

**Town of Norman Wells
By-Law 19-03**

A By-Law authorizing the Municipal Corporation of the Town of Norman Wells to borrow money for municipal purposes of the Town Pursuant to Section 109 of the Cities, Towns and Villages Act, S.N.W.T., 2003, c. 22.

NOW, THEREFORE, THE COUNCIL OF THE MUNICIPAL CORPORATION OF THE TOWN OF NORMAN WELLS, in regular session duly assembled, enacts as follows:

1. The Corporation of the Town of Norman Wells is hereby authorized to borrow monies in the form of credit cards with a credit limit total of \$100,000.00.
2. The sum specified in Section 1 shall be used for the purpose of purchasing goods, services or materials for the Town of Norman Wells.
3. Appendix "A" and Appendix "B" form a part of this bylaw and define the use of credit cards issued under the authority of this by-law.
4. The credit card to be issued under the authority of this by-law shall be re-paid monthly as per the credit card agreement.
5. Interest and principal shall be payable in Canadian dollars at Norman Wells, Northwest Territories, Canada, in accordance with the repayment schedule set out by the Credit Card agreement.
6. This by-law shall come into effect upon receiving third and final reading and otherwise meeting the requirements of Section 109 of the Cities, Towns and Villages Act.
7. This by-law shall be referred to as the "Credit Card By-Law".
8. By-Law 15-01 is hereby repealed upon third reading and passage of this bylaw.

INTRODUCED and read a first time this 19th day of February, 2019 A.D.



Mayor



Senior Administrative Officer

READ a second time this 19th day of February, 2019 A.D.



Mayor



Senior Administrative Officer

READ a third time and finally passed this 5th day of March, 2019 A.D.



Mayor



Senior Administrative Officer

It is hereby certified that this By-Law No. 19-03 has been made in accordance with the requirement of the Cities, Towns and Villages Act and the By-Laws of the Town of Norman Wells.



Town Manager / S.A.O.

Town of Norman Wells
By-Law 19-03
Appendix "A"

The Town of Norman Wells may issue a credit card to the Senior Administrative Officer and the Manager of Finance to be used for the sole purpose of procuring goods and services on behalf of the Town of Norman Wells.

The credit card issued to the Manager of Finance will be considered the "Main" corporate card for purchasing goods and services for the Town of Norman Wells and will have a maximum credit limit of \$20,000 CAD.

The credit card issued to the Senior Administrative Officer will be considered a "Subsidiary" card for facilitating purchases when the Manager of Finance is absent and will have a maximum credit limit of \$15,000 CAD.

Credit Cards issued will be considered "Ghost Cards" meaning that the cards will be used for procuring goods and services and shall remain within the physical confines of the Town of Norman Wells Town Office at all times. No officer or employee of the town issued a credit card shall carry the card on their person outside of the town office.

All purchases made on the card(s) shall only be charged to the card(s) upon completion and authorization of a "Credit Card Purchase Requisition Form" attached and forming part of By-Law 19-03 as "**Appendix B**". All requisitions for credit card purchases shall detail the expense being charged to the card and will be backed up with supplier quotes attached to the requisition.

Credit Card purchases will adhere to directives set out in Purchasing By-Law 14-14 as amended or replaced.

Town of Norman Wells
By-Law 19-03
Appendix "B"



VISA Requisition Form

DATE: _____

Supplier:

Department Requesting Purchase: _____

DATE	DESCRIPTION OF PURCHASE

Total Purchase Value _____

REMARKS:

Authorization:

Town Manager

Finance Manager