



## REPORT TO

CORPORATE SERVICES, STRATEGIC  
PLANNING AND PROPERTY  
COMMITTEE

## PROCUREMENT APPROVAL LIMIT

“The King will reply, ‘Truly I tell you, whatever you did for one of the least of these brothers and sisters of mine, you did for me.’” (Matthew 25:40)

## Drafted

March 15, 2024

## Meeting Date

April 18, 2024

J. Charles, Head of Procurement Services 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**

The attached presentation was reviewed and discussed in detail with the Audit Committee on February 21, 2024. The presentation outlines a number of factors for consideration with respect to the current procurement approval limit. Staff is recommending an increase to the current limit to improve operational efficiency, reduce administrative time, mitigate vendor bid and scheduling challenges, and to adopt best practice in the education sector.

## **B. PURPOSE**

This report recommends an increase to the current procurement limit based on the factors outlined in the attached presentation and rationale below.

## **C. SUMMARY**

The attached presentation provides information regarding a number of factors pertinent to the consideration of the Board's procurement approval limit.

After an in-depth discussion the Audit Committee passed a motion recommending an increase to the procurement approval limit to \$100,000 effective immediately with awards between \$50,000 and \$100,000 to be provided as information in the monthly procurement approvals report.

Staff recommends an increase beyond \$100,000 and cite the current limit at our coterminous Board of \$250,000 for general goods/services and \$500,000 for capital/renewal. All new build awards are approved by the Board.

In addition, the remaining 8 Boards in the top 10 delegate full procurement authority to staff provided the award is within the approved budget and the process is consistent with Broader Public Sector Procurement Directive.

## **D. RECOMMENDATION**

That the Board of Trustees approve an increase to the procurement approval limit to \$100,000, effective immediately, with all procurement awards between \$50,000 and \$100,000 to be provided as information in the monthly procurement approvals report.