

**DATE:** September 18, 2023  
**REPORT NO:** T-22-2023  
**SUBJECT:** **Purchasing Card Policy Update**  
**CONTACT:** Donna DeFilippis, Director of Finance and Treasurer

**OVERVIEW:**

- The Township approved a new Purchasing Card Policy in September 2018.
- Staff have performed a “housekeeping” review of this policy which has resulted in updates to Schedule A which outlines the positions that are authorized to have a Purchase Card.

**RECOMMENDATION:**

- 1) That, Recommendation Report T-22-2023, “Purchasing Card Policy Update”, dated September 18, 2023 be received; and
- 2) That, the updates to Schedule A of the Purchasing Card Policy POL-T-02-18 be approved.

**ALIGNMENT TO STRATEGIC PLAN:**

**Theme #4**

- **Advance** – Organizational Capacity and Effectiveness

**BACKGROUND:**

The Township has been using BMO (Bank of Montreal) One Card Purchasing Cards since early 2019. These Purchasing Cards are similar to Credit Cards; however, they include the following added benefits:

- ATM (cash) blocking allowing cash advance capability to be disabled.
- No annual fees.
- Point of Sale controls include setting individual card member limits, single transaction limit and daily card limits. The Township also has the ability to block out types of vendors, for example airlines.
- Use of the web-enabled expense management tool: Spend Dynamics. This tool allows cardholders to see all activity on their card and reconcile their statements. In addition, accounting code validation is automated and the approval workflow is also automated. This software allows the management of the program on-line. It also allows for uploads directly into the Township’s accounting system.

- MasterCard has one of the highest merchant acceptance rates.
- An annual rebate of 1.30% is distributed based on usage. In 2022, the Township's rebate was \$3,463.

This program has been operating very successfully since it was introduced and the Township has had excellent compliance with all card holders. A new Purchasing Card Policy POL-T-02-18 was also introduced with this program in 2018. This report to Council presents some updates to this Purchasing Card Policy.

**CURRENT SITUATION:**

Schedule A of the Purchasing Card Policy outlines the positions that may have cards issued to them. Staff has updated the policy to include the following additional positions.

Human Resources Coordinator  
Manager of Planning  
IT Helpdesk Analyst  
Property Tax and Payroll Coordinator  
Supervisor of Parks, Recreation and Facilities  
Supervisor of Administrative Services Library  
Supervisor of Tech Services Library  
Supervisor of Library Programs  
Recreation and Wellness Programmer  
Administrative Assistant – Fire Department  
Secretary

In addition, Schedule A has been updated to reflect the correct titles for the positions that were previously included.

**FINANCIAL IMPLICATIONS:**

There are no financial implications with Council approving this report.

**INTER-DEPARTMENTAL COMMENTS:**

Senior Management was consulted in the review of positions listed on Schedule A.

**CONCLUSION:**

Staff is recommending that the updates to the Purchasing Card Policy be approved by Council.

**Prepared & Submitted by:**



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**Donna DeFilippis**  
Director of Finance/Treasurer

**Approved by:**



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**Bev Hendry**  
CAO