

Item 7.2

Section I – Items for Board of Directors Action

TO: Chair and Members of the Board of Directors
Friday, June 24, 2022 Meeting

FROM: Anil Wijesooriya, Director, Restoration and Infrastructure

RE: **DELEGATED AUTHORITY OVER “SUMMER RECESS”**
Request for Delegated Authority for the Chief Executive Officer

KEY ISSUE

It is requested that the Chief Executive Officer be granted delegated authority over the “summer recess” for time sensitive procurements to ensure business continuity including support for municipal and partner supported programs and projects.

RECOMMENDATION:

WHEREAS Toronto and Region Conservation Authority’s (TRCA) Procurement Policies require reporting to the Executive Committee for procurements over \$250,000 and to the Board of Directors for procurements over \$500,000;

AND WHEREAS from June 24, 2022 to September 9, 2022 there is a break in Executive Committee and Board of Director meetings for the “summer recess”;

AND WHEREAS Resolution #A227/21, adopted at the November 19, 2021, Board of Directors meeting, delegated the approval of time sensitive procurements for the months of July and August to the Chief Executive Officer or his designate;

THEREFORE LET IT BE RESOLVED THAT during the 2022 summer recess the Chief Executive Officer be delegated authority to approve, grant or authorize all activities in connection with acquisition of goods and services that would otherwise require Executive Committee of Board of Directors approval;

THAT any approval under the delegated authority comply with TRCA’s Procurement Policies;

THAT should TRCA staff be unable to negotiate contracts with successful Proponents, staff be authorized to enter into and conclude contract negotiations with other Proponents that submitted proposals, beginning with the next highest ranked meeting TRCA specifications;

THAT authorized TRCA officials be directed to take whatever action may be required to implement the contract, including the obtaining of necessary approvals and the signing and execution of any documents;

AND FURTHER THAT staff report back at the September 23, 2022 Board of Directors meeting with a list of all procurements that were approved under the delegated authority.

BACKGROUND

The Executive Committee and Board of Directors schedule does not include meetings from

June 24, 2022 to September 9, 2022 for a “summer recess.” During this period of time there are a number of time sensitive procurements anticipated, to align with project workbacks. There may also be unexpected work requests from partners that TRCA would need to respond to on an urgent basis. During the summer recess is it requested that the Chief Executive Officer be granted delegated authority to approve, grant or authorize all activities in connection with acquisition of goods and services that would otherwise require Executive Committee or Board of Directors approval. The intent of the delegation of authority is to ensure business continuity during summer months by preventing an interruption of project delivery and/or to avoid unnecessary costs.

RATIONALE

It is impossible to fully and accurately predict all potential procurements that may be necessary during the “summer recess” period as TRCA is occasionally asked to conduct time sensitive works including “emergency works” by municipal and senior government agencies and partners, e.g., (recent TRCA shoreline stabilization work for Parks Canada at Rouge Beach) under existing MOU’s or service level agreements. However, at this time it is expected the following procurements would require delegated authority approval over the summer recess in order to meet established timelines for project and program delivery. Note that the anticipated value listed does not include considerations for contingency. This will be incorporated into contracts as deemed necessary.

Project	Description	Type of Goods/Services	Type of Procurement	Anticipated Value	Staff Lead
Humber Bay Park East Revitalization Project: Electrical Services	Pond naturalization, bridges and a boardwalk construction, building demolition, and overall site restoration in support of the Humber Bay Park Master Plan. Delivered in partnership with the City of Toronto.	Supply and installation of electrical services surrounding the Humber Bay Park East area. Specifically, the main hydro connection to the park from the road, the connection to the new building and surrounding trail lighting system to be completed by the end of 2022.	Competitive Tender	>\$0.5M	Ralph Toningher (365) 566-2434

Project	Description	Type of Goods/Services	Type of Procurement	Anticipated Value	Staff Lead
Humber Bay Park East Revitalization Project: Pump Services	<p>Pond naturalization, bridges and a boardwalk construction, building demolition, and overall site restoration in support of the Humber Bay Park Master Plan.</p> <p>Delivered in partnership with the City of Toronto.</p>	Supply and installation of a new pump system required for the Humber Bay Park East wetland feature. Given this area is not directly connected to the lake, a pump is required to bring water from the lake into this new wetland system. This work needs to be completed by the end of 2022.	Competitive Tender	\$0.25M	<p>Ralph Toningher</p> <p>(365) 566-2434</p>
East Don Trail Tunnel and Bridge Construction	Phase 1 of the East Don Trail is 80% completed with the bridge and tunnel across the Metrolinx rail line remaining. This final piece will provide safe user crossing and open up a significant trail network.	Construction of tunnel and pedestrian overpass to complete Phase 1 of East Don Trail.	Competitive Tender	\$8 -10M	<p>Mark Preston</p> <p>(437) 880-1935</p>
Bolton Camp New Entrance	Improve traffic sight lines and allow for a larger capacity of community users to safely park on the property.	Road widening and Right of Way improvements.	Competitive Tender	\$1M	<p>Aaron D'Souza</p> <p>(437) 880-1949</p>

Project	Description	Type of Goods/Services	Type of Procurement	Anticipated Value	Staff Lead
Head Office POI Furniture and Move	Furniture relocation and furniture purchases	Tear down, move and re-install existing furniture from 101 Exchange and receive, deliver, and install new furniture for 5 Shoreham.	Limited Tender	\$0.4M	Aaron D'Souza (437) 880-1949
Head Office Geothermal Open Loop Installation	Installation of an open loop geo-thermal system for the supply of water for the new administration building's mechanical system	Installation of an open loop geo-thermal system.	Competitive Tender	\$1M	Aaron D'Souza (437) 880-1949
Vendors of Record for Rental of Construction Equipment	TRCA's current 'Vendor of Record' (VOR) for rental of construction equipment expires August 1, 2022. By establishing a VOR arrangement for rental of construction equipment, Vendors are authorized to provide these goods and services for a defined period and with fixed pricing.	Vendors will provide TRCA with a catalog of upwards of 180 different pieces of rental equipment. Rental equipment includes everything from earthmoving equipment, like excavators and front-end loaders, all the way to pumps and generators to conduct by-pass pumping activities.	Competitive Vendor of Record	\$1.665M for the term of the contract (1 year). An increase or decrease in workload will have an impact on the overall annual value of this contract.	Mike Puusa (365) 566-2344

Relationship to Building the Living City, the TRCA 2013-2022 Strategic Plan

This report supports the following strategy set forth in the TRCA 2013-2022 Strategic Plan:
Strategy 1 – Green the Toronto region’s economy

FINANCIAL DETAILS

The following outlines financial considerations for the procurements anticipated to require delegated authority approval.

Humber Bay Park East Revitalization Project: Electrical Services

- Fully recoverable under letter agreement with the City of Toronto. Funds tracked in account: 113-50

Humber Bay Park East Revitalization Project- Pump Services

- Fully recoverable under letter agreement with the City of Toronto. Funds tracked in account: 113-50

East Don Trail Tunnel and Bridge Construction

- Fully recoverable under letter agreement with the City of Toronto. Funds tracked in account: 117-82

Bolton Camp New Entrance

- Funded through Peel capital and the Canada Community Revitalization Fund. Funds tracked in account: 433-01

Head Office POI Furniture and Move

- Funded through the existing Head Office budget. Funds tracked in account: 436-03

Head Office Geothermal Open Loop Installation

- Funded through the existing Head Office budget. Funds tracked in account: 436-02

Vendors of Record for Rental of Construction Equipment

- Funds are identified in a variety of capital and cost recoverable project accounts.

DETAILS OF WORK TO BE DONE

Staff will report back to the September 23, 2022 Board of Directors meeting with a list of all procurements approved under delegated authority, including related financial details.

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