



REPORT TO

CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

DELEGATING OF AUTHORITY FOR APPROVAL OF SUMMER CONTRACT AWARDS 2019 (ALL WARDS)

*"I can do all things through Him who strengthens me."
Philippians 4:13 (NRSVCE)*

| Created, Draft | First Tabling | Review |
|---|---------------|--------|
| May 28, 2019 | June 6, 2019 | |
| S. Sederavicius, (Acting) Senior Manager, Capital Development M. Farrell, Coordinator, Materials Management P. de Cock, Comptroller, Business Services F. Cifelli, D. Yack, J. Shanahan, J. Wujek, K. Malcolm, M. Caccamo, P. Aguiar, S. Campbell Superintendents of Learning, Student Achievement and Well-Being D. Friesen, (Acting) Executive Superintendent of Facilities Services | | |

RECOMMENDATION REPORT

Vision:

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Mission:

The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.

We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.



Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

L. Noronha
Associate Director of Facilities,
Business and Community
Development, and
Chief Financial Officer

A. EXECUTIVE SUMMARY

During the summer period when there are no scheduled Committee or Board meetings, a number of consultant contracts and tenders may require Board approval under the Board Purchasing Policy in order to initiate the design and/or construction process for projects.

This report recommends that the Board delegate authority to the Director of Education or designate, and the Chair of the Board or designate, or the Chair of the Corporate Services Committee to award contracts for the months of June, July and August 2019.

Communication by email will be sent to the local school Trustee regarding the award of the contract.

The cumulative staff time required to prepare this report was 3 hours.

B. PURPOSE

1. Board approval is required for tender awards for new school construction, major additions and other projects for which a project budget has not been approved, or the approved project budget has been exceeded. During the summer period when the Board is not scheduled to meet, the Board typically delegates approval authority to the Director of Education or designate.
2. Timely contract approvals will facilitate the scheduling and implementation of major construction projects.

C. BACKGROUND

1. *The Board Purchasing Policy F.P.01 outlines authorities for approval of contract awards.* The policy provides for delegation of authority to the Director of Education to approve the award of all contracts and expenditures where the budget, project or report has been approved by the Board with the exception of:
 - a. New school construction and major school additions;
 - b. Contracts that have exceeded the approved budget;
 - c. Significant strategic initiative.
2. *Capital projects (new schools and additions under a. above) generally require Board approval of consultant and construction contract awards.*

Projects are approved to proceed to tender on an individual case basis by the Ministry of Education based on pre-tender cost estimates, and submitted to the Board for project budget approval as well as the award of contracts. Ministry approval of additional funding is required if a Capital project is over budget.

3. ***Renewal projects generally do not require Board approval of individual tender awards.*** On December 12, 2018, the Board approved the 2018-2019 Revised School Renewal Plan with a total budget of \$51.6M. The program is currently being implemented and there may be construction contracts awarded during the summer months. Under the Board's Purchasing Policy, the Director has the authority to award Renewal contracts where the approved global budget has not been exceeded.

D. EVIDENCE/RESEARCH/ANALYSIS

1. ***The Board typically delegates approval authority to the Director of Education during the summer period from June until August.*** This avoids costly project delays when there are no scheduled Committee or Board meetings. An information report is provided to the Board in the following September.
2. ***In recent years, the delegation of authority has included one of either the Chair or Vice-Chair of the Board.*** In June 2018, the Board approved the delegation of authority to the Director of Education or designate and the Chair or Vice-Chair of the Board or the Chair of the Corporate Services Committee.

E. ACTION PLAN

1. ***Director's Council will recommend contract awards in June, July and August, 2019, prior to circulation to the Chair/Vice-Chair.*** The recommendation report to Director's Council will then be sent by email to the Chair of the Board for approval. If the Chair is not available, it will be circulated to the Vice-Chair, and if he is not available it will be circulated to the Chair of Corporate Services.
2. ***The appropriate local School Trustees will be informed by email of awards of contracts in their wards during the summer period.***

F. METRICS AND ACCOUNTABILITY

1. *A report listing all contracts awarded during the summer months will be provided to the Corporate Service Committee in September.* Capital project budgets are monitored through the Board's financial systems and audit processes and the financial status is reported to the Ministry of Education annually through Capital Asset Project Template (CAPT) system.

G. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

1. *Prior to the end of the school year, Facilities staff will meet with affected school Principals to advise them of the anticipated activities over the summer.* If the construction commences during the summer, while the school is not in session, the status of the project will be communicated to the Principal by email. Staff will meet with the Principal at the end of August 2019 to coordinate the safe return of the staff and students to the site.
2. *As per the Board's Good Neighbour Policy,* a communication letter will be sent to the surrounding neighbours, Principal and local Trustee, as well as to the local City Councillor, prior to the start of major construction at a school.

H. STAFF RECOMMENDATION

That the Board delegate authority to the Director of Education or designate, and the Chair or Vice-Chair of the Board, or the Chair of the Corporate Services Committee, to award contracts for the months of June, July and August 2019.