



## Procurement Policy

Policy Number: 18-00

Policy Approval Date: March 12, 2018

Policy Review Date: March 2021

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### Definitions

Board: Huntsville Public Library Board

Library: Huntsville Public Library

Procurement: Acquisition by any means, including by purchase, rental, lease or conditional sale of goods or services.

Town: Town of Huntsville

### Legislation

Section 270.(1) of the Municipal Act S.O. 2001, Chapter 25, as amended provides that an Organization shall adopt policies with respect to its procurement of goods and services.

### Policy

The purpose of the Policy is:

- a. To ensure competition and sustainable practices among suppliers;
- b. To obtain the highest quality goods, services or construction at the least possible cost; while at the same time weighing the life cycle costs and environmental impacts of the products and services being purchased;
- c. To ensure fairness, objectivity and transparency in the procurement process; and
- d. To incorporate sustainability into the procurement process.

The Policy applies to all employees, volunteers, departments, boards, committees, and elected officials of the Town.

All purchases shall adhere to the Library's Budget as approved by the Library Board. Major deviations from the Budget shall require Board approval.

The Huntsville Public Library Board approves the current Town of Huntsville Procurement Bylaw/Policy. The Library Board must be notified of any amendments to the Town Policy that may occur in the future.

Refer to Table 1 on pages five (5) and six (6) of the Procurement Bylaw Policy (attached) for exemptions; the goods and services not subject to the policy

**Related Documents**

Town of Huntsville Disposal of Surplus Asset Policy

Town of Huntsville Procurement Policy By-law | 2017-116

**History**

Approved by the Huntsville Public Library Board March 12, 2018 | 18-30.

July 12, 2015 | 15-68