

Section III – Items for the Information of the Board

TO: Chair and Members of the Board of Directors
Friday, September 22, 2023 Meeting

FROM: John MacKenzie, Chief Executive Officer

RE: **UPDATE ON PROCUREMENTS AND PERMITS APPROVED UNDER DELEGATED AUTHORITY OVER 2023 SUMMER RECESS**
Report back on time sensitive procurements and permits approved under delegated authority

KEY ISSUE

Report back on time sensitive procurements and permits approved by the Chief Executive Officer (CEO) under delegated authority over the “summer recess” to ensure business continuity including support for municipal and partner supported programs and projects.

RECOMMENDATION:

IT IS RECOMMENDED THAT the update on procurements and permits approved by the CEO under delegated authority over ‘summer recess’ be received, for information.

BACKGROUND

At Board of Directors Meeting held on September 23, 2022, Resolution #A114/22 was approved as follows:

WHEREAS no meetings of TRCA’s Executive Committee and Board of Directors are scheduled for the months of July, August and December of each calendar year and meetings scheduled for September, October and November during a municipal election year may have difficulty reaching quorum due to conflicting obligations of municipally-appointed board members;

THEREFORE, LET IT BE RESOLVED THAT the CEO be delegated authority during the months of July, August and December of each calendar year;

AND THAT the CEO be delegated authority during the months of September, October and November during an election year where quorum is not met three days in advance;

AND THAT the Administrative By-Law be updated to include Section 21 providing for this authority;

Item 12.1

AND FURTHER THAT any exercise of the authorities delegated to staff through this report will be reported back to the next available meeting.

RATIONALE

The Executive Committee and Board of Directors schedule does not include meetings from June 23, 2023 to September 8, 2023 for a “summer recess”. During this period there were a number of time sensitive procurements anticipated that would need to move forward to align with project workbacks. It was also recognized that there may be unexpected work requests from partners that TRCA would need to respond to on an urgent basis. As a result, during the summer recess the Chief Executive Officer was granted delegated authority to approve, grant or authorize all activities in connection with acquisition of goods and services and permit approvals that would otherwise require Executive Committee or Board of Directors approval.

TRCA staff proceeded with time sensitive procurements and permits during the summer recess to ensure business continuity during the summer months and prevent interruptions of project delivery and/or avoid unnecessary costs. The following chart outlines the status of all procurements and permits approved since the June 23, 2023 Board of Directors meeting. Not all procurements or permits previously identified proceeded, and as a result if these procurements move forward at a later date, they will follow the regular approval process. It should also be noted that there were no unexpected procurements that required consideration for delegated authority approval.

Permit Condition	Proposal	Condition	Rationale	Staff Lead
CFN 68021 - 224 Roslin Avenue, North York	Permit to replace and extend interlocking in the driveway and rear yard, and to construct landscaping retaining wall repairs and a replacement rear deck at 224 Roslin Avenue in the City of Toronto (North York Community Council)	<p>A letter of conformance is to be prepared by a geotechnical engineer at the end of the construction to review the works and to confirm that the foundation system is completed as per the design.</p> <p>The letter of conformance is also prepared as signed and sealed by a Licensed Professional Engineer and is to be submitted to TRCA at the end of construction</p>	Condition has been requested as the proposed replacement deck is partially located within the erosion hazard	Terina Tam 437-880-2421

Item 12.1

Project	Description	Type of Goods/ Services	Type of Procurement	Value of Procurement	Staff Lead
Contract 10036565 - Construction Fence VOR Value Extension	Value extension for Contract No. 10036565 - Vendor of Record (VOR) for the rental of construction fencing	Rental of construction fencing to complete a variety of engineering, habitat restoration, and trail building projects throughout TRCA jurisdiction	VOR Value Extension	<p>Current value for this VOR contract is \$237,288.</p> <p>As of July 28, 2023, expenditures during the term of this contract have amounted to \$225,690, plus applicable taxes, representing 95% of the total contract value.</p> <p>It is estimated that extending the contract value by an additional \$65,000 is necessary to cover anticipated additional spending for fence rental services for TRCA projects until the end of the contract (January 1, 2024)</p>	<p>Mike Puusa</p> <p>647-212-2941</p>

Relationship to TRCA's 2023-2034 Strategic Plan

This report supports the following Pillars and Outcomes set forth in TRCA's 2023-2034 Strategic Plan:

Pillar 4 Service Excellence:

4.2 Provide and manage an efficient and adaptable organization

Pillar 4 Service Excellence:

4.4 Transparent decision making and accountable results

Item 12.1

FINANCIAL DETAILS

The following outlines financial considerations for the procurement awarded:

Contract 10036565 - Construction Fence VOR Value Extension

- Extending the contract value by an additional \$65,000 is necessary to cover anticipated additional spending for fence rental services which will be charged directly to the applicable projects until the contract expiry (January 1, 2024).

Report prepared by: Joanne Hyde

Email: Joanne.Hyde@trca.ca

For information contact: John MacKenzie, (416) 667-6290

Email: John.MacKenzie@trca.ca

Date: August 3, 2023