



## BOARD REPORT

REPORT No.: 2022-17

MEETING DATE: APRIL 21, 2022

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 into the 2022 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 subsequent years. The authority to administer the Board approved capital budget, including carrying capital projects forward into subsequent years, is granted to the CAO.

The process identifies that the list of capital projects to be carried forward into a subsequent year from that in which it was originally approved by the Board, is approved by the CAO during the annual year-end process and provided to the Board for information only.

### 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 32 capital projects, totaling \$1,372,087, was submitted to the CAO for approval to be carried forward, and completed in 2022.

Of the total:

- \$892,657 relates to projects that were tendered and awarded in 2021 and were in progress at year-end.
- \$479,430 relates to projects that were not tendered in 2021 but are required to be carried forward to be tendered and awarded in 2022.

Of the \$1,372,087 carryforward, \$312,806 relates to the work to be completed on elevators, \$240,575 relates to kitchen cabinet replacements, and \$158,516 relates to replacement of doors and windows.

The rationale to carryforward each capital project is provided in Attachment #1: CAO-Approved Carryforward of Capital Projects.

### STRATEGIC PLAN IMPACT

This report relates to the Board's 2020-2023 strategic direction of Financial Stewardship, with a focus on ensuring accountability of TBDSSAB resources.

### FINANCIAL IMPLICATIONS

Financing for capital projects is approved by the Board through the annual Budget process. Through that process, the Board has approved financing for these projects in the amount of \$1,372,087 from the Housing Portfolio Capital 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 32 capital projects, totaling \$1,372,087, to be carried forward for completion in 2022.

### REFERENCE MATERIALS

Attachment #1 [CAO-Approved Carry forward of Capital Projects \(Confidential – provided in Closed Session\)](#)

PREPARED BY:	Keri Greaves, CPA, CMA, Manager, Finance
SIGNATURE	
APPROVED BY	Georgina Daniels, FCPA, FCA, Director - Corporate Services Division
SIGNATURE	
SUBMITTED BY:	Bill Bradica, Chief Administrative Officer