



*The Niagara Catholic District School Board through the charisms of faith, social justice, support and leadership, nurtures an enriching Catholic learning community for all to reach their full potential and become living witnesses of Christ.*

## AGENDA AND MATERIAL

# SPECIAL BOARD MEETING

**TUESDAY, APRIL 12, 2011**

**9:00 P.M.**

(following the Committee of the Whole Meeting)

**FATHER KENNETH BURNS, C.S.C. BOARD ROOM  
CATHOLIC EDUCATION CENTRE, WELLAND, ONTARIO**

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### A. ROUTINE MATTERS

1. Opening Prayers – Trustee Fera -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -

### B. COMMITTEE AND STAFF REPORTS

1. Addition and Alterations to St. Anthony Catholic Elementary School Award of Construction Contract B1
2. Addition to Blessed Trinity Catholic Secondary School Award of Construction Contract B2
3. Policies
  - 3.1 Approval of Purchasing/Supply Chain Management Policy (600.1) (Interim) B3.1
  - 3.2 Approval of Trustee Expenses & Reimbursement Policy (100.13) (Interim) B3.2
  - 3.3 Deletion of Trustee Conference & Travel Expenses Policy (100.2) B3.3
  - 3.4 Deletion of Trustee Travel Expenses Policy (100.3) B3.4
4. Larkin Estate Admission Awards 2011-2012 B4

### C. BUSINESS IN CAMERA

### D. REPORT ON THE IN CAMER SESSION

### E. MOMENT OF SILENT REFLECTION FOR LIFE

### F. ADJOURNMENT

#### SPECIAL MEETINGS OF THE BOARD ... Board By-Laws Excerpt

*Special meetings of the Board shall be held by order of the Board, on the written request of three (3) trustees, to the Chairperson or the Director, on the call of the Chairperson, or at the request of the Director of Education. The trustees shall be given a twenty four (24) hour notice for special meetings except in emergency situations. Such meetings shall be called for specific reasons. Such subjects shall be stated in the notice calling the meeting. Notwithstanding any other provisions to the Board's By-Laws, no other business shall be considered at a special meeting other than the subjects stated in the notice.*

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
SPECIAL BOARD MEETING  
PUBLIC SESSION  
APRIL 12, 2011**

**TOPIC: ADDITION AND ALTERATIONS TO ST. ANTHONY CATHOLIC  
ELEMENTARY SCHOOL  
AWARD OF CONSTRUCTION CONTRACT**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the award of a construction contract to Charter Building Company for the addition and alterations to St. Anthony Catholic Elementary School.

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Prepared by: James Woods, Controller of Plant

Presented by: James Woods, Controller of Plant

Recommended by: John Crocco, Director of Education

Date: April 12, 2011



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## REPORT TO THE COMMITTEE OF THE WHOLE APRIL 12, 2011

### ADDITION AND ALTERATIONS TO ST. ANTHONY CATHOLIC ELEMENTARY SCHOOL AWARD OF CONSTRUCTION CONTRACT

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#### BACKGROUND INFORMATION

Tenders were opened on Friday March 4<sup>th</sup>, 2011 for the addition and alterations to St. Anthony Catholic Elementary School, as per the drawings and specifications prepared by Garwood-Jones & Hanham Architects. The results of the tender were as follows:

<b>Contractor</b>	<b>Bid Price</b>
1. Charter Building Company	1,444,117
2. Merit Contractors Niagara Ltd	1,456,000
3. Brouwer Construction (1981) Ltd.	1,488,000
4. TR Hinan Contractors Inc	1,510,000
5. Bromac Construction Ltd	1,512,500
6. TRP Construction	1,568,000
7. Stolk Construction Ltd	1,638,000

#### TOTAL PROJECT COST

Given the bid Contract Price of \$1,444,117 by Charter Building Company, the total project cost would be calculated as follows:

Construction Contract	1,444,117
Consultant Fees & Disbursements	146,700
Permits	6,000
Furniture & Equipment	15,000
Other Project Costs	80,000
Portable Removal and Relocation	0
HST, after rebate	36,543
	<u>\$1,728,360</u>

#### PROJECT SCOPE

The project includes the addition of three new kindergarten classrooms and paved playground, as well as a required upgrade to the building electrical supply

## FUNDING

Funding for the project is from the following sources:

Primary Class Size Funding	1,077,869
Full Day Early Learning Capital Funding	434,585
Facilities Renewal Grant	215,906
	<u>\$1,728,360</u>

## MINISTRY OF EDUCATION APPROVAL

The Ministry granted approval to proceed with this Capital Project on June 22, 2010.

### RECOMMENDATION

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the award of a construction contract to Charter Building Company for the addition and alterations to St. Anthony Catholic Elementary School.

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Prepared by: James Woods, Controller of Plant  
Presented by: James Woods, Controller of Plant  
Recommended by: John Crocco, Director of Education  
Date: April 12, 2011

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
SPECIAL BOARD MEETING  
PUBLIC SESSION  
APRIL 12, 2011**

**TOPIC: ADDITION AND ALTERATIONS TO BLESSED TRINITY  
CATHOLIC SECONDARY SCHOOL  
AWARD OF CONSTRUCTION CONTRACT**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the award of a construction contract to Brouwer Construction (1981) Ltd., for the addition and alterations to Blessed Trinity Catholic Secondary School.

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Prepared by: James Woods, Controller of Plant

Presented by: James Woods, Controller of Plant

Recommended by: John Crocco, Director of Education

Date: April 12, 2011



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

**REPORT TO THE COMMITTEE OF THE WHOLE MEETING  
APRIL 12<sup>TH</sup>, 2011**

**ADDITION AND ALTERATIONS TO BLESSED TRINITY  
CATHOLIC SECONDARY SCHOOL, PHASE TWO  
AWARD OF CONSTRUCTION CONTRACT**

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**BACKGROUND INFORMATION**

Tenders were opened on Wednesday April 6, 2011 for the addition and alterations to Blessed Trinity Secondary School, Phase Two, as per the drawings and specifications prepared by Raimondo + Associates Architects Inc. The results of the tender were as follows:

<b>Contractor</b>	<b>Bid Price</b>
1. Brouwer Construction (1981) Ltd.	\$6,835,373
2. Kenmore Management	\$7,043,208
3. Merit Contractors Niagara Ltd.	\$7,133,833
4. TRP Construction	\$7,203,199
5. Charter Building Company	\$7,220,892
6. T.R. Hinan Contractors Inc.	\$7,256,936

**TOTAL PROJECT COST**

The Architects have analyzed the bids and have recommended the award of a construction contract to Brouwer Construction (1981) Ltd. Given the indicated Contract Price of \$6,835,373, the total project cost would be calculated as follows

Phase One Construction Cost	\$ 1,435,925
Construction Contract, Phase Two	\$ 6,835,373
Office Renovation	\$ 127,000
Guidance Renovation	\$ 136,000
New Chapel Addition	\$ 297,000
Consultant Fees & Disbursements	\$ 1,060,442
Furniture & Equipment	\$ 156,816
Other Project Costs	\$ 1,281,359
	<b>\$ 11,329,915</b>

## PROJECT SCOPE

The Phase Two project incorporates a new addition and alterations to the existing building including 17 standard classrooms, a special education classroom, 2 science classrooms, a GIS computer lab, a music classroom, a culinary classroom, a single gymnasium, a weight room, a staff lounge, washrooms, and an expanded cafeteria. As well, alterations will be made to the office and guidance area and the chapel will be expanded.

## FUNDING AND BOARD APPROVAL

Funding for the project would be from the following sources:

Energy Efficient Schools Funding	11,000,000
Board Reserves	<u>329,915</u>
	<b>\$ 11,329,915</b>

The Board approved the transfer of \$329,915 from the Reserve for Working Funds and the project budget of \$11,329,915 on January 26, 2010

## MINISTRY OF EDUCATION APPROVAL

The Ministry granted approval to proceed with this Capital Project on August 4, 2010, provided the cost does not exceed \$11,329,915.

A slide presentation of the new addition will be presented as part of this report.

### RECOMMENDATION

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the award of a construction contract to Brouwer Construction (1981) Ltd., for the addition and alterations to Blessed Trinity Catholic Secondary School.

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Prepared by: James Woods, Controller of Plant  
Presented by: James Woods, Controller of Plant  
Recommended by: John Crocco, Director of Education  
Date: Tuesday April 12<sup>th</sup>, 2011

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
SPECIAL BOARD MEETING  
PUBLIC SESSION  
APRIL 12, 2011**

**TOPIC: APPROVAL OF POLICIES  
TRUSTEE EXPENSES & REIMBURSEMENT POLICY (100.13)  
(INTERIM)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Trustee Expenses & Reimbursement Policy (100.13) (Interim), as presented.

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Prepared by: Larry Reich, Superintendent of Business and Financial Services

Presented by: Larry Reich, Superintendent of Business and Financial Services

Recommended by: John Crocco, Director of Education

Date: April 12, 2011



## Niagara Catholic District School Board

### TRUSTEE EXPENSES AND REIMBURSEMENTS (Interim)

Adopted:  
Revised:

Policy No. 100.12

### STATEMENT OF POLICY

The Niagara Catholic District School Board is committed to an organizational culture that operates with integrity and promotes responsibility, excellence, transparency and accountability with respect to decisions and practices.

The Board is committed to ensuring that all expenses claimed by the Trustees are associated with the responsibilities of a Board member and that these expenses support the program objectives of the organization and that they maximize the benefits to the Board.

#### **Eligible Expenses**

It is the policy of the Niagara Catholic District School Board to reimburse Trustees and Student Trustees for out-of-pocket expenses reasonably incurred in connection with carrying out the responsibilities of a Board member in accordance with the operating procedures outlined in this Policy, including:

- a) office equipment
- b) office supplies
- c) conference and workshops
- d) travel for Board sanctioned business
- e) other costs

#### **Appropriate Approvals**

Under the Trustee Expense Guideline issued by the Ministry of Education, the approval of Trustee expense will be approved as follows:

- a) Claims by Trustees for the reimbursement of expenses require the approval of the Chairperson of the Board and the Director of Education.
- b) Claims by Chairperson of the Board for the reimbursement of expenses require the approval of the Director of Education and the Superintendent of Business & Financial Services.

#### **Where an expense claim is denied**

When a Trustee's expense claim has not been approved, the Trustee will be informed of the reason in writing by the Chair of the Board and/or the Director of Education.

If the Trustee disagrees with the denial, the Trustee may bring the matter to the next regular meeting of the Committee of the Whole (In-Camera) with a recommendation. In making its decision, the Committee of the Whole will determine whether or not the denial is consistent with the terms of the Board Policy.

If a satisfactory resolution is not reached then the affected party may contest the decision during a public meeting of the Niagara Catholic District School Board of Trustees.

#### **Claims for Travel to Meetings and Board Functions**

Travel costs by private automobiles will be reimbursed for actual kilometers travelled on Board sanctioned business. If the Trustee travels to various locations during the day, travel shall be calculated from the last location to the next location.

Expenses related to travel, such as parking and personal meals, will be reimbursed based on actual expense receipts presented for reimbursement.

Automobile travel and related expenses shall be paid to Trustees at a rate per kilometre approved by the Board for all Board employees, using the Reimbursement of Travel Expenses Form.

### **Claims for Accommodation, Meals**

When Trustees travel on Board sanctioned business, they may be reimbursed for costs incurred for accommodation and meals, using the Trustee Conference, Workshop and Overnight Meetings Form.

Accommodation costs shall be reimbursed for reasonable costs incurred and shall not include personal charges.

Meal costs shall be reimbursed for breakfast, lunch and dinner for reasonable amounts and shall not include charges for other people.

Alcohol costs shall not be reimbursed, even when served with meals.

### **Claims for Conferences, Workshops and Overnight Meetings**

The Board encourages all Trustees to attend Conferences, Workshops and Meetings relating to educational issues and events. The Board shall establish a budget amount for each Trustee to attend Conferences, Workshops and Overnight Meetings.

Reimbursement of Trustee conference and travel expenses shall require the approval of the Chairperson of the Board and the Director of Education. All claims for reimbursement of Trustee conference and travel expenses claimed by the Chairperson of the Board shall require the approval of the Superintendent of Business and Financial Services and the Director of Education.

All claims for Trustee Conference expenses shall be submitted and processed using the Trustee Conference, Workshop and Overnight Meetings Form.

All Trustee Conference expenses shall be claimed during the appropriate budget year and shall not exceed the amount of the Trustee allocation for that budget year.

Unused funds in the individual Trustee allocation for the budget year shall not be re-allocated to other Trustees and shall not be carried forward to another budget year.

Trustee Conference expenses, which exceed the amount allocated to an individual Trustee, shall be repaid to the Board by the individual Trustee before the end of the following budget year, unless otherwise directed by the Board.

### **Claims for Other Expenses**

Any other extraordinary or unusual expenses that a Trustee feels should be paid by the Board shall be referred to the Chairperson of the Board and the Director of Education with a written explanation and request for payment. The Chairperson of the Board and the Director of Education may approve or disapprove of payment.

### **Receipts and Timing of Claims for Reimbursement**

All claims for the reimbursement of Trustee expenses must be accompanied by original receipts and the original bill/invoice providing the details of the expense.

All claims for the reimbursement of Trustee expenses shall generally be submitted on a monthly basis, using the appropriate forms and approvals, within the appropriate budget year.

### **Gifts and Donations**

Gifts and donations, by any Trustee, to any groups or individuals will not be reimbursed, unless they are approved in advance by the Chairperson of the Board and the Director of Education.

Gifts and donations may be made on behalf of the Board of Trustees, if approved in advance by the Chairperson of the Board and the Director of Education.

### **Advertising and Communications**

Trustees will not be reimbursed for expenses related to political advocacy.

The cost related to supporting a fundraiser or event for a specific political party is not eligible for reimbursement.

### **Office Equipment**

It is the Policy of the Niagara Catholic District School Board to provide the Trustees with the following office equipment and services to be used from the beginning to the end of the term of office:

- a) home based computer
- b) home based printer
- c) allowance for internet service
- d) standard office computer software

All equipment will be provided in accordance with current Board standards and shall be maintained in good repair by the computer technicians of the Board.

At the end of the Trustee's term of office, the equipment is to be returned to the Board, unless the Trustee decides to purchase the equipment from the Board.

The purchase of the equipment shall be processed through the office of the Director of Education and shall be processed at the fair market value of the equipment at the end of the term of office of the Trustee.

### **Reporting of Trustee Expenses**

All Trustee expenses for the previous school year will be posted annually on the Board website and reported publicly to the Board before December 31 of the current school year, under the following categories:

- a) office equipment
- b) office supplies
- c) conference and workshops
- d) travel for board business
- e) other

All expense reports for each Trustee will remain on the Board website for one year after the expiry of the term of office.

Information pertaining to individual Trustee expenses will be forwarded to the Ministry of Education, as required by the Ministry.

### *References:*

The Education Statutes and Regulations of Ontario

The Income Tax Act

Report of the Auditor, December 2005

Ministry of Education Broader Public Sector Expenses Directive, April 1, 2011

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
SPECIAL BOARD MEETING  
PUBLIC SESSION  
APRIL 12, 2011**

**TOPIC: APPROVAL OF POLICIES  
PURCHASING/SUPPLY CHAIN MANAGEMENT POLICY (600.1)  
(INTERIM)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Purchasing/Supply Chain Management Policy (600.1), as presented.

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Prepared by: Larry Reich, Superintendent of Business and Financial Services

Presented by: Larry Reich, Superintendent of Business and Financial Services

Recommended by: John Crocco, Director of Education

Date: April 12, 2011

Niagara Catholic District School Board

**PURCHASING/SUPPLY CHAIN MANAGEMENT POLICY**

Adopted: 1998  
Revised: March 29, 2011

Policy No. 600.1

**STATEMENT OF POLICY**

The Niagara Catholic District School Board supports the concept of “centralized purchasing” as a means of obtaining maximum value for each dollar expended, consistent with the educational goals of the Board and fair business principles.

The Niagara Catholic District School Board recognizes that fair, open and transparent competition is a basic tenet of public acquisition through the Quotation, Tender and Request for Proposal processes using a variety of source selection methods under varying market conditions, in accordance with the Supply Chain Management regulations. Awards will be given to the lowest qualified bidder except where the best interests of the Board are served by accepting other than the lowest price.

All staff involved in purchasing activities shall abide by all applicable Board Policies, Statutory Acts & Regulations and Code of Ethics stipulated by the Purchasing Management Association of Canada.

The Purchasing/Supply Chain Management activities, including leases and commitments exceeding twelve (12) calendar months, will be carried out in accordance with the following Approval Authority Limits.

<b>APPROVAL AUTHORITY LIMITS</b>			
<b>Purchase Authority Limit</b>	<b>Purchase Initiated By</b>	<b>Purchase Approved By</b>	<b>Procedure</b>
<\$1,000	School Staff CEC Staff Program Staff	Appropriate Supervisor or member of Senior Staff	Purchases can be paid by petty cash, purchasing card, cheque requisition or purchase order requisition.
>\$1,001 - \$50,000	Managers Principals Consultants Senior Staff	Appropriate Supervisor or member of Senior Staff	At least three (3) verbal quotes to be documented on purchase requisition and submitted to Manager of Purchasing
>\$50,001 - \$100,000	Managers Principals Consultants Senior Staff	Appropriate Supervisor & Supt. of Business	At least three (3) written quotes to be attached to the purchase requisition and submitted to Manager of Purchasing
>\$100,001 - \$500,000	Managers Principals Consultants Senior Staff	Supt. of Business & Director of Education	Open Competitive Process - Tenders/RFP's issued by Purchasing/SCM Department or Architectural/Engineering Firm
>\$500,000	Superintendents Controller of Plant	Director of Education & Board of Trustees	Open Competitive Process - Tenders/RFP's issued by Purchasing/SCM Department or Architectural/Engineering Firm

The Director of Education will establish Administrative Guidelines in support of this policy.

**PURCHASING/SUPPLY CHAIN MANAGEMENT POLICY**

**ADMINISTRATIVE GUIDELINES**

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## **Purchasing Code of Ethics – Niagara Catholic DSB**

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. These are not a substitute for personal integrity and good judgment; they are intended to serve as a minimum standard of behaviour.

### **Personal Integrity and Professionalism**

All individuals involved in purchasing or other supply chain-related 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 organizations, suppliers and other stakeholders.

Respect must be demonstrated for each other and for the environment.

Confidential information must be safeguarded.

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.

### **Accountability and Transparency**

Supply chain activities must be open and accountable. In particular, tendering, contracting and purchasing activities must be fair, open, 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.

### **Compliance and Continuous Improvement**

All broader public sector supply chain participants must comply with this Code of Ethics and the laws of Canada and Ontario.

Participants should continuously work to improve supply chain policies and procedures, to improve supply chain knowledge and skill levels, and to share leading practices.

## **Purchasing Principles – Niagara Catholic DSB**

The purchasing principles of the Board shall be as follows:

1. Board staff shall utilize a centralized purchasing program for the purchase of all Goods and Services through the Purchasing section of the Financial Services Department.
2. The Niagara Catholic District School Board has a centralized purchasing function in the Purchasing (Purchasing/Supply Chain Management) section of the Financial Services Department, responsible for acquisition of Goods and Services and disposal of Board assets.
3. The Purchasing/Supply Chain Management Policy/Regulations and Administrative **Guidelines** recognize that **fair, open and transparent** competition is a basic tenet of public acquisition, using a variety of source selection methods under varying market conditions.
4. Board staff shall procure by purchase, rental or lease, the required quality and quantity of Goods and Services in an efficient and cost effective manner.
5. Board staff shall consider all costs, including acquisition, operating and disposal costs, in evaluating Bid submissions from Responsive and Responsible Vendors, rather than basing a decision solely on the lowest Bid price (i.e. “Total Acquisition Cost” method of procurement).
6. Awards will be given to the lowest qualified bidder, except where the best interests of the Board are served by accepting other than the lowest price.
7. All Supervisory personnel are responsible for ensuring their immediate staff are properly informed of and comply with this policy, its regulations and **guidelines**.
8. Personal purchases on behalf of an employee, elected official or family member, the requirement for which is not for the Board or any of its purposes, are not permitted.
9. Unauthorized purchases will be considered an obligation of the person making the purchase and not an obligation of the Board.
10. Employees of the Board may not promote or sell goods or services for compensation to any board, provincial school or teachers’ college, or pupil enrolled therein, except as permitted by the Education Act.
11. Any arrangements which might prevent, **or appear to prevent, fair, open and transparent** competition shall be avoided in order to ensure open competition among qualified bidders.
12. Lobbying, during a competitive procurement call, is prohibited. An official point of contact shall be named and communication with anyone other than the official point of contact from the time of issuance, up to and including the time of award, is prohibited.
13. Any vendor/proponent who violates the lobbying prohibition will be subject to disqualification from the current and future procurements, at the Board’s discretion.



**A. CRITERIA DETERMINING PURCHASING (PURCHASING/SUPPLY CHAIN MANAGEMENT) PROCESS**

The Manager of Purchasing – Supply Chain Management, in consultation with the initiating member of Senior Staff, Principal or Manager, shall consider the following criteria in determining the acquisition process to be followed in the procurement of all applicable Goods and Services:

1. Where the required Goods or Service can be specified, the Tender or Quote process shall apply.
2. Where only the need can be specified rather than the specific product or service to fill the need, the Proposal process shall apply. The Proposal process may include the process of pre-qualification.
3. Where professional or consulting services are being requested, the Proposal process shall apply.

**B. NON COMPETITIVE PROCUREMENT**

When a non-competitive procurement purchase is proposed, the following procedures must be followed:

1. The member of Senior Staff will ensure that the Goods and Services are procured by the most open market procedure practicable under the circumstances.
2. Documentation, including a non-competitive approval form, explaining the nature of the situation and the actions taken will be forwarded, with a purchase requisition, to the Purchasing/Supply Chain Management Department and a copy sent by the originator to the Superintendent of Business & Finance.
3. Purchase orders shall not be issued without the required documentation.

Purchase by Negotiation

Purchase by negotiation shall apply when, in the judgment of the Manager of Purchasing – Supply Chain Management, in consultation with the initiating member of Senior Staff, Principal or Manager, any of the following conditions exist:

1. Due to market conditions, Goods are in short supply.
2. There is only one known source of the Goods or Services.
3. Two or more identical low bids have been received.
4. The lowest bid received substantially exceeds the estimated cost of the Goods.
5. All bids received fail to comply with the specifications, tender terms and conditions, and it is impractical to recall Tenders
6. The extension or revision of an existing contract would prove more cost effective or beneficial. Same must be duly authorized by a “Change Order” and documentation sent to Purchasing.
7. A single source or sole source is being recommended because it is more cost effective or beneficial for the Board.
8. Purchase of an item where compatibility with an existing product, service or program is an overriding consideration.
9. When only one Bid is received through the tendering system.

Formal documentation must be completed and authorized by the Superintendent of Business and Finance, in order to support and justify the decision to Purchase by Negotiation.

Emergency Purchasing

Emergency Purchasing shall apply when a member of Senior Staff verifies that the procurement of Goods and/or Services is necessary to prevent, or correct, dangerous or potentially dangerous safety conditions, serious delays, or further damage, or to restore minimum service.

Non-Competitive Procurement (exemptions from the Competitive Process)

In certain unique circumstances, the Board will not have the ability to go through a competitive process activity. The Purchasing/Supply Chain Management Department would then go directly to one supplier to meet the requirements of the Board.

There are two main types of direct awards:

Single Sourcing – is the use of non-competitive procurement process to acquire goods, services or construction from a specific supplier even though there may be more than one supplier capable of delivering the same Goods, Services or Construction.

Sole Sourcing – means the use of a non-competitive procurement process to acquire Goods or Services where there is only one available supplier for the source of Goods or Services.

#### Single Sourcing

Allowable exceptions for competitive procurements include:

- a. Where an unforeseen situation of urgency exists and the Goods, Services or Construction cannot be obtained by means of open procurement procedures. Where a non-competitive procurement is required due to an urgent situation, the Board may conduct the procurement prior to obtaining the appropriate approvals, provided that the urgency has been justified in writing (see Emergency Purchasing).
- b. Where Goods or consulting Services regarding matters of confidential or privileged nature are to be purchased and the disclosure of those matters through an open competitive process could reasonably be expected to compromise confidentiality, cause economic disruption or otherwise be contrary to the public interest.
- c. Where a contract is awarded under a cooperation agreement that is financed, in whole or in part, by an international organization only to the extent that the agreement includes different rules for awarding contracts.
- d. Where construction materials are to be purchased and it can be demonstrated that transportation costs or technical considerations imposed geographic limits on the availability of the supply base, specifically in the case of sand, stone, gravel, asphalt compound and pre-mixed concrete for use in the construction or repair of roads.
- e. Where an open competitive process could interfere with the organization's ability to maintain security or order or to protect human, animal or plant life.
- f. Where there is an absence of any bid in response to an open competitive process that has been conducted in compliance with this document.
- g. Where only one supplier is able to meet the requirements of procurement in the circumstances (Sole Sourcing).

#### Sole Sourcing

In accordance with the Agreement on Internal Trade (AIT), in the situation where only one supplier is able to meet the requirements of procurement, the Board may use the following Sole Source method:

- a. To ensure compatibility with an existing product, to recognize exclusive rights, such as exclusive licenses, copyrights and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative.
- b. Where there is an absence of competition for technical reasons and the Goods or Services can only be supplied by a particular supplier and no alternative or substitute exists.
- c. For the procurement of Goods or Services, the supply of which is controlled by a supplier that is a statutory monopoly.
- d. For the purchase of Goods on a commodity market.
- e. For work to be performed on or about a leased building or portions thereof that may be performed only by the lessor or its authorized work force.
- f. For works to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work.
- g. For a contract to be awarded to the winner of a design contest.
- h. For the procurement of a prototype or a first Good or Service to be developed in the course of and for a particular contract for research, experiment, study or original development, but not for any subsequent purchases.
- i. For the purchase of Goods under exceptionally advantageous circumstances such as bankruptcy or receivership, but not for routine purchases.
- j. For the procurement of original works of art.
- k. For the procurement of subscriptions to newspapers, magazines or other periodicals.
- l. For the procurement of real property.

Formal documentation must be completed to support and justify the decisions above. This documentation must be completed and approved by the appropriate authority levels within the Board and may be used as supporting documentation in the case of a competitive dispute.

### **C. COMPETITIVE PROCUREMENT/ACQUISITION PROCESS**

The following acquisition process indicates the methodology to be applied by the Purchasing/Supply Chain Management Department within the outlined source selection techniques, taking into consideration the following dollar guidelines:

Zero (0), and less than \$1,000.00 – at the discretion of the originator

More than \$1,001.00, and less than \$50,000.00 – at least three (3) verbal quotes

More than \$50,001.00, and less than \$100,000.00 – at least three (3) written quotes

More than \$100,000.00 – Tender/Request for Proposal – Purchasing Department

No contract or purchase shall be divided to avoid the requirements of these **guidelines**, and the annual or total project requirement shall be considered.

### **D. ADVERTISING OF BIDS**

Advertising of Bids shall be conducted through the Purchasing/Supply Chain Management Department utilizing an electronic Website. Bids must be advertised for a period of 15 calendar days for procurements valued at \$100,000 or more. Any addenda must be issued at least seven days PRIOR to the closing date of the Bid. Questions and addenda are posted in the same manner as the competitive documents when advertised to the market and therefore shall be made available to all potential proponents. The Board must ensure that the closing date of the Bid is set on a normal working day (Monday to Friday, excluding provincial and national holidays). Submissions that are delivered after the closing time will not be considered and will be returned unopened.

The Board abides by and is governed by legislation and trade agreements with respect to procurement listed below:

1. Agreement on Internal Trade (AIT)
2. Ontario-Quebec Procurement Agreement
3. Canadian Law of Competitive Processes and Contract Law
4. Freedom of Information and Protection of Privacy Act (FIPPA)

\*Note: Construction Competitive Contracts can be processed through an electronic tendering system and/or one of the following methods: Publication in one or more predetermined daily newspapers that are easily accessible to all Canadian suppliers; or the use of source lists, such as Vendor of Record (VOR) or preferred supplier lists.

#### **Agreement on Internal Trade (AIT)**

AIT regulates trade between the provinces to ensure equal access to public sector procurement for all Canadian suppliers. Thresholds are as follows for competitive processes which would include using electronic tendering systems, advertisements in daily newspapers or other source lists:  
School Boards – Goods \$100,000.00, Services \$100,000.00, Construction \$250,000.00

#### **Ontario/Quebec Procurement Agreement**

Similar to the AIT, the Ontario/Quebec Procurement Agreement regulates trade between Ontario and Quebec to ensure equal access to public sector procurement for local suppliers. Thresholds are as follows:  
School Boards – Goods \$100,000.00, Services \$100,000.00, Construction \$100,000.00

### Canadian Law of Competitive Processes and Contract Law

When the Board conducts a solicitation, the law of competitive processes applies. The receipt of Tenders, and in some cases Proposals, during a competitive procurement process may result in the formation of a Bid contract (Contract A) between the Board and the proponent. The Board is obligated to take special care to understand the obligations that are made in soliciting Bids, such as rejecting non-compliant Bids and not deviating from the process described in the Bid documents.

**The Board shall not breach Contract A by providing information or changing the specifications during the competitive process to unfairly benefit a particular bidder, or enter into side negotiations with any bidder in an effort to obtain more desirable contract conditions. When the Board enters into a contractual agreement with a supplier (Contract B), the agreement creates obligations on both parties and is subject to applicable contract law, including accepted meanings and interpretations of enforceability, non-performance, breach of contract and remedies . that may occur from time to time.**

All contract documents, competitive procurement process and any correspondence or supporting information relating in any way to a competitive procurement process are subject to subpoena by a Canadian court of law. The Board, through specified individuals, would be compelled to defend or otherwise explain documents in court.

### Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

The purpose of MFIPPA is to make Boards accountable to the public and to protect personal privacy. MFIPPA accomplishes these purposes by:

- providing the public with a right of access to records within the Board's custody or control
- preventing the unauthorized collection, use and disclosure of personal information.

All notes, e-mails, memos, letters or any other documentation relating to a competitive procurement process are ordinarily subject to MFIPPA requests. Freedom of Information requests can be made for information on tendering and administration of contracts. Any record, so requested, must be disclosed in its entirety unless MFIPPA exceptions to disclosure apply to all or part of the request.

## **E. APPROVAL AUTHORITY LIMITS**

The Approval Authority Limits outlined in the Purchasing/Supply Chain Management Policy will be reviewed and updated as necessary, with the approval of the Board.

1. Tenders for the Board shall be issued and received by the Manager of Purchasing/Supply Chain Management and opened in public, if specified in the Tender document. 1.2 Tenders shall be opened, Bid amounts recorded, sureties and other requirements of the Tender confirmed (if applicable), and Bid amounts entered on the Summary of Bidders Sheet. After all Bids have been recorded on the Summary of Bidders sheet, it shall be initialed by at least two Supply Chain Department members. Evaluation team members will be advised 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. The Board will have team members sign a Conflict of Interest Declaration and Non-Disclosure Agreement. All Tenders received for the purchase of Goods and Services, \* with the exception of construction contracts, shall be tabulated, analyzed and awarded by the Manager of Purchasing/Supply Chain Management , in consultation with the initiating member of Senior Staff, Principal or Manager.
2. Where market conditions are such that price protection cannot be obtained for Goods and Services having an annual total value in excess of \$100,000.00, the Manager of Purchasing/Supply Chain Management shall obtain competitive prices for short term commitments until such time as reasonable price protection and fair marketing pricing is restored.

\* NOTE: All New School Construction Tenders are approved by the Board.

### 3. Proposal Calls

To be used:

- 3.1 when only the need can be specified rather than the specific product or service to fill the need;
- 3.2 when it is not practical to prepare precise specifications which permit bids of readily comparable products or services.

The acquisition regulations governing the use of Proposal calls are similar to the Tender process outlined earlier in this document. However, it is recognized that there is more lead time and effort involved in a Proposal process than there is for a Tender.

- 3.3 Where it has been determined by the Manager of Purchasing/Supply Chain Management, in consultation with the initiating member of Senior Staff, Principal or Manager, that the Proposal acquisition method is adopted, and where it is estimated that Goods and Services will cost more than \$100,000.00, the Manager of Purchasing/Supply Chain Management, in consultation with the initiating member of Senior Staff , Principal or Manager, may determine whether to:
  - a) issue a “Request for Proposal” and establish a Selection Committee for the purpose of Proposal review, or
  - b) Advertise a “Request for Information” in publications of general circulation/Website and establish a Selection Committee for review purposes. Once this process has been completed, a Tender/Proposal may be issued to vendors and the Selection Committee would reconvene to review the Bids and determine the award. The Board is under no obligation to award a contract based on informational gathering activities, such as an RFI.

#### Request for Expressions of Interest (RFEI)

The purpose of an RFEI is to gather information on supplier interest in an opportunity or information on supplier capabilities/qualifications. This mechanism **will** be used by the Board when wishing to gain a better understanding of the capacity of the supplier community to provide the services or solutions needed. Information collected can also facilitate selecting the best possible competition method for a follow-up competition. NOTE: A response to an RFI or a RFEI **MUST** not pre-qualify a potential supplier and **MUST** not influence a supplier’s chance of being the successful proponent on any subsequent opportunity.

#### Request for Supplier Qualifications (RFSQ)

The purpose of an RFSQ is to gather information on supplier capabilities and qualifications, with the intention of creating a list of pre-qualified suppliers. This mechanism may be used either to identify qualified candidates in advance of expected future competitions or to narrow the field for an immediate need. The purpose of this process is to reduce subsequent effort devoted to the competitive process (i.e. Bid preparation on the part of suppliers and evaluation on the part of the Board). An RFSQ can be used to understand which potential proponents have the capabilities that the Board requires, as the first stage in a two staged solicitation (followed by either a Request for Proposal or a Request for Tender), whereby only pre-qualified suppliers will be invited to respond to the actual competition. This can make the number of responses and the evaluation process more manageable for the Board evaluators, while allowing unqualified proponents to avoid the effort and expense of preparing a complete competitive response. An RFSQ can also be used to pre-qualify suppliers who are interested in supplying Goods or Services in the future, if and when requested. The typical result of this procedure is referred to as a Vendor of Record (VOR) or a preferred suppliers list. An RFSQ document specifically defines the type of materials or services included as part of the process and sets upper limits to the value of future awards. Further, the document **will** clearly indicate the time duration the list is to be valid, the methods by which suppliers can be placed on the list and what specific intervals opportunities for being qualified will come up. The document **will** also indicate that suppliers who do not participate in the pre-qualification or do not appear on the list may be excluded from

opportunities. If the VOR or preferred supplier list is to be used for procurement valued at \$100,000.00, a supplier that meets the conditions for registration on the list must be able to register at any time. The RFSQ must contain specific language to disclaim any obligation on the part of the Board to actually call on any supplier as a result of the pre-qualification to supply such Goods or Services.

#### **F. CONTRACTS/LEASES/AGREEMENTS**

Contracts, leases and agreements will be processed in accordance with the Approval Authority Limits, as specified in the Purchasing/Supply Chain Management Policy.

#### **G. SEGREGATION OF DUTIES**

Budget(s) – authorized and approved by the Board on an annual basis. The Budget department forward/allocates budgets to originators (Schools Administrators/Department Managers).

Requisition(s)/Commitments – authorized by the budget holder (Schools/Departments) and forwarded to the Purchasing/Supply Chain Management Department for acquisition purposes.

Receipt(s) – authorized by the budget holder (Schools/Departments) and forwarded to the Expediting Department for receiving purposes.

Payment(s) – authorized by the budget holder (Schools/Departments) and forwarded to the Accounts Payable Department for verification of prices, matched with the receipt, then processed for payment by the Accounts Payable Department.

#### **H. EVALUATION OF BIDS**

All information regarding timelines of Bids, Bid receipts, evaluation criteria, evaluation methodology and process, selection process, tie score process, fixed evaluation criteria, evaluation matrix, conflict of interests, and dispute resolution process are contained within the terms and conditions of the individual Bid and the Bid specifications. Evaluation methods and processes to be used in assessing the bidder's submission must be fully disclosed and must not discriminate or exercise preferential treatment in awarding a contract to a supplier as a result of a competitive procurement process.

The Board must then select only the highest ranked submissions that meet all mandatory requirements set out in the related procurement documents. Alternative strategies or solutions NOT requested in the original procurement documents will not be accepted unless expressly requested in the original procurement documents.

- The Board is entitled to ask bidders for clarification on their Bid as long as it does not change their Bid in any way.
- Where Bids are received in response to a solicitation but exceed the Board's budget, are not responsive to the requirement or do not represent fair market value, a revised solicitation can be issued in an effort to obtain an acceptable Bid.
- 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.

Bidders will be notified of the rejection of their Bids in writing, as specified in the RFP or tender, as soon as practicable after completion of the evaluation. With the exception of any pricing that was made publicly available at the time of a public opening, all submission evaluation details are subject to MFIPPA.

Evaluation records of procurement process must be fair, factual, fully defensible, auditable and kept on file in the Purchasing/Supply Chain Management Department.

Bids will be evaluated according to all relevant criteria contained in each particular Bid. The Board **will** evaluate Bids based on price, product quality, past performance, delivery and payment terms or any combination or additions thereof, at its sole discretion. The Board reserves the right to evaluate pricing based on the combined total cost of the items tendered or separately. Maximum justifiable weighting will be allocated to the price/cost component of the evaluation criteria.

Evaluation of Bids include, but are not limited to:

- (\*) Bid is appropriately received
- Bid meets all mandatory requirements (compliant vs. non compliant)
- Bid meets optional/desirable requirements
- schedule compliance
- skills/experience and capability
- price/quality/value analysis
- weights, sub-weights for rated requirements
- reference checks, oral interviews, demonstrations
- any and all other criteria as listed within the Bid

\* Bid Receipt - The Board must ensure that the closing date is set on a normal working day. Submissions that are delivered after the closing time must not be considered and will be returned unopened. Each Bid must be stamped as it arrived with the date, time, location, company name and contact information. Bids are not opened until after the competitive process has closed. The Board has to ensure that there is at least one witness to view the Bid openings.

Evaluation criteria **will** be developed, reviewed and approved BEFORE the competitive process begins and contained within the Bid documents. Mandatory and any technical standards that need to be met have to be identified. The evaluation criteria cannot be changed or altered once the competitive process begins, with the exception of an addendum sent to all suppliers prior to Bid closing.

#### Evaluation Team

Every competitive process requires an evaluation team that will be responsible for reviewing all the compliant Bids. Evaluation team members **will** be selected and participation confirmed before the competitive documents have been posted. Board evaluation team members will have been included in the development of the evaluation criteria and general requirements. Each team member will complete an evaluation matrix rating each of the submissions in a fair, factual and fully defensible manner. Evaluation team members will be made 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. The Board will require team members to sign a Conflict of Interest Declaration and Non Disclosure Agreement. The Board will require suppliers to sign a Conflict of Interest Declaration with each Bid submitted. The Board must consider any Conflict of Interest during procurement activities applicable to all employees, advisors, external consultants or suppliers.

Note: Consultants that are hired by the Board must be aware of the conflict of interest created when a consulting organization is involved in the development of the competitive documents and also has the ability to fulfill the procurement needs that are being contemplated in those competitive documents. The Board must be very clear and insist on documented agreements that any consultants involved in developing the competitive documents CANNOT be involved in the creation of the response to those competitive documents.

Employees, Consultants and Advisors who are on the Evaluation Team must also declare a Conflict of Interest. Employees, Consultants and Advisors are ultimately responsible and accountable for using good judgment in the exercise of the Board's duties and must:

- disclose Conflict of Interest to the Board in writing to the Manager of Purchasing/Supply Chain Management
- avoid situations that may present Conflict of Interest while working with persons doing business or seeking to do business with the Board.

Situations that might result in a Conflict of Interest are:

- engage in outside employment
- not disclosing an existing relationship that may be perceived as being a real or apparent influence on their objectivity in carrying out an official role
- providing assistance or advice to a particular supplier participating in a competitive process
- having an ownership, investment interest, or compensation arrangement with any entity participating in a competitive process
- having a family member with an ownership, investment interest or compensation arrangement with any entity participating in a competitive process
- having access to confidential information
- accepting favours or gratuities from those doing business with the organization

### Selection Process

The submission that receives the highest evaluation score and meets all mandatory requirements set out in the competitive procurement document must be declared the winning bid.

- a. The Board will select Bids based on criteria contained within the Bid but shall not discriminate:
  - Between the Goods or Services of a particular province or region, including those goods and services included in construction contracts, and those of any other province or region; or
  - Between the suppliers of such Goods or Services of a particular province or region and those of any other province or region.
- b. Except as otherwise provided, measures that are inconsistent with the above include the following:
  - The imposition of conditions on the invitation to compete, registration requirements or qualification procedures that are based on the location of a supplier's place of business in Canada, the place in Canada where the Goods are produced or the Services are provided, or other like criteria.
  - The biasing of technical specifications in favour of, or against, particular Goods or Services, including those Goods or Services included in construction contracts, or in favour of, or against, the suppliers of such Goods or Services for the purpose of avoiding the obligations of the Board.
  - The timing of events in the competitive process so as to prevent suppliers from submitting Bids.
  - The specification of quantities and delivery schedules of a scale and frequency that may reasonably be judged as deliberately designed to prevent suppliers from meeting the requirements of the procurement.
  - The division of required quantities or the diversion of budgetary funds to subsidiary agencies in a manner designed to avoid these obligations.
  - The use of price discounts or preferential margins to favour particular suppliers.



- c. The Board shall not impose or consider, in the evaluation of bids or the award of contracts, local content or other economic benefits criteria that are designed to favour:
  - The Goods and Services of a particular province or region, including those Goods and Services included in construction contracts; or
  - The suppliers of a particular province or region of such goods or services.
- d. Except as otherwise required to comply with international obligations, the Board may accord a preference for Canadian value-added, subject to the following conditions:
  - The preference for Canadian value-added must be no greater than 10 per cent.
  - The organization shall specify in the call for competition the level of preference to be used in the evaluation of the Bid.
  - All qualified suppliers must be informed through the call for competition of the existence of the preference and the rules applicable to determine the Canadian value-added.
- e. Except as otherwise required to comply with international obligations, the Board may limit its competition to Canadian goods, Canadian services or Canadian suppliers, subject to the following conditions:
  - The Board must be satisfied that there is sufficient competition among Canadian suppliers.
  - All qualified suppliers must be informed through the call for competition of the existence of the preference and the rules applicable to determine Canadian content.
  - The requirement for Canadian content must be no greater than necessary to qualify the procured Good or Services as a Canadian Good or Service.

## **I. CONTRACT AWARDS & MANAGEMENT**

### Contract Awards

Upon request of the Board, a bidder whose Tender is under consideration for the award of a contract shall promptly submit satisfactory evidence of financial resources, experience of the organization and its staff, and equipment available for the performance of the contract. In addition, a technical question and answer interview may be conducted, if deemed necessary to clarify or verify the Bidder's Tender and to develop a comprehensive assessment of the Tender.

The award of any Bid, or any part thereof, will be made in writing and may be subject to the successful bidder entering into a contract that is satisfactory to the Board. Provided however, and it is expressly understood and agreed, that upon the acceptance of the Bid by the Board, the said Bid shall, with the said conditions, specifications and form of Bid constitute a valid and binding contract. The Board must obtain the supplier's signatures before obtaining the designated Board's signature. The contract must be finalized using the form of agreement/contract that was released with the procurement document. If it appears to the Board that the Tender will be adversely affected because timely signing of a contract acceptable to the Board will not take place, the Board reserves the right to award the contract to the next ranked qualified bidder. Appropriate terminology regarding cancellation/termination clauses, vendor debriefing notification and protocol, dispute resolution process and arbitration are contained within Bid specifications and terms and conditions.

For procurements valued at \$100,000 or more, results will be posted in the same manner as the procurement documents were posted.

A Purchase Order will be issued upon formal award.

Unsuccessful bidders will be provided with the name of the successful bidder(s), start and end dates including any options for extension. Any information provided must comply with MFIPPA.

### Contract Type

**Fixed price:** A fixed price contract is a contract that has a set fee for a specific scope of work to be completed, which can include the completion of a specific deliverable or deliverables. When deciding to use a fixed price contract, the organization must consider the level of scope detail that has

been developed. The more well defined the scope and the requirements, the lower the risk of using a fixed price contract for the Board. Using a fixed price contract with a scope that is not well defined contains risk for the Board because items may be deemed out of scope and thus result in costly change orders. If using a fixed price contract for a specific deliverable or deliverables, the Board must understand the desired outcome of the work being completed. One advantage of a fixed price contract is that the cost of the procurement is known in advance.

**Time and material:** A time and materials contract identifies work to be paid based on units of time spent on the procurement. These time units are typically in the form of daily or hourly rates for the amount of time and materials used by the resources assigned by the supplier. If the Board does not have a well defined scope of work, a time and materials contract may be the only option. The Board must monitor the hours spent during a time and materials contract to ensure that the procurement does not exceed the budget.

**Cost reimbursable:** A cost reimbursable contract is a contract where the Board agrees to reimburse all of the costs incurred by a supplier in the completion of the work identified. Typically, the Board will pay an additional fee on top of those costs to represent the supplier's profit. This additional fee can be calculated as a percentage of the costs incurred or as a flat fee on top of the costs incurred.

A combination of the contract types above can also be used, depending on the requirements being contemplated.

**Note:** The Board must include proper cancellation or termination clauses in all contracts.

The term of the contract agreement and any options to extend must be set out in the procurement documents (Bid documents). Changes to the term of the contract may change the procurement value. Prior written approval by the appropriate approval authority is necessary before changing contract start and end dates. Extensions to the contract beyond what is set out in the procurement document are considered non competitive procurements and the Board must seek appropriate approval authority prior to proceeding.

### Contract Management

Procurements and the resulting contracts must be managed responsibly and effectively.

Payments must be made in accordance with the provisions of the contract. All invoices must contain detailed information sufficient to warrant payment. Any overpayments must be recovered in a timely manner.

Assignments must be properly documented. Supplier performance must be managed and documented, and any performance issues must be addressed.

Service type contracts **will** be managed as follows:

- Establish clear terms of reference for assignment. The terms **will** include objectives, background, scope, constraints, staff responsibilities, tangible deliverables, timing, progress reporting, approval requirements and knowledge transfer requirements.
- Establish expense claim and reimbursement rules compliant with the Broader Public Sector Expenses Directive and ensure 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.

## **J. COOPERATIVE PURCHASING**

Under the direction of the Director of Education, or his/her designate, the Board shall **explore** cooperative purchasing with other school boards and other units of government or their agencies of public authorities, or utilize a “piggy-back clause” to existing ministry or government service contracts or other cooperatives, whenever the best interest of the Board will be served.

## **K. DISPOSAL PROCEDURES**

The following shall apply for disposal of surplus equipment:

1. Any property belonging to the Board and declared surplus to its particular use by the respective member of Senior Staff, Principal or Manager shall be disposed of by means of public auction, tender or quotation or released to a charitable organization by the Purchasing/Supply Chain Management Department and documented accordingly.
2. The Manager of Purchasing/Supply Chain Management shall have the authority to sell, exchange, or trade-in all goods declared surplus to need, and where it is cost effective and in the best interest of the Board to do so.
3. If it is determined that a higher return of net disposal costs can be achieved by sale of surplus Goods to the original vendor or vendors in that line of business, the Manager of Purchasing/Supply Chain Management shall negotiate to sell such Goods at the highest return.
4. Where it is deemed appropriate by the Manager of Purchasing/Supply Chain Management and/or the respective member of Senior Staff, Principal or Manager, a reserve price may be established and, in the case of disposal by Tender, published and disclosed; and in the case of auction or quotation, shall be used as an internal estimate and not disclosed.
5. Where items have been declared surplus and are determined by the Manager of Purchasing/Supply Chain Management to have little or no value, the Manager of Purchasing/Supply Chain Management, in consultation with the respective member of Senior Staff, Principal or Manager, shall have such item scrapped or donated to a charitable organization by the Purchasing Department and documented accordingly.

## **L. PROHIBITIONS REGARDING PURCHASES**

1. No contract or purchase shall be divided to avoid the requirements of these **guidelines**, and the annual or total project requirement shall be considered.
2. All petty cash purchases must exclude Tendered Goods, Tendered Programs and Tendered Services.
3. No employee or elected official shall purchase or offer to purchase, on behalf of the Board, any Goods or Services, except in accordance with these **guidelines**.
4. No personal purchases shall be made by the Board for elected members, or any appointed member of the Board, or for any Board employees, who are not deemed to be at Arms Length.
5. No member of the Board of Trustees and no officer or employee of the Board, shall become interested, directly or indirectly as a contracting party, or partner, in the work, the supplies or business in connection with a contract, or in any portion thereof, or of any supplies to be used therein, or in any monies to be derived there from.
6. No employee or elected official shall bid on the sale of Goods except those Goods disposed of by public auction.
  - 6.1 No employee of the Board who is assigned to work at an auction may bid on any Board assets being offered for sale at the auction.
  - 6.2 No employee of the Board having the responsibility for identifying items as surplus may bid on such items at the auction sale.

## **M. MISCELLANEOUS**

### **1. Discounts**

In arriving at a price, cash discounts will be considered part of the vendor's Bid.

### **2. Procurement Documentation and Records Retention**

All acquisition processes shall be documented by the Purchasing Department and kept on file in the Purchasing Department. In the case of a Tender/RFP issued by a Consultant, records will be retained by the department of the originating member of Senior Staff. A record of the procurement process documentation includes the following:

- a copy of the procurement justification or the business case.
- information regarding all supplier consultations, including any requests for information undertaken in the development of the procurement business case and/or procurement documents.
- evidence that all required approvals were obtained.
- copies of all procurement documents used to qualify and select the supplier.
- where the procurement was conducted through a VOR arrangement, information regarding the second stage selection process used to select the particular vendor of record.
- where the procurement was single or sole sourced, documented justification, applicable exemptions and associated approvals.
- copies of all advertisements of procurement documents.
- copies of all successful and unsuccessful responses, submissions, proposals and Bids received in response to procurement documents, including the Conflict of Interest Declaration and other attached forms.
- information regarding any issues that arose during the procurement process.
- information regarding all evaluations of submissions, Proposals and Bids received in response to procurement documents.
- information regarding all vendor debriefings including written documentation of the offer of vendor debriefing.
- copies of all award letters, notices and posted announcements.
- copies of additional agreements.
- information regarding all changes to the terms and conditions of an agreement, including any changes that resulted in an increase to pricing.
- information regarding the management of the supplier, including how the supplier's performance was monitored and managed and, where applicable, mechanisms used to transfer knowledge from the supplier to Board staff.
- risk assessment information and recommendations, where applicable.
- contractor security screening decisions, where applicable.
- information regarding all protests, disputes or supplier complaints regarding the procurement process.
- evidence of receipt of deliverables.
- any other documentation as identified by the Board.

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.

### **3. Special Funding/Bulk Purchase**

When special or additional funding (from any and all sources) for approved projects or programs has been allocated and the respective member of Senior Staff, Principal or Manager is ready to initiate the procurement process, the Manager of Purchasing/Supply Chain Management shall be consulted prior to any request for purchases, pricing or demonstrations.

4. Change Orders/Retrofits Only

Extensions or changes to existing construction/service contracts shall be authorized in the following manner:

- 4.1 The originator of the contemplated change shall obtain a price from the contractor/supplier for the change under consideration.
- 4.2 When the originator is satisfied that the price for the contemplated change fairly represents the value of the work, he/she shall prepare and issue a "Change Order" to the original contract, subject to the following limitations;
  - 4.2.1 For Change Orders of \$15,000.00 (within budget) or less, approval must be obtained from the member of Senior Staff or designate.
  - 4.2.2 For Change Orders in excess of \$15,000.00, (or excess of Budget) approval must be obtained from the Superintendent of Business & Finance or designate.
- 4.3 Copies of all Change Orders shall be distributed to the Accounting Department and to the Purchasing Department. In the case of a Tender/RFP issued by a Consultant, copies of all Change Orders will be retained by the department of the originating member of Senior Staff.

5. Environment

Every effort shall be made to competitively procure, whenever possible, environmentally appropriate and ecologically sound products while giving vendors fair and equitable access to School Board business.

The Board needs to consider environmentally responsible and sustainable Goods and Services as part of the purchasing decisions. The objectives of environmental sourcing are to:

- Provide an environmental role model for public procurement by making it a priority to use environmentally responsible Goods and Services, where feasible and cost effective;
- Support a healthier working environment for employees and for citizens in general through the purchase of environmentally preferable Goods and Services;
- Increase demands for environmentally responsible Goods and Services, which may ultimately enhance their quality and cost competitiveness;
- Increase the conservation of resources through the use of more reusable products, and/or Goods and Services that require less energy and materials to produce or use.

6. Auctions

When deemed cost effective to the Board, the Manager of Purchasing/Supply Chain Management, in consultation with the initiating member of Senior Staff, Principal or Manager, shall consider auctions as a viable alternative to purchase.

7. Health and Safety

All products and service purchases through the Tendering/Quotation/Proposal process must adhere to the Board's policy of acquiring and maintaining Material Safety Data Sheets on file. Any Goods/Services purchased by an individual will become the obligation and liability of said individual.

8. Bidder's Recourse/Debriefing and Bid Protest Procedures

By contacting the Board's Manager of Purchasing/Supply Chain Management, within 60 calendar days following the date of contract award notification, unsuccessful bidders will have an opportunity to request a debriefing session. The debriefing will provide a bidder with a critical review of the unsuccessful Bid and, what, in the opinion of the **Evaluation Committee**, were its particular strengths and weaknesses.

In scheduling vendor debriefings, the Board **will**:

- confirm the date and time of the debriefings with each vendor
- conduct separate debriefings with each vendor
- ensure that the same participants from the Board participate in every debriefing conducted
- retain all correspondence and documentation relevant to the debriefing session as part of the procurement documentation

- provide a general overview of the evaluation process set out in the procurement documents
- discuss the strengths and weaknesses of the supplier's submission in relation to the specific evaluation criteria and the supplier's evaluation score, if used. If more than price is evaluated, the Board may provide the supplier's evaluation scores and their evaluation ranking.
- provide suggestions on how the supplier may improve future submissions
- be open to feedback from the supplier on current procurement processes and practices
- address specific questions and issues raised by the supplier in relation to their submission.

The Board must not disclose information concerning other suppliers other than as specified above, as it 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 must advise the supplier that a formal FOI request be submitted.

Questions unrelated to the procurement process must not be responded to during the debriefing and must be noted as out of scope based on the debriefing process agreed to in the procurement documents.

**If the bidder has further concerns after meeting with the Manager of Purchasing/Supply Chain Management, the bidder will be referred to the Superintendent of Business and Finance to discuss the concern and attempt to resolve the matter.**

**If not satisfactorily resolved, then the complaint will be referred to the Director of Education for resolution or to be directed to the Board of Trustees at an appropriate meeting.**

9. Claims or Possible Claims

The Niagara Catholic District School Board will preclude a vendor from bidding if the vendor has made a formal demand or otherwise put the Board on notice of a pending action or is involved in any actual litigation proceedings (excepting only construction lien demands, notices or proceedings) by or against or otherwise involving the Board.

10. Arbitration

The Board **will** utilize an Arbitration clause within bid documents as follows:

Any dispute between the parties arising out of or relevant to the Bid which cannot be resolved by the parties shall be referred to mediation for mandatory Alternative Dispute Resolution, and a Mediator shall be selected from the list of approved Mediators of the Ontario Court (General Division), and such mediation is to take place within thirty (30) days of such referral. Any dispute between the parties which cannot be resolved by such mediation shall be settled and determined by any Court of competent jurisdiction, provided however, that the Board reserves the right to submit such dispute for settlement and determination by arbitration pursuant to the Arbitration Act of Ontario (the "Act") in which case the following provisions shall apply. Either party may at any time give written notice to the other of its desire to submit such dispute to arbitration stating with reasonable particularity the subject matter of such dispute. In the case of the vendor giving notice to the Board, if the Board does not consent to submitting such matter to arbitration, the vendor may refer such matter to a court of competent jurisdiction. If the Board generates the notice, or if the notice is generated by the vendor and consented to by the Board, then the following provisions shall apply. Within five (5) business days after receipt of such notice, the parties shall appoint a single arbitrator with appropriate experience to determine such dispute. If the parties fail to appoint an arbitrator, either party may apply to a Judge of the Ontario Court (General Division) to appoint an arbitrator to determine such dispute. The costs of arbitration shall be paid by the party as determined by the arbitrator, which jurisdiction shall include the determination of the costs to be paid by the unsuccessful party. The award of the arbitrator shall be final and binding upon the parties. Judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction and enforced in the normal course.

11. Demonstration/Pilot Programs

If a department/school wishes to participate in a demonstration program/pilot to test certain products in specific Instructional or Administrative environments, the following must be followed:

Administrative:

Standard Agreement to be formalized by the originator to include terms of agreement (listing of products, title risk, termination, etc.) and duly authorized by the Superintendent of Business & Finance. All administrative pilots **will** incorporate (if feasible) a minimum of three vendors for comparison purposes.

Instructional:

Request for Information to be issued which would include terms of reference (termination dates, etc.) duly authorized by the **appropriate** Superintendent of **Education** and the Superintendent of Business & Finance. All Instructional pilots must adhere to operational procedures of the Program Department as well as incorporate (if feasible) a minimum of three vendors for comparison purposes.

12. Procurement Card

In support of sound business practices, a procurement card will be issued to authorized Board employees for the acquisition of low dollar value, non-tendered Goods/Services.

13. Code of Ethics

All NCDSB employees shall abide by the Purchasing Code of Ethics.

The Purchasing Department Staff of the Niagara Catholic District School Board shall abide by the Code of Ethics for the Purchasing Associations of which they are a member .

14. Bid Irregularities

Major Irregularity: A deviation from the Bid request which affects the price, quality, quantity, or delivery and is material to the award. The Manager of Purchasing/Supply Chain Management must reject any Bid which contains a major irregularity.

Major Irregularity – Automatic Rejection:

Failure to meet any of the following requirements constitutes a major irregularity:

1. The Bid must be received in the manner prescribed by the applicable Bid document and time stamped by the Reception staff in the lobby by official bid closing time.
2. Price related information must be non-erasable, i.e. completed in ink, marker, etc.
3. Bid surety must be submitted with the Bid when the Bid request (or any addenda) indicated that such surety is required.
4. Proof of authority to bind the bidder must be evident in the submission when the Bid request (or any addenda) indicated that such proof is required.
5. Bid surety must be in the form specified in the Bid request or in a form providing equivalent or greater financial security for the Board.
6. Amount of Bid surety must be no less than the amount indicated in the Bid request when a dollar amount is specified.
7. Bid or performance bonding company must be licensed to conduct business in Canada and in the Province of Ontario.
8. Prices must be complete and specified in accordance with the Bid request.
9. Notwithstanding provisions for “alternate Bids” which may be contained in the Bid request, Bids must conform to the essential requirements in the specifications or terms of reference. Essential requirements are those which are necessary to perform the intended operation.
10. Bidders must attend site meetings if such attendance is identified in the advertisement and Bid request as mandatory.

Note: The above list of irregularities **are** not **to** be considered all inclusive. The Manager of Purchasing/Supply Chain Management, after consultation with the originator, may reject a Bid based

on an irregularity not listed, but considered major. Bidders whose Bids are rejected due to a major irregularity will be notified by the Manager of Purchasing/Supply Chain Management or designate prior to any Bid award.

**Minor Irregularity:**

A deviation from the Bid request which affects form rather than substance, providing the effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected the bidder would not gain an unfair advantage over competitors. The Manager of Purchasing/Supply Chain Management may permit the bidder to correct a minor irregularity. (Substantial compliance or strict compliance).

**Minor Irregularity – Bidder may rectify:**

Failure to meet any of the following requirements constitutes a minor irregularity. The Manager of Purchasing/Supply Chain Management will notify the bidder and ask that the deviation from the Bid request be rectified within a specified time (usually two working days from the time of notification). If the information is not provided within the specified time, the Manager of Purchasing/Supply Chain Management may reject the Bid.

1. Agreements to provide surety must be submitted with the Bid when the bid request indicated that such agreements are required.
2. The authorized signatures and corporate seals of both the bidder and the bonding company must be supplied on the Bid bond forms and agreements to bond.
3. All changes to information contained in the Bid document must be initialed by an authorized representative of the bidder.
4. Technical specifications documents must be completed and submitted with the bid when specified in the Bid request.

**NOTE:** The above list of irregularities **are not to** be considered all inclusive. Minor irregularities not listed will be reviewed by the Manager of Purchasing/Supply Chain Management in consultation with the originator. The Manager of Purchasing/Supply Chain Management may then accept the Bid or request that the bidder rectify the deviation.

**Mathematical Errors: Rectified by Staff**

Errors in mathematical extensions and/or taxes will be corrected by the Manager of Purchasing/Supply Chain Management and the unit prices will govern.

**References:**

Agreement on Internal Trade (AIT)  
Canadian Law of Competitive Processes and Contract Law  
Ontario Association of School Business Officials (OASBO)  
Ontario Management Board of Cabinet – Broader Public Sector Procurement Directive  
Ontario Public Buyers Association (OPBA)  
Ontario/Quebec Procurement Agreement  
Purchasing Management Association of Canada (PMAC)



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
SPECIAL BOARD MEETING  
PUBLIC SESSION  
APRIL 12, 2011**

**TOPIC: POLICIES – BEING RECOMMENDED FOR DELETION  
TRUSTEE CONFERENCE & TRAVEL EXPENSES POLICY  
(100.2)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the deletion of the Trustee Conference & Travel Expenses Policy (100.2), pending approval of the Trustee Expenses and Reimbursement Policy.

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Prepared by: John Crocco, Director of Education

Presented by: John Crocco, Director of Education

Recommended by: John Crocco, Director of Education

Date: April 12, 2011

## **TRUSTEE CONFERENCE AND TRAVEL EXPENSES POLICY**

Adopted: December 18, 1997

Policy No. 100.2

Revised: March 27, 2007

### **STATEMENT OF POLICY**

The Niagara Catholic District School Board approves and encourages the attendance of its members at conferences (including conventions, seminars, symposiums and workshops) that relate to and support Trustees in discharging their mandated duties. The Board is particularly supportive of trustee involvement in activities designed to deepen their understanding of the Catholic faith.

The Board directs trustees to submit for reimbursement and/or for payment all legitimate expenses incurred while attending activities, including conferences, seminars, symposiums and workshops, using the appropriate forms and following the related administrative guidelines.

All claims for reimbursement of trustee conference and travel expenses claimed by trustees shall require the approval of the Director of Education. All claims for reimbursement of trustee conference and travel expenses claimed by the Chairperson of the Board shall require the approval of the Superintendent of Business and Financial Services.

The Director of Education will provide a report to the Board, on a fiscal year basis, outlining all expenses incurred by trustees pertaining to the policy on "Trustee Conference and Travel Expenses".

The Director of Education shall issue Administrative Guidelines in support of this policy.

## TRUSTEE CONFERENCE AND TRAVEL EXPENSES POLICY

Issued: January 27, 1998  
Revised: March 27, 2007

Policy No. 100.2

### ADMINISTRATIVE GUIDELINES

1. The overall budget for trustee conferences shall be determined by the Board during the annual budget approval process.
2. The total budget or the interim budget for conferences shall be allocated to individual trustees as per the following formula:
  - a. Trustees - Individual trustees shall be allocated, on a budget year basis, an equal share of the funds allocated to trustee conferences, seminars, etc.
  - b. Chairperson and Vice-Chairperson - The Chairperson of the Board shall be allocated an additional 50% of the basic trustee allocation. The Vice-Chairperson shall be allocated an additional 25% of the basic trustee allocation.
3. All forms and information related to trustee conferences and travel shall be obtained through the office of the Director of Education/Secretary-Treasurer.
4. All registrations relating to trustees conferences are to be arranged through the Office of the Director of Education/Secretary-Treasurer.
5. The Board will reimburse the trustees for legitimate expenses incurred in carrying out their responsibilities while traveling on Board business. Trustees should ensure that the expenses related to Conferences and Travel are reasonable and economical and that they are required in carrying out their responsibilities. Expenses incurred by a spouse will not be paid by the Board.
6. All claims for reimbursement of conference and travel expenses by the trustees should be submitted on a monthly basis, following the appropriate procedures and using the prescribed **expense form**. All claims shall be supported by original receipts.
7. Travel by automobile shall be reimbursed at the same rate per kilometre as employees.
8. All claims for reimbursement of trustee conference and travel expenses claimed by trustees shall require the approval of the Director of Education. All claims for reimbursement of trustee conference and travel expenses claimed by the Chairperson of the Board shall require the approval of the Superintendent of Business and Financial Services.
  - a. All expenses shall be claimed during the appropriate corresponding budget year and shall not exceed the amount of the trustee allocation. Unused funds in the individual trustee allocation for the budget year shall not be re-allocated to other trustees and shall not be carried forward from year to year. Individual trustee expenditures for the budget year, which surpass the allocated amounts for the budget year, shall be repaid to the Board by the respective trustee or chairperson, unless approved by Board Motion.
9. Trustees attending conferences shall submit individually or as a group a brief report as to the major aspects of the conference at the next regular meeting of the Board following the conference.
10. Conferences or meetings which are specifically authorized by a motion of the Board and/or which are required for the proper achievement of special tasks (i.e. negotiations, Ministry meetings), shall not be part of the basic trustee budget allocation and shall be budgeted separately in the budget process.
11. Trustees may request, from time to time, a print-out of the status of their Personal Conference Budget through the Director's office.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
SPECIAL BOARD MEETING  
PUBLIC SESSION  
APRIL 12, 2011**

**TOPIC: POLICIES – BEING RECOMMENDED FOR DELETION  
TRUSTEE TRAVEL EXPENSES POLICY (100.3)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the deletion of the Trustee Travel Expenses Policy (100.3), pending approval of the Trustee Expenses and Reimbursement Policy.

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Prepared by: John Crocco, Director of Education

Presented by: John Crocco, Director of Education

Recommended by: John Crocco, Director of Education

Date: April 12, 2011

Niagara Catholic District School Board

**TRUSTEE TRAVEL EXPENSES**

Adopted: January 27, 1998

Policy No. 100.3

Revised:

**STATEMENT OF POLICY**

The Niagara Catholic District School Board recognizes the need for trustees to attend meetings of the Board and of Committees, approved conferences, conventions, workshops, *and other meetings which are considered to be official Board business.*

It is, therefore, the Policy of the Board to reimburse trustees for approved expenses incurred while carrying out their duties and responsibilities as per approved rates and administrative guidelines.

## TRUSTEE TRAVEL EXPENSES

Issued: January 27, 1998  
Revised:

Policy No. 100.3

### ADMINISTRATIVE GUIDELINES

The administrative guidelines governing Trustee Travel Expenses are as follows:

1. Travel expenses shall be paid to trustees as provided for by the Education Act and at a rate per kilometre set forth from time to time by Board policy (**Reimbursement of Travel Expenses Policy # 201.4 Administrative Guidelines Rev. Sept 1, 2005**). Travel expenses shall be calculated on the basis of the kilometres from the trustee's place of residence to the meeting and return.
2. For attendance at approved conventions, conferences, workshops, *and other official meetings*, travel expenses will be at the Board approved rate per kilometre except where economy air fare is less, it shall apply. Where more than one trustee is travelling in the same automobile, only the owner of the vehicle will be eligible for travel expenses.
3. For reimbursement, the trustees shall use the **Trustee Travel Expenses Form**. Once completed (including appropriate receipts where applicable) the form shall be forwarded to the office of the Director of Education for processing.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
SPECIAL BOARD MEETING  
PUBLIC SESSION  
APRIL 12, 2011**

**TOPIC: LARKIN ESTATE ADMISSION AWARDS 2011-2012**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the payment of scholarships for the Larkin Estate Admission Awards for 2011, as noted in the report.

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Prepared by: Yolanda Baldasaro, Superintendent of Education  
Larry Reich, Superintendent of Business and Financial Services

Presented by: Yolanda Baldasaro, Superintendent of Education  
Larry Reich, Superintendent of Business and Financial Services

Recommended by: John Crocco, Director of Education

Date: April 12, 2011

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
SPECIAL BOARD MEETING  
PUBLIC SESSION  
APRIL 12, 2011**

**TOPIC: LARKIN ESTATE ADMISSION AWARDS 2011-2012**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the payment of scholarships for the Larkin Estate Admission Awards for 2011, as noted in the report.

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Prepared by: Yolanda Baldasaro, Superintendent of Education  
Larry Reich, Superintendent of Business and Financial Services

Presented by: Yolanda Baldasaro, Superintendent of Education  
Larry Reich, Superintendent of Business and Financial Services

Recommended by: John Crocco, Director of Education

Date: April 12, 2011





NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## REPORT TO THE COMMITTEE OF THE WHOLE MEETING APRIL 12<sup>TH</sup>, 2011

### LARKIN ESTATE ADMISSION AWARDS 2011-2012

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#### BACKGROUND INFORMATION

The Larkin Estate Admission Awards are administered by the Board of Trustees of the Niagara Catholic District School Board. Funding for the awards comes from a bequest from the estate of Maria Eveleen Larkin and Aimee Theresa Larkin. These awards have been administered annually since 1969 by the Board of Trustees of the former Lincoln County Roman Catholic District School Board.

The Larkin Estate Admission Award is available to graduates of a Catholic high school situated in the jurisdiction of the Niagara Catholic District School Board. Candidates must be enrolled in St. Michael's College, University of Toronto, or a school of nursing, social service work or a college or university offering such course.

The applicants have been made aware that they must provide proof that they have registered in the eligible courses and/or school in order to receive the award. This proof is in the form of an official letter from the registrar of either St. Michael's College or a school of nursing, social service work or a college or university offering such course. Candidates are also obliged to submit evidence of successful completion of their year's study in order to qualify for a renewal of the award.

According to the terms of the bequest, the undistributed earnings may be paid to eligible students who are approved by the Board. The Larkin Estate Admission Award is a four-year renewal program.

Based on the current account balance of \$8,400.62 and the projected interest revenue, we recommend that the Board approve the payment of the following scholarships:

- 1) \$2,000 – Scholarships for year 1 applicants
- 2) \$4,000 – 8 scholarships of \$500 for year 2 applicants
- 3) \$1,000 – 2 scholarships of \$500 for year 3 applicants
- 4) \$4,000 – 8 scholarships of \$500 for year 4 applicants

A list of applicants for years 2, 3 and 4, previously approved by the Board, is hereby enclosed as appendix A.

#### RECOMMENDATION

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the payment of scholarships for the Larkin Estate Admission Awards for 2011, as noted in the report.

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Prepared By: Yolanda Baldasaro, Superintendent of Education  
Larry Reich, Superintendent of Business and Financial Services

Presented By: Yolanda Baldasaro, Superintendent of Education  
Larry Reich, Superintendent of Business and Financial Services

Recommended By: John Crocco, Director of Education

Date: April 12, 2011

LARKIN ESTATE AWARDS 2011-2012

Renewal Applicants

Applicant Name & Year	Degree/Diploma	Graduate of
Kevin Spykerman University of Toronto	2 Philosophy	Blessed Trinity Catholic Secondary School
Elizabeth Marie Toner Brock University	2 Child and Youth Studies	Holy Cross Secondary School
Amanda Lefleur Niagara College	2 Child and Youth Worker	Notre Dame College School
Hilary Nolle McMaster University	2 Nursing	Notre Dame College School
Samantha Symonds Western University	2 Social Science (Linguistics)	Notre Dame College School
Erika Rogers Brock University	2 Nursing – B. SC.	Notre Dame College School
Olivia Hunter Trent University	2 Nursing	Notre Dame College School
Ashley Cascanette McMaster University	2 Nursing – B. SC.	Blessed Trinity Catholic Secondary School
Emily Baker Western University	3 Nursing - BSN	Holy Cross Catholic Secondary School
Ariana Visentin Brock University	3 Nursing - BSN	Denis Morris Catholic High School
Allysha Tesa Litalien University of Western Ontario	4 Nursing	Notre Dame College School
Nicole Magno Ryerson University	4 Nursing – B. SC.	Denis Morris Catholic Secondary School
Brittany Young Brock University	4 Nursing – B. SC.	Denis Morris Catholic Secondary School
Adelaine Nohara Franciscan University of Steubenville	4 Philosophy/Theology/Bioethi cs	Notre Dame College School
Andrea Vargas-Sanchez University of Toronto	4 Mathematics and Physical Science	Notre Dame College School
Simone Gomes McMaster University	4 Social Sciences (Social Work)	Denis Morris Catholic High School
Jessica Wichmann University of Western Ontario	4 Nursing – B.SC.	Notre Dame College School
Catherine Larouche Brock University	4 Nursing	Notre Dame College School