



REPORT TO

**CORPORATE SERVICES, STRATEGIC  
PLANNING AND PROPERTY  
COMMITTEE**

**DELEGATING OF AUTHORITY FOR APPROVAL OF  
SUMMER CONTRACT AWARDS 2020 (ALL WARDS)**

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

Created, Draft	First Tabling	Review
May 19, 2020 J. Charles, (Acting) Coordinator, Materials Management P. De Cock, Comptroller, Business Services D. Friesen, Executive Superintendent of Facilities Services S. Camacho, Chief Information Officer M. Farrell, Superintendent of Environmental Support Services	June 11, 2020	

**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, it is anticipated that there will be a number of tender contract awards purchases that would normally require Board approval under the Board Purchasing Policy.

In order to meet the ongoing business requirements of the Board in the areas of Facilities, ICT and Curriculum, there will be a numbers of contract awards and purchases that will need to be completed prior to the resumption of Board meetings. These awards and purchases are essential to facilitate the ongoing continuity of school operations in September 2020

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 and approve purchases over \$50,000 for the months of June, July and August 2020.

The Board of Trustees will be updated in the fall with a list of all awards and purchases approved by delegated authority over the summer.

*The cumulative staff time required to prepare this report was 4 hours.*

## **B. PURPOSE**

1. Board approval is required for tender awards for new school construction, major additions and all awards above \$50,000. 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 and key operational work ahead of the start of school.

## **C. BACKGROUND**

1. *As required by the TCDSB Purchasing Policy (FP.01), the Board of Trustees approve any procurement activity/awards in excess of \$50,000.* The Board Purchasing Policy FP01 provides delegation of authority to the Director of Education to approve the award of all contracts and expenditures

not to exceed a threshold of \$50,000 where the Board of Trustees has approved the budget, project or report.

2. ***Procurement activity continues during the summer months when the Board of Trustees does not meet.*** In order to initiate the design and/or construction process for Capital and Renewal projects, award Maintenance and ICT contracts and complete purchases required for school operations to commence in September, the Board may approve the delegation of authority during the summer to the Director of Education or designate to approve contracts and purchases that exceeded \$50,000.

#### **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, Vice-Chair of the Board or Chair of Corporate Services.*** In June 2019, 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. 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.

## **F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN**

- 1. Director's Council will recommend contract awards in June, July and August, 2020 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 she is not available it will be circulated to the Chair of Corporate Services.
- 2. The appropriate local School Trustees will be informed of major construction awards in their ward.* The local trustee will be informed by email of awards of major Capital construction contracts in their wards during the summer period.

## **G. 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 and approve purchases over \$50,000 from **June 12, 2020 to August 31, 2020.**