payable manages payments for non-Canadian and US vendors on a case-by-case basis.
- 5 Unless noted otherwise agreed as part of the payment terms, The City makes payments within 30 days from the date of claim.
- 6 The City takes advantage of any discount offered for early payment according to the terms established by the vendor.

7 Payment Methods

- (1) Primary Payment Methods:
 - (a) Payment by cheque is the default method of payment.
 - (b) Payments through electronic fund, wire transfers, or e-transfers are made at the Corporate Controller – Budget and Investment’s discretion.
 - (2) Right of Set-Off:
 - (a) If a payee owes money to The City, these funds may be deducted from any payments issued by The City.
 - (b) Set-Offs must be authorized by the originating business unit and be reviewed by AP.
 - (3) Third-Party Demands:
 - (a) Third-Party Demands must be forwarded to AP for review and processing.
- 8 All authorized employee purchases are reimbursed through an employee expense voucher after necessary approval as per the Travel and Business Expense Reimbursement Policy 5304-CA.
 - 9 Advance payments or partial payments are made at the discretion of the Department Manager.

Definitions:

- 10 “**Set-Off**” means seizing a debtor's deposits when they default on a payment.
 - 11 “**Third-Party Demands**” means legal requests made by external parties for funds to be deducted from payment issued to a debtor by The City.
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References/Links:

- 1 EL-D-2.0 Financial Sustainability
- 2 5303-CA Corporate Procurement
- 3 5311-CA Corporate Procurement Card
- 4 5304-CA Travel & Business Expense Reimbursement

Scope/Application:

- 1 This Policy applies to employees responsible for or impacted by payment activity.

Authority/Responsibility to Implement:

- 1 The Chief Financial Officer is responsible for implementing and updating this Policy, as well as monitoring for compliance.
- 2 Department Managers are responsible for monitoring compliance within their respective departments.

Inquiries/Contact Person:

- 1 Financial Coordinator
- 2 Corporate Controller, Budgets and Investments

Policy Monitoring and Evaluation:

- 1 This Policy will be reviewed every three years with revisions made as required.

Document History:

Date:	Approved/Reviewed By:	Title:
Approved: June 20, 2017	“Craig Curtis”	City Manager
Revised: March 25, 2024	“Tara Lodewyk”	City Manager