

**Policy Adopted:** June 2021  
**Revision Date:** June 2025  
**Responsibility:** Board of Trustees

### 1. Objective

This policy outlines the expectations for engaging in a fair, equitable, sustainable, transparent and compliant procurement process.

### 2. Policy Statement

The Halton District School Board (HDSB) is committed to the fair, equitable, and sustainable procurement of goods and services essential in the delivery of education. The procurement of goods and services will be undertaken through a process that ensures compliance to laws and regulations, consistency, efficiency and transparency within established procurement controls. The procurement of goods and services shall adopt the Truth and Reconciliation Commission Calls to Action and the United Nations Declaration on the Rights of Indigenous Peoples as frameworks. This policy sets the guiding principles to be followed in the procurement of goods and services.

### 3. Scope

This policy applies to Trustees, employees, volunteers, and vendors providing goods and services to the HDSB. It also applies to subcontractors engaged by HDSB approved vendors.

### 4. Guiding Principles

- a) The school board recognizes a commitment to procuring goods and services essential to the delivery of education that support the strategic direction of the HDSB, with consideration given to value for money.
- b) The school board encourages inclusive, competitive bidding amongst qualified and compliant suppliers, within a fair, equitable process. This is facilitated

through centralized or cooperative buying group opportunities whenever possible, and deemed to be in the best interest of HDSB.

- c) Whenever possible and feasible, preference shall be given to local, Ontario and Canadian vendors/businesses
- d) Whenever reasonable and appropriate, consideration shall be given to sustainable procurement factors, such as, but not limited to, green or environmentally preferable, ethical, social, and procurement through Indigenous and underrepresented owned businesses.
- e) This policy is subject to, and shall be applied and interpreted in accordance with, applicable law, including without limitation the Broader Public Sector Procurement Directive (and the Broader Sector Supply Chain Code of Ethics and Procurement Restriction policy therein).
- f) The school board expects all parties that are contracted by the HDSB to conduct themselves in accordance with the commitments set out in the Multi Year Strategic Plan, the Procurement Board Policy Indigenous Education Policy and the Ontario Human Rights Code, while carrying out their contractual obligations.

## 5. Definitions

**Ethical procurement:** Ethical procurement supports open competitive bidding amongst qualified and compilate suppliers, through a fair and transparent process in respect of the acquisition and disposal of goods/services, where practical or legally mandated.

**Social Procurement:** Social procurement is the practice of leveraging purchasing power to realize socio-economic objectives. These objectives can include enhancing market competition, job creation, and economic and social advantages stemming from purchases from small and medium enterprises, social enterprises or social purpose organizations. They can also include encouraging the conduct of socially responsible business and advancing diversity and inclusion.

**Sustainable Procurement:** takes into consideration Green or Environmentally Preferable Procurement, Ethical Procurement, Social Procurement, Indigenous and underrepresented business procurement. Sustainable Procurement practices will be included into the processes for selecting goods and services, alongside traditional considerations including price, quality, service, and technical specifications.

### **Related Board Policies and Governance Procedures**

Code of Ethics Policy  
Procurement Policy  
Risk Management Policy  
Sustainability Education and Environment Policy

### **Related Board Administrative Procedures**

Agreements and Contracts with Government Agencies Administrative Procedure  
Code of Ethics Administrative Procedure  
Community Funding of Facility Enhancements Administrative Procedure  
Corporate Purchasing Card Administrative Procedure  
Decentralized Budgets Administrative Procedure  
Disposal of Surplus / Obsolete Assets Administrative Procedure  
Fraud Prevention and Management Administrative Procedure  
Hospitality Administrative Procedure  
Procurement Administrative Procedure  
Risk Management Administrative Procedure  
School Fundraising Administrative Procedure  
School Generated Funds Administrative Procedure  
Third Party Agreements Administrative Procedure  
Travel & Expense Reimbursement Administrative Procedure  
Vendor Performance Management Administrative Procedure

### **Related Legislation and Industry Documents**

Truth and Reconciliation Commission Calls to Action  
Ontario Human Rights Code  
Building Ontario Business Initiative Act  
Broader Public Sector Procurement Directive  
Broader Public Sector Procurement Restriction Policy

**Policy Due for Review:      June 2029**

### **Revision History**

- June 2025, (M25-061) - Comprehensive Review
  - Updated guiding principles and template formatting
- June 2023 (M23-0127) - Comprehensive Review
  - Updated guiding principles and references to related documents.