



THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

REGULAR BOARD MEETING
MONDAY, FEBRUARY 28, 2011 - 4:00 P.M.
BOARD OFFICE, 87 MILL STREET, DUBLIN, ONTARIO

AGENDA

1. OPENING PRAYER – Father R. Bester
2. CALL TO ORDER AND RECORDING OF ATTENDANCE
3. APPROVAL OF AGENDA
4. DECLARATION OF INTEREST
5. PRESENTATIONS

Virtual Gallery - Celebrating the Spirit: A Celebration of Student Artwork - Student artwork is being displayed on the Board website to celebrate our Board theme, *Catholic Education: Celebrating the Spirit*. Superintendent JoAnn MacGregor will make a presentation and introduce student artists.

6. Approval of Minutes of the Regular Board Meeting of January 24th, 2011 (pdf pgs. 4-7)
7. BUSINESS ARISING FROM THE MINUTES
8. REPORTS

I COMMITTEE OF THE WHOLE, IN CAMERA

II EDUCATION (pdf pgs. 8-16)

1. School Improvement Planning - Principals have worked with coordinators and their school improvement teams to analyze school and classroom data about student learning and arrive at their school SMART goal(s). Superintendent JoAnn MacGregor will introduce Jackie Simpson, Principal of St. Mary's School (Goderich) and Karyn Bruneel, Principal of Jeanne Sauvé School who will make presentations.
2. District Review Report - Three schools in Huron County have had a district review between December 2010 and February 2011. Superintendent JoAnn MacGregor and Learning Coordinator Annemarie Petrsek will make a presentation.
3. Reading Intervention Programs - Reading Intervention Programs in HPCDSB provide timely and relevant support for literacy success in our elementary schools. Superintendent JoAnn MacGregor will introduce Learning Coordinator Gaylene Hagarty and Literacy Resource Teachers Laurie Donnelly, Laurie Maloney-Devlin, Mathilda Martens-Flear and Patti Welsh who will make a presentation.

4. 2011-2012 School Year Calendar - The proposed 2011-2012 School Year Calendar has been developed through a consultative process involving trustees, supervisory officers, employee groups and parent involvement committees. Superintendent Dan Parr will present the proposed calendar for 2011-2012.
5. Draft Policy 2:6 - Through the adoption of Draft Policy 2:6, the board intends to establish a process to ensure that all Policies are regularly reviewed, revised, and updated in a standard, cyclical process. Superintendent Dan Parr will describe the contents of this Draft Policy, which is presented to Trustees for information.
6. Dual Credits - The Dual Credits program is an aspect of the provincial Student Success initiative, designed to facilitate greater success and optimism for some secondary students. Superintendent Dan Parr will introduce Tim Martens to explain more about our Dual Credit programs.

III MANAGEMENT (pdf pgs. 17-89)

The following items will be presented to the Board:

1. The Board will receive Board Policy 3E:15 – Environmental Stewardship.
2. The Board will receive information regarding the appointment of external Audit Committee members.
3. The Board will receive drafts of revisions to the following three (3) Board Policies: 3E:21 – Purchasing; 3E:23 – Expense Reimbursement; and 2:4 – Trustee Expense Reimbursement. The Board will also receive correspondence from the Ministry of Education regarding The Broader Public Sector Procurement Directive and The Broader Public Sector Expense Directive.

IV PERSONNEL

V OTHER

- SEAC Minutes of January 17th, 2011 (pdf pgs. 90-91)

9. ITEMS FOR ACTION

10. ITEMS FOR INFORMATION

- Mass cards and condolences on behalf of the HPCDSB for Mass cards and condolences on behalf of the HPCDSB for February were sent to: Annemarie Petrasek, Co-ordinator at the Board Office on the death of her mother, Sylvia Petrasek, and to Heidi Clark, Teacher at St. Michael CSS on the death of her mother, Carol Clark.
- Cards of thanks were received from the following persons: Annemarie Petrasek, Mary Ellen Ducharme, Nancy Cronin, and Maureen Lang.

11. CORRESPONDENCE

12. FUTURE BUSINESS

13. STUDENT TRUSTEE REPORTS
14. QUESTION PERIOD
– Highlights of Board Activity (pdf pgs. 92-95)
15. ADJOURNMENT
16. CLOSING PRAYER – Father R. Bester



THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

Minutes of the General Board Meeting
Monday, January 24, 2011 – 4:00 p.m.
Board Office, Dublin

1. **OPENING PRAYER** – Father Richard Bester
2. **CALL TO ORDER & RECORDING OF ATTENDANCE**
Trustees – Present
Administration – Present
Recording Secretary – Present
Chaplain – Present
Press – Absent
3. **APPROVAL OF AGENDA** – B. Murray - M. Miller (CARRIED)
4. **DECLARATION OF INTEREST**
5. **PRESENTATIONS**
Virtual Gallery - Celebrating the Spirit - Student artwork is being displayed on the Board website to celebrate our Board theme, Catholic Education: *Celebrating the Spirit*. Superintendent of Education JoAnn MacGregor introduced student artists and made a presentation.

Board Christmas Card Artist - Superintendent of Education Dan Parr introduced Art Teacher Helen Van Bakel and Grade 12 art student Erinn Dalton. Erinn recently won the system-wide Art Contest of designing this year's Board Christmas Card.
6. **APPROVAL OF THE MINUTES – (CARRIED)**
General Board Meeting of November 22nd, 2010 – B. Murray – M. Miller
Inaugural Board Meeting of December 17th, 2010 – M. Miller – J. McDade
Special Board Meeting of December 17th, 2010 – A. Cronin – M. Miller
7. **BUSINESS ARISING FROM MINUTES**
8. **REPORTS**

I COMMITTEE OF THE WHOLE, IN CAMERA

Motion #10/11-011

That the Huron-Perth Catholic District School Board respond to the Avon Maitland District School Board that they have no interest in the available properties.

B. Murray - M. Miller

CARRIED

The retirements of Tim and Janet Carroll, teachers at St. Michael CSS, and the retirement of Joanne Lombardi, principal at St. James School were announced.

II EDUCATION

The Education Report was presented.

One Life...Many Gifts - One Life...Many Gifts is a curriculum resource to educate senior secondary school students about the vital importance of organ and tissue donation and transplantation. This was developed by Trillium Gift of Life Network, London Health Sciences Centre's Multi-Organ Transplant Program and the Kidney Foundation of Canada. The program is an engaging, curriculum-based program which is consistent with the expectations of our Catholic Science and Physical Education courses. St. Anne's CSS science teachers Laura Blackmore and Erma Weernink made a presentation.

School Improvement Planning - Principals have worked with coordinators and their school improvement teams to analyze school and classroom data about student learning and arrive at their school SMART goal(s). Principals Michelle Shypula and Dave Cassone made a presentation.

Draft Policy 3A:24: Catholic Leadership, Succession Planning, and Talent Development - The Ministry of Education's Ontario Leadership Strategy requires all school boards to develop and implement a Board Leadership Development Strategy that fosters high quality educational leadership throughout the board. Draft Policy 3A:24 was presented as information at the Board Meeting of November 22, 2010. It has since been posted on our board web-site for public review.

Motion #10/11-012

M. Miller – A. Cronin

That the Huron-Perth Catholic District School Board adopt Policy 3A:24 - Catholic Leadership, Succession Planning, and Talent Development.

CARRIED

III MANAGEMENT

The Management Report was presented.

Motion #10/11-013

B. Murray – M. Miller

That the Huron-Perth Catholic District School Board approve the "Huron-Perth Catholic District School Board Consolidated Financial Statements" for the year ended August 31, 2010.

CARRIED

Board Policy 3E:13 – Authorization For Use of School Facilities - This policy was presented to the Board for information at the November Board meeting and was posted on the Board's website for comment. Reflecting further review and comments the following changes have been made to the draft policy:

- 4. WHEN FACILITIES MAY BE USED
 - Removed 4. b) "Use of school facilities during a Saturday, Sunday, or Statutory Holiday will result in a fee being charged as per the schedule of fees." as it is no longer applicable after the changes recommended in section 17.
- 17. SCHEDULE OF FEES
 - Under 4. OTHER and NOTE: removed "A \$50.00 fee will be applied for each booking under Groups B or C that occur during a Saturday, Sunday, or Statutory Holiday", and modified remaining paragraph to also include a flat fee option and reference to a fee guideline for custodial charges.
 - Added new 6. CANCELLATIONS/REFUNDS
 - Added new 7. METHOD OF PAYMENT

Motion #10/11-14

B. Murray – M. Miller

That the Huron-Perth Catholic District School Board approve Board Policy 3E:13 - Authorization For Use of School Facilities effective January 24, 2011.

CARRIED

Appointment of external Audit Committee members - Under Ontario Regulation 361/10 Audit Committees, the Board is required to establish an Audit Committee by January 31, 2011 with the first meeting date to be held no later than March 31, 2011. At its Inaugural meeting the Board appointed Trustees, Bernard Murray and Ron Marcy as members of the Audit Committee. The Regulation requires that for boards fewer than eight (8) members, the Audit Committee shall consist of four (4) members including two (2) Board members and two (2) persons who are not Board members. Advertisements were placed in the local papers and church bulletins requesting interest for those in our community that would act as members on the Audit Committee. The Board is still seeking one more community representative on this committee.

Motion #10/11-15

B. Murray – M. Miller

That the Huron-Perth Catholic District School Board appoint Ed Van Miltenburg as the community Audit Committee representative for a two-year period from January 24, 2011 to January 31, 2013.

CARRIED

Draft of Board Policy 3E:15 – Environmental Stewardship - In an effort to incorporate the Clean and Green Program within our Environmental Stewardship Board Policy 3E:15, we have added Section 4 to the policy. This policy will be posted on the Board website for review and comments and will be presented at the Board meeting in February for approval.

2011 - 2012 Budget Procedures Manual – G. Thuss reviewed the Procedures Manual. By mid March the Ministry should release the GSN. A public consultation process to school councils will begin in mid May.

Motion #10/11-16

B. Murray - M. Miller

That the Huron-Perth Catholic District School Board approve the 2011-2012 Budget Procedures Manual dated January 24, 2011.

CARRIED

Huron-Perth Transportation Consortium - Chair Ron Marcy and Trustee Bernard Murray attended the Consortium meeting on January 18. Ron reported on the the status of the Efficiency Review by the Ministry of Education.

IV PERSONNEL

V OTHER

- SEAC minutes of November 15th and Information Session of December 16th, 2010 were provided

9. ITEMS FOR ACTION

10. ITEMS FOR INFORMATION

- Communication Strategy - Director of Education Martha Dutrizac referred trustees to the information brochure of communication strategies that have taken place throughout the course of 2010.
- Mass cards and condolences sent were noted.
- Card of thanks were distributed.

11. **CORRESPONDENCE**

12. **FUTURE BUSINESS**

13. **STUDENT TRUSTEE REPORTS**

St. Michael CSS – Fiatsogbe Dzuali reported on Gr. 9 Christmas drama, WHMIS training, Project Rachel, Christmas assembly, sports, exams, "All About You-th" planning forum.

St. Anne's CSS – Rachel Askett reported on Aids civics day, semi-formal, Amnesty International's "Write for Rights", God Squad advent project, music band, Christmas celebration of the arts, Alzheimers civics day, and exams.

14. **QUESTION PERIOD**

- Highlights of Board Activity

15. **ADJOURNMENT – B. Murray - M. Miller (CARRIED)**

16. **CLOSING PRAYER – Father Richard Bester**



Huron-Perth Catholic District School Board

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Strategy in Action - Realizing our Capacity



Growing As A Whole Person

Core Strategy: Our Core Literacy Strategy, Including Mathematical Literacy, demonstrates in text and visual form, how all of our work has a singular focus on increasing all students' achievement.

TO: Members of the Huron-Perth Catholic District School Board

RE: Monday, February 28, 2011 EDUCATION REPORT

PRESENTATIONS

School Improvement Planning

Principals have worked with coordinators and their school improvement teams to analyze school and classroom data about student learning and arrive at their school SMART goal(s). Collaboratively developed strategies and actions to address the gaps in student learning and professional learning needs have been identified and these needs have been shared with Superintendents to determine upcoming learning networks. Principals have identified leading indicators on their School Improvement Plans. The evidence to support the leading indicators will be shared by teachers with their principals; principals, in turn, will share evidence with their Superintendents.

Superintendent JoAnn MacGregor will introduce Jackie Simpson, Principal of St. Mary's School (Goderich) and Karyn Bruneel, Principal of Jeanne Sauvé School who will make presentations.

District Review Report

Three schools in Huron County have had a district review between December 2010 and February 2011. This report will focus on the learning challenges shared by the school improvement team at each school, strategies used by teachers to address these, and the outcomes that the district review team observed at the visits to St. James School, Precious Blood School, and Our Lady of Mount Carmel School.

Superintendent JoAnn MacGregor and Learning Coordinator Annemarie Petrasek will make a presentation.

Reading Intervention Programs

Reading Intervention Programs in HPCDSB provide timely and relevant support for literacy success in our elementary schools. This report will focus on descriptions of each program, explaining who our students are, how data (student needs) and teacher needs drive decisions for intervention placement, as well as our successes and challenges.

Superintendent JoAnn MacGregor will introduce Learning Coordinator Gaylene Hagarty and Literacy Resource Teachers Laurie Donnelly, Laurie Maloney-Devlin, Mathilda Martens-Flear and Patti Welsh who will make a presentation.

A. ITEMS FOR ACTION

1. **2011-2012 School Year Calendar**

The proposed 2011-2012 School Year Calendar has been developed through a consultative process involving trustees, supervisory officers, employee groups and parent involvement committees within the Huron-Perth Catholic and Avon Maitland District School Boards.

This proposed calendar is considered a *Modified* School Year Calendar because it places the two-week Christmas break a week later than the Ministry specified date. Many school boards in the province are opting for the later Christmas break, including most school boards in southern Ontario.

Pending board approval, the calendar will be submitted to the Ministry of Education for approval.

RECOMMENDATION:

That the Huron-Perth Catholic District School Board adopt the 2011-2012 School Year Calendar as proposed.

B. ITEMS FOR INFORMATION AND DISCUSSION

1. **Draft Policy 2:6 – Development and Review of Board Policies**

The Huron-Perth Catholic District School Board is responsible to its students, parents, staff, and community for the achievement of its mission. The board establishes specific policies to guide the actions of the Director and her/his staff in the achievement of this mission and to inform parents, students, and staff of our operating policies, practices, and procedures.

Through the adoption of Draft Policy 2:6, the board intends to establish a process to ensure that all policies are regularly reviewed, revised, and updated in a standard, cyclical process.

Superintendent Dan Parr will describe the contents of this Draft Policy, which is presented to trustees for information.

2. **Dual Credits**

The Dual Credits program is an aspect of the provincial Student Success initiative, designed to facilitate greater success and optimism for some secondary students by enabling them to get started on a college education while still in secondary school. The program is made possible because some college courses contain enough overlap with secondary courses to enable students to get a dual credit: a college-level credit and a secondary school credit. For some dual-credit students, the prospect of a college program motivates them to try harder in secondary school. For others, getting started on a college program while still in secondary school is an attractive way to "fast-track" towards their future goals.

Our board's OYAP leader, Tim Martens, has facilitated a number of dual credit opportunities for our students, including our latest: a partnership with Fanshawe College to offer Culinary Arts to the Huron REACH Center in Clinton.

Superintendent Dan Parr will introduce Tim Martens to explain more about our Dual Credit programs.

C. ITEMS FOR INFORMATION

Respectfully submitted:

Area Chairperson – Mike Miller

MM/mvb

BOARD MISSION STATEMENT

We are a Catholic School Board. We serve our students, working with the home, parish and school community to:

- *Nurture a Christ-centred environment;*
- *Provide student-focused learning opportunities;*
- *Support the growth of the whole person.*



Huron-Perth Catholic District School Board

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SCHOOL YEAR CALENDAR 2011 – 2012

(Draft – subject to Board and Ministry approval)

Subject to Board and Ministry approval, the Huron-Perth Catholic District School Board and Avon Maitland District School Board will adopt the 2011-2012 calendar described below, which has been developed through consultation involving Trustees, Supervisory Officers, Catholic School Council members, and all employee groups.

At its regular Board meeting on February 28, 2011, the Huron-Perth Catholic District School Board will consider adopting this calendar.

Hi-lights of the Proposed 2011-2012 Calendar:

First Day of Classes	September 6	Elementary & Secondary Schools
Board Designated Day	September 2	Elementary & Secondary Schools
School Holidays	September 5	Labour Day
	October 10	Thanksgiving Day
	December 26 – January 6	Christmas Break (Modified)
	February 20	Family Day
	March 9 – 16	March Break
	April 6	Good Friday
	April 9	Easter Monday
	May 21	Victoria Day
Last Day of Classes	June 28	Elementary Schools
	June 21	Secondary Schools
P.A. Days	September 1 September 30 November 4 February 1 June 8 June 29	Elementary & Secondary Schools
Secondary Exams	January 25 - 31 June 22 – 28	Secondary Schools

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Board Name Huron Perth CDSB (B67016)								
Calendar Title 2011-83952] Western Region	Panel Elementary	Calendar Type Modified	Date Created Nov 30, 2010					
Start of School Year Sep 01, 2011	End of School Year Jun 29, 2012	Status Draft						
Description Regular								
Month	1st Week	2nd Week	3rd Week	4th Week	5th Week	PA days	Instr days	Exam days
	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F			
August	1 2 3 4 5	8 9 10 11 12	15 16 17 18 19	22 23 24 25 26	29 30 31	0	0	0
September		1 2 5 6 7 8 9	12 13 14 15 16	19 20 21 22 23	26 27 28 29 30	2	18	0
October	3 4 5 6 7	10 11 12 13 14	17 18 19 20 21	24 25 26 27 28	31	0	20	0
November		1 2 3 4 7 8 9 10 11	14 15 16 17 18	21 22 23 24 25	28 29 30	1	21	0
December		1 2 5 6 7 8 9	12 13 14 15 16	19 20 21 22 23	26 27 28 29 30	0	17	0
January	2 3 4 5 6	9 10 11 12 13	16 17 18 19 20	23 24 25 26 27	30 31	0	17	0
February		1 2 3 6 7 8 9 10	13 14 15 16 17	20 21 22 23 24	27 28 29	1	19	0
March		1 2 5 6 7 8 9	12 13 14 15 16	19 20 21 22 23	26 27 28 29 30	0	16	0
April	2 3 4 5 6	9 10 11 12 13	16 17 18 19 20	23 24 25 26 27	30	0	19	0
May		1 2 3 4 7 8 9 10 11	14 15 16 17 18	21 22 23 24 25	28 29 30 31	0	22	0
June		1 4 5 6 7 8	11 12 13 14 15	18 19 20 21 22	25 26 27 28 29	2	19	0
July	2 3 4 5 6	9 10 11 12 13	16 17 18 19 20	23 24 25 26 27	30 31	0	0	0
Total						6	188	0

Legend

P -Professional Activity Day; **E** -Scheduled Exam Day; **B** -Board Designated Day; **H** -Statutory Day; / -Half Day;
P* -Professional Activity Day Devoted to Provincial Education Priorities;



Board Name Huron Perth CDSB (B67016)								
Calendar Title 2011-88042] Western Region	Panel Secondary	Calendar Type Modified	Date Created Jan 19, 2011					
Start of School Year Sep 01, 2011	End of School Year Jun 29, 2012	Status Draft						
Description Regular Calendar								
Month	1st Week	2nd Week	3rd Week	4th Week	5th Week	PA days	Instr days	Exam days
	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F			
August	1 2 3 4 5	8 9 10 11 12	15 16 17 18 19	22 23 24 25 26	29 30 31	0	0	0
September		1 2 5 6 7 8 9	12 13 14 15 16	19 20 21 22 23	26 27 28 29 30	2	18	0
October	3 4 5 6 7	10 11 12 13 14	17 18 19 20 21	24 25 26 27 28	31	0	20	0
November	1 2 3 4	7 8 9 10 11	14 15 16 17 18	21 22 23 24 25	28 29 30	1	21	0
December		1 2 5 6 7 8 9	12 13 14 15 16	19 20 21 22 23	26 27 28 29 30	0	17	0
January	2 3 4 5 6	9 10 11 12 13	16 17 18 19 20	23 24 25 26 27	30 31	0	12	5
February		1 2 3 6 7 8 9 10	13 14 15 16 17	20 21 22 23 24	27 28 29	1	19	0
March		1 2 5 6 7 8 9	12 13 14 15 16	19 20 21 22 23	26 27 28 29 30	0	16	0
April	2 3 4 5 6	9 10 11 12 13	16 17 18 19 20	23 24 25 26 27	30	0	19	0
May	1 2 3 4	7 8 9 10 11	14 15 16 17 18	21 22 23 24 25	28 29 30 31	0	22	0
June		1 4 5 6 7 8	11 12 13 14 15	18 19 20 21 22	25 26 27 28 29	2	14	5
July	2 3 4 5 6	9 10 11 12 13	16 17 18 19 20	23 24 25 26 27	30 31	0	0	0
Total						6	178	10

Legend

P -Professional Activity Day; E -Scheduled Exam Day; B -Board Designated Day; H -Statutory Day; / -Half Day;
P* -Professional Activity Day Devoted to Provincial Education Priorities;

THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

SUBJECT:

DEVELOPMENT AND REVIEW OF BOARD
POLICIES

2:6



POLICY STATEMENT:

The Huron-Perth Catholic District School Board is responsible to its students, parents, staff, and community for the achievement of its mission. The Board shall establish specific policies to guide the actions of the Director and his/her staff in the achievement of this mission, and to inform parents, students, and staff of our operating policies and procedures. This Policy is intended to provide a framework for the effective development, review, and approval of Board Policies.

PROCEDURE:

1. The development and review of all policies shall be initiated by the Board and/or the Director Education.
2. The Director of Education may delegate the development or revision of Policy and Procedures to appropriate members of Executive Council and staff.
3. The establishment of new Policies and Procedures as well as the cyclical review of existing Policies and Procedures will adhere to the following process:
 - The Draft Policy will be reviewed by Executive Council for input. The chair and/or vice chair may be involved in initial discussion about development or revision of a policy.
 - Once approved by the Director of Education, the Draft Policy will be presented to the Board of Trustees for input and information.
 - Following presentation to the Board of Trustees, the Draft Policy will be posted on the Board's web-site for public review, and may be distributed to various stakeholder groups for vetting.
 - Once the vetting and consultation process has been completed, the final Draft Policy will then be presented to Executive Council for review.
 - Once approved by the Director of Education, the final Draft Policy will be presented to the Board of Trustees for consideration of approval.
 - Upon approval, the Director of Education, or his/her designate, will distribute and communicate the Policy to the system.

continued

4. A Draft Policy may be vetted with any or all of the following groups:
- Trustees
 - Superintendents
 - Coordinators
 - Employee groups including OECTA, CUPE, and other
 - Special Education Advisory Committee
 - Board Chaplain
 - Board Solicitor
 - Director of Education
 - Principals and Vice-Principals
 - Managers
 - Catholic School Advisory Councils
 - Bishop
 - Huron-Perth Deanery
 - Other
5. The policies of the Board are to be reviewed on a five-year cycle unless otherwise directed by the Director of Education or the Board of Trustees.
6. The review or development of Policy is to be guided by the following criteria:
- The Policy facilitates the achievement of the Boards mission as a Catholic School Board.
 - The Policy contributes to Board's strong and positive Catholic educational presence in the counties of Huron and Perth and in the province of Ontario.
 - The Policy is within the scope of the Board's authority as granted by provincial and federal statute.
 - The Policy is consistent with and complementary to Catholic teachings.
 - The Policy is direct and specific and is free from arbitrariness and vagueness.
 - The Policy is directly related to a clear and legitimate purpose.
 - The Policy is consistent with the Board's Equity and Inclusive Education Policy 3A:21.
 - The Policy is appropriate, fair, and wise for the needs of today and tomorrow.

BOARD APPROVAL:

EFFECTIVE DATE:



Huron-Perth Catholic District School Board

Mail PO Box 70 Dublin ON N0K 1E0 *Website* www.huronperthcatholic.ca
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Strategy in Action - Realizing our Capacity



Delivering Excellent Service

Core Strategy: Our operational services leverage all resources to support student success. Policies are translated into efficient, cross-functional processes designed to collaboratively achieve needed qualitative and quantitative outcomes.

TO: Members of the Huron-Perth Catholic District School Board

RE: Monday, February 28, 2011 MANAGEMENT REPORT

PRESENTATION

Anne Marie Nicholson, Manager of Plant, will present to the Board two (2) certificates received regarding the Electricity Retrofit Incentive Program totaling \$30,103.78 for projects at St. James, Seaforth, St. Boniface, Zurich and Precious Blood, Exeter. (attached)

A. ITEMS FOR ACTION

1. Board Policy 3E:15 – Environmental Stewardship. (attached)

This policy was presented to the Board for information at the January Board meeting and was posted on the Board's website for comment. No changes have been recommended therefore the draft policy is being recommended for approval.

RECOMMENDATION:

That the Huron-Perth Catholic District School Board approve Board Policy 3E:15 – Environmental Stewardship effective February 28, 2011.

2. Appointment of external Audit Committee members.

Under Ontario Regulation 361/10 Audit Committees of the Board there is a requirement to establish an Audit Committee by January 31, 2011 with the first meeting date to be held no later than March 31, 2011. To date the Board has appointed the following as members of the Audit Committee:

- Trustees Bernard Murray and Ron Marcy
- Community representative Ed Van Miltenburg

Martha Dutrizac, Director of Education and Gerry Thuss, Superintendent of Business interviewed Garry Duwyn of Mitchell, ON and is recommending his appointment to the audit committee for the period February 1, 2011 to January 31, 2013.

The members of the Audit Committee and Board administrative staff attended a two (2) day School Board Audit Committee training session held by the Ministry of Education in London, ON on February 3 and 4, 2011.

The Audit Committee's first scheduled meeting is March 28, 2011 at 10:00 a.m.

RECOMMENDATION:

That the Huron-Perth Catholic District School Board appoint Garry Duwyn as the community Audit Committee representative for a two (2) year period of February 1, 2011 to January 31, 2013.

B. ITEMS FOR INFORMATION AND DISCUSSION

1. Drafts of revisions to the following three (3) Board Policies, and correspondence from the Ministry of Education regarding The Broader Public Sector Procurement Directive and the Broader Public Sector Expenses Directive. (attached)
 - Board Policy 3E:21 – Purchasing
 - Board Policy 3E:23 – Expense Reimbursement
 - Board Policy 2:4 – Trustee Expense Reimbursement

2. Capital Report relating to Energy Efficiency Grants – Stage II. (attached)

The Board's allocation for Stage II funding is \$919,830. The balance for the current year is \$799,506.

In order to determine the most efficient and cost effective projects, we used the following to assist us in determining which we should complete:

- a) The Energy Audit completed by VIP Energy.
- b) Review of the reports with comparisons to existing capital work by MNE Engineering (attached).
- c) Comparison to our outstanding work from the facilities review completed by Terry Marklevitz in 2008.

C. ITEMS FOR INFORMATION

1. Report regarding Early Learning Program implementation September 2011. (verbal)

Respectfully submitted:

Area Chairperson – Bernard Murray

GHT/vjb

Att.

BOARD MISSION STATEMENT

We are a Catholic School Board. We serve our students, working with the home, parish and school community to:

- *Nurture a Christ-centred environment;*
- *Provide student-focused learning opportunities;*
- *Support the growth of the whole person.*



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ERIP (Electricity Retrofit Incentive Program) Projects

St. James School

- Interior lighting upgrade
- Installation of non-classroom occupancy sensors
- Exit lighting upgrade

Value of contract: \$55,370.00

Incentive received from Festival Hydro: \$ 8,820.78

St. Boniface School

- Interior lighting upgrade
- Installation of non-classroom occupancy sensors

Value of Contract: \$201,140.00

Incentive received from Festival Hydro: \$ 14,306.00

Precious Blood School

- East side interior lighting upgrade
- Installation of non-classroom occupancy sensors

Value of Contract: \$51,189.00

Incentive received from Hydro One: \$ 6,977.00

Union Gas Incentive

St. Michael CSS

- Boiler replacement

Value of Contract: \$118,887.30

Incentive received from Union Gas: \$ 9,000.00

Total value of contracts: \$426,586.30

Total incentives received: \$ 39,103.78

Projects were funded through the Ministry's Energy Efficiency funding – Stage I.

THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

SUBJECT:

ENVIRONMENTAL STEWARDSHIP

3E:15



POLICY STATEMENT:

The Huron-Perth Catholic District School Board believes that we are called to show leadership in environmental stewardship in our community. As Catholic believers we are called to see the entire universe as a creative work of God's love. As Catholic educators, we are called to share, nurture, and develop that vision with our students.

We are called to be stewards of creation and to exercise leadership in ecological responsibility, and to work to change systems and structures that are ecologically unsound. To face this enormous challenge, we will move from awareness to an active realization of a cooperative healing of our planet. We will maintain and recover a safe, just and sustainable environment for future generations and celebrate our profound connectedness with all of creation.

PROCEDURE:

The Board will foster attitudes and beliefs that makes the protection of our environment an important priority by promoting the following principles and practices within its jurisdiction:

1. The Board acknowledges the protection of the environment as a moral responsibility and therefore adopts the concept of sustainable development as defined by the United Nations World Commission on Environment and Development as "meeting the needs of the present generation without compromising the ability of future generations to meet their own needs."
2. The Board expects that its Catholic School Graduates be responsible citizens who respect the environment and use resources wisely. The Board will develop and support curriculum initiatives across grades and subject areas that lead to this result, and will expect that environmental protection is addressed in School Improvement planning.
3. The Board aims to develop environmentally sound practices consistent with what students are learning in classrooms, so that curriculum and Board operations become aligned. To do so, the Board will conduct the following actions in the areas of waste minimization, energy conservation, and purchasing:
 - a) **Waste Minimization:** the Board will:
 - cooperate with municipalities and other school boards to maintain and promote reducing, reusing and recycling programs of all properties

continued

- ensure that all offices and classrooms have the necessary materials and equipment to reduce, reuse and recycle products (i.e. blue or green boxes/bins, toner/printer cartridges etc.)
- promote waste-free lunches in schools to minimize food related waste
- promote anti-littering campaigns and yard clean-up in the school and community
- promote composting
- promote reusing items and avoid use of disposables
- promote reusing paper and reusing or recycling dated resource materials
- advertise internally surplus resources, furniture and equipment
- limit paper use by reusing scrap paper and educating individuals on how to photocopy and print double-sided
- promote tree planting and school greening
- promote electronic communication of newsletters and all other school and board information
- utilize a sibling list when sending printed information to parents

b) **Energy Conservation:** the Board will:

- Utilize natural light
- Promote the use of sleep mode or OFF when all lights, computers, monitors and other electronic equipment are not in use
- implement equipment consolidation practices (i.e. computer networking) to ensure energy conservation
- ensure that windows are closed at the end of the school day
- ensure that space around vents, windows and doors are kept free from obstructions, that windows and doors are closed when possible and that weather stripping is examined for deficiencies and replaced when necessary
- ensure that schools, during the heating season, adhere to Board standard room temperatures of 21 degrees Celsius or less and 15 degrees Celsius during weekends and school breaks
- promote the reduction of heat in areas not being utilized
- make maximum use of its computer controlled temperature systems
- encourage staff to turn off air conditioning when building is not utilized
- ensure that air conditioners are not set lower than 10 degrees Celsius below outside temperature
- consider the use of energy efficiency products (i.e. compact fluorescent light bulbs)
- consider the use of renewable sources of energy (i.e. solar/wind...)
- ensure that mechanical equipment, air filters, water faucets, ventilation and heating systems are checked and cleaned regularly and any problems or defects are reported promptly

continued

c) **Purchasing:** the Board will:

- be selective where possible, about the products and packaging purchased as they influence the environment (i.e. Energy Star)
- discourage and where appropriate prohibit the use of products used for celebrations and promotions that would have a negative effect on the environment
- establish environmentally sound operational practices
- promote habitat restoration and school ground greening initiatives

4. The Huron-Perth Catholic District School Board is committed to providing safe and healthy learning and working environments for our school community while answering our call to be stewards of the earth.

The following key components form a comprehensive Huron-Perth Catholic **Clean & Green Program:**

- The use of high quality, safe, effective, environmentally preferred products
- Green Clean Standard Operating Procedures Manual
- A Green Clean Site Plan which aligns the principals of the Green Clean Standard Operating Procedures Manual with specific site needs in conjunction with custodial supply vendor(s)
- Records of cleaning chemicals, supplies and equipment for each site to be kept with MSDS at all sites
- Equipment Maintenance Logs
- Training Records to be maintained at the Board Office which will track participation of all custodians in training
- Regularly documented review of cleaning activities which will be a cooperative effort between administration and custodial staff. Reviews may take the form of site visits with custodial supply vendor(s).
- Comprehensive Communication program which will demonstrate senior management support for the Green Clean initiative and the long-term approach recognizing the evolutionary nature of green cleaning and need for continuous promotion.

BOARD APPROVAL:

October 26, 1998
 August 30, 2004
 Reviewed May 22, 2006
 February 25, 2008
 February 28, 2011

EFFECTIVE DATE:

October 27, 1998
 August 30, 2004
 May 23, 2006
 February 26, 2008
 March 1, 2011

TO: The Huron-Perth Catholic District School Board
FROM: Gerry Thuss, Superintendent of Business
RE: Updates to three (3) Board Policies 3E:21 – Purchasing, 3E:23 – Expense Reimbursement and 2:4 – Trustee Expense Reimbursement as per two (2) Ministry of Education Directives on Procurement and Expenses.

The BPS Accountability Act, 2010 will be effective April 1, 2011 and as a result the Board is required to implement changes to its procurement and expenses policies. We have attached the two (2) directives from the Ministry as the background to our changes to Board Policies 3E:21 – Purchasing, 3E:23 - Expense Reimbursement, and 2:4 – Trustee Expense Reimbursement. We believe that the changes that are being recommended meet all the requirements that are mandated in the two (2) directives. We have also taken the opportunity to review the policies and have made changes to reflect the current operations of the Board, our new accounting system, and changes recommended through the Operational Review.

These draft policies will be posted on the Board's website for comment. The Board will be requested to approve these policies at the Board meeting on March 28, 2011 in order to be compliant for April 1, 2011.

Board Policy 3E:21 – Purchasing

The Broader Public Sector Procurement Directive has been developed to ensure that publicly funded goods and services are required through a process that is open, fair, and transparent. The implementation timeline under the directive for school boards is April 1, 2011. Board office staff including Nancy Becker, Manager of Finance, Mary-Ellen McBride, Business Analyst, Sarah Kechnie, Finance/Business Services Officer, and Executive Council have reviewed this Board policy to ensure that all requirements of the directive are incorporated into the policy. The significant changes are as follows:

- **Policy Statement**
We have added the five (5) key principals that procurement is based on including Accountability, Transparency, Value for Money, Quality Service Delivery, and Process Standardization. The directive also requires that the Board adopt and post a Supply Chain Code of Ethics. These include: 1. Personal Integrity and Professionalism; 2. Accountability and Transparency; and 3. Compliance and Continuous Improvement. These have been incorporated into the Policy Statement. We believe the objectives within the existing policy are sufficient and meet the directives.
- **Appendix A – Administrative Guidelines**
 - 1.0 Methods of Procurement
Minor changes have been recommended to reflect current operations.
 - 2.0 Roles and Responsibilities
The directive requires that thresholds be established within the Board's policy. We have reviewed the purchasing limits and approvals under 2.3 and are recommending changes to this area. Our accounting and purchasing system has been developed to incorporate these limits within the purchasing module.

TO: The Huron-Perth Catholic District School Board
FROM: Gerry Thuss, Superintendent of Business
RE: Updates to three (3) Board Policies 3E:21 – Purchasing, 3E:23 – Expense Reimbursement and 2:4 – Trustee Expense Reimbursement as per two (2) Ministry of Education Directives on Procurement and Expenses.

2.5 Process

We have looked at the various processes identified in our policy and have evaluated them against the Mandatory Requirement #3: Competitive Procurement Thresholds within the procurement directive. We are recommending that the various levels be amended as follows:

- >50<1,000 be changed to >50<3,000
- >1,000<5,000 be changed to >3,000<10,000
- The next two levels be combined to >10,000<100,000

We believe that these changes reflect the current operation of the Board and balance the work required in written quotations and tendering.

Changes to the balance of the policy reflect modifications to the current procedures to meet the requirements of the Broader Public Sector Procurement Directive. It includes specific guidelines for consultants as required under the Directive.

Board Policy 3E:23 – Expense Reimbursement

Board Policy 2:4 – Trustee Expense Reimbursement

The Broader Public Sector Expenses Directive establishes expense rules where expenses are reimbursed from public funds. The rules apply to appointees, board members, elected officials, employees, and consultants and contractors engaged by the Board who provide consulting or other services. The implementation timeline under the directive for school boards is April 1, 2011. Board office staff including Nancy Becker, Manager of Finance, Mary-Ellen McBride, Business Analyst, Sarah Kechnie, Finance/Business Services Officer, and Executive Council have reviewed the Board policies to ensure that all requirements of the directive are incorporated into the policies. The significant changes are as follows:

- Expanded definitions have been added to clarify with current practice and/or BPS Expenses Directive.
- Change to values provided for accommodation and meals.
- Definition of hospitality to ensure that the policies are in compliance with the BPS Expenses Directive.

Changes and comments have been provided on the policies to show the changes and rationale for those changes.

GHT/vjb
Att.

Ministry of Education

Deputy Minister
900 Bay St
22nd Floor, Mowat Block
Queen's Park
Toronto ON M7A 1L2

Ministère de l'Éducation

Sous-ministre
900, rue Bay
22 étage, Édifice Mowat
Queens Park
Toronto ON M7A 1L2



MEMORANDUM TO: Directors of Education

FROM: Kevin Costante
Deputy Minister
Ministry of Education

SUBJECT: **New Broader Public Sector Directives under the Broader Public Sector Accountability Act**

The *BPS Accountability Act, 2010* brings in new rules and higher accountability standards for designated broader public sector (BPS) organizations. The Act includes sections that provide authority to the Management Board of Cabinet to issue directives to designated BPS organizations in the areas of procurement and expenses.

In anticipation of the April 1, 2011 proclamation of these sections of the *BPS Accountability Act*, the BPS Procurement Directive and the BPS Expenses Directive are now available to BPS organizations.

The Directives apply to:

- all designated broader public sector organizations as defined in the *BPS Accountability Act* including: hospitals, school boards, colleges, universities, Community Care Access Corporations, and Children's Aid Societies
- every other publicly funded organization that receives more than \$10 million in annual government funding.

BPS Procurement Directive

The Directive supports the Premier's public commitments to implement new accountability measures in the use of public funds. The new rules will ensure greater transparency and accountability in the purchase of goods and services and the consistent management of procurement processes throughout the BPS.

The Ministry of Finance will host information and training sessions for the BPS so that they can ask questions and be clear about how the new rules apply.

Please ensure that everyone in your organization is aware of the Directive, especially those involved in procurement activities. Note that the Directive also applies to goods and services (including IT and consulting) purchased jointly with other organizations.

Implementation timelines will be phased-in because of differences in the ability of the various groups to put the Directive into effect and to allow time to help them meet the new requirements.

April 1, 2011	<ul style="list-style-type: none">• Hospitals• School boards• Colleges• Universities• Community Care Access Corporations• Children's Aid Societies
January 1, 2012	<ul style="list-style-type: none">• Publicly funded organizations that received public funds of \$10 million or more in the previous fiscal year from the Government of Ontario

BPS Expenses Directive

This directive requires designated BPS organizations to establish expense rules, and sets out requirements that must be included in each organization's expense rules. This directive will help align the expense rules of designated BPS organizations with the high standards expected in ministries and agencies.

It is expected that the designated BPS organizations will be in compliance with the Expenses Directive by the April 1, 2011 proclamation date.

In addition, this Directive serves as a guideline to all other publicly funded organizations. This means that organizations that receive less than \$10 million in annual public funding can consider this directive in any review or development of their expense policies and practices.

Additional Information

If you have any questions about either directive, you may email BPSSupplychain@ontario.ca. The full BPS Procurement Directive with the schedule of information sessions, and the BPS Expenses Directive will be posted in the Ministry of Finance website www.ontario.ca/mof.

The BPS Accountability Act, 2010 is available on the e-Laws website.



Kevin Costante

Attachment

THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

SUBJECT:

PURCHASING

3E:21



POLICY STATEMENT:

The Huron-Perth Catholic District School Board recognizes the need for procurement of products and/or services as an integral component of its fiscal responsibility while fulfilling its mission of providing excellence in education.

To ensure the procurement process is accomplished in an ethical, professional and accountable fashion, the Board has adopted the following **Ontario Broader Public Sector (BPS) Procurement Directive's Supply Chain Code of Ethics:**

Comment [k1]: Added the BPS Code of Ethics.

I. Personal Integrity and Professionalism

Individuals involved with Supply Chain Activities must act, and be seen to act, with integrity and professionalism. Honesty, care and due diligence must be integral to all Supply Chain Activities within and between BPS 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.

II. Accountability and Transparency

Supply Chain Activities must be open and accountable. In particular, contracting and purchasing activities must be fair, transparent and conducted with a view to obtaining the best value for public money. All participants must ensure that public sector resources are used in a responsible, efficient and effective manner.

III. Compliance and Continuous Improvement

Individuals involved with purchasing or other Supply Chain Activities must comply with this Code of Ethics and the laws of Canada and Ontario. Individuals should continuously work to improve supply chain policies and procedures, to improve their supply chain knowledge and skill levels, and to share leading practices.

Also in conjunction with the BPS Procurement Directive, the Board has integrated the following **five key principles** into its purchasing policy:

Comment [k2]: Added the BPS five key principles.

- **Accountability:** Organizations must be accountable for the results of their procurement decisions and the appropriateness of the processes.
- **Transparency:** Organizations must be transparent to all stakeholders. Wherever possible, stakeholders must have equal access to information on procurement opportunities, processes and results.
- **Value for Money:** Organizations must maximize the value they receive from the use of public funds. A value-for-money approach aims to deliver goods and services at the optimum total lifecycle cost.
- **Quality Service Delivery:** Front-line services provided by Organizations must receive the right product, at the right time, in the right place.
- **Process Standardization:** Standardized processes remove inefficiencies and create a level playing field

PROCEDURE:**1.0 Objectives**

The objective of the purchasing function is to provide authority and guidelines in facilitating purchasing transactions that will:

- 1.1 protect public funds at all times;
- 1.2 procure within the budgetary limits set by the Board;
- 1.3 procure by purchase, lease or rental the required quality and quantity of products and services in an efficient and cost effective manner;
- 1.4 obtain maximum value in all purchases of supplies and services, taking into consideration such factors as quality, service, standardization, and the environment;
- 1.5 maintain a competitive atmosphere between suppliers, ensuring that each is treated fairly and without preference;
- 1.6 provide a high level of service to all schools and administrative departments;
- 1.7 attempt to seek "Canadian made" and/or "Canadian supplied" products and services where service, quality, delivery and price are reasonable;
- 1.8 purchase, where possible, "environmentally conscience" products which meet a minimum level of performance acceptable to the Board and in keeping with the Board's current Policy 3E:17 (Preservation of the Environment);
- 1.9 sustain the purchase of products and/or services that are produced and/or provided under humane working conditions that comply with local labour laws and international standards;

2.0 Administrative Guidelines

Appendix A, Administrative Guidelines, provide in further detail the:

- 1.0 Methods of Procurement
- 2.0 Roles and Responsibilities with respect to authorization and budgetary limits
- 3.0 Exceptions
- 4.0 – 5.0 Quotation and Competitive Procurement processes

BOARD APPROVAL:

August 27, 2007

EFFECTIVE DATE:

August 28, 2007

PREAMBLE

The purpose of this administrative procedure is to provide direction and guidance for all Board personnel when making purchases of goods and/or services on behalf of the Board.

The facilities or agencies of the Board shall not be used to purchase or otherwise acquire goods, services, or materials for the personal use, benefit, or enjoyment of any employee except where an employee purchase plan has been approved by the Board.

1.0 METHODS OF PROCUREMENT

Goods and/or services shall be procured using the following methods:

1.1 Petty Cash

The purchaser is reimbursed for an approved purchase for nominal expenses under \$50 and with proof of purchase (i.e. official bill of sale or invoice marked paid).

1.2 Purchase Orders

The purchaser completes an online purchase order for goods or services required and forwards to the appropriate supervisor designated in Table 2.3 for approval prior to placing the order.

1.3 Payment Request

The Board recognizes that there may be, at times, occasions where a cheque or payment is required for goods or services for which no Purchase Order has been prepared. When the goods are received, an online Payment Request is completed and forwarded to the appropriate supervisor designated in Table 2.3 for approval.

1.4 Purchasing Cards

The Board has established a corporate credit card program for senior staff and designated Board Office personnel. The personnel participating must complete and sign the Cardholder Agreement Form and forward to the appropriate Supervisor for approval. See Appendix B for the required form 3E:21B.

The cardholder shall prepare a Monthly Summary of purchases charged to the card once the statement is received and forwarded along with original receipts to the appropriate supervisor for approval. See Appendix B for the required form 3E:21C. Charges to the card shall follow the approved procedures for purchasing.

1.5 Price Quotations, Requests for Proposals (RFP) and Tenders

When the scope of a purchase exceeds a fixed dollar amount; or to secure volume pricing; or to implement regular maintenance plans; or to procure items of a capital nature, the Board requires a formal process to comply with policy objectives.

2.0 ROLES AND RESPONSIBILITIES

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

2.2 All staff having purchasing responsibility need to be properly informed on the current policy and procedures to ensure that he/she is in compliance.

2.3 Purchasing Limits and Approvals

2.3.1 The following table demonstrates the limits established for purchasing goods and/or services with the corresponding personnel responsible for approving the purchases.

TABLE 2.3.1

Position	Authorized to Purchase	Approving Personnel required if over limit
Managers	< \$3,000 for purchases and routine supplies as it pertains to individual's department.	Superintendent of Business and Treasurer or Superintendent of Education
Principals	< \$3,000 for specific school related goods and/or services on pre-approved budget.	Superintendent of Education
Learning Coordination Team	< \$3,000 for specific program related goods and/or services on pre-approved budget or other funding sources as required.	Superintendent of Education
Superintendents	< \$20,000	Director of Education

Comment [k1]: Increased to be in line with change to section 2.5

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Comment [k2]: Added Superintendent of Education

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2.4 Approval Thresholds

Comment [k3]: Meets BPS Mandatory Requirement #2: Approval Authority

2.4.1 The following table lists the personnel responsible for approving purchases of goods and/or services of the Board and their corresponding limit.

2.4.2 When the purchase requisition/order exceeds the individual’s limit it must be forwarded to their immediate Supervisor.

Position	Approval Limit (including applicable taxes)
Manager/Principal	< \$3,000
Learning Coordination Team	< \$3,000
Superintendent	< \$20,000
Director of Education	\$20,000 +

Comment [k4]: Increased to be in line with section 2.5

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2.5 Process

Comment [k5]: Meets BPS Mandatory Requirement #3: Competitive Procurement Thresholds

2.5.1 Once the need for a purchase or service arises the following process shall be followed:

- <\$50

A purchase order is not required. Original receipts must be obtained, signed by the approving personnel with the applicable account and program clearly identified on the receipt. Account descriptions are not acceptable. If the supplier requires a purchase order, the Purchase Order System (POS) must be used, where available.

- >\$50 <\$3,000

Comment [k6]: Increased threshold from \$1,000 to \$3,000. This is in line with other school boards and the BPS Directive. Reasoning is that spending greater than \$3,000 will be reviewed more thoroughly.

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A purchase order is required. For purchases of goods and/or services that fall within the above amount due consideration of value and cost should be given by the purchaser. Complete the order using the POS. Forward to the appropriate personnel as indicated in Table 2.3.1 for authorization. Once the purchase is approved the purchase order may be e-mailed, or faxed to the vendor.

- >\$3,000 < \$10,000

A purchase order is required. For purchases of goods and/or services that fall within the above dollar values three verbal quotations must be obtained and documented in the internal comments section of the online Purchase Order. Complete the order using the POS. Forward to the appropriate personnel as indicated in Table 2.3.1 for authorization. Once the purchase is approved the purchase order may be e-mailed, or faxed to the vendor.

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Deleted: be kept on file for future reference if required

Comment [k7]: This is so that approvers can easily check that three verbal quotes were obtained and ask more questions if needed.

- > \$10,000 < \$100,000

For purchases of goods and/or services that fall within the above dollar values three written quotations are required and do not require a formal bid process. Once the quotations (Section 4) have been obtained on the vendor's prescribed letterhead, the quotation summary and relevant information shall be scanned into the POS as an attachment to the purchase order. Complete the order using the POS. Forward to the appropriate personnel as indicated in Table 2.3.1 for authorization. Once the purchase is approved the purchase order must be sent to the vendor by e-mail or fax only.

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Comment [k8]: This is to help ensure that the purchase is approved before the order is placed. Physical PO shows as "unapproved" to the vendor until all approvals occur.

- > \$100,000

For purchases of goods and/or services that fall within the above dollar values an open, competitive procurement process must be undertaken. Once this process (Section 5) is completed and **approved by the Board**, the documents acquired shall be scanned into the POS as an attachment to the purchase order. Complete the order using the POS. Forward to the appropriate personnel as indicated in Table 2.3.1 for authorization. Once the purchase is approved the purchase order may be e-mailed, or faxed to the vendor.

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<#> \$50,000 < \$100,000¶

¶ For purchases of goods and/or services that fall within the above dollar values a formal tender process must be undertaken. Once the tender process (Section 4) is completed and **approved by the Director of Education or Superintendent of Business** the documents acquired shall be scanned into the POS as an attachment to the purchase order. Complete the order using the POS. Forward to the appropriate personnel as indicated in Table 2.3.1 for authorization. Once the purchase is approved the purchase order may be e-mailed, or faxed to the vendor. ¶

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General

The purchase order number must be supplied to the vendor at the time of ordering. Intentional separation of purchases to stay within the above limit is prohibited.

In order for the processing of invoices for payment the purchase order number must be clearly identified on the invoice.

APPENDIX A – ADMINISTRATIVE GUIDELINES

There are occasions where a formal tender process is inappropriate because of the nature of the goods and/or services being acquired. Subject to approval from the Superintendent of Business and Treasurer a formal RFP (Request for Proposal) may replace the tender process.

For specific details on the tender and request for proposal processes, see Section 4 (Tendering) and Section 5 (Request for Proposal).

2.5.2 Conditions

2.5.2.1 The supplier/vendor must forward all original copies of invoices directly to the Board Office for processing.

2.5.2.2 Invoices, credit notes, refunds, etc., must clearly identify the customer and billing address as follows:

Huron-Perth Catholic District School Board
Attention: Accounts Payable Dept
87 Mill Street
Box 70
Dublin, ON
N0K 1E0

2.5.2.3 The “ship to” address should be identified as the location for which the supplies were delivered.

2.5.2.4 Invoices must clearly indicate the purchase order number assigned from the POS (Purchase Order System).

3.0 EXCEPTIONS

3.1 Unauthorized Purchases

Based on the authority designated in Section 2.3 the following are designated as unauthorized purchases.

3.1.1 Procurements, except those to be paid from petty cash funds, made in the name of the Board without an authorized purchase order may be considered an obligation of the employee procuring the items and not an obligation of the Board.

Comment [k9]: Change from 'will' to 'may'.

APPENDIX A – ADMINISTRATIVE GUIDELINES

- 3.1.2 Long term agreements and/or contracts.
- 3.1.3 Personnel are prohibited from unilaterally entering into contracts that bind the Board to products and/or services other than regular operational agreements (i.e. pictures). All agreements must be in writing and authorized by the Superintendent of Business and Treasurer or designate. See Section 12, Appendix A, of Policy 3E:22 (School Generated Funds), for further information on this subject.
- 3.1.4 Purchases whereby any school board personnel may receive any gratuity, favor, direct or indirect payment that exceeds the bounds of normal social courtesy.
- 3.1.5 Personal purchases for employees, members of the Board or others, nor shall its influence be used to obtain preferential treatment for those listed herein.

3.2 Specialized Services

- 3.2.1 Certain goods and/or services and long term arrangements are exempt from this policy as their value is determined by the Board through other contractual agreements, or by resolution. Examples include:
 - banking services
 - computer support services
 - employee benefits
 - insurance
 - legal and audit services
 - student transportation
- 3.2.2 Final selection of the above will be recommended by the Director of Education and/or Superintendent of Business and Treasurer to the Board of Trustees for approval.
- 3.2.3 The Director of Education and/or Superintendent of Business and Treasurer may place a call for tenders and/or requests for proposals when deemed necessary.

3.3 Consulting Services

Comment [k10]: Added section 3.3.

A consultant means a person or entity that under an agreement, other than an employment agreement, provides expert or strategic advice and related services for consideration and decision-making.

Prior to commencement, any procurement of consulting services must be approved in accordance with the guidelines below:

Procurement Method	Procurement Value	Approval Authority
Invitational Competitive	\$0 up to but not including \$100,000	In accordance with section 2.5
Open Competitive	Any Value	In accordance with section 2.5
Non-Competitive	\$ up to but not including \$1,000,000	Director of Education
	\$1,000,000	Board of Directors

Comment [k11]: Need to add an appendix for the form for approval in these circumstances. Needs to be developed.

In no circumstances shall hospitality, incidental or food expenses be considered allowable expenses for consultants and contractors under the rules or in any contract between an organization and a consultant or contractor. Therefore, they cannot claim or be reimbursed for such expenses, including:

- meals, snacks and beverages
- gratuities
- laundry or dry cleaning
- valet services
- dependant care
- home management
- personal telephone calls

3.4 Non-Competitive Procurement

Comment [k12]: Non-Competitive Procurement (replaces 'exclusive supplies')
Section 3.4.1 and 3.4.3 were added.

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

3.4.2 Sole Sourcing: Where only one supplier is able to meet the requirements of procurement in the circumstances. In such cases, the requisition must be preauthorized in accordance with section 2.5.

APPENDIX A – ADMINISTRATIVE GUIDELINES

3.4.3 **Collaborative Marketplaces:** Government collaborative sourcing initiatives such as the Ontario Education Collaborative Marketplace (OECM) award tenders in accordance with the BPS Procurement Directive. These buying groups eliminate the competitive procurement requirement at the school board level. When purchasing awarded items from the respective suppliers, the requisition must be preauthorized in accordance with section 2.5.

3.5 Non-Negotiable Supplies

Other services that are deemed necessary and for which their value is not open to negotiation include:

- hydro
- water
- gas

Deleted: <#>Certain goods and services are, by their nature, available from only one supplier and, therefore, the opportunity for competitive pricing is precluded or severely restricted. When purchasing such items sufficient justification must be established.¶

4.0 WRITTEN QUOTATIONS

4.1 The Board personnel obtaining the written quotations must provide sufficient specifications of the goods and/ or services required to all vendors.

4.2 Written quotes must be obtained from a minimum of three vendors.

4.3 The written quotations must be:

- 4.3.1 On the vendor’s prescribed letterhead
- 4.3.2 Completed in ink and/ or typewritten
- 4.3.3 Signed by the authorized representative of the supplier

4.4 Vendors selected to provide written quotations may be chosen at the discretion of the Board personnel. Where vendors have been pre-qualified, written quotes should be obtained from this list if applicable.

Comment [k13]: Added this section in conjunction with section 2.5.

Comment [k14]: Will need to re-develop this form.

Deleted: ¶
<#>Classified Advertisement¶
¶
A general advertisement will be placed in the local newspapers at least once per year inviting vendors to complete a vendor qualification form. submit a price matrix for the product or service they wish to sell to the Board. From this a preferred vendor list or “bidders list” will be prepared. Prospective bidders shall complete a vendor qualification form found in Appendix B, Form 3E:21E.¶

4.4.1 Pre-qualified Vendors:

The Manager of Plant will maintain a list of suppliers and contractors who have expressed an interest in serving the Board as a result of the process outlined in Section 4.4.2. Applicable products and services include:

- Construction and Maintenance Contractors
- Service Contractors
- Maintenance Supplies

Deleted: Prospective bidders to these advertisements will be combined with an existing bidders’ list and at the appropriate time of calling tenders, proposals or quotations, these companies will be notified.¶

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Deleted: for which the Board shall receive annual tenders are:

APPENDIX A – ADMINISTRATIVE GUIDELINES

The pre-qualified vendor list expires after a two year period. A firm may be removed from the list if it fails to renew the Vendor Application or if it fails to reply to written quotation requests for a consecutive two-year period. A firm will also be removed from the list if it fails to meet previous obligations.

Deleted: preferred vendor

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Deleted: tender

4.4.2 Classified Advertisement:

A general advertisement will be placed in the local newspapers at least once per year inviting vendors to complete a Vendor Application form. This form must be completed in order to be considered for the pre-qualified vendor list. The vendor Application form can be found in Appendix B, Form 3E:21D.

Comment [k15]: Form to be reviewed and adjusted if necessary.

4.5 The Board reserves the right to accept or reject any or all of the written quotation. The lowest quote may not necessarily be accepted. Should the purchase not be awarded to the vendor submitting the lowest cost quote, reasons for the selection will be documented in writing.

5.0 COMPETITIVE PROCUREMENT

5.1 **REQUEST FOR TENDER**

Comment [k16]: Reworked previous 'Tender' section to be in compliance with BPS Directive.

5.1.1 The Board personnel making the purchase request must provide sufficient specifications of the goods and/or services required to allow the department responsible for preparing the request for tender (RFT) to obtain proper bids.

5.1.2 The RFT shall be prepared, distributed and collected by a member of the Tender Review Committee (Section 5.1.8). The RFT must provide these minimum instructions:

Deleted: tender notice

Deleted: 4.4

Deleted: tender request

5.1.2.1 the supplier must submit the tender in a sealed envelope

5.1.2.2 the envelope must be addressed to the attention of the Superintendent of Business and Treasurer or designate

5.1.2.3 closing date and time, which must be a minimum of fifteen days after the RFT is posted and be on a normal working day.

Comment [k17]: Added to be compliant with BPS

5.1.2.4 must be completed in ink and/or typewritten

5.1.2.5 must be signed by the authorized representative of the supplier

5.1.2.6 holdback details

5.1.3 The RFT must also include the following information:

Comment [k18]: Added 5.1.3

5.1.3.1 All mandatory, rated and other criteria that will be used to evaluate submissions

5.1.3.2 The evaluation methodology and process to be used in assessing submissions

5.1.3.3 Any options to extend the agreement

5.1.3.4 Bid dispute resolution procedures

5.1.4 A non-refundable fee may be charged for tenders or proposals, in an amount determined by the Business Department.

Suppliers and contractors will be informed of the Board's RFT's through an electronic tendering system that is readily accessible by all Canadian suppliers.

Comment [k19]: Adjusted to be in compliance with BPS.

5.1.5 The Board Office will be responsible for date and time stamping the tenders as they are received and for keeping them in a locked cabinet until the time of opening.

Deleted: ¶
<#>Electronic Tender Advertising¶
¶
Tender calls will be posted on the Huron-Perth Catholic District School Board website with the appropriate documents attached.¶

5.1.6 Any amendments to a RFT already in distribution will be posted in the same manner as the RFT.

Deleted: tender

Deleted: sent to all bidders of record immediately, in writing and posted.

5.1.7 Tenders shall be received from a minimum of three suppliers, except for those occasions where it is neither practical nor possible to obtain three prices, or cases where the products are only available from a limited number of suppliers.

5.1.8 Sealed tenders will be opened in the presence of the Superintendent of Business and Treasurer and a minimum of two other members of the Tendering Committee (Section 5.1.9). A complete set of specifications will be provided to all bidders.

Deleted: 4.4

5.1.9 Tender Review Committee

5.1.9.1 The Tender Review Committee shall be comprised of the following:

- Superintendent of Business and Treasurer
- Finance/ Business Services Officer

Deleted: Manager of Business Services

APPENDIX A – ADMINISTRATIVE GUIDELINES

- A representative from the user department

Note: For tenders requiring Board approval Trustees will be notified and may attend tender openings.

5.1.10 The Board reserves the right to accept or reject the whole or any part of the tender. The lowest or any tender may not necessarily be accepted. Tenders will be awarded based on the evaluation process completed by the Tender Review Committee members.

Deleted: Should the tender NOT be awarded to the bidder submitting the lowest cost bid, a written report will indicate the reasons for non-acceptance and attached to the tender documents.

5.1.11 Tenders shall be opened in public. Any interested party may attend any public opening.

5.1.12 Tender openings shall take place as soon as possible after the announced closing time for submission of bids. The closing date and time, and tender openings will be clearly identified on the RFT documents.

Deleted: tender

5.1.13 The tenders shall be checked by the Superintendent of Business and Treasurer or designate to ensure that all criteria requested is included and there are no alterations to the tender request.

5.1.14 The Board reserves the right to reject any tender in any of the following circumstances:

- the tender was received after the closing date and time (such tenders will be recorded and returned to the bidder unopened)
- the tender was incomplete
- the tender was not written in ink or typewritten
- the tender indicated a change without initialing
- the tender contains exceptions, variations or qualifications
- the tender lacked clarity
- the tender was not signed
- the tender is over budget
- other deficiencies

5.1.15 The Superintendent of Business and Treasurer or designate shall be responsible for maintaining appropriate tender opening minutes and/or summary sheets.

APPENDIX A – ADMINISTRATIVE GUIDELINES

- 5.1.16 The Tender Committee shall prepare a list of the tenders received, time of opening, and any reasons that may declare the tender invalid.
- 5.1.17 The Board may elect to hold back a portion of the final payment to the vendor if the work is not completed to the satisfaction of the Board. This clause shall be included in the request for tender documents.
- 5.1.18 Tender results will be posted for bidders as soon as possible following the tender opening in the same manner as the RFT documents, in accordance with Municipal Freedom of Information and Protection of Privacy Act, R S O 1990 guidelines. The supplier name and tender amounts will be published in the formal minutes of the Board upon recommendation of the tender award.
- 5.1.19 Upon award of the tender, the successful supplier must be formally defined in a signed, written contract. This contract must include all terms and conditions as well as a termination clause.
- 5.1.20 All tenders will be retained on file for a period of seven years.

Deleted: available

Comment [k20]: Added to be compliant with BPS

5.2 REQUEST FOR PROPOSAL

A request for proposal may be used in place of an RFT, when the Board or Senior Administration wishes to consider a variety of factors in addition to price in awarding a contract.

Deleted: tenders

- 5.2.1 The call for proposals and receipt thereof shall be handled in the same manner as RFTs (Section 5.1).

Deleted: Tenders

Deleted: 4.0

Deleted: <#>Depending on the circumstances there may not be a need for the establishment of a Tender Review Committee and involvement of the public in this type of purchase.¶

6.0 CONFLICT OF INTEREST

- 6.1 Any person involved in the ownership or operation as a potential supplier to the Board who is an employee or whose parent, spouse, child or other immediate family is an employee of the Board shall be considered to have a potential conflict of interest and will, therefore, declare this potential conflict prior to any sale, quote, bid or proposal.
- 6.2 All purchases from Board employees shall be governed by applicable legislation including but is not limited to Section 17 of the Education Act, R.S.O. 1990, c. E.2.

APPENDIX A – ADMINISTRATIVE GUIDELINES

7.0 GLOSSARY OF TERMS

Approval	authorization has been given to proceed with the purchase of products and/or services
Bid	an offer from a supplier in reply to a request for quotation, tender or proposal which is subject to acceptance or rejection
Bid Bond	a bond which guarantees that if the order is awarded to a specific bidder, the bidder will accept the purchase contract. If the vendor refuses, the extra costs to the buyer of going to an alternate source are the insurer's liability.
Bidder	a supplier who submits a bid to supply a product and/or service
Board	The Huron-Perth Catholic District School Board
Credit Note	when goods are returned to supplier for which an invoice has previously been processed
Gratuity	a small gift to show appreciation
POS	Purchase Order System
Procurement	to purchase an item and/or service on behalf of an organization
Products and/or Services	includes but is not limited to supplies, equipment, materials, maintenance, service contracts, professional services, construction items.
Proposal	an offer from a bidder for products and services in response to a request for a sealed proposal, acceptance of which may be subject to further negotiation.
Purchase Order	a document which confirms a contract to purchase specific goods and/or services.
Quote	an offer from a supplier to sell products and/or services to the Board.

APPENDIX A – ADMINISTRATIVE GUIDELINES

Quote, written	an offer obtained in writing, and requiring documentation for purchases (i.e. written quotations from suppliers)
Request for Proposal	an offer to execute work or supply goods for requesting pricing when a proposed method of accomplishing the objective for an item or service for which definitive specifications cannot be written and only the desired end result can be specified.
Tangible Capital Assets	non-financial assets having physical substance that are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets; have useful economic lives extending beyond an accounting period; are to be used on a continuing basis; and are not for sale in the ordinary course of operations.
Tender	an offer to execute specified work or supply specified goods at a fixed price that exceeds the limitations set in Section 2.5.
Trustee	elected members of the Board
Vendor	a supplier of products and/or services who is an established company or proprietorship

**Broader Public Sector
Procurement Directive**

**Issued By
Management Board of Cabinet**

Effective April 1, 2011

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PREAMBLE

The broader public sector (BPS) Procurement Directive (Directive) replaces the BPS Supply Chain Guideline issued by the Ministry of Finance in 2009.

1. PURPOSE

The purpose of the Directive is:

- To 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;
- To outline responsibilities of BPS organizations throughout each stage of the procurement process; and
- To ensure that procurement processes are managed consistently throughout the BPS.

2. APPLICATION AND SCOPE

This Directive applies to all designated broader public sector organizations as provided for under section 12 of the *Broader Public Sector Accountability Act, 2010*. This Directive will be applied using a phased-in approach as outlined in the table below. The “timeline” column provides the date on which the Directive begins to apply while the “sector” column identifies the BPS group(s) to which the Directive applies. The sector groups are specified under Part I of the *Broader Public Sector Accountability Act, 2010*.

Timeline	Sector
April 1, 2011	<ul style="list-style-type: none">• Hospitals• School boards• Colleges• Universities• Community Care Access Corporations• Children’s Aid Society
January 1, 2012	<ul style="list-style-type: none">• Publicly funded organizations that received public funds of 10 million dollars or more in the previous fiscal year of the Government of Ontario

3. PRINCIPLES

This Directive is based on the five key principles that allow Organizations to achieve value for money while following a procurement process that is fair and transparent to all stakeholders:

- **Accountability**
Organizations must be accountable for the results of their procurement decisions and the appropriateness of the processes.
- **Transparency**
Organizations must be transparent to all stakeholders. Wherever possible, stakeholders must have equal access to information on procurement opportunities, processes and results.
- **Value for Money**
Organizations must maximize the value they receive from the use of public funds. A value-for-money approach aims to deliver goods and services at the optimum total lifecycle cost.
- **Quality Service Delivery**
Front-line services provided by Organizations, such as teaching and patient care, must receive the right product, at the right time, in the right place.
- **Process Standardization**
Standardized processes remove inefficiencies and create a level playing field.

4. KEY DEFINITIONS

In this Directive,

“Goods and services” means any goods, construction, and services, including but not limited to IT and consulting services;

“Members of an Organization” means all trustees, members of the board of directors, senior executives, and employees of the Organization, or their equivalent;

“Organization” means every organization that is in scope for the purposes of this Directive;

“Supply Chain Activities” means all activities directly or indirectly related to the Organization’s planning, sourcing, procurement, moving, and payment processes.

5. EXEMPTIONS, EXCEPTIONS, AND NON-APPLICATIONS UNDER TRADE AGREEMENTS

Where an exemption, exception, or non-application clause exists under the *Agreement on Internal Trade* (AIT) or other trade agreement, Organizations may apply this clause when conducting procurement.

An Organization asserting that procurement is subject to an exemption, exception, or non-application clause under a trade agreement must formally establish applicability of this clause.

6. VALUE OF PROCUREMENT

When determining the value of procurement for approval purposes as outlined in this Directive, Organizations should not take into consideration applicable sales taxes.

7. MANDATORY REQUIREMENTS

7.1 SUPPLY CHAIN CODE OF ETHICS (CODE)

The Code does not supersede codes of ethics that Organizations have in place, but supplements such codes with supply chain-specific standards of practice.

Organizations must formally adopt the Code in accordance with their governance processes. The policy intent is to establish that the conduct of all Members of an Organization involved with Supply Chain Activities must be in accordance with the Code.

The Code must be made available and visible to all Members of the Organization, as well as suppliers and other stakeholders involved with Supply Chain Activities.

Ontario Broader Public Sector (BPS) Supply Chain Code of Ethics

Goal: To ensure an ethical, professional and accountable BPS supply chain.

I. Personal Integrity and Professionalism

Individuals involved with Supply Chain Activities must act, and be seen to act, with integrity and professionalism. Honesty, care and due diligence must be integral to all Supply Chain Activities within and between BPS 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.

II. Accountability and Transparency

Supply Chain Activities must be open and accountable. In particular, contracting and purchasing activities must be fair, transparent and conducted with a view to obtaining the best value for public money. All participants must ensure that public sector resources are used in a responsible, efficient and effective manner.

III. Compliance and Continuous Improvement

Individuals involved with purchasing or other Supply Chain Activities must comply with this Code of Ethics and the laws of Canada and Ontario. Individuals should continuously work to improve supply chain policies and procedures, to improve their supply chain knowledge and skill levels, and to share leading practices.

7.2 PROCUREMENT POLICIES AND PROCEDURES (MANDATORY REQUIREMENTS)

Organizations must comply with the requirements set forth in this Directive.

7.2.1 *Mandatory Requirement #1: Segregation of Duties*

Organizations must segregate at least three of the five functional procurement roles: Requisition, Budgeting, Commitment, Receipt and Payment. Responsibilities for these roles must lie with different departments or, at a minimum, with different individuals.

Where it is not feasible to segregate these roles, i.e., for smaller Organizations, adequate compensating controls approved by an external auditor must be put in place.

7.2.2 *Mandatory Requirement #2: Approval Authority*

7.2.2.1 *Goods and non-consulting services*

Organizations must establish an approval authority schedule (AAS) for procurement of goods and non-consulting services. The AAS must identify, for each of the functional procurement roles identified in Section 7.2.1, authorities that are allowed to approve procurements for different dollar thresholds. The AAS must be approved by the board of directors of the Organization or its equivalent.

Prior to commencement, any procurement of goods and non-consulting services must be approved by an appropriate authority in accordance with the AAS of the Organization.

Prior to commencement, any non-competitive procurement of goods or non-consulting services must be approved by an authority one level higher than the AAS requirements for competitive procurement.

7.2.2.2 *Consulting services*

Prior to commencement, any procurement of consulting services must be approved in accordance with the Procurement Approval Authority Schedule for Consulting Services below.

Procurement Approval Authority Schedule (AAS) for Consulting Services		
Procurement Method	Procurement Value	Approval Authority
Invitational Competitive	\$0 up to but not including \$100,000	Organization's AAS for goods and non-consulting services
Open Competitive	Any value	Organization's AAS for goods and non-consulting services
Non-competitive*	\$0 up to but not including \$1,000,000	President, CEO or equivalent
	\$1,000,000 or more	Board of Directors or equivalent

*Exemption-based only

Organizations must not reduce the overall value of procurement (e.g., dividing a single procurement into multiple procurements) in order to circumvent the approval requirements of the organizational AAS or the Procurement AAS for Consulting Services.

7.2.3 Mandatory Requirement #3: Competitive Procurement Thresholds

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.

Goods, Non-Consulting Services and Construction		
Total Procurement Value	Means of Procurement	Recommended/Required
\$0 up to but not including \$100	Petty cash	Recommended
\$100 up to but not including \$3,000	Procurement card (P-card)	Recommended
\$3,000 up to but not including \$10,000	Purchase order	Recommended
\$10,000 up to but not including \$100,000	Invitational competitive procurement (minimum of three suppliers are invited to submit a bid)	Recommended
\$100,000 or more	Open competitive process	Required
Consulting Services		
Total Procurement Value	Means of Procurement	Recommended/Required
\$0 up to but not including \$100,000	Invitational or open competitive process	Required
\$100,000 or more	Open competitive process	Required

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.

7.2.4 Mandatory Requirement #4: Information Gathering

Where results of informal supplier or product research are insufficient, formal processes such as a Request for Information (RFI) or Request for Expression of Interest (RFEI) may be used if warranted, taking into consideration the time and effort required to conduct them.

A response to RFI or RFEI must not be used to pre-qualify a potential supplier and must not influence the chances of the participating suppliers from becoming the successful proponent in any subsequent opportunity.

7.2.5 Mandatory Requirement #5: Supplier Pre-Qualification

The Request for Supplier Qualification (RFSQ) enables Organizations to gather information about supplier capabilities and qualifications in order to pre-qualify suppliers for an immediate product or service need or to identify qualified candidates in advance of expected future competitions.

Terms and conditions of the RFSQ document must contain language that disclaims any obligation of the Organization to call on any supplier to provide goods or services as a result of pre-qualification.

7.2.6 *Mandatory Requirement #6: Posting Competitive Procurement Documents*

Calls for open competitive procurements must be made through an electronic tendering system that is readily accessible by all Canadian suppliers.

7.2.7 *Mandatory Requirement #7: Timelines for Posting Competitive Procurements*

Organizations must provide suppliers a minimum response time of 15 calendar days for procurement of goods and services valued at \$100,000 or more.

Organizations must consider providing suppliers a minimum response time of 30 calendar days for procurements of high complexity, risk, and/or dollar value.

7.2.8 *Mandatory Requirement #8: Bid Receipt*

Bid submission date and closing time must be clearly stated in competitive procurement documents. Organizations must set the closing date of a competitive procurement process on a normal working day (Monday to Friday, excluding provincial and national holidays).

Submissions that are delivered after the closing time must be returned unopened.

7.2.9 *Mandatory Requirement #9: Evaluation Criteria*

Evaluation criteria must be developed, reviewed and approved by an appropriate authority prior to commencement of the competitive procurement process.

Competitive procurement documents must clearly outline mandatory, rated, and other criteria that will be used to evaluate submissions, including weight of each criterion.

Mandatory criteria (e.g., technical standards) should be kept to a minimum to ensure that no bid is unnecessarily disqualified.

Maximum justifiable weighting must be allocated to the price/cost component of the evaluation criteria.

All criteria must comply with Section 7.2.14, Non-discrimination, of the Directive.

The evaluation criteria are to be altered only by means of addendum to the competitive procurement documents.

Organizations may request suppliers to provide alternative strategies or solutions as a part of their submission. Organizations must establish criteria to evaluate alternative strategies or solutions prior to commencement of the competitive procurement process. Alternative strategies or solutions must not be considered unless they are explicitly requested in the competitive procurement documents.

7.2.10 Mandatory Requirement #10: Evaluation Process Disclosure

Competitive procurement documents must fully disclose the evaluation methodology and process to be used in assessing submissions, including the method of resolving tie score.

Competitive procurement documents must state that submissions that do not meet the mandatory criteria will be disqualified.

7.2.11 Mandatory Requirement #11: Evaluation Team

Competitive procurement processes require an evaluation team responsible for reviewing and rating the compliant bids.

Evaluation team members must be made aware of the restrictions related to utilization and distribution of confidential and commercially sensitive information collected through the competitive procurement process and refrain from engaging in activities that may create or appear to create a conflict of interest.

Evaluation team members must sign a conflict-of-interest declaration and non-disclosure of confidential information agreement.

7.2.12 Mandatory Requirement #12: Evaluation Matrix

Each evaluation team member must complete an evaluation matrix, rating each of the submissions. Records of evaluation scores must be retained for audit purposes.

Evaluators must ensure that everything they say or write about submissions is fair, factual, and fully defensible.

7.2.13 Mandatory Requirement #13: Winning Bid

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.

7.2.14 Mandatory Requirement #14: 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.

7.2.15 Mandatory Requirement #15: Executing the Contract

The agreement between the Organization and the successful supplier must be formally defined in a signed written contract before the provision of supplying goods or services commences.

Where an immediate need exists for goods or services, and the Organization and the supplier are unable to finalize the contract as described above, an interim purchase order may be used. The justification of such decision must be documented and approved by the appropriate authority.

7.2.16 Mandatory Requirement #16: Establishing the Contract

The contract must be finalized using the form of agreement that was released with the procurement documents.

In circumstances where an alternative procurement strategy has been used (i.e., a form of agreement was not released with the procurement document), the agreement between the Organization and the successful supplier must be defined formally in a signed written contract before the provision of supplying goods or services commences.

7.2.17 Mandatory Requirement #17: Termination Clauses

All contracts must include appropriate cancellation or termination clauses. Organizations should seek legal advice on the development of such clauses.

When conducting complex procurements, organizations should consider, as appropriate, the use of contract clauses that permit cancellation or termination at critical project life-cycle stages.

7.2.18 Mandatory Requirement #18: Term of Agreement Modifications

The term of the agreement and any options to extend the agreement must be set out in the competitive procurement documents. An approval by an appropriate authority must be obtained before executing any modifications to the term of agreement.

Extending the term of agreement beyond that set out in the competitive procurement document amounts to non-competitive procurement where the extension affects the value and/or stated deliverables of procurement.

7.2.19 Mandatory Requirement #19: Contract Award Notification

For procurements valued at \$100,000 or more, Organizations must post, in the same manner as the procurement documents were posted, contract award notification. The notification must be posted after the agreement between the successful supplier and the Organization was executed. Contract award notification must list the name of the successful supplier, agreement start and end dates, and any extension options.

7.2.20 Mandatory Requirement #20: Supplier Debriefing

For procurements valued at \$100,000 or more, Organizations must inform all unsuccessful suppliers about their entitlement to a debriefing.

Organizations must allow unsuccessful suppliers 60 calendar days following the date of the contract award notification to request a debriefing.

7.2.21 Mandatory Requirement #21: Non-Competitive Procurement

Organizations should employ a competitive procurement process to achieve optimum value for money. It is recognized, however, that special circumstances may require Organizations to use non-competitive procurement.

Organization may utilize non-competitive procurement only in situations outlined in the exemption, exception, or non-application clauses of the AIT or other trade agreements.

Prior to commencement of non-competitive procurement, supporting documentation must be completed and approved by an appropriate authority within the Organization.

7.2.22 Mandatory Requirement #22: Contract Management

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

Payments must be made in accordance with 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.

To manage disputes with suppliers throughout the life of the contract, Organizations should include a dispute resolution process in their contracts.

For services, organizations must:

- Establish clear terms of reference for the assignment. The terms should 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 Directive¹ 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.

7.2.23 Mandatory Requirement #23: Procurement Records Retention

For reporting and auditing purposes, all procurement documentation, as well as any other pertinent information must be retained in a recoverable form for a period of seven years.

Organizations must have a written policy for handling, storing and maintaining the suppliers' confidential and commercially sensitive information.

7.2.24 Mandatory Requirement #24: Conflict of Interest

Organizations must monitor any conflict of interest that may arise as a result of the Members' of the Organization, advisors', external consultants', or suppliers' involvement with the Supply Chain Activities. Individuals involved with the Supply Chain Activities must declare actual or

¹ As set out in the *Broader Public Sector Accountability Act, 2010* (s.10)

potential conflicts of interest. Where a conflict of interest arises, it must be evaluated and an appropriate mitigating action must be taken.

7.2.25 Mandatory Requirement #25: Bid Dispute Resolution

Competitive procurement documents must outline bid dispute resolution procedures to ensure that any dispute is handled in an ethical, fair, reasonable, and timely fashion. Bid dispute resolution procedures must comply with bid protest or dispute resolution procedures set out in the applicable trade agreements.

8. OTHER RELATED POLICIES

Organizations must conduct procurement activities according to the law in Ontario, including contract law, the law of competitive processes, privacy legislation, accessibility legislation and any other legislation as may be applicable.

Organizations may also be subject to various trade agreements, including but not limited to the Agreement on Internal Trade (AIT) and the Ontario–Quebec Trade and Cooperation Agreement (Ontario–Quebec Agreement).

9. DEFINITIONS

“Accountability” means the obligation of an employee, agent or other person to answer for or be accountable for, work, action or failure to act following delegated authority.

“Agreement” means the formal written document that will be entered into at the end of the procurement process.

“Approval Authority” means the authority delegated by the Organization to a person designated to occupy a position to approve on its behalf one or more procurement functions within the plan-to-pay cycle up to specified dollar limits subject to the applicable legislation, regulations and procedures in effect at such time.

“Award” means the notification to a proponent of acceptance of a proposal, quotation or tender that brings a contract into existence.

“Bid” means a proposal, quotation or tender submitted in response to a solicitation from a contracting authority. A bid covers the response to any of the three principal methods of soliciting bids, i.e., Request for Proposal, Request for Tender and Request for Quotation.

“Bid Protest” means a dispute raised against the methods employed or decisions made by a contracting authority in the administration of a proposal, tender, or quotation process.

“Chief Executive Officer” means the head of operations at Organizations.

“Competitive Procurement” means a set of procedures for developing a procurement contract through a bidding or proposal process. The intent is to solicit fair, impartial, competitive bids.

“Conflict of Interest” means a situation in which financial or other personal considerations have the potential to compromise or bias professional judgment and objectivity. An apparent conflict of interest is one in which a reasonable person would think that the professional’s judgment is likely to be compromised.

“Construction” means construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work and includes site preparation, excavation, drilling, seismic investigation, the supply of products and materials, the supply of equipment and machinery if they are included in and incidental to the construction, and the installation and repair of fixtures of a building, structure or other civil engineering or architectural work, but does not include professional consulting services related to the construction contract unless they are included in the procurement.

“Consultant” means a person or entity that under an agreement, other than an employment agreement, provides expert or strategic advice and related services for consideration and decision-making.

“Consulting Services” means the provision of expertise or strategic advice that is presented for consideration and decision-making.

“Contract” means an obligation, such as an accepted offer, between competent parties upon a legal consideration, to do or abstain from doing some act. It is essential to the creation of a contract that the parties intend that their agreement shall have legal consequences and be legally enforceable. The essential elements of a contract are an offer and an acceptance of that offer; the capacity of the parties to contract; consideration to support the contract; a mutual identity of consent or consensus ad idem; legality of purpose; and sufficient certainty of terms.

“Designated broader public sector organization” means an Organization to which section 12 of the *Broader Public Sector Accountability Act, 2010* applies.

“Electronic Tendering System” means a computer-based system that provides suppliers with access to information related to open competitive procurements.

“Evaluation Criteria” means a benchmark, standard or yardstick against which accomplishment, conformance, performance and suitability of an individual, alternative, activity, product or plan is measured to select the best supplier through a competitive process. Criteria may be qualitative or quantitative in nature.

“Evaluation Matrix” means a tool allowing the evaluation team to rate supplier proposals based on multiple pre-defined evaluation criteria.

“Evaluation Team” means a group of individuals designated/responsible to make award recommendation. The evaluation team would typically include representatives from the Organization and subject matter expert(s). Each member participates to provide business, legal, technical and financial input.

“Goods” means moveable property (including the costs of installing, operating, maintaining or manufacturing such moveable property) including raw materials, products, equipment and other physical objects of every kind and description whether in solid, liquid, gaseous or electronic form, unless they are procured as part of a general construction contract.

“Goods and Services/Goods or Services” means all goods and/or services including construction, consulting services and information technology.

“Organizations” means all organizations listed in Application and Scope, Section 2.

“Information Technology” means the equipment, software, services and processes used to create, store, process, communicate and manage information.

“Invitational Competitive Procurement” means any form of requesting a minimum of three (3) qualified suppliers to submit a written proposal in response to the defined requirements outlined by an individual/organization.

“Non-discrimination” means fairness in treating suppliers and awarding contracts without prejudice, discrimination or preferred treatment.

“Offer” means a promise or a proposal made by one party to another, intending the same to create a legal relationship upon the acceptance of the offer by the other party.

“Procurement” means acquisition by any means, including by purchase, rental, lease or conditional sale, of goods or services.

“Procurement Card (P-Card)” means an organizational credit card program primarily used for low-cost, non-inventory, non-capital items, such as office supplies. The card allows procurement or field employees to obtain goods and services without going through the requisition and authorization procedure. P-cards may be set up to restrict use to specific purchases with pre-defined suppliers or stores, and offer central billings.

“Procurement Policies and Procedures (PPP)” means a framework and mandatory requirements to govern how Organizations conduct sourcing, contracting and purchasing activities, including approval segregation and limits, competitive and non-competitive procurement, conflict of interest and contract awarding.

“Procurement Value” means the estimated total financial commitment resulting from procurement, taking into account optional extensions.

“Purchase Order (PO)” means a written offer made by a purchaser to a supplier formally stating the terms and conditions of a proposed transaction.

“Request for Expressions of Interest (RFEI)” means a document used to gather information on supplier interest in an opportunity or information on supplier capabilities/qualifications. This mechanism may be used when a BPS organization wishes to gain a better understanding of the capacity of the supplier community to provide the services or solutions needed. A response to a

RFEI must not pre-qualify a potential supplier and must not influence their chances of being the successful proponent on any subsequent opportunity.

“Request for Information (RFI)” means a document issued to potential suppliers to gather general supplier, service or product information. It is a procurement procedure whereby suppliers are provided with a general or preliminary description of a problem or need and are requested to provide information or advice about how to better define the problem or need, or alternative solutions. A response to an RFI must not pre-qualify a potential supplier and must not influence their chances of being the successful proponent on any subsequent opportunity.

“Request for Proposal (RFP)” means a document used to request suppliers to supply solutions for the delivery of complex products or services or to provide alternative options or solutions. It is a process that uses predefined evaluation criteria in which price is not the only factor.

“Request for Supplier Qualifications (RFSQ)” means a document used 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. Organizations must ensure that the terms and conditions built into the RFSQ contain specific language that disclaims any obligation on the part of the Organization to call on any supplier to provide goods or services as a result of the pre-qualification.

“Requisition” means a formal request to obtain goods or services made within an Organization, generally from the end-user to the procurement department.

“Segregation of Duties” means a method of process control to manage conflict of interest, the appearance of conflict of interest, and errors or fraud. It restricts the amount of power held by any one individual. It puts a barrier in place to prevent errors or fraud that may be perpetrated by one individual.

“Services” means intangible products that do not have a physical presence. No transfer of possession or ownership takes place when services are sold, and they (1) cannot be stored or transported, (2) are instantly perishable, and (3) come into existence at the time they are bought and consumed.

“Supplier/Vendor” means any person or organization that, based on an assessment of that person’s or organization’s financial, technical and commercial capacity, is capable of fulfilling the requirements of procurement.

“Supply Chain Activities” means all activities whether directly or indirectly related to organizational plan, source, procure, move, and pay processes.

“Trade Agreements” means any applicable trade agreement to which Ontario is a signatory.

“Supplier Debriefing” means a practice of informing a supplier why their bid was not selected upon completion of the contract award process.

THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

SUBJECT:

EXPENSE REIMBURSEMENT

3E:23



POLICY STATEMENT:

The Huron-Perth Catholic District School Board recognizes that expenses may be incurred by staff on official duty and/or while representing the Board. Such expenses shall be reasonable and appropriate considering the circumstances in which they were obtained and support the program objectives of the organization.

The Board shall strive to ensure fair and consistent treatment of all employees. All expense claims are governed by the Board's Purchasing Policy (3E:21) and are subject to audit.

PROCEDURE:

Reimbursement of Travel Expenses

The Board will reimburse individuals for expenditures paid personally and submitted on the required form (Form 3E:23-1 Reimbursement of Travel and Expenses), subject to the following guidelines:

- Staff whose duties require them to travel throughout all or a portion of the district will be assigned a home base from which kilometers will be calculated.
- **All Travel requires prior approval by the employee's Supervisor. For Travel outside of North America, prior approval is required by the Director of Education. Travel will be reimbursed:**
- Travel will be reimbursed:
 - a) while conducting business on behalf of the Board at the request of the employee's Supervisor
 - b) while attending meetings on behalf of the Board **at the request of the employee's Supervisor**
 - c) while attending committee meetings of the Board at the request of a Supervisory Officer or designate
 - d) while conducting Board business outside the Board's jurisdiction with the approval of the employee's Supervisor
 - e) while attending committee meetings where they have been designated by the Supervisory Officer or designate as a representative of Huron-Perth Catholic District School Board
 - f) while attending conferences, training and professional development as directed by the employee's Supervisor
 - g) for all other travel claims approved by a Supervisory Officer or designate

Comment [MM1]: Additional line stating that all travel requires prior approval, level depending on destination per Directive.

Comment [MM2]: Add this to be consistent with other lines

- Non-eligible travel includes:

- a) ~~Travel to/from an employees home is considered a personal expense and will not be reimbursed.~~
- b) ~~all travel between your home and base (once per day)~~
- e) ~~all travel between home and base that takes place more than once per day where there is no scheduled meeting or pre-approved appointment~~
- d) ~~all travel between home and base that takes place on Saturday, Sunday, and Statutory Holidays~~

Comment [MM3]: This new single line is the definition of non-eligible travel

Comment [MM4]: These lines taken out.

continued

Reimbursement of Travel Expenses Continued

Travel Costs – Auto

- Itinerant employees will be designated from time to time, for the purpose of the claim, to a base location which will be considered their normal place for reporting to work .
- Changes to an employee’s reporting work location for determining travel claims shall be approved by the appropriate Superintendent.
- Employees are encouraged to minimize the distance travelled and kilometers claimed.
- A schedule of predetermined distances between school sites is provided under separate cover (Form 3E:23–2 Kilometric Distances) and must be used in the calculation of travel claims between Board sites.
- ~~Original expense claims for mileage are to include travel particulars, i.e. the starting point and ending destination and must include the number of kilometers driven for each instance.~~

Comment [MM5]: Per directive different means of transportation to be addressed

Comment [MM6]: Additional line to clarify eligible travel .

Travel Costs – Train/Bus

- ~~A coach class economy fare is the standard. Claim supported by train or bus ticket receipt; credit card receipt is not acceptable~~
- ~~Business class may be acceptable with prior approval in limited circumstances such as:~~
 - ~~the need to work with a team~~

- choosing a travel time that allows you to reduce expenditures on meals or accommodation (e.g. compare an economy (coach) class ticket plus meal, with the cost of a ticket for VIA1, where the meal is included)
- accommodation requirements; and
- health and safety considerations.

Comment [MM7]: New lines to clarify eligible costs. Recommended/from OPS Directive

Travel Costs – Airfare

- Air travel is permitted if it is the most practical and economical way to travel. Claim supported by trip itinerary and detailed airfare charges; credit card slip is not acceptable.
- Economy (coach) class is the standard option for ticket purchase. Travel in business class must have prior approval by the Director of Education, and may be considered in the following circumstances
 - on international flights; or
 - on flights within Canada and the continental United States of America if related to the provision of reasonable accommodation (e.g. health reasons).

Comment [MM8]: New lines to clarify eligible costs. Recommended/from OPS Directive.

Reimbursement of Other Expenses

The Board will reimburse individuals for expenditures submitted on a statement of expenses (Form 3E:23–1 Reimbursement of Travel and Expenses), subject to the following guidelines.

- Reasonable and appropriate claims will include, but are not limited to, actual out-of-pocket expenses incurred for:
 - a) courses, conferences or workshop charges
 - b) hotel room charges for accommodation in a standard room , see next section for detail
 - c) meals (if not included in registration), see next section for daily maximum
 - d) tips and gratuities
 - e) business telephone calls

Comment [MM9]: Hotel expenses detailed later in policy

continued

- f) taxi receipts
- g) vehicle rental, when a rental vehicle is more economical than the use of a personal vehicle (prior approval by Supervisor required)
- h) public transportation at the lowest fare practicable
- i) necessary parking fees
- j) other business expenses (e.g. fax, internet)

- The following expenses will not be reimbursed:

- a) entertainment charges (e.g. video rental, mini-bar charges, etc.)
- b) movies
- c) alcoholic drinks
- d) charges incurred by a spouse
- e) parking or traffic tickets
- f) automobile repair expenses

Accommodation

Comment [MM10]: Accommodation section added.

Allowable expenses must be supported by a detailed original hotel invoice. Items reimbursed include:

- A standard room is the set option for accommodation, consistent with the principle of value for money.
- A maximum of \$30 per night for gratuitous lodging expenses when staying with family or friends. Instead of a receipt, you must submit a written explanation describing the purpose of the trip, identifying the host and the number of days you stayed.

Comment [MM11]: To clarify eligible costs. Recommendation from BPS directive.

Comment [MM12]: Additional eligible item for reimbursement. From OPS Directive.

Meals

Reasonable and appropriate actual meal expenses will be reimbursed if the expenditure is incurred when the individual is on Board business. All meals must be accompanied by an original, separate, and itemized receipt including written on the back – the names of the people at the meal and the business reason for the meal. Meals appearing on a hotel check out receipt must also be accompanied by an itemized receipt.

Comment [MM13]: This line added to aid in our compliance with new hospitality rules.

Comment [MM14]: Line added to clarify required documentation.

Comment [MM15]: Line added to clarify eligible expense.

These rates include taxes and gratuities.

- Reimbursement for meals is subject to the following limits:

Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$35.00
Total not to exceed	\$64.00

Comment [MM16]: Limits for Breakfast and Dinner Changed.

- Reimbursement of meal costs must not include any alcoholic beverages.

Reporting

Completion of the Reimbursement of Travel and Expenses (Form 3E:23-1) should be submitted to the Board Office for payment on a monthly basis within the current school year. Claims submitted more than 30 days past the fiscal year end will not be paid. Fiscal year end is August 31 of the year.

Comment [MM17]: Additional line establishing required timelines. Per directive timelines are necessary.

Any Ministry or other reimbursed expense must be submitted separately to the Business Services Department – the only claim on the claim form, and must be submitted immediately.

Comment [MM18]: Additional line giving required timelines for reimbursable expenses.

By submitting an expense claim, an employee is acknowledging their compliance of this policy.

Comment [MM19]: Additional line - Staff should only submit allowable expenses

The Supervisor/Coordinator must sign the approval line as the person knowledgeable about the activity and the one who acknowledges that the expenditure complies with this administrative procedure and established practice.

continued

Page 4 - Expense Reimbursement

3E:23

Reporting Continued

The claimant must sign the form and attach all original receipts showing the detail of the expense. Photocopies of receipts, or credit/debit card slips are not acceptable. The claimant will have their Immediate Supervisor sign the form and forward to the Business Services Department.

All expense forms will be reviewed by the Business Services Department and forwarded to the appropriate Supervisory Officer(s) (as per Table 1) for authorization, and signed by the Supervisory Officer (as per Table 1) prior to their submission to the Business Department. Claims submitted by the Supervisory Officers will be reviewed and approved by the Director of Education. The Chair of the Board will review and sign claims submitted by the Director of Education.

Comment [MM20]: New line outlining process.

Approvers are prohibited from approving their own expenses. The expenses for a group can only be claimed by the most senior person present – expenses cannot be claimed by an individual that are incurred by his/her approver.

Comment [MM21]: New line detailing approvals required per BPS directive.

Reimbursement of Hospitality Expenses

Hospitality is the provision of food, beverage, accommodation, transportation and other amenities paid out of public funds to people who are not engaged to work for designated Broader Public Service organization (e.g. School Boards), or Ontario government ministries, agencies and public entities. Activities involving only those people in the organizations listed above are not considered hospitality and cannot be reimbursed.

Expenses that do not fit the definition of hospitality will not be reimbursed. Examples of such

expenses would be: office social events, retirement parties and holiday lunches.

Comment [MM22]: Definition of hospitality added per BPS directive

The Board shall reimburse the Supervisory Officers and the Director of Education for expenditures subject to the following parameters:

- hospitality should be extended in an economical, consistent, and appropriate manner when it will facilitate Board business or is a matter of professional courtesy
- for hospitality extended to/from vendors, Board consideration should be given to ensure that the hospitality extended does not give, or is not perceived to give, preferential treatment to any vendor.

Part of normal Board hospitality may include the moderate consumption of alcoholic beverages with a meal or during a reception. Reimbursement for the reasonable cost of alcohol is permitted for hospitality events.

When submitting a claim for reimbursement of expenses for hospitality the following information must be recorded:

- a) the circumstances, including any requiring prior approval
- b) the method of hospitality (i.e. breakfast, lunch, dinner, reception, refreshments, etc.)
- c) the costs supported by receipts
- d) name and location of the event
- e) the number of attendees
- f) the names of individuals entertained, their titles, and employers.

continued

Table 1

For the purposes of travel and expense claims the following table represents the Supervisory Officer responsible for approving claims.

Director of Education	<ul style="list-style-type: none">• Chair, Vice Chair, Trustees• Supervisory Officers• Superintendent of Business
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	<ul style="list-style-type: none"> • Executive Manager of Employee Relations • Executive Assistant to the Director of Education • Any other as Secretary of the Board • Any Travel outside of North America
Superintendent of Business	<ul style="list-style-type: none"> • Manager of Finance • Manager of Plant and Assessment • Board Office Custodian • Executive Assistant to the Superintendent of Business • Business Department Staff • Any other as Treasurer of the Board (with the exception of the Director of Education)
Supervisory Officers	<ul style="list-style-type: none"> • Program Support Coordinators • School Principals • Itinerant Staff • Executive Assistant to the Superintendents of Education • Teachers and school based staff

Comment [MM23]: Change of position names.

Comment [MM24]: New item per BPS Directive recommendation.

<p><u>BOARD APPROVAL:</u> February 26, 2007</p>	<p><u>EFFECTIVE DATE:</u> February 27, 2007</p>
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THE HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

SUBJECT:

TRUSTEE EXPENSE REIMBURSEMENT

2:4



POLICY STATEMENT:

The *Education Act of Ontario* provides that “A board may establish a policy under which a member of the board may be reimbursed for all or part of his or her out-of-pocket expenses reasonably incurred in connection with carrying out the responsibilities of a board member”. The Board also strives to ensure fair and consistent treatment of all employees including Trustees. Therefore the following sets out the policy with regard to Trustee expenses. All expense claims are governed by the Board’s Purchasing Policy (3E:21) and are subject to audit.

PROCEDURE:

Reimbursement of Travel Expenses

The Board will reimburse Trustees for expenditures paid personally and submitted on the required form (Form 3E:23-1 Reimbursement of Travel and Expenses), subject to the following guidelines:

Travel will be reimbursed:

- a) While conducting business on behalf of the Board.
 - b) While attending meetings on behalf of the Board.
 - c) While attending committee meetings of the Board.
 - d) While conducting Board business outside the Board’s jurisdiction.
 - e) While attending conferences, training and professional development.
- A schedule of predetermined distances between school sites is provided under separate cover (Form 3E:23-2 Kilometric Distances) and must be used in the calculation of travel claims between Board sites.

Travel Costs – Train/Bus/Airfare

- Train/Bus coach class economy fare is the standard. Claim supported by train or bus ticket receipt; credit card receipt is not acceptable
- Business class may be acceptable with prior approval in limited circumstances such as:
 - the need to work with a team
 - choosing a travel time that allows you to reduce expenditures on meals or accommodation (e.g. compare an economy (coach) class ticket plus meal, with the cost of a ticket for VIA1, where the meal is included)
 - accommodation requirements; and

- health and safety considerations.

- Air travel is permitted if it is the most practical and economical way to travel. Claim supported by trip itinerary and detailed airfare charges; credit card slip is not acceptable.
- Economy (coach) class is the standard option for ticket purchase. Travel in business class must have prior approval by the Director of Education, and may be considered in the following circumstances
 - on international flights; or on flights within Canada and the continental United States of America if related to the provision of reasonable accommodation (e.g. health reasons)

Comment [MM1]: New lines to clarify eligible costs. Recommended in directive.

Reimbursement of Other Expenses

The Board will reimburse Trustees for expenditures submitted on a statement of expenses (Form 3E:23-1 Reimbursement of Travel and Expenses), subject to the following guidelines:

Reasonable and appropriate claims will include, but are not limited to, actual out-of-pocket expenses incurred for:

- a) Courses, full conference packages or workshop charges.
- b) Hotel room charges must be supported by a detailed original hotel invoice.
 - A standard room is the set option for accommodation, consistent with the principle of value for money.
 - A maximum of \$30 per night for gratuitous lodging expenses when staying with family or friends. Instead of a receipt, you must submit a written explanation describing the purpose of the trip, identifying the host and the number of days you stayed.

Comment [MM2]: To clarify eligible costs. Recommendation from BPS directive.

Comment [MM3]: Additional eligible item for reimbursement. From OPS Directive.

continued

- c) Meals (if not included in registration), see next section for daily maximum.
- d) Tips and gratuities.
- e) Business telephone calls.
- f) Taxi receipts.
- g) Vehicle rental, when a rental vehicle is more economical than the use of a personal vehicle.
- h) Public transportation at the lowest fare practicable.
- i) Necessary parking fees.
- j) Other business expenses (e.g. fax, internet).

The following expenses will not be reimbursed:

- a) Entertainment charges (e.g. video rentals, mini-bar charges, etc.).
- b) Movies.
- c) Alcoholic drinks.
- d) Charges incurred by a spouse.
- e) Parking fines or traffic tickets.
- f) Automobile repair expenses.

Meals

Reasonable and appropriate actual meal expenses will be reimbursed if the expenditure is incurred when the individual is on Board business.

Meals appearing on a hotel check out receipt must also be accompanied by an itemized receipt.

Comment [MM4]: Line added to clarify required documentation.

These rates include taxes and gratuities.

Comment [MM5]: Line added to clarify eligible expense.

- Reimbursement for meals is subject to the following limits:

Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$35.00
Total not to exceed	\$64.00

Comment [MM6]: Limits for Breakfast and Dinner Changed.

- Reimbursement of meal costs must not include any alcoholic beverages.
- Credit card vouchers not accompanied by receipts will not be accepted.

Equipment

The Board feels it's important to provide a Trustee with the appropriate computer technology to facilitate their role as a Trustee. At the beginning of a term the Board will provide, through the

continued

pg. 3 - Trustee Expense Reimbursement (continued)

2:4

Information and Technology Department, the appropriate computer equipment. The equipment remains the property of the Board and is to be returned at the earlier of the end of term of office or when the individual is no longer a Trustee. An outgoing Trustee has the option to purchase the equipment at fair market value.

Reporting

Completion of the Reimbursement of Travel and Expenses (Form 3E:23-1) should be submitted to the Board Office for payment on a timely basis within the current fiscal year. The Director of Education/Superintendent of Business must sign the approval line as the person knowledgeable

about the activity and the one who acknowledges that the expenditure complies with this administrative procedure and established practice.

The Trustee must sign the form and attach all original receipts showing the detail of the expense. Photocopies of receipts, or credit/debit card slips are not acceptable. All expense forms will be reviewed and signed by the Director of Education/Superintendent of Business prior to their submission to the Business Department.

Approval

For the purposes of travel and expense claims the following Supervisory Officer is responsible for approving claims:

Director of Education • Chair, Vice Chair, Trustees

Trustee Expenditure Guidelines:

Examples of Events that may be related to Board Business:

- Trustee Association meetings or events.
- Board or committee meeting (e.g. Budget committee).
- Events or professional development related to the board's mission or objectives.

Examples of Events that may not be related to Board Business:

- Community fundraising gala or charity function.
- Political activities or events.

Examples of Potentially Eligible Expenses:

- Lunch purchased while attending a seminar or conference where meals are not included as part of the registration fee.
- Transportation costs and accommodation expenses incurred for attending out-of-town professional development seminar held by trustee association.

continued

Examples of Potentially Ineligible Expenses:

- Donations to community groups or charities.
- Donations to schools.
- Reimbursement for household expenses such as a home phone line or an internet connection if other viable alternatives have already been provided.

Examples of Potentially Reasonable Expenses:

- Registration fee for attending professional development course that is directly related to

board business and for which prior approval of the board has been obtained.

- A meal expense claim that exceeds the board's limit due to a lack of alternative, suitable options. For example, dining at a hotel restaurant when there are no other options reasonably close by.

Examples of Potentially Unreasonable Expenses:

- A meal expense claim that exceeds the board's limit despite the existence of alternative, more suitable options. For example, dining at an expensive restaurant when there are other options close by. In such a case, an amount up to the board's dinner limit should be claimed.

BOARD APPROVAL:

January 26, 1998
Reviewed August 2004
November 23, 2009

EFFECTIVE DATE:

January 27, 1998
Reviewed August 2004
November 24, 2009

**Broader Public Sector
Expenses Directive**

**Issued By
Management Board of Cabinet**

Effective April 1, 2011

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1. INTRODUCTION

The Government of Ontario is committed to protecting the interests of taxpayers and strengthening accountability for organizations that receive public funding.

The Management Board of Cabinet has issued this directive under the authority of the (proposed) *Broader Public Sector Accountability Act, 2010* (Part IV – Expense Claims: Allowable Expenses), the “Act”.

The requirements set out in this document raise the level of accountability and transparency for designated broader public sector (BPS) organizations¹, contributing to greater alignment with the high standards expected in ministries and agencies of the Government of Ontario.

2. PURPOSE, APPLICATION AND SCOPE

The purpose of this directive is to set out the requirement for the designated BPS organizations to establish expense rules where expenses are reimbursed from public funds².

The expense rules apply to any person in the organization making an expense claim, including the following:

- appointees,
- board members,
- elected officials (e.g. school trustees),
- employees, and
- consultants and contractors engaged by the organization, providing consulting or other services.

Note that in this directive, the term, Chief Executive Officer (CEO), refers to head of operations in designated broader public sector organizations.

In addition, this directive serves as a guideline to all other publicly funded organizations³. This means that these other organizations can consider this directive in any review or development of their expense policies and practices.

Designated BPS organizations must comply with this directive.⁴ In addition, every funding agreement between a designated BPS organization and a ministry or agency of the Government of Ontario is deemed to include the requirements of this directive.⁵

¹ “Designated broader public sector organization” as defined under the (proposed) Act (s.1)

² “Public funds” as defined under the (proposed) Act (s.1)

³ “Publicly funded organization” as defined under the (proposed) Act (s. 1)

⁴ As set out in the (proposed) Act (s.10 (5))

⁵ As set out in the (proposed) Act (s. 19)

Where an agreement addresses the subject matter of this directive, this directive prevails over the relevant terms of the agreement if there is any conflict or inconsistency between them⁶.

This directive does not prevail over a collective agreement between an organization and a bargaining agent representing employees of the organization.

The designated BPS organizations covered by this directive are encouraged to review the OPS Travel, Meal and Hospitality Expenses directive, available on the [Ministry of Government Services website](#), as they develop their expense rules.

3. PRINCIPLES

This directive is based on four key principles.

A) Accountability

Organizations are accountable for public funds used to reimburse travel, meal and hospitality expenses. All expenses support business objectives.

B) Transparency

Organizations are transparent to all stakeholders. The rules for incurring and reimbursing travel, meal and hospitality expenses are clear, easily understood, and available to the public.

C) Value for Money

Taxpayer dollars are used prudently and responsibly. Plans for travel, meals, accommodation and hospitality are necessary and economical with due regard for health and safety.

D) Fairness

Legitimate authorized expenses incurred during the course of the business of an organization are reimbursed.

4. REQUIREMENTS

Every organization must establish rules for all individuals in the organization with respect to travel, meal and hospitality expenses.

The following requirements must be included in the expense rules for the organization. For more information, see the appendix to this directive. The appendix is intended to serve as guidance for designated BPS organizations as they develop expense rules.

4.1 Accountability Framework

The expense rules must include an accountability framework to ensure that there is appropriate governance, and that everyone understands the authority for approvals.

⁶ As set out in the (proposed) Act (s. 21(1))

4.2 Posting

The expense rules must be posted on the organization's website, so they are available to the public. The rules must be available in accessible formats.

4.3 Alcohol

The expense rules must provide direction on the circumstances in which alcohol can be claimed and reimbursed. The rules should be very specific as to the process for obtaining approval for the use of alcohol, and for approving a claim for reimbursement.

4.4 Hospitality

For the purposes of this directive, *hospitality* is the provision of food, beverage, accommodation, transportation and other amenities paid out of public funds to people who are not engaged to work for:

- designated BPS organizations (i.e. those covered by this directive), or
- any of the Ontario government ministries, agencies and public entities covered by the OPS Travel, Meal and Hospitality Expenses Directive (available on the [Ministry of Government Services website](#)).

The expense rules must provide that functions involving only those people in the organizations listed above are not considered hospitality functions and cannot be reimbursed. This means that hospitality may never be offered solely for the benefit of anyone covered by this directive, or by the OPS Travel, Meal and Hospitality Expenses Directive. Examples would be: office social events, retirement parties and holiday lunches.

4.5 Documentation

The expense rules must require that good record-keeping practices be maintained for verification and audit purposes.

4.6 Consultants and Other Contractors

The expense rules must provide direction on the circumstances in which a consultant or contractor can claim and be reimbursed for expenses. The rules should set out what is an allowable expense.

In no circumstances can hospitality, incidental or food expenses be considered allowable expenses for consultants and contractors under the rules or in any contract between an organization and a consultant or contractor.

Reimbursement for allowable expenses can be claimed and reimbursed only when the contract specifically provides for it.

4.7 Individuals Making Claims (Claimants)

Claimants must be required in the expense rules to:

- obtain all appropriate approvals before incurring expenses;
- submit original, itemized receipts with all claims;
- submit claims within the timeframe specified by the organization's rules;
- if the information above is not available or is not possible, submit a written explanation with the claim to provide the approver with adequate information for decision-making;

- repay any overpayments – it is considered a debt owing to the organization;
- if leaving employment with an organization, submit any claims for expenses before leaving the organization.

4.8 Individuals Approving Claims (Approvers)

Approvers must be prohibited in the expense rules from approving their own expenses, and the rules must note that expenses for a group can only be claimed by the most senior person present – expenses cannot be claimed by an individual that are incurred by his/her approver (e.g., an executive who reports to the CEO cannot submit a claim that includes the cost of the CEO's lunch even if they were at the same event, with the result that the CEO would thereby approve his/her own expenses).

Approvers must be required in the expense rules to:

- provide approval only for expenses that were necessarily incurred in the performance of organization business;
- provide approval only for claims that include all appropriate documentation

5. APPENDIX: GUIDANCE FOR DEVELOPING EXPENSE RULES

This appendix is intended to serve as guidance for designated broader public sector organizations as they develop the expense rules required under this directive (see section 4). The information below reflects some of the content of the Ontario Public Service (OPS) Travel, Meal and Hospitality Expenses Directive, available on the [Ministry of Government Services website](#), and is provided for consideration.

A. **Accountability Framework**

The expense rules must include an accountability framework to ensure that there is appropriate governance, and that everyone understands the authority for approval (see section 4.1).

A CEO has the authority to establish additional rules regarding expenses. Any additional rules should be consistent with those laid out in this directive and be necessary to meet specific operational needs. These additional rules do not replace any rules required in this directive.

In addition, a CEO may modify the level of approval upward to a more senior level when authority is assigned to a manager/supervisor or contract manager.

Consideration should be given as to when the level of approval should be identified and also whether the authority can be further delegated. In cases where a decision is made not to identify a specific level of approval for a requirement (e.g., prior approval is required), this would mean that flexibility and discretion would exist for areas within the organization to establish their own level and to address possible delegation.

Managerial Discretion

For the purpose of this directive and the expense rules, managerial discretion is the administrative authority to make decisions and choices with some degree of flexibility, while maintaining compliance with this directive and the rules. All decisions made under the expense rules should be taken very carefully.

When exercising managerial discretion, the rules on documentation should be followed so the rationale will be included in the claim file.

Approvers are accountable for their decisions, which should be:

- subject to good judgment and knowledge of the situation;
- exercised in appropriate circumstances; and
- comply with the principles and mandatory requirements set out in this directive and the expense rules.

When a situation arises and discretion needs to be exercised, approvers should consider whether the request is:

- ✓ able to stand up to scrutiny by the auditors and members of the public
- ✓ properly explained and documented
- ✓ fair and equitable
- ✓ reasonable
- ✓ appropriate

It is the responsibility of both the approver and the claimant to work out appropriate arrangements which would meet the test of being fair and equitable.

For information on the accountability framework for government ministries, see the OPS Travel, Meal and Hospitality Expenses Directive, available on the [Ministry of Government Services website](#).

B. Travel

The following information is provided for consideration when developing the rules related to travel expenses.

It is recommended that:

- All travel require prior approval, with the appropriate level of approval authority identified in the expense rules. Consider establishing authority to approve travel dependent on the destination:
 - within Ontario
 - within North America
 - outside North America
- The highest level of approval be required for international travel (i.e. outside North America) as this is usually the most expensive type of travel. Delegation of authority for approval should be considered when developing the accountability framework (section A above).
- Consideration be given to addressing situations where frequent travel is a requirement – part of the regular job duties, and also where travel occurs irregularly on an as-needed basis.
- Rules should address the means of transportation (plane, train, road vehicle). The type of travel selected should be the most practical and economical way to travel to align with the principles established in this directive.
- Economy (coach) class be the standard option, and an appropriate level of approval should be required for any other type of fare (e.g. business class or VIA1). Considerations for making decisions should be based on circumstances such as accommodation, length of travel, health and safety considerations, etc.

For information on the rules for travel and travel approvals for government ministries, see the OPS Travel, Meal and Hospitality Expenses Directive, available on the [Ministry of Government Services website](#).

Accommodation

Expense rules addressing situations overnight accommodation should also be established.

It is recommended that a standard room is the set option for accommodation, consistent with the principle of value for money.

For information on the rules for accommodation within government ministries, see the OPS Travel, Meal and Hospitality Expenses Directive, available on the [Ministry of Government Services website](#).

C. Meals

The following information is provided for consideration when developing the rules related to meal expenses.

It is recommended that rules be established to address situations where the cost for meals can be claimed and reimbursed, and also to set the maximum rates for reimbursement.

For information on the rules for meals within government ministries, see the OPS Travel, Meal and Hospitality Expenses Directive, available on the [Ministry of Government Services website](#).

D. Alcohol

The following information is provided for consideration when developing the rules related to claiming and being reimbursed for expenses that include alcohol (see section 4.3).

The rules regarding alcohol should be specific with regard to:

- the circumstances in which alcohol expenses can be claimed and reimbursed,
- who can claim alcohol expenses and be reimbursed,
- the process for obtaining approval for an alcohol expense, and
- the process for approving a claim for reimbursement.

For comparison purposes, the rules for government ministries prohibit claiming and being reimbursed for alcohol expenses as part of a travel or meal expense claim. This means that a person working for a ministry cannot claim alcohol expenses when they have a business meal with a ministry colleague.

Reimbursement for the service of alcohol as part of a hospitality event is allowed under the rules for government ministries; however, there is a rigorous approval process set out to ensure that there is a strong business case (see section E in this appendix).

For more information on the rules for the service of alcohol within government ministries, see the OPS Travel, Meal and Hospitality Expenses Directive, available on the [Ministry of Government Services website](#).

E. Hospitality

The following information is provided for consideration when developing the rules related to hospitality expenses (see section 4.4).

The rules must include the following information.

For the purposes of this directive, *hospitality* is the provision of food, beverage, accommodation, transportation and other amenities paid out of public funds to people who are not engaged to work for:

- designated BPS organizations (i.e. those covered by this directive), or
- any of the Ontario government ministries, agencies and public entities covered by the OPS Travel, Meal and Hospitality Expenses Directive (available on the [Ministry of Government Services website](#)).

Activities involving only those people in the organizations listed above are not considered hospitality and cannot be reimbursed. This means that hospitality may never be offered solely for the benefit of anyone covered by this directive, or by the OPS Travel, Meal and Hospitality Expenses Directive. Examples would be: office social events, retirement parties and holiday lunches.

Service of Alcohol as Hospitality

It is recommended that:

- A high level of approval be required when alcohol will be served. Consider also the process for obtaining approval (e.g. will prior written approval be required, will there be a form for consistency, what type of business case is required, etc.).
- Alcohol be provided in a responsible manner, e.g., food should always be served when alcohol is available. Preference should also be given to wine, beer and spirits produced in Ontario.

For information on the rules for hospitality within government ministries, see the OPS Travel, Meal and Hospitality Expenses Directive, available on the [Ministry of Government Services website](#).

F. Expenses For Consultants And Other Contractors

The following information is provided for consideration when developing the rules related to expenses for consultants and contractors (see section 4.6).

In no circumstances can hospitality, incidental or food expenses be considered allowable expenses for consultants and contractors under the rules or in any contract between an organization and a consultant or contractor. Therefore, they cannot claim or be reimbursed for such expenses, including:

- meals, snacks and beverages
- gratuities
- laundry or dry cleaning

- valet services
- dependant care
- home management
- personal telephone calls

See the Broader Public Sector Procurement Directive for information about procurement and contracts. Reimbursement for allowable expenses can be claimed and reimbursed only when the contract specifically provides for it.

For information on the rules for consultants and contractors within government ministries, see the OPS Travel, Meal and Hospitality Expenses Directive, available on the [Ministry of Government Services website](#).



Huron-Perth Catholic District School Board

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Capital Report 2010-2011

Energy Efficiency Funding Allocation – Stage II **\$919,380**

Projects Completed to Date:

St. Michael CSS Boiler Replacement **\$120,324**

Available Funds **\$799,506**

Recommendation – Electrical

Lighting upgrades including interior lighting, non-classroom occupancy sensors, exterior, exit and emergency lighting.

Sacred Heart \$ 95,965

Power upgrades to support mechanical upgrades

St. Ambrose \$ 31,000

Installation of non-classroom occupancy sensors

St. Joseph's, Stratford \$ 4,516

Gym lighting upgrades including the installation of non-occupancy sensors

St. Anne's CSS \$ 84,994

St. Michael CSS \$ 97,073

Installation of emergency and exit lighting provisions, exterior lighting upgrade and the installation of non-classroom occupancy sensors

St. Patrick's, Dublin **\$ 35,108**

Total Electrical Projects **\$348,656**

Recommendation – Mechanical

Plumbing fixture replacements

Our Lady of Mount Carmel \$ 57,500

Unit ventilation replacements throughout school, centralization of controls & installation of room heating controls

St. Ambrose \$160,500

Conversion of electric water heater to gas and eliminate older pneumatic controls to compressor

St. Joseph's, Stratford \$ 30,000

Conversion of electric water heater to gas, connect electric heat to hot water in south wing and replace boiler and heating controls

St. James \$ 75,500

Replace urinals and flush controls

St. Columban	\$ 17,500
Replace plumbing fixtures St. Patrick's, Dublin	<u>\$ 35,000</u>
Total Mechanical Projects	\$376,000
Total Proposed Energy Efficiency Projects – Stage II	\$724,656

MNE Engineering Incorporated

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February 14, 2011

Mr. Gerry Thuss

The Huron-Perth Catholic District School Board (HPCDSB)
87 Mill Street, P.O. Box 70
Dublin, Ontario N0K 1E0

RE: Electrical Facilities Review and Recommendations

Dear Gerry,

Further to our October 27, 2010 meeting, we have reviewed the HPCDSB's Recapp excerpts and Small Equipment Project Listing. We have compared the information to the energy audits prepared by VIP Energy Services Inc. and to our 2008 Facilities Reviews.

In addition to the items listed in the above documents, we believe there are specific projects that will further reduce electrical energy consumption. These potential projects have been listed in the attached spreadsheet, in which the schools have been ranked by Electrical Consumption per Area (kWh/m²). The potential project sites have been prioritized as 'A' or 'B'. The projects designated with 'A' were completed in 2010, and the spreadsheet has been updated to reflect actual costs (including mechanical where applicable). The projects designated with 'B' have been further broken out using the following highlights:

- Orange to represent electrical recommendations for 2011 that could be combined with the proposed mechanical list. The total for these orange projects is estimated to be \$70,624.00.
- Yellow to represent electrical recommendations for 2011 that are independent of mechanical list. The total for these yellow projects is estimated to be \$278,032.60.
- Projects without a highlight are for future consideration.

In the cases of Sacred Heart and St. Patrick (Dublin), entries have been made for emergency lighting. These projects are not relevant to energy consumption; however, they have been included since they were priority items from the 2008 Facilities Review.

If budgets permit, we recommend the highlighted 'B' items on the attached spreadsheet be completed during the Summer of 2011. If funds remain, it is recommended the remainder of projects be completed during the Summer of 2012.

If you have questions or require any additional information, please do not hesitate to contact our office.

Regards,



Andrew Gubbels, P. Eng.
Electrical Engineer

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February 14, 2011

Mr. Gerry Thuss

The Huron-Perth Catholic District School Board (HPCDSB)
87 Mill Street, P.O. Box 70
Dublin, Ontario N0K 1E0

RE: Mechanical Facilities Review and Recommendations

Dear Gerry,

Further to our October 27, 2010 meeting, we have reviewed the Board's Recapp and Small Equipment Project Lists and have compared the information to the energy audit report prepared by VIP Energy Services Inc. and to our 2008 Facilities Reviews.

In addition to the items listed in the above documents, we believe there are specific projects that will further reduce your Board's energy and / or water consumption. These potential projects have been listed in the attached spreadsheet that has been updated from 2010. The schools are grouped geographically, so smaller projects may be tendered under the same contract for preferable pricing.

The potential project sites have been prioritized as 'A' or 'B', with 'A' representing projects that are thought to have a more immediate impact on energy and / or water consumption. Budget estimates have been applied to each entry, and totals have been indicated for each priority. It also shows moneys spent on last year's projects.

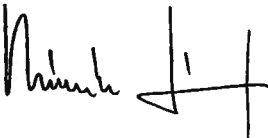
The recommended plumbing upgrades were rated 'A' for schools with no municipal water service to reduce the burden on the well system.

In some cases, items from the 2008 Facilities Review were included, as replacement of older equipment would increase efficiency and also improve the indoor environment.

If budgets permit, we recommend the items noted on the attached sheet be completed during the Summer of 2011. If funds remain, it is recommended the remainder of projects be completed during the Summer of 2012.

If you have questions or require any additional information, please do not hesitate to contact our office.

Regards,



Jozsef Meszaros B.Eng. LEED AP
Project Manager

HPCDSB

2008 Mechanical Data (*1)

11-Feb-11

School	Location	Area (m2)	Annual Overall cost per Area \$/m2	Annual Hydro Consumption kWh/m2	Annual Gas Consumption m3/m2	Annual Water Consumption m3/m2	Comment	Suggested Energy Improvements (*2,*3)	Priority	Estimated Cost	School Total
Precious Blood	Exeter	2094	\$12.85	69.2	7	0.4	Partial HVAC	Plumbing fixtures	A	\$42,500.00	\$86,000.00
St. Boniface	Zurich	2101	\$17.56	48.3	12.9(*4)	0.05	Limited HVAC	Electric water heater Make-up air unit replacement Plumbing fixture	A B	\$3,500.00 \$40,000.00	\$63,000.00
Mount Carmel	Mt. Carmel	1601	\$16.54	84.0	9.3	1.5	Full HVAC	Domestic recirc pump and timer Boiler control & rooms heating controls Bleaching & pump repair / replacement	A A A	\$30,000.00 \$1,500.00 \$20,000.00	\$61,000.00
St. Aloysius	Stratford	2228	\$20.28	87.2	13.48	0.43	Partial HVAC	Plumbing fixtures Electric water heater	A A	\$17,500.00 \$3,500.00	\$129,920.00
Jeanne Sauve	Stratford	2063	\$19.28	100.3	18.1	0.35	Full HVAC	Convert electric HVAC units to gas Electric water heater & timer Boiler control & rooms heating controls	A A A	\$90,000.00 \$4,000.00 \$35,920.00	\$27,500.00
St. Joseph	Stratford	1737	\$18.00	87.6	15.3	0.29	Full HVAC	Centralize unit ventilator control Corridor/entrance heater replacement & controls	A A	\$15,000.00 \$9,000.00	\$30,000.00
St. Ambrose	Stratford	2684	\$12.49	43.2	12.35	0.9	Limited HVAC	Eliminate pneumatic controls, compressor Plumbing Fixtures	B A	\$10,000.00 \$55,000.00	\$257,000.00
St. James	Seaforth	1722	\$12.96	53.3	13.52	0.26	Partial HVAC	Domestic recirc pump and timer Rooms heating controls Centralize unit ventilator control Unit Ventilator Replacement Roof top unit replacement	A B B A B	\$1,500.00 \$22,500.00 \$10,000.00 \$1,500.00 \$40,000.00	\$110,500.00
St. Columban	St. Columban	1392	\$19.00	64.4	21.4	0	Limited HVAC	Convert electric heat to hot water (west wing) Electric water heater Plumbing Fixtures Boiler Replacement & rooms heating controls	B B B B	\$10,500.00 \$3,500.00 \$1,500.00 \$35,000.00	\$31,000.00
St. Patrick	Dublin	1003	\$14.53	143.4	0	0	Electrically heated No A/C	Replace urnals and flush control Rooms heating controls Plumbing Fixtures	A A A	\$0.00 \$13,500.00 \$1,500.00	\$46,250.00
St. Patrick	Kinkora	1819	\$13.90	107.9	0	0	Electrically heated No A/C	Rooms heating controls (stat only) Plumbing Fixtures	B A	\$11,250.00 \$22,500.00	\$121,500.00
St. Marys	Goderich	2857	\$15.85	83.5	13.73	0.4	Partial HVAC	Rooms heating controls (stat only) Energy recovery unit replacement Electric Water Heater & timer & pump	B B B	\$9,000.00 \$90,000.00 \$4,500.00	\$69,500.00
St. Joseph's	Clinton	1741	\$6.84	0.5	11.75	0.23	Full HVAC	Plumbing Fixtures	A	\$0.00	\$0.00
St. Marys	Listowel	1827	\$31.60	199.7	23.24	0.24	Full HVAC	Balancing & controls	A	\$9,550.00	\$9,550.00
Holy Name of Mary	St. Marys	3010	\$18.76	70.3	18.8	0.67	Partial HVAC	Urinal flush control Domestic recirc pump and timer	A A	\$2,500.00 \$1,500.00	\$42,500.00
Sacred Heart	Wingham	1525	\$11.16	25.7	15.57	0.99	Limited HVAC	Room heating controls Plumbing Fixtures	A A	\$38,500.00 \$37,500.00	\$71,611.00
St. Annes	Clinton	7690	\$23.00	131.9	12.5	0.63	Full HVAC	Gym heating updates	A	\$23,611.00	\$0.00
St. Michaels	Stratford	12336	\$20.43	138.8	9.6	0.41	Full HVAC	Room heating controls	B	\$10,500.00	\$0.00
Average Elementary:			\$16.35	76.8	12.1	0.5		Heating boiler replacement	B	\$0.00	\$106,000.00
Average Secondary:			\$21.72	135.3	11.1	0.5			A	\$106,000.00	

Priority A Total	\$661,581.00
Priority B Total	\$601,250.00
Mechanical Total	\$274,081.00
Work completed	
Proposed 2011	\$376,000.00

*1 Data based on VIP Energy Services Inc. C02e Audit Program
 *2 Plumbing fixtures refers to fixture and faucet and/or flush valve replacement and includes UTC urinal control system.
 *3 Rooms heating controls refers to thermostat and automatic control valve replacement.



Huron-Perth Catholic District School Board

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January 17, 2011

TO: Special Education Advisory Committee
FROM: Chairperson of Special Education Advisory Committee
RE: **MINUTES – SEAC MEETING Monday, January 17th, 2011**

A meeting of the Special Education Advisory Committee was held at the Board Office, 87 Mill Street, Dublin on **Monday, January 17th, 2011.**

Present: Carolyn Carter, Charmaine Chadwick, Shelley Fleming, Veronica Kolkman, Joanne Lombardi, JoAnn MacGregor, Maureen Sabin, Caroline Simons, Ali VanStraaten

	Item	Att.	Discuss	Info	Responsibility
1	Opening Prayer, Welcome and Introductions	X			<i>Chair</i>
2	Approval of Agenda <i>Agenda approved by Ali VanStraaten.</i>	X	X		<i>Chair</i>
3	Business arising from Information session <i>Approval of December 16th, 2010 Information Session.</i>		X		<i>Chair</i>
4	Correspondence <i>none</i>			X	
5	Agency Reports <i>Shelley Fleming reported that Temple Grandin will be presenting at the Rotary Club in Stratford on Wednesday, March 16th, 2011. Harmony Organics out of Listowel has organized Temple's trip to this area. The Local Autism Ontario Chapter will have a chance to spend a day with Temple. The Planning for Temple's presentation continues and details will be available soon. Tickets will be available Feb. 1st.</i>			X	<i>Shelley Fleming</i>
6	Information Reports. <i>6.1 Special Education Updates: MACSE</i> <i>The Ministry has provided all school boards with Learning For All funds.</i> HPCDSB Action: <i>This allotment of \$5,000.00 will support our IEP In Action project which will focus on developing student electronic portfolios. The HPCDSB SERT's will be provided with an IPOD and training on creating student portfolios and using presentation software.</i> <i>Updates from Ministry of Education's Advisory Council on Special Education, MACSE, reviewed information gathered from the parent electronic survey. One suggestion acted upon was the development of a SEAC member's handbook by the Provincial Parent Associations Advisory Committee, PAaC, which will be shared with the committee.</i>			X	<i>Maureen Sabin</i>

	<p><i>The Ministry of Education has requested that all School Boards incorporate their special education plan for students with special needs within the Board Improvement Plan. This is a paradigm shift in thinking when developing the BIP. We have developed a SMART goal which focuses on our students with a learning disability (and IEP), with data collected from EQAO and report card achievement information. The School Improvement Plan (SIP) for each of our elementary and secondary schools fits into at least one of the 4 SMART goals in our Board Improvement Plan (BIP).</i></p> <p><i>Work continues with developing transition plans for our students with high needs. One area that the Ministry is working on will be to set up guidelines for transitions for all students with an exceptionality, including our gifted students.</i></p> <p>6.2 PAaC Information for SEAC members <i>A binder was handed out to all SEAC members and the following sections were discussed:</i></p> <ul style="list-style-type: none"> - <i>Rules and Regulations of SEAC</i> - <i>PAaC handbook – to highlight a few:</i> <i>pg. 8 tells us where we could have representatives from</i> <i>pg. 11 our membership</i> <i>pg. 18 SEAC roles and responsibilities</i> <i>pg. 19 important dates or deadlines</i> <i>pg. 21 annual calendar for SEAC business</i> <i>(this is a take home to read and use a guide)</i> - <i>place for agenda and minutes</i> - <i>place for resource information as well</i> <p><i>Please bring your SEAC binder to each meeting.</i></p> <p><i>Joanne Lombardi suggested that we write to PAaC and thank them for their work and to inform them about what we have done with the handbook. Maureen Sabin will look after doing that.</i></p>				
7	<p>New Business <i>Amy Cronin is our new SEAC representative replacing long time SEAC member Jim McDade. JoAnn MacGregor will recognize Jim at an upcoming Board Meeting and thank him for his dedication and continued service to our students with special needs.</i></p> <p><i>A Professional Development day, on the topic of Autism, has been planned for all Educational Assistant's to be held at St. Anne's Catholic Secondary School on Wednesday February 2nd. SEAC members are invited to attend.</i></p>				
8	<p>Date of Next Meeting: <i>Thursday, February 17th, 2011</i></p>		X		Chair
9	<p>Adjournment <i>5:45 pm</i></p>			X	Chair



Huron-Perth Catholic District School Board

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Strategy in Action - Realizing our Capacity



Growing As A Whole Person

Core Strategy: Our Core Literacy Strategy, Including Mathematical Literacy, demonstrates in text and visual form, how all of our work has a singular focus on increasing all students' achievement.

The following are learning opportunities that demonstrate core process, key enablers and/or leveraging of our resources to meet our student outcomes:

1. Catholic Partnerships

Huron-Perth Catholic DSB collaborates with our Catholic partners to promote Catholic education, provide diverse Catholic resources and discuss and plan for various faith opportunities for staff in Huron-Perth Catholic. Some of these valued Catholic partners include St. Peter's Institute for Faith Formation, St. Peter's Seminary, King's University College, Diocesan Religious Coordinators Association, Catholic Curriculum Corporation and the Huron-Perth Catholic Deanery.

2. Catholic Education Presentation – Lou Rocha

A dynamic team of parents and educators organized a Regional Catholic School Advisory Council dinner on January 12th. The dinner brought together Catholic parents, parish members and board members from across the Huron-Perth Catholic DSB. The gathering featured a presentation from Lou Rocha, who reminded everyone present that parents are the local champions of their children's Catholic education. He empowered everyone present to continue to celebrate and nurture the outstanding Catholic school system we have in Huron and Perth counties.

3. Week of Prayer for Christian Unity

During the week of January 17-21, 2011, our elementary and secondary schools were active in celebrating the Week of Prayer for Christian Unity. Students demonstrated faith leadership by leading various prayer services that promoted unity within our diversity. Students were given opportunities to learn about and appreciate other faith traditions as well as going deeper in learning about our own Catholic beliefs.

4. Best Start Child & Family Centre Pilot

Dr. Pascal's vision for schools to include family services for infants, pre-school and school-age children is being realized within our system. Huron-Perth Catholic DSB leads a pilot project with several community partners to operate the first Best Start Child and Family Centre in Perth County at Holy Name of Mary School. We work in partnership with the city of Stratford, Child Care Services,

Perth-Middlesex Early Years and Perth Care for Kids to provide a variety of programs such as Crazy about Crafts and services such as Baby Time.

5. Early Primary Collaborative Inquiry Project

The Early Primary Collaborative Inquiry Project brings coordinator Gaylene Hagarty, literacy resource teachers as well as principals and primary teachers K-2 from St. James School and St. Patrick's School (Kinkora) together to study best practices that encourage our young students to make their thinking visible. The teachers focus on professional learning as well as co-planning, co-teaching and lesson study.

6. Literacy Leader's Collaborative Inquiry Project

Junior teachers at Holy Name of Mary School are part of the Literacy Leader's Collaborative Inquiry project through the Literacy & Numeracy Secretariat. They participate in collaborative sessions where student work is analyzed for evidence of improved student thinking, reasoning and making connections. Teachers, through professional inquiry, share practices that are evidence-based in order to meet their students' learning needs.

7. Full-Day Early Learning Kindergarten Program

Teachers and Early Childhood Educators from the Full-Day Early Learning Kindergarten program at St. Ambrose School and St. Joseph's School (Clinton) came together recently for a full-day of professional learning. Coordinator Gaylene Hagarty facilitated discussion and reflection. There was sharing of strategies, methods and tools related to observation, assessment, documentation and evaluation.

8. The Infinite Horizon Gifted Program

The Infinite Horizon Gifted Program Planning Committee organizes enrichment sessions for our gifted students in grades 6 to 10. The sessions which begin in March and finish in May will include learning to play an instrument and being part of a band, exploring GPS technology and creating student artwork.

9. Schools in the Middle Regional Session

At the end of January nine of our schools participated at the Schools in the Middle Regional Session held by the LNS in London. Each school was represented at the two day professional learning opportunity by the principal and one teacher. Day one focused on teaching mathematics using the 3-part lesson model. On day two the focus was primary reading. An opportunity was provided for the group to plan how to incorporate the learning with the whole school team to further the goals of the School Improvement Plan.

10. Master of Science in Educational Administration and Supervision

Huron-Perth Catholic DSB, in partnership with Niagara University of Ontario, will launch a Master of Science in Educational Administration and Supervision in the spring, if numbers warrant. Interested educators attended an information session on January 12th to receive information about this exciting opportunity to consider graduate studies at a close location, in small classes with colleagues, focused on leadership at all levels.

11. Grade 10 French Core & Immersion Credit Course in Paris – Summer 2011

Secondary students at St. Anne's Catholic SS and St. Michael Catholic SS have been invited to experience the language and culture in Paris where they will spend 20 days (August 2 – 21, 2011) improving and refining their French language skills and earn a secondary credit at the same time. Debra Pedersen, from *Global Journeys*, worked with Huron-Perth Catholic DSB to design this study travel program opportunity for our students.

12. EQAO Learning Session

A team of secondary educators will attend a two day conference hosted by EQAO. This learning opportunity supports secondary teacher efforts to ensure all students are meeting the provincial standard and in developing strategies to help those who are most at-risk.

13. Secondary Coaching Team Update

Our secondary coaches met with our secondary principals, Superintendents of Education and our secondary learning coordinator to do a mid-year check-in about the effectiveness of this new initiative. Working collaboratively, coaches are supporting classroom teachers in order to enrich and strengthen instructional practices, thereby improving student learning.

14. Ontario Catholic Graduate Expectations

We submitted best practices that focus on the Ontario Catholic Graduate Expectations to the Institute of Catholic Education to share provincially. These practices include our Catholic Student Leadership Forum from last spring, our 2009 Director's Report, and the rewording of the OCGEs in more child-friendly language (a joint venture with St. Clair Catholic DSB).

15. Partners in Employment

The Partners in Employment project includes Community Living Ontario (South Huron and Stratford), Partners in Employment, Avon Maitland DSB and Huron-Perth Catholic DSB. We ensure that our adult students with developmental disabilities have the opportunity and support to seek employment within their community.

16. Educational Assistant Professional Development Day

The Educational Assistant Professional Development Day, on the topic of Autism, was cancelled on Wednesday, February 2nd due to inclement weather and has been rescheduled for Friday, November 4th.

17. Temple Grandin

Temple Grandin, a world famous woman with Autism, comes to Stratford on March 16th. Twenty of our Special Education Resource Teachers (SERTs) and educational assistants will attend her presentation.

18. St. Andre Bessette Trust Fund

A Steering Committee is developing bylaws to initiate a trust fund. The goal is to assist in alleviating child poverty in Huron and Perth counties. It was decided that this fund would be entitled the St. Andre Bessette Trust Fund as he was a model of Christ-like compassion, comfort, patience and healing through his generous service, work of faith and labour of love for others.

19. Music Network

All elementary music teachers gathered to review the revised Arts curriculum as it aligns with our Strategy in Action. The group explored the creative process to create and perform music for a variety of purposes, using the elements and techniques of music.

20. Stewards of Creation

Huron-Perth Catholic EcoSchools have been busy completing their initial school eco-reviews in order to create an action plan and next steps on how to be more environmentally conscious and active within their school environment.

21. All About YOU-th!

A team of dynamic student leaders from our Catholic secondary schools, St. Anne's Catholic SS and St. Michael Catholic SS, facilitated a student forum called "All About YOU-th!" held at REACH in Clinton. Our student trustees, Fiatsogbe Dzuali and Rachel Askett, along with several other secondary school students planned and led all aspects of the day, complete with interactive games, interesting dialogue and engaging questions for the group of students from each of our Catholic schools.

22. Numeracy Face to Face

Huron-Perth Catholic DSB and the LNS will host a Numeracy Face to Face Meeting in London on February 22. Numeracy leaders from boards in the London West Region will come together to share current board strategies and receive updates on the latest Numeracy Initiatives from the Ministry of Education.

Delivering Excellent Service

Core Strategy: Our operational services leverage all resources to support student success. Policies are translated into efficient, cross-functional processes designed to collaboratively achieve needed qualitative and quantitative outcomes.

The following are activities that demonstrate core process, key enablers and/or leveraging of our resources to meet our student outcomes:

23. Construction Project at Jeanne Sauvé Catholic School and St. Mary's School (Goderich)

Site and planning meetings have been held for both projects which will allow for additions and renovations to both schools. The Jeanne Sauvé project started construction on February 7th with renovation work being completed on the upper mezzanine to accommodate a new staff room, work room and washrooms. Planning has begun for the two room addition to St. Mary's School, Goderich with construction expected to commence in June. The two room addition will accommodate the new Early Learning Program and provide the opportunity to modify existing facilities.

24. Sharing of Best Practices with Bruce-Grey and Waterloo Catholic School Boards

In January business staff from the Huron-Perth Catholic DSB met with their colleagues within our coterminous board, Bruce Grey and Waterloo Catholic School Boards to share best practices on accounting systems, budgeting practices and general business operations. These boards operate the same accounting platform as the Board.

25. School Supply Tenders

Planning is currently underway to tender the school supplies needed to operate our system. This initiative is being led by Sarah Kechnie, Finance/Business Services Officer who is currently evaluating an online tendering process that will make it more efficient and user friendly for our schools.

BOARD MISSION STATEMENT

We are a Catholic School Board. We serve our students, working with the home, parish and school community to:

- *Nurture a Christ-centred environment;*
- *Provide student-focused learning opportunities;*
- *Support the growth of the whole person.*