



GRAND VALLEY

STAFF REPORT

To: Mayor and Members of Council
From: Meghan Townsend, CAO/Clerk
Meeting Date: December 9, 2025
Report Number: 2025-225
Subject: Credit Card Policy draft

Recommendation

THAT Council receives Report – Credit Card Policy draft
AND FURTHER THAT Council approves the policy as presented.

Executive Summary

Purpose

To present a policy regarding the acceptable use of corporate credit cards.

Key Findings

- Staff will be obligated to use credit cards appropriately and in accordance with this policy and other policies involved in the purchasing process.
- Staff with a card assigned to them will be obligated to sign a declaration to acknowledge their understanding of the policy.

Financial Implications

None

Report

Background

At Council's direction, a policy regarding the acceptable use of corporate credit cards was presented in [Report – Town of Grand Valley Credit Card Policy](#). Council requested revisions to that draft, including tightening of requirements for receipts.

Discussion

An updated policy has been created, which staff believe covers all revisions and will ensure accountability and transparency in the use of corporate credit cards. The draft policy is provided as Attachment 1 to this report.

Council input is requested. If no further changes are required, the policy could be adopted by resolution.

Financial Impact

None.

Consultations

Steven Freitas, Director of Finance/Treasurer

Connor Smith, finance student

Attachments

Attachment 1 – Draft Credit Card Policy

This report was submitted by

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This report was approved by

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