



Procurement Policy

Policy Number: G I 19-52

Policy Approval Date: May 11, 2021

Policy Review Date: May 2025

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

Purpose

Section 270. (1) of the Municipal Act S.O. 2001, Chapter 25, as amended requires all municipalities and local boards to adopt and maintain policies with respect to its procurement of goods and services.

The purpose of the Policy is:

- (a) To maintain the integrity of the procurement process by ensuring that, wherever possible, competitive methods of procurement will be used to obtain the best value for the Town;
- (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 goods and services being purchased;
- (c) To ensure fairness, objectivity and transparency in the procurement process;
- (d) To incorporate sustainability into the procurement process where appropriate and feasible; and,
- (e) To clearly define the circumstances in which non-competitive procurements may be awarded.

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 Policy/Bylaw. The Library Board requests notification 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 exemption; the goods and services not subject to the policy.

Related Documents

Town of Huntsville Disposal of Surplus Asset Policy

Town of Huntsville Procurement Policy I By-law 2021-21

History

Approved by the Huntsville Public Library Board May 11, 2021

June 10, 2019 | G19-52

March 12, 2018 | 18-30

July 12, 2015 | 15-68

2.1 Table 2 – Goods and Services not Subject to the Policy

Recreated from the Town of Huntsville Procurement By-Law Policy 2021-21 (pg. 5-6)

	Good or Service
1	Training and Education including: <ul style="list-style-type: none"> a. Conferences, Seminars, Courses & Conventions b. Magazines, Subscriptions, Periodicals c. Memberships
2	Refundable employee expenses in accordance with the Travel Expense Policy
3	Corporate General Expenses including: <ul style="list-style-type: none"> a. Payroll and Payroll Deductions b. Medicals c. Insurance Deductibles, Claim Settlements and Adjuster Services d. Tax Remittances, WSIB Remittances e. Charges to and from Other Government Agencies f. Postage g. Retirement Recognition Awards h. Investment Management Services i. Real Estate Services
4	Licenses, certificates and other approvals required
5	Election materials – the Town Clerk has the authority to purchase goods, services and equipment considered necessary or advisable to carry out the requirements of the Municipal Elections Act, 1996, S.O. 1996, ch. 32. The Town Clerk shall wherever possible be guided by the provisions of this Policy.
6	Ongoing maintenance for existing computer hardware and software.
7	Ongoing fire department radio and dispatch systems and services
8	Special goods and services including but not limited to: <ul style="list-style-type: none"> a. Performance/Artist's Fees; b. Providers of artistic and recreational services, such as instructors, dance/yoga/gymnastic teachers, historical experts and artistic designers; c. Original works of art; d. A contract to be awarded to the winner of a design contest; e. Sponsorship and/or naming rights; f. Utilities – water and waste water, electricity, electrical inspection services, phone and natural gas; g. Construction work completed by railways (CN and CP) and billed to the Town; h. Services provided for Town construction projects within a railway or right of way as required by the rail authority having the relevant jurisdiction; i. Additional non-recurring Accounting and Auditing Services; j. Legal Counsel; k. Appraisal Services; or l. Arbitrators.

