



REPORT TO

GOVERNANCE AND POLICY
COMMITTEE


PURCHASING POLICY

I am going to bring it recovery and healing; I will heal them and reveal to them abundance of prosperity and security. Jeremiah 33:6

Drafted	Meeting Date
November 19, 2024	February 4, 2025
Jacqueline Charles, Head of Procurement Services & Risk Management Derek Luk, Senior Policy Advisor Vince Artuso, Senior Manager Facilities Procurement Margaret Lesley, Senior Manager System Procurement Ryan Putnam, Chief Financial Officer and Treasurer	
<p>RECOMMENDATION REPORT</p>	


Vision: *IN GOD'S IMAGE: Growing in Knowledge, with Justice and Hope.*

Mission: *Nurturing the faith development and academic excellence of our Catholic learning community through the love of God, neighbour, and self.*



MULTI-YEAR STRATEGIC PLAN
2022 - 2025

IN GOD'S IMAGE: Growing in Knowledge, with Justice and Hope



Brendan Browne
Director of Education

Adrian Della Mora
Associate Director of Academic Affairs & Chief Operating Officer

Derek Boyce
Associate Director of Corporate Services and Chief Commercial Officer

Ryan Putnam
Chief Financial Officer and Treasurer

A. EXECUTIVE SUMMARY

To provide the Governance and Policy Committee (GAP) with a proposed updated Purchasing Policy, (Appendix A - Tracked and Appendix B – Clean).

The cumulative staff time required to prepare this report was 11 hours

B. PURPOSE

The proposed updated policy addresses GAP's direction to review Financial policies.

C. BACKGROUND

1. On October 1, 2024, GAP approved the review of the Purchasing Policy in the 2024-2025 school year.
2. The Purchasing Policy was last reviewed in June 2019.
3. At Corporate Services on April 18, 2024, the Board approved an increase in the procurement approval limit to \$150,000.00 for goods and services and \$250,000.00 for capital renewal effective immediately. The increase is updated in the Policy under "Scope and Responsibility" section.

D. EVIDENCE/RESEARCH/ANALYSIS

1. The policy has been updated to simplify language, add new legislations and formatted into the new policy template.
2. Regulations 1 was moved to "Scope and Responsibility" of the Policy.
3. Regulation 15 was updated to reflect current practice of the Board approving contracts identified by staff as being longer than 5(five) years.
4. Regulation 22 was updated to reflect industry best practice.
5. Regulations 23 to 26 were added to align with recent legislative changes.

E. METRICS AND ACCOUNTABILITY

1. The policy will be reviewed every five years.
2. On a quarterly basis procurement activities/contract awards between \$50,000 - \$150,000 for Goods & Services and \$50,000 - \$250,000 for Capital/Renewal expenditure will be reported to the Board for information. This reporting will occur in March, June, September and December.

F. STAFF RECOMMENDATION

1. Staff recommends that the proposed Purchasing Policy provided in Appendix A (tracked) and Appendix B (clean), be approved.