

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C12-003

POLICY TITLE <i>Securities Handling</i>	ADOPTED BY: <i>City Council</i>	EFFECTIVE DATE <i>October 22, 2001</i>
		UPDATED TO: <i>November 22, 2021</i>
ORIGIN/AUTHORITY <i>Legislation and Finance Committee Report No. 31-1990 and Administration and Finance Committee Report No. 14-200, amended by City Council – Item 8.4.1 - Standing Policy Committee on Finance Report - November 22, 2021.</i>	CITY FILE NO. <i>CK. 1790-0</i>	PAGE NUMBER <i>1 of 2</i>

1. PURPOSE

To ensure the secured movement and custody of the City of Saskatoon’s (City) investment assets.

2. DEFINITIONS

2.1 Custodian - a chartered bank or trust company appointed by the City for the purpose of holding in safekeeping securities owned by the City, its Boards and Commissions.

3. POLICY

3.1 Settlement of Transactions

a) Investment transactions undertaken by the City are to be settled on a C.O.D. basis. Securities may only be delivered or received with a simultaneous payment of the cash involved in the transaction.

To facilitate this procedure, the Custodian may accept from the vendor a Letter of Undertaking. Such a letter shall be worded in a manner that, in the opinion of the Custodian, fully protects the City in the event of non-performance by the vendor or purchaser of the securities.

b) Securities settlements are to be for the full amount of the contracted transaction. No partial deliveries are to be completed.

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3.2 Registration

To the extent possible, securities are to be registered in the nominee name selected by the Custodian. If this is not possible, securities need to be registered directly in the City's name, such securities shall be "fully" registered wherever possible.

To facilitate the settlement of securities transactions, the Custodian is authorized to utilize book-based registration facilities, when and where appropriate.

3.3 Custody of Securities

The City Treasurer shall ensure that all securities certificates are held in safekeeping by the custodian, at such location(s) as may be most appropriate to the expeditious settlement of securities transactions.

4. RESPONSIBILITIES

4.1 Chief Financial Officer - is responsible for the recommendation of policy revisions as may be periodically appropriate.

4.2 Investment Committee - is responsible for the review and update of this policy as may be required subject to City Council's concurrence.

4.3 City Treasurer - is responsible for the reconciling of securities held as indicated by City record-keeping systems to the securities positions held as reported by the City's custodian. The frequency of such reconciliations will be as follows:

- a) Money Market Securities - reconciled on a monthly basis;
- b) Bonds - reconciled on a quarterly basis.