

### 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

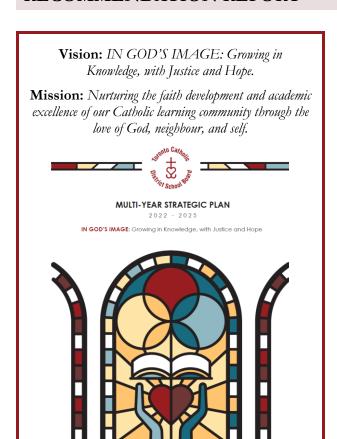
February 4, 2025

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

#### RECOMMENDATION REPORT



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.