

Amendments to the Toronto Public Library *Financial Control Policy*

Amendment 1

Section: 1 Definitions

Delete;

“Single Sourcing” means the procurement of Goods or Services from a particular vendor rather than through Solicitation of Bids or Proposals from other vendors;

“Sole Sourcing” means the procurement of Goods or Services that are unique to a particular vendor and cannot be obtained from another source;

Amendment 2

Section: 4 Purchasing

Delete;

4.1.2 The Purchasing Agent may engage in Solicitations other than in accordance with sub-clause 4.1.1.2 under the following circumstances:

4.1.2.1 when an event occurs that could not reasonably have been foreseen that is determined by the City Librarian to be an emergency, threat or risk to public welfare, the welfare of public property or the security of the Library’s interests and the occurrence requires the immediate delivery of Goods or Services and time does not permit for such Solicitation;

4.1.2.2 when competition in respect of the Goods or Services is precluded because of the need to engage in Sole Sourcing, or the existence of patent rights, proprietary rights, copyrights, secret processes, control of basic raw material or other similar restrictions;

4.1.2.3 when, in the opinion of the Purchasing Agent, there is significant justification for Single Sourcing;

4.1.2.4 when no responsive Bid or Proposal has been received, or the lowest Bid or Proposal received exceeds the estimated costs, and the time involved in the issuance of another Request or Call would adversely affect the interests of the Library;

4.1.2.5 when all Bids or Proposals fail to comply with the specifications or conditions and the time involved in the issuance of another Request or Call would adversely affect the interests of the Library;

4.1.2.6 when the extension of an existing Commitment would prove most cost-effective or beneficial to the Board provided that any such extension shall only occur once and shall not exceed a period of one year; or

4.1.2.7 when, in the opinion of the Purchasing Agent, a fluctuating market for Goods or Services exists and such Solicitation would adversely affect the interests of the Board and the Library given rising market prices.

Insert;

4.1.2 The Purchasing Agent may engage in Solicitations other than in accordance with 4.1.1.2 under circumstances identified in Section 3.0 of the Board's Procurement Processes Policy.

Amendment 3

Section 4: Purchasing

Insert at the beginning of the Section;

4.1.6 Subject to the provisions of 6.0 of the Procurement Processes policy....

Amendment 4

Section 8.1: Authority to Pay Accounts

Delete;

8.1.1 Despite any other provision in this policy, the Library Treasurer is authorized to pay the following Accounts provided that funds are available in the interim Budget, the operating Budget or the capital Budget for that purpose or, if funds are not so available, an expenditure of additional funds identified in Article 9 has been approved in accordance with the requirements of that section:

8.1.1.1 all salaries, wages and benefits due to, or paid on account of, any person employed by the Board;

8.1.1.2 all retiring allowances and mandatory sick pay grants due to any person previously employed by the Board;

8.1.1.3 all accounts for telephones, postage and utilities supplied to the Library;

8.1.1.4 all accounts for fees and levies payable to federal, provincial or municipal governments, or to any agency, board or commission thereof; and

8.1.1.4 all accounts relating to employee pension deductions and employer pension contributions in respect of the salaries and wages of those persons who are paid by or employed by the Board, and which are payable in respect of any duly authorized registered pension plan on behalf of the respective employee.

Insert;

- 8.1.1 Despite any other provision in this policy, the Library Treasurer is authorized to pay the accounts and expenditures set out in Schedule "A" to this Policy without the involvement of the Purchasing Agent or the issuance of a purchase order, provided that funds are available in the operating Budget or the capital Budget for that purpose or, if the funds are not so available, an expenditure from additional funds identified in Article 9 has been approved within the requirements of that section.

Insert as a Schedule;

SCHEDULE "A" TO FINANCIAL CONTROL POLICY

In accordance with section 8.1, the following items can be processed without purchase order or as a sole source:

1. Utilities

Toronto Hydro
Water and sewage charges
Natural gas
Basic telephone/long distance service
Basic television cable service

2. Training and Education

Membership fees-professional associations
Magazine and periodical subscriptions
Training registration (except where bulk training is arranged through a bidding process)
Conference and seminars

3. Refundable employee expenses

Meal allowances
Travel expenses
Entertainment allowance
Hotel accommodations
Mileage
Cash advance

4. General Expenses

Property taxes
Postage (Canada Post)

Licenses, e.g. vehicles
Charges to or from other government agencies including contracts with federal, provincial or municipal governments, agencies, boards, commissions and railways for minor Goods and Services incidental to an approved Capital Project, provided that the Goods and Services of the main project shall be subject to the by-law
Land purchases/expropriation
Land registry fees
Refunds
Legal settlements
Grievance payments
Experts and witnesses for civil actions or administrative hearings
Arbitrators and mediators

5. TTC Tokens

6. Petty cash replenishment

7. Payments to Past and Current Employees

All salaries, wages and benefits due to any person in the employ of the Library
All retiring allowances and mandatory sick pay grants due to any person previously in the employ of the Library

8. Government Payments

All accounts for fees and levies payable to the federal, provincial or other municipal government or to any agency, board or commission thereof.

9. Pension Deductions and Contributions

All accounts relating to employee pension deductions and employer pension contributions in respect of the salaries and wages to those persons who are paid by or employed by the Library and which are payable in respect of any duly authorized registered pension plan on behalf of the respective employee.