



# The Corporation of the Town of Milton

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Report To: Committee of the Whole

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From: Glen Cowan, Director Finance

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Date: February 26, 2018

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Report No: CORS-013-18

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Subject: Adoption of the Certificate of Recognition (COR™)

**Recommendation: THAT Council adopt the Certificate of Recognition Program (COR™) as a requirement for contractors on select Town projects that meet the criteria as outlined in this report.**

## EXECUTIVE SUMMARY

This report is being submitted to have Council's authorization to adopt the Certificate of Recognition (COR™) program for contractors awarded Town projects that meet specific criteria, in accordance with the phase-in schedule outlined in the body of this report.

## REPORT

### Background

Certificate of Recognition (COR™) is a comprehensive health and safety audit tool with an accredited certification program in Ontario that is granted by the Infrastructure Health and Safety Association (IHSA). IHSA is the designated body for certifying contractors in Ontario's construction and associated industries, who demonstrate their standards of health and safety management systems through a structured audit process. COR™ provides validation that a contractor has demonstrated an understanding of health and safety and has made a commitment to continuous monitoring and application of its program when delivering construction and related activities.

The key value of COR™ is that not only are health and safety programs reviewed to ensure that they are comprehensive, but that it will drive the need for integrating safety into the overall business process and planning of each contractor around how they conduct business on behalf of the Town of Milton.

The Town used the Sherwood Community Centre project as a pilot. The pre-qualified companies were required to be either COR™ registered or COR™ certified. The pre-qualification document allowed both to submit, but gave a heavier weighting of points to the COR certified companies. The awarded contractor for this project is COR™ certified. The Town has seen the positive benefits of having of COR™ certified contractor on site, including a higher standard of pre-requisites (i.e. WHIMS,



Supervisors Certificate and working at heights training) for those that need access to the site and a clear safety first messaging. The site can be audited at any time for compliance.

Although the pilot was a new build, the Town will consider the requirement for COR™ registration/ certification on a variety of construction and construction related projects (i.e. reconstruction of roads/parks, major renovations, construction of roads/parks, roofing, etc.).

## Discussion

The evaluation of the COR™ program for the Town has been a collaborative effort between the Corporate Services, Engineering and Community Services departments. Town staff believe that introducing COR™ as a new component in the Town's construction procurement process and contractor management program will have a positive impact on the delivery of construction activities for the Town. The Town's current insurance provider has also endorsed the program as a valuable risk mitigation tool.

The Town will initiate a multi-staged implementation strategy of COR™, based upon contract value and market readiness. This approach is based on consultations with other organizations including the Ontario Buyers of Construction/ Ontario Construction Users Council, the Ontario General Contractors Association (OCGA) and other construction related associations. These consultations discussed the implementation with consideration of the broad range of contractors who would be impacted by the rollout, and the need to ensure competitive bids on the Town's tenders. The phased-in approach also give bidders the opportunity to get their certification. The process from registration to certification takes approximately one year to complete.

Based on the feedback heard through the consultations, the construction industry and members of the associations consulted have already made progress in adopting COR™. Further, requiring COR™ as a part of procurement processes has already begun within the public sector. Other municipalities and agencies that have adopted COR™ include Metrolinx, City of Toronto, City of Brampton, Region of York, TTC and Infrastructure Ontario.

The proposed roll-out strategy will extend over multiple years. The first phase will demonstrate commitment and support to the concept, and ensure the construction / contracting industry is informed and aware of the Town's commitment to COR™. Moving forward the multi-phased roll-out will provide sufficient time for all contractors to incorporate the needs of the program into their business plans and integrate the necessary elements into their existing health and safety programs. Progression through the phases will be subject to the success of each of the preceding phases.



# The Corporation of the Town of Milton

Report #:  
CORS-013-18  
Page 3 of 4

The Town's roll out strategy will include three phases. In each phase market readiness refers to the general contractors, construction consultants, external project managers and other trades, and the degree to which each industry is capable of meeting the requirements while ensuring sufficient competition to ensure best value to the Town.

Phase	Project Criteria	COR™ Requirement	Timeline
1	>\$5M Project Budget and / or Market Readiness	Prequalification documents will include scoring for COR™ registered and COR™ certified	March 2018
2	>\$5M Project Budget and / or Market Readiness	COR™ registration/certification will be a requirement for General Contractors, Construction Consultants and External Project Managers.  In addition, the COR™ requirement will also be expanded to add the Major Sub-trades to be COR™ registered or certified. This requirement will be included in the prequalification document and will be scored for COR™ registered and COR™ certified.	January 2019
3	>\$500,000 Project Budget and / or Market Readiness	COR™ certification will be a requirement for General Contractors, Major Sub-trades, Construction Consultants and External Project Managers.	January 2020

Communication of this phase-in plan will occur to contractors & related associations in March 2018 following Council approval.

In addition to the contractors' requirements, the Town will be completing the required certificates/training for the Project Managers to be ready for their COR™ projects. Those accessing the site will also be required to attend a site specific orientation. All the Town's Directors/Project Managers responsible for construction projects have been trained on level 1 - COR™ Essentials and a number of staff will further be trained on level 2-4, which includes the basic audit process, the internal audit process and hazard risk identification, by the end of June 2018.

The Town will retain the authority to accept or reject a contractor's submission of an alternate, equivalent certified Health and Safety Program to COR™ provided that it



meets the requirement of COR™ certification. This is necessary for the projects that fall under the Canada Free Trade Agreement (CFTA) and Canada European Trade Agreement (CETA).

### **Financial Impact**

A key element of the phase-in strategy is ensuring market readiness for the requirement of COR™ registration or certification. This will ensure sufficient competition is achieved in order to attain best value for dollar for the Town through the procurement process.

There is no initial cost for the COR™ specific training for Town staff. There may be minimal costs related to health and safety requirements (e.g. WHIMIS training) on a go forward basis, which will be accommodated within the approved training budget.

The COR™ program is intended to promote safety and therefore reduce risk, which is expected to positively impact the Town.

Respectfully submitted,

Linda Leeds, CPA, CGA  
Deputy CAO/CFO

For questions, please contact: Leslie Williamson, CSCMP 905-878-7252 x2138

### **Attachments**

None.

CAO Approval  
William Mann, MCIP, RPP, OALA, CSLA, MCIF, RPF  
Chief Administrative Officer