



REPORT TO

## CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

### DELEGATING OF AUTHORITY FOR APPROVAL OF SUMMER PROJECTS 2017 (ALL WARDS)

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

Created, Draft	First Tabling	Review
May 16, 2017	June 8, 2017	
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<b>RECOMMENDATION REPORT</b>		

**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.*



R. McGuckin

Associate Director of Academic Affairs

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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 consultant contracts and tenders will require approval in order to initiate the design and/or construction process for projects.

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 contracts for the months of June, July and August 2017.

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

*The cumulative staff time dedicated to preparing this report was 2 hours.*

## **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 February 2017, the Board approved the 2016-2018 Revised School Renewal Plan with a total budget of \$106.9 M. The program is currently being implemented and there may be construction contracts awarded during the summer months. Under the Board's Purchasing Policy, the Director has the authority to award Renewal contracts where the global budget has been approved.

#### **D. EVIDENCE/RESEARCH/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 Chair or Vice-chair of the Board and the appropriate local school trustee as additional approvers for a contract award:
3. In May 2016, in order to ensure that the approval can be expedited during a period when the necessary parties may not be available, the Board approved 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. ACTION PLAN**

1. Projects will be tendered individually and a report will be provided to Director's Council that recommends the contract awards.
2. The Director of Education or designate in conjunction with the Chair or Vice-Chair of the Board or the Chair of the Corporate Services Committee, will be authorized by the Board to award the contracts during the months of June, July and August 2017.
3. The appropriate local School Trustee will be informed of an award of contract.

## **F. METRICS AND ACCOUNTABILITY**

1. Capital project budgets are monitored through the Board's financial systems and audit processes and the financial status will be reported to the Ministry of Education annually through Capital Asset Project Template (CAPT) system.

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

1. Facilities staff 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 and the Operations, ICT and Permits Departments.
2. The local Trustee will also be informed of the contract award and provided with a copy of the report.
3. 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 Principal at the end of August 2017 to coordinate the safe return of the staff and students to the site.
4. As per the Board's Good Neighbour Policy, a communication letter will be sent to the surrounding neighbours, Principal and local Trustee as well as the local councillor of a school prior to the start of construction.

## **H. 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 for the months of June, July and August 2017.