



**Meeting Date:** October 1, 2025  
**Prepared By:** Tiffany Farrell, Director of Corporate Services  
**Submitted by:** Tiffany Farrell, Director of Corporate Services  
**Report No:** CPS-51-2025  
**Subject:** Corporate Credit Card Policy

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**Recommendation:**

THAT Report CPS-51-2025 re: Corporate Credit Card Policy be received;

AND THAT Council endorse the updated Corporate Credit Card Policy attached as Appendix A1.

**Purpose:**

This report seeks Council's endorsement of the updated Corporate Credit Card Policy.

**Background:**

This policy sets forth comprehensive guidelines governing the responsible and accountable use of corporate credit cards by Council members and staff. By clearly defining eligibility criteria and establishing spending limits, the policy mitigates the risk of misuse, abuse, or fraud. It ensures that all credit card transactions are executed in accordance with established organizational controls and protocols. Furthermore, the policy promotes financial integrity and transparency through mandatory approval processes, thorough documentation, and diligent oversight of credit card activity.

The original Middlesex Centre policy was implemented in 2020.

**Analysis:**

This policy is applicable to all staff and Council members who have been issued a corporate credit card or use one temporarily. In addition to administrative language refinements, the policy now includes expanded details on the following areas:

- Roles and responsibilities of all affected staff and Council members
- Internal control measures and processes to be followed

- Revised approval procedures

The updates to the policy were completed to ensure accountability and transparency in the use of municipal funds. By requiring thorough review and oversight of credit card transactions, the policy helps prevent unauthorized or inappropriate spending. Adhering to the policy's procedures supports compliance with municipal and legal requirements and minimizes the risk of abuse or fraud by clearly outlining responsibilities and consequences for misuse. The policy protects public resources and maintains public trust in Middlesex Centre's financial practices.

**Financial Implications:**

None.

**Strategic Plan:**

This matter aligns with following strategic priorities:

- Responsive Municipal Government

This report responds directly to Objective 5.3 – Foster a culture of innovation, continuous improvement, and cost-effective services by sharing information and gathering input, by continuing our timely and effective communication to the public.

**Attachments:**

A1 – Corporate Credit Card Policy