



REPORT TO

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

**DELEGATING OF AUTHORITY FOR APPROVAL OF
SUMMER PROJECTS 2016**

*“I can do all this through Him who gives me strength.”
Philippians 4:13 (NIV)*

Created, Draft	First Tabling	Review
April 21, 2016	May 12, 2016	
V. Barton, Senior Coordinator, Capital Developments M. Iafrate, Senior Coordinator, Renewal M. Farrell, Coordinator, Materials Management P. de Cock, Comptroller, Business Services Superintendents of Learning, Student Achievement and Well-Being M. Puccetti, 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 rooted in the love of Christ. We educate students to grow in grace and knowledge and to lead lives of faith, hope and charity.



G. Poole

Associate Director of Academic Affairs

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Associate Director of Planning and Facilities

C. Jackson

Executive Superintendent of Business Services and Chief Financial Officer

Angela Gauthier

Director of Education

A. EXECUTIVE SUMMARY

In 2014, the Board's Purchasing Policy FP01 was updated to include delegation of authority to the Director of Education to award contracts and expenditures with the exception of *new school construction and major school additions, and contracts that have exceeded the approved budget.*

During the summer period when there are no scheduled Committee or Board meetings, a number of tenders will require approval in order to initiate the construction process.

This report recommends that the Board delegate authority to the Director of Education or designate and the Chair of the Board or designate to award construction contracts for the months of June, July and August 2016.

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

A report summarizing the contract awards and costs and project status will be submitted to the September 2016 Corporate Services, Strategic Planning and Property Committee meeting.

B. PURPOSE

1. The Board approves tender awards for new school construction and major additions. 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 provides delegation to the Director of Education; *“the authority 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:*

- *New school construction and major school additions;*
- *Contracts that have exceeded the approved budget;*

- *Significant strategic initiative.*
2. In past years and in order to facilitate tender awards during the summer period, the Board has approved a further delegation to the Director for major tender awards for Facilities Services.
 3. Capital project budgets are approved on an individual case basis by the Ministry and then submitted to the Board for approval prior to the completion of design development and tender issue. Ministry approval is required if a capital project is over budget.
 4. In Septembers 2014, the Board approved the 2014 – 2016 School Renewal Program with a total budget of \$54.492 M. The program is currently being implemented and there may be construction contracts awarded during the summer months.

D. EVIDENCE /ANALYSIS

1. The Board typically delegates approval authority to the Director of Education during the summer period from June until August. An information report is provided to the Board in the following September.
2. In May 2015, the Board amended the recommendation to delegate authority to the Director to include the following additional approvers for a contract award:
 - Chair of the Board or designate;
 - Co-chair of the Board;
 - Appropriate local School Trustee.
3. In order to ensure that the approval can be expedited during a period when the necessary parties may not be available, it is recommended that the Board refine the process by providing delegation to the Director or designate and the Chair of the Board or designate, the authority to approve contracts award while advising the appropriate trustee by e-mail.

E. ACTION PLAN

1. Projects will be tendered individually and a report will be provided that recommends the contract awards.

2. The Director of Education or designate in conjunction as the Chair of the Board or designate, will be authorized by the Board to award the contracts during the months of June, July and August 2016.
3. The appropriate local School Trustee will be informed by email of an award of contract.

F. METRICS AND ACCOUNTABILITY

1. A report summarizing the contract awards and status of the individual projects and services will be submitted to the September 2016 Corporate Services, Strategic Planning and Property Committee meeting.

G. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

1. Facilities staff person will communicate and coordinate the scope of work, schedules and progress of the work with the appropriate Superintendent of Learning, Student Achievement and Well-Being, Principals, the permit department and permit holder (if required).
2. 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 Principals at the end of August 2016 to coordinate the safe return of the staff and students to the site.
3. As per the Board's Good Neighbour Policy, a communication letter will be sent to the surrounding neighbours of a school prior to the start of construction.

H. RECOMMENDATION

That the Board delegate authority to the Director of Education or designate and the Chair of the Board or designate to award contracts for the months of June, July and August 2016.