



**Office of the Director**

Jim McCuaig Education Centre  
2135 Sills Street Thunder Bay ON P7E 5T2  
Telephone (807) 625-5131 Fax (807) 622-0961

**STANDING COMMITTEE**  
**Tuesday, March 9, 2021**  
**Virtual via Microsoft Teams**

Ian MacRae  
Director of Education

Trudy Tuchenhausen  
Chair

**AGENDA**

**PUBLIC SESSION**  
**7:30 p.m. – Virtual via Microsoft Teams**

|   | <u>Resource<br/>Person</u> | <u>Pages</u> |
|---|----------------------------|--------------|
| 1. Call to Order  |                            |              |
| 2. Disclosure of Conflict of Interest   |                            |              |
| 3. Approval of the Agenda   |                            |              |
| 4. Resolve into Committee of the Whole – Closed Session                             |                            |              |
| 5. <b>COMMITTEE OF THE WHOLE - Closed Session – 6:35 p.m. (SEE ATTACHED AGENDA)</b> |                            |              |
| 6. Land Acknowledgement   |                            |              |
| 7. Delegations/Presentations  |                            |              |
| 7.1 Celebrating Student Achievement<br>- Whitefish Valley Public School             | AJ Keene                   | 1-2          |
| 8. Approval of Minutes  |                            |              |
| 8.1 Standing Committee Meeting<br>- February 9, 2021                                | T. Tuchenhausen            | 3-5          |
| 9. Business Arising from the Minutes  |                            |              |

Trustees (Chair and Vice-Chair) and presenters of reports will be available  
for comment after the Board Meeting.

**LAKEHEAD DISTRICT SCHOOL BOARD**

**MATTERS NOT REQUIRING A DECISION:**

- |      |  |                |        |
|------|--|----------------|--------|
| 10.  | Information Reports  |                |        |
| 10.1 | COVID-19 General Update  | I. MacRae      | Verbal |
| 10.2 | Parent Involvement Committee Meeting Minutes<br>- January 18, 2021                     | I. MacRae      | 6-8    |
| 10.3 | Equity and Inclusive Education Advisory Committee<br>Meeting Minutes – October 7, 2020 | M. Probizanski | 9-13   |
| 10.4 | Aboriginal Educational Advisory Committee Meeting<br>Minutes – December 10, 2020       | AJ Keene       | 14-18  |
| 11.  | First Reports  |                |        |

**MATTERS FOR DECISION:**

- |      |   |                 |       |
|------|---|-----------------|-------|
| 12.  | Postponed Reports   |                 |       |
| 13.  | Ad Hoc and Special Committee Reports  |                 |       |
| 14.  | New Reports   |                 |       |
| 14.1 | Policy Review – 3030 Purchasing (025-21)<br><br><i>It is recommended that Lakehead District School<br/>Board approve 3030 Purchasing Policy,<br/>Appendix A to Report No. 025-21.</i>   | K. Alaksa       | 19-50 |
| 14.2 | Date Change of Standing Committee Meeting<br>- April 13, 2021 (026-21)<br><br><i>It is recommended that Lakehead District School<br/>Board move the April Standing Committee meeting<br/>from April 13, 2021 to April 20, 2021.</i> | T. Tuchenhausen | 51    |
| 15.  | New Business  |                 |       |
| 16.  | Notices of Motion   |                 |       |
| 17.  | Information and Inquiries   |                 |       |
| 18.  | Adjournment   |                 |       |

|   |
|---|
| <p>Trustees (Chair and Vice-Chair) and presenters of reports will be available<br/>for comment after the Board Meeting.</p> |
|---|



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**STANDING COMMITTEE**  
**Tuesday, March 9, 2021**  
**Virtual via Microsoft Teams**

Ian MacRae  
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Chair

**AGENDA**

**COMMITTEE OF THE WHOLE – Closed Session**  
**6:35 p.m. – via Microsoft Teams**

|  | <u>Resource<br/>Person</u> | <u>Pages</u> |
|--|----------------------------|--------------|
| 5.1 Approval of Committee of the Whole<br>- Closed Session Minutes |                            |              |
| 5.1.1 Standing Committee Meeting<br>- February 9, 2021             | T. Tuchenhausen            | 1            |
| 5.2 Business Arising from the Minutes                              |                            |              |
| 5.3 Consideration of Reports                                       |                            |              |
| 5.3.1 Legal Matters  | I. MacRae                  | Verbal       |
| 5.4 Information and Inquiries                                      |                            |              |
| 5.5 Rise and Ask Leave to Sit in Public Session                    |                            |              |

Trustees (Chair and Vice-Chair) and presenters of reports will be available  
for comment after the Board Meeting.

**LAKEHEAD DISTRICT SCHOOL BOARD**



## **Celebrating Student Achievement**

**School:** Whitefish Valley Public School

**Title of Initiative:** Friday Morning News Show! - Virtual Announcements

**Presentation Team:** Darryl Fawcett & Lana Deacon

| <b>Components of Initiative</b>   | <b>School's Details</b>   |
|---|---|
| 1. Description of the nature of the initiative to improve student achievement.                        | <ul style="list-style-type: none"><li>• builds confidence in students;</li><li>• builds teamwork with students;</li><li>• collaborating;</li><li>• problem solving;</li><li>• student engagement; and</li><li>• celebration of achievement throughout school (e.g. student of the week etc.).</li></ul>   |
| 2. Rationale for selecting the initiative.  | <ul style="list-style-type: none"><li>• COVID-19;</li><li>• student engagement;</li><li>• celebrate successes in the school by students and staff; and</li><li>• uniting activity to bring the school together while physically distancing.</li></ul>   |
| 3. Intended outcomes of the initiative related to improved student achievement.                       | <ul style="list-style-type: none"><li>• spreading positivity throughout the school;</li><li>• creative way to keep our students involved in what is happening around the school; and</li><li>• incentive for students to improve fluency in reading.</li></ul>  |
| 4. Description of the data used.  | <ul style="list-style-type: none"><li>• building confidence = less office referrals;</li><li>• students want to be involved = participation; and</li><li>• students want to be involved = improved attendance.</li></ul>  |
| 5. <b>Brief</b> description of the significant activities or strategies involved with the initiative. | <ul style="list-style-type: none"><li>• students of the week announced by Mr. Fawcett's class each week;</li><li>• staff shout-outs announced by Mr. Fawcett's students;</li><li>• student caught being kind announced;</li><li>• leadership opportunities for students; and</li><li>• a chance to highlight/promote initiatives like Walk for Wenjack, Terry Fox, Bell Let's Talk, Kindness Wall, etc.</li></ul> |

|  |   |
|--|---|
| 6. <b>One or two</b> highlights of the above activities  | <ul style="list-style-type: none"> <li>• building student confidence; and</li> <li>• all students are involved in some way (e.g., sound, props, ideas).</li> </ul>  |
| 7. Description of any unexpected results or “moments of serendipity” related to the initiative.            | <ul style="list-style-type: none"> <li>• when you involve students and give them a voice, they feel heard, trusted, and valued; and</li> <li>• confidence building lead to students setting higher goals in other initiatives (e.g., creating Bell Let’s Talk vignettes, walking 600 kms in Walk for Wenjack etc.).</li> </ul>  |
| 8. Description of <b>one or two</b> interesting findings that would be useful or helpful to other schools. | <ul style="list-style-type: none"> <li>• the students learned a lot about how sometimes “less is more.” We have settled into a routine of four short shows with little production to keep Friday’s News show a special occasion; and</li> <li>• allowing the news show to be shared with the school community is a great way to build parent engagement in class and school initiatives.</li> </ul>                     |
| 9. Identification of <b>one or two</b> noteworthy hurdles or stumbling blocks.                             | <ul style="list-style-type: none"> <li>• technology; and</li> <li>• producing each episode in a COVID-19 safe way (e.g., increasing voice projection due to masks making it difficult to be heard etc.).</li> </ul>   |
| 10. Next steps in pursuing the initiative.   | <ul style="list-style-type: none"> <li>• use of modern technology, like a green screen; and</li> <li>• continue to find ways to involve the rest of the school so it is a whole school initiative.</li> </ul>   |
| 11. Lessons learned about the school’s efforts to improve student achievement.                             | <ul style="list-style-type: none"> <li>• numerous examples of students moving up the Benchmark Assessment System (e.g., level F to an N etc.) due in part to frequent fluency practice and a tangible reason to improve in all areas of reading;</li> <li>• increased ability to complete writing pieces with a “writer’s voice”; and</li> <li>• students will rise to the occasion when you challenge them.</li> </ul> |

LAKEHEAD DISTRICT SCHOOL BOARD

**MINUTES OF STANDING COMMITTEE**

Board Room  
Jim McCuaig Education Centre

2021 FEB 09  
7:30 p.m.

**TRUSTEES PRESENT:**

Trudy Tuchenhausen (Chair)  
Marg Arnone  
Ellen Chambers  
Sue Doughty-Smith  
Deborah Massaro  
Ron Oikonen

George Saarinen  
Ryan Sitch  
Scottie Wemigwans  
Keira Essex (Indigenous Student Trustee)  
Simran Talpade (Student Trustee)

**SENIOR ADMINISTRATION:**

Ian MacRae, Director of Education  
Kirsti Alaksa, Superintendent of Business  
AJ Keene, Superintendent of Education  
Michelle Probizanski, Superintendent of Education

**FEDERATION/UNION REPRESENTATIVES:**

Dave Covello, Managers

**PUBLIC SESSION:**

1. **Approval of Agenda**

Moved by Trustee Saarinen

Seconded by Trustee Chambers

*"THAT the Agenda for Standing Committee Meeting, February 9, 2021 be approved."*

**CARRIED**

2. **Resolve into Committee of the Whole – Closed Session**

Moved by Trustee Arnone

Seconded by Trustee Chambers

*"THAT we resolve into Committee of the Whole – Closed Session with Trustee Tuchenhausen in the chair to consider the following:*

- *Confirmation of Committee of the Whole – Closed Session Minutes of the Standing Committee – January 12, 2021*
- *Legal Matters*

*and that this meeting shall not be open to the public pursuant to Section 207 (2) of the Education Act as amended."*

**CARRIED**

COMMITTEE OF THE WHOLE – CLOSED SESSION:

3. Committee of the Whole – Closed Session items were dealt with in their entirety.

PUBLIC SESSION:

4. Confirmation of Minutes

Moved by Trustee Wemigwans

Seconded by Trustee Doughty-Smith

*“THAT the Standing Committee approve the Minutes of the Standing Committee Meeting, January 12, 2021.”*

CARRIED

MATTERS NOT FOR DECISION:

5. Information Technology Report (013-21)

AJ Keene, Superintendent of Education, introduced Nick Sacevich, Student Success Lead, who presented the report with Gino Russo, Information Technology Resource Teacher, John Loovere, Supervisor of Computer Services, Dave Covello, Manager, Information Technology and Corporate Planning, and Eric Fredrickson, Principal of Program and Early Years. All trustees' questions were addressed.

6. COVID-19 General Update

Ian MacRae, Director of Education, introduced AJ Keene, Superintendent of Education, who provided a verbal update on COVID-19 related matters affecting Lakehead District School Board. All trustees' questions were addressed.

7. Parent Involvement Committee Meeting Minutes – November 16, 2020

Ian MacRae, Director of Education, presented the November 16, 2020 minutes for information.

8. Special Education Advisory Committee Meeting Minutes – December 9, 2020

Michelle Probizanski, Superintendent of Education, presented the December 9, 2020 minutes for information.

9. Parent Involvement Committee Meeting Minutes – November 16, 2020

Ian MacRae, Director of Education, presented the November 16, 2020 minutes for information.

MATTERS FOR DECISION:

10. School Year Calendar 2021-2022 (017-21)

Moved by Trustee Chambers

Seconded by Trustee Doughty-Smith

*“THAT Lakehead District School Board:*

1. *Approve the proposed 2021-2022 elementary school year calendar, including the opening and closing dates and professional activity days, as described in Appendix A of Report No. 017-21.*
2. *Approve the proposed 2021-2022 secondary school year calendar, including the opening and closing dates, professional activity days and examination days, as described in Appendix B of Report No. 017-21.*

CARRIED

11. Policy Review – 4020 Alternative Schools (018-21)

Moved by Trustee Saarinen

Seconded by Trustee Wemigwans

*“THAT Lakehead District School Board approve 4020 - Alternative Schools Policy, Appendix A to Report No. 018-21.”*

CARRIED

12. Information and Inquiries

- 12.1 Trustee Chambers provided information regarding a conversation she had with Eabametoong First Nation Chief Harvey Yesno regarding maintaining interest of students in school during the COVID-19 pandemic.
- 12.2 Trustee Chambers reported that she attended the virtual visit of MP Patty Hajdu with students at C.D. Howe Public School.

13. Adjournment

Moved by Trustee Saarinen

Seconded by Trustee Arnone

*“THAT we do now adjourn at 8:27 p.m.”*

CARRIED



LAKEHEAD DISTRICT SCHOOL BOARD

**MINUTES OF PARENT INVOLVEMENT COMMITTEE**

Microsoft Teams

2021 JAN 18  
6:30 p.m.

**MEMBERS PRESENT:**

Robin Cawlishaw  
Chitra Jacob  
Shannon Jessiman-MacArthur  
Sharon Kanutski  
Ian MacRae  
Julie Morin  
Michael Otway

Laura Prodanyk  
Trudy Tuchenhausen  
Fred Van Elburg

**RESOURCE:**

Judy Hill, Executive Assistant  
Stephanie Rea, Communications Officer

**GUESTS:**

Keira Essex, Indigenous Student Trustee  
Simran Talpade, Student Trustee  
Megan Tiernan, Mental Health Lead

1. **Call to Order, Welcome and Introductions**

Director MacRae called the meeting to order and welcomed everyone.

2. **Disclosure of Conflict of Interest**

There were no disclosures of conflict of interest.

3. **Election of Parent Involvement Committee Chair**

Director MacRae called for nominations for chair of the Parent Involvement Committee. As no nominations were forthcoming, Director MacRae chaired the remainder of the meeting.

4. **Election of Parent Involvement Committee Vice Chair**

Director MacRae called for nominations for vice chair of the Parent Involvement Committee. There were no nominations forthcoming.

5. Director's Report

Director MacRae reported on the following:

- Trustee Ellen Chambers and Trustee Trudy Tuchenhausen were re-elected to their respective positions, chair and vice chair of the Board.
- Highlight of recent reports to the Board: Health & Safety Semi Annual Report, Early Learning, Multi Year Capital and Lakehead Public Schools International.
- COVID-19 update – Director MacRae publicly thanked the Thunder Bay District Health Unit for all of their guidance as we work our way through this pandemic.

6. Confirmation of Minutes – November 16, 2020.

The minutes were approved by consensus.

7. Mental Health Update

Megan Tiernan, Mental Health Lead, provided a power point presentation on the three-year strategic plan outlining the priorities in Mental Wellness and Health until 2023. Questions from the group were addressed.

8. 2021-2022 School Year Calendar

Robin Cawlishaw, the Parent Involvement Committee representative on the School Year Calendar Committee, provided drafts of the elementary and secondary school year calendars for 2021-2022 for comment. A start date of Tuesday, September 7, 2021 for students is being proposed with the last day of school being June 29, 2022.

9. Kindergarten Information Evening

Stephanie Rea, Communications Officer, provided an update on Kindergarten Information Evening. This year's event will be held virtually on Monday, February 1, 2021 at 6:30 p.m. via the Board website. There will be a book reading of *The Kissing Hand* by a Kindergarten teacher and an early childhood educator. Parents who have already registered their child for Kindergarten with us, or who are interested in registering their child, can pick up their free Welcome To Kindergarten bag at any of our elementary schools on Thursday, January 28 and Friday, January 29, during school hours (9:00 a.m. – 3:00 p.m.) to receive the following:

- copy of *The Kissing Hand*, by Audrey Penn, to follow along during the virtual book reading on February 1, 2021 at 6:30 p.m.;
- materials for the interactive follow-along activity on February 1, 2021 at 6:30 p.m.; and
- their child's own kid-sized Class of 2035 graduation T-shirt.

Questions from the group were addressed.

10. Aboriginal Education Advisory Committee (AEAC) Report

Sharon Kanutski, AEAC representative, reported on the following from the last AEAC meeting:

- working on a memorial for Dolores Wawia – looking into the creation of a book of Dolores' writings;
- provided input into the Indigenous education strategic plan;
- Indigenous student trustee and student trustee updates; and
- Tyler Armstrong is teaching a new program at Sherbrooke Public School with the assistance of Ron Kanutski, Community Partner.

11. Special Education Advisory Committee (SEAC) Report

Deferred to next meeting.

12. Next Meeting

The next meeting will be held on Monday, March 1, 2021 at 6:30 p.m. via Microsoft Teams.

13. Adjournment

The meeting adjourned at 7:30 p.m.



**Equity and Inclusive Education Advisory  
Committee Meeting  
MINUTES  
Wednesday, October 7, 2020  
9:00 a.m. – 11:00 a.m.  
Via Microsoft Teams**

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**Chair:** Michelle Probizanski, Superintendent of Education

**Members:** Mahejabeen Ebrahim, Human Rights and Equity Advisor  
Leslie Hynnes, Principal  
Dinah Jung, Teacher and ETFO Representative  
Carlos Santander-Maturana, OSSTF and SSP Representative  
Helen Valnycki, Manager, Human Resources  
Megan Tiernan, Mental Health Lead  
Ellen Chambers, Trustee  
Keira Essex, Indigenous Student Trustee  
Ashley Nurmela, FNMI Community Liaison Officer  
Anika Guthrie, FNMI Resource Teacher  
Nicholas Sacevich, Student Success Lead  
Serena Essex, AEAC Representative  
Julie Morin, PIC Representative  
Mike Otway, SEAC Representative

**Members Absent:** Kathleen Mercier, Teacher and ETFO Representative  
Ryan Sitch, Trustee (Alternate)  
Simran Talpade, Student Trustee  
Mallory MacDonald, GSA Student Representative

1. Welcome and Introductions

Superintendent Probizanski welcomed everyone and had everyone introduce themselves. Trustee Chambers recited the Land Acknowledgement.

2. Approval of Agenda – October 7, 2020

Moved by Dinah Jung and seconded by Carlos Santander-Maturana.

3. Approval of Minutes – June 24, 2020

Moved by Carlos Santander-Maturana and seconded by Leslie Hynnes.

4. Business Arising from Minutes

Trustee Chambers inquired if the Cultural Safety Strategy was discussed at the Welcome Back session in August. The strategy will be discussed with administration at the next PD session.

Superintendent Probizanski informed the committee that the Bullying Intervention document has gone to principals and they will be formatted to each school.

Trustee Chambers inquired if there has been human trafficking awareness training offered to administration. Superintendent Probizanski informed the committee that there will be an online training session offered to administration in the near future.

5. Correspondence

No correspondence to share with the committee at this time.

6. New Business

6.1 Introduction of New GSA Student Member

Superintendent Probizanski and Carlos Santander-Maturana informed the committee that the new Gender and Sexuality Alliance (GSA) member from Westgate Collegiate and Vocational Institute will be Mallory MacDonald.

6.2 RMYC – Students Working Group Meeting Recommendations

Superintendent Probizanski reviewed the eight suggestions and asked for input from members to acknowledge schools that have implemented the recommendations. Carlos Santander-Maturana informed the committee that Westgate Collegiate and Vocational Institute would try and reopen their Anonymous Rainbow Box. Indigenous Student Trustee Essex will follow-up with Hammar skjold High School and Superior Collegiate and Vocational Institute to see if they have boxes available to students.

Superintendent Probizanski informed the committee that every school offers safe spaces/groups, designated staff member and/or student representatives, and all-gender bathrooms with locks.

Mahejabeen Ebrahim, Human Rights and Equity Advisor, informed the committee that there would be several options for gender identification at registration.

Carlos Santander-Maturana reported that Westgate CVI's GSA have had presentations from trans-people and two-spirit Indigenous elders to raise awareness. He mentioned that it is very hard to have training sessions due to COVID-19.

Leslie Hynnes mentioned to the group that guest speakers could be invited to present through Microsoft Teams at this time.

Trustee Chambers mentioned that she would like to see training/retraining offered to staff. It has been at least eight years since the last staff sessions.

Carlos Santander-Maturana mentioned that secondary schools have peer mediation programs to assist as a discipline strategy. Mahejabeen Ebrahim, Human Rights and Equity Advisor, suggested that system wide training be offered regarding this strategy. Serena Essex also suggested that restorative justice training also be offered and a campaign to showcase this strategy featuring principals would be a positive move.

Trustee Chambers suggested that a letter be prepared and sent to the Regional Multicultural Youth Council to let them know that their letter was presented to the committee and reviewed/discussed by the committee. Michelle Tavares will prepare and send the letter.

#### 6.3 1020 Equity and Inclusive Education Policy/Procedures Review

Superintendent Probizanski introduced Mahejabeen Ebrahim, Human Rights and Equity Advisor, to review the 1020 Equity and Inclusive Education policy/procedures with the committee. Mahejabeen informed the committee that there would not be significant changes to the policy/procedures. She mentioned that there would be language updates stemming from legislation, law and human rights protection. The changes would also be accommodating to students that are identifying at transgender.

### 7. Updates

#### 7.1 Safe Schools

Superintendent Probizanski reported to the committee that there was a recent Safe Schools Committee meeting held. At the meeting, internal fob usage was discussed and will be expanding this year. Westgate CVI successfully piloted the internal usage of fobs. Cameras are now at most elementary schools to allow entry into the school. Superintendent Probizanski also informed the committee that the Safe School binders are now all inclusively updated and have been distributed to every school in the system.

#### 7.2 Keeping Kids in School Project

Mahejabeen Ebrahim, Human Rights and Equity Advisor, reported to the committee that this is a three-year project that began with Superintendent Kappel. The project reviewed the impact on students that suspensions and expulsions have. The first year was understanding the practices, the second year was COVID-19 and this third year will allow the practices to be tailored. Proactive strategies are encouraged to reduce student suspensions/expulsions from school. Staff have been previously trained in restorative practice which has proven to be an effective community building strategy which helps in the prevention of suspensions. It is hoped that this can be one of the strategies we continue to use in this project.

Megan Tiernan, Mental Health Lead, informed the committee that Nikki Williams, Child and Youth Worker, Children Centre Thunder Bay, was hired to support at-risk students from JK to Grade 3.

Trustee Chambers mentioned that parents need to be aware that students really need to attend every day.

Superintendent Probizanski spoke to the group briefly about the NOEL project with the eight Northwestern Ontario school boards that are using Stan Baker's strategy of restorative practice.

Mike Otway mentioned that some students may not be attending at this current time due to the lack of access to technology and internet capabilities.

### 7.3 Student Census Pilot

Mahejabeen Ebrahim, Human Rights and Equity Advisor, presented a PowerPoint presentation to the committee on the student census that will be conducted this year at Woodcrest Public School and Superior Collegiate and Vocational Institute. The census is taking into account the students' voice and identity. The census has three objectives; to promote equity, student achievement and well-being.

### 7.4 COVID-19 Update

Superintendent Probizanski spoke briefly about the case of COVID-19 that was identified at École Gron Morgan Public School. All students and staff that were suspected to be in contact with the student have all tested negative for COVID-19 and that this situation has been resolved.

Due to this case, changes were made to school staff's PPE; visors or goggles were to be worn by all staff when in contact with students.

In secondary, one cohort per week is being offered.

Some First Nation students have chosen to remain in their communities (Whitesand/Gull Bay). Technology or paper packages have been provided to students to continue with their education.

Superintendent Probizanski informed the group that the Ministry has provided extra funding to offer the two modes of delivery, but it is not enough money to provide for all courses and teachers needed.

7.5 Special Education Update

Superintendent Probizanski updated the group that the special needs classes are being held all day at secondary. Students do not leave the school at noon but remain for the full day.

8. Information and Inquiries

None at this time.

9. Next Meeting: Wednesday, February 3, 2021

10. Adjournment

Nick Sacevich moved to adjourn the meeting.





## ABORIGINAL EDUCATION ADVISORY COMMITTEE MINUTES



**DATE:** Thursday, December 10, 2020 – 9:30 am – 12:00pm - Virtual Meeting via Microsoft Teams

**CO-CHAIRS:** Anika Guthrie  
Serena Essex

**MEMBERS PRESENT:** Elliott Cromarty, Keira Essex, Pauline Fontaine, Sharon Kanutski, Cheryl King-Zewiec, Elder Gerry Martin, Skylene Metatawabin, Ardelle Sagutcheway, Yolanda Wanakamik, Indigenous Trustee Scottie Wemigwans

**ALTERNATES:** Trustee Ellen Chambers, Dinah Jung, Trustee Ryan Sitch, Sophie Sutherland

**RESOURCES:** Brittany Collins, Mahejabeen Ebrahim, Eric Fredrickson, Donna Flasz, AJ Keene, Ashley Nurmela, Nick Sacevich, Fred Van Elburg

**GUESTS:** Patti Pella, Katrina Fiddler

**ABSENT WITH REGRETS:** Lawrence Baxter, Kathy Beardy, Kristy Boucher, Keli Cristofaro, Mike Judge, Anna Fern Kakegamic, Emma Kaminawash, Leanna Marshall, Elder/Knowledge Keeper Rene Takenay

|    | AGENDA ITEM                   | DISCUSSION  | ACTION             |
|----|-------------------------------|---|--------------------|
| 1. | Opening Ceremonies            | Anika Guthrie called the meeting to order at 9:55 a.m. and asked Elder Gerry Martin to conduct the opening.       | Elder Gerry Martin |
| 2. | 2.1 Land Acknowledgement      | Serena Essex acknowledged the lands and traditional territory.  | Serena Essex       |
|    | 2.2 Welcome and Introductions | Anika thanked members for wearing red, welcomed everyone to the meeting and had all members introduce themselves. | Anika Guthrie      |

|    |   |  |                                |
|----|---|--|--------------------------------|
| 3. | Agenda and Minutes                      |  |                                |
|    | 3.1 Approval of Agenda – Dec 10, 2020   | Moved by Yolanda Wanakamik and seconded by Sharon Kanutski that the agenda for the December 10, 2020 AEAC Microsoft Teams meeting be approved.<br><br><b>Carried</b>   | Serena Essex                   |
|    | 3.2 Approval of Minutes – Nov. 5, 2020  | Moved by Yolanda Wanakamik and seconded by Ardelle Sagutcheway that the minutes for the November 5, 2020 AEAC meeting be approved as written.<br><br>Trustee Chambers indicated that she was the member representative at the November 5, 2020 meeting in Trustee Sitch's absence. This is to be reflected in the November 5, 2020 minutes.<br><br><b>Carried</b>  | Serena Essex                   |
| 4. | Business Arising from the Minutes       | No business arose from the minutes.  | Serena Essex                   |
| 5. | New Business                            |  |                                |
|    | 5.1 Indigenous Education Strategic Plan | <p>The committee viewed a 20-minute video of the Microsoft Teams Strategic Planning Session that took place in October 2020 with stakeholders. Niigaan Sinclair and Sheelagh Hendricks, the facilitators of the Planning Session, provided a summary of the plans.</p> <p>AEAC members broke out into two groups to discuss and provide input to the Board on the Indigenous Education Plan that will take place for the next four years for Lakehead District School Board. The groups discussed the ten principles that Lakehead Public Schools would be committing to towards reconciliation and the priorities the Board will be following: Achieve, Reconcile, Belong, Lead and Inspire.</p> <p>The groups were given the opportunity to discuss Lakehead District School Board's beliefs-in and demonstration of reconciliation and making it possible for Indigenous and non-Indigenous relationships to be guided by the following principles: relationality, relevance, respect and responsibility.</p> <p>When the members regrouped after the breakout meetings, there was discussion about the need for land-based learning to be incorporated in the 4 R's. The committee thought that this was a great goal for the Board and that making other smaller goals towards achievement would be a move in a positive direction.</p> | Anika Guthrie/<br>Serena Essex |

|    |  |   |               |
|----|--|---|---------------|
| 6. | Information and Inquiries                  |   |               |
|    | 6.1 COVID-19 Update                        | <p>Superintendent Keene provided information to the committee that no cases of COVID have transmissioned in our schools. He reported that there has been no new outbreaks and that the usage of PPE has been a great deterrent for transmission. There are some students that are currently self-isolating due to contact outside of school. He informed the committee that currently there would be no additional weeks of shutdown after the Winter Break but, if a shutdown did occur, the Board had a pivot plan ready to have all students on remote learning as soon as possible. Superintendent Keene also informed the committee that remote students have been sent home early and that learning programs have been provided to them to continue their learning from their home community.</p>     | AJ Keene      |
|    | 6.2 Student Trustee Update                 | <p>Indigenous Student Trustee Essex reported that currently Student Trustee Talpade was organizing the Student Mentorship program and Secondary Student Senate with the assistance of Eric Fredrickson.</p> <p>Indigenous Student Trustee Essex informed the committee that she was organizing medicine tables in each of the secondary schools. Currently a table was being built at Hammarskjold High School by the tech department. Her goal was to make sure that students had access to sacred medicines during COVID-19.</p> <p>Sharon Kanutski suggested that the medicine table would also be a great asset at elementary schools.</p> <p>Ardelle Sagutcheway suggested to Indigenous Student Trustee Essex that she should put a call out to the community through social media for medicines.</p> | Keira Essex   |
|    | 6.3 Native Language Supports and Resources | Anika reported to the committee that they are able to start PLC sessions every six weeks with the Native Language team starting in January.   | Anika Guthrie |

|    |                           |  |                |
|----|---------------------------|--|----------------|
|    | 6.4 Updates               | <p>Ashley Nurmela reported to the committee that the Board has provided some educational supplies to the Neskantaga First Nation community staying in Thunder Bay. Children from Neskantaga First Nation have been able to join Teams classrooms at Lakehead Public Schools.</p> <p>Ashley reported to the committee that she, Superintendent Keene and Anika were planning a road trip to visit staff at our schools in Armstrong, Gull Bay and Whitesand on December 17, 2020.</p> <p>Ashley also reported that the pod classroom was up and running in Gull Bay. The new teacher is currently teaching math and literacy to Grades 1-8. Teachers from Armstrong were providing her with learning packages. Currently, JK/SK students are learning at home with educational packages.</p> <p>It was suggested that an SSP join the road trip to help assess some of the students.</p> <p>Cheryl King-Zewiec inquired as to whether students away from home would be able to access COVID funding. Ashley is currently inquiring about eligibility.</p>             | Ashley Nurmela |
| 7. | Information and Inquiries |  |                |
|    |                           | <p>Serena Essex reported to the committee that the AEAC Annual Report was presented to the Board on December 1, 2020. She commented that trustees questions were great and that there was an inquiry about plans for language immersion.</p> <p>Ardelle Sagutcheway informed the committee about an incident involving her daughter's class and the discussion about human rights issues that led to comments about missing and murdered Indigenous women. The classroom discussion was upsetting to her daughter in that she does not feel safe returning to school. She asked the Board to do better and possibly have her enter into a partnership with teachers as she does with the separate board. Serena concurred and mentioned restorative justice to move forward with dialogue. Mahejabeen thanked Ardelle for her bravery in sharing her story with the committee. Anika informed the committee that she and Ashley had recently attended a staff meeting at Westgate CVI to discuss the responsibilities of teachers concerning the Call to Action.</p> |                |

|     |              |  |
|-----|--------------|--|
| 8.  | Closing      | Elder Martin closed the meeting with a prayer. |
| 9.  | Next Meeting | Thursday, February 11, 2021                    |
| 10. | Adjournment  | The meeting adjourned at 12:09 p.m.            |

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2021 MAR 09  
Report No. 025-21

TO THE CHAIR AND MEMBERS OF  
THE STANDING COMMITTEE - Public Session

RE: POLICY REVIEW – 3030 PURCHASING

1. Background

- 1.1 On November 22, 2011, a revised 3030 Purchasing Policy was approved.
- 1.2 On March 25, 2019, the Ministry of Education provided some details about centralizing Ontario Public Service and broader public sector purchasing and supply chain procurement processes. This resulted in the May 14, 2019 Standing Committee Meeting recommendation that Lakehead District School Board defer the review of 3030 Purchasing Policy from the 2018-2019 school year to the 2020-2021 school year, after the centralized procurement process has been designed.
- 1.3 At the June 9, 2020 Standing Committee Meeting, 3030 Purchasing Policy was approved for review during the 2020-2021 school year as part of the policy development and review cycle.
- 1.4 On December 2, 2020, the draft policy and procedures were posted on the Board website and distributed to constituent groups for review and comment with input to be received by January 20, 2021.

2. Situation

- 2.1 There was no constituent input received.
- 2.2 The policy is attached as Appendix A and the procedures as Appendix B and the appendices as Appendix C, D, E and F.
- 2.3 Upon final approval, the policy will be distributed according to Board procedures.

RECOMMENDATION

It is recommended that Lakehead District School Board approve 3030 Purchasing Policy, Appendix A to Report No. 025-21.

Respectfully submitted,

KIRSTI ALAKSA  
Superintendent of Business

IAN MACRAE  
Director of Education

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| <b>DRAFT – March 9, 2021</b>             |             |
| <b>PURCHASING POLICY</b>                 | <b>3030</b> |

1. Rationale

It is the objective of Lakehead District School Board to ensure ethical, efficient, and accountable purchasing activities. To this end, Lakehead District School Board will adhere to the Ontario Broader Public Sector (BPS) Procurement Directive and Supply Chain Code of Ethics, as incorporated in this policy.

2. Policy

It is the policy of Lakehead District School Board to ensure that all goods and services are procured at the most economical value with consideration given to price, quality, quantity, delivery, market trends and environmental concerns in compliance with federal and provincial directives, policies, and regulations. The primary objective is to obtain maximum value for public funds expended through a process that ensures that all qualified vendors are treated fairly and that the Board's character values are upheld. Clear procedures for competitive procurement and contracting will enable the efficient execution of supply chain tasks, mitigate risk, and help the Board meet its operational, financial, and accountability obligations.

3. Guidelines

Lakehead District School Board employees involved with purchasing activities must conduct themselves in accordance with the BPS Procurement Directive and Supply Chain Code of Ethics, to promote and ensure an ethical, professional, and accountable supply chain.

3.1 Supply Chain Code of Ethics

3.1.1 Personal Integrity and Professionalism

Lakehead District School Board employees involved in purchasing or other supply chain-related activities must act, and be seen to act, with integrity and professionalism at all times. 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.

3.1.2 Accountability and Transparency

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

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### 3.1.3 Compliance and Continuous Improvement

Individuals involved in purchasing or other supply chain-related activities must comply with this Code of Ethics and the laws of Canada and related jurisdictions. 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.

- 3.2 Authorization to purchase goods and services within the limits of the approved operating and capital budgets, in accordance with this policy, is granted by the Board to administration.
- 3.3 The scope of this policy covers all non-salary expenditures, including, but not limited to supplies, materials, equipment, services, construction projects, and professional/consulting services.
- 3.4 Specific authority to issue a purchase order which commits Lakehead District School Board is delegated to the supervisor of **financial services Purchasing** under the authority of the superintendent of business. The supervisor of **financial services Purchasing** may delegate responsibilities to the purchasing department staff, but at all times the supervisor of **financial services Purchasing** remains responsible and accountable.
- 3.5 The authority to purchase goods and services may be delegated to employees in schools and departments. Purchases must be made in accordance with purchasing procedures and processes developed and communicated by the purchasing department. The approval of these expenditures will be the responsibility of the managers of budgets, which is understood to include superintendents, managers, principals, and supervisors. It is implied that all references to Lakehead District School Board officials or staff will include the designate of the position referenced. All supervisory personnel are responsible for ensuring their immediate staff are properly informed of and comply with this policy and procedures.
- 3.6 The purchasing department has the responsibility and authority to question the quality and type of materials or service requested to ensure that the best interests of Lakehead District School Board are served. Common use items will be standardized to the greatest extent to take advantage of quantity discounts.
- 3.7 Risk management is undertaken by the purchasing department to provide greater certainty that a planned procurement will have a successful outcome. This includes, but is not limited to, the organization's adoption of a Code of Ethics and purchasing policy; the formulation of comprehensive purchasing procedures governing the procurement process; and incorporating risk mitigation strategies in the procurement documents.



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- 3.8 All schools and departments are required to purchase identified goods and services from suppliers with whom the Board has entered in contracts with, resulting from a tender process. It is the responsibility of Lakehead District School Board staff to review the Lakehead District School Board purchasing website for all tendered items and pricing prior to making a purchase.
- 3.9 School principals, managers, and superintendents will be informed of purchases not complying with Board policy. The purchasing department is required to report any non-compliance of the purchasing policy to the superintendent of business.
- 3.10 Where feasible and economical, Lakehead District School Board will participate in cooperative purchasing ~~with the Lakehead Purchasing Consortium~~ whenever the best interests of the Board are served. In such cases, Lakehead District School Board will not be required to solicit independent pricing, quotations or tenders.
- 3.11 Every effort will be made to competitively purchase environmentally responsible and ecologically sound products which have a level of performance acceptable to Lakehead District School Board.
- 3.12 In accordance with Ontario Regulation regarding the Safe Schools Act, the purchasing department will request criminal background checks for service providers who have direct and regular contact with students, to ensure a safe and secure working and learning environment for students and staff.
- 3.13 The supervisor of ~~financial services~~ **Purchasing** is responsible for the disposal process of obsolete and surplus supplies, furniture, and equipment in accordance with the purchasing procedures.

4. Review

This policy shall be reviewed in accordance with Policy Development and Review Policy 2010.

| <u>Cross Reference</u>                                  | <u>Date Approved</u>   | <u>Legal Reference</u> |
|---|--|------------------------|
| <b>Procedures 3030<br/>Policy &amp; Procedures 8012</b> | <b>September 1977</b>  |                        |
|   | <u>Date Revised</u><br><b>September 22, 1998<br/>January 11, 2005<br/>September 28, 2010<br/>November 22, 2011</b> |                        |

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**BUSINESS AND BOARD ADMINISTRATION****3000****DRAFT – March 9, 2021****PURCHASING PROCEDURES****3030**1. Policy

It is the policy of Lakehead District School Board to ensure that all goods and services are procured at the most economical value with consideration given to price, quality, quantity, delivery, market trends and environmental concerns in compliance with federal and provincial directives, policies, and regulations. The primary objective is to obtain maximum value for public funds expended through a process that ensures that all qualified vendors are treated fairly and that the Board's character values are upheld. Clear procedures for competitive procurement and contracting will enable the efficient execution of supply chain tasks, mitigate risk, and help the Board meet its operational, financial, and accountability obligations.

2. Segregation of Duties

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

| Roles       | Explanation   | Who  |
|-------------|---|--|
| Requisition | Forwarded to purchasing department for acquisition purposes                     | Initiated by the person requesting goods or services   |
| Budget      | Authorize that funding is available to cover the cost of the order              | Budget is authorized and approved by the Board on an annual basis. Allocated to school administrators and department managers. Requisitions approved on-line by budget holders |
| Commitment  | Authorize release of the order to the supplier under agreed-upon contract terms | purchasing department  |
| Receipt     | Authorize that the order was physically received, correct and complete          | Person <b><i>or department responsible for the receipt of the goods or service who has received the goods or service</i></b>   |
| Payment     | Authorize release of payment to the supplier                                    | accounts payable   |

**BUSINESS AND BOARD ADMINISTRATION****3000****DRAFT – March 9, 2021****PURCHASING PROCEDURES****3030**3. Approval Authority Limits (*including Taxes, shipping, etc.*) – ~~Taxes Not Included~~

| Total Purchase Amount | Delegated Purchasing Authority Level                  |
|-----------------------|---|
| <\$49,999             | principal, manager, supervisor or designate           |
| \$50,000 - \$250,000  | superintendent or designate                           |
| >\$250,000            | Board of Trustees, director of education or designate |

4. Dollar Limits and Process Requirements(*including Taxes, shipping, etc.*) – ~~Taxes Not Included~~

- 4.1 Purchases are to be made in accordance with the following guidelines based on dollar values. No contract or purchase shall be divided to avoid the requirements of these procedures. Dollar values are determined by the total contract including optional years or total project requirements.
- 4.2 When special or additional funding, ***including school generated funds*** from any and all sources for approved projects or programs has been allocated, and the respective superintendent, principal or manager is ready to initiate the procurement process, Purchasing shall be consulted for guidance regarding process. Dollar limit process requirements are also applicable to this type of funding.
- 4.3 Purchases made by all staff in the name of *Lakehead District School Board* without using an authorized purchase process will be considered an obligation of the person making the purchase and not an obligation of the Board.

## Goods and Non-Consulting Services and Construction

| Total Purchase Value  | Procedures   |
|---|--|
| <del>&lt; \$3,000</del><br><del>&lt; \$750</del>                                | petty cash, P-card, <b><i>payment request Cheque Requisition</i></b> guidelines – within the accounting/purchasing processes                                 |
| <del>&gt; \$3,000 &lt; \$10,000</del><br><del>\$750 &lt; \$5,000</del>          | one to three verbal or written quotes where feasible – purchase order required   |
| <del>&gt; \$10,000 &lt; \$50,000</del><br><del>&lt; \$5,000 &lt; \$50,000</del> | three written quotes with the guidance of and reviewed by the purchasing department - purchase order required  |
| > \$50,000 < \$100,000  | tender - Formal Invitational Competitive Procurement (minimum of three bids where possible) initiated by the purchasing department - purchase order required |
| > \$100,000   | Open Competitive Procurement - initiated by the purchasing department – purchase order required  |

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| Consulting Services   |  |
|---|--|
| Total Purchase Value  | Procedures   |
| <del>&gt; \$0 &lt; \$5000</del>   | <del>1 to 3 verbal or written quotes where feasible – purchase order required</del>  |
| <del>&gt; \$0 &lt; \$50,000</del><br><del>&gt; \$5000 &lt; \$50,000</del> | three written quotes with the guidance of and reviewed by the purchasing department – purchase order required  |
| > \$50,000 < \$100,000  | Request for Proposal – Formal Invitational Competitive Procurement (minimum of three bids where possible) initiated by the purchasing department – purchase order required |
| > \$100,000   | Open Competitive Procurement – initiated by the purchasing department – purchase order required  |

- 4.4 There may be exemptions for the requirement of a purchase order, as listed in Appendix D.
- 4.5 Regardless of dollar value, the purchasing department may request copies of any or all quotations for the files.
- 4.6 The supervisor of **financial services Purchasing** shall be permitted discretion to recommend and issue a formal Competitive Procurement Process, regardless of the amount of money involved if deemed to be in the best interest of the Board.
- 4.7 The supervisor of **financial services Purchasing** shall be permitted discretion in the number of competitive bids to be obtained regardless of dollar value if the item is urgently required, there is a single or sole source of supply, a particular item is specified for replacement programs or replacement parts, or where program funding is available for a limited period of time.

5. Related Guidelines

Lakehead District School Board's competitive purchasing activities are governed by legislation and other trade agreements. In addition to Supply Chain Management Guidelines, Procurement Policies and Procedures prepared by the Ministry of Finance have been harmonized with the following:

- 5.1 **Canadian Free Trade Agreement (CFTA) Agreement On Internal Trade (AIT) – CFTA AIT** regulates trade between the provinces to ensure equal access to public sector procurement for all Canadian suppliers. Thresholds are as follows for competitive processes which would include using electronic tendering system, advertisements in daily newspaper or other source lists: Goods and Services ~~+\$105,700~~ ~~+\$100,000~~; Construction ~~+\$264,200~~ ~~+\$250,000~~.

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5.2 Ontario-Quebec Procurement Agreement – Similar to the **CFTA AIT**, the Ontario-Quebec Procurement Agreement regulates trade between Ontario and Quebec to ensure equal access to public sector procurement for local suppliers. Thresholds are as follows: Goods and Services +\$100,000; Construction +100,000.

5.3 Canadian Law of Competitive Process and Contract Law –  
When the purchasing department initiates a competitive procurement tender, the law of competitive processes applies. Contract “A” is formed when bids are received. Board staff must take special care understanding the implications of contract formation. A breach may occur if the Board were to provide information or change the specifications, enter into negotiations with any bidder or deviate from the process described in the bid documents, during the competitive process.

When an award of the competitive process is made, Contract B is formed whereby the Board enters into a contractual agreement with a supplier. The agreement creates obligations on both parties and is subject to applicable contract law.

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

The purpose of MFIPPA is to ensure boards are accountable to the public and to protect personal privacy. MFIPPA provides the public with a right of access to records within the Board’s custody and also prevents the unauthorized collection, use and disclosure of personal information. All notes, e-mails, memos, letters or any documentation relating to a competitive procurement process are subject to MFIPPA requests. Freedom of Information requests can be made for information on tendering and the administration of contracts.

## 6. Criteria to Determining the Supply Chain Management Process

The supervisor of **financial services Purchasing**, in consultation with the initiating superintendent, principal or manager, shall consider the following criteria in determining the purchasing process to be followed for goods and services.

- 6.1 Where the goods or service can be specified, the Request for Quote or Tender process shall apply.
- 6.2 Where only the need can be specified rather than the specific product or service to fill the need, the Request for Proposal process shall apply. The proposal process may include the process of pre-qualification.
- 6.3 Where professional or consulting services are being requested, the Request for Proposal process shall apply.

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6.4 Non-competitive procurement (exemption from the Competitive Process).

7. Non-Competitive Procurement Processes (exemptions from the Competitive Process)

7.1 In certain unique circumstances, the Board will not have the ability to go through a competitive process activity. The purchasing department would then go directly to one supplier to meet the requirements of the Board, providing that it does not do so for the purposes of avoiding competition between suppliers or to discriminate against suppliers.

Sections 7.3 and 7.4 outline the applicable **Canadian Free Trade Agreement (CFTA) Agreement on Internal Trade (AIT)** exception clauses. ~~as of April 1, 2011.~~

7.2 A discretionary form (Appendix A) justifying a direct award decision must be completed by the manager/principal/~~designate~~ and submitted ~~to their Superintendent for signature and approval.~~ **for appropriate approval by** the superintendent of business and the supervisor of **financial services Purchasing will also approve.** All discretionary purchase forms will be kept on file in the purchasing department for audit purposes.

There are three main types of direct awards:

7.3. Single Sourcing is a non-competitive procurement process to acquire goods, services or construction from a specific supplier even though there may be more than one supplier capable of delivering the same goods, services, or construction. This process is allowable:

7.3.1 When an unforeseen emergency situation arises involving the safety of persons, protection of property or the prompt restoration of service to minimize interruption of Lakehead District School Board activities. Failure to plan and allow sufficient time for a competitive procurement process does not constitute an unforeseeable situation of urgency.

7.3.2. Where goods or consulting services regarding matters of confidentiality or privileged nature are to be purchased and the disclosure of those matters through open competition could reasonably be expected to compromise confidentiality.

7.3.3. In the absence of a receipt of any bids in response to a call for proposals or tenders.

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- the extension or revision of an existing contract would prove more cost effective or beneficial – any extension must be approved using a Contract Extension Approval form;
- due to market conditions, goods are in short supply;
- there is only one known source of the goods or service;
- the lowest bid received substantially exceeds the estimated budget;
- all bids received fail to comply with the specifications, tender terms and conditions, and it is not practical to recall Tenders; and
- when only one bid is received through the tendering system.

8. Competitive Procurement Processes

## 8.1 Request For Quotation (RFQ)

Used for purchases that are estimated to be greater than ~~\$10,000~~ ~~\$5,000~~ and less than \$50,000. RFQ is a more informal method of solicitation in that the bids are not required to be sealed. A minimum of three written quotes are required. A RFQ usually focuses the evaluation criteria on price and delivery.

## 8.2 Request For Tender (RFT)

Used for purchases where the goods or services can be specified and are estimated to be greater than \$50,000 and less than \$100,000. RFT is a formal method of solicitation in that sealed bids are required. An RFT usually focuses the evaluation criteria predominantly on price and delivery requirements.

## 8.3 Request For Proposal (RFP)

Used where the product or service cannot be specified, but the need, problem or goal is identified. Bidders must support their proposal by describing their relevant experience and capabilities, qualification and solution to our need. The proposals are evaluated on a technical and cost merit. This process uses predefined evaluation criteria in which price is not the only factor.

## 8.4 Request For Expression of Interest (RFEI) or Request For Information (RFI)

Used for gathering information from potential suppliers as to how they would deal with a certain scenario or problem, and determine the interest level of suppliers in participating in a procurement process. It can lead to a formal competitive process. A response to an RFEI or RFI does not pre-qualify a potential supplier and does not influence their chances of being the successful bidder on any subsequent opportunity. No Contract A



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(bid contract) or Contract B (performance contract) will be formed between the Board and the respondents. Electronic tendering methods may be used to reach a large population when seeking information.

#### 8.5 Request for Supplier Qualifications (RFSQ)

The Board, at its discretion, may pre-qualify potential bidders based on criteria appropriate to the service, supply or construction requirements. The purpose is to gather information on supplier capabilities and qualifications with the intention of:

- a) using a pre-qualified suppliers list to respond to a purchasing competition; and
- b) pre-qualifying suppliers who are interested in supplying materials or services in the future. The result of this procedure is a Vendor of Record (VOR) or a preferred suppliers list.

The RFSQ will contain specific language to disclaim any obligation on the part of the Board to actually call on or award a contract to any supplier as a result of the pre-qualification to supply such goods or services.

#### 8.6 Co-Operative Purchasing

Lakehead District School Board is a member of the Lakehead Purchasing Consortium (LPC) and will participate in a group competitive process whenever it is in the best interests of the Board. The Board will encourage cooperative purchasing with other units of government or their agencies of public authorities, or utilize a “piggy-back” clause to existing Ministry or Government Services Contracts, **Ontario Education Collaborative Marketplace** or other cooperatives.

### 9. Competitive Procurement Documents

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

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11.2 The competition process begins when the procurement documents are issued and ends on the closing date, commonly referred to as the “blackout period”. During the blackout period, all communications with suppliers will be through a contact person identified in the competitive document.

11.3 During the competitive period, documents may be clarified or modified through the use of an addendum or a question-and-answer (Q&A) response. Addenda and Q&A will be posted in the same manner as the competitive documents were advertised. Addenda must be issued at least seven days PRIOR to the closing date of the tender. Where an addendum must be issued within the last seven days of closing, the closing date will be extended accordingly.

12. Bid Amendment or Withdrawal

A bid may be amended or withdrawn prior to the bid closing date and time by written request to the supervisor of **financial services Purchasing**. Repeated withdrawal of bids may be grounds for exclusion of participation in future Lakehead District School Board procurement processes. After the bid closing, the bid submission becomes the property of Lakehead District School Board and requests for return of a bid will not be granted. The Lakehead District School **Board** will return unused samples and exhibits at the supplier’s request and expense.

13. Bid Receipt

*All bid submissions will be received electronically. Lakehead District School Board reserves the right to review all bids for compliancy and will make results available for bidders as soon as is practical following the tender closing in accordance with the Municipal Freedom of Information and Protection of Privacy Act guidelines. Each bid must be stamped as it arrives with the date and time. Any bids received after the closing date and time will not be accepted and will be returned unopened to the supplier.*

14. Bid Openings

~~14.1 All bids will be publicly opened in the presence of the Supervisor of Purchasing or delegate and at least one witness. Bid amounts, sureties, other requirements and attendance will be recorded on a Bid Summary sheet which will be kept in the competitive document file.~~

~~14.2 Information released at a public opening depends on the competitive procurement method. For a tender, the supplier’s name and total bid will be announced. In the case of an RFP, RFEI, RFI, or RFSQ only the names of bidders will be announced.~~

~~14.3 Lakehead District School Board reserves the right to review all bids for compliancy and will make results available for bidders as soon as is practical~~

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~~following the tender opening in accordance with the Municipal Freedom of Information and Protection of Privacy Act guidelines.~~

15. Evaluation Team

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

16. Evaluation of Bids

- 16.1 Bids will be evaluated according to all relevant criteria contained in each bid document. The Board intends to evaluate based on price, product/service quality, past performance, delivery and payment terms or any combination or additions thereof at its sole discretion. Evaluation of bids may include compliance, skills/experience and capability, reference checks, interviews, and demonstrations.
- 16.2 The purchasing department reserves the right to evaluate pricing offered based on the combined total cost of the items tendered or separately.
- 16.3 The purchasing department is entitled to ask bidders for clarification on their bid as long as it does not change their bid in any way.
- 16.4 Alternative strategies or solutions submitted with a bid, which were not requested in the original procurement document, will not be accepted unless an alternative was expressly requested.

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19. Discrimination or Preferred Treatment in Contract Award

## 20. Vendor Debriefing and Bid Protest Procedures

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21. Vendor Suspension/Removal from Bidder's List

21.3 The supervisor of ***financial services Purchasing*** with approval from the superintendent of business has the authority to suspend a business from participating in any Lakehead District School Board solicitation process.

- i) Discussion with the vendor and/or verbal warning;
- ii) Written warning signed by the supervisor of **financial services**; and **Purchasing**
- iii) Written suspension signed by the supervisor of **financial services** **Purchasing** and superintendent of business.

21.5 In order for a vendor to modify or shorten the suspension period, supporting documentation must be submitted to the supervisor of **financial services Purchasing** indicating:

- i) genuine change in the ownership and management of the business; and
- ii) elimination of the cause for which the suspension was imposed.

21.6 Upon termination of the suspension period, suppliers shall be eligible to participate in the bidding process. No written notice will be sent to the supplier unless the period has been shortened.

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21.7 If a supplier is suspended a second time for the same cause, the Board reserves the right to impose permanent suspension.

21.8 Suspension may occur for the following reasons:

21.8.1 Unsatisfactory performance, unless caused by acts beyond the control of the business.

- i) poor delivery or failure to delivery;
- ii) failure to abide by contract terms and conditions;
- iii) under or over shipments;
- iv) providing damaged or defective goods;
- v) making unauthorized substitutions;
- vi) continuous billing errors;
- vii) poor customer service and failure to respond promptly to service calls;
- viii) poor quality or workmanship; and
- ix) failure to meet specification.

21.8.2 Failure to respond to three consecutive requests for bid.

21.8.3 Conviction of the business or an officer or principal shareholder of the business for commission of a criminal offense in connection with obtaining, attempting to obtain, or performing a contract or subcontract.

21.8.4 Bid Collusion.

21.8.5 Bankruptcy or pending bankruptcy of the supplier.

22. Contract Management

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

22.1 Payments will be made in accordance with provisions of the contract. All invoices must contain detailed information sufficient to warrant payment.



|  |             |
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- 22.2 Supplier performance will be managed and documented and any performance issues will be addressed.
- 22.3 The responsibilities of both the Board and the successful supplier are defined in a signed written contract/purchase order before the provision for supplying goods or services commences.
- 22.4 Contracts will include appropriate cancellation or termination clauses.
- 22.5 Contracts will include extensions to the term of the agreement as set out in the procurement document
- 22.6 Extending the term of agreement beyond that set out in the competitive procurement document is considered a non-competitive procurement where the extension affects the dollar value. In such situations, approval authority will be obtained prior to proceeding with the extension.
- 22.7 For services, the Board will ensure that:
- clear terms of reference are outlined in the procurement document. The terms shall include objectives, background, scope, constraints, staff responsibilities, tangible deliverables, timing, progress reporting, and approval requirements;
  - expense claim and reimbursement rules are compliant with the Broader Public Sector Expenses Directive and ensure that all expenses are claimed and reimbursed in accordance with these rules; and
  - ensure that expenses are claimed and reimbursed only where the contract explicitly provides for reimbursements of expenses.

23. Environmental Sourcing

Lakehead District School Board will consider environmentally responsible and sustainable products and services as part of the purchasing decisions. The requirement for environmentally friendly products will be evaluated for need, affordability and cost-effectiveness in the context of the organization's mandate and overall program objectives.

24. Health and Safety

All products and services purchased through the competitive process will adhere to the Board's policy of acquiring and maintaining Material Safety Data Sheets on file.

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25. Procurement Documents and Records Retention

All procurement documents, as well as any other pertinent information for reporting and auditing purposes must be maintained for a period of seven years and be in recoverable form if requested.

Confidential and commercially sensitive information is maintained in the procurement file in locked cabinets within the purchasing department. If transfer of the files is required prior to seven years, the documents are taken to the Board's secure archives **and stored electronically**. After seven years, the documentation is destroyed.

Confidential information may be shared with evaluation team members after an Evaluator's Code of Conduct & Conflict of Interest Agreement (Appendix C) is received by the supervisor of **financial services Purchasing**.

26. Conflict of Interest

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

26.1 Suppliers – Lakehead District School Board will:

- i) define a conflict of interest that could give a supplier an unfair advantage during a procurement process or compromise the ability of a supplier to perform his obligations under the agreement;
- ii) reserve the right to solely determine whether any situation or circumstance constitutes a conflict of interest;
- iii) reserve the right to disqualify prospective suppliers from a procurement process due to a conflict of interest;
- iv) require prospective suppliers participating in a procurement process to declare any actual or potential conflict of interest;
- v) reserve the right to prescribe the manner in which a supplier should resolve a conflict of interest;

**3000**

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## PURCHASING PROCEDURES

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- 26.2 Consultants – Lakehead District School Board will:

- ## 26.3 Employees

## 27. Disposal of Surplus Furniture & Equipment

- 40

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- v) traded in against the purchase of usable material;
- vi) sold to salvage or scrap dealer;
- vii) disposal to landfill site; and
- viii) disposal through a recycling program.

27.3 Items worth \$250 or less may be disposed of by a school or department. In the event that a school/department has a series of items that are individually less than \$250, but in aggregate have a value greater than \$1,500, the Purchasing Department must be consulted.

27.4 Proceeds from all sales will be utilized to cover the costs incurred for the disposal of the items.

28. Review

These procedures shall be reviewed in accordance with Policy Development and Review Policy 2010.

| <u>Cross Reference</u>                     | <u>Date Approved</u>      | <u>Legal Reference</u> |
|--|---------------------------|------------------------|
| <b>Policy 3030</b>                         | <b>September 1977</b>     | _____                  |
| <b><i>Policy &amp; Procedures 8012</i></b> | <u>Date Revised</u>       | _____                  |
| _____                                      | <b>September 22, 1998</b> |                        |
|  | <b>January 11, 2005</b>   |                        |
|  | <b>September 28, 2010</b> |                        |
|  | <b>November 22, 2011</b>  |                        |

G:\POL\3030\_purch\_proc.doc

**Discretionary Form for single Source or Sole Source**  
Competitive Pricing Not Obtained

Item/Service to be purchased: [Click or tap here to enter text.](#)

Supplier: [Click or tap here to enter text.](#)

Date: [Click or tap to enter a date.](#)

Requested By: [Click or tap here to enter text.](#)

School/Department: [Click or tap here to enter text.](#)

Comb. Code# [Click or tap here to enter text.](#) Total Cost (excluding taxes): [Click or tap here to enter text.](#) PO#: [Click or tap here to enter text.](#)

To be compliant with laws, regulations, public policy and LDSB's Purchasing Policies and Procedures, all purchases must be subject to competitive bidding. In specific or exceptional circumstances, only one supplier or consultant may be able, or capable, of providing goods and/or services. A competitive bid cannot be completed for this purchase for the reason(s) noted below and is supported by the Justification.

**Single Source:**

A non-competitive procurement process to acquire goods, services or construction from a specific supplier even though there may be more than one supplier capable of delivering the same goods, services or construction.

**Sole Source:**

The use of a non-competitive procurement process to acquire goods or services where there is only one available supplier for a particular product or highly specialized skill.

**Single Source:**

☐ An unforeseen emergency situation has arisen involving the safety of persons, protection of property or the prompt restoration of service to minimize Interruption of LDSB activities. ***Failure to plan and allow sufficient time for a competitive procurement process does not constitute an unforeseeable situation of urgency.***

☐ Where goods or consulting services regarding matters of confidentiality or privileged nature are to be purchased and the disclosure of those matters through open competition could reasonably be expected to compromise confidentiality.

☐ In the absence of a receipt of any bids in response to a call for proposals or tenders.

**Sole Source:**

☐ To ensure compatibility with an existing product, to recognize exclusive rights, such as exclusive licenses, copyrights and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative.

☐ Where there is an absence of competition for technical reasons and that the goods or services can only be supplied by a particular supplier and no alternative or substitute exists.

☐ For the purchase of goods on a commodity market.

☐ Work to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work.

☐ Subscriptions to newspapers, magazines or other periodicals.

☐ Procurement of real property

☐ Goods or services in which the supply is controlled by a supplier that is statutory monopoly.

☐ Contract to be awarded to the winner of a design contest.

☐ Procurement of a prototype of a first good or service to be developed in the course of, and for, a particular contract for research, experiment, study or original development, but not for any subsequent purchases.

☐ Purchase of goods under exceptionally advantageous circumstances such as bankruptcy or receivership, but not for routine purchases.

☐ Original works of art.

☐ Work to be performed on or about a leased building or portions thereof that may be performed only by the lessor.

☐ **Other:** Provide explanation/justification [Click or tap here to enter text.](#)

**Discretionary Form for single Source or Sole Source**  
Competitive Pricing Not Obtained

---

**Justification:**

Click or tap here to enter text.

Attached is the required back up documentation in support of the selected conditions above. I acknowledge that the order has NOT been placed with the supplier pending authorization by the supervisor of financial services and the superintendent of business.

**Back up Documentation may include:**

- Attached quote
- Manufacturer/distributor letter of exclusivity
- Absence of competition requires “proof of attempt” (tried to obtain more than one quote)

**Authorization Signatures:**

1. \_\_\_\_\_

Click or tap here to enter text.

Department Manager/Principal/Designate

2. \_\_\_\_\_

Click or tap here to enter text.

Supervisor of Financial Services

3. \_\_\_\_\_

Click or tap here to enter text.

Superintendent of Business



# **EVALUATOR HANDBOOK**

## **FOR PROPOSALS**

Appendix B to 3030 Purchasing Procedures

Introduction

This document outlines the evaluation process and your role and responsibilities as an evaluator. If you have any questions after reading this document, please contact the supervisor of **financial services Purchasing**.

Goals

By issuing this RFP, Lakehead District School Board intends to select a supplier that, through the evaluation process based on weighted criteria, is found to be the best qualified to provide the goods or services to meet the requirements of Lakehead District School Board (LDSB).

At the conclusion of the evaluation process, the Board will enter into a contractual agreement with the successful supplier.

Principles of Evaluation

The proposal evaluation process must adhere to the following principles:

Defensible

- A clear and logical process must be rigorously applied.

Transparent

- Evaluators should conduct assessments individually and independently from other team members and must clearly document their findings. The evaluations will be converted to numeric scores so that there are both a qualitative and a quantitative summary of each proposal. Each evaluator must clearly document all comments/findings to ensure the integrity of the procurement process, as this documentation may be used to debrief proponents. Additionally, evaluation sheets are subject to the Freedom of Information and Protection of Privacy Act (FIPPA) and in this regard can be requested through a Freedom of Information (FOI) request; and
- Final conclusions and award recommendations should be arrived at by team consensus.

Integrity

- The process should be objective:
  - evaluators must declare all existing and potential conflicts of interest; and
  - evaluators must sign a declaration attesting that all existing and potential conflicts of interest were disclosed.
- Confidentiality and security must be ensured:
  - evaluators are not to discuss the evaluation with each other prior to the evaluation team meeting; and
  - evaluators are not to discuss the evaluation with anyone outside the evaluation team.
- Evaluation process must be objective and fair:
  - only material submitted as part of the RFP submission and material obtained by formal clarification can be evaluated; and
  - no communication with bidders is allowed. Evaluators must sign a Non-Disclosure Agreement to this effect and must maintain that condition during and after the RFP process.
- All bids must be treated in the same manner and given equal consideration.



Appendix B to 3030 Purchasing ProceduresDocumented

- the process must be documented to support selection of the successful bidder and to facilitate debriefing of unsuccessful bidders;
- all documentation must be clear and concise to facilitate future scrutiny such as audits and requests through an FOI application; and
- the process and results must be summarized, documented and retained for future public scrutiny.

Note: Evaluation sheets are reviewed and kept in the RFP file in the purchasing department.

Stages of Proposal Evaluation

- review bids for compliancy – each bidder's written submission must comply with all the mandatory requirements as set out in the RFP. Proposal submissions that do not comply, must be disqualified and not evaluated further;
- completion of individual evaluations on score sheets and supporting documentation;
- at the conclusion of the individual evaluation and scoring, a meeting will be convened to arrive at the consensus score for each proposal. A master summary sheet will contain the scoring and comments for all rated criteria for all submissions; and
- in the event of a tie score, tie-break procedures as defined in the RFP will prevail.

Scoring Method

- weights for the evaluation criteria will be determined prior to the RFP being issued;
- evaluators will be given ~~an Excel spreadsheet which will calculate~~ the rates and totals for each criteria evaluated; and
- each evaluator must maintain working notes of their evaluation as they are reviewing bids. The team will produce a summary showing the scoring allocated to each submission.

Questions and Answers during the Evaluation Period

Evaluators may request clarification in writing, at any time during the evaluation period by forwarding questions to the supervisor of **financial Services Purchasing** or designate, who will ensure that the question is answered and made available to all of the team members.

Responsibilities of Evaluators

- review the RFP and the addenda/attachments fully and thoroughly, with particular focus on the evaluation criteria;
- review proposals, assign points and write corresponding comments to support each individual score. Minimal comments are insufficient;
- evaluate proposal content and not style. Presentation styles will vary from expensive glossy to straightforward letter proposals. It is critical that the focus be on content only and in accordance with the pre-established evaluation criteria as set out in the RFP document;
- assess each proposal independently of the other submissions. Rate compliance with each criterion separately;
- review all information in the proposal. If the evaluators find information in the proposal, but not where it is technically supposed to be located, they must take the information into account;
- bidders' responses are to be scored solely on whether they answer the RFP the way they were instructed and whether they provide an adequate solution;
- evaluators must sign their final individual scoring sheets;
- after the individual portion of the evaluation has been completed, evaluators will meet to discuss their responses, clarify inconsistencies and determine what their final group consensus will be;
- the supervisor of **financial services Purchasing** or designate will prepare the Proposal Evaluation Summary Sheet; and
- after completion of the evaluation, all copies of bid submissions, and all summary material will be collected and given to the supervisor of **financial services or designate Purchasing**.



## Evaluator's Code of Conduct & Conflict of Interest Agreement

Date:

RFP Number:

Evaluator:

List of Respondents: See attached list of Bidders

### Code of Conduct

In fulfilling my duties as a participant in the above-named RFSQ process, I have read the Broader Public Sector (BPS) Supply Chain Code of Ethics. I am required to observe high standards of conduct and avoid impropriety or the appearance of impropriety so that the integrity and impartiality are preserved.

This will require that I:

- act honestly and fairly in the conduct of my duties;
- be independent and impartial at all times;
- not be influenced by self-interest, outside pressure, political considerations or fear of criticism;
- not allow any past or existing financial, business, professional, family or social relationships or responsibilities influence my conduct or judgment;
- assist and be collegial to colleagues in the performance of their duties;
- respect all members of the project team in the exchange of views, information and opinions that take place throughout the project; and
- conduct myself in a manner that is transparent and accountable.

### Confidentiality

The information that I have access to be used solely for the purpose for which they were created or obtained and shall not be disclosed, utilized, directly or indirectly, after expiry or termination of the project, except and solely:

- upon mutual agreement of the parties to the disclosure of such information;
- as may be required pursuant to an arbitration or to a court in respect of a dispute; and
- to the extent that any such information is generally known or available to the public or is required by law or legal process.

### Conflict of Interest

\*\* A conflict of interest refers to situations in which personal, occupational or financial considerations may affect or appear to affect the objectivity or fairness of an individual. A conflict of interest may be real, potential or apparent in nature. A real conflict of interest arises where an individual has a private or personal interest, for example, a close family connection or financial interest with a respondent. A potential conflict of interest may arise when an individual has a private or personal interest such as an identified future commitment with a respondent. An apparent conflict of interest may exist when a reasonable well-informed person has a reasonable belief that he or she has a conflict of interest, even if there is no real conflict.

The individual must check the applicable box below:

- ☐ The individual declares that he/she has a conflict of interest.
- ☐ The individual declares that he/she does not have a conflict of interest.

Signed By:

|           |       |       |
|-----------|-------|-------|
| _____     | _____ | _____ |
| Name      | Title | Date  |
| _____     |       |       |
| Signature |       |       |

## BROADER PUBLIC SECTOR (BPS) SUPPLY CHAIN CODE OF ETHICS

### Personal Integrity and Professionalism

All Lakehead District School Board employees involved in purchasing or other supply chain-related activities must act and be seen to act with integrity and professionalism at all times. 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.

### Accountability and Transparency

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

### Compliance and Continuous Improvement

All individuals involved in purchasing or other supply chain-related activities must comply with this Code of Ethics and the laws of Canada and related jurisdictions. All individuals should continuously work to improve supply chain policies and procedures, to improve their supply chain knowledge and skill levels, and to share leading practices.



Lakehead  
Public  
Schools

## Purchase Order Exemptions

**A Purchase Order is not required for the following items, unless requested by the requisitioner.**

### **1. Training and Education**

Items associated with the training and education of employees and trustees, including:

- a) conferences;
- b) courses;
- c) conventions;
- d) memberships;
- e) seminars;
- f) periodicals;
- g) magazines;
- h) staff training;
- i) staff development;
- j) staff workshops;
- k) subscriptions; and
- l) tuition.

### **2. Travel, Meals and Other Reimbursable Expenses**

Expenses incurred by employees or trustees, including:

- a) travel expenses;
- b) meal expenses;
- c) hotel accommodation; and
- d) miscellaneous – non-travel.

### **3. General Expenses**

Costs made in the normal course of being an employer or operating a school board, including:

- a) payroll deduction remittances;
- b) licenses (vehicles, elevators, radios, etc.);
- c) debenture payments;
- d) grants and reimbursements to schools, school boards and ministry;
- e) petty cash reimbursement;
- f) tax remittances;
- g) charges to or from other government bodies;
- h) employee income;
- i) bank charges;
- j) postal and courier fees;
- k) insurance premiums;
- l) professional association memberships;
- m) sponsorships, donations;

- n) building permits;
- o) bus passes;
- p) cocurricular registration & tournament fees;
- q) cocurricular travel expenses;
- r) admittance fees (field trips);
- s) catering; and
- t) online social media advertising.

**4. Certain Professional & Special Services**

The following payments:

- a) committee fees;
- b) honoraria;
- c) arbitrators, lawyers;
- d) appraisers;
- e) athletic officials (volleyball, football, basketball, wrestling); and
- f) benefit consultant.

**5. Utilities**

Payment for the supply of required utilities, including:

- a) Postage;
- b) water and sewage charges and water testing;
- c) hydro;
- d) gas;
- e) telephone service charges;
- f) television services charges; and
- g) internet service charges.

**6. Tendered Items with Online Purchasing Option**

Payment of commodities with tendered suppliers offering online ordering and payment options, including:

- a) office supplies (excluding furniture);
- b) school supplies (excluding furniture);
- c) sports, special needs products; and
- d) books.

**7. Others as approved by Finance Department**

- a) goods and services in US funds.

LAKEHEAD PUBLIC SCHOOLS  
OFFICE OF THE DIRECTOR OF EDUCATION

2021 MAR 09  
Report No. 026-21

TO THE CHAIR AND MEMBERS OF  
THE STANDING COMMITTEE – Public Session

RE: DATE CHANGE OF STANDING COMMITTEE MEETING – APRIL 13, 2021

1. Background

- 1.1 Section 4.1.2 of the 2018 Procedural By-Law requires that the Standing Committee shall meet on the second Tuesday of every month excluding July and August.
- 1.2 On May 26, 2020, the Board approved the Standing Committee and Regular Board Meeting Schedule 2020-2021.
- 1.3 Section 4.5.2 of the 2018 Procedural By-Law states that a Standing Committee meeting in any month may be cancelled by the Chair of the Standing Committee in consultation with the Chair and the Director by written notice to members, the media, employee groups and the public.

2. Situation

- 2.1 The Standing Committee meeting scheduled for April 13, 2021 is now in conflict with the new spring break dates mandated by the Ministry of Education.

RECOMMENDATION

It is recommended that Lakehead District School Board move the April Standing Committee meeting from April 13, 2021 to April 20, 2021.

Respectfully submitted,

TRUDY TUCHENHAGEN  
Chair  
The Standing Committee