



**DURHAM CATHOLIC
DISTRICT SCHOOL BOARD**
Learning and Living in Faith

POLICY – 109

Broader Public Sector Procurement and Expense Directives

Area: Business and Finance
Source: Superintendent of Business

Approved: November 11, 2013
Revised: November 9, 2020; November 7, 2022

1. Introduction

The Durham Catholic District School Board is committed to protecting the interests of ratepayers and enhancing accountability to system stakeholders by maintaining business principles and protocols consistent with the Broader Public Sector Procurement and Expense Directives.

2. Definitions

Broader Public Sector (BPS) (*Broader Public Sector Accountability Act*) – refers to the organizations that receive funding from the Government of Ontario. They are not, however, a part of the government itself. Examples of BPS organizations include hospitals, universities, colleges, and school boards.

Broader Public Sector Accountability Act – this Act establishes requirements in the areas of compensation, expenses, perquisites, business documents and procurement, and is designed to improve accountability and transparency across the BPS.

3. Purpose

The purpose of this policy is to ensure that all business and related policies and procedures are aligned with the expectations of the Board and the BPS Directives, as appropriate.

4. Application / Scope

This policy applies to all staff of the Durham Catholic District School Board including Trustees, Catholic School Councils, system volunteers and all Board service providers and vendors.

5. Principles

5.1 The Board:

- 5.1.1 shall maintain consistency with the BPS Procurement and Expense Directives;
- 5.1.2 shall be accountable for public funds used to reimburse travel, meal and hospitality expenses. All expenses will support the Board's objectives and strategic plans;
- 5.1.3 shall ensure that all publicly funded goods and services are procured through a process that is open, fair and transparent; and
- 5.1.4 shall ensure that appropriate business records are kept to demonstrate compliance with BPS procurement and expense directives.
- 5.1.5 believes that attendance at conventions, conferences and seminars provides opportunities for networking, staff development and the enhancement of professional knowledge.
- 5.1.6 believes that both academic and non-academic staff benefit from the opportunity of attending conventions, conferences and seminars.

6. Requirements

- 6.1 The Director of Education, or designate, shall issue administrative procedures to support this policy and amend them thereafter as the need may arise.
- 6.2 Business Services shall implement and maintain appropriate system controls and monitoring practices to ensure compliance with all business-related policies and procedures.
- 6.3 Any transactions, reimbursement or business-related activities that are deemed non-compliant with respect to this Policy and/or related administrative procedures may require reimbursement to the Board and/or result in employee discipline, as appropriate.
- 6.4 All employees shall seek approval to attend a conference, convention, or seminar by way of application. Subject to approval, expenses related to attendance at a conference, convention or seminar may be reimbursed in accordance with the Broader Public Sector Expenses Directive and AP109-1 Travel, Meal, Hospitality Expenses/Attendance at Conferences.

7. Sources

- 7.1 [Broader Public Sector Accountability Act](#)
- 7.2 [Broader Public Sector Procurement Directive \(July 2011\)](#)
- 7.3 [Broader Public Sector Expenses Directive \(January 2020\)](#)

7.4 [Education Act, RSO 1990, Section 170](#)

8. Related Policies and Administrative Procedures

8.1 [Travel, Meal, Hospitality Expenses/Attendance at Conferences Administrative Procedure \(AP109-1\)](#)