



## YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i>	<b>Finance</b>
<i>Policy Number</i>	<b>802</b>
<i>Former Policy Number</i>	<b>606</b>
<i>Total Pages</i>	<b>4</b>
<i>Original Approved Date</i>	<b>November 8, 1986</b>
<i>Subsequent Approval Dates</i>	<b>May 30, 2000 September 1, 2002 February 3, 2009 March 9, 2010 February 7, 2012 January 26, 2016 March 28, 2023</b>

### PURCHASE, LEASE AND RENTAL OF GOODS AND SERVICES

#### 1. PURPOSE

The York Catholic District School Board is ethically and fiscally accountable to the public for the purchase, lease and rental of products and services used in schools, facilities and departments of the Board. The purpose of this policy is to ensure that all Trustees, staff members and agents of the Board employ appropriate financial control and accounting procedures and act in accordance with all relevant legislation.

#### 2. OBJECTIVE

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. All transactions will demonstrate ethical, professional and accountable behaviour in the Board's supply chain.

#### 3. PARAMETERS

- 3.1 All funds including those received from the Ministry, donations, grants and funds housed in Board and/or school bank accounts are subject to the parameters and guidelines of the Approval Authority Schedule (AAS) and this policy.
- 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 Canada Free Trade Agreement (CFTA);
  - 3.2.4 adherence to the Canada-European Union Comprehensive Economic and Trade Agreement (CETA);
  - 3.2.5 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. 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 laws 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 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.

3.8 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.

3.9 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.

3.10 The Board will be guided 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 Board of Trustees

- 4.1.1 To provide oversight accountability with respect to this policy.
- 4.1.2 To approve and review the Approval Authority Schedule (AAS).

##### 4.2 Director of Education

- 4.2.1 To oversee the compliance of the Purchase, Lease and Rental of Goods and Services Policy and the Approval Authority Schedule (AAS)

##### 4.3 Chief Financial Officer and Treasurer of the Board

- 4.3.1 To ensure that the policy and the Approval Authority Schedule (AAS) adhere to the Broader Public Sector (BPS) Procurement Directive and that this policy and related procedures are administered as approved;
- 4.3.2 To approve changes to Procedures.

#### 5. CROSS REFERENCES

[\*Broader Public Sector Expense Directive \(BPS\)\*](#)  
[\*Broader Public Sector Procurement Directive \(BPS\)\*](#)  
[\*Education Act, Ontario, section 217, Promotion of Sale of Books\*](#)  
[\*National Institute of Governmental Purchasing \(NIGP\)\*](#)  
[\*Professional Code of Ethics \(Purchasing Management Association of Canada \(PMAC\)\*](#)  
*Relevant Acts, Legislation and Regulations*

##### YCDSB Related Policies

Policy 105 [\*Trustee Professional Development\*](#)  
Policy 109 [\*Records and Information Management\*](#)  
Policy 111 [\*Trustee Services and Expenditures\*](#)  
Policy 219A [\*Elementary Student Dress Code\*](#)  
Policy 219B [\*Student Dress and Uniform - Secondary\*](#)  
Policy 423 [\*Conflict of Interest for Employees\*](#)  
Policy 611 [\*Criminal Background Checks for Service Providers\*](#)  
Policy 710 [\*Environmental Education: Our Sacred Earth\*](#)  
Policy 801 [\*Use of Board and School Funds for Recognition or Acknowledgement\*](#)  
Policy 803 [\*School Generated Funds\*](#)  
Policy 808 [\*Travel Meals and Expense Reimbursement\*](#)  
Policy 812 [\*Fair Labour Practices for School Uniforms\*](#)

[\*Approval Authority Schedule\*](#)  
[\*YCDSB By-Law #1 Operational By-Law\*](#)

##### Guidelines and Procedures

[\*Advertising Expenditure Guidelines\*](#)  
[\*Advocacy Expenditure Guidelines\*](#)  
[\*School Generated Funds Procedure\*](#)  
[\*Hospitality & Gifts Guidelines for Superintendents, Managers, Board & School Administrators\*](#)  
[\*Purchasing Card Procedures\*](#)

*Purchase Reference Guide*  
*Registered Charity Program – Guidelines*  
[\*Travel, Meals, and Expense Reimbursement Procedure\*](#)

**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.*