

Type of Decision									
Meeting Date	Friday, January 9, 2015				Report Date	Tuesday, January-06-15			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed

## Borrowing/Credit Card Authorization - Report #09/01/15/1101

---

**Subject:**

Routine annual resolution missed at last meeting.

**RECOMMENDATION:**

That Council pass the by-law allowing staff to continue to use municipal credit cards to facilitate purchasing.

**Resolution**

**WHEREAS** the use of credit cards facilitates municipal business especially with the increase in on-line purchasing;

**AND WHEREAS** the Treasurer has contracted with Scotiabank Business Services for municipal Visa cards which requires renewed Council authorization;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize the Treasurer to act as administrator for the Municipal corporation Visa Cards account with a total combined borrowing limit of \$15,000.00;

**AND FURTHER THAT** the current card ratios continue with limits of \$5,000 for the Clerk, Melinda Reith, \$9,000 for the Treasurer, Noella LeBreton and \$1,000 for the Road Superintendent, Wilfred Lamure each in the Corporation name;

**AND FURTHER THAT** this authorization be valid for the term of this Council until the end of November 2018 or until a change in staffing.

**BACKGROUND/EXECUTIVE SUMMARY:**

This resolution and report are pretty self-explanatory however; it should be noted that with on-line purchasing, for large purchases in the past, employee personal credit cards are being used and then reimbursed. This process allows for ease in purchasing but causes problems and increased time when cheques for reimbursement have to be issued to the employee and then deposited to personal bank accounts.

All purchases made have been approved by Council either through the budget, the procurement by-law or via special resolution. It was recognised that having low limits on employee credit cards was not efficient. Changes were made in the last term of Council. This Council's authorization is required by the bank.

Checks are currently in place to ensure that credit cards are being used appropriately. This practise will continue. The individual signing cheques on behalf of Council is given each credit card statement to review with all other cheques requiring signatures.

**Options/Discussion:**

1. Approval or not.
2. Increase or decrease limits.
3. Change card issuer.

**Financial Considerations/Budget Impact:**

Cards are currently provided at a cost of \$65 each. Noella has been directed to shop around for a lower rate as soon as possible. If a new provider is located we will have to readdress this in the future.

**Policy Impact:**

As per past practise.

**Others Consulted:**

Noella LeBreton, Treasurer.

Approved and Recommended by the Clerk

Melinda Reith,  
Municipal Clerk