



Section of Policy Manual: Governance	Policy No. : GOV-19
Subject: Purchasing/ Procurement of Goods and Services	Policy Approval Date: October 8, 2026 Date Last Approved: October 14, 2021
Year of next review: September 2030	Last Review/Revision Date: September 2026

The Gravenhurst Public Library Board recognizes the procurement of goods and services must be undertaken in a way that complies with all applicable legislative requirements and provides the best value for the Library while balancing quality, cost, and effective and efficient processes.

Section 270 (2) of the ***Municipal Act S.O. 2001***, Chapter 25, as amended requires local boards to adopt and maintain policies with respect to the procurement of goods and services.

Section 1: Purpose

- 1.1. To maintain the integrity of the procurement process by ensuring that, wherever possible, competitive methods of procurement are used to obtain the best value.
- 1.2. To obtain the highest quality goods or services 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.
- 1.3. To ensure fairness, objectivity and transparency in the procurement process.
- 1.4. To incorporate sustainability into the procurement process where appropriate and feasible.
- 1.5. To clearly define the circumstances in which non-competitive procurements are awarded and the disposal of procured goods takes place.



Section 2: Scope

- 2.1. This policy covers the procurement of all goods and services by the Gravenhurst Public Library Board, the CEO/Chief Librarian and employees of the Gravenhurst Public Library on behalf of the Library including, but not limited to, the following:
 - 2.1.1. Goods: collections, collections processing supplies, computer hardware and software, furniture and equipment, office and programming supplies, construction and building materials.
 - 2.1.2. Professional Services: financial, consulting, information technology, human resource management, and communications.
 - 2.1.3. Facility Services: in conjunction with the Town of Gravenhurst.

Section 3: Definitions

- 3.1. Best value: the balance of quality, delivery precision and cost using a predetermined evaluation (i.e. RFP).
- 3.2. Bid: an offer or submission received from a vendor in response to a request.
- 3.3. Bidder: a person, company, or organization that submits a bid in response to any type of procurement process.
- 3.4. Contract: a binding agreement between at least two parties. In some cases, a purchase order constitutes a contract.
- 3.5. Procurement: the acquisition of goods and/or services required to provide the services and execute the operations of the Library.
- 3.6. Supplier: an individual or organization providing goods or services to the Library such as a contractor, service organization, vendor or consultant.



Section 4: Policy Objectives

- 4.1. The Gravenhurst Public Library will be led by these guiding principles:
 - 4.1.1. GPL will endeavour to procure goods and services from ethical, responsible suppliers with priority given to Ontarian or Canadian goods and services.
 - 4.1.2. GPL will endeavour to procure goods and services while respecting the preservation of the natural environment and, where feasible, encourage suppliers to supply “green” products.
 - 4.1.3. Purchases will be made in compliance with all relevant statutes and regulations.
 - 4.1.4. Procurement decisions will follow an open, accountable, fair and efficient process (Appendix A: Request for Proposal Template). This includes standardized procedures communicating with bidders; evaluating submissions; awarding contracts; and maintaining records.

Section 5: Responsibility

- 5.1 Through the Board approved budget, the Gravenhurst Public Library Board authorizes the CEO/Chief Librarian or designate to establish procurement procedures required to enact this policy.
 - 5.1.1. The CEO/Chief Librarian or designate is authorized to proceed with formal agreements and contracts on behalf of the Gravenhurst Public Library Board.
 - 5.1.2. The CEO/Chief Librarian or designate is authorized to delegate authority for procurement, depending on the scope and value of a purchase or contract (see Appendix B: Spending Authority).
 - 5.1.3. The authority to proceed with procurement is subject to the availability of sufficient funds within the approved Gravenhurst Public Library budget. If a project exceeds, or is anticipated to exceed, the approved contingency threshold, then the GPL Board must be notified and may approve additional funds.



Section 6: Conflict of Interest

- 6.1. A member of the Gravenhurst Public Library Board or an employee of the Gravenhurst Public Library must declare pecuniary interest in any proposal, contract, tender, or quotation for the supply of goods and services to the Gravenhurst Public Library, should they have direct or indirect interest in said work or project. Members of the library board are subject to the requirements of the ***Municipal Conflict of Interest Act*** (see Appendix C: Written Statement of Declaration Form).

Section 7: Exclusions

- 7.1. This procurement policy includes the purchase of all goods and services within the approved budget for the Library except for the following:
- 7.1.1. Utilities such as water, electricity and gas.
 - 7.1.2. Training and education such as conferences, registration, courses, and workshops.
 - 7.1.3. Refundable employee expenses such as travel, mileage, and accommodation (See ***PER-11 Payment of Employee or Board Member Related Expenses***)
 - 7.1.4. General expenses such as licenses and postage.
 - 7.1.5. Petty cash items that are less than \$50.

Section 8: Disposal of Goods Procured

- 8.1. Library Materials: The disposal of physical collection materials is addressed in ***Policy MAT-01 Collection Development***.
- 8.2. Surplus Goods:
- 8.2.1 The CEO/Chief Librarian or designate is responsible for the handling of surplus of all library materials and shall determine the appropriate method of conveyance to best meet the Library's needs.



8.2.2. Arrangements are made for the disposal of surplus materials in any way that is believed will provide the highest return to the Library including, but not limited to:

8.2.2.1. Trade-in as part of the procurement of other similar goods acquired by the Library.

8.2.2.2. Donation to another community organization or neighbouring library.

8.2.2.3. Sale for a nominal fee.

8.2.2.4. Classifying as waste and recycling, dismantling, destroying and/or disposing.

Related Documents

Appendix A - Request for Proposal template

Appendix B - Procurement Policy: Spending Authority

Appendix C - Written Statement of Declaration Form

Municipal Act, 2001 - Section 270(2), effective from January 1, 2005

Municipal Conflict of Interest Act

Public Libraries Act

Gravenhurst Public Library ***Policy PER-11 Payment of Employee or Board Member***

Related Expenses

Gravenhurst Public Library ***Policy MAT-01 Collection Development***