



POLICY

BU-06

PURCHASING

Superintendent Responsible: Superintendent of Business & Treasurer	Initial Effective Date: 2010/03/22
Last Updated: 2023/06/26	Next Review Date: 2027/06/25

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](#)