

Subject: **Update to 16-12 County Credit and Fuel Cards Policy**
 Meeting Date: Tuesday, June 11, 2024
 Prepared By: Ashley Olson, Financial Controller
 Presented By: Ashley Olson, Financial Controller

RECOMMENDED MOTION:

That Council approve the revised Policy, 16-2 County Credit and Fuel Cards, as presented.

STRATEGIC PLAN ALIGNMENT: (Check all that apply)

| | | | | | | | | | |
|---|--------------------------|---|--------------------------|---|--------------------------|---|-------------------------------------|---|-------------------------------------|
|  | <input type="checkbox"/> |  | <input type="checkbox"/> |  | <input type="checkbox"/> |  | <input checked="" type="checkbox"/> |  | <input checked="" type="checkbox"/> |
| High Quality Infrastructure | | Economic Resilience | | Quality of Life | | Effective Leadership | | Level of Service | |

RELEVANT LEGISLATION:

Provincial (cite)- N/A
 Council Bylaw/Policy (cite)- 16-12 County Credit and Fuel Cards

BACKGROUND/PROPOSAL:

This policy has been reviewed and updated as part of an ongoing regular policy review process to ensure its continued relevance and effectiveness, as well as to ensure alignment with the direction set by the Council.

Highlights of changes made:

- **Delegation of authority:** Authority to authorize credit card usage has been delegated to the CAO, with a new credit card authorization process being administered. This enhances efficiency and accountability in the approval process.
- **Removal of reference to debit cards:** Debit cards have been removed as the County does not establish debit cards, simplifying the card issuance process.
- **Total authorized card limit removal:** The prior policy's restriction of a total corporate council-approved limit of \$40,000 has been removed, allowing for a more inclusive approach to card authorization.
- **Focus:** The policy aims to set standards for issuing, using, and monitoring credit and fuel cards. It emphasizes the importance of responsible spending practices, with detailed guidelines on appropriate usage provided in other procedure documents.



DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES/OTHER CONSIDERATIONS:

The *County Credit and Fuel Cards* policy has undergone revisions aimed at optimizing procurement processes and enhancing organizational flexibility. This update brings several advantages:

- **Streamlined Purchasing:** Expanding access to corporate credit cards for more staff members streamlines the purchasing process, ensuring efficient payment and timely procurement of goods and services.
- **Increased Flexibility:** Empowering additional employees with corporate credit cards enables swift responses to unforeseen business needs, bypassing traditional procurement delays.
- **Emergency Preparedness:** Broadening card issuance enhances the County's readiness for emergencies, enabling prompt procurement of essential goods or services without approval delays.

FINANCIAL & STAFFING IMPLICATIONS:

There are no direct financial costs associated with this policy change. The revised policy will enhance purchasing power among staff, streamlining procurement processes.

Administering an expanded program will necessitate staff time, but improved processes and administrative support will facilitate this seamlessly.

RECOMMENDED ENGAGEMENT:

| | | | |
|---|---------------------|--------|--|
| Directive Decision (Information Sharing, One-Way Communication) | | | |
| Tools: | Public Notification | Other: | |

Once approved by Council, the updated policy will be made publicly available via the County's website/

ATTACHMENTS:

- Revised Policy – 16-12 County Credit and Fuel Cards
- Existing Policy – 16-12 County Credit, Debit and Fuel Cards 2018

COUNCIL OPTIONS:

1. Council approve the policy as presented.
2. Council approve the policy with amendments
3. Council maintains the existing policy.

FOLLOW-UP ACTIONS:

After approval, the revised policy on credit card usage will be officially signed and subsequently published on the County's website. Administration will then proceed to administer the policy accordingly.



APPROVAL(S):

Mike Haugen, Chief Administrative Officer

Approved-

