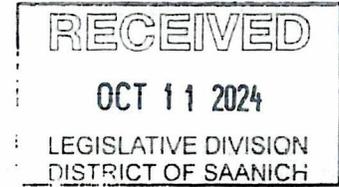




The Corporation of the District of Saanich

C/W-October-21-2024

# Report



**To:** Mayor and Council  
**From:** Harley Machielse, Director of Engineering  
**Date:** 10/10/2024  
**Subject:** Delegation of Approval for Invitation to Tender 24-178 – Cedar Hill Recreation Centre – Building Improvements

## RECOMMENDATION

That Council adopt the following resolutions:

- The Chief Administrative Officer is hereby authorized to approve the award, plus change orders within budget, of ITT 24-178 – Cedar Hill Recreation Centre (CHRC) – Building Improvements.
- The Chief Administrative Officer is hereby authorized to do all acts and things and execute all agreements and documents necessary to carry out the purchase.

## PURPOSE

The purpose of this report is to request delegation of approval for ITT 24-178 – CHRC Building Improvements to the Chief Administrative Officer. This delegation will remove the requirement for staff to seek further direction from Council and will ensure that any potential delay due to the Council meeting schedule does not jeopardize the timeline to execute the work.

## DISCUSSION

An invitation to Tender was issued for construction services for building improvements and expansion for the Cedar Hill Recreation Centre. The work includes the addition of an air-lock vestibule at the main entrance, replacement windows, doors, and skylights, renovation of the reception counter, floor and other accessibility upgrades. This delegation will remove the requirement for staff to seek further direction from Council and allows the achievement of the critical timelines to this project.

## FINANCIAL IMPLICATIONS

Funding for this work is available through the Community Facilities Capital Budget.

Prepared by



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Harley Machielse  
Director of Engineering

Approved by



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Paul Arslan  
Director of Finance

**CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:**

I endorse the recommendation from the Director of Engineering.



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Brent Reems  
Chief Administrative Officer