

# YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i> <b>Finance</b>	<i>Policy Number</i> <b>802</b>
<i>Former Policy #</i> <b>606</b>	<i>Page</i> <b>1 of 4</b>
<i>Original Approved Date</i>	<i>Last Approved Date</i>
<b>November 8, 1986</b>	<b>May 30, 2000 September 1, 2002 February 3<sup>rd</sup>, 2009 March 9, 2010 February 7<sup>th</sup>, 2012</b>

**POLICY TITLE: PURCHASE, LEASE AND RENTAL OF GOODS AND SERVICES**

## 1. PURPOSE

The York Catholic District School Board (“Board”) is accountable to the public for the fiscally and ethically responsible purchase, lease and rental (the “purchase”) of products and services used in the schools, facilities and departments of the Board. The purpose of this policy is to clarify the procedures and guidelines (the “procedures”) under which the purchase, lease and rental of goods and services will be acquired.

## 2. POLICY STATEMENT

It is the policy of the Board that the purchase of goods and services shall follow processes that are consistent, open, and transparent, demonstrate exemplary financial practices, and provide maximum return on investment with respect to quality and quantity and to demonstrate ethical, professional and accountable behaviour in the Board’s supply chain.

## 3. PARAMETERS

- 3.1 The Board is accountable to the public for fiscally and ethically responsible purchase, lease and rental (“the purchase”) of goods and services used in the schools, facilities and departments of the Board.
- 3.2 Sound and ethical business practices shall be followed at all times including:
  - 3.2.1 adherence to the Supply Chain Code of Ethics (see below)
  - 3.2.2 adherence to Broader Public Sector Procurement and Expense Directive as issued by the Ministry of Finance;
  - 3.2.3 adherence to the principle that there shall be no unwarranted interference/involvement by staff or trustees in the purchasing process including receiving or reviewing of confidential information (unless authorized to receive or review such) or promoting a good or service by a vendor.

### 3.3 Supply Chain Code of Ethics

#### 3.3.1 Personal Integrity and Professionalism

Individuals involved with Supply Chain Activities must act, and be seen to act, with integrity and professionalism. Honesty, care and due diligence must be integral to all Supply Chain Activities within and between the Board, suppliers and other stakeholders. Respect must be demonstrated for each other and for the environment. Confidential information must be safeguarded. Participants must not engage in any activity that may create, or appear to create a conflict of interest, such as accepting gifts or favours, providing preferential treatment, or publicly endorsing suppliers or goods.

#### 3.3.2 Accountability and Transparency

Supply chain activities must be open and accountable. In particular, contracting and purchasing activities must be fair, transparent and conducted with a view to obtaining the best value for public money. All participants must ensure that Board resources are used in a responsible, efficient and effective manner.

#### 3.3.3 Compliance and Continuous Improvement

Individuals involved in purchasing or other Supply Chain Activities must comply with this Code of Ethics and the law of Canada and Ontario. Individuals should continuously work to improve supply chain policies and procedures, to improve their supply chain knowledge and skill levels, and to share leading practices.

- 3.4 The Approval Authority Schedule (“AAS”), as approved by the Board establishes the approval and signing authorities adhered to in all supply chain activities.
- 3.5 The purchase of goods and services shall follow processes that are consistent, open, and transparent, demonstrate exemplary financial practices, and provide maximum return on investment with respect to quality and quantity.
- 3.6 Procedures shall contain such guidelines and practices that minimize the need for exceptions or judgments in making the final selection of a vendor.
- 3.7 The purchase of the required quality and quantity of goods and services shall be within the Board’s established criteria for that particular good or service.
- 3.8 Centralized purchasing and/or cooperative purchasing with other school boards and public agencies shall be encouraged whenever the best interests of the Board will be served.
- 3.9 Environmentally responsible goods and services shall be purchased where the acquisition of such is cost effective, does not significantly alter the effectiveness of the good or service, and are compliant with the Broader Public Sector (BPS) Procurement Directive and the ‘GIPPER Guide’ (Governments Incorporating Procurement Practices which are Environmentally Responsible).

- 3.10 Unauthorized and unapproved purchases made in the name of the Board shall be considered an obligation of the person making the purchase and not an obligation of the Board.
- 3.11 The Board will be bound by section 217 of the Education Act and all other related policies in respect to the purchase or sale of books and/or other resources by employees of the Board.

#### **4. RESPONSIBILITIES**

- 4.1 Trustees:
- To provide oversight accountability with respect to this policy.
  - To approve and review the AAS.
- 4.2 Director of Education:
- To ensure that staff implement this policy as approved by the Board.
- 4.3 Associate Director: Leading Services and Treasurer of the Board
- To ensure that this policy and related procedures are administered as approved;
  - To approve changes to Procedures.
- 4.4 Senior Manager: Business Services and Assistant Treasurer of the Board
- To oversee the ongoing implementation of this policy and related procedures.
- 4.5 Manager of Purchasing Services:
- To oversee the purchase of goods and services on behalf of the Board;
  - To ensure awareness of and compliance with approved procedures;
  - To review procedures on an ongoing basis and to recommend changes to procedures, when required;
  - To investigate and provide guidance to Purchasing Services staff on new goods and services;
  - To maintain open and transparent relationships with current and potential vendors;
  - To promote the acquisition of environmentally responsible goods and services.
- 4.6 Purchasing Services Staff:
- To develop and follow approved procedures;
  - To facilitate the purchase of goods and services required by schools and administrative departments of the Board.
- 4.7 Superintendents, Principals, Senior Managers and all other Staff:
- To adhere to approved procedures;
  - To ensure awareness of, and comply with, approved procedures by their staffs.

**5. CROSS REFERENCES**

**Related Policies**

- YCDSB Policy #423 Conflict of Interest
- YCDSB Policy #611 Criminal Background Checks for Service Providers
- YCDSB Policy #710 Environmental Education: Our Sacred Earth
- YCDSB Policy #815 Fair Labour Practices
- YCDSB Policy #803 Guidelines for School Generated Funds (under development)
- YCDSB Policy #109 Records and Information Management
- YCDSB Policy #808 Travel Meals and Expense Reimbursement
- YCDSB Policy #111 Trustee Services and Expenditures
- YCDSB Policy #105 Trustee Professional Development
- YCDSB Policy #219 Uniform Dress Code (Student Dress & School Uniform)
- YCDSB Policy #801 Use of Board/School Funds for Recognition/Acknowledgment Purposes

Guidelines and Procedures

- Travel, Meals, and Expense Reimbursement Guideline
- Purchase Reference Guide
- Purchasing Card Procedures
- Advertising Expenditure Guidelines
- Advocacy Expenditure Guidelines
- Registered Charity Program – Guidelines
- Hospitality & Gifts Guidelines for Superintendents, Managers, Board & School Administrators
- Guidelines for School Generated Funds – Elementary and Secondary

Other

- YCDSB By-Law #1 Operational By-Law
- YCDSB Approval Authority Schedule
- Education Act, Ontario, section 217
- Broader Public Sector (BPS) Procurement Directive
- Broader Public Sector (BPS) Expense Directive
- GIPPER Guide (Governments Incorporating Procurement Practices which are Environmentally Responsible)
- National Institute of Governmental Purchasing (NIGP)
- Professional Code of Ethics (Purchasing Management Association of Canada (PMAC))
- Relevant Acts, Legislation and Regulations

**Note**

The purchase of goods and services for the Board is a multi-faceted, detailed series of processes and accountabilities. As such, staff develops and maintains documents that guide the process and ensure the effective implementation of parameters and procedures. These documents are reviewed on an ongoing basis to ensure legislative compliance and best purchasing practices.

<b>Approval by Board</b>	<b>February 7<sup>th</sup>, 2012</b> <hr/> <i>Date</i>
<b>Effective Date</b>	<b>February 7<sup>th</sup>, 2012</b> <hr/> <i>Date</i>
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