

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

BY-LAW NO. 2025 – 43

Being a By-law to Authorize and Govern the Use of Municipal Credit Cards

WHEREAS Section 8 of the *Municipal Act, 2001* authorizes the passage of By-laws by local Municipalities regarding matters under its jurisdiction;

AND WHEREAS the Council of the Municipality of Magnetawan recognizes the need for timely procurement of goods and services for operational efficiency;

AND WHEREAS Council deems it appropriate to authorize the issuance and controlled use of municipal credit cards to designated staff and officials;

NOW THEREFORE the Council of the Corporation of the Municipality of Magnetawan hereby enacts as follows:

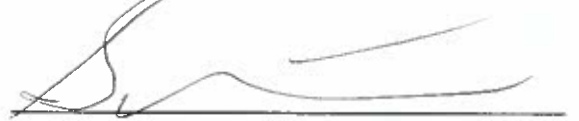
1. The Treasurer and CAO/Clerk are authorized to execute all required documentation with the Municipality's bank to obtain credit cards for approved Cardholders in accordance with this By-law.
2. Credit cards shall be used solely to expedite the procurement of low value goods and services in compliance with the Procurement Policy.
3. Credit cards may be issued to the Mayor, CAO/Clerk, Treasurer, Fire Chief, Chief Building Official, Deputy Clerk, Public Works Superintendent, and Parks and Maintenance Manager. Other employees may be issued cards only by resolution of Council.
4. Each Cardholder shall sign a Credit Card Cardholder Agreement before receiving a card. The agreement shall outline responsibilities, prohibited uses, and repayment obligations for unauthorized charges.
5. Each card shall have an individual credit limit of \$5,000 unless otherwise approved by Council.
6. The credit card will be issued with both the Municipality of Magnetawan and the individual's name on it. The credit card may not be used by anyone other than the cardholder.
7. The credit card may not be used for personal purchases, cash advances, gift cards for personal use or any purchase contrary to the Procurement Policy.
8. Each cardholder must maintain documentation which is comprised of all original invoices for all goods purchased, in order to support the monthly statement. The cardholder is responsible for verifying all account activity.
10. Cardholders must notify the bank and the Treasurer within 24 hours of discovering loss, theft, or compromise.
11. The CAO/Clerk and/or Treasurer shall notify Council in the event of the cancellation of the credit card if the terms of the credit card holder agreement are violated. Misuse of a credit card will result in repayment of unauthorized charges and may lead to disciplinary action up to and including termination with cause. Serious misuse may be referred to law enforcement.
12. The credit card may be canceled at any time by the CAO/Clerk and/or Treasurer. Upon resignation, termination or loss of office, the card must be returned immediately and will be cancelled.

13. This By-law comes into effect on the date of its passing.

14. That By-law 2004-38 and any previously conflicting Bylaws are hereby repealed.

READ A FIRST, SECOND, AND THIRD TIME, passed, signed and the Seal of the Corporation affixed hereto, this 17th day of September 2025.

THE CORPORATION OF THE
MUNICIPALITY OF MAGNETAWAN



Mayor



CAO/Clerk