



AGENDA
FINANCE AND AUDIT COMMITTEE MEETING

February 17, 2021, 9:00 AM - 12:00 PM
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE
80 COMMERCIAL STREET, NANAIMO, BC
SCHEDULED RECESS 10:30 A.M - 10:45 A.M.

	Pages
1. CALL THE MEETING TO ORDER:	
[Note: This meeting will be live streamed and video recorded for the public.]	
2. INTRODUCTION OF LATE ITEMS:	
3. ADOPTION OF AGENDA:	
4. ADOPTION OF MINUTES:	
a. Minutes	4 - 8
Minutes of the Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Wednesday, 2021-JAN-20, at 9:00 a.m.	
5. PRESENTATIONS:	
a. Kim Smythe, President and CEO, Chamber of Commerce, to provide a presentation regarding City budget and upcoming municipal tax rates.	9 - 10
6. DELEGATIONS:	
7. REPORTS:	
a. Victoria Road Pedestrian Upgrades	11 - 13
To be introduced by Bill Sims, General Manager, Engineering and Public Works.	
<i>Purpose: To advise Council of scope changes associated with the construction of the Victoria Road Pedestrian Upgrades Project.</i>	
b. Provision of Barrier-Free Menstrual Products in City Facilities	14 - 22

To be introduced by Richard Harding, General Manager, Parks, Recreation and Culture.

Purpose: To provide the Finance and Audit Committee with information regarding the provision of barrier-free menstrual products in City of Nanaimo facilities.

Recommendation: That the Finance and Audit Committee recommend that Council direct Staff to:

1. Initiate a pilot project in 2021 funded from the Strategic Infrastructure Reserve for the supply, install, and stocking of dispensers in 26 female and universal washrooms at these locations:
 - a. the major recreation facilities:
 - i. Beban Park, including Arenas, Pool, and Social Centre;
 - ii. Bowen Park;
 - iii. Nanaimo Aquatic Centre;
 - iv. Nanaimo Ice Centre;
 - v. Oliver Woods Community Centre;
 - b. Caledonia Park for shower program access;
 - c. Northfield Tourism Visitor Centre, and also,
2. Review use at the end of 2021 and return to Council with an update and recommendations.

c. Heritage Façade Grant - 315 Fitzwilliam Street

23 - 29

To be introduced by Dale Lindsay, General Manager, Development Services.

Purpose: To obtain Council approval for a Heritage Façade Grant for the St. Andrew's United Church building (315 Fitzwilliam Street).

Recommendation: That the Finance and Audit Committee recommend that Council approve a \$20,000 Heritage Façade Grant for the St. Andrew's United Church building located at 315 Fitzwilliam Street to replace the building's asphalt shingle roof.

d. Other Grant - Alano Club of Nanaimo Society

30 - 47

To be introduced by Dale Lindsay, General Manager, Development Services.

Purpose: To provide background information and obtain the Finance and Audit Committee's recommendation to Council regarding funding a Social Response Grant application from the Alano Club of Nanaimo Society.

Recommendation: That the Finance and Audit Committee recommend that Council deny the allocation of \$7,000 from the Other Grant funding to the Alano

- e. **Reallocation of \$60,000 of the ERP Replacement Project Budget from 2022 to 2021 in the 2021-2025 Financial Plan** 48 - 50

To be introduced by Shelley Legin, General Manager, Corporate Services.

Purpose: To provide the Committee with information relating to the ERP Replacement Project.

Recommendation: That the Finance and Audit Committee recommend that Council approve reallocating \$60,000 of the ERP Replacement project budget from 2022 to 2021, in the 2021-2025 Financial Plan.

- f. **Quarterly Purchasing Report (Single and Sole Source, Purchases in Excess of \$250,000 and Instances of Non-Compliance Purchases)** 51 - 56

To be introduced by Shelley Legin, General Manager, Corporate Services.

Purpose: To provide information in compliance with the City's Procurement Policy (03-1200-01) regarding single and sole source purchases, awards in excess of \$250,000 and policy noncompliance for the quarter 2020-OCT-01 to 2020-DEC-31.

8. **OTHER BUSINESS:**

9. **ADJOURNMENT:**

MINUTES
FINANCE AND AUDIT COMMITTEE MEETING
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE,
80 COMMERCIAL STREET, NANAIMO, BC
WEDNESDAY, 2021-JAN-20, AT 9:00 A.M.

Present: Mayor L. Krog, Chair
Councillor S. D. Armstrong
Councillor D. Bonner
Councillor T. Brown
Councillor B. Geselbracht
Councillor E. Hemmens
Councillor Z. Maartman
Councillor I. W. Thorpe
Councillor J. Turley (joined electronically)

Staff: J. Rudolph, Chief Administrative Officer
R. Harding, General Manager, Parks, Recreation and Culture
S. Legin, General Manager, Corporate Services
D. Lindsay, General Manager, Development Services
B. Sims, General Manager, Engineering and Public Works
T. Doyle, A/Fire Chief (joined electronically)
L. Mercer, Director, Finance
L. Wark, Director, Recreation and Culture
L. Bhopalsingh, Manager, Community Planning
F. Farrokhi, Manager, Communications
J. Rushton, Manager, Purchasing and Stores
D. Stewart, Social Planner
S. Snelgrove, Deputy Corporate Officer
K. Lundgren, Recording Secretary

1. CALL THE FINANCE AND AUDIT COMMITTEE MEETING TO ORDER:

The Finance and Audit Committee Meeting was called to order at 9:00 a.m.

2. APPROVAL OF THE AGENDA:

It was moved and seconded that the Agenda be adopted. The motion carried unanimously.

3. ADOPTION OF THE MINUTES:

It was moved and seconded that the following Minutes be adopted as circulated:

- Minutes of the Special Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Friday, 2020-DEC-04, at 9:13 a.m.

- Minutes of the Special Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Wednesday, 2020-DEC-09, at 8:30 a.m.
- Minutes of the Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Wednesday, 2020-DEC-16, at 9:00 a.m.

The motion carried unanimously.

4. REPORTS:

(a) Sustainable Procurement Policy and Procurement Policy Update

Introduced by Shelley Legin, General Manager, Corporate Services.

Presentation:

1. Jane Rushton, Manager, Purchasing and Stores, provided a PowerPoint presentation. Highlights included:
 - The Procurement Policy, launched in 2017, transformed the City from decentralized purchasing to a centralized purchasing organization
 - The purpose of the Procurement Policy is to establish governance parameters for the purchasing of all goods and services for the City
 - Implications of the Procurement Policy for Staff and the City include:
 - Responsible fiscal spending and management
 - Fair, open and transparent procurement practices
 - Compliance with applicable trade agreements
 - Supporting local economy by making a shift from ordering from large retail establishments to seeing if the product is available locally
 - Implication of the Procurement Policy for vendors include:
 - The City's commitment to fair, open and transparent purchasing practices
 - Ensuring the City obtains the best value and good outcomes for its expenditures
 - Standard operating procedures and guiding documents
 - In accordance with all the applicable trade agreements, there will be no local preferences for competitive process purchases
 - The policy is to be reviewed every three years from its effective date
 - Review was completed in 2020 and minor updates were determined:
 - Remove, revise and add definitions
 - Remove any procedural elements not consistent with a policy
 - Align with modifications to the organizational structure
 - Add reference to new trade agreements not in effect when the Procurement Policy was initially implemented
 - Align with advice from legal counsel
 - The Sustainable Procurement Policy aims to further align procurement with Council's core vision of being a livable sustainable city

- The Sustainable Procurement Policy applies to all procurement activities including goods, services, and capital projects, where applicable and when relevant
- Implications of the Sustainable Procurement Policy for Staff and the City include:
 - Considering the sustainability impacts associated with purchases
 - Engaging the vendor community and communicating with vendors regarding sustainability
 - Improving tools and practices
- Inclusion of sustainability considerations in the procurement process will signal to potential suppliers of the City's commitment to local priorities and global sustainable development goals
- Next steps in Sustainable Procurement Policy implementation include:
 - Continuing to engage the working group
 - Further development of tools to guide implementation of sustainability into various procurement activities
 - Develop specific Standard Operating Procedures
 - Identify high impact procurement opportunities and imbed relevant sustainability considerations in "Request for X" (RFX) documents
 - Identify indicators that will capture process and outcome measurements
 - Vendor communication and engagement
 - Staff training and engagement

Committee discussion took place. Highlights included:

- Timeline in respect to the new buyer position effective July 1, 2021
- The inclusion of elements such as cost of living and living wage in the Procurement Policy
- The approval and validation of single source procurements
- The review process for unsolicited bids
- The appeal process for vendors excluded from participating in a procurement process
- The rationale for Section 10.1.9 of the Procurement Policy in regards to the use of personal property for personal advantage
- Vendor engagement and vendor readiness
- The use of purchasing power to benefit the local economy
- Support for the documents and moving forward with a solid governance framework
- Staff's perspective in regards to the practicality of implementing the policies

It was moved and seconded that the Finance and Audit Committee recommend that Council approve the revised Procurement Policy and the new Sustainable Procurement Policy. The motion carried unanimously.

(b) 2021 Social Planning Grant Recommendations

Introduced by Dale Lindsay, General Manager, Development Services.

It was moved and seconded that the Finance and Audit Committee recommend that Council approve a total of \$115,000 for the 2021 Social Planning Grant allocations as follows:

2021 Community Vitality Grants:

Organization	Project	Amount
Nanaimo Community Kitchens Society	Cooking Kits for Families	\$7,000
Protection Island Lions Club	Protection Island	\$2,900
	Neighbourhood Connections	
Newcastle Community Association	Illuminight	\$2,000
Nanaimo Region John Howard Society	Clothing for Success	\$11,600
Old Age Pensioners Nanaimo	Social Inclusion Program	\$1,500

2021 Social Response Grants:

Organization	Project	Amount
AVI Health Centre	Trans Wellness Program	\$35,000
Nanaimo Foodshare	E.A.T. Everyone at the Table	\$25,000
Literacy Central Vancouver Island	Word on the Street	\$30,000

The motion carried unanimously.

(c) Community Program Development Grant - Nanaimo Science and Sustainability Society (NS3)

Introduced by Richard Harding, General Manager, Parks, Recreation and Culture.

Committee discussion took place. Highlights included:

- An additional application was received; however, it did not meet the grant criteria
- The Nanaimo Science and Sustainability Society meets the criteria as it is expanding the program with two additional park locations

It was moved and seconded that the Finance and Audit Committee recommend that Council approve the request from the Nanaimo Science and Sustainability Society (NS3) for a Community Program Development Grant in the amount of \$3,500 to assist in funding the Science in the Park program. The motion carried unanimously.

(d) Proposed Bid for the 2026 BC Summer Games

Introduced by Richard Harding, General Manager, Parks, Recreation and Culture.

Committee discussion took place. Highlights included:

- The importance of event tourism and attracting visitors to our community
- Huge boost to local economy and community pride
- Staff bringing recommendation forward based on a letter received from BC Games Society inviting communities to host the 2026 BC Summer Games
- Proposition to host the North American Indigenous Games in 2024
- Indications of community support and the consideration of the need for volunteers
- Received positive stakeholder feedback within the REIMAGINE NANAIMO process
- Budget considerations in regards to security and overtime
- Sending a signal to the community regarding confidence for the future considering the past struggles relating to COVID-19

It was moved and seconded that the Finance and Audit Committee recommend to Council that the City of Nanaimo provide a bid to host 2026 BC Summer Games and that an expenditure of \$55,000 cash and \$55,000 of in-kind be included in the 2026 budget if successful. The motion carried unanimously.

5. ADJOURNMENT:

It was moved and seconded at 9:50 a.m. that the meeting adjourn. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

Mayor & Council
City of Nanaimo

Re: City Budget and upcoming Municipal Tax Rates

In 2020, Council and Staff undertook the Municipal Budget process as part of its ongoing planning and management of municipal financial requirements. Planning and management of the city's financial resources is, obviously, a continual process with a Five-Year Financial Plan continuously being updated to guide decision making and policy development that lays out the direction for management of the City.

We commend the City for its processes and procedures in its role of careful financial management. The Chamber Task Force on the Budget Process observation of the process heard of the work of staff to ensure Council received clear and concise information on every aspect of the City's financial plan in clearly defined service areas. They further shared this information openly with the community through the City's website. This open communications policy and plan led to a public E-Townhall held December 7, just days after Council members received the information. During this townhall, we were impressed by the depth of knowledge exhibited by Council members and the fact they were all taking ownership of budget details. Their familiarity demonstrated they had each spent considerable time in review of the data and had significant conversations among themselves, bureaucrats and community members.

We support the areas of special attention in the budget, specifically:

- Public Safety – ongoing increased attention required, as the Chamber has pointed to previously
- Waterfront Development – one key to the future of our economy
- Infrastructure – support of the continued 1% contribution to General Asset Management Reserve

We're also pleased that current planning respects and retains the knowledge and insight gained through the Core Services Review conducted in 2016.

I'm going to go against the grain of some past appraisals of City budgets and proposed tax increases. This year the Chamber of Commerce heartily applauds City Council and Staff in their Budget and tax deliberations and their prudent stewardship.

But we're also here to propose to Council that they request a report from staff with an analysis of the impact of freezing tax increases on commercial ratepayers for one year to assist and support the business community in Nanaimo. The Covid-19 pandemic continues to have a devastating effect on our economy and employment.

Beginning with a three-month voluntary closure in March 2020, followed by a slow return to local shopping, reductions in local consumer demand, increasing competition from a global online marketplace, continuing restrictions on food and beverage purveyors, and an uncertain environment in 2021, our local businesses deserve all the help they can get. This effort would show support for local business, help shape the brand of Nanaimo as business friendly, and support new efforts at outreach for economic development. Most importantly, it would be a vote of confidence in the business community, perhaps strengthening their resiliency just a bit more and encouraging them to hold on just a little longer.

BC Chamber's Mindreader Pulse Check (with whom we are partners) holds regular province-wide surveys on business conditions and then releases results in regional reports. December's report indicated that on Vancouver Island, we have the lowest level of business optimism in the province with 46% of businesses categorizing themselves in "poor or very poor shape". When asked if they were pessimistic or optimistic about the next 12 months, 36% indicated they were "pessimistic or very pessimistic", placing our region in second place only to the resource regions of northern BC. This is a situation we are trying to improve. If any of you would like, I'm happy to send out links to this report.

Thank you for your consideration of this review and request.

Sincerely,



KIM SMYTHE, President and CEO

DATE OF MEETING FEBRUARY 17, 2021

AUTHORED BY PHIL STEWART, MANAGER, ENGINEERING PROJECTS

SUBJECT VICTORIA ROAD PEDESTRIAN UPGRADES

OVERVIEW

Purpose of Report:

To advise Council of scope changes associated with the construction of the Victoria Road Pedestrian Upgrades Project.

BACKGROUND

At the May 4, 2020 Council meeting, Council approved intersection upgrades to be funded from the 2020 Pedestrian Unallocated Budget. Included in these intersection upgrades were improvements at Victoria Road and Cavan Street intersection. The goal of these changes is to increase pedestrian visibility and comfort when using this crossing, which will serve to encourage more people to walk within the area.

In 2020, Victoria Road was scheduled to be repaved between Milton Street and Esplanade. The project was phased so that the Cavan Street to Milton Street section could be completed and the remainder of the project could be completed with the pedestrian upgrades.

DISCUSSION

As Staff prepared the detailed design for this project, the scope evolved beyond curb extensions at the south side of Victoria Road & Esplanade to include sidewalk between Esplanade and the crosswalk at Cavan Street. Curb extensions on the north side of the Victoria Road and Esplanade intersection were identified as a desirable addition, but were ultimately removed from the design due to budget limitations.

Past experience has indicated that larger construction tenders generate more favourable pricing, so in December of 2020, this project was packaged with the second phase of the Haliburton Multiuse Trail and the intersection upgrades at Waddington Road & St. George Crescent. The low bid for this work was received from Knappett Industries for \$398,877, \$196,123 below the approved budget of \$595,000. Despite being collectively under budget, both the Victoria Road and Waddington Road projects were individually over budget. Considering that the funding source for all of this work is the Pedestrian Unallocated budget, Staff identified the opportunity to redistribute funds across the individual projects to optimize the City investments in pedestrian infrastructure. This reassignment of funds also allowed Staff to reintroduce the additional curb extensions on the north side of Victoria Crescent and Esplanade. The revised, final scope of work is reflected in Attachment A.

Given the change in scope of the Victoria Road Pedestrian Upgrades Project, specific disclosure to Council is warranted.

Work is currently in progress and expected to be completed by the end of April on all three project sites. |

SUMMARY POINTS

- The scope of the Victoria Road Pedestrian Upgrades Project has been increased.
- Construction is expected to be completed by the end of April.
- There is sufficient funds within the 2021-2025 Financial Plan to cover the budget and scope changes.

ATTACHMENTS

Attachment A – Victoria Road Pedestrian Improvements Scope of Work January 2021 |

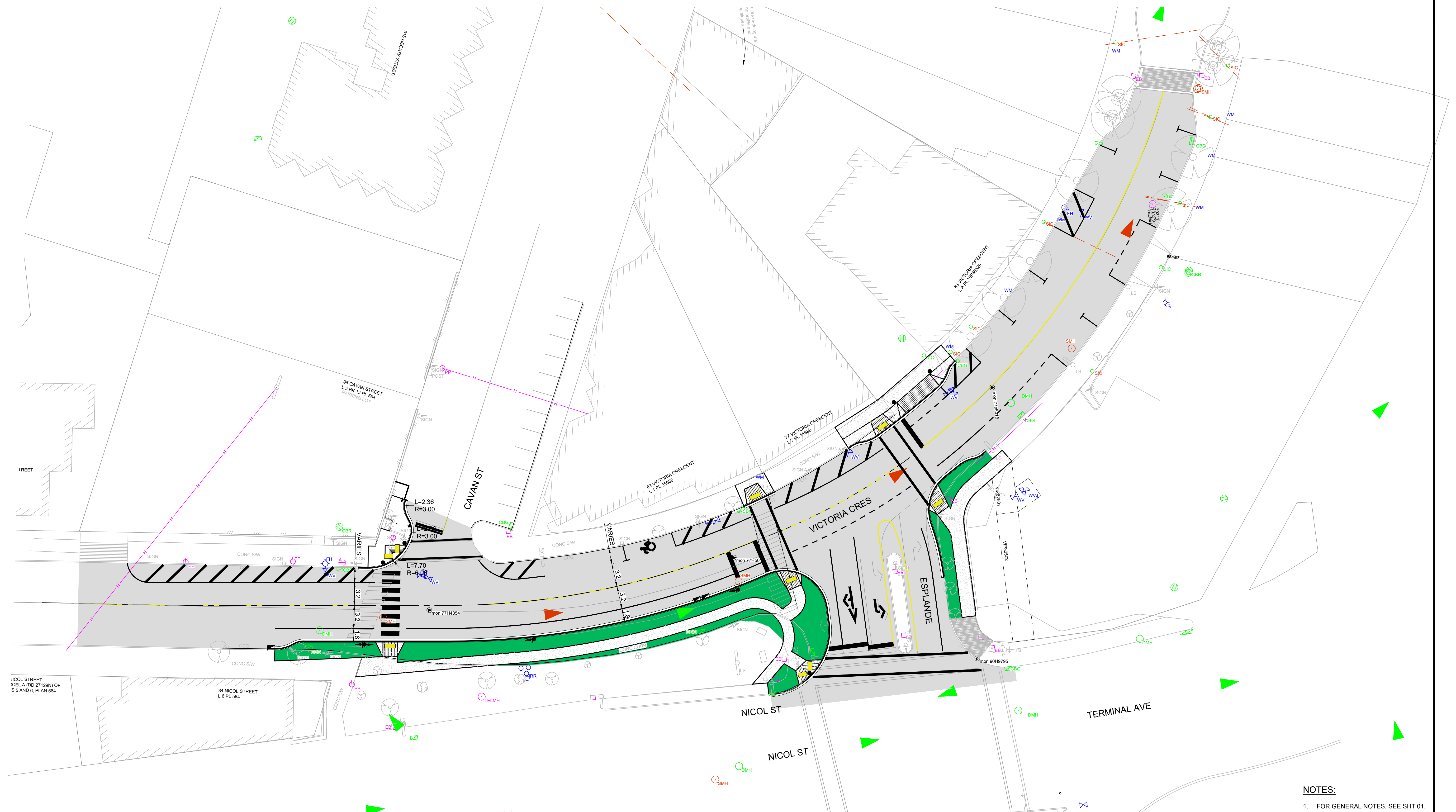
Submitted by:

Phil Stewart
Manager, Engineering Projects |

Concurrence by:

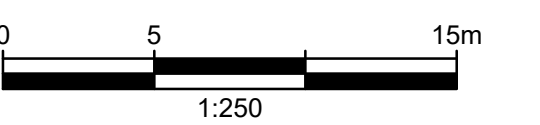
Poul Rosen
Director, Engineering

Laura Mercer
Director, Finance |



NOTES:

1. FOR GENERAL NOTES, SEE SHT 01.



\\STORAGE\CITYPROJECTS\PROJECTS\DESIGN\1096\103 DRAWINGS\01 CURRENT\1096-VICTORIA-CAVAN-CURBS-PED-REV POST TENDER

1.11.2021

Reference data	
90H9795	TERMINAL & ESPLANADE EL: 10.948
77H5011	FRONT & ESPLANADE EL: 10.060
77H5013	CRACE & ESPLANADE EL: 13.090

ISSUED FOR
T E N D E R

2	2020-11-25	MTE	ISSUED FOR TENDER		PS
1	2020-10-03	MTE	50% DESIGN REVIEW		
No.	Date	By	Revisions		Eng.

Design by	Date
MTE	24 OCT 2020
Drawn by	
MTE	26 OCT 2020
Checked by	
Approved by	

Seal



Scale	
Horiz. 1:250	Vert. N/A
Consult.Dwg	Sheet 04 of 04
Eng File No.	C1110
Dwg No.	

Project	2020 MOBILITY IMPROVEMENTS
Title	VICTORIA ROAD PEDESTRIAN IMPROVEMENTS CAVAN STREET TO ESPLANADE ROAD MARKINGS AND SIGNAGE PLAN

DATE OF MEETING FEBRUARY 17, 2021

AUTHORED BY MIKE BRYSON, MANAGER, RECREATION FACILITIES AND
CUSTODIAL SERVICES

SUBJECT PROVISION OF BARRIER-FREE MENSTRUAL PRODUCTS IN CITY
FACILITIES

OVERVIEW

Purpose of Report

To provide the Finance and Audit Committee with information regarding the provision of barrier-free menstrual products in City of Nanaimo facilities.

Recommendation

That the Finance and Audit Committee recommend that Council direct Staff to:

1. Initiate a pilot project in 2021 funded from the Strategic Infrastructure Reserve for the supply, install, and stocking of dispensers in 26 female and universal washrooms at these locations:
 - a. the major recreation facilities:
 - i. Beban Park, including Arenas, Pool, and Social Centre;
 - ii. Bowen Park;
 - iii. Nanaimo Aquatic Centre;
 - iv. Nanaimo Ice Centre;
 - v. Oliver Woods Community Centre;
 - b. Caledonia Park for shower program access;
 - c. Northfield Tourism Visitor Centre, and also,
2. Review use at the end of 2021 and return to Council with an update and recommendations.

BACKGROUND

At the Regular Council Meeting held 2020-NOV-02, the following motion was made: "That Council direct Staff to prepare a report outlining options to provide free menstrual products in City facilities in the Spring of 2021, including:

- A list of City facilities and the cost and feasibility to provide barrier-free menstrual product distribution at each location; and,
- Outline how the lessons learned from the pilot projects undertaken by the cities of Coquitlam, Port Moody and Victoria (in their civic facilities) can benefit a similar program in Nanaimo and evaluate partnership opportunities such as with the United Way's "Period Promise" campaign and provide future recommendations to Council as part of an ongoing program sustainment."

The current program in place for the provision of menstrual products is that they are available upon request at front desks at the City of Nanaimo's pools, arenas, and gymnasium facilities.

The Nanaimo Women's Resource Centre, who have partnered with the United Way in the past, provides menstrual products for free at their office and at their outreach program. The partnership with United Way is currently on hold due to the pandemic but they continue to offer products out of their operating budget. They plan on re-evaluating the partnership with United Way post-pandemic.

Several municipalities across Canada have partnered with the United Way through their Period Promise Campaign and other municipalities have established their own programs. All programs aim to assist people with accessing menstrual products to remove the stigma of Period Poverty.

Period Poverty is a problem faced by many people and is defined as the lack of access to menstrual products due to financial limitations. For some, it is a decision between food, rent, utilities or menstrual products. Lack of access to menstrual products can lead to serious health risks when other products are substituted for the pricier menstrual products.

PERIOD PROMISE CAMPAIGN

The United Way operates the Period Promise campaign to support menstrual equity, destigmatize menstruation, and reduce period poverty. They assist municipalities and other organizations through fundraising efforts (Attachment A).

The Period Promise Program outlines three ways to partner with the United Way, including:

- a) Run a workplace campaign to collect tampons, pads, cups, and other menstrual products to support vulnerable people in our community;
- b) Make a financial donation support the campaign and allow agencies in our communities to have funding to purchase menstrual products for their clients; or,
- c) Sign on to the Period Promise Policy Agreement and commit to providing menstrual products to staff and clients.

EXAMPLES FROM OTHER MUNICIPALITIES AND OTHER ORGANIZATIONS

Examples from several municipalities from across British Columbia are outlined on Attachment B.

CITY OF COQUITLAM

The City of Coquitlam introduced their program as a pilot project in 2020. Locations included three recreation facilities and two park sites. They received positive feedback about the program but also experienced misuse. There has been no long-term decision made as of yet.

CITY OF PORT MOODY

The City of Port Moody partnered with the United Way in 2019. They installed dispensers in eleven washrooms across four recreation facilities.

CITY OF VICTORIA

The City of Victoria introduced their own program in 2019 and they provide products at the City Hall, the Crystal Pool and at downtown public washrooms. They did not partner with the United Way. They have had no issues with vandalism to date. Their budget is for \$3,000 in product, per dispenser, per year.

NANAIMO-LADYSMITH SCHOOL DISTRICT #68

The Nanaimo-Ladysmith School District #68 (SD68) introduced menstrual products in all schools' washrooms in 2019. Dispensers were installed in female and universal washrooms, as well as first aid rooms. Initially, they had issues with abuse of free product with lots of product scattered on floors, stuck to walls and put in toilets. After the novelty wore off, they still experience some abuse but to a much lower extent. |

DISCUSSION

|Most municipalities introduced their programs under pilot projects to allow time to review use, cost and any issues. Under the current pandemic conditions, running a pilot project would not return useable data due to restricted access to facilities. In April / May 2021, Staff could install dispensers in all recreation facilities and monitor.

PANDEMIC RESTRICTIONS

Due to the COVID-19 Pandemic, all City of Nanaimo facilities are currently operating under restricted access due to safety protocols in place and in adherence to Provincial Health Orders. There is no City facility that is open to the general public for washroom use, outside of the public washrooms in parks.

CIVIC FACILITIES

Civic facilities, ones that are City-owned but operated through agreements, are not publicly accessed unless attending an event or program under current pandemic restrictions.

SHOWER PROGRAM IN CALEDONIA PARK

The free shower program, operated by the Nanaimo Unitarian Shelter, is continuing to be offered at Caledonia Park five days a week. The program does supply menstrual products upon request but demand is minimal. Supplying barrier-free product at this location will provide access for vulnerable people.

PARKS WASHROOMS FACILITIES

Staff are hesitant about introducing dispensers into the majority of parks washrooms facilities due to the high level of vandalism and destruction that they are currently experiencing. The amount and severity of vandalism has been on an upward trend for several years. The Wharf Street Loo could be an option but anything installed at this location would have to be diligently monitored.

COSTS

Supply and install of dispensers would cost \$750 each. Dispensers would be refilled by custodial staff. Supply of stock for machines is estimated between \$2,000 and \$3,000 per dispenser annually based on budgets of other municipalities.

A full inventory of washrooms, both public and staff, in City facilities is outlined in Attachment C.

ALTERNATIVE OPTION – MENSTRUAL CUP CAMPAIGN

A Menstrual Cup Program is an alternative option for the supply of barrier-free access to menstrual products for people in need in Nanaimo. Elsewhere, cup campaigns have provided a supply of menstrual cups to non-profit organizations for distribution to vulnerable populations. While menstrual cups are initially more costly than traditional products, and require a bit of education regarding sanitization, one cup can have a lifespan of five to ten years. Due to a cup's lifespan, the environmental impact is significantly lower than traditional menstrual products.

A menstrual cup campaign would allow for a targeted approach to vulnerable populations and enable people to be free of the need of acquiring more product when supplies run out. This option, while not focused on City facilities, would instead need to focus on a targeted population-based approach. The cost per cup is in the range of \$30 to \$50.

OPTIONS

1. That the Finance and Audit Committee recommend that Council direct Staff to:

1. Initiate a pilot project in 2021 funded from the Strategic Infrastructure Reserve for the supply, install, and stocking of dispensers in 26 female and universal washrooms at these locations:

a. the major recreation facilities:

- i. Beban Park, including Arenas, Pool, and Social Centre;
- ii. Bowen Park;
- iii. Nanaimo Aquatic Centre;
- iv. Nanaimo Ice Centre;
- v. Oliver Woods Community Centre;

b. Caledonia Park for shower program access;

c. Northfield Tourism Visitor Centre, and also,

2. Review use at the end of 2021 and return to Council with an update and recommendations.

- The advantages of this option: Meets the desire for providing access to barrier-free menstrual products across the city. Installation would focus on publicly accessed washrooms and not in staff areas.
- The disadvantages of this option: Under current pandemic restrictions, access to public washrooms is limited and will not provide useable data for a review of the program.
- Financial Implications: Cost of supply and install of 26 dispensers is \$19,500 and estimated budget for product supply during the pilot is \$52,000 for a total pilot project cost of \$71,500. The estimated budget does not account for dispenser failure or vandalism. \$71,500 for the pilot will be added to 2021 of the 2021 – 2025 Financial Plan funded from the Strategic Infrastructure Reserve.

2. That the Finance and Audit Committee recommend that Council direct Staff to add to the 2021 – 2025 Financial Plan the provision of barrier-free menstrual products at 26 universal and female washrooms at the following locations:
 - a) the major recreation facilities:
 - i. Beban Park, including Arenas, Pool, and Social Centre;
 - ii. Bowen Park;
 - iii. Nanaimo Aquatic Centre;
 - iv. Nanaimo Ice Centre;
 - v. Oliver Woods Community Centre;
 - b) Caledonia Park for shower program access; and,
 - c) Northfield Tourism Visitor Centre.
 - The advantages of this option: Meets the desire for providing access to barrier-free menstrual products across the city. Installation would focus on publicly accessed washrooms and not in staff areas.
 - The disadvantages of this option: Under current pandemic restrictions, access to public washrooms is limited and will not provide useable data for a review of the program.
 - Financial Implications: The 2021 – 2025 Financial Plan will be amended to include \$71,500 in 2021 for the cost, supply and install of 26 dispensers and product supply and \$78,000 ongoing annually funded from Property Taxation. The estimated budget does not account for dispenser failure or vandalism.
3. That the Finance and Audit Committee provide alternative direction.

SUMMARY POINTS

- Several municipalities across BC are providing free menstrual products in various civic facilities.
- Barrier-free provisioning could be achieved by installing dispensers in washrooms open to the general public at facilities like the recreation centres.
- All City of Nanaimo facilities are currently operating under restricted access due to safety protocols required through Provincial Health Orders during the COVID-19 Pandemic.

ATTACHMENTS:

ATTACHMENT A: Handout for United Way Period Promise Campaign

ATTACHMENT B: Outline of programs for several other BC Municipalities

ATTACHMENT C: List of City of Nanaimo facilities public and staff washrooms

Submitted by:

Mike Bryson
Manager, Recreation Facilities
& Custodial Services |

Concurrence by:

Art Groot
Director, Facility and Parks Operations

And:

Richard Harding
General Manager, Parks, Recreation & Culture

And:

Laura Mercer
Director, Finance |



ATTACHMENT A



period. promise

A United Way campaign.
Taking action, providing product.

Monthly menstruation products are a necessity.

But if you're living in poverty – or vulnerable in other ways – access to menstrual products can be challenging. **The United Way's Period Promise Campaign is trying to change this**, and we're excited to be a part of that work.

That's why we've signed onto the Period Promise Policy Agreement – and why **we've placed free menstrual products in our washrooms**.

It's one way that we are addressing period poverty, de-stigmatizing menstruation, and working towards helping more people get access to the products they count on.



What we know

Almost **one quarter of Canadian women** say they have struggled to afford menstrual products for themselves or their children. It's a symptom of poverty, and, like poverty, *it's likely more common for trans and non-binary people.*

When people don't have access to menstrual products, they **miss school, work, or other opportunities to contribute to their community.**

The Period Promise campaign by United Way is an easy way to help everybody live with the dignity that we all deserve by getting menstrual products to people who need them. Join us and be a part of the solution

1. **Run a workplace campaign** to collect tampons, pads, and other menstrual products to support vulnerable people in our communities.
2. **Make a financial donation** to the United Way to support the campaign and agencies supporting vulnerable people in our communities.

If you're interested in getting involved, connect with your local United Way.



ATTACHMENT B

BREAKDOWN OF PROGRAMS ACROSS SEVERAL BC MUNICIPALITIES

MUNICIPALITY	YEAR	PILOT PROGRAM	FACILITIES			TOTAL WASHROOM COUNT	UNITED WAY (Y/N)	INSTALL COST	ANNUAL PRODUCT COST
			RECREATION	CIVIC	PARKS				
CITY OF VICTORIA	2019	No	1	1	4	24	NO	\$ 10,800.00	\$ 72,000.00
Installed at City Hall, Crystal Pool and four downtown public washrooms									
CITY OF PORT MOODY	2019		4			11	Yes	\$ 11,600.00	
The \$11,600 is just to implement the United Way Period Promise program. No cost was given for the supply and installation.									
CITY OF COQUITLAM	2020	Only	3		2	72	Yes	\$ 35,000.00	\$ 25,000.00
Initial pilot was conducted in 2020 in 5 facilities total, and pilot project report to Council returned in November 2020. No motion made.									
CITY OF BURNABY	2020	Yes	3	3			Yes	\$ 12,000.00	
Six-month pilot project ending in August 2020 in 3 recreation facilities, a library, a warming centre, and an arts centre. Chose not to install in outdoor facilities from concerns of vandalism									
CITY OF NEW WESTMINSTER	2019	Yes			11		Yes		
Also installed in the libraries. Eport due back Q4 2020 on pilot project.									
CITY OF VANCOUVER	2020					72	Yes	\$35,000	\$25,000
Information gathered on partnerships, cost and logistics of the program and report back to council Q4 2020									

**Municipalities in the Okanagan have connected with non-profit organizations and provide products through a granting process and through the United Way.

ATTACHMENT C

CITY OF NANAIMO FACILITIES INVENTORY OF WASHROOMS

RECREATION FACILITIES	Universal	Female	Male
Beban Social Centre	3	1	1
Beban Pool	3	3	3
Beban - Frank Crane Arena		2	2
Beban - Cliff McNabb Arena		1	1
Beban - Centennial Building		1	1
Bowen Complex	2	3	3
Nanaimo Aquatic Centre	3	3	3
Nanaimo Ice Centre	1	2	2
Oliver Woods Community Centre	3	2	2
TOTAL:	15	18	18

ACTIVITY CENTRES			
Departure Bay Activity Centre		1	1
Kin Hut		1	1
Rotary Activity Centre	1	3	3
TOTAL:	1	5	5

CIVIC FACILITIES / LEASED FACILITIES			
Harbour City Theatre		1	1
McGirr Sports Complex		1	1
Nanaimo & District Museum		1	1
Nanaimo Art Gallery	4		
Northfield Tourism Visitor Centre	2		
Rotary Bowl		1	1
Serauxmen Stadium		1	1
The Port Theatre	2	1	1
Vancouver Island Conference Centre	7	7	7
Vancouver Island Military Museum	1		
TOTAL:	16	13	13

OTHER			
Caledonia Park - Shower Program	3	1	1
Wharf St Loo	1		
TOTAL:	4	1	1

PARKS WASHROOMS	Universal	Female	Male
Bowen East		1	1
Beban Artificials Fieldhouse	1	1	1
Beban Lions Sports Pavilion		1	1
Brechin Boat Ramp		1	1
Colliery Dam Park		1	1
Comox Gyro Park		1	1
Departure Bay Centennial Park		1	1
Deverill Square Gyro Park		1	1
Elaine Hamilton Park		1	1
Harewood Centennial Park		1	1
Harry Wipper Park		1	1
Kinsmen Park		1	1
Loudon Park		1	1
Maffeo Sutton Park		1	1
Mansfield Park	1	1	1
May Richards Bennett Park		1	1
NDSS Community Field		2	2
Pawson Gyro Park		1	1
Pipers Lagoon Park	2		
Robins Park		1	1
Sid Clark Gyro Park		1	1
Westwood Lake Park		1	1
TOTAL:	4	22	22

OTHER CITY BUILDINGS			
City Hall	1	3	2
Service and Resource Centre	2	2	2
Public Works		3	3
Parks Operations Yard		1	1
Parks Annex	2		
Fire Station #1		1	1
Fire Station #2		1	1
Fire Station #3	1	1	1
Fire Station #4	1	1	1
Fire Headquarters		2	2
TOTAL:	7	15	14

	Universal	Female	Male
TOTAL WASHROOM COUNT	47	74	73
GRAND TOTAL			194

**Pit toilets not included

***Portable toilets not included as not owned and serviced by the City of Nanaimo

DATE OF MEETING February 17, 2021

AUTHORED BY CHRIS SHOLBERG, COMMUNITY HERITAGE PLANNER

SUBJECT HERITAGE FAÇADE GRANT – 315 FITZWILLIAM STREET

OVERVIEW

Purpose of Report

To obtain Council approval for a Heritage Façade Grant for the St. Andrew's United Church building (315 Fitzwilliam Street).

Recommendation

That the Finance and Audit Committee recommend that Council approve a \$20,000 Heritage Façade Grant for the St. Andrew's United Church building located at 315 Fitzwilliam Street to replace the building's asphalt shingle roof.

BACKGROUND

A Heritage Façade Grant application has been submitted by the Trustees of St. Andrew's United Church (315 Fitzwilliam Street) to replace the asphalt shingle roof of the Church sanctuary and hall with new asphalt shingle roofing.

St. Andrew's United Church is currently on the City's Heritage Register and is listed as a significant heritage building in the Downtown Heritage Conservation Area as contained in the City's Official Community Plan (see Attachment A – St. Andrew's United Church History and Significance).

DISCUSSION

Staff have reviewed and evaluated the grant application and note that the proposed project satisfies the relevant requirements and objectives of the Heritage Façade Grant Program (as outlined in Attachment B – Heritage Façade Grant Program Purpose and Conditions).

The proposed exterior rehabilitation work will include replacement of the existing asphalt roof with a new asphalt roof in a matching style and colour. The roof upgrade does not include the building's spires which were upgraded in 2012 with a wood shake roof treatment. Photos of the existing roof condition can be viewed in Attachment C – Existing Roof Condition.

The proposed work is consistent with the City's Downtown Heritage Gateway Design Guidelines and Parks Canada's Standards and Guidelines for the Conservation of Historic Places in Canada, and is intended to upgrade an old asphalt roof system which is in poor condition and in need of replacement to prevent water penetration into the building.

The total estimated project cost is \$100,000. The project is eligible for up to \$20,000 in grant assistance based on the 50/50 cost-sharing model specified under the program, and the maximum façade allotment of \$10,000 per street frontage. In this case, the property faces onto two street frontages.

It should be noted that the property received a grant under the Heritage Façade Grant Program for \$20,000 in 2007 to repair and restore the building's stained glass windows. The property also received a grant under the Heritage Façade Grant Program for \$10,000 in 2012 to replace the asphalt roofing on the Church spires with wood shake.

OPTIONS

1. That the Finance and Audit Committee recommend that Council approve a \$20,000 Heritage Façade Grant for the St. Andrew's United Church building at 315 Fitzwilliam Street to replace the building's asphalt shingle roof.
 - The advantages of this option: The Heritage Façade Grant Program furthers the Livability and Economic Health goals of the 2019-2022 Strategic Plan, as well as the conservation objectives of the City's Heritage Conservation Program.
 - The disadvantages of this option: No further money would remain in the Heritage Façade Grant fund for potential additional grant applicants in 2021.
 - Financial Implications: The Heritage Façade Grant Program currently has a \$20,000 budget available to cover the grant application. The program's annual budget is \$20,000 and no other grant applications have been submitted at this time. Additional heritage grant funding (\$10,000) currently exists in the Heritage Home Grant program.
2. That the Finance and Audit Committee deny the Heritage Façade Grant application.
 - The advantages of this option: Funding would be left in the Heritage Façade Grant fund for potential applications to be considered until December 2021.
 - The disadvantages of this option: This could create uncertainty about the City's commitment to the grant program's purpose and parameters. It would run counter to the City's livability and heritage conservation objectives. Not awarding funds would be contrary to the first-come, first-served priority for eligible applicants.
 - Financial Implications: A total of \$20,000 would remain available for further applications in 2021. If unused during 2021, this funding would not be carried forward for use in future years.

SUMMARY POINTS

- The building Trustees have applied for a \$20,000 Heritage Façade Grant for the St. Andrew's United Church building located at 315 Fitzwilliam Street to replace the building's asphalt shingle roof.
- The total estimated project cost is \$100,000.

- The grant application satisfies the relevant requirements and objectives of the Heritage Façade Grant Program.

ATTACHMENTS:

ATTACHMENT A: St. Andrew's United Church Building History and Significance

ATTACHMENT B: Heritage Façade Grant Program Purpose and Conditions

ATTACHMENT C: Existing Roof Condition

Submitted by:

Lisa Bhopalsingh
Manager, Community Planning

Concurrence by:

Laura Mercer
Director, Finance

Bill Corsan
Director, Development Services

Dale Lindsay
General Manager, Community Development

ATTACHMENT A

ST. ANDREW'S UNITED CHURCH BUILDING HISTORY AND SIGNIFICANCE

Built in 1893, St. Andrew's United Church is a good example of Late Victorian church architecture. The church follows the square floor plan with second floor horseshoe gallery typical of Late Victorian Presbyterian churches, its original denomination. A large hall at the rear, built in 1927, features a two-storey auditorium with a balcony. The church retains much of its original character despite some later alterations, most notably a stucco finish over the original brick walls.

Still in use, the Church represents the historic and continuing spiritual, social and cultural importance of the building to Nanaimo. In addition to church services, the building has long hosted community events such as concerts and festivals.

St. Andrew's United Church is significant because of its association with the historic national merger of the Methodist, Presbyterian and Congregational churches in 1925 and it speaks to the historic and continuing complex and often divisive religious issues that confront communities. In Nanaimo, the merger was controversial. A large proportion of Presbyterians voted against union and the subsequent legal battle over the division of the property was the only union litigation case in British Columbia.

St. Andrew's United Church is also significant because of its association with American architect Warren H. Hayes, a specialist in church design who is credited with the development of the diagonal auditorium form. He designed a number of buildings through the United States including the Scottish Rite Temple in Minneapolis and Central Presbyterian Church in St. Paul, Minnesota and is known to have provided plans for at least two churches in Canada.

The manse, rock wall, landscape grounds and attached hall all have a historic and physical relationship to the church and are an essential part of the site's value. The church's tall bell tower and substantial mass dominate this corner of Fitzwilliam Street and make the building a highly visible historic landmark.

ATTACHMENT B

HERITAGE FAÇADE GRANT PROGRAM PURPOSE AND CONDITIONS

The Heritage Façade Grant Program was created by Council in 2003 as part of the City's Downtown Revitalization Strategy. The program was designed to provide financial incentives to encourage rehabilitation and enhancement of heritage buildings located in the City's downtown core, enliven the streetscape, create a more attractive environment for visitors and tenants, and stimulate investment in the area. The program has been successful at leveraging private investment toward rehabilitating and enhancing the exteriors of historic buildings located in the downtown core.

Façade grants are available yearly on a first-come, first-served basis to significant heritage buildings listed in the Downtown Heritage Conservation Area, as outlined in the City's Official Community Plan. The 2021 grant program budget is \$20,000. Each grant covers up to 50% of a project's cost, to a maximum of \$10,000 per building façade facing onto a street. To date, \$374,098.95 has been paid out under the program for 39 exterior building façade improvements (for 33 buildings) leveraging \$7,228,097.40 in private investment.

Should Council approve the grant, the following conditions will also apply as specified under the program:

- The project must be fully completed prior to payment of the grant.
- The owner must agree to register a Heritage Conservation Covenant on the property prohibiting demolition or exterior alteration of the building, unless the City approves these actions.
- Work must be substantially underway within six months of grant approval and completed within one year.
- Work must be of good quality, meeting appropriate building/fire codes or approved equivalent, comply with existing bylaws, be conducted in accordance with a valid building permit (if applicable), and pass municipal inspections.
- Work is subject to inspection. If, during the course of the project, it is determined that the work fails to adhere to the program guidelines, then the award of the grant, in whole or in part, may be rescinded.
- Signage crediting the City's funding will be provided and must be displayed for a mutually agreeable period not to exceed three months after the project is completed. Grant recipients may be asked to participate in other promotional efforts as appropriate.
- The applicant shall not involve the City of Nanaimo in any legal action between him/her or any contractors, estimators, employees, workers or agents arising from or out of the façade improvement project.

ATTACHMENT C

Existing Roof Condition





Staff Report for Decision

DATE OF MEETING February 17, 2021

AUTHORED BY DAVID STEWART, SOCIAL PLANNER

SUBJECT OTHER GRANT – ALANO CLUB OF NANAIMO SOCIETY

OVERVIEW

Purpose of Report

To provide background information and obtain the Finance and Audit Committee's recommendation to Council regarding funding a Social Response Grant application from the Alano Club of Nanaimo Society.

Recommendation

That the Finance and Audit Committee recommend that Council deny the allocation of \$7,000 from the Other Grant funding to the Alano Club of Nanaimo Society.

BACKGROUND

At its 2021-FEB-01 meeting, Council approved a recommendation from the Finance and Audit Committee to allocate a total of \$115,000 of Social Grant funding to seven separate community organizations (see Attachment A). A total of \$25,000 was available for Community Vitality Grants, with the remaining \$90,000 available for Social Response Grants.

An application for a \$15,000 Social Response Grant from the Alano Club of Nanaimo Society, initially considered ineligible due to an administration error, is now being considered for funding based on updated information showing that it was received by the grant application deadline.

DISCUSSION

Although all of the funding for the 2021 Social Planning Grants program has been allocated by Council, Staff have identified funding in the Other Grants funding stream that could be considered for allocation to the Alano Club.

The Other Grants funding stream is available to local, registered non-profit societies with large numbers of volunteers and a demonstrated financial need. Typically, the Other Grants program is used to provide the following funding types:

1. Educational funding;
2. Emergency funding;
3. Capital grants on a matching basis up to a maximum of \$5,000; and,
4. In-kind funding for facility rental.

There is currently \$7,000 available for Other Grants for 2021.

Staff have reviewed the Alano Club's application based on the Social Response Grant criteria given that it was submitted under that stream. Social Response Grants are available to local non-profits, neighbourhood associations and religious groups in order to respond to one or of the following strategic priorities:

- Social Equity (e.g. projects addressing issues related to poverty or social inclusion)
- Community Diversity (e.g. projects that support an inclusive and equitable community)
- Community Wellness (e.g. projects addressing the social determinants of health)
- Vibrant Neighbourhoods (e.g. projects that build community by enhancing social connectivity)

Funding cannot be used for ongoing operational expenses incurred during the normal course of business; projects occurring outside the City of Nanaimo; or, payment of pre-existing debts.

Alano Club Application

The Alano Club is seeking a \$15,000 Social Response Grant in order to “provide a family friendly meeting space that is a safe accepting place for those affected by addictions and harmful behaviour.” Of the requested funding, \$13,800 is to support funding for meeting space rental. This space would be used to support Nanaimo residents in recovery or otherwise affected by drug and alcohol dependency.

The Social Response Grant funds were heavily oversubscribed for 2021 with requested funding by applicants totaling \$514,838 for the available \$90,000 in grant funding. Of 14 Social Response Grant applications received, only 3 were awarded funding with 2 of these receiving less funding than requested. It is worth noting that the Alano Club's application was reviewed by the same staff team evaluating applications in the first review, and was scored lower than several other stronger applications from the original review that did not receive any funding.

The available \$7,000 in funding represents 47% of the applicant's grant request and 51% of the club's proposed rental budget. Providing partial funding is consistent with funding for other Social Response grant applications that were awarded only part of their original grant request.

OPTIONS

1. That the Finance and Audit Committee recommend that Council not allocate a total of \$7,000 from the Other Grant funding to the Alano Club of Nanaimo Society.
 - The advantages of this option: As the funding request is to help the Alano Club rent meeting space, the request may be considered operational funding and therefore not eligible for Social Response Grant funding.
 - The disadvantages of this option: As the application was not originally considered due to an administration error, not awarding any funding may seem unfair to the applicant despite the application scoring lower than others in the original review.
 - Financial Implications: Funds in the Other Grant program would remain available for further requests in 2021.

2. That the Finance and Audit Committee recommend that Council allocate a total of \$7,000 from Other Grant funding to the Alano Club of Nanaimo Society.
 - The advantages of this option: Providing the funding would allow the Alano Club to be considered for funding and rectify an internal error that excluded the application from the original review. The requested funding would allow the Alano Club to continue to support Nanaimo residents in recovery or otherwise affected by drug and alcohol dependency. Supporting recovery programs is consistent with the goals of the City's draft Health and Housing Action Plan.
 - The disadvantages of this option: Of fourteen 2021 Social Response Grant applications received, only three were awarded funding (one received full and the latter two received partial funding). Awarding grant funding to the Alano Club despite the fact that they scored lower than other Social Grant applications who received no funding may be perceived as unfair.
 - Financial Implications: There is currently \$7,000 available in the Other Grant funding stream. If the full amount is allocated to the Alano Club then no other funds would be available for funding requests from this stream in 2021.
3. That the Finance and Audit Committee provide alternative direction.

SUMMARY POINTS

- At its 2021-JAN-21 meeting, the Finance and Audit Committee received a staff report entitled "2021 Social Planning Grant Recommendations" and recommended that \$115,000 be allocated to eight applicants, of which \$90,000 was allocated for three Social Response grant applications.
- An application from the Alano Club of Nanaimo Society requesting \$15,000 for space rental was not considered in the original review of 2021 Social Response Grants due to an administration error relating to the date of receipt of the application.
- Staff have now reviewed the Alano Club application and scored it using the same criteria as the other applications. The application scored lower than other applications, which did not receive funding.

ATTACHMENTS:

- ATTACHMENT A: 2021-JAN-20 Finance and Audit Report entitled, "2021 Social Planning Grant Recommendations"
- ATTACHMENT B: Social Response Grant Application Form (2021)

Submitted by:

Lisa Bhopalsingh
Manager, Community Planning

Concurrence by:

Laura Mercer
Director, Finance

Bill Corsan
Director, Community Development

Dale Lindsay
General Manager, Development Services

ATTACHMENT A



Staff Report for Decision

DATE OF MEETING January 20, 2021

AUTHORED BY DAVID STEWART, SOCIAL PLANNER

SUBJECT 2021 SOCIAL PLANNING GRANT RECOMMENDATIONS

OVERVIEW

Purpose of Report

To obtain the Finance and Audit Committee's recommendation for Council approval of the Social Planning Grant allocations for 2021.

Recommendation

That the Finance and Audit Committee recommend that Council approve a total of \$115,000 for the 2021 Social Planning Grant allocations as follows:

2021 Community Vitality Grants

<u>Organization</u>	<u>Project</u>	<u>Amount</u>
Nanaimo Community Kitchens Society	Cooking Kits for Families	\$7,000
Protection Island Lions Club	Protection Island Neighbourhood Connections	\$2,900
Newcastle Community Association	Illuminight	\$2,000
Nanaimo Region John Howard Society	Clothing for Success	\$11,600
Old Age Pensioners Nanaimo	Social Inclusion Program	\$1,500

2021 Social Response Grants

<u>Organization</u>	<u>Project</u>	<u>Amount</u>
AVI Health Centre	Trans Wellness Program	\$35,000
Nanaimo Foodshare	E.A.T. Everyone at the Table	\$25,000
Literacy Central Vancouver Island	Word on the Street	\$30,000

BACKGROUND

Each year since 2001, the City of Nanaimo has allocated Social Planning grants to non-profit societies and/or recognised faith groups in Nanaimo. The Social Response and Community Vitality grants provide a total of \$85,000 annually for programs that address social issues affecting Nanaimo residents. A total of \$60,000 of funding is directed toward Social Response grants with the remaining \$25,000 dedicated to Community Vitality grants. Social Response grants are generally intended to support larger scale projects; whereas, Community Vitality grants are targeted towards smaller initiatives.

At its 2020-NOV-2 Regular Council meeting, Council passed the following motion:

“That Council authorize Staff to advertise that an additional \$30,000 of Social Response Grant funding is available for projects that specifically address community wellness or addictions response.”

This additional funding was provided through Community Amenity Contributions (CACs) from three separate Cannabis Retail Store rezoning applications. The specific criteria of the CAC contributions directed that the \$30,000 available be used to provide financial assistance to new or ongoing programs that provide support to individuals with, or who are overcoming, drug or alcohol addiction. Eligible programs include:

- Detox and treatment programs
- Counselling and support
- Peer support and employment programs
- Harm reduction/overdose prevention, including:
 - needle exchange services (with Island Health approval);
 - education and outreach programs that inform users how to reduce the risks associated with using drugs and/or alcohol; and,
 - safe ride programs.

The City issued a call for proposals for the 2021 Social Planning grants with an application deadline of 2020-DEC-07. Eight applications were received for Community Vitality grants and fourteen applications were received for Social Response grants. The total requested funding for Community Vitality grants was \$54,904, and the requested funding for Social Response grants was \$514,838. The combined total funding request amounted to \$569,742.

DISCUSSION

Staff reviewed the eligible applications relative to the grant guidelines and criteria (see Attachment A) and Council’s Strategic Plan priorities. Staff recommend allocating a total of \$115,000 to eight applicants, as listed below:

2021 Community Vitality Grants – Applications Received

Organization	Project	Requested	Recommended
Nanaimo Community Kitchens Society	Cooking Kits for Families	\$7,000	\$7,000
Protection Island Lions Club	Protection Island Neighbourhood Connections	\$2,900	\$2,900
Nanaimo Community Gardens Society	Covered Work Area Project	\$8,000	\$0
Nanaimo Region John Howard Society	Social Service Worker Support Group	\$6,354	\$0
Spinal Cord Injury Organization of BC	Peer Support and Information for Spinal Cord Injury	\$10,000	\$0

Organization	Project	Requested	Recommended
Newcastle Community Association	Illuminight	\$4,150	\$2,000
Nanaimo Region John Howard Society	Clothing for Success	\$15,000	\$11,600
Old Age Pensioners Nanaimo	Social Inclusion Program	\$1,500	\$1,500
Total Requested:		\$54,904	
Total Available:		\$25,000	

2021 Social Response Grants – Applications Received

Organization	Project	Requested	Recommended
Nanaimo Family Life	Senior Centre Without Walls	\$50,000	\$0
Tillicum Lelum Aboriginal Friendship Centre	E.A.T. (Environment Animals Tulut)	\$60,000	\$0
AVI Health Centre	Trans Wellness Program*	\$90,000	\$35,000
Island Crisis Care Society	Getting Around	\$15,300	\$0
Nanaimo Foodshare	E.A.T. (Everyone at the Table)	\$25,038	\$25,000
Nanaimo Innovation Academy	Kid's Healthy Eating Project	\$20,000	\$0
Kootenay Adaptive Sport Association	Nanaimo Region and Trail Masterplan	\$10,000	\$0
Take a Hike Foundation	Take a Hike Program	\$20,000	Not eligible
The Men's Centre	Seniors Reach Out Program	\$10,000	\$0
BC Yukon Association of Drug Wat Survivors	DRUMS Nanaimo*	\$90,000	\$0
Nanaimo Aboriginal Centre	Youth HR and Transitional Support	\$15,000	\$0
Society for Equity, Inclusion and Advocacy (SEIA)	The Peer Safety Initiative*	\$14,500	\$0
Worker Solidarity Network	Solidarity Stewards Program	\$60,000	\$0
Literacy Central Vancouver Island	Word on the Street	\$35,000	\$30,000
Total Requested:		\$514,838	
Total Available:		\$90,000	

*Project is considered eligible for the additional \$30,000 in CAC funds

The Take a Hike Foundation's application was determined to be not eligible as the request was to fund ongoing operational expenses incurred during the normal course of business operations which is contrary to the grant criteria.

An additional application from the Alano Club of Nanaimo was received on 2020-DEC-23, after the 2020-DEC-07 application deadline, and, as such, was not considered.

Of the fourteen Social Response applications received, three were considered eligible for the additional \$30,000 provided through the rezoning CAC contributions. Staff are recommending the additional \$30,000 community wellness and substance use response funding be awarded to the AVI Health Centre's Trans Wellness Program.

OPTIONS

1. That the Finance and Audit Committee recommend that Council approve a total of \$115,000 for the 2021 Social Planning Grant allocations as follows:

2021 Community Vitality Grants

<u>Organization</u>	<u>Project</u>	<u>Amount</u>
Nanaimo Community Kitchens Society	Cooking Kits for Families	\$7,000
Protection Island Lions Club	Protection Island Neighbourhood Connections	\$2,900
Newcastle Community Association	Illuminight	\$2,000
Nanaimo Region John Howard Society	Clothing for Success	\$11,600
Old Age Pensioners Nanaimo	Social Inclusion Program	\$1,500

2021 Social Response Grants

<u>Organization</u>	<u>Project</u>	<u>Amount</u>
AVI Health Centre	Trans Wellness Program	\$35,000
Nanaimo Foodshare	E.A.T. Everyone at the Table	\$25,000
Literacy Central Vancouver	Word on the Street	\$30,000

- The advantages of this option: The recommended projects were determined to strongly fulfill the criteria of the grants and address the City's strategic priorities, as decided by a review committee consisting of four City staff from the Community Planning and Finance sections.
- The disadvantages of this option: A number of organizations who submitted grant applications will receive no funding or less funding than requested.
- Financial Implications: The recommendations do not exceed the total available budget of \$115,000 for the 2021 Social Planning grants.

2. That the Finance and Audit Committee provide alternative funding recommendations. |

SUMMARY POINTS

- The City received 22 applications with a total request of \$569,742 for the 2021 Social Response and Community Vitality grant programs.
- The total Social Planning grant program budget for 2021 is \$115,000 of which \$90,000 is allocated to Social Response grants and \$25,000 to Community Vitality grants.
- Staff recommend that \$115,000 be allocated to eight applicants.

ATTACHMENTS:

ATTACHMENT A: Social Planning Grants – Guidelines & Criteria |

Submitted by:

Lisa Bhopalsingh
Manager, Community Planning |

Concurrence by:

Laura Mercer
Director, Finance

Bill Corsan
Director, Development Services

Dale Lindsay
General Manager, Community Development
|



City of Nanaimo Social Planning Grants

Guidelines & Criteria

2021 Deadline:

Monday, December 7, 2020 (4:00 pm)

**For more information, please contact Community Planning
at 250-755-4464 or socialplanning@nanaimo.ca**

Introduction

The City of Nanaimo recognizes the importance of fostering a socially sustainable community that nurtures a caring, healthy, inclusive and safe environment, and which empowers all of its citizens to realize their aspirations. The Social Planning function, housed within the Community Planning section, has a mandate to support initiatives and actions that further the community's social objectives.

Purpose

The purpose of the Social Planning grant program is to assist organizations in responding to issues of a social nature with initiatives that enhance social cohesion, address the root causes and effects of poverty, contribute to the vitality of our community and foster social inclusion and social equity.

Eligibility Criteria

Organizations applying for funding must be based in Nanaimo and/or be proposing a project that primarily serves Nanaimo residents.

The following types of organizations are eligible to apply:

- A non-profit society incorporated under the BC Provincial Societies Act or federally designated as a registered charity;
- A recognized religious group with ongoing activities and a congregation; or,
- A neighbourhood association recognized by the municipality.

Strategic Priorities

The City of Nanaimo's strategic funding priorities for the Social Planning Grant program are as follows:

- Social Equity (e.g. Projects addressing issues related to poverty or social inclusion)
- Community Diversity (e.g. Projects that support an inclusive and equitable community)
- Community Wellness (e.g. Projects addressing the social determinants of health)
- Vibrant Neighbourhoods (e.g. Projects that build community by enhancing social connectivity)

Project proposals should respond to one or more of the above categories. Overall projects should support the "Livability" theme within the City's Strategic Plan including supporting "a City in which all people live, work, play, create and learn in a safe and connected community" and/or "support the provision of affordable and accessible housing for all community needs."

COVID-19 Response

Given social distancing requirements, applicants must demonstrate how projects can be safely delivered during the COVID-19 pandemic.

Community Wellness and Substance Use Response

For 2021, an additional \$30,000 is available for Social Response Grant projects that provide support to individuals with or are overcoming drug or alcohol addiction. Project may include:

- Detox and treatment programs
- Counselling and support
- Peer support and employment programs
- Harm reduction/overdose prevention, including:
 - needle exchange services (with Island Health approval)
 - education and outreach programs
 - safe ride programs

Grant Categories

There are two categories of Social Planning Grants, which are allocated on an annual basis:

- **Social Response Grants**
Intended for initiatives and projects of a more significant scope. The total budget available for this category is \$60,000; individual applications for up to \$60,000 will be accepted. For 2021, an additional \$30,000 is available within this category for projects that meet the Community Wellness and Substance Use Response criteria. Applications that meet both the Social Response Grant and Community Wellness and Substance Use Response criteria may apply for up to \$90,000 in funding.
- **Community Vitality Grant**
Intended for projects of a smaller scale. The total budget available for this category is \$25,000.

Ineligible Projects

Funds from the Social Planning Grants may not be used for the following purposes:

- Ongoing operational expenses incurred during the normal course of business;
- Projects occurring outside the City of Nanaimo; or
- Payment of pre-existing debts.

Projects will not be funded for more than two consecutive years in a row; however, an organization may submit an application for a separate project.

Ineligible Organizations

- Groups or organizations with outstanding balances owed to the City of Nanaimo.
- Organizations may not be eligible for Social Planning Grant funding if they have received other funding assistance through the City of Nanaimo within the same grant year period.

Please contact socialplanning@nanaimo.ca with any questions you may have.

Application Review Criteria

30% - Merit

Proposal quality, project alignment with organization's mandate, community support

40% - Relevance/Feasibility

Does project reflect the City's Strategic Priorities?

What is the capacity and demonstrated ability of the applicant?

30% - Potential Impact

How many will be impacted? How great the impact? How critical is the issue being addressed?

Grant Process

Applications will be received and reviewed by the Social Planning section, and recommendations will be forwarded to the Finance and Audit Committee and then to Nanaimo's City Council for approval. Once disbursed, funding must be spent within the next twelve (12) months and a report provided at project completion or at the end of the twelve month period, whichever comes first. If the applicant chooses to submit an application for the following year, a report regarding the previous project funding grant must be received prior to the submission of the new grant.



City of Nanaimo Social Planning Grants

Social Response Grant Application Form (2021)

This is an application for the City of Nanaimo's Social Planning - Social Response Grant. Before completing the application form, please refer to the ***Social Planning Grant Guidelines & Criteria***.

How to Submit your Application

Submit completed application packages **by 4:00 pm on Monday, December 7, 2020**

- **By Email:** socialplanning@nanaimo.ca
- **By Mail:** c/o Community Planning, City of Nanaimo
455 Wallace Street, Nanaimo BC V9R 5J6
- **In Person:** c/o Community Planning, City of Nanaimo
Service & Resource Centre, 411 Dunsmuir Street, Nanaimo BC
(drop box slot located outside beside front door)

NOTE: Late applications will not be reviewed.

**For more information, please contact Community Planning
at 250-755-4464 or socialplanning@nanaimo.ca**

Grant Request Details

Year: _____ Applicant: _____

Grant Amount Requested: \$ _____ Project Name: _____

Project Focus

Please indicate which of the following strategic priorities your project addresses:

- ☐ Social Equity
- ☐ Community Diversity
- ☐ Community Wellness
- ☐ Vibrant Neighbourhoods

Are you applying for additional Community Wellness and Substance Use Response Funding (see grant guidelines and criteria for more information)?

Yes

No

Organization Details

Legal Name of Organization: _____

Address: _____ Postal Code: _____

City: _____

Phone Number: _____ Contact Person: _____

Position: _____ Email: _____

Project Information

Please state the project name/title and provide a brief summary in the following space. This information may be used in public communications and on the City's website (150 words maximum).

Does your activity take place in Nanaimo?

☐ Yes

☐ No

Have we funded this project before?

☐ Yes - Year: _____

☐ No

Please describe in detail the project/program for which grant funding is being sought. Be sure to provide information on all aspects of its operation including: timelines, location, zoning, staffing, target market, potential programming, and community partnerships. Please provide information on the scalability of your project in case we are unable to grant you the full amount requested.

Project Evaluation: Please describe expected outcomes and outline how you will evaluate the project/program to capture measurable results.

Budget

Attach the following information:

- † A detailed budget of the proposed project, outlining all revenues including sources and expenditures, using the attached form

Does your organization already receive (or have you applied) for other sources of City of Nanaimo funding?

† Yes

† No

† Pending Application: Grant Type: _____ Amount Requested: \$ _____

If yes, please specify the source(s) (grant types) and dollar amount(s) (attach additional sheets if required):

Grant Type: _____ Amount Granted: \$ _____

Grant Type: _____ Amount Granted: \$ _____

Final Report on Previous Year Funding

† Applicants who have received funding in previous years MUST provide all final reports to the Community Planning Department within 12 months of receipt of funding. Failure to provide final reports may result in the rejection of new applications.

Signature and Declarations

I hereby certify that the information included with this application is complete, and is true and correct to the best of my knowledge, and that I have been authorized by the Board of Directors to make this declaration and to submit this application on behalf of the above named organization.

Signature

Position

Date

I hereby declare that if our organization is successful in obtaining a City of Nanaimo Social Planning Grant that we give the City of Nanaimo (or third party appointed by the City) the right to review the project/program for which the grant was obtained to ascertain whether grant monies received were used for the stated purpose(s) set out in this application.

Signature

Position

Date

Freedom of Information and Protection of Privacy Act Statement: Information collected on this form, or provided with this form, is collected under the general authority of the *Community Charter* and the *Freedom of Information and Protection of Privacy Act*, and is protected in accordance with the *Act*. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose. For further information regarding the collection, use, or disclosure of personal information by the City of Nanaimo, please contact the Legislative Services Department at 250-755-4405.

SOCIAL RESPONSE GRANTS

PROJECT BUDGET:

PROJECT REVENUE (Please provide detailed revenue projections and indicate any revenue sources that have been confirmed)

FUNDING SOURCES	Amount \$	Confirmed (Yes/No)
Social Response Grant Amount Requested	\$	
Other Grant Sources (please list all other grants received or presently being pursued for this project)		
	\$	
	\$	
	\$	
Total Grant Amounts	\$	
Project/Program Revenue (if any)		
	\$	
	\$	
Total Project/Program Revenue	\$	
Other Revenue Sources (e.g. Donations/Services in Kind)		
	\$	
	\$	
	\$	
Total Other Revenue	\$	
TOTAL ALL REVENUE	\$	

PROJECT EXPENSES

Expense Item:	Amount \$	Expenses City Funding Applied To
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
TOTAL ALL EXPENSES	\$	

DATE OF MEETING FEBRUARY 17, 2021

AUTHORED BY LAURA MERCER, DIRECTOR, FINANCE

**SUBJECT REALLOCATION OF \$60,000 OF THE ERP REPLACEMENT
PROJECT BUDGET FROM 2022 TO 2021 IN THE 2021-2025
FINANCIAL PLAN**

OVERVIEW

Purpose of Report

To provide the Committee with information relating to the ERP Replacement Project.

Recommendation

That the Finance and Audit Committee recommend that Council approve reallocating \$60,000 of the ERP Replacement project budget from 2022 to 2021, in the 2021-2025 Financial Plan.

BACKGROUND

In 2002 the City implemented SAP to replace an antiquated financial system that was no longer meeting the needs of the organization. In implementing SAP, the City moved beyond a basic financial system to a more integrated environment that includes Human Resources, materials management, and facilities management. Only a portion of the potential system was implemented in 2002 and the City has, over time, been adding additional functionality.

DISCUSSION

In 2017, SAP announced that as of 2025-DEC-31 they would no longer be supporting customers who were not using the SAP S/HANA platform. This announcement forces the City to upgrade its ERP system. The current recommendation from SAP indicates the preferred method is a re-implementation, rather than a simple upgrade. This requires the same level of effort as a new implementation, and presents an opportunity for the City to re-evaluate whether SAP is still the best ERP platform going forward. Due to COVID-19, the end of life date has been extended to 2027-DEC-31. At the end of support, customers will no longer receive software updates including security updates and will no longer be able to access official support to resolve technical queries.

In 2018, the City published a Request for Information (RFI) to see what other ERP systems were available on the market. Several responses were received and a short list of systems were chosen for demonstrations. This process allowed Staff to see what was available on the market as well as to determine the scope of budget required.

From this RFI process, a budget was established at \$3,192,380 with implementation occurring in 2022 and 2023.

In late 2020, an ERP project governance committee was struck to create the project charter and start working on drafting a RFP that would go to market with a selected vendor chosen by the end of 2021.

Creating a RFP for an ERP Software implementation is a very complex and detailed process. As such, hiring a consultant to assist with the RFP process would be advantageous and may provide cost saving.

The estimated cost of hiring a consultant to help with this process is \$60,000. Currently the project is budgeted in 2022 and 2023 of the 2021-2025 Financial Plan, Staff are requesting that \$60,000 be reallocated from 2022 to 2021 to fund the undertaking of this work. |

OPTIONS

1. That the Finance and Audit Committee recommend that Council approve reallocating \$60,000 from the ERP Replacement Project budget from 2022 to 2021, in the 2021-2025 Financial Plan.
 - The advantages of this option: Engaging an expert in the writing of RFPs for ERP systems will ensure that the RFP provides potential applicants with all relevant information to provide a complete response. The consultant would also be able to advise on the accuracy of the budget amount.
 - The disadvantages of this option: The original scope of the project did not include funding for the engagement of a consultant.
 - Financial Implications: The reallocation of the budget will be included in the Final 2021-2025 Financial Plan. No change to the overall ERP budget of \$3,192,380 is being requested, at this time.
2. That Council could deny the request.
 - The advantages of this option: 100% of the budget remains for the implementation of the software.
 - The disadvantages of this option: The expertise of a Consultant with experience in writing and evaluating ERP RFP's could result in a more detailed RFP as well as a more complete bid package from applicants. Project could be delayed if staff waited until 2022 to work with a consultant to write the RFP.
 - Financial Implications: No impact, at this time as the total budget amount will stay at \$3,192,380.
3. That Council could provide other alternatives. |

SUMMARY POINTS

- SAP ERP software was implemented in 2002.
- The City's version of SAP will no longer be supported after 2027.
- Implementation is scheduled for 2022 and 2023 with a budget of \$3,192,380.
- Request to reallocate funding from the 2022 budget to 2021 to engage a consultant to assist with the creation and evaluation of a RFP for the ERP Replacement project.

Submitted by:

Laura Mercer
Director, Finance

Concurrence by:

Shelley Legin
General Manager, Corporate Services

DATE OF MEETING FEBRUARY 17, 2021

AUTHORED BY JANE RUSHTON, MANAGER, PURCHASING AND STORES

SUBJECT **QUARTERLY PURCHASING REPORT (SINGLE AND SOLE SOURCE, PURCHASES IN EXCESS OF \$250,000 AND INSTANCES OF NON-COMPLIANCE PURCHASES)**

OVERVIEW

Purpose of Report:

To provide information in compliance with the City's Procurement Policy (03-1200-01) regarding single and sole source purchases, awards in excess of \$250,000 and policy non-compliance for the quarter 2020-OCT-01 to 2020-DEC-31.

DISCUSSION

The City's Procurement Policy (03-1200-01) requires:

17 Reporting

17.1 On a quarterly basis, Council will be provided with an information report summarizing the following:

- 17.1.1 Sole source and single source purchases between \$25,000 and \$250,000;
- 17.1.2 Award of all purchases in excess of \$250,000; and,
- 17.1.3 Instances of Non-Compliance and action taken in each instance.

This report outlines results of the above processes for information. Further details are summarized in Attachments A and B to this report.

Sole Source Purchases

"Sole Source Purchase" means a non-competitive acquisition whereby the purchases for goods and or services are directed to one source where there is only one available Vendor or Contractor of that good and or service that meets the needs or requirements of the City. Sole source purchases go through an internal control review process and sign off covering justification, review of decision and costs.

Single Source Purchases

"Single Source Purchase" means a non-competitive acquisition whereby purchases for goods and or services are directed to one source because of standardization, warranty, or other factors, even though other competitive sources may be available.

Due to staffing constraints, the City is not able at this time to undertake internal audits or reviews to determine policy compliance deviations. The City's internal controls have been updated to flag non-compliance going forward using current Staff, and if it is determined that the associated risks are significant additional resources will be requested from Council.

SUMMARY POINTS

- The City undertook sixteen (16) Single and Sole Source purchases subject to Procurement Policy (03-1200-01) reporting for a total amount of \$665,998.55 including PST for the quarter ending 2020-DEC-31.
- The City undertook two (2) purchases in excess of \$250,000 subject to Procurement Policy (03-1200-01) reporting for a total amount of \$1,065,035.05 including PST for the quarter ending 2020-DEC-31.
- The City undertook no instances of Procurement Policy non-compliance purchases subject to Procurement Policy (03-1200-01) for the quarter ending 2020-DEC-31.
- The City's Procurement Policy requires Staff to provide this information to Council on a quarterly basis.

ATTACHMENTS

Attachment A – Sole Source and Single Source Purchases >\$25,000<=\$250,000

Attachment B – Purchases Greater than \$250,000 Summary

Submitted by:

Jane Rushton
Manager, Purchasing and Stores

Concurrence by:

Laura Mercer
Director, Finance

Shelley Legin
General Manager, Corporate Services

File/ Competition #	Department	Vendor Name	Transaction Description	Amount (Includes PST)	Reason/Comment
2760	Construction	BC Hydro	Relocation of poles on Metral Drive	\$64,194.00	Where it can be demonstrated the service is available only through one authorized service provider.
2115	Parks Operations	WSP Canada Inc	Design and construction assistance on the Sugar Loaf Mountain rock fall	\$14,770.00	One with which staff have specialized training and/or expertise.
2513	Community Planning	Lanarc 2015 Consultants Ltd	Design and construction-related services associated with new wayfinding signage for downtown	\$33,256.81	Where there is demonstrated value to continue consultant services into the next project phase.
2310	Information Technology	ESRI Canada	One year renewal of the City's application wrapper, ESRI's Geocortex	\$15,755.75	One with which staff have specialized training and/or expertise. Accumulated spend exceeds \$25K.
2309	Information Technology	Safe Software	Renewal of spatial Extract, Transform and Load (ETL) tool for the City's GIS data and data rich applications	\$13,530.00	One with which staff have specialized training and/or expertise. Accumulated spend exceeds \$25K.
2299	Public Works Fleet	AssetWorks Inc	Annual renewal of the Fleet Asset Management program	\$18,932.17	To ensure compatibility with existing equipment, facilities or to maintain specialized products by the manufacturer or representative. Accumulated spend exceeds \$25K.
2500	Roads	Herold Engineering Limited	Annual inspection of City owned bridges	\$7,250.00	One with which staff have specialized training and/or expertise. Accumulated spend exceeds \$25K.

File/ Competition #	Department	Vendor Name	Transaction Description	Amount (Includes PST)	Reason/Comment
2644	Public Works- Water Resources	University of British Columbia - Office of Research Services	Contribute Grant in Aid to participate and support general research activities in water treatment membrane operation and maintenance. Four Year Agreement.	\$80,000.00	Where there is an absence of competition and no acceptable alternative or substitution exists.
2765	IT Department	Sudden Technologies	Purchase of Endpoint Security software	\$31,667.02	To ensure compatibility with the existing equipment, facilities or to maintain specialized by the manufacturer or representative.
2766	Parks Recreation and Culture	Noel Brown	Creation of a Welcome Pole by a local artist of the Snuneymuxw First Nation for Fire Station #1	\$75,000.00	Where there is an absence of competition and no acceptable alternative or substitute exists.
1828	Parks Recreation and Culture	Acciona Facility Services Canada Limited	Continuation of the City's sharps management program for 2021	\$18,300.00	One with which staff have specialized training and/or expertise. Accumulated spend exceeds \$25K.
2311	IT Department	Mpowered Ventures Ltd	2021 Maintenance for the mobile Building Inspection application, Fieldpro	\$4,486.51	To maintain specialized product. One with which staff have specialized training and/or expertise. Accumulated spend exceeds \$25k.

File/ Competition #	Department	Vendor Name	Transaction Description	Amount (Includes PST)	Reason/Comment
2767	Corporate Services	CMF Construction Ltd	Construction Management Services to assist with budgeting, planning, source sub-trades and act as Prime Contractor for the SARC architectural work.	\$67,742.00	One with which staff have specialized training and/or expertise.
1122	IT	Central Square Canada Software dba Tempest Development Group	2021 annual support and maintenance	\$111,652.71	To maintain specialized products by the manufacturer or representative.
2777	Parks Operations	Acer Landscaping	Various median landscape work for 2020	\$69,211.61	One with which staff have specialized training and/or expertise.
2744	Parks, Recreation and Culture	Neilson Strategies Inc	Tourism Function Governance Model	\$40,250.00	When there is demonstrated value to continue consultant services into the next project phase.

File/ Competition #	Department	Vendor Name	Transaction Description	Amount (Includes PST)	Comment
2731	Construction	Saywell Contracting Ltd	25 Victoria Rd Partial Building Remediation	\$361,837.80	Four compliant submissions were received.
2730	Engineering & Public Works	Hazelwood Construction Services Inc	Island Highway 1 South Watermain Replacement	\$703,197.25	Seven compliant submissions were received