



REPORT TO

CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

DELEGATED AUTHORITY FOR SUMMER 2023

“As God’s chosen ones, holy and beloved, clothe yourselves with compassion, kindness, humility, meekness, and patience.” Colossians 3:12

Drafted	Meeting Date
June 1, 2023	June 8, 2023
J. Charles, Sr. Coordinator, Procurement and Contract Administration	

RECOMMENDATION 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

During the summer period when there are no scheduled Committee or Board meetings, it is anticipated that there will be several tender contract awards and purchases that would normally require Board approval under the Board Purchasing Policy.

There will be necessary contract awards and procurement activities prior to the resumption of Board meetings to meet the ongoing business requirements of the Board in the areas of Facilities, ICT and Curriculum. These procurement awards and purchases are essential to facilitate the ongoing continuity of school operations in September 2023.

This report recommends 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 procurement contracts and approve purchases over \$50,000 for the months of June, July, and August 2023. 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.

B. PURPOSE

1. Board approval is required for tender awards for new school construction, major school additions and all procurement activity above \$50,000. During the summer period when the Board is not scheduled to meet, the Board has traditionally delegated approval authority as noted above.
2. Timely contract approvals will facilitate the scheduling and implementation of major construction projects and key operational work ahead of the start of the upcoming school year.

C. BACKGROUND

1. **As required by the TCDSB Purchasing Policy (FP.01), the Board of Trustees approve any procurement activity/awards more than \$50,000.** Board Purchasing Policy FP.01 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 activities continue during the summer months when the Board of Trustees do not meet as a full Board.** To initiate the design and/or construction process for Capital and Renewal projects, Maintenance and ICT contracts and complete purchases required for school operations to commence in September, the Board of Trustees has traditionally assigned delegation of authority during the summer months to approve contracts and purchases.

D. EVIDENCE/RESEARCH/ANALYSIS

1. It is anticipated that the following Capital construction tenders and consultant awards may be finalized for award, subject to Ministry approval to proceed, where applicable, in the summer period from June 9, 2023 until August 31, 2023 and would require approval by delegated authority to avoid delay:

Project	Ward	Estimated Award Value
St. Antoine Daniel Construction Contractor Award	5	\$30M

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.

F. IMPLEMENTATION/COMMUNICATION

1. **Director’s Council will recommend contract and procurement awards in June, July and August 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 they are not available it will be circulated to the Chair of Corporate Services.
2. **The local School Trustee(s) will be informed of major construction awards in their Ward.** The local Trustee will be informed of awards of major Capital construction contracts in their Ward during the summer period.

G. STAFF RECOMMENDATION

That the Board of Trustees 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 procurement contracts and approve purchases over \$50,000 from June 9, 2023 to August 31, 2023.