

## **Purpose and Scope**

To define the context within which the Burlington Public Library Board (Library) will conduct financial business, and specifically outline policy around procurement, signing authority, and reimbursement of expenses.

## **Statement of Policy**

### **General**

The Library's financial affairs will be managed responsibly, with due caution, using ethical, honest practices and in compliance with all relevant legislation. The Library will not incur a deficit in the operating or capital budgets in any fiscal year without appropriate Burlington Public Library Board and City of Burlington approval. The financial records are audited annually in conjunction with the City of Burlington's practice and with the requirements of the Public Libraries Act.

The Chief Executive Officer and the Senior Management Team will develop and maintain operational procedures in the following areas:

- revenue generation
- purchasing and the awarding of contracts
- disposal of surplus goods
- reimbursement of expenses

These policies will be consistent with those of the City of Burlington. In areas in which the Library does not develop specific policy, those of the City of Burlington will be used.

### **Procurement**

Burlington Public Library Board will follow the City of Burlington By-law (currently 19-2014), established to define procurement policy and procedures for the Corporation of the City of Burlington with the following understanding:

- Where the Procurement By-law refers to the City, the reference will be applied to the Library;
- Where the Procurement By-law refers to the Manager of Procurement Services or the Manager of Design & Construction, the reference will be applied to the Director, Finance and Performance Measures;

- Where the Procurement By-law refers to other positions and approval levels such as General Manager or City Manager the reference will be applied using the appropriate signing authority level as detailed below under Signing Authority.

Burlington Public Library Board trustees are subject to the requirements of the Municipal Conflict of Interest Act (RSO 1990, c.M.50) and shall have no pecuniary interest in any contract, tender, proposal, or quotation for the supply of goods or services to the Library.

### **Signing Authority**

Any two of the following are required to sign cheques and Electronic Funds Transfers drawn on the Library's bank account:

- Chair, Burlington Public Library Board
- Vice-Chair, Burlington Public Library Board
- Chief Executive Officer/Secretary-Treasurer of the Board
- Director, Spaces & Technology
- Director, Service Development
- Director, Finance & Performance Measures
- Director, Service Experience

### **Contracts, Purchase Orders and Invoices**

- All written contracts, purchase orders or invoices \$5,000 or less shall be signed by the Manager or designated employee of the department responsible for the cost.
- All written contracts, purchase orders or invoices \$50,000 or less shall be signed by one Director.
- All written contracts, purchase orders or invoices valued between \$50,001 and \$100,000 shall be signed by the Chief Executive Officer and one Director.
- All written contracts in excess of \$100,000 but not more than \$5,000,000 shall be require approval by the Burlington Public Library Board; approval will provide delegated authority to the Chief Executive Officer to execute all associated documents related to the approval.
- All written contracts in excess of \$5,000,000 shall require approval of City Council; approval will provide delegated authority to the Chief Executive Officer to execute all associated documents related to the approval.

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### Reimbursement of Expenses

Employees and Burlington Public Library Board Members travelling on Library business as authorized by the Burlington Public Library Board, by the Chief Executive Officer (or designate) may be reimbursed for the following expenses:

- Mileage at \$0.50/km
- Train or airfare costs at economy rates
- Individual meals up to \$20 for breakfast, \$25 for lunch and \$40 for dinner (liquor excluded) with the submission of receipts
- Per diem allowance of \$85 when overnight stays are required (same rate in currency of destination when outside of Canada)
- When one or more meals are included in conference, the per diem will be reduced to \$65
- Hotel accommodation on the basis of single occupation
- Any expenses incurred by a companion joining the employee or Board Member will *not* be covered by the Library
- The Library will cover the cost of registration of the delegate including the cost of any meals which are integral parts of the program

Effective Date: June 20, 2019	Projected Review Date: 2023
Motion #/Date: 19 - #37	Amended Dates:
Associated Procedures:	