



<b>Policy Name</b>	Procurement		
<b>Section &amp; Number</b>	Board G-15	<b>Effective Date</b>	2024-01-18
<b>Motion Number</b>	2024-10	<b>Last Review</b>	2023-04-20
<b>Author</b>	Business Administrator	<b>Next Review</b>	2027

## Policy Statement

The purpose of this policy is to provide the overall framework and guidelines for the procurement of Goods and Services.

The St. Catharines Public Library Board has adopted the *City of St. Catharines Procurement Policy*, which was approved by City Council on November 23, 2023.

The *City of St. Catharines Procurement Policy* can be found at the following link:

[City of St. Catharines Procurement Policy 2023](#)

## Scope

Where the authority to enter into a Contract for the procurement of Goods, Services or Construction is a decision entirely within the jurisdiction of a local board of the City of St. Catharines, the local board may use the services of the Procurement Division. In this case all terms and conditions of the Bylaw will apply except:

- a) Any reference to “Council” shall be read as a reference to the “Board”; and
- b) Any reference to “CAO” shall be read as a reference to the “SCPL CEO”; and
- c) Any reference to “Department Head (Director)” shall be read as a reference to the “SCPL Business Administrator”; and
- d) Any reference to “Specified Manager” shall be read as a reference to “SCPL Manager”.

## Purchasing Principles

The City has adopted the following purchasing Purposes, Goals and Objectives:

- (a) To encourage competitive bidding;
- (b) To ensure objectivity and integrity in the Purchasing process;
- (c) To ensure fairness between Bidders;

- (d) To maximize savings for taxpayers;
- (e) To offer a variety of Purchasing methods, and to use the most appropriate method depending on the particular circumstances of the acquisition;
- (f) To the extent possible, ensure openness, accountability and transparency while protecting the best interests of the Library;
- (g) To obtain Best Value for the Library when procuring Goods and/or Services;
- (h) To avoid real and perceived conflicts between the interests of the Library and those of the Library's employees in order to ensure compliance with the Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50, as amended;
- (i) To encourage the Purchase of Goods and/or Service with due regard to the preservation of the natural environment;
- (j) To promote, and incorporate whenever possible in Purchasing activities of the Library, the requirement of the Ontarians with Disabilities Act, 2001, S.O. 2001, c. 32, as amended;
- (k) To adhere to the code of ethics of the Ontario Public Buyers Association and the National Institute of Government Purchasing;
- (l) To maintain timely and relevant policies and procedures.

## Regulations

1. To adhere to the *City of St. Catharines Procurement Policy*, November 2023, with respect to all aspects of the procurement of goods and services, including disposal of surplus or obsolete assets, conflict of interest, specifications, award considerations, etc., as per the Policy.

## Procedural Guidelines

1. The Business Administrator will ensure that procurement practices are in accordance with the *City of St. Catharines Procurement Policy*, November 2023 and as amended.
2. The Business Administrator will provide purchasing services and advice to all Library departments.
3. The Business Administrator will co-ordinate and/or standardize the purchase of similar items by department in order to optimize discounts available to the Library.
4. The Business Administrator will ensure that the procurement policies and authorized spending limits are adhered to.
5. The Business Administrator will conduct an annual review of procurement practices to ensure they adhere to the *City of St. Catharines Procurement Policy*, November 2023 and all subsequent amendments.

## Implementation

The Policy shall be implemented by the Business Administrator, under the direction of the C.E.O.