



REPORT TO

CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

DELEGATED AUTHORITY FOR SUMMER 2025 PROCUREMENT AWARDS

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

Drafted

May 23, 2025

Meeting Date

June 11, 2025

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

M. Farrell, Superintendent, Environmental Support Services

M. Zlomislic, Superintendent, Capital Development and Asset Renewal

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 several required contract awards and procurements 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 2025.

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 procurement contracts and approve purchases over \$150,000 for Goods & Services, and \$250,000 for Capital expenditures for the months of June, July, and August, and up to September 17, 2025. 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 awards over \$150,000 for Goods & Services, and \$250,000 for Capital expenditures. 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, the Board of Trustees approve any procurement activity/awards over \$150,000 for Goods & Services, and \$250,000 for Capital expenditures. Board Purchasing Policy provides delegation of authority to the Director of Education to approve the award of all contracts and expenditures not to exceed a threshold of \$150,000 for Goods & Services, and \$250,000 for Capital expenditures 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 at Board and/or Committees of the Whole 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 may approve the delegation of authority during the summer months to the Director of Education or designate to approve contracts and purchases that exceed \$150,000 for Goods & Services, and \$250,000 for Capital expenditures.

D. EVIDENCE/RESEARCH/ANALYSIS

1. The Board typically delegates approval authority to the Director of Education during the summer period. This avoids costly project delays when there are no scheduled Board or Committees of the Whole Board meetings. An information report is provided to the Board of Trustees in September.
2. It is anticipated that Capital construction tender(s) and consultant award(s) may be finalized for award, subject to Ministry approval to proceed where applicable, in the summer period from June 12, 2025, until September 17, 2025, and would require approval by delegated authority to avoid delay:

Project	Ward	Estimated Award Value
1. St. John Henry Newman	12	\$106M

3. 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 2024, 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 Trustees at the Board Meeting 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 from June 12, 2025, to September 17, 2025, 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 the Vice-Chair is not available it will be circulated to the Chair of Corporate Services.
2. The appropriate local School Trustee(s) 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 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 \$150,000 for Goods & Services, and \$250,000 for Capital expenditures from June 12, 2025 to September 17, 2025.