



Date: 08/08/2019

AGENDA ITEM SUMMARY

To: Chair and Directors, Policy Committee

And To: John MacLean, Chief Administrative Officer

From: Kevin Erickson, Chief Financial Officer

Date of Meeting: Policy Committee_Aug22_2019

File: 340-50

Short Summary:

Cariboo Regional District Director Credit Card Policy

Voting:

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Memorandum:

At the June 26th, 2019 meeting of the Policy Committee, staff was asked to draft a policy regarding the issuance of corporate credit cards to Directors for the purpose of covering Director travel expenses. A draft policy is brought forward for consideration of the Committee.

Attachments:

Draft Director Credit Card Policy

Financial Implications:

The addition of additional credit cards increases the risk of credit card fraud should a card be lost or stolen. Current procedures governing the use and safekeeping of corporate cards for staff will also apply to Directors. These, and the additional conditions included in this policy, are sufficient to mitigate the additional risk.

Policy Implications:

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Alignment with Strategic Plan:

- ☐ Ensuring Sufficient and Sustainable Funding
- ☐ Building on our Relationships
- ☐ Providing Cost Effective High Quality Services
- ☐ Focusing on Being Well Governed

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CAO Comments:

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Options:

- 1) Receipt;
- 2) Receipt and approve draft policy;
- 3) Receipt and other action;
- 4) Defer

Recommendation:

That the agenda item summary from Kevin Erickson, Chief Financial Officer, dated August 8, 2019, regarding the Cariboo Regional District Director Credit Card Policy, be received. *Further action at the discretion of the Committee.*