

ADVERTISEMENTS, GOODS OR SERVICES

Statement of Policy

The Peel District School Board shall attempt to inform as many vendors as possible of its requirements for goods and/or services.

The Advertisements, Goods or Services policy is aligned with and supports the principles and expectations of the Board's Human Rights policy ([Policy 51](#)) and the Equity and Inclusive Education policy ([Policy 54](#)). At all times, this policy should be interpreted to be consistent with the Board's policies and the Human Rights Code.

Administrative Regulations

1. The Board will electronically advertise all bid documents valued at \$100,000.00 or more in accordance with the Broader Public Sector Procurement Directives. www.fin.gov.on.ca/en/bpssupplychain/documents/bps_procurement_directive.html
2. If, under special circumstances, it is deemed to be in the best interest of the Board to obtain broader coverage, then advertising in newspapers, magazines and other publications or media may be used.
 - (a) All advertising should be limited in size and content to provide the best coverage at the lowest cost.
 - (b) Wherever possible all advertisements will be limited to a one column wide display type.
 - (c) All advertisements will be placed in publications for one issue only, except when the Director of Education or designate feels it is necessary to run the advertisement for several days to achieve proper coverage.
 - (d) When newspaper advertising is required, local newspapers of the Region will be considered. If broader coverage is desirable, a limited number of Toronto and other out of Region newspapers may be used.
 - (e) All ads will name the Director of Education and Chair of the Board.

Approved December 9, 1968
Revised December, 1974
Revised February 26, 1985
Revised January 1, 1998 (*to reflect change in Board name*)
Reviewed January 2000
February 2003
Revised December 13, 2005
Revised May 22, 2012
Revised February 25, 2014
Reviewed November 13, 2018