

Purchasing Policy

1. Intent

- 1.1. This policy outlines the principles the Thames Valley School Board (TVDSB) uses when purchasing goods and services.
- 1.2. This policy was developed to comply with the Education Act, the Broader Public Sector (BPS) Buy Ontario Procurement Directive, the BPS Procurement Directive and related amendments, as well as applicable Canadian trade agreements such as the Canada Free Trade Agreement and the Comprehensive Economic and Trade Agreement.

2. Definitions

- 2.1. Due to the fact that this policy includes numerous definitions, all of them are listed in Appendix B.

3. Objective of Policy

- 3.1. The objective of this policy is to provide a framework for ethical, efficient, and accountable sourcing, contracting and purchasing activities within the organization.
 - 3.1.1. This policy and its related procedure are designed to create a fair and equitable purchasing process for all employees, ensuring everyone is treated with respect and consistency.

4. Roles and Responsibilities

- 4.1. This policy applies to all individuals (e.g. TVDSB employees, School Councils, etc.) utilizing TVDSB Funds.
- 4.2. The Chief Executive Officer is authorized to issue operational processes and guidelines to implement this policy and related procedures consistent with legislation or regulations.

5. Purchasing Policy Statements

- 5.1. The TVDSB will maintain a focus on value for money with respect to both supply chain transactions and the underlying processes.

- 5.2. The TVDSB will eliminate redundant, non-value-added activities within the overall procurement cycle, maximizing service efficiency.
- 5.3. The TVDSB will provide its staff, suppliers and other stakeholders with a clear path for conducting supply activities, improving customer confidence and satisfaction and establishing consistent processes and expectations for working with suppliers, enhancing relationships.
- 5.4. The TVDSB's approach to purchasing will reduce business risk and the potential for internal conflicts with colleagues and externally with trading partners.
- 5.5. The relevant budget holder must approve purchases before they are initiated.
- 5.6. All purchases of goods and services must be initiated through TVDSB's ePurchasing, except those noted in the Purchasing Procedure (1001a).
- 5.7. Purchases may only be made by individuals when they have sufficient TVDSB Funds.
 - 5.7.1. In cases where sufficient TVDSB Funds are not available, consultation with Financial Services and approval from a member of senior administration is required before proceeding with the purchase.
- 5.8. The TVDSB will provide a framework so that any purchases involving the sharing of personal or confidential information shall undergo privacy and security impact assessments before a contract is signed.

6. Supply Chain Code of Ethics

- 6.1. The Ontario Supply Chain Code of Ethics provides a structure so that procurement is done ethically, professionally and with accountability. As mandated by the Province of Ontario under the Broader Public Sector Procurement Directive, the TVDSB adopts the Supply Chain Code of Ethics, which states the following:
 - 6.1.1. Personal Integrity and Professionalism

All individuals involved with purchasing or other supply chain-related 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 BPS organizations, suppliers and other stakeholders.

Respect must be demonstrated for each other and for the environment. Confidential information must be safeguarded. All 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 products.

6.1.2. 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 public sector resources are used in a responsible, efficient and effective manner.

6.1.3. Compliance and Continuous Improvement

All individuals involved in purchasing or other supply chain-related activities must comply with this Code of Ethics and the laws of Canada and Ontario. All 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.

7. Monitoring and Review

7.1. Purchasing Services staff will actively and regularly monitor procurements to determine if amending the procedure for clarification of acceptable procurement processes is necessary.

7.2. Purchasing Services staff will actively and regularly monitor BPS Procurement regulation, government procurement legislative changes, and trade agreements which will impact how procurements occur at the TVDSB to determine if amending the policy and / or procedure is necessary.

8. List of Appendices

8.1. Appendix A – Policy Administrative Information

8.2. Appendix B – Definitions

Appendix A – Policy Administrative Information

Policy Number:	1001
Policy Owner:	Purchasing Services
Effective Date:	23 Feb 1999
Amendment Dates:	10 August 2026, 28 June 2011, 1 April 2011
EIE Review Date:	21 April 2026
Resources:	• <i>Education Act</i>, R.S.O. 1990, c. E.2 • <i>Financial Administration Act</i>, R.S.O. 1990, c. F.12. • Broader Public Sector Buy Ontario Procurement Directive • Broader Public Sector Procurement Directive • Canadian Free Trade Agreement • Comprehensive Economic and Trade Agreement • TVDSB Conflict of Interest and Nepotism Procedure (4021a) • TVDSB Employee Expense Reimbursement Procedure (2003)

Appendix B – Definitions

- **Best value for public money** is defined as the most advantageous combination of cost, quality and sustainability to meet customer requirements.
- **BPS Procurement Directive** refers to the Broader Public Sector Procurement Directive, which applies to all designated broader public sector organisations as set out in section 1(1) of the Broader Public Sector Accountability Act, 2010.
- **ePurchasing** refers to the electronic purchasing portal used by the Board, into which board staff enter requests for the purchase of goods and services.
- **Supply Chain** refers to activities and processes directly or indirectly related to the TVDSB's planning, sourcing, procurement, moving, and payment processes for externally provided goods and services.
- **Supply Chain Code of Ethics** refers to the Ontario Broader Public Sector Supply Chain Code of Ethics, as published in the Broader Public Sector Procurement Directive, which Broader Public Sector organizations must formally adopt in accordance with their governance processes.
- **TVDSB Funds** refers to any funds that are required to be consolidated into the TVDSB's financial statements under the Canadian Public Sector Accounting Standards, this includes school / department budgets, school generated funds, School Council funds and any other grants directed to the TVDSB.