

HURON-SUPERIOR CATHOLIC DISTRICT SCHOOL BOARD

OPEN SESSION

AGENDA AND REPORTS

**Wednesday, September 18,
2024**

7:15 p.m.

Board Room

90 Ontario Avenue

**Photo Courtesy of:
St. Francis Catholic School**



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**AGENDA FOR THE OPEN SESSION BOARD MEETING OF THE
HURON-SUPERIOR CATHOLIC DISTRICT SCHOOL BOARD
ON WEDNESDAY, SEPTEMBER 18, 2024 @ 7:15 PM
IN THE BOARD ROOM**

A CALL TO ORDER

1. **Acknowledgement of Traditional Lands –** (Student Trustee Jensen)
The Huron-Superior Catholic District School Board recognizes that the land where we learn, work, and live is the traditional territory of Indigenous peoples who have been its caretakers for millennia. We are inspired by their legacy to care for Mother Earth, cherish the sacredness of creation, and use resources wisely and with gratitude. Today we meet on Turtle Island in the area governed by the Robinson-Huron Treaty of 1850. It is the traditional land of the Batchewana First Nation, the Garden River First Nation and the Metis settlement at Bawating. We are committed to listening, learning, and fostering meaningful relationships. We open our hearts to the teachings, knowledge, and stories shared by our Indigenous brothers and sisters.
2. **Prayer** (Pg 7)
3. **Call the Roll:**

Trustees:

Gary Trembinski (Chair), John Bruno (Vice-Chair), Carol Amadio, John Caputo, Kerri Commanda, Tony D'Agostino, Lindsay Liske, Carol MacEachern, Kathleen Rosilius, Sandra Turco

Officials:

Fil Lettieri (Director of Education), Joe Chilelli, Stephanie Circelli, Justin Pino, Franca Spadafora, Syndy Withers

Student Trustees:

Kenzie Garson, Mya Jensen, Alexander Oraziatti

Regrets:

Other Reps:

Darrell Czop (President, O.E.C.T.A.)
Marnie McDonald (Vice-President, O.E.C.T.A.)
Corey Gardi (President, C.P.C.O.)
Crystal Krauter (President, C.U.P.E.)

OUR MISSION

Persons present are invited to indicate how they have seen our Mission lived out recently in our schools and board community.

B ADOPTION OF ORDER OF BUSINESS

1. **Motion:** That the Huron-Superior Catholic District School Board adopts the Agenda for the Board Meeting of Wednesday, September 18, 2024.

Are there any additions/changes/deletions?

C DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF**D NEW BUSINESS****E CONFIRMATION OF MINUTES**

1. **Minutes of the Open Board Meeting of June 12, 2024.** (Pg 9)
Motion: That the Huron-Superior Catholic District School Board approve the Minutes of the Open Board Meeting of June 12, 2024.
2. **Minutes of the In-Camera Board Meeting of June 12, 2024.**
Motion: That the Huron-Superior Catholic District School Board approve the Minutes of the In-Camera Board Meeting of June 12, 2024.
3. **Minutes of the Open Board Meeting of June 21, 2024.** (Pg 13)
Motion: That the Huron-Superior Catholic District School Board approve the Minutes of the Open Board Meeting of June 21, 2024.

F BUSINESS ARISING FROM THE MINUTES**G PRESENTATIONS**

1. **Introduction of New Administrators** – Director Lettieri to introduce Stephanie Circelli and Syndy Withers (Superintendents of Education), Laurie Donnelly (Vice-Principal, Sacred Heart School) and Micaela Olejnik (Vice-Principal, St. Mary's French Immersion School).
2. **Introduction of New Student Trustee** – Director Lettieri to introduce Alexander Oraziatti (Grade 11, St. Mary's College), Student Trustee for 2024-25.
3. **Living That Mino Bimaadiziwin Summer 2024: The Summer Indigenous Transitions Program** – Superintendent Circelli to introduce Nadia Zanatta (Administrator, Summer Indigenous Transition Program / Vice-Principal, Our Lady of Lourdes School) and Racheal Glover (Indigenous Transitions Coach/Blind River, Elliot Lake).

H COMMITTEE REPORTS

I ADMINISTRATIVE ITEMS REQUIRING ACTION

1. **ELECTRONIC POLL – Additions and Alterations at St. Kateri Outdoor Learning Centre (Motion #B-903, Pg 14)**
That the Huron-Superior Catholic District School Board awards the contract for the Additions and Alterations at St. Kateri Outdoor Learning Centre Project to Builtwright Construction Ltd.
CARRIED
2. **Catholic Principals' Council of Ontario (CPCO) Terms and Conditions**
Motion: That the Huron-Superior Catholic District School Board approve the central terms and conditions of employment contained within the Memorandum of Settlement and attached Appendices, dated August 10, 2024, made between the Principals' and Vice-Principals' Associations comprised of (Association des Directions et Directions Adjointes des Ecoles Franco-Ontarienne (ADFO), the Catholic Principals' Council of Ontario (CPCO) and the Ontario Principals' Council (OPC)) and the l'Association des conseils scolaires des ecoles publiques de l'Ontario (ACEPO), l'Association franco-ontarienne des conseils scolaires catholiques (AFOCSC), the Ontario Catholic School Trustees' Association (OCSTA) and the Ontario Public School Boards' Association (OPSBA) and agreed to by the Crown. Further that the approval of the motion of the central terms be reported to OCSTA.
3. **OCSTA 2024 Fall Regional Meeting – September 28, 2024**
Motion: That the Huron-Superior Catholic District School Board allows Carol Amadio, John Bruno, John Caputo, Kerri Commanda, Tony D'Agostino, Lindsay Liske, Kathleen Rosilius, Gary Trembinski, Sandra Turco and Director Lettieri to travel to North Bay to attend the OCSTA 2024 Fall Regional Meeting on September 28, 2024.
4. **Borrowing Resolution (Pg 16)**
Motion: That the Huron-Superior Catholic District School Board authorizes the Chair or Vice-chair and Director of Education and Treasurer to borrow funds from time to time not to exceed \$15 million in aggregate from the Royal Bank of Canada for the 2024/25 school year in accordance with Section 243 of the Education Act, specifically,

That the Chair or Vice Chair and the Director of Education and Treasurer are authorized on behalf of the Board to borrow from time to time by way of loan agreement or promissory note(s), or overdraft, or banker's acceptance from the Banker of the Board, currently Royal Bank of Canada ("RBC") or from any other approved lender authorized for borrowing purposes in accordance with Section 243 of the Act a sum or sums not exceeding in aggregate \$10,000,000 to meet, until current revenue is collected, the current expenditures of the board, currently from RBC, or from any other approved lender loan agreement, promissory note(s) or bankers acceptances, as the case may be, sealed with the corporate seal of the Board and signed by two of the Chair or Vice Chair and the Director of Education and Treasurer for the sums borrowed plus

interest at a rate to be agreed upon from time to time with the Banker of the Board, currently RBC, or from any other approved lender.

That the Chair or Vice Chair and the Director of Education and Treasurer are authorized on behalf of the Board to borrow from time to time by way of loan agreement, promissory note, or overdraft, or banker's acceptance from the Banker of the Board, currently Royal Bank of Canada ("RBC") or from any other approved lender authorized for borrowing purposes in accordance with Section 243 of the Act a sum or sums not exceeding in aggregate \$5,000,000 to meet, until current revenue is collected, the current Capital expenditures of the board, currently from RBC, or from any other approved lender loan agreement, promissory note(s) or bankers acceptances, as the case may be, sealed with the corporate seal of the Board and signed by two of the Chair or Vice Chair and the Director of Education and Treasurer for the sums borrowed plus interest at a rate to be agreed upon from time to time with the Banker of the Board, currently RBC, or from any other approved lender.

The Director of Education and Treasurer is authorized and directed to apply in payment of all or any sums borrowed plus interest, all of the money collected or received in respect of the current revenues of the Board.

The Treasurer of the Board is authorized and directed to deliver to the Banker of the Board, currently RBC, or from any other approved lender from time to time upon request a statement showing (a) the amount of the estimated current revenues of the Board for the current year not yet received, or, where the estimates for the current year have not been adopted, a statement showing the estimated revenues of the Board as set forth in the estimates adopted for the previous fiscal year and the amount of the revenues of the current year already received and also showing the total of any amounts borrowed under Section 243 of the Education Act in the current year that have not been repaid.

5. **Policy 4013 – Purchasing** (Pg 19)

Motion: That the Huron-Superior Catholic District School Board approves Policy 4013 as presented.

6. **Fieldtrips** (Pg 35)

Motion: That the Huron-Superior Catholic District School Board approves the following field trip application:

1. St. Mary's College – travelling to Stratford, ON on September 24, 2024 and returning September 25, 2024.

J INFORMATION ITEMS

1. **Reports to the Director of Education / Board of Trustees**

- a) **Update on Multi-Year Accessibility Plan** – Superintendent Pino (Pg 38)
- b) **SMC Activity Report** – Student Trustees Garson, Jensen and Oraziatti (Pg 41)

2. Correspondence**3. Notes of Thanks**

Sandra, Dave and Marc Jr. Aceti, Pat Carter, Bonnie Dupuis

K TEN-MINUTE QUESTION AND ANSWER PERIOD

- ON AGENDA ITEMS FOR THOSE IN ATTENDANCE

L UPCOMING EVENTS

Sept. 19	- Metis Nation of Ontario's Powley Day
Sept. 21	- International Day of Peace
Sept. 25	- Franco-Ontarian Day
Sept. 26	- Canadian Martyrs, Secondary Patron of Canada
Sept. 27	- St. Vincent de Paul
Sept. 27	- Faith Day (PD Day)
Sept. 28	- OCSTA 2024 Fall Regional Meeting
Sept. 29	- World Day of Migrants and Refugees
Sept. 30	- National Truth and Reconciliation Day (Orange Shirt Day)
Oct. 2	- Guardian Angels
Oct. 4	- St. Francis of Assisi
Oct. 5	- World Teachers' Day
Oct. 7	- Our Lady of the Rosary
Oct. 10	- World Mental Health Day
Oct. 11	- St. John XXIII
Oct. 11	- Yom Kippur at sundown
Oct. 14	- Thanksgiving
Oct. 16	- World Food Day
Oct. 16	- ECE Appreciation Day
Oct. 16	- Next Board Meeting

M CLOSING PRAYER – Trustee Amadio**N ADJOURNMENT**



A Prayer for Administration

(Trustee Turco)

In the name of the Father, and of the Son, and of the Holy Spirit, Amen.

A reading from the First Letter of Peter.

Now as an elder myself and a witness of the sufferings of Christ, as well as one who shares in the glory to be revealed, I exhort the elders among you to tend the flock of God that is in your charge, exercising the oversight, not under compulsion but willingly, as God would have you do it—not for sordid gain but eagerly. Do not lord it over those in your charge but be examples to the flock. And when the chief shepherd appears, you will win the crown of glory that never fades away. In the same way, you who are younger must accept the authority of the elders. And all of you must clothe yourselves with humility in your dealings with one another.

The Word of the Lord.

ALL: Thanks be to God.

Prayer: (Trustee Rosilius)



O Divine One in whom all authority rests,
We who exercise earthly authority come before you in humility and openness.
We are aware of the responsibilities to which you have called us,
and we seek your help in carrying out those responsibilities to the best of our ability.

(Trustee MacEachern)

Give us the wisdom needed to make difficult decisions.
Strengthen our sense of justice so that we may work for the good of all in our care.
Encourage us when we grow weary.
Give us the humility to admit our mistakes, and the courage to begin anew.

Help us to be servant-leaders in the footsteps of your Son Jesus.
Amen.

In the name of the Father, and of the Son, and of the Holy Spirit, Amen.





our mission

Rooted in Jesus Christ, we are a Catholic learning community called and committed to develop the full potential of each child and to nurture a personal relationship with Jesus that will inspire Catholic leadership.

our values

Dedicated to excellence in education and the desire to live the values of Jesus we strive to:

- affirm the sacredness of life and respect for all creation
- reverence the dignity of each person as a Child of God
- provide an enduring education that reflects the essence of our Catholic traditions
- proclaim Christ's message throughout the curriculum
- celebrate God's love in prayer, at Eucharist and in all sacramental moments of life
- create sacred learning environments
- cultivate enriching opportunities that will deepen faith.

our vision

Guided by the Spirit on our journey, together with family and Church, we mutually invite, encourage and support one another in our efforts to transform the world.

Journey Together in Faith and Learning

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**MINUTES FOR THE OPEN SESSION BOARD MEETING OF THE
HURON-SUPERIOR CATHOLIC DISTRICT SCHOOL BOARD
ON WEDNESDAY, JUNE 12, 2024 @ 7:15 PM
IN THE BOARD ROOM**

PRESENT: Trustees:

Gary Trembinski (Chair), John Bruno (Vice-Chair), Carol Amadio, John Caputo, Kerri Commanda (virtual), Tony D'Agostino, Lindsay Liske, Carol MacEachern, Kathleen Rosilius, Sandra Turco

Officials:

Danny Viotto (Director of Education), Joe Chilelli, Christine Durocher, Fil Lettieri, Justin Pino, Franca Spadafora

Student Trustees:

Owen Middleton, Kenzie Garson, Mya Jensen, Alexander Oraziatti (2024-25)

Vision and Values

Trustee D'Agostino congratulated the Parent Involvement Committee for hosting a very successful Family Math Night on May 29 that was attended by over 150 parents and students. The effort of the teachers, parents and students who led the sessions did not go unnoticed. It was very rewarding to see the collaboration of all involved.

Trustee Caputo offered the boards heartfelt thanks and appreciation to Director Viotto on his leadership, dedication, honesty and transparency, as well as always putting students first. Viotto departs the board in mid-August for a position in Southern Ontario. Trustee Caputo also congratulated Superintendent Durocher on her upcoming retirement. Her longstanding service to students and staff has been greatly appreciated as she brought a new vision to the board. Both will be greatly missed, and beautiful landscape paintings were presented in honour of their time with the board.

Lina DiPasquale (Vice-Principal of Equity, Diversity, and Indigenous Education), Aimee Brunetti (Indigenous Education Lead) and Barry Boissoneau (Cultural Resource Worker) presented on the historical commitment towards truth and reconciliation with the building of the teaching lodge at St. Kateri Outdoor Learning Centre. The Grade 6 & 7 outdoor program students took pride in their education journey as every stage of the build was done in ceremony. The five full days of work included tree harvesting, sacred fires and ceremonial foods, and much more. Nogdawindamin's Cultural Department were thanked for their inspiration and commitment to this project.

Director Viotto took this opportunity to welcome the new Student Trustee for 2024-25, Alexander Oraziatti, to the board. Alexander will be providing his introduction to the trustees in the fall. Student Trustees have provided great input to the board and their feedback has been greatly appreciated.

Director Viotto thanked outgoing Student Trustee Owen Middleton for his professionalism and outstanding dedication to this position for the past two years and on behalf of the board, wished Owen well in his future endeavours.

Adg# Mtn#

- B-1 B-886 Moved by: J. Bruno Seconded by: C. MacEachern**
That the Huron-Superior Catholic District School Board adopts the Agenda for the Board Meeting of Wednesday, June 12, 2024.

The following items were added to the agenda:

Item I-9: External Auditing Services

Item I-10: Change to the Board Signing Authority

CARRIED

- E-1 B-887 Moved by: C. Amadio Seconded by: K. Rosilius**
That the Huron-Superior Catholic District School Board approve the Minutes of the Open Board Meeting of May 15, 2024.
CARRIED

- E-2 B-888 Moved by: S. Turco Seconded by: L. Liske**
That the Huron-Superior Catholic District School Board approve the Minutes of the In-Camera Board Meeting of May 15, 2024.
CARRIED

- G-1 SEAC Recommendations**
Melanie Ross, Irma Drenzo (SEAC Committee members) and Rosanne Zagordo (Special Education Co-Ordinator) presented the committee's evidence-based recommendations to the Huron-Superior Catholic District School Board with respect to matters that establish, develop, and deliver special education programs and services for students with special needs.

H COMMITTEE REPORTS

The following reports were provided for information.

1. **Minutes of the SEAC Committee Meeting – April 24, 2024**
2. **Minutes of the SEAC Committee Meeting – May 22, 2024**
3. **Minutes of the Policy Committee Meeting – May 29, 2024**

- I-1 B-889 Moved by: K. Rosilius Seconded by: C. MacEachern**
That the Huron-Superior Catholic District School Board approves the Memorandum of Settlement for the Huron-Superior Permanent Teachers' Bargaining Unit of O.E.C.T.A. and the Huron-Superior Catholic District School Board, subject to the approval by the Minister of Education.
CARRIED

- I-2 B-890 Moved by: S. Turco Seconded by: J. Caputo**
That the Huron-Superior Catholic District School Board approves the Memorandum of Settlement for the Huron-Superior Occasional Teachers' Bargaining Unit of O.E.C.T.A. and the Huron-Superior Catholic District School Board, subject to the approval by the Minister of Education.
CARRIED
- I-3 B-891 Moved by: T. D'Agostino Seconded by: C. Amadio**
That the Huron-Superior Catholic District School Board awards the contract for site improvements at Mount St. Joseph Catholic Education Centre to Pinder Construction.
CARRIED
- I-4 B-892 Moved by: S. Turco Seconded by: T. D'Agostino**
That the Huron-Superior Catholic District School Board approve the purchase and installation of a new PA system for Holy Cross Catholic Elementary at a cost of \$50,492.00.
CARRIED
- I-5 B-893 Moved by: L. Liske Seconded by: J. Bruno**
That the Huron-Superior Catholic District School Board approve the purchase of new Cisco Meraki network switches, associated licensing and support contract from Long View Systems at a cost of \$348,797.04.
CARRIED
- I-6 B-894 Moved by: T. D'Agostino Seconded by: L. Liske**
That the Huron-Superior Catholic District School Board approves Policy 4013 as presented.
Changes were discussed. Policy will return to the Policy Committee in September 2024 for amendments to the Procedural Guidelines.
DEFERRED
- I-7 B-895 Moved by: C. Amadio Seconded by: T. D'Agostino**
That the Huron-Superior Catholic District School Board approves Policy 5011 as presented.
CARRIED
- I-8 B-896 Moved by: L. Liske Seconded by: C. MacEachern**
That the Huron-Superior Catholic District School Board approves the following field trip applications:
1. Our Lady of Lourdes School – travelling to Camp ABK on June 17, 2024, and returning June 19, 2024.
 2. St. Mary School (Massey) – travelling to St. Kateri Outdoor Learning Centre on June 17, 2024, and returning June 19, 2024.
 3. St. Francis French Immersion School – travelling to Camp ABK on June 25, 2024, and returning June 27, 2024.
- CARRIED**

- I-9 B-897 Moved by: S. Turco Seconded by: J. Bruno**
 That the Huron-Superior Catholic District School Board award the external auditing services contract to BDO Canada LLP for a five-year period commencing September 1, 2024.
CARRIED

- I-10 B-898 Moved by: J. Bruno Seconded by: T. D'Agostino**
 Whereas the Procedure By-Law 1000, Section 13, states that the cheque signing authorities of the Board shall be any two of the Chairperson of the Board or the Vice-Chairperson of the Board, and the Secretary/Treasurer of the Board. For all other business of the Board, the signing authorities shall be the Chairperson of the Board or the Vice-Chairperson of the Board and the Secretary/Treasurer of the Board or such other designate as the Board may by special resolution, appoint.

Whereas current Secretary/Treasurer Danny Viotto will be resigning as of August 16, 2024, and

Whereas incoming Secretary/Treasurer Fil Lettieri will assume this position as of July 1, 2024,

Therefore, the Huron-Superior Catholic District School Board authorizes incoming Secretary/Treasurer Fil Lettieri as signing authority for the Huron-Superior Catholic District School Board effective July 1, 2024.
CARRIED

- J-1-a SMC Activity Report**
Student trustees Middleton, Garson and Jensen highlighted some of the June events at the school, including components from faith, sports, student council, Indigenous student council and student senate. A few noteworthy items were students praying the Novena to the Sacred Heart of Jesus, Year-End Prayer services and preparation for graduation, the newly elected 24-25 Student Executive Council and Indigenous Student Advisory Council and the Second Annual SMC Relay for Life. Departing Student Trustee Middleton thanked the board for the opportunity to serve the board for the last two years. His heartfelt thanks to all who helped shape him into the person he is today.

- N-1 B-899 Moved by: T. D'Agostino Seconded by: J. Caputo**
 That the Huron-Superior Catholic District School Board meeting of Wednesday, June 12, 2024, adjourns at 8:50 p.m.
CARRIED

Chairperson: _____

Secretary: _____

**MINUTES FOR THE SPECIAL OPEN SESSION BOARD MEETING OF THE
HURON-SUPERIOR CATHOLIC DISTRICT SCHOOL BOARD
ON FRIDAY, JUNE 21, 2024 @ 5:00 PM
IN THE BOARD ROOM**

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PRESENT: Trustees:

Gary Trembinski (Chair), John Bruno (Vice-Chair), Carol Amadio, John Caputo, Tony D'Agostino, Lindsay Liske, Carol MacEachern (virtual), Sandra Turco

Officials:

Danny Viotto (Director of Education), Joe Chilelli, Christine Durocher, Fil Lettieri, Justin Pino, Franca Spadafora

ABSENT: Kerri Commanda, Kathleen Rosilius

Adg# Mtn#

B-1 B-900 Moved by: J. Bruno

Seconded by: J. Caputo

That the Huron-Superior Catholic District School Board adopts the Agenda for the Board Meeting of Wednesday, June 12, 2024.

CARRIED

I-1 B-901 Moved by: L. Liske

Seconded by: T. D'Agostino

That the Huron-Superior Catholic District School Board approves the 2024-25 Operating Budget as presented.

CARRIED

N-1 B-902 Moved by: T. D'Agostino

Seconded by: S. Turco

That the Huron-Superior Catholic District School Board meeting of Friday, June 21, 2024, adjourns at 5:20 p.m.

CARRIED

Chairperson: _____

Secretary: _____



ELECTRONIC POLL/VOTE

1. REASON FOR ELECTRONIC POLL: PROJECT TO START IMMEDIATELY.
2. **Motion:** That the Huron-Superior Catholic District School Board awards the contract for the Additions and Alterations at St. Kateri Outdoor Learning Centre project, to Builtwright Construction Ltd.
3. VOTE BY TRUSTEES [Please Check (✓) appropriate box]

TRUSTEE	YES	NO	ABSTAIN	UNABLE TO CONTACT
AMADIO, Carol	✓			
BRUNO, John	✓			
CAPUTO, John	✓			
COMMANDA, Kerri	✓			
D'AGOSTINO, Tony	✓			
LISKE, Lindsay	✓			
MacEACHERN, Carol	✓			
ROSILIUS, Kathleen				✓
TREMBINSKI, Gary	✓			
TURCO, Sandra	✓			
TOTALS	9			1

4. RESOLUTION CARRIED: YES (X) NO ()

5. SIGNATURE OF DIRECTOR: F. Lettner

6. DATE: August 27, 2024



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

REPORT TO THE DIRECTOR OF EDUCATION

ADDITIONS AND ALTERATIONS

at

St. Kateri Outdoor Learning Centre
1539 Goulais Avenue, Sault Ste. Marie, Ontario

August 23, 2024

Submitted by: Steve Brown
 Manager of Plant Services

The Huron-Superior Catholic District School Board's Multi-Year Strategic Plan (MYSP) lists Equitable Stewardship of our Resources as one of its strategic directions. This report relates specifically to utilizing our resources responsibly, justly, responsively, and wisely.

Present: S. Brown (HSCDSB)
 D. Barban (Nor Mech Engineering)
 M. Steinwedel (Nor Mech Engineering)

Tenders for the Accommodations Alterations at St. Basil Elementary School project were received at the offices of Nor Mech Engineering Inc. in Sault Ste. Marie, on April 16, 2024. Three (3) tenders were received, with results as follows:

<u>Contractor</u>	<u>Total Stipulated Price</u>
Builtwright Construction Ltd	\$1,617,704
Ficmar Builders	\$1,741,138
S & T Group	\$1,919,092

The revised Ministry of Education approved cost for the project is \$1,795,000.

Motion: That the Huron-Superior Catholic District School Board awards the contract for the Additions and Alterations at St. Kateri Outdoor Learning Centre project, to Builtwright Construction Ltd.



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

REPORT TO THE DIRECTOR OF EDUCATION BORROWING RESOLUTION

Date:
September 18 2024

Submitted by:
Justin Pino
Superintendent of Business

The Huron-Superior Catholic District School Board's Multi-Year Strategic Plan (MYSP) lists Equitable Stewardship of our Resources as one of its strategic directions. This report relates specifically to utilizing resources responsibly, justly, responsively, and wisely.

Background and Information

There are timing differences throughout the year between revenues and expenditures, which may cause the Board to borrow funds on a short-term basis. In accordance with Subsection 243(1) of the Education Act (R.S.O. 1990) (the "Act"), a board may by resolution, authorize the Treasurer and the Chair or Vice-Chair to borrow from time to time the sums that the board considers necessary to meet the current expenditures of the board until the current revenue has been received. The amount borrowed shall not exceed the un-received balance of the estimated revenues of the Board, as set out in the estimates adopted for the fiscal year, unless the Board is subject to a financial recovery plan approved by the Minister.

It is estimated that the Board may need to borrow at certain times throughout the year an amount not to exceed \$10 million and would maintain an operating line of credit with the Royal Bank of Canada.

Additionally, the Board has capital projects, which will also have timing differences with payments of invoices and receipt of revenues from the Ministry associated with these projects. It is estimated that these differences will not exceed \$5 million for the year. All capital projects will be completed within Ministry funding. Therefore, the borrowing is temporary in nature to offset timing differences between revenues and expenditures.

Recommendation:

It is recommended that the Chair or Vice Chair and the Director of Education and Treasurer are authorized on behalf of the Board to borrow from time to time by way of loan agreement or

promissory note(s), or overdraft, or banker's acceptance from the Banker of the Board, currently Royal Bank of Canada ("RBC") or from any other approved lender authorized for borrowing purposes in accordance with Section 243 of the Act a sum or sums not exceeding in aggregate \$10,000,000 to meet, until current revenue is collected, the current expenditures of the board, currently from RBC, or from any other approved lender loan agreement, promissory note(s) or bankers acceptances, as the case may be, sealed with the corporate seal of the Board and signed by two of the Chair or Vice Chair and the Director of Education and Treasurer for the sums borrowed plus interest at a rate to be agreed upon from time to time with the Banker of the Board, currently RBC, or from any other approved lender. 17

It is recommended that the Chair or Vice Chair and the Director of Education and Treasurer are authorized on behalf of the Board to borrow from time to time by way of loan agreement, promissory note, or overdraft, or banker's acceptance from the Banker of the Board, currently Royal Bank of Canada ("RBC") or from any other approved lender authorized for borrowing purposes in accordance with Section 243 of the Act a sum or sums not exceeding in aggregate \$5,000,000 to meet, until current revenue is collected, the current Capital expenditures of the board, currently from RBC, or from any other approved lender loan agreement, promissory note(s) or bankers acceptances, as the case may be, sealed with the corporate seal of the Board and signed by two of the Chair or Vice Chair and the Director of Education and Treasurer for the sums borrowed plus interest at a rate to be agreed upon from time to time with the Banker of the Board, currently RBC, or from any other approved lender.

It is recommended that the Director of Education and Treasurer is authorized and directed to apply in payment of all or any sums borrowed plus interest, all of the money collected or received in respect of the current revenues of the Board.

It is recommended the Director of Education and Treasurer of the Board is authorized and directed to deliver to the Banker of the Board, currently RBC, or from any other approved lender from time to time upon request a statement showing (a) the amount of the estimated current revenues of the Board for the current year not yet received, or, where the estimates for the current year have not been adopted, a statement showing the estimated revenues of the Board as set forth in the estimates adopted for the previous fiscal year and the amount of the revenues of the current year already received and also showing the total of any amounts borrowed under Section 243 of the Education Act in the current year that have not been repaid.

Motion:

That the Huron-Superior Catholic District School Board authorizes the Chair or Vice-chair and Director of Education and Treasurer to borrow funds from time to time not to exceed \$15 million in aggregate from the Royal Bank of Canada for the 2024/25 school year in accordance with Section 243 of the Education Act, specifically,

That the Chair or Vice Chair and the Director of Education and Treasurer are authorized on behalf of the Board to borrow from time to time by way of loan agreement or promissory note(s), or overdraft, or banker's acceptance from the Banker of the Board, currently Royal Bank of Canada ("RBC") or from any other approved lender authorized for borrowing purposes in accordance with Section 243 of the Act a sum or sums not exceeding in aggregate

\$10,000,000 to meet, until current revenue is collected, the current expenditures of the board, currently from RBC, or from any other approved lender loan agreement, promissory note(s) or bankers acceptances, as the case may be, sealed with the corporate seal of the Board and signed by two of the Chair or Vice Chair and the Director of Education and Treasurer for the sums borrowed plus interest at a rate to be agreed upon from time to time with the Banker of the Board, currently RBC, or from any other approved lender. **18**

That the Chair or Vice Chair and the Director of Education and Treasurer are authorized on behalf of the Board to borrow from time to time by way of loan agreement, promissory note, or overdraft, or banker's acceptance from the Banker of the Board, currently Royal Bank of Canada ("RBC") or from any other approved lender authorized for borrowing purposes in accordance with Section 243 of the Act a sum or sums not exceeding in aggregate \$5,000,000 to meet, until current revenue is collected, the current Capital expenditures of the board, currently from RBC, or from any other approved lender loan agreement, promissory note(s) or bankers acceptances, as the case may be, sealed with the corporate seal of the Board and signed by two of the Chair or Vice Chair and the Director of Education and Treasurer for the sums borrowed plus interest at a rate to be agreed upon from time to time with the Banker of the Board, currently RBC, or from any other approved lender.

The Director of Education and Treasurer is authorized and directed to apply in payment of all or any sums borrowed plus interest, all of the money collected or received in respect of the current revenues of the Board.

The Treasurer of the Board is authorized and directed to deliver to the Banker of the Board, currently RBC, or from any other approved lender from time to time upon request a statement showing (a) the amount of the estimated current revenues of the Board for the current year not yet received, or, where the estimates for the current year have not been adopted, a statement showing the estimated revenues of the Board as set forth in the estimates adopted for the previous fiscal year and the amount of the revenues of the current year already received and also showing the total of any amounts borrowed under Section 243 of the Education Act in the current year that have not been repaid.



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

19

POLICY TITLE: PURCHASING

Approved: March 31, 1999

Amended: September 18, 2024

POLICY NO: 4013

Page: 1 of 2

POLICY

The Huron Superior Catholic District School Board will provide the highest quality of goods and services as efficiently and cost effectively as possible. In keeping with Catholic social teaching and our Mission Statement, the Board recognizes that the overall cost may include non-monetary factors such as impact on the environment, labour practices, service standards and energy efficiency.

<u>ADOPTED</u>	Board Meeting - March 31, 1999
	Motion B-65
<u>AMENDED</u>	Board Meeting – June 18, 2003
	Motion B-63
<u>AMENDED</u>	Board Meeting - February 21, 2006
	Motion B-30
<u>AMENDED</u>	Board Meeting – April 14, 2010
	Motion B- 37
<u>AMENDED</u>	Board Meeting – March 21, 2012
	Motion B-21
<u>AMENDED</u>	Board Meeting – October 19, 2016
	Motion B-79
<u>AMENDED</u>	Board Meeting – June 5, 2018
	Motion B-263
<u>AMENDED</u>	Board Meeting – September 18, 2024
	Motion B-

	<u>DISTRIBUTION</u>
i)	Trustees
ii)	Administration
iii)	Principals



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

PROCEDURAL GUIDELINES PURCHASING

1.0 PURPOSE

The purpose of this policy is:

- a) To ensure that the Huron-Superior Catholic District School Board (HSCDSB) utilizes fair, reasonable, and efficient methods to procure quality goods and services required to support the educational goals of the system.
- b) To ensure HSCDSB aims to be accountable and transparent when procuring goods and services while safeguarding the assets of the agency.
- c) To protect the financial interests of HSCDSB while meeting the needs of its schools.
- d) To promote and ensure integrity of the procurement process and to ensure the necessary controls are present for a public institution.

2.0 PRINCIPLES

Procedures shall be developed that will:

- a) Ensure that good standards are maintained in the purchase of all goods and services;
- b) Consider not only the price of goods or services but also the quality, delivery, service, warranty, and reliability of the vendor;
- c) Ensure economical and efficient expenditure of tax dollars by purchasing goods and services on a competitive basis at the lowest cost consistent with the quality required;
- d) Provide a level of service to ensure goods and services are obtained within the time frame requirements of the Board schools and departments;
- e) Avoid duplication, waste, and obsolescence through standardization where applicable with respect to all purchases;
- f) Monitor purchases and maintain consistency;
- g) Provide controls that will ensure purchasing policies and procedures are followed by all personnel;
- h) Adhere to appropriate Federal and Provincial legislation, regulations, standards, and guidelines, including Ministry of Finance Supply Chain Guidelines.

3.0 ROLES AND RESPONSIBILITIES

The Board delegates the authority to purchase in the name of the Board to the Director of Education. The Director of Education may delegate further authority to purchase goods and/or services on behalf of the Board.

4.0 POLICY ADMINISTRATION

- a) The Superintendent of Business shall have the overall responsibility of establishing and maintaining this policy.
- b) It is the responsibility of the Manager of Financial Services, under the authority of the Superintendent of Business, to implement and administer this policy, and establish appropriate purchasing guidelines consistent with this policy.
- c) It is the responsibility of each Senior Administrator, Department Manager, Principal and Supervisor to ensure that his/her staff are appropriately informed and comply with the Board's purchasing policy and related guidelines and procedures.
- d) This policy applies to all personnel involved in the procurement of goods and services on behalf of the board.
- e) This policy applies for supplies and services purchased from school generated or donated funds.
- f) This policy applies to all supplies and services purchased using a corporate credit card.

The Board will comply with the 21 mandatory requirements as set out in the Ministry of Finance Broader Public Sector Procurement Directive.

5.0 PURCHASING CODE OF ETHICS

All Board employees involved in any aspect of purchasing or other supply chain related activities must comply with the following Supply Chain Code of Ethics:

- a) **Personal Integrity and Professionalism**

All individuals involved with supply chain 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 Broader Public Sector (BPS) organizations, suppliers and vendors. 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.

- b) **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.

- c) **Compliance and Continuous Improvement**

All individuals involved with purchasing or other supply chain 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.

6.0 CONFLICT OF INTEREST

The Board must consider any conflict of interest during procurement activities applicable to all employees, trustees, advisors, external consultants or suppliers. The Board will require any individual involved in supply chain-related activities to declare all actual and potential conflicts of interest on a Declaration of Conflict of Interest form, at the Board's request.

- a) In procurement activities with suppliers seeking to do business with the Board, staff are responsible for using good judgement and to avoid situations which may present a conflict of interest.
- b) No employee of the HSCDSB Board shall knowingly purchase on behalf of the Board any goods or services from a supplier that is owned or operated by an employee of the Board or by a relative of an employee of the Board (including parent, child, spouse, partner, sibling, in-law). Such a supplier, or employee, could be perceived to have a direct influence on the use of a particular good or service by the Board.
- c) A conflict of interest exists where the decisions made and/or the actions taken in the exercise of duties by a Board employee, Trustee, member of a statutory committee or council of the Board, including School Council members, could be, or could be perceived to be, affected by the personal, financial, or business interests of that person or that person's family or business associates.
- d) In procurement activities with suppliers, staff must declare a conflict of interest if the circumstances could give or be perceived to give a supplier an unfair advantage.
- e) School Council members are governed by their individual School Council's Conflict of Interest By-laws (as required by Ontario Regulation 612/00).

The Board shall:

- a) Define a conflict of interest that could give a supplier an unfair advantage during a procurement process or compromise the ability of a supplier to perform his obligations under the agreement.
- b) Reserve the right to solely determine whether any situation or circumstance constitutes a conflict of interest.
- c) Reserve the right to disqualify prospective suppliers from a procurement process due to a conflict of interest.
- d) Require prospective suppliers participating in a procurement process to declare any actual or potential conflict of interest.
- e) Reserve the right to prescribe the manner in which a supplier should resolve a conflict of interest.
- f) Reserve the right to terminate an agreement where a supplier fails to disclose any actual or potential conflict of interest or fails to resolve its conflict of interest as directed by the organization.
- g) Reserve the right to terminate an agreement where a conflict of interest cannot be resolved.

7.0 EMPLOYEE PURCHASING

The Business/Purchasing Department is not permitted to purchase items for the personal use of employees, members of the Board, or others (except by resolution of the Board), nor shall its influence be used to obtain preferential treatment for those listed above.

8.0 UNAUTHORIZED PURCHASES

Purchases made in the name of the Huron-Superior Catholic District School Board without authorization shall be considered an obligation of the person making the purchase and not an obligation of the Board.

9.0 SEGREGATION OF DUTIES

To increase accountability within the Huron-Superior Catholic District School Board effective control is achieved with the delegation of authority and segregation of duties across functions and individuals. Roles and responsibilities for each procurement function are illustrated below.

Roles	Explanation	Who
Purchase Order	Forwarded to Purchasing Department for acquisition purposes	Initiated by the person requesting goods or services
Budget	Authorize that funding is available to cover the cost of the order	Budget is authorized and approved by the Board on an annual basis. Allocated to School Administrators and Department Managers. Purchase Orders approved on-line by budget holder.
Commitment	Authorize release of the order to the supplier under agreed-upon contract terms	Accounts Payable
Receipt	Authorize that the order was physically received, correct and complete	Person who has received the goods or service
Payment	Authorize release of payment to the supplier	Accounts Payable

10.0 Signing Authorities for the Purchase of Goods/Services

The Director, Superintendents, Managers, and school administrators are responsible for their budgets. They can make purchases of goods or services on behalf of the Board in accordance with the purchasing policies of the Board within their approved budgets and subject to the following limits:

Board of Trustees	Over \$75,000
Admin Council	Up to but not including \$75,000
Director of Education	Up to but not including \$25,000
Superintendents	Up to but not including \$10,000
Managers	Up to but not including \$8,000
Supervisors/Coordinators	Up to but not including \$5,000
Other staff as delegated by the primary budget holder	Up to but not including \$2,500

Multi-year contracts – any contracts extending over a one-year period will require Director of Education approval regardless of the value of the contract.

11.0 GENERAL GUIDELINES

When assessing the dollar value the purchase falls within, the following conditions are considered:

- a) The spending authorization limits noted above and throughout this policy are before applicable taxes.
- b) The goods or services purchased must be taken in their entirety and not broken down into component parts in an attempt to circumvent this policy.
- c) The cumulative value of those goods or services over a course of a school year (September 1st to August 31st).

12.0 PURCHASE LIMITS AND METHODS

The purchasing limits and methods within this section are the minimum requirements needed to ensure financial control and to minimize financial risk. Splitting transactions to avoid purchase limit requirements is not permitted. Confirmation orders are allowed in alignment with Board Purchasing Procedures.

Purchase Dollar Limits*	Purchasing Method
\$0 up to but not including \$500	<ul style="list-style-type: none"> Petty cash, reimbursement form, vendor invoice, cheque requisition, Board purchasing card or purchase order.
\$500 up to but not including \$10,000	<ul style="list-style-type: none"> Vendor invoice, cheque requisition, Board purchasing card or purchase order.
\$10,000 up to but not including \$75,000	<ul style="list-style-type: none"> Purchase order and/or contract. Request for Quotation (RFQ) or Request for Proposal (RFP). Invitational Competitive Procurement (Minimum of three written quotes required) If deemed to be a sole/single source initiative, written explanation supporting the sole/single source procurement is submitted to Admin Council for review and approval.
\$75,000 up to but not including \$121,200	<ul style="list-style-type: none"> Purchase order and/or contract. Request for Quotation (RFQ) or Request for Proposal Invitational Competitive Procurement (Minimum of three written quotes required). If deemed to be a sole/single source initiative, written explanation supporting the sole/single source procurement is submitted to the Board of Trustees for review and approval.
\$121,200 and greater	<ul style="list-style-type: none"> Purchase order and/or contract. Open Competitive Process (Request for Tender (RFT) or Request for Proposal (RFP)). RFT's and RFP's will comply with the BPS Supply Chain Guideline requirements (including advertising on an electronic tendering system that is readily accessible by all vendors such as MERX or Biddingo).

	<ul style="list-style-type: none"> Advertised publicly including posting on Board website.
* All dollar amounts are exclusive of provincial and federal taxes	

Where a minimum of three written quotes are required as outlined above, and not possible to receive, the Board must document the reason why it was not possible to obtain three quotes. Examples of appropriate documentation may include:

- A copy of correspondence between the three prospective vendors and the board
- Correspondence noting only two known vendors provide the good or service.

The documentation must be approved by the Director of Education and the Superintendent of Business for review and approval.

12.0 Criteria for Dollar Limits on Purchases of Consulting Services

A consultant is defined as a person or entity under an agreement, other than an employment agreement, providing expert or strategic advice and related services for consideration and decision-making.

The following dollar limits indicate the competitive purchasing process to be followed by all staff when acquiring consulting services.	
Purchase Dollar Limits*	Criteria
\$0 up to but not including \$75,000	Invitational or open competitive process. Minimum of 3 written quotes or through a Request for Quotation (RFQ) process conducted by school/department, or by the Business/Purchasing Department or in consultation with the Business/Purchasing Department. If deemed to be a sole/single source initiative, written explanation supporting the sole/single procurement is submitted to the Director of Education and Superintendent of Business for review and approval.
\$75,000 up to but not including \$121,200	Open Competitive Process. Request for Tender (RFT) or Request for Proposal (RFP). Issued to invited vendor list and/or advertised on Board website or other appropriate location. Vendor responses are sealed. RFT's and RFP's over \$121,200 are to be advertised or posted on a nationally accessible electronic tendering website. If

	deemed to be a sole/single source initiative, written explanation supporting the sole/single source procurement is submitted to the Director of Education and Superintendent of Business for review and approval.
\$0 up to but not including \$75,000	Non-competitive (exception based only) Requires Approval of the Director of Education and Superintendent of Business.
\$75,000 or more	Non-competitive (exception based only) Requires Approval of Board of Trustees
* Dollar limits refer to the total estimated value of the annual contract, goods or services * All dollar amounts are exclusive of provincial and federal taxes.	

13.0 NON-COMPETITIVE PROCUREMENT

Single-Sourcing: Where an unforeseen situation of urgency exists, the goods and services may be acquired from a specific vendor. When purchasing such items, justification to support the decision must be formally documented.

Sole Sourcing; Where only one vendor is able to meet the requirements of procurement in the circumstances. In such cases, the requisition must be preauthorized.

Collaborative Marketplaces; Government collaborative sourcing initiatives such as Ontario Education Collaborative Marketplace (OECM) award tenders in accordance with the BPS Procurement Directive. These buying groups eliminate the competitive procurement requirement at the school Board level. In such cases, the requisition must be preauthorized.

Exceptions

Competitive bidding requirements may be waived for the following purchases:

- a) In instances where goods or services are available only from a sole source, which means that there is only one known source of supply for the goods or services.
- b) In instances where an expenditure is mandated by a municipality or other body, (e.g., building permit, utilities)
- c) Payroll and other statutory remittances.
- d) The Director of Education and the Superintendent of Business are responsible for the acquisition and ongoing review of banking services, insurance, audit services, legal services, advertising, group benefit provider and consultant and real estate transactions.
- e) Due to market conditions, when goods or services are in limited or short supply.
- f) In cases where the Ministry of Education provides special grant funding for specific

projects, and where grant money must be spent within a timeline that does not allow for the normal process to occur.

- g) Library books, instructional resources, and publications
- h) Communication infrastructure.
- i) Software licensing renewals.
- j) Student transportation.
- k) The Board may participate in cooperative purchasing groups such as the Ontario Education Cooperative Marketplace (OECM), Ministry of Government and Consumer Services (MGCS) VOR's or contracts competitively established by other school board, colleges, universities, or government agencies when it is in the best interest so of the Board through cost savings or efficiencies.

In cases of emergencies, the Director of Education or designate has the authority to obtain goods and/or services in the most expedient manner possible regardless of the amount. When an emergency exists, the Director of Education or designate will inform the chair of the Board regarding action taken. Emergencies are defined as circumstances or situations beyond the Board's control which have the potential of affecting the health or safety of students or personnel or will result in undue financial loss.

14.0 CONSTRUCTION PROJECTS

The Manager of Plant Services will issue Requests for Tenders for construction projects in compliance with the monetary limits established in this policy. The following will apply to construction projects:

- a) All construction projects or contracts valued over \$250,000 will comply with the Agreement for Internal Trade and the BPS Supply Chain Guideline.
- b) All bidders will be required to include in the contract price the cost of a 50% performance bond.
- c) For construction projects, for which an architect is appointed, tenders shall be called when the Board of Trustees has approved working drawings. Tenders for such projects shall be opened in public.

15.0 COMPETITIVE PROCUREMENT PROCESSES

a) Request For Quotation (RFQ)

Used for purchase that is estimated to be greater than \$10,000 and less than \$75,000. RFQ is more informal method of solicitation in that the bids are not required to be sealed. A minimum of three written quotes are required. A RFQ usually focuses the evaluation criteria on price and delivery.

b) Request for Tender (RFT)

Used for purchases where the goods or services can be specified and are estimated to be greater than \$121,200. RFT is a formal method of solicitation in that sealed bids are required. An RFT usually focuses the evaluation criteria predominantly on price and delivery requirements.

c) Request for Proposal (RFP)

Used where the product or service cannot be specified, but the need, problem or goal is identified. Bidders must support their proposal by describing their relevant experience and capabilities, qualifications and solutions to our need.

The proposals are evaluated on a technical and cost merit. This process uses predefined evaluation criteria in which price are not the only factor.

d) Request For Expression of Interest (RFEI) or Request For Information (RFI)

Used for gathering information from potential suppliers as to how they would deal with a certain scenario or problem and determine the interest level of suppliers in participating in a procurement process. It can lead to a formal competitive process. A response to an RFEI or RFI does not pre-qualify a potential supplier and does not influence their chances of being the successful bidder on any subsequent opportunity. No Contract "A" (bid contract) or Contract "B" (performance contract) will be formed between the Board and the respondents. Electronic tendering methods may be used to reach a large population when seeking information.

e) Request for Supplier Qualifications (RFSQ)

- The Board, at its discretion, may pre-qualify potential bidders based on criteria appropriate to the service, supply or construction requirements. The purpose is to gather information on supplier capabilities and qualifications with the intention of:
- Using a pre-qualified suppliers list to respond to purchasing completion
- Pre-qualifying suppliers who are interested in supplying materials or services in the future. The result of this procedure is a Vendor of Record (VOR) or a preferred supplier list.
- The RFSQ will contain specific language to disclaim any obligation on the part of the Board to actually call on or award a contract to any supplier as a result of the pre-qualification to supply such goods or services.

COMPETITIVE PROCUREMENT DOCUMENTS

- a) For an open competitive process, the Huron-Superior Catholic District School Board will develop documents that contain an explanation of the organization's requirements, timelines of the bidding process; the selection process and tie score process; conflict of interest and dispute resolution processes; vendor debriefing process; cancellation/termination clauses; submission rules to be followed.
- b) Evaluation criteria and methodology will be developed, reviewed, and approved before the competitive process begins. These criteria and sub-criteria will be included in the competitive documents. The document must identify those criteria that are considered mandatory. Mandatory requirements are those requirements that, if not met, will cause a bid to be rejected. Evaluation criteria may only be altered by means of an addendum to the document.

- c) The method to resolve a tie score will be identified in the evaluation criteria of a Request for Proposal. This may differ for each procurement, depending on what is most appropriate. Tie-break processes may include supplier presentations and demonstrations reference checks, site visits to supplier locations, and negotiations.
- d) A contact person will be named in the document to answer any questions. Lobbying during a competitive procurement call is prohibited. This includes any communications with anyone other than the official point of contact from the time of issuance, up to and including to disqualification from the current or future procurement at the Board's discretion.
- e) The terms of the contract including any options for renewal will be stated in the document. The length of a contract will be limited to a maximum of five years (three-year contract plus two one-year extensions). At the end of five years, the contract will be re-tendered through a competitive procurements process unless the Board has approved an extension.

VENDORS OF RECORD

The Purchasing Department will establish long-term agreements with vendors through a competitive process in adherence to this policy. These agreements will be for a maximum of three-year terms. The terms can be extended annually with approval from the Board of Trustees.

ADVERTISING OF PROCUREMENT REQUIREMENTS

- a) Advertising of procurement requirements will be determined by the type of procurement methods and nature of the requirement. Methods of advertising can include newspaper advertisement, posting on the Huron-Superior Catholic District School Board website, posting on MERX or on Biddingo.
- b) In compliance with the Agreement on Internal Trade (AIT), all procurements with an estimated value or more than \$121,200 will be posted on an electronic tendering system that is readily accessible by all vendors such as MERX and/or Biddingo.

Timelines for Posting Competitive Procurements

- a) Bids valued at \$121,200 and up to \$366,800 must be advertised for a period of 15 calendar days. The closing date will be on a normal working day (Monday to Friday, excluding provincial and national holidays). For procurement of high complexity, risk and/or dollar values, up to 30 calendar days will be considered.
- b) The competition process begins when the procurement documents are issued and ends on the closing date, commonly referred to as the "blackout period". During the blackout period all communications with suppliers will be through a contact person identified in the competitive document.
- c) During the competitive period, documents may be clarified or modified through the use of an addendum or a question-and-answer (Q&A) response. Addenda and Q&A will be

posted in the same manner as the competitive documents were advertised. Addenda must be issued at least seven days PRIOR to the closing date of the tender. Where an addendum must be issued within the last seven days of closing, the closing date will be extended accordingly.

BID RECEIPT

Each bid must be stamped as it arrives with the date and time. Any bids received after the closing date and time will not be accepted and will be returned unopened to the supplier.

EVALUATION TEAM

- a) Where the competitive process warrants the requirement of an evaluation team, the team will be responsible for reviewing and scoring each bid. The evaluation team may be different for each competitive process, depending on the expertise required to make the decision. The evaluation team members will be selected and their participation confirmed before the competitive documents have been posted.
- b) A representative of the Business/Purchasing Department will facilitate the evaluation process and may also be an evaluator.
- c) Evaluation team members must be aware of the restrictions related to confidential information shared through the competitive process and refrain from engaging in activities that may create or appear to create a conflict of interest. Team members will be required to sign an Evaluator's Conflict of Interest Agreement (Appendix A)
- d) Each member of the evaluation team must complete an evaluation matrix rating each bid submission. Records of the evaluation scores are subject to audit. Evaluators will be aware that everything they say or document must be fair, factual, and fully defensible and may be subject to public scrutiny.

EVALUATION OF BIDS

- a) Bids will be evaluated according to all relevant criteria contained in each bid document. The Board intends to evaluate based on price, product/service quality, past performances, delivery and payment terms or any combination or additions thereof at its sole discretion. Evaluation of bids may include compliance, skills/experience and capability, reference checks, interviews, and demonstrations.
- b) The Board reserves the right to evaluate pricing offered based on the combined total cost of the items tendered or separately.
- c) The Board is entitled to ask bidders for clarification on their bid as long as it does not change their bid in any way.
- d) Alternative strategies or solutions submitted with a bid, which were not requested in the original procurement document, will not be accepted unless an alternative was expressly requested.
- e) Tie Bids – If identical low bids are received, the following options as deemed appropriate by the Superintendent of Business may be considered to break the tie:
 - Other weighted criteria
 - Prompt payment discount

- Best delivery
 - Environmental initiatives offered
 - A coin toss (facilitated by the Superintendent of Business or designate, provided the identical low bidders agree and are present for the coin toss).
- f) Where bids received exceed the budget amount, are not responsive to the requirements, or do not represent fair market value, a revised solicitation can be issued in an effort to obtain an acceptable submission. If no bids are acceptable and it is not reasonable to go through any other method, the Board may choose to negotiate directly with a chosen supplier.

BID IRREGULARITIES/MISTAKES/OMISSIONS AND REJECTION

- a) Bid irregularities are a deviation from the bid request which affects the price, quality, quantity, or delivery and is critical to the award.
- b) Irregularities that do not comply with the essential terms of the invitation and compromise the integrity of the bidding process, will be considered a major irregularity and will be rejected.
- c) The Board reserves the right to waive a minor irregularity if determined to have no financial implications to the bid. Minor irregularities may be accepted by requesting the bidder rectify the deviation within a specified time.
- d) Bidders whose submissions are rejected will be notified of the rejection in writing as soon as practicable after completion of the evaluation, prior to the award.
- e) The Board reserves the right to reject a bid submission in view of current, pending or threatened litigation, arbitration, alternative dispute resolution or disputes involving the Board and the bidder.

CONTRACT AWARD

- a) An award will be made to the compliant bidder with the highest score, who has met all mandatory requirements set out in the procurement document. The Huron-Superior Catholic District School Board is not obligated to accept the lowest bid.
- b) The award of any bid or will be made in writing and may be subject to the successful bidder entering into a contract that is satisfactory to the Board.
- c) Unsuccessful bidders will be provided with the name of the successful bidder(s) and contract start and end dates including any options for extension. For purchases valued at \$121,200. Or greater, the Huron-Superior Catholic District School Board will post, in the same manner as the procurement documents were posted, the name(s) of the successful supplier(s). The contract award notification will include the agreement start and end dates, including any options for extension.
- d) A purchase order will be issued upon formal award.

DISCRIMINATION OR PREFERRED TREATMENT IN CONTRACT AWARD

The Board will refrain from any discrimination or preferred treatment in awarding of a

contract to a supplier as a result of a competitive process. The Board will not give preferential treatment to any supplier(s) based on criteria such as company size or geographic location unless explicitly stated in the competitive documentation. Any preference stated in the competitive document must fall under the specific circumstances identified in the Ontario Ministry of Finance Supply Chain Guidelines.

VENDOR DEBRIEFING AND BID PROTEST PROCEDURES

- a) For purchases valued at \$121,200 or greater the Board will inform all suppliers who participated in a procurement process of their entitlement to a debriefing. By written request to the Superintendent of Business unsuccessful bidders will have an opportunity to book this meeting. The debriefing will provide the bidder with a critical review of the unsuccessful bid, and if what, in the opinion of the Evaluation Team, were its particular strengths and weaknesses, in conducting vendor debriefings, the board will not disclose information concerning other suppliers bids as they may contain confidential third party organization proprietary information subject to the mandatory third party exemption under the MFIPPA. If a supplier makes such a request, the Board will advise the supplier that a formal Freedom of Information (FOI) request be submitted.
- b) Questions unrelated to the procurement process must not be responded to during the debriefing and must be noted as out of scope.
- c) Where a bidder is dissatisfied with the information provided the bidder may request in writing a meeting with the Superintendent of Business.
- d) A record of all debriefings will be kept on file.

CONTRACT MANAGEMENT

Procurement and the resulting contracts will be managed responsibly and effectively and will include but not be limited to the following requirements.

- a) Payments will be made in accordance with the provisions of the contract. All invoices must contain detailed information sufficient to warrant payment.
- b) Supplier's performance will be managed and documented, and any performance issues will be addressed.
- c) The responsibilities of both the Board and the successful supplier are defined in a signed written contract/purchase order before the provision for supplying goods or services commences.
- d) Contracts will include appropriate cancellation or termination clauses.
- e) Contracts will include extensions to the term of the agreement as set out in the procurement document.
- f) Extending the term of agreement beyond that set out in the competitive procurement document is considered a non-competitive procurement where the extension affects the dollar value. In such situations, approval authority will be obtained prior to proceeding with the extension.
- g) For services, the Board will ensure that:
 - Clear terms of reference are outlined in the procurement document. The terms shall include objectives, background, scope, constraints, staff

responsibilities, tangible deliverables, timing, progress reporting, and approval requirements.

- Expense claim and reimbursement rules are compliant with the Broader Public Sector Expenses Directive and ensure that all expenses are claimed and reimbursed in accordance with these rules.
- Ensure that expenses are claimed and reimbursed only where the contract explicitly provides for reimbursement of expenses.

PROCUREMENT DOCUMENTS AND RECORDS RETENTION

All procurement documents, as well as any other pertinent information for reporting and auditing purposes must be maintained for a period of seven years and be in recoverable form if requested. Confidential and commercially sensitive information is maintained in the procurement file in locked cabinets within the purchasing department. If transfer of the files is required prior to the seven years, the documents are taken to the Board's secure archives. After seven years, the documentation is destroyed. Confidential information may be shared with evaluation team members after an Evaluator's Code of Conduct & Conflict of Interest Agreement (Appendix A) is received by the Purchasing Department.



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

FIELD TRIPS - FORM B

APPLICATION FOR BOARD OF TRUSTEES APPROVAL EXTENDED FIELD TRIP

SCHOOL: St. Mary's College

NAME OF TEACHER Lorie Czop GRADE 9-12

requests authorization to take his/her class to Stratford Festival
(place or area)

Date of Departure: Sept. 24, 2024

Date of Return: Sept. 25, 2024

Number of Students: 30 Number of Staff: 2 Number of Adults: C
(at least 1 required)

Note: Both male and female chaperones should accompany overnight trips with mixed student groups.

Means of Transportation: Coach Bus
(Under no circumstances are students to drive other students.)

A detailed itinerary must be provided with this application.
The itinerary must outline the educational value of the field trip and list the curriculum
and/or Ontario Catholic School Graduate Expectations being met.

Special provisions to provide for Universal Access: YES ☐ NO ☐ NOT REQUIRED ☒

Note: The Principal confirms that all "Volunteers" have had a Criminal Records Check and a Vulnerable Sector Screening and that all students have out of province/country medical insurance for travel outside the province/country. The principal also confirms that all staff/chaperones are aware of Policy 5003 Field Trips and its accompanying Procedural Guidelines.

[Signature]
(Signature of Principal)

SEPT. 10, 2024
(Date)

AUTHORIZATION

This Extended Field trip is approved.

(Signature of Director)

(Date)

Distribution: The Principal will sign the form and send it to the Director of Education.

Once approved by the Board of Trustees, a copy will be sent to the Principal for his/her records.

St. Mary's College Stratford Festival Trip Itinerary

September 24-25, 2024

Cost for the trip will be required **in full** by September 21st, via school cash online. This is due to the tight timelines that we are working with this year. Price covers the cost of the coach, hotel, student breakfast in hotel and picnic lunch at the Stratford Festival, and play tickets. Students will also need to bring spending money for dinner Tuesday and Wednesday night and are encouraged to pack a lunch and/or snacks for the bus ride to and from Stratford. We will stop along the way however, and they can purchase food if they would like.

Please note: All students attending must have a **valid** passport and or Nexus card to cross the border. Please take a copy of this and send it in with your child. In addition, a photocopy of valid Health insurance must be provided to us prior to departure. Both of these photocopies will need to be brought to school. A field trip waiver form will also need to be signed and returned. If we are using a photocopy of the birth certificate instead, it must be accompanied by a letter from parent/guardian stating that they approve their son/daughter to travel across the border with St. Mary's College to attend the Stratford Festival. We ask that all photocopying be completed by the parent/guardian to save time. Thank you!

Total amount: **\$250** - *OR LOWER BASED ON INTEREST.*

Day #1:

- BREAKDOWN OF COSTS AVAILABLE ONCE STUDENT INTEREST DETERMINED -

6:45 a.m.	Board coach
7:00 a.m.	Leave for Stratford (I-75 to Port Huron/ Sarnia to Stratford)
10:30 a.m.	First stop/break (TBD)
3:30 p.m.	Shopping @ Masonville Mall for a few hours
6:00 p.m.	Check in to hotel and get ready for dinner
7:00 p.m.	Dinner @ Pazzo Pizzeria (70 Ontario Street, Stratford)

11:00 p.m. In rooms, lights out at 12:00 p.m.
(The Arden Park Hotel -522 Ontario Street, Stratford
1-519-275-2936)

Day #2:

8:00 a.m. Breakfast @ hotel

9:00 a.m. Load bus

9:20 a.m. Depart for the Stratford Festival to walk the
Grounds

11:00 a.m. Shop at the Bookstore

12:00 p.m. Lunch and Relax

2:00 p.m. Attend the Stratford Festival performance of *Romeo and Juliet*

5:30 p.m. Board bus for Sault Ste. Marie

12:30 a.m. Arrive at SMC for parent pick up(students will message
when we cross the bridge)

Curriculum Expectations and Catholic Graduate Expectations

Reading and Literature 1.8: Identify and analyze the perspectives and/or biases evident in texts, including complex and challenging texts, commenting with understanding and increasing insight on any questions that may arise about beliefs, values, identity and power.

Oral Communication 1.6: extend understanding of oral texts by making insightful connections between the ideas in them and personal knowledge, experience, insights and the world around them.

Catholic Graduate Expectation: Reflective Thinker
Lifelong Learner



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

REPORT TO THE BOARD OF TRUSTEES UPDATE ON MULTI-YEAR ACCESSIBILITY PLAN

Date: September 18, 2024

Submitted by:
Justin Pino
Superintendent of Business

The Huron-Superior Catholic District School Board's Multi-Year Strategic Plan (MYSP) lists Equitable Stewardship of our Resources as one of its strategic directions. This report relates to utilizing our resources responsibly, justly, responsively, and wisely.

Background

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), the Huron-Superior Catholic District School Board (HSCDSB) developed a multi-year accessibility plan for the years 2018 – December 2023. In 2024, the multi-year accessibility plan was updated for the period December 2023 – September 2026. Available on the board [website](#), the plan outlines various steps to be taken to improve the board's accessibility. The plan identifies five main categories of improvements for the board:

- Customer Service
- Employment
- Information and Communications
- Physical / Architectural
- Transportation

The plan outlines how barriers in three of these areas – Customer Service, Information and Communication, and Physical / Architectural – were to be addressed in the 2023-2024 school year. More detail about improvement in these three areas follows.

Customer Service

The board's accessibility plan indicates that during the 2023-24 school year, the board would continue to:

- **Review Status of Accessibility Awareness Training** – The plan indicates that all new staff must be trained in accessibility awareness. The board's Human Resources Department has taken the lead on this initiative and confirmed that all new employees, trustees, and volunteers receive this training in their onboarding package. The online module, available through the Ontario Education Services Corporation (OESC), must be completed and employees must sign a declaration indicating that they have watched the 30-minute Accessible Customer Service video in its entirety.

For the 2024-25 school year, the board will continue to review the status of accessibility awareness training, to ensure new staff members have been appropriately trained. The board's Human Resources Department will continue to take the lead on this review.

Information and Communications

The board's accessibility plan indicates that during the 2023-24 school year, the board would continue to:

- **Review the Status of the Board's Accessibility Policies and Procedures** – Policy 6005: Accessibility Standards was reviewed to ensure that all facets of it were complete and updated. This policy and its associated procedural guidelines and appendixes were presented to the Policy Committee on September 8, 2021. An updated version of the procedural guidelines and appendixes was posted on the board's website shortly thereafter.
- **Review Capacity of School Libraries** – An appendix was added to Policy 6005: Accessibility Standards related to accessible and/or conversion-ready resources. This appendix, created by the board's Special Education Department, allows teachers from across the board to request access to accessible materials for their students as they are needed. In addition, students have access to a number of other accessible resources, including, but not limited to, audio books, ebooks, and Google Read and Write.
- **Review Accessibility Features of Board and School Websites** – The board updated and migrated its website to a new platform in 2021. Our board and school websites meet WCAG, 2.0, Level AA standards.

The Board's Accessibility Planning Committee meets annually or as required to review progress and evaluate the effectiveness of implementation of barrier-removal and prevention strategies and to plan for increased accessibility throughout the board. For the 2024-25 school year, the board will:

- Review the board's multi-year accessibility plan.
- Continue to review the status of accessibility awareness training to ensure new staff have been provided with the training.
- Continue to review the status of the board's accessibility policies and procedures and update as required.
- Continue to review the capacity of school libraries to provide accessible or conversion-ready formats of digital or multimedia resources upon request.
- Continue to review accessibility features of all updates and purchases related to board and school websites, in anticipation of WCAG, 2.0, Level AA standards.

The board's Human Resources, Information Technology, Communications, and Special Education Departments will continue to take the lead on these reviews.

Physical / Architectural

The following upgrades occurred during the summer of 2024. Projects are expected to be completed by the end of September 2024.

Our Lady of Lourdes, Sault Ste. Marie and St. Paul, Sault Ste. Marie – For the 2023-24 school year, accessibility upgrades occurred, which included the provision of full universal washrooms, barrier-free improvements to the student washrooms, signage and wayfinding, tactile indicator strips, door hardware and accessible doorways as required. The interior wheelchair ramp at Our Lady of Lourdes was also upgraded. Improved barrier-free parking was completed at both schools.



St. Mary's College School Activity Report
September 2024

September 6, 2024

Submitted by:
Kenzie Garson
Alexander Oraziatti
Mya Jensen
Student Trustees
St. Mary's College

Faith:

- Mario Rocchetta will be fulfilling the role of Chaplain as part of his teaching schedule
- A staff prayer service was held to start our PA Day on September 3, during which we all committed to being Pilgrims of Hope on our journey through the school year
- SMC has rebranded its "Faith on Fire" group as "Faith UKnighted." Students will be able to sign up for this club beginning in September
- SMC has recommitted to being a "Development and Peace" school, meaning we will focus our efforts throughout the year on various Social Justice initiatives. Our Faith UKnighted team, as well as our Religion classes, will be instrumental in carrying out this mission
- This year's Faith Convenor's are Ava Barone and Alexis Powelek. They will be assisting with prayer each day on the PA

Extracurricular Activities:

- Girls Jr & Sr Basketball season begins Wednesday, September 18
- Boys Volleyball begins Wednesday September 18
- Jr & Sr Football kick off their season on Saturday, September 7
- X-Country running begins practices this week

SMC Student Council:

- Student Council is hosting Welcome Week activities for the Grade 9s during the week of September 9-13
- These activities include: Fly on the Wall, Guess Who, Family Feud, Feed Your Friend, and Water Play

Indigenous Student Advisory Council:

- The Indigenous Student Advisory Council is hosting a sweat lodge with Elder Joe Jones to connect to their culture
- A feather-wrapping workshop will be held for the National Day of Truth and Reconciliation
- A fundraiser will be held with all proceeds going to charity

Student Senate:

- Student Senate applications have been released to all students
- Posters have been put up around St. Mary's College with a QR code that takes students to a Google Form application.
- In addition, paper copies have been placed in the office
- Applications are due on September 20, intending to have the Senate picked with a meeting in place during the last week of September