



## REPORT TO

CORPORATE SERVICES, STRATEGIC  
PLANNING AND PROPERTY  
COMMITTEE

## QUARTERLY PROCUREMENT REPORTING

“It’s no good, it’s no good!” says the buyer – then goes off and boasts about the purchase.  
(Proverbs 20:14)

## Drafted

May 21, 2025

## Meeting Date

June 11, 2025

J. Charles, Head of Procurement, Contract Administration and Risk Management

## INFORMATION REPORT

**Vision:** *IN GOD’S IMAGE: Growing in Knowledge, with Justice and Hope.*

**Mission:** *Nurturing the faith development and academic excellence of our Catholic learning community through the love of God, neighbour, and self.*



MULTI-YEAR STRATEGIC PLAN  
2022 - 2025

IN GOD’S IMAGE: Growing in Knowledge, with Justice and Hope



Brendan Browne  
Director of Education

Adrian Della Mora  
Associate Director of Academic  
Affairs and Chief Operating Officer

Derek Boyce  
Associate Director of Corporate  
Services and Chief Commercial Officer

Ryan Putnam  
Chief Financial Officer and Treasurer

## **A. EXECUTIVE SUMMARY**

As required by Purchasing Policy, the Board of Trustees approve all procurement activity/awards greater than \$150,000 for Goods & Services and greater than \$250,000 for Capital/Renewal expenditure. On a quarterly basis procurement activities/contract awards between \$50,000 - \$150,000 for Goods & Services and \$50,000 - \$250,000 for Capital/Renewal expenditure will be reported to the Board for information. This reporting will occur in March, June, September and December.

On March 10, 2022, the Board of Trustees provide delegated authority to the Director of Education and/or designate for the ongoing purchase of utilities with such transactions to be reported on the next procurement report.

## **B. PURPOSE**

Purchasing Policy requires on a quarterly basis procurement activities/contract awards between \$50,000 - \$150,000 for goods & services and \$50,000 - \$250,000 for Capital/Renewal expenditure will be reported to the Board for information.

## **C. BACKGROUND**

This report provides for information a listing of all procurement activity for contracts awarded between \$50,000 - \$150,000 for Goods & Services and \$50,000 - \$250,000 for Capital/Renewal expenditure in Appendix A.

## **D. EVIDENCE/RESEARCH/ANALYSIS**

A listing of all procurement activity for contracts awarded between \$50,000 - \$150,000 for Goods & Services and \$50,000 - \$250,000 for Capital/Renewal expenditure between April 2025 and May 2025 is provided for information in Appendix A. The summary of the Utilities purchase under delegated authority is included in Appendix B.

## **E. CONCLUDING STATEMENT**

That the Board of Trustees receive as information all procurement activities/awards listed in Appendix A and Utilities purchased under delegated authority in Appendix B.