



	REPORT NO.: 2018-01
MEETING DATE: JANUARY 18, 2018	DATE PREPARED: JANUARY 4, 2018
SUBJECT: CARRYFORWARD OF CAPITAL PROJECTS	

RECOMMENDATION

For information only.

REPORT SUMMARY

To provide The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board) with the list of budgeted capital projects that the Chief Administrative Officer (CAO) has approved to be carried forward and completed in the 2018 year.

BACKGROUND

The Budget Policy (CS-02:83) identifies the capital project carryforward process to ensure that the Board is not required to approve the same project in consecutive years. The authority to administer the Board-approved capital budget is granted to the CAO.

The Board requested that the carryforward capital project list approved by the CAO during the annual year-end process, be provided to the Board for information.

COMMENTS

In accordance with the Budget Policy (CS-02:83), Administration reviews the status of all Board-approved capital projects at year-end. Projects that have been awarded, but not completed by December 31, must be carried forward to the following year, as TBDSSAB has made a commitment to the vendor(s) through the procurement process. Projects that were not awarded during the year, but are still required to be done based on management expertise, may be carried forward at the CAO's discretion. As a result of this review, a list of 12 capital projects, totaling \$677,569, was submitted to the CAO for approval to be carried forward, and completed in 2018.

Of the total, \$527,081 relates to projects that were tendered and awarded in 2017, and were in progress at year-end. The remaining \$150,488 relates to projects that, for various reasons, were not tendered or committed in 2017, however, are still required to be completed. The rationale to carryforward each capital project is

provided in Attachment 1: CAO-Approved Carryforward of Capital Projects, provided in Closed Session.

FINANCIAL IMPLICATIONS

Financing for capital projects is approved by the Board through the annual Budget process. Through the capital carryforward process, the Board has approved financing for these projects, in the amount of \$677,569, from the Direct-Owned Housing Portfolio Capital Replacement Reserve Fund.



This amount will remain within the reserve fund, and be withdrawn only once the projects are completed, and require funding.

CONCLUSION

It is concluded that the CAO has approved 12 capital projects, totaling \$677,569, to be carried forward for completion in 2018.

REFERENCE MATERIALS ATTACHED

Attachment 1: CAO-Approved Carryforward of Capital Projects (provided in Closed Session)

PREPARED BY:	Keri Greaves, CPA, CMA, Manager, Finance The District of Thunder Bay Social Services Administration Board
APPROVED / SIGNATURE:	
	Georgina Daniels, FCPA, FCA, Director - Corporate Services Division The District of Thunder Bay Social Services Administration Board
SUBMITTED / SIGNATURE:	
	William (Bill) Bradica, Chief Administrative Officer The District of Thunder Bay Social Services Administration Board