



**NANAIMO LADYSMITH PUBLIC SCHOOLS
BUSINESS COMMITTEE
PUBLIC MEETING
INFORMATION SHEET**

DATE: November 13, 2024
TO: Business Committee
FROM: Mark Walsh, Secretary-Treasurer
SUBJECT: Administrative Procedure 513 - Purchasing

Background

As part of our ongoing review of our Administrative Procedures to ensure currency, we have reviewed AP 513 – Purchasing (the “AP”).

Discussion

This AP has been updated to reflect recommendations from the District’s Auditors. Specifically, it provides the Chair of the Board with purchasing authority with respect to authorizing Superintendent expenses. Prior to this change the Secretary-Treasurer signed off on such expenses. The change reflects best practice as suggested by the auditors.

It has also been updated to incorporate the Syeyutsus Reconciliation Framework. Specifically, the District has been trying to incorporate the culture of local nations into our schools, including with respect to physical representation such as welcome figures or poles. However, as previously drafted the District would technically have to get three quotes for the provision of service. However, the practice has been to seek the direction of the Local Nation. The AP change reflects this practice.

Appendix A: AP 513 – Purchasing