

DECISION/DIRECTION NOTE

Title: Payment Card Industry Data Security Standard Compliance

Date Prepared: June 7, 2022

Report To: Committee of the Whole

Councillor and Role: Councillor Ron Ellsworth, Finance & Administration

Ward: N/A

Decision/Direction Required: Approval of Revised Cash Handling and Petty Cash Policy to facilitate compliance with the Payment Card Industry Data Security Standard.

Discussion – Background and Current Status:

The Payment Card Industry Data Security Standard (PCI DSS), administered by Payment Card Industry Security Standards Council, provides industry-wide standards for credit and debit card processing to enhance data security and reduce fraud risk.

The City has reached the threshold for mandatory compliance with the PCI DSS, based on credit and debit card transaction volume. To facilitate compliance, the City has revised its Cash Handling and Petty Cash policy and developed new Payment Card Industry Data Security Standard procedures. The amended policy and new procedures will provide greater protection in managing personal financial information and will apply to both the City and any third-party payment processing providers contracted by the City.

Key Considerations/Implications:

1. Budget/Financial Implications: There are no additional financial implications with the proposed policy changes.
2. Partners or Other Stakeholders: The City's payment card processing vendors will be required to comply with the policy.
3. Alignment with Strategic Directions/Adopted Plans: "An Effective City" Goal: "Work with our employees to improve organizational performance through effective processes and policies"
4. Legal or Policy Implications: The Office of the City Solicitor has reviewed and approved the policy.
5. Privacy Implications: Payment card information is considered to be "personal information" under the Access to Information and Protection of Privacy Act, 2015. The



draft documents have been reviewed by the City's Access to Information and Protection of Privacy (ATIPP) Coordinator and comply with the Act and the City's Privacy Management Policy.

6. Engagement and Communications Considerations: The Department has contacted the Communications and Office Services Division and Organizational Performance and Strategy Division regarding communications and training requirements.
7. Human Resource Implications: The policy will be implemented with existing human resources.
8. Procurement Implications: Future procurement of payment card processing services will require vendors to be compliant with the standards and to provide supporting documentation periodically to demonstrate ongoing compliance.
9. Information Technology Implications: The Corporate Information Services Division was consulted during the development process. The City's new Information Technology Policy includes requirements for information security, as required by the PCI DSS.
10. Other Implications: Not applicable

Recommendation:

That Council approve the revised Cash Handling and Petty Cash Policy.

Prepared by: Trina Caines, Policy Analyst

Reviewed by: Kris Connors, Manager, Budget and Treasury
Shelley Traverse, Manager, Financial Services

Approved by: Derek Coffey, Acting City Manager
Karen Chafe, City Clerk, Corporate Policy Committee (CPC) Co-Chair;
Leanne Piccott, Manager - HR Advisory Services, CPC Co-Chair

Attachments:

Draft Revised Cash Handling and Petty Cash Policy

Draft Payment Card Industry Data Security Standard Procedures

Report Approval Details

Document Title:	DN Revised Cash Handling and Petty Cash Policy and New PCI DSS Procedures.docx
Attachments:	- Draft Cash Handling and Petty Cash Policy with PCI Edits - For COTW.docx - Draft PCI DSS Procedures - COTW - For Your Information.docx
Final Approval Date:	Jun 9, 2022

This report and all of its attachments were approved and signed as outlined below:

Karen Chafe - Jun 9, 2022 - 9:04 AM