

**THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN**

**BY-LAW No. 2004 -18**

**Being a By-law to Authorize and Govern the Use of Purchasing 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 deems it appropriate to expedite procurement of goods and services on behalf of the Municipality;

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

1. **Purchasing Cards - obtained**

The Mayor and the Clerk are hereby authorized to execute all documentation provided by the Royal Bank of Canada to obtain Visa Credit Cards for purchasing goods and services on behalf of the Municipality of Magnetawan in accordance with the terms of this By-law.

2. **Purchasing Card - use encouraged**

The use of a purchasing (credit) card is encouraged to expedite the procurement of low value goods and services, adhering to the purchasing procedures in this By-law and attached hereto as Schedule 'A'.

3. **Purchasing Cards - issuance of**

Individual cards shall be issued to the Mayor, Clerk, and Treasurer, for the purchase of goods and services required by the Municipality and may be issued to other employees upon a resolution of Council.

4. **Purchasing Card - cardholder agreement**

The cardholder, being an employee or the Mayor, shall sign an agreement, attached hereto as Schedule 'B', detailing the responsibilities of the cardholder.

5. **Purchasing Card - limit**

Each card issued by the Municipality shall have an individual limit of \$5,000.00.

6. **No Cash Advances**

Purchasing Cards shall not be used for cash advances.

**THIS BY-LAW SHALL TAKE EFFECT UPON THE DATE OF PASSAGE.**

**Passed in open Council as read a First, Second and Third time,  
this 26<sup>th</sup> day of May, 2004.**

---

Sam Dunnett, *Mayor*

---

Brenda J. Fraser, *Clerk/Administrator*