



# POLICY

# BU-06

## PURCHASING

<b>Superintendent Responsible:</b> Superintendent of Business & Treasurer	<b>Initial Effective Date:</b> 2010/03/22
<b>Last Updated:</b> YYYY/MM/DD	<b>Next Review Date:</b> YYYY/MM/DD

### Objective:

To ensure the efficient, transparent, and ethical procurement of goods and services for the board.

### Policy Statement:

The Grand Erie District School Board (Grand Erie) values ethical, fair, and transparent treatment of all suppliers of goods and services and supports a standardized purchasing policy for its employees who are involved in the purchase of these products. Grand Erie will comply with all legislation including the *Education Act*, the *Broader Public Sector Procurement Directive*, and all applicable trade agreements.

#### 1.0 Approval Authority Schedule (AAS)

- Authority levels identify the approval required for specific dollar values of purchasing. This delegation of authority corresponds to job roles within Grand Erie.
- Approval for purchasing goods and services is based on the total estimated dollar value, including any agreed-upon renewals, and exclusive of applicable taxes.
- The Board of Trustees shall approve all purchase contracts, in excess of \$2,500,000. All contracts for consulting services in excess of \$100,000 shall be approved by the Board of Trustees.

#### 2.0 Special Approvals

The Director and Secretary of the Board and/or Superintendent of Business and Treasurer, in consultation with the Chair or Vice-Chair of the Board, may approve contracts for supplies and services in excess of \$2,500,000 during months when there is no scheduled Board of Trustees meeting, e.g., July and August, and report such approvals at the first scheduled Board of Trustees meeting following approval.

### Definitions:

**Consultant:** a vendor, who by virtue of a particular expertise, is contracted by Grand Erie to undertake a specific task or assignment that may include, but not limited to, expert advice, guidance, strategic advice, assessment without implementation or consideration for decision making.

**Purchase Contract:** A legally binding agreement between a buyer and a seller that outlines the terms and conditions of a transaction for the purchase of goods or services.

### Reference(s):

- Purchasing Procedure (B-006)
- Accessibility Policy (SO-31)
- Accessibility Procedure (SO-031)
- *Broader Public Sector Procurement Directive*
- *Canada-European Union Comprehensive Economic and Trade Agreement*
- *Canadian Free Trade Agreement*
- *Canadian Standards Association*

- Capital Related Fundraising Policy (BU-03)
- Capital Related Fundraising Procedure (BU-003)
- Code of Conduct (Governance Policy #4)
- Code of Conduct Policy (SO-12)
- Disposal of Surplus Damaged or Obsolete Furnishings and Equipment Procedure (FA-021)
- [Education Act, Chapter E.2, Section 217](#)
- *Electrical Safety Authority*
- General Working Bylaw S. 12.3 Signing Authorities
- Green Construction Policy (FA-10)
- Green Construction Procedure (FA-010)
- Hospitality and Food Expenses Procedure (BU-008)
- *Integrated Accessibility Standards Regulation*
- Major Construction Policy (FA-01)
- Major Construction Procedure (FA-001)
- [Municipal Freedom of Information and Protection of Privacy Act](#)
- New Construction Policy (FA-02)
- New Construction Procedure (FA-002)
- [Occupational Health and Safety Act](#)
- *Ontario Public Buyers Association*
- *Ontario Regulation 612/00*
- [Personal Information Protection and Electronic Documents Act](#)
- Playground Equipment Procedure (FA-017)
- *Professional Code of Ethics from the Purchasing Management Association of Canada*
- Purchasing Card Program Procedure (BU-009)
- *Workplace Hazardous Materials Information Systems*
- [Workplace Safety and Insurance Act](#)