



Contract Awards – Emergency Approvals (Special Meetings)

To: Special Finance, Budget and Enrolment Committee

Date: 20 April, 2020

Report No.: 04-20-3874

Strategic Directions

- Allocate Human and Financial Resources Strategically to Support Student Needs

Recommendation

It is recommended that the contract approval process for emergency purchases, during the closure of schools and administrative sites as a result of the COVID-19 pandemic, for the period April 23 to June 30, 2020, as presented in the report, be approved.

Context

To provide information to the Finance, Budget and Enrolment Committee regarding the contract approval process during the closure of schools and administrative buildings as a result of the COVID-19 pandemic period where an emergency approval may be required and cannot wait for 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 current exceptional circumstances caused by the COVID-19 pandemic, in order to continue with the efficient business of the Board and address any emergency purchases that may be necessary, when required, the Director, or designate, may

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 a 'Special' Finance, Budget and Enrolment Committee during this period will be reported to the first available meeting of the Board for information.

Timely emergency contract approvals will facilitate a prompt response to a potential urgent requirement and ensure business continuity.

This measure will be in effect until the end of June, 2020 at which time the customary 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. A report will be brought forward for receipt to the Finance, Budget and Enrolment Committee in June to formalize the summer approval process.

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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