Contract Awards – Summer Approval Process 2020

To: Finance, Budget and Enrolment Committee

Date: 9 June, 2020

Report No.: 06-20-3906

Strategic Directions

- Allocate Human and Financial Resources Strategically to Support Student Needs

Recommendation

It is recommended that this report be received.

Context

To provide information to the Finance, Budget and Enrolment Committee regarding the contract approval process during the summer period when there are typically no scheduled Standing Committee and/or Board meetings.

Action Plan and Associated Timeline

The Purchasing Policy and Procedures of the Board provides for an approval process for contract awards during times when Standing Committee and/or Board meetings are not scheduled, as follows:

> *"The Director, in consultation with the Chair of the appropriate Standing Committee or their designates, may call meetings to approve contracts during months where there are no scheduled meetings and report such approvals at the first scheduled Board meeting."*

There is a need to continue to award contracts during periods when there are no scheduled Standing Committee and/or Board meetings.

During the summer months, in order to continue with the efficient business of the Board, when required, the Director, or designate, will request the Chair or Vice Chair of the Finance, Budget and Enrolment Committee to convene a 'special' meeting to approve

contract awards, for both Operations and Facilities, which normally require approval by the Committee and/or the Board.

All contract awards approved by the Finance, Budget and Enrolment Committee during the summer months will be reported to the first available meeting of the Board for information.

Timely contract approvals will facilitate a smooth school opening in September and ensure business continuity.

The summer approval process will be in effect for the months of July and August 2020 and meetings of the Finance, Budget and Enrolment Committee will be called as required.

Resource Implications

Not applicable.

Communications Considerations

Not applicable.

Board Policy and Procedure Reference(s)

PO:17 – Purchasing.

Appendices

Not applicable.

From

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