



*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*

## **BOARD MEETING**

**TUESDAY, MARCH 23, 2021  
6:30 P.M.**

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



**SEEDS OF FAITH**  
MASS • MERCY • MISSION  
2018-2021

*Public Access Phone No: 1-647-558-0588 Meeting ID: 949 4945 6228 Password: 146712*

### **A. ROUTINE MATTERS**

1. Opening Prayers – Trustee Sicoli -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Minutes of the Board Meeting -
  - 5.1 February 23, 2021 A5.1
  - 5.2 March 9, 2021 A5.2
6. Consent Agenda Items
  - 6.1 Unapproved Minutes of the Committee of the Whole Meeting of March 9, 2021 A6.1
  - 6.2 Approved Minutes of the Niagara Catholic Parent Involvement Committee (NCPIC) Meeting of January 7, 2021 A6.2
  - 6.3 Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting of February 3, 2021 A6.3
  - 6.4 In-Camera Agenda Items F4, F5, F6, F7 & F11.1 -

### **B. DELEGATIONS/PRESENTATIONS**

1. Multi-Year Strategic Planning Process – Maria Sanchez-Keane -

### **C. COMMITTEE AND STAFF REPORTS**

1. Procurement and Supply Chain Management Guidelines – Giancarlo Vetrone C1
2. Financial Reports as at February 28, 2021 – Giancarlo Vetrone C2

### **D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS**

1. Correspondence -
2. Report on Trustee Conferences Attended -
3. General Discussion to Plan for Future Action -
  - 3.1 Deferral of April 13, 2021 Committee of the Whole meeting -

- 4. Trustee Information
  - 4.1 Calendar of Events – April 2021

D4.1

- 5. Open Question Period  
*(The purpose of the Open Question Period is to allow members of the Catholic school supporting public to ask about items on that night's public agenda or any previous agendas, and the Board to answer and react.)*

**E. NOTICES OF MOTION**

**F. BUSINESS IN CAMERA**

**G. REPORT ON IN CAMERA SESSION**

**H. FUTURE MEETINGS AND EVENTS**

**I. MOMENT OF SILENT REFLECTION FOR LIFE**

**J. ADJOURNMENT**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MARCH 23, 2021**

***PUBLIC SESSION***

**TITLE: MINUTES OF THE BOARD MEETING OF  
FEBRUARY 23, 2021**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Minutes of the Board Meeting of February 23, 2021, as presented.



## MINUTES OF THE BOARD MEETING

**TUESDAY, FEBRUARY 23, 2021**

Minutes of the Meeting of the Niagara Catholic District School Board, held on Tuesday, February 23, 2021, in the Father Kenneth Burns c.s.c. Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 6:30 p.m. by Chair Huibers.

### A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee Huibers.

2. Roll Call

Chair Huibers noted that all Trustees and Student Trustees were in attendance.

Trustee	Present	Present Electronically	Absent	Excused
Rhianon Burkholder	✓			
Kathy Burtnik	✓			
Frank Fera	✓			
Larry Huibers	✓			
Daniel Moody	✓			
Leanne Prince	✓			
Dino Sicoli	✓			
Paul Turner	✓			
<b>Student Trustees</b>				
Luca DiPietro	✓			
Sydney Yott	✓			

The following staff were in attendance:

**Camillo Cipriano**, Director of Education; **Ted Farrell**, **Lee Ann Forsyth-Sells**, **Kimberly Kinney**, **Gino Pizzoferrato**, **Pat Rocca**, Superintendents of Education; **Giancarlo Vetrone**, Superintendent of Business & Financial Services; **Clark Euale**, Controller of Facilities Services; **Anna Pisano**, Recording Secretary/Administrative Assistant, Corporate

**3. Approval of the Agenda**

Moved by Trustee Sicoli  
Seconded by Trustee Prince

**THAT** the Niagara Catholic District School Board approve the Agenda of the Board Meeting of February 23, 2021, as presented.

**CARRIED**

**4. Declaration of Conflict of Interest**

Disclosures of Interest were declared by Trustees Fera, Huibers and Moody with Items F8 and F9.3 of the In Camera Agenda. These trustees have family members who are employees of the Board. They left the meeting during discussion of this item.

A Disclosure of Interest was declared by Trustee Huibers with Item F12 of the In Camera Agenda.

**5. Approval of Minutes of the Board Meeting of January 26, 2021**

Moved by Trustee Burtnik  
Seconded by Trustee Moody

**THAT** the Niagara Catholic District School Board approve the Minutes of the Board Meeting of January 26, 2021, as presented.

**CARRIED**

**6. Consent Agenda Items**

**6.1 Unapproved Minutes of the Committee of the Whole Meeting of February 9, 2021 and Consideration of Recommendations**

**THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole of February 9, 2021, as presented.

**6.1.1 Accessibility Customer Service Policy (800.8.1)**

**THAT** the Niagara Catholic District School Board approve the Accessibility Customer Service Policy (800.8.1), as presented.

**6.1.2 Elementary and Secondary School Year Calendars: 2021-2022**

**THAT** the Niagara Catholic District School Board approve the Elementary and Secondary School Year Calendars for the 2021-2022 school year, as presented.

**6.2 Financial Investment Report as of December 31, 2020**

Presented for information.

**6.3 Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting of January 6, 2021**

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of January 6, 2021, as presented.

**6.4 In-Camera Items F1, F2, F4, F5, F6 & F7**

Moved by Trustee Burkholder  
Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board adopt the consent agenda items.

**CARRIED**

**B. DELEGATIONS/PRESENTATIONS**

**C. COMMITTEE AND STAFF REPORTS**

**1. Special Equipment Amount – SEAiT Software**

Gino Pizzoferrato, Superintendent of Education provided background information on the Special Equipment Amount funding and introduced Alyson Armstrong, SEA Facilitator and David O'Rourke, Student Support Coordinator.

Ms. Armstrong and Mr. O'Rourke presented the SEAiT Software report for Trustee information.

Superintendent Pizzoferrato, Mr. O'Rourke and Ms. Armstrong answered questions of Trustees.

**2. Niagara Catholic 2021 Recruitment Campaign**

Director Cipriano and Jennifer Pellegrini, Communications Officer presented the Niagara Catholic 2021 Recruitment Campaign report.

**3. Financial Report as at January 31, 2021**

Giancarlo Vetrone, Superintendent of Business & Financial Services presented the Financial Report for information.

**D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS**

**1. Correspondence**

Nil

**2. Report on Trustee Conferences Attended**

Trustee Fera provided highlights on Part 1 of the Intensive Human Rights Program for School Board Leaders on systemic inequality.

Trustee Prince provided highlights on Part 2 of the Intensive Human Rights Program.

**3. General Discussion to Plan for Future Action**

**3.1 April 12, 2021 March Break/Committee of the Whole Meeting**

Director Cipriano noted that with the Ministry postponement of the March Break to April 12, 2021 the Committee of the Whole will be taking place during the break.

**4. Trustee Information**

**4.1 Calendar of Events – March 2021**

Director Cipriano presented the March 2021 Calendar of Events.

**4.2** Discussion took place regarding supporting a Denis Morris Catholic High School student.

**4.3** Discussion took place regarding graduation dates.

**4.4** Director Cipriano provided an update on asymptomatic testing scheduled to take place at Niagara Catholic Board sites from independent vendors.

Director Cipriano answered questions of Trustees.

**5. Open Question Period**

None Submitted

**E. NOTICES OF MOTION**

**F. BUSINESS IN CAMERA**

Moved by Trustee Sicoli

Seconded by Trustee Prince

**THAT** the Niagara Catholic District School Board move into the In Camera Session.

**CARRIED**

The Niagara Catholic District School Board moved into the In Camera Session of the Board Meeting at 8:15 p.m. and reconvened at 9:08 p.m.

**G. REPORT ON THE IN-CAMERA SESSION**

Moved by Trustee Sicoli

Seconded by Trustee Prince

**THAT** the Niagara Catholic District School Board report the motions from the In Camera Session of the Board Meeting of February 23, 2021.

**CARRIED**

## **SECTION A: STUDENT TRUSTEES PRESENT**

Moved by Trustee Burkholder

Seconded by Trustee Sicoli

**THAT** the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION A: Student Trustees Present of January 26, 2021, as presented.

**CARRIED (Item F1)**

Moved by Trustee Burkholder

Seconded by Trustee Sicoli

**THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION A: Student Trustees Present of February 9, 2021, as presented.

**CARRIED (Item F2)**

## **SECTION B: STUDENT TRUSTEES EXCLUDED**

Moved by Trustee Burkholder

Seconded by Trustee Sicoli

**THAT** the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION B: Student Trustees Excluded of January 26, 2021, as presented.

**CARRIED (Item F4)**

Moved by Trustee Burkholder

Seconded by Trustee Sicoli

**THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION B: Student Trustees Excluded of February 9, 2021, as presented.

**CARRIED (Item F5)**

Moved by Trustee

Seconded by Trustee

**THAT** the Niagara Catholic District School Board approve the recommendation as outlined in Item F8 of the In Camera Agenda.

**CARRIED (Item F8)**

The Niagara Catholic District School Board moved into the public session at this time.

Moved by Trustee Burtnik

Seconded by Trustee Moody

**THAT** the Niagara Catholic District School Board direct Board legal counsel to oversee an independent investigation of Chair Larry Huibers, conducted by an external investigator as selected by Board legal counsel as per our policy.

**CARRIED**

## **H. FUTURE MEETINGS AND EVENTS**

## **I. MOMENT OF SILENT REFLECTION FOR LIFE**

## **J. ADJOURNMENT**



Moved by Trustee Prince  
Seconded by Trustee Sicoli

**THAT** the February 23, 2021 meeting of the Niagara Catholic District School Board be adjourned.

**CARRIED**

This meeting was adjourned at 9:13 p.m.

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Minutes of the Meeting of the Niagara Catholic District School Board held on **February 23, 2021**.

Approved on **March 23, 2021**.

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Larry Huibers  
Chair of the Board

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Camillo Cipriano  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MARCH 23, 2021**

***PUBLIC SESSION***

**TITLE: MINUTES OF THE SPECIAL BOARD MEETING OF  
MARCH 9, 2021**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Minutes of the Special Board Meeting of March 9, 2021, as presented.



# MINUTES OF THE SPECIAL BOARD MEETING

**TUESDAY, MARCH 9, 2021**

Minutes of the Special Meeting of the Niagara Catholic District School Board, held on Tuesday, March 9, 2021 at 7:45 p.m. in the Father Kenneth Burns c.s.c Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 8:37 p.m. by Chair Huibers.

## A. ROUTINE MATTERS

### 1. Opening Prayer

Opening Prayer were led by Trustee Prince.

### 2. Roll Call

Chair Huibers noted that all Trustees were in attendance and Student Trustees were excused.

Trustee	Present	Present Electronically	Absent	Excused
Rhianon Burkholder	✓			
Kathy Burtnik	✓			
Frank Fera	✓			
Larry Huibers	✓			
Daniel Moody	✓			
Leanne Prince	✓			
Dino Sicoli	✓			
Paul Turner	✓			

The following staff were in attendance:

**Camillo Cipriano**, Director of Education;

**Anna Pisano**, Recording Secretary/Administrative Assistant, Corporate Services

**3. Approval of the Agenda**

Moved by Trustee Moody

Seconded by Trustee Prince

**THAT** the Niagara Catholic District School Board approve the Agenda of the Special Board Meeting of March 9, 2021, as presented.

**CARRIED**

**4. Disclosure of Interest**

No Disclosures of Interest were declared with any items on the agenda.

**B. BUSINESS IN CAMERA**

Moved by Trustee Moody

Seconded by Trustee Burkholder

**THAT** the Niagara Catholic District School Board move into the In Camera Session.

**CARRIED**

The Niagara Catholic District School Board moved into the In Camera Session of the Special Board Meeting at 8:39 p.m. and reconvened at 10:11 p.m.

**C. REPORT ON THE IN-CAMERA SESSION**

Moved by Trustee Moody

Seconded by Trustee Burkholder

**THAT** the Niagara Catholic District School Board report the motions from the In Camera Session of the Special Board Meeting of March 9, 2021.

**CARRIED**

Trustee Moody excused himself during deliberation of the motion.

The Niagara Catholic District School Board moved into the public session at this time.

Moved by Trustee Burtnik

Seconded by Trustee Burkholder

**THAT** based upon procedural fairness and transparency, the Niagara Catholic District School Board withdraw the letter of censure of Trustee Moody, dated November 11, 2020.

**CARRIED**

Moved by Trustee Burtnik

Seconded by Trustee Burkholder

**THAT** a letter of apology be written to Trustee Moody expressing our regret with the procedure.

**CARRIED**

**D. MOMENT OF SILENT REFLECTION FOR LIFE**

## **E. ADJOURNMENT**

Moved by Trustee Sicoli  
Seconded by Trustee Prince

**THAT** the March 9, 2021 Special Meeting of the Niagara Catholic District School Board be adjourned.

**CARRIED**

This meeting was adjourned at 10:25 p.m.

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Minutes of the Special Meeting of the Niagara Catholic District School Board held on **March 9, 2021**.

Approved on the **March 23, 2021**.

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Larry Huibers  
Chair of the Board

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Camillo Cipriano  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MARCH 23, 2021**

***PUBLIC SESSION***

**TITLE: PROCUREMENT AND SUPPLY CHAIN MANAGEMENT  
GUIDELINES**

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The reports Procurement and Supply Chain Management Guidelines is presented for information.

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Prepared by: Giancarlo Vetrone, Superintendent of Business and Financial Services  
Mark Ferri, Administrator of Procurement and Supply Chain Management

Presented by: Giancarlo Vetrone, Superintendent of Business and Financial Services  
Mark Ferri, Administrator of Procurement and Supply Chain Management

Approved by: Camillo Cipriano, Director of Education/Secretary-Treasurer

Date: March 23, 2021



## **REPORT TO THE BOARD MARCH 23, 2021**

### **PROCUREMENT AND SUPPLY CHAIN GUIDELINES**

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#### **BACKGROUND**

The proclamation of the Broader Public Sector Accountability Act, 2010 established new rules for procurement in the Broader Public Sector Procurement Directive. Organizations designated under the act include hospitals, school boards, colleges, universities, community care access centres, children's aid societies and organizations that receive more than \$10 million in funding from the Ontario government. Designated organizations are required to comply with the Broader Public Sector Procurement Directive.

Those organizations that receive funding from the Ontario government and that are not designated by the act are not required to comply with the Broader Public Sector Procurement Directive. They are encouraged, however, to use the Procurement Guideline to improve openness, fairness and transparency during the procurement process.

#### **Responsible management**

Niagara Catholic has established an adequate organizational structure, policies and procedures to be able to manage procurement contracts fairly and effectively.

#### **Value for money**

Niagara Catholic continues to consider factors such as the requirements of the business, alternatives, timing, supply strategy and total life cycle costs of the good or service when evaluating vendors' submissions.

#### **Vendor access, transparency and fairness**

Publicly funded organizations should provide all qualified vendors with fair access to the purchase of goods and services. Buyers should avoid conflict of interest, both real and perceived, and choose the successful vendor in a fair and non-discriminatory process.

#### **Quality service delivery**

Procurement activities should result in the delivery of the required product or service at the right time and place to organizations. This is especially critical for those organizations involved in healthcare, education and social services.

#### **Upholding Ontario's trade agreements**

Organizations should recognize and respect Ontario's trade agreements with other jurisdictions that open access to publicly funded procurement where they apply.

## **Supply Chain Code of Ethics**

### **Personal integrity and professionalism**

The public expects their taxpayers' money to be used with honesty, due diligence and care. Individuals involved with supply chain activities are expected to conduct themselves with integrity and professionalism, show respect for each other and the environment, and safeguard confidential information. Organizations should not engage in any activity that creates, or appears to create, a conflict of interest.

### **Accountability and transparency**

All activities involved in the purchase of goods and services using public funds should be fair and transparent, and for the purpose of acquiring the best value for money.

### **Compliance and continuous improvement**

Organizations should establish and regularly review their own policies and procedures around supply chain management. They should make improvements as necessary, acquire additional supply chain knowledge and skills, and share best practices.

Every organization, regardless of size, should have procurement policies and procedures in place.

Staff should be made aware of these policies and procedures and how they should be carried out to establish a point of reference for effective decision-making.

## APPENDIX A Supply Chain Management Presentation

The Procurement and Supply Chain Management report is presented for information.

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Prepared by: Giancarlo Vetrone, Superintendent of Business and Financial Services  
Mark Ferri, Administrator of Procurement and Supply Chain Management

Presented by: Giancarlo Vetrone, Superintendent of Business and Financial Services  
Mark Ferri, Administrator of Procurement and Supply Chain Management

Approved by: Camillo Cipriano, Director of Education/Secretary-Treasurer

Date: March 23, 2021





# SUPPLY CHAIN MANAGEMENT IN THE PROVINCE OF ONTARIO

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**

**PUBLIC BOARD MEETING, MARCH 23, 2021**

# TOPIC OVERVIEW



HISTORY OF SUPPLY CHAIN  
MANAGEMENT IN ONTARIO



INTRODUCTION TO BPS - SUPPLY  
CHAIN MANAGEMENT



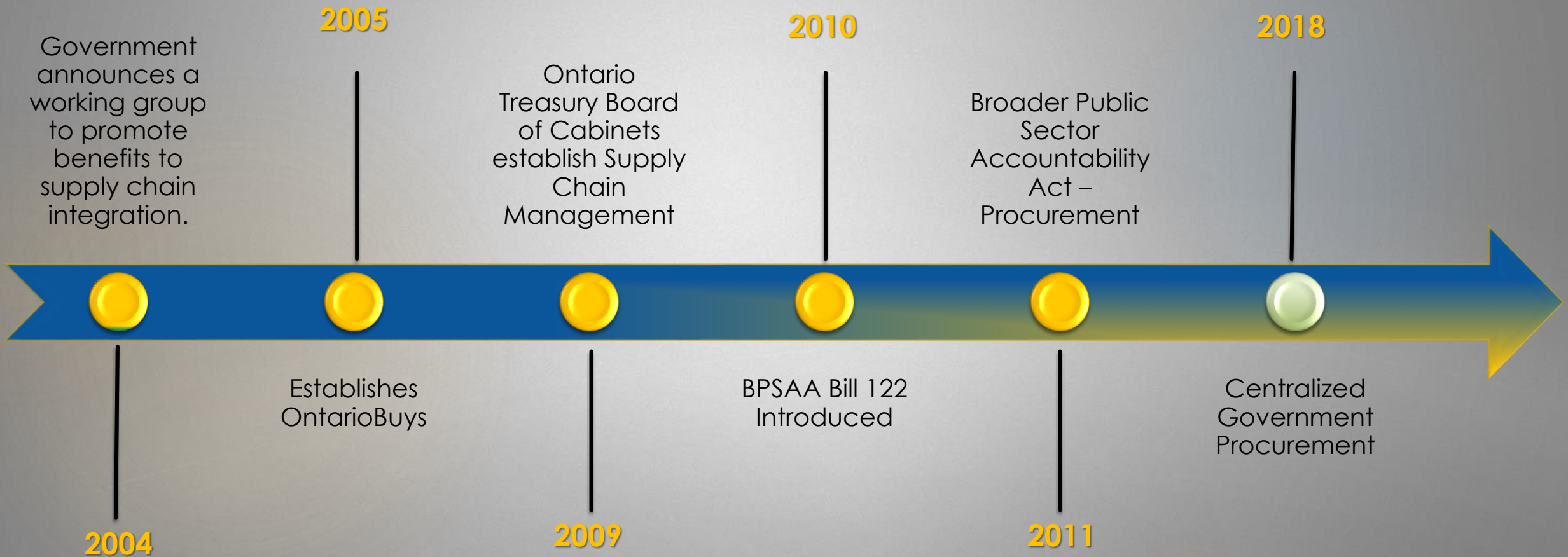
PURPOSE OF THE BROADER PUBLIC  
SECTOR ACCOUNTABILITY ACT



COMPETITIVE PROCUREMENT  
PRACTICES



# SUPPLY CHAIN MANAGEMENT IN THE PROVINCE OF ONTARIO





# ONTARIOBUYS WORKING GROUP, ESTABLISHED IN 2005

- ▶ The government announced in 2004 Ontario Budget the creation of an OntarioBuys Working group, whose members included sector expert-practitioners and representatives of institutions committed to best-practices implementation. (Dufferin-Peel CDSB member)
- ▶ OBJECTIVES:
  - ▶ Realize the potential of integrated supply chain management (iSCM)
  - ▶ To promote the benefits of implementing integrated supply chain management leading practices
  - ▶ Move Ontario's broader public sector towards integrated supply chain management best practices.
- ▶ OntarioBuys' four target sectors were hospitals, community colleges, school boards and universities.

# BROADER PUBLIC SECTOR, SUPPLY CHAIN MANAGEMENT ONTARIO

- ▶ In March 2008, Ontario's Treasury Board of Cabinet directed that a **Supply Chain Guideline** be prepared and, as of April 1, 2009, be incorporated into the funding agreements of BPS organizations receiving more than \$10 million per fiscal year from the Ministries of Health and Long-Term Care, Education and Training, Colleges and Universities.

Guidelines had two main principles:

- ▶ **1.0 Supply Chain Code of Ethics**

- ▶ sets out basic overarching principles of conduct for BPS organizations, their suppliers, advisors and other stakeholders.

- ▶ **2.0 Procurement Policies and Procedures standard.**

- ▶ sets out standardized rules for competitive procurement and contracting. The rules balance numerous objectives, including accountability, transparency, value for money and, ultimately, effective and high quality service delivery.

# BROADER PUBLIC SECTOR ACCOUNTABILITIES ACT (BPSAA), 2011

- ▶ BPSSA was introduced as Bill 122 in the Ontario Legislature in late October 2010.
  - ▶ Responds to concerns raised in the Ontario Auditor General's Report, with respect to irregularities in the healthcare sector's use of public funds.
- ▶ Compliance under BPSSA depended upon two subcategories for organizations.
  - ▶ 1. Public funds received by way of grants, taxes and transfer payments
  - ▶ 2. Designated broader public sector organizations – school boards, universities, hospitals, hydro entities, children's aid societies receiving more than \$10M in government funding.
- ▶ When portions of the BPSAA relating to procurement come into effect on April 1, 2011, the Management Board of Cabinet had authority to issue directives governing the procurement of goods and services by broader public service organizations.
- ▶ Requirements under the BPSAA are deemed to be part of funding agreements and must be complied with as part of those agreements. The BPSAA takes precedence over any contract found to be in violation of the Act, even if the contract was executed before the BPSAA came into force.



# BROADER PUBLIC SECTOR ACCOUNTABILITY ACT OVERVIEW

- ▶ This Act establishes requirements in the areas of compensation, expenses, perquisites, business documents and procurement, and is designed to improve accountability and transparency across the BPS.
  - ▶ Compensation – Broader Public Sector Executive Compensation Act, 2014
  - ▶ Business Documents - directive sets out the requirement for all designated BPS organizations to prepare and publish online business plans and other business or financial documents.
  - ▶ Perquisites - sets out the requirement for designated BPS organizations to establish rules related to perks in cases where perks are provided through public funds.
  - ▶ Expenses - sets out the requirement for designated BPS organizations to establish expense rules when their expenses are reimbursed from public funds.
  - ▶ **Procurement - identifies the responsibilities of designated BPS organizations throughout each stage of the procurement process**

# THREE PRIMARY PURPOSES FOR BPS DIRECTIVES - PROCUREMENT

1. Ensure that publicly funded goods and services, including construction, consulting services and information technology, are acquired by BPS organizations through a process that is open, fair and transparent;
2. Outline responsibilities of BPS organizations throughout each stage of the procurement process; and
3. Ensure that procurement processes are managed consistently throughout the BPS.

## **BPS DIRECTIVE PRINCIPLES:**

1. Accountability
2. Transparency
3. Value for Money
4. Quality of Service Delivery
5. Process Standardization



# PROCUREMENT BEST PRACTICES FOR NIAGARA CATHOLIC DSB

1. Establish Internal Controls
2. Plan before purchasing
3. Develop Criteria
4. Canvass the Market

## **5. Purchase**

### **▶ Competitive Procurement**

6. Document the transaction
7. Keep records
8. Manage contacts responsibly
9. Review and Improve

# COMPETITIVE PROCUREMENT



Open competitive procurement is the contractual acquisition (purchase or lease) by an Organization of any good or service, which enables all suppliers to compete in a fair and open environment.

Open competitive procurement ensures the highest level of fairness, impartiality, and transparency; it maximizes suitability and the value for money of the obtained goods or services.

## **Supply Chain Code of Ethics:**

1. Personal Integrity and Professionalism
2. Accountability and Transparency
3. Compliance and Continuous Improvements

# ACCOUNTABILITY FRAMEWORK

School Board Procurement Accountability	
Stakeholder	Accountabilities
Trustees	<ul style="list-style-type: none"> <li>- Establishing and approving school board procurement/purchasing policies that support the BPS Procurement Directive.</li> <li>- Approving high value procurement decisions in line with the board's Approval Authority Schedule (AAS).</li> </ul>
Director of Education	<ul style="list-style-type: none"> <li>- Implementing and maintaining procurement policies and administration procedures at an operational level in support of the BPS Procurement Directive.</li> <li>- Responsible for staff compliance with the school board's procurement policies and procedures and the BPS Procurement Directive.</li> <li>- Approving high value procurement decisions in line with the board's Approval Authority Schedule (AAS).</li> </ul>
Senior Business Official, Supervisory Officers, Managers, Administrative Staff, Principals, Vice Principals, etc.	<ul style="list-style-type: none"> <li>- Ensuring that school board and school level staff are adhering to the board's procurement policies and procedures in all procurement activities.</li> <li>- Monitoring to ensure staff compliance with the board's policies and procedures in line with the BPS Procurement Directive.</li> <li>- Approving procurement decisions in line with the board's Approval Authority Schedule</li> </ul>
All other school board and school level staff and stakeholders	<ul style="list-style-type: none"> <li>- Knowledge and awareness of the school board's procurement policies and procedures</li> <li>- Knowledge and awareness of the BPS Procurement Directive.</li> <li>- Adhering to the school board's procurement policies and procedures and the BPS Procurement Directive in all procurement activities.</li> </ul>

# COMPETITIVE PROCUREMENT



Organizations **must** conduct an open competitive procurement process where the estimated value of procurement of goods or services is \$100,000 or more.

The exemptions must be in accordance with the applicable trade agreements.

Organizations must competitively procure consulting services irrespective of value. The exemptions must be in accordance with the applicable trade agreements.

Organizations must not reduce the overall value of procurement (e.g., dividing a single procurement into multiple procurements) in order to circumvent competitive procurement thresholds.

# APPROVED AUTHORITY LIMITS

## APPROVAL AUTHORITY LIMITS

<b>Purchase Authority Limit</b>	<b>Purchase Initiated By</b>	<b>Purchase Approved By</b>	<b>Procedure</b>
<\$5,000	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.
>\$ 5,001 - \$50,000	Administrators Principals Consultants Senior Staff	Appropriate member of Senior Staff	At least three (3) written quotes or a completed Non-Competitive Approval form must be attached to the purchase requisition submitted to the Administrator of Purchasing Services.
>\$50,001 - \$100,000	Administrators Principals Consultants Senior Staff	Appropriate member of Senior Staff & Superintendent of Business & Finance	At least three (3) written quotes or a completed Non-Competitive Approval form must be attached to the purchase requisition submitted to the Administrator of Purchasing Services.
>\$100,001 -	Administrators Principals Consultants Senior Staff	Superintendent of Business & Finance and the Director of Education	Open Competitive Process - Tenders/RFP's issued by Purchasing/SCM Department or Architectural/Engineering Firm

\*all Purchase Authority Limits above are pre-tax amounts.



# COMPETITIVE PROCUREMENT

## NON DISCRIMINATION

Organizations must **not** discriminate or exercise preferential treatment in awarding a contract to a supplier as a result of a competitive procurement process.

Organizations must not differentiate between suppliers, or goods or services on the basis of geographic location in Canada.

Organizations must not adopt or maintain any forms of discrimination based on the province of origin of goods, services, construction materials or the suppliers of such goods, services or construction materials in their procurement practices.

# COMPETITIVE PROCUREMENT

**Discriminatory procurement practices included, but are not limited to, the following:**

1. Registration requirements and restrictions on calls for bids based upon the location of a supplier and its subcontractors, or the place where the goods or services are produced and, generally, qualification procedures that discriminate between suppliers by province of origin;
2. The biasing of specifications in favour of, or against, a particular good or service for the purpose of circumventing the Directive;
3. The timing of bid opening and closing dates so as to prevent qualified suppliers from submitting bids;
4. The specification of quantities and delivery schedules of a scale and frequency that may reasonably be judged as deliberately designed to prevent qualified suppliers from meeting the requirements of the procurement;

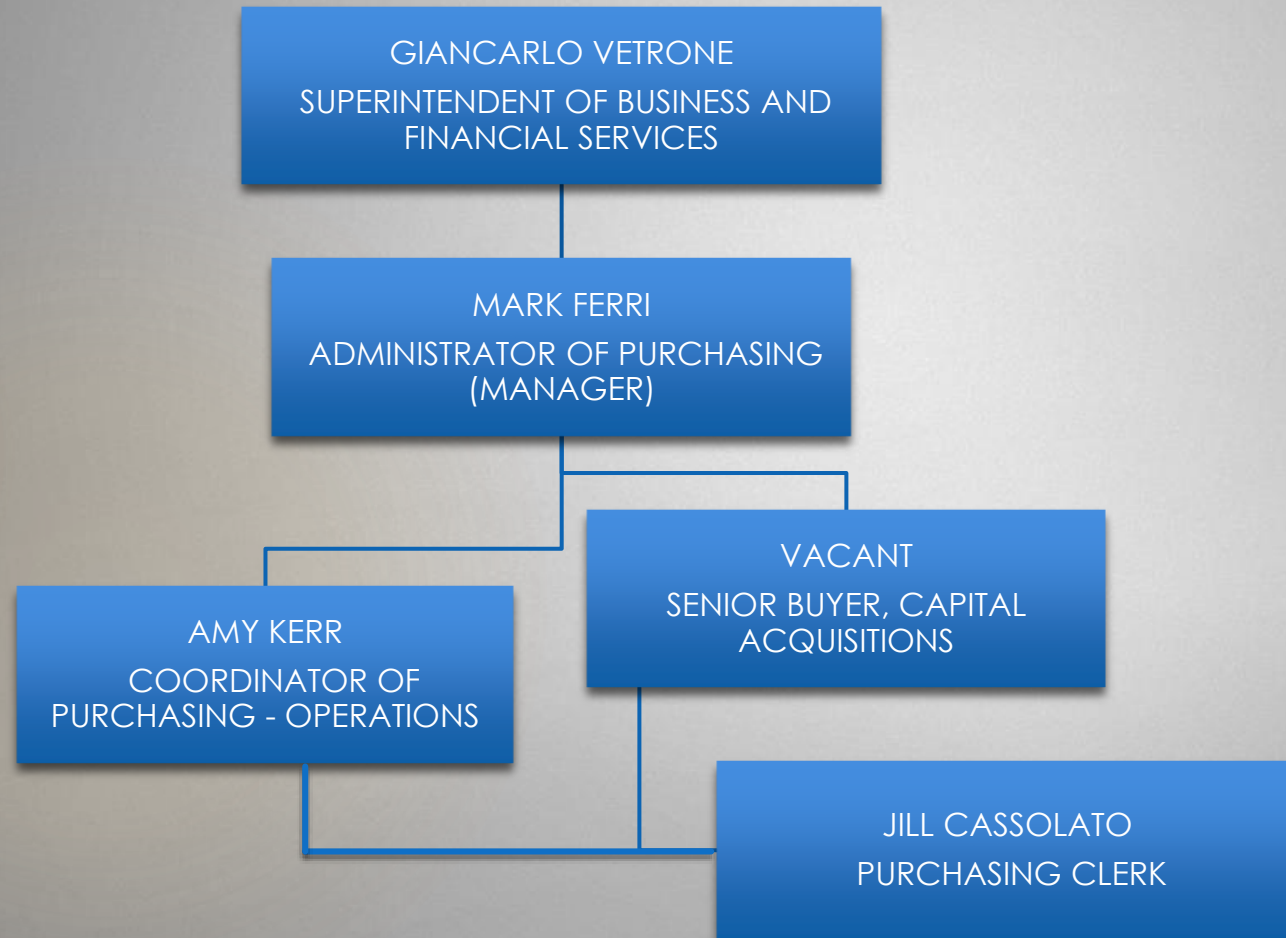
# COMPETITIVE PROCUREMENT



5. The consideration, in evaluating bids, of provincial or local content or economic benefits that favour a supplier or good;
6. The giving of preference to selected bids after bids have been submitted and without any mention of the intended preference in the competitive procurement documents;
7. The requirement that a construction contractor or subcontractor use workers, materials or suppliers of materials originating from the Province where the work is being carried out.



# PURCHASE SERVICES – DEPARTMENT STRUCTURE



NIAGARA CATHOLIC DISTRICT  
SCHOOL BOARD ANNUAL VOLUME

\$30.0M Annual Operating Expenses

\$7.0M CVIS – Capital Funding

\$4.4M Annual Capital Renewal

\$13.4M Fees and Contract Services  
(Includes Transportation)

Number of Purchase Orders 2,800  
approximate \$20M per annum

Number of Large Formal Tenders per  
annum - 30

# CENTRALIZED GOVERNMENT PROCUREMENT, 2018

## Centralized Procurement Initiative

- ▶ The government is transforming the way goods and services are purchased by the Ontario Public Service and broader public sector on behalf of the people of Ontario. This will better leverage the government's buying power to realize significant savings and provide more value for money for the programs and services Ontarians rely on.
- ▶ With projected savings of \$1 billion per year, centralizing procurement is about responsible, strategic fiscal planning that respects the millions of taxpayer dollars invested in the Ontario Public Service and broader public sector - from health care products from pacemakers to bandages, to computer and IT hardware.
- ▶ Ontario is committed to building a modern centralized procurement system that will drive significant cost savings through the streamlining of purchasing processes across vendors and the consolidation of contracts for health care products, from pacemakers to bandages, to computer and IT hardware across the Ontario Public Service and broader public sector.
- ▶ This new system will apply to Ontario ministries, provincial agencies, as well as broader public sector organizations such as hospitals and schools.



Thank You!

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MARCH 23, 2021**

***PUBLIC SESSION***

**TITLE: FINANCIAL REPORTS AS AT FEBRUARY 28, 2021**

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The financial reports as at February 28, 2021 is presented for information.

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Prepared by: Giancarlo Vetrone, Superintendent of Business and Financial Services  
Rosa Rocca, Financial Controller of Business and Financial Services

Presented by: Giancarlo Vetrone, Superintendent of Business and Financial Services

Approved by: Camillo Cipriano, Director of Education/Secretary-Treasurer

Date: March 23, 2021





## **REPORT TO THE BOARD MARCH 23, 2021**

### **FINANCIAL REPORT AS AT FEBRUARY 28, 2021**

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#### **BACKGROUND**

Over the last year, Niagara Catholic has witnessed extraordinary steps that staff have taken to safely support the learning journey for our students in what continues to be unprecedented and uncertain times.

These steps were possible by the government making available over \$1.6 billion in temporary resources to support the safe reopening of schools, with a plan that was designed in consultation with medical authorities in the province. These resources have allowed school boards in the province of Ontario to hire over 7,000 one-time additional staff for this school year including principals and vice-principals, teachers, educational assistants, mental health workers, early childhood educators, professional/paraprofessional staff, custodians and other staff that the boards required to meet their needs and the robust health and safety guidance issued by the Ministry.

In addition, when school boards informed the ministry in the fall about significant unexpected enrolment decline as a result of the COVID-19 pandemic of about 40,000 fewer students, the government mitigated the related financial impacts by providing approximately \$400 million in one-time stabilization funding. This funding allowed school boards to maintain teaching and education worker positions and a high standard of programming during the pandemic.

As we look towards the 2021-22 school year, Niagara Catholic will take a cautious approach in their planning given the uncertainty in enrolment and adjust accordingly for one-time funding that was provided in 2020-21.

Given the millions of dollars received from the province and the investment in additional staff to meet the needs of this unprecedented year. It is understandable that Niagara Catholic may issue more than the typical number of redundancy notices to its staff this spring as it reconciles the removal of these one-time funds for 2021-2022 school year.

The following information is attached for the review of the Trustees:

**APPENDIX A** Interim Financial Report as at February 28, 2021

**APPENDIX B** Detailed Financial Variance Report as at February 28, 2021

The financial reports as at February 28, 2021 is presented for information.

Prepared by: Giancarlo Vetrone, Superintendent of Business and Financial Services  
Rosa Rocca, Controller of Business and Financial Services

Presented by: Giancarlo Vetrone, Superintendent of Business and Financial Services

Approved by: Camillo Cipriano, Director of Education/Secretary-Treasurer

Date: March 23, 2021

**Niagara Catholic DSB  
2020-21 Interim Financial Report**

**For the Month Ending February 28, 2021**

**Summary of Financial Results**

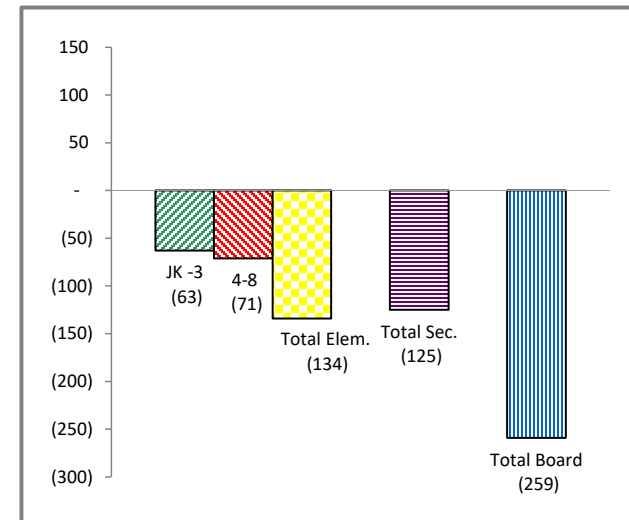
(\$Thousands)	Estimates	Revised Estimates	Forecast	In-Year Change	
				\$	%
<b>Revenue</b>					
Operating Grants	232,593	231,991	231,991	-	0.0%
Capital Grants	23,207	23,127	23,127	-	0.0%
Other	11,713	27,264	28,470	1,206	10.3%
<b>Total Revenue</b>	<b>267,513</b>	<b>282,382</b>	<b>283,588</b>	<b>1,206</b>	<b>0.5%</b>
<b>Expenditures</b>					
Classroom	203,845	211,744	209,880	(1,864)	(0.9%)
Other Operating	7,610	7,715	8,043	328	4.3%
Transportation	10,767	11,417	11,317	(100)	(0.9%)
Pupil Accomodation	39,532	40,449	41,419	970	2.5%
Other	5,631	4,483	5,233	750	13.3%
PSAB Adjustments	128	10,372	10,372	-	0.0%
<b>Total Expenditures</b>	<b>267,513</b>	<b>286,180</b>	<b>286,264</b>	<b>84</b>	<b>0.0%</b>
<b>In-Year Surplus (Deficit)</b>	<b>-</b>	<b>(3,798)</b>	<b>(2,676)</b>	<b>1,122</b>	<b>n/a</b>
Prior Year Accumulated Surplus (Deficit)	16,258	16,258	16,258	-	0.0%
<b>Accumulated Surplus (Deficit) for Compliance</b>	<b>16,258</b>	<b>12,460</b>	<b>13,582</b>	<b>1,122</b>	<b>9.0%</b>

**Summary of Enrolment**

ADE	Revised Estimates	Forecast	In-Year Change	
			#	%
<b>Elementary</b>				
JK -3	6,588	6,525	(63)	-1.0%
4-8	7,468	7,397	(71)	-1.0%
<b>Total Elementary</b>	<b>14,056</b>	<b>13,922</b>	<b>(134)</b>	<b>-1.0%</b>
<b>Secondary &lt;21</b>				
Pupils of the Board	6,294	6,174	(120)	-1.9%
Other Pupils	48	43	(5)	-10.4%
<b>Total Secondary</b>	<b>6,342</b>	<b>6,217</b>	<b>(125)</b>	<b>-2.0%</b>
<b>Total</b>	<b>20,398</b>	<b>20,139</b>	<b>(259)</b>	<b>-1.3%</b>

*Note: Forecast will be based on October 31st count date*

**Changes in Enrolment: Budget v. Forecast**

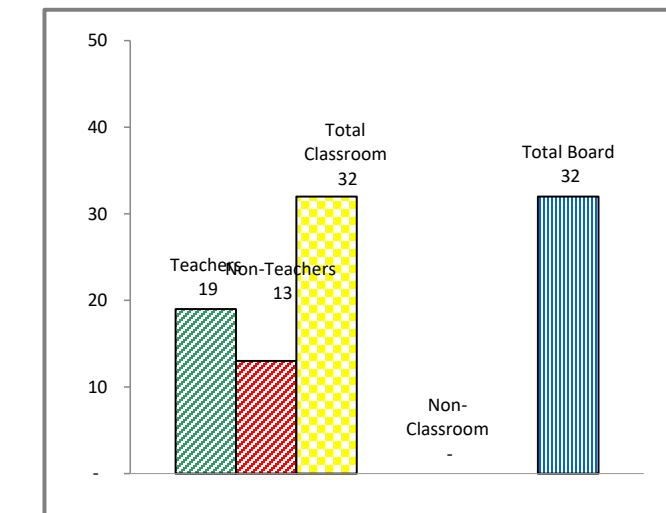


**Highlights of Changes in Enrolment:**

**Summary of Staffing**

FTE	Revised Estimates	Forecast	In-Year Change	
			#	%
<b>Classroom</b>				
Teachers	1,213	1,232	19	1.6%
Non-Teachers	766	779	13	1.7%
<b>Total Classroom</b>	<b>1,979</b>	<b>2,011</b>	<b>32</b>	<b>1.6%</b>
<b>Non-Classroom</b>	<b>247</b>	<b>247</b>	<b>-</b>	<b>0.0%</b>
<b>Total</b>	<b>2,226</b>	<b>2,258</b>	<b>32</b>	<b>1.4%</b>

**Changes in Staffing: Budget v. Forecast**



**Highlights of Changes in Staffing:**

Interim Financial Report  
For the Month Ending February 28, 2021  
(\$ thousands)

Budget Assessment											
				a	e = (d-b) / b	b	c = b - a	d = c/a			
2019-20				2020-21						Material Variance Note	
Rev Estimates	Financial Statements (August 2019)	Variance	Estimates	% Change from Prior Year Actuals	Revised Estimates	Forecast	Change				
							\$ Increase (Decrease)	% Increase (Decrease)			
<b>OPERATING</b>											
<b>Classroom Instruction</b>											
Teachers	133,211	131,197	(1.5%)	132,697	1.1%	138,118	137,904	(214)	-0.16%	favourable rate differential	
Supply Teachers	6,637	5,670	(14.6%)	6,577	16.0%	6,724	6,866	142	2.16%		
Teacher Assistants and ECEs	21,523	22,412	4.1%	22,559	0.7%	23,564	23,068	(496)	-2.20%	favourable rate differential	
Classroom Computers	636	794	24.8%	744	(6.3%)	888	744	(144)	-19.35%	More endpoint devices for remote learning	
Textbooks and Supplies	5,382	2,744	(49.0%)	4,582	67.0%	4,792	5,227	435	9.49%	E-Learning software investments, offset funding	
Professionals and Paraprofessionals	8,073	7,548	(6.5%)	8,063	6.8%	8,657	8,620	(37)	-0.46%		
Library and Guidance	3,995	4,360	9.1%	4,040	(7.3%)	4,473	4,106	(367)	-9.08%	favourable rate differential	
Staff Development	486	207	(57.4%)	504	143.5%	595	199	(396)	-78.57%	Reduced in-person training, virtual sessions	
Department Heads	316	435	37.7%	318	(26.9%)	329	315	(14)	-4.40%		
Principal and Vice-Principals	10,390	10,400	0.1%	10,405	0.0%	10,884	10,911	27	0.26%		
School Office	5,370	5,417	0.9%	5,770	6.5%	6,038	5,688	(350)	-6.07%		
Co-ordinators and Consultants	2,440	2,424	(0.7%)	2,588	6.8%	2,666	2,318	(348)	-13.45%	Reallocation of expenses still outstanding	
Continuing Education	4,895	4,411	(9.9%)	4,998	13.3%	4,016	3,914	(102)	-2.04%		
<b>Total Instruction</b>	<b>203,354</b>	<b>198,019</b>	<b>-2.6%</b>	<b>203,845</b>	<b>2.9%</b>	<b>211,744</b>	<b>209,880</b>	<b>(1,864)</b>	<b>(0.9%)</b>		
<b>Administration</b>											
Trustees	264	244	(7.6%)	263	7.8%	264	255	(9)	(3.4%)		
Director/Supervisory Officers	1,204	1,456	20.9%	1,178	-19.1%	1,190	1,345	155	13.2%	Retirement benefits (retirement gratuities)	
Board Administration	5,964	6,110	2.4%	6,169	1.0%	6,261	6,443	182	3.0%		
<b>Total Administration</b>	<b>7,432</b>	<b>7,810</b>	<b>5.1%</b>	<b>7,610</b>	<b>(2.6%)</b>	<b>7,715</b>	<b>8,043</b>	<b>328</b>	<b>4.3%</b>		
<b>Transportation</b>											
<b>Total Transportation</b>	<b>10,811</b>	<b>10,016</b>	<b>(7.4%)</b>	<b>10,767</b>	<b>7.5%</b>	<b>11,417</b>	<b>11,317</b>	<b>(100)</b>	<b>(0.9%)</b>		
<b>Pupil Accomodation</b>											
School Operations and Maintenance	21,627	21,382	(1.1%)	22,425	4.9%	23,342	24,312	970	4.3%	optimizing air quality and H&S, offsetting revenue	
School Renewal	996	821	(17.6%)	706	(14.0%)	706	706	-	0.0%		
Other Pupil Accomodation	3,392	2,591	(23.6%)	3,037	17.2%	3,037	3,037	-	0.0%		
Amortization and Write-downs	16,104	12,512	(22.3%)	13,364	6.8%	13,364	13,364	-	0.0%		
<b>Total Pupil Accomodation</b>	<b>42,119</b>	<b>37,306</b>	<b>-11.4%</b>	<b>39,532</b>	<b>6.0%</b>	<b>40,449</b>	<b>41,419</b>	<b>970</b>	<b>2.5%</b>		
<b>Other</b>											
School Generated Funds -Expenditures	7,410	4,460	-39.8%	4,366	-2.1%	4,366	4,366	-	0.0%		
Amortizations	-	-	-	-	0.0%	-	-	-	#DIV/0!		
Loss on disposal of assets	-	117	0.0%	117	0.0%	117	117	-	0.0%		
Other	-	-	0.0%	1,148	0.0%	-	750	750	65.3%		
<b>Total Other Expenditures</b>	<b>7,410</b>	<b>4,577</b>	<b>-38.2%</b>	<b>5,631</b>	<b>23.0%</b>	<b>4,483</b>	<b>5,233</b>	<b>750</b>	<b>13.3%</b>		
<b>TOTAL EXPENDITURES</b>	<b>271,126</b>	<b>257,728</b>	<b>-4.9%</b>	<b>267,385</b>	<b>3.7%</b>	<b>275,808</b>	<b>275,892</b>	<b>84</b>	<b>0.0%</b>		
PSAB Adjustments	173	875		128		10,372	10,372				
	<b>271,299</b>	<b>258,603</b>		<b>267,513</b>		<b>286,180</b>	<b>286,264</b>				



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
MARCH 23, 2021**

***PUBLIC SESSION***

**TITLE: TRUSTEE INFORMATION  
CALENDAR OF EVENTS – APRIL 2021**

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# APRIL 2021

SUN	MON	TUE	WED	THU	FRI	SAT
				1 Holy Thursday	2 Good Friday	3 Holy Saturday
<b>HOLY WEEK</b>						
4 Easter	5 Easter Monday	6	7 SEAC Meeting	8	9	10
11	12	13 SAL Meeting Committee of the Whole Meeting	14	15	16	17
<b>SPRING BREAK</b>						
18	19	20	21	22	23	24
25	26	27 Policy Committee Mtg. Board Meeting	28	29	30	