



	<b>REPORT NO.: 2019-12</b>
<b>MEETING DATE: MARCH 21, 2019</b>	<b>DATE PREPARED: FEBRUARY 27, 2019</b>
<b>SUBJECT: CARRYFORWARD OF CAPITAL PROJECTS</b>	

**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 2019 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.

Under CS-02:83 the carryforward capital project list, approved by the CAO during the annual year-end process, is 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 completed based on management expertise, may be carried forward at the CAO's discretion. As a result of this review, a list of 22 capital projects, totaling \$508,316, was submitted to the CAO for approval to be carried forward, and completed in 2019.

Of the total, \$334,588 relates to projects that were tendered and awarded in 2018, and were in progress at year-end. The remaining \$173,728 relates to three projects that have not been awarded, and are required to be carried forward to be awarded in 2019. The rationale to carryforward each capital project is provided in Attachment 1: CAO-Approved Carryforward of Capital Projects.

**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 \$508,316, 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This amount will remain within the reserve fund, and be withdrawn only once the projects are completed, and require funding.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 22 capital projects, totaling \$508,316, to be carried forward for completion in 2019.

**REFERENCE MATERIALS ATTACHED**

Attachment 1: [CAO-Approved Carryforward of Capital Projects](#)

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

The District of Thunder Bay Social Services Administration Board  
CAO-Approved Carryforward of Capital Projects  
Capital Jobs Carried Forward to 2019

Cost Centre	Fund Code	Description	Project Code	Budget (\$)	As at December 31, 2018			Carry Forward Request (\$)	Rationale for Carryforward
					Actual (\$)	Committed (\$)	Total Actual + Committed (\$)		

Projects Awarded in 2018									
25020	B00508	Enterphone System - Jasper Place	PR-08	15,000	-	12,427	12,427	12,427	2016 carryforward project. Work was completed in 2019.
25010	B00730	Sinks, Cabinetry, Faucets - Isabella/Ridgeway/McGregor	PH-02	130,000	1,272	62,226	63,498	62,226	Work was completed in 2019.
25010	B00732	Sinks, Cabinetry, Faucets - Moodie/McGregor	PH-03	100,000	1,272	69,767	71,039	69,767	Work was completed in 2019.
25010	B00738	Plumbing Fixtures - Rupert/Ray/Hill	PH-05	24,000	324	22,692	23,017	22,692	Work was completed in 2019.
25010	B00765	Doors - McIvor Court	PH-17	10,000	778	4,722	5,500	4,722	Work was completed in 2019.
25010	B00772	Security Upgrades - Limbrick	PH-20	35,000	2,909	562	3,471	562	Work was completed in 2019.
25010	B00774	Kitchen Fan Exhaust - Limbrick	PH-20	40,000	-	17,469	17,469	17,469	Work was completed in 2019.
25010	B00785	Flooring - Neill Court	PH-27	7,000	-	6,321	6,321	6,321	Work was completed in 2019.
25010	B00793	Carpets - Clark Tower	PH-32	5,000	1,716	2,553	4,270	2,553	Work was completed in 2019.
25010	B00794	Security Upgrades - Clark Tower	PH-32	53,000	52,143	562	52,705	562	Work was completed in 2019.
25020	B00803	Lighting - Ross Court	PR-01	25,000	1,781	16,402	18,182	16,402	Work was completed in 2019.
25020	B00809	Heating and Cooling - Habitat	PR-03	56,000	49,772	6,217	55,989	6,217	Work was completed in 2019.
25020	B00821	Security Upgrades - Jasper Place	PR-08	75,000	60,006	2,662	62,668	2,662	Work was completed in 2019.
25020	B00830	Heating System - Picton 2	PR-10	25,000	10,297	5,621	15,918	5,621	Work was completed in 2019.
25020	B00833	Heating System - Picton 3	PR-12	25,000	10,297	5,088	15,385	5,088	Work was completed in 2019.
25020	B00841	Doors - Wade Crescent	PR-16	50,000	-	36,194	36,194	36,194	Tender was awarded and doors were 4 month delivery. Work to be completed in April 2019.
25030	B00848	Security Upgrades - Paterson Court	PE-03	75,000	56,267	562	56,829	562	Work was completed in 2019.
25030	B00852	Electrical Upgrades - Blucher Park	PE-04	40,000	579	4,060	4,639	4,060	Work was completed in 2019.
25040	B00858	Painting - Andras Court	AN-01	80,000	17,187	58,481	75,669	58,481	Work was completed in 2019.
<b>Total - Contracts awarded; Work to be completed in 2019</b>				<b>870,000</b>	<b>266,601</b>	<b>334,588</b>	<b>601,190</b>	<b>334,588</b>	

Projects Not Committed in 2018									
25040	B00713	Fire Alarm System - Andras Court	AN-01	80,000	-	-	-	80,000	2017 carryforward project. Project was tendered in December 2018. Work to be completed in May 2019.
25010	B00746	Water Shut-offs - Matthews Court	PH-06	55,000	-	-	-	55,000	Project was tendered in December 2018. Work to be completed in April 2019.
25040	B00859	Galvanized Pipe - Andras Court	AN-01	40,000	1,272	-	1,272	38,728	Specifications were developed in 2018. Work to be completed by June 2019.
<b>Total - Projects not committed; Work to be completed in 2019</b>				<b>175,000</b>	<b>1,272</b>	<b>-</b>	<b>1,272</b>	<b>173,728</b>	

<b>Total capital projects carried forward to 2019</b>	<b>1,045,000</b>	<b>267,873</b>	<b>334,588</b>	<b>602,462</b>	<b>508,316</b>
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Summary	
Awarded, not complete	334,588
Projects not committed	173,728
<b>Total carryforward</b>	<b>508,316</b>

Submitted by Director, Housing Services: 

Date: 15-Mar-19

Approved by Chief Administrative Officer: 

Date: 15-Mar-19