



AGENDA
SPECIAL FINANCE AND AUDIT COMMITTEE MEETING
Meeting Rescheduled to November 2, 2017

October 26, 2017, 10:00 AM

Board Room, Service and Resource Centre,
411 Dunsmuir Street, Nanaimo, BC

Pages

1. **CALL THE SPECIAL FINANCE AND AUDIT COMMITTEE MEETING TO ORDER:**
2. **INTRODUCTION OF LATE ITEMS:**
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**

a. **Minutes**

3 - 10

Minutes of the Finance and Audit Committee Meeting held in the Board Room, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Thursday, 2017-SEP-14, at 9:30 a.m.

5. **PRESENTATIONS:**
6. **REPORTS:**

a. **Travel Assistance Grant - Nanaimo Lawn Bowling Club**

11 - 15

To be introduced by Richard Harding, Director, Parks & Recreation.

Purpose: To obtain Council approval of a request for a Travel Assistance Grant for the Nanaimo Lawn Bowling Club.

Recommendation: That the Finance and Audit Committee recommend Council approve the request from the Nanaimo Lawn Bowling Club for a Travel Assistance Grant in the amount of \$600 for six (6) Nanaimo Lawn Bowlers to attend the Blind Bowlers Association of Canada National Championships held in St. Catherines, Ontario, during the period 2017-AUG-27 through 2017-AUG-29.

b. **Quarterly Direct Award (Single and Sole Source), Purchases in Excess of \$250,000, and Instances of Non-Compliance Purchases**

16 - 19

To be introduced by Victor Mema, Chief Financial Officer.

Purpose: This report provides information in compliance with the City's Procurement Policy (03-1200-01) regarding sole source, single submission purchases and policy compliance.

Recommendation: That the report titled Quarterly Direct Award (Single and Sole Source), Purchases in Excess of \$250,000, and Instances of Non-Compliance Purchases, dated 2017-OCT-12, be received for information.

7. **OTHER BUSINESS:**

8. **QUESTION PERIOD:**

9. **PROCEDURAL MOTION:**

That the meeting be closed to the public in order to deal with agenda items under the *Community Charter*:

Section 90(1) A part of a Council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(c) labour relations or other employee relations;

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public;

(l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under Section 98 [*annual municipal report*];

(n) the consideration of whether a Council meeting should be closed under a provision of this subsection or subsection (2); and,

Community Charter Section 90(2):

(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

10. **ADJOURNMENT:**

MINUTES
FINANCE AND AUDIT COMMITTEE MEETING
BOARD ROOM, SERVICE AND RESOURCE CENTRE
411 DUNSMUIR STREET, NANAIMO, BC
THURSDAY, 2017-SEP-14, AT 9:30 A.M.

PRESENT: Councillor W. L. Bestwick, Chair (vacated 11:46 a.m.)
Councillor S. D. Armstrong, Acting Chair

Members: Mayor W. B. McKay
Councillor M. D. Brennan (entered 9:37 a.m.)
Councillor J. Hong (vacated 11:45 a.m.)
Councillor J. A. Kipp
Councillor I. W. Thorpe
Councillor W. M. Yoachim (entered 9:33 a.m., vacated 11:45 a.m.)

Absent: Councillor G. W. Fuller

Staff: B. McRae, Acting Chief Administrative Officer (entered 10:37 a.m.)
D. Lindsay, Director of Community Development
D. Duncan, Deputy Director, Financial Services (vacated 11:45 a.m.)
P. Cooper, Director of Communication & Community Engagement
(entered 11:23 a.m.)
B. Sims, Manager, Water Resources
C. Davis, Manager of Sanitation, Recycling & Public Works
Administration (vacated 11:45 a.m.)
S. Pamminer, Infrastructure Planning & Energy Manager
W. Fulla, Manager Finance – Business & Asset Planning
J. Slater, Senior Accountant
J. Horn, Social Planner
D. Blackwood, Client Support Specialist
S. Snelgrove, Deputy Corporate Officer
J. Vanderhoef, Recording Secretary

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

The Finance and Audit Committee Meeting was called to order at 9:30 a.m.

2. INTRODUCTION OF LATE ITEMS

- (a) Replace Minutes of the Special Finance and Audit Committee Meeting held in the Board Room, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC on Thursday, 2017-AUG-10, at 9:30 a.m.
- (b) Reorder Agenda Items as follows in order to accommodate delegations and presentations:

6(a) - Extreme Weather Shelter - 2017/2018 Funding Request

6(b) - Update on the Nanaimo Recycling Exchange and Zero Waste Recycling

- 6(c) - Cliff McNabb Arena - Lighting Repair & Upgrade
- 6(d) - Council Expenses for the Six Months Ending 2017-JUN-30
- 6(e) - Council Update on Response to Social Issues

- (c) Agenda Item 6(b) - Update on the Nanaimo Recycling Exchange and Zero Waste Recycling – add delegations from Derek Haarsma and Dan Lazaro, Chair Vancouver Island Waste and Recycling Industry Coalition.
- (d) Agenda Item 7(a) – Remove delegation from Bill Hicks.
- (e) Add item of correspondence from Dan Lazaro, Vancouver Island Recycling and Waste Industry Coalition, dated 2017-SEP-12.

It was moved and seconded that Agenda Items 6(a) - Extreme Weather Shelter - 2017/2018 Funding Request and Agenda Item 6(b) - Update on the Nanaimo Recycling Exchange and Zero Waste Recycling be reordered as follows:

- 6(a) - Update on the Nanaimo Recycling Exchange and Zero Waste Recycling
- 6(b) - Extreme Weather Shelter - 2017/2018 Funding Request

The motion carried unanimously.

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Special Meeting of the Finance and Audit Committee held in the Board Room, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Thursday, 2017-AUG-10 at 9:30 a.m. be adopted as circulated. The motion carried unanimously.

It was moved and seconded that the Minutes of the Special Meeting of the Finance and Audit Committee held in the Board Room, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Thursday, 2017-AUG-24 at 9:00 a.m. be adopted as circulated. The motion carried unanimously.

Councillor Yoachim entered the Boardroom at 9:33 a.m.
Councillor Brennan entered the Boardroom at 9:37 a.m.

5. REPORTS:

(a) Update on the Nanaimo Recycling Exchange and Zero Waste Recycling

Introduced by Deborah Duncan, Deputy Director, Financial Services.

Presentation:

1. Jan Hastings, Executive Director, Nanaimo Recycling Exchange (NRE), provided a presentation regarding NRE and highlighted the following points:

- NRE has operated in Nanaimo for 25 years;
- NRE provides education to the public which increases the effectiveness and efficiency of recycling in the community;
- provided an overview of plans for a new facility that have been unsuccessful due to costs associated;
- zero waste initiative has increased the amount of items that can be recycled that have no value; therefore, these item do not provide profit to support NRE's operations;
- process for sorting recyclables has changed and is much more labour intensive and costly;
- current site is crumbling; equipment is broken, buildings leak, and structures are not safe;
- proposed a new structure that would be designed to be more flexible and accommodate anticipated changes in the future;
- requested that the City purchase the land at 2491 Kenworth Road and fund the building of a new facility;
- proposed new facility would be able to handle more volume of traffic and products;
- proposed new facility would be able to handle larger items such as carpet, underlay and mattresses which are not currently being recycled; and,
- the proposed new recycling facility could help extend the life of the landfill.

It was moved and seconded that the Finance and Audit Committee receive the presentation from Jan Hastings, Executive Director, Nanaimo Recycling Exchange, for information. The motion carried unanimously.

Delegations:

1. Derek Haarsma spoke regarding Nanaimo Recycling Exchange and stated the following:
- the one stop location provides convenience for the public;
 - the central location is well known;
 - the majority of the materials being handled at NRE are not for profit, and the amount that is for profit are minimal;
 - NRE provides employment opportunities for individuals with limitations to employment;

- concerned that if NRE closes the recycling items it collects will end up in garbage bins;
- stated his support for the NRE's proposal; and,
- the new Multi-Material BC recycling program is confusing for the public and the NRE provides education and assistance.

B. McRae entered the Boardroom at 10:37 a.m.

It was moved and seconded that the Finance and Audit Committee receive the delegation from Derek Haarsma, regarding the Nanaimo Recycling Exchange, for information. The motion carried unanimously.

2. Dan Lazaro, Chair, Vancouver Island Waste and Recycling Industry Coalition, spoke regarding the Nanaimo Recycling Exchange funding application and stated the following:
 - the Regional District of Nanaimo has set a goal of 90% diversion;
 - more recycling locations equals more diversion from the landfill;
 - feels the NRE's focus should be on education;
 - opposed to the idea of funding going to one location and believes incentives need to be spread across multiple locations;
 - suggested the NRE partner with other organizations around the City such as Habitat for Humanity or Hero Works, with the goal of creating an interlinked system;
 - recommended the example of the bottle depot systems and suggested that this system works because it doesn't matter where items get recycled; and,
 - the profit sector has incentive to recycle because it is more economical to recycle than to pay tipping fees at the landfill.

Councillor Kipp vacated the Boardroom at 11:06 a.m.

It was moved and seconded that the Finance and Audit Committee receive the delegation from Dan Lazaro, regarding the Nanaimo Recycling Exchange, for information. The motion carried unanimously.

Councillor Kipp returned to the Boardroom at 11:08 a.m.

P. Cooper entered the Boardroom at 11:23 a.m.

Committee discussion took place regarding drafting a business case for the City in relation to the NRE's proposal, and the need for a comparative analysis between for profit and not-for profit organizations. Concerns were raised regarding the need to support mandates regarding recycling in BC, and what the costs of this proposal might be. It was suggested that a hybrid study covering all of the options listed in the report might be more informative and needed at this time.

It was moved and seconded that the Finance and Audit Committee recommend Council direct Staff to conduct further research regarding Option 1(a) - Full Partnership as follows:

- A. Current Level of Service. The City provides land and building, leases back to NRE. NRE operates using their current business model (accepting for profit, stewarded and Zero Waste items). In this option, the City would purchase the land from NRE and build a City-owned recycling depot. The depot would be leased back to the NRE. The NRE would continue to operate using their current business model of accepting for profit recyclables and using that revenue to fund the recycling of Zero Waste items.
- B. Zero Waste and Stewarded Items Only. The City provides land and building. NRE operates using a reduced service business model (accepting only Zero Waste and stewarded items). As with option 1A, this option would see the City purchase the land from NRE and build a recycling depot. The NRE would reduce their scope/level of service and only accept Zero Waste and stewarded items.

The motion was defeated.

Opposed: *Councillors Armstrong, Bestwick, Hong, and Kipp*

It was moved and seconded that the Finance and Audit Committee direct Staff to provide, at the earliest possible date, a full review of options 1 - Full Partnership, 2 - No Partnership Options, and 3 - Status Quo, as follows:

1. Full Partnership

- A. Current Level of Service. The City provides land and building, leases back to NRE. NRE operates using their current business model (accepting for profit, stewarded and Zero Waste items). In this option, the City would purchase the land from NRE and build a City-owned recycling depot. The depot would be leased back to the NRE. The NRE would continue to operate using their current business model of accepting for profit recyclables and using that revenue to fund the recycling of Zero Waste items.
- B. Zero Waste and Stewarded Items Only. The City provides land and building. NRE operates using a reduced service business model (accepting only Zero Waste and stewarded items). As with option 1A, this option would see the City purchase the land from NRE and build a recycling depot. The NRE would reduce their scope/level of service and only accept Zero Waste and stewarded items.

2. No Partnership. Instead of continuing the current relationship with NRE, the City could release a Request for Interest for provision of depot services for Zero Waste items only. This option aims to continue the provision of Zero Waste drop off services in the City. The City would issue a “Request for Interest” (RFI) and any qualified bidder could apply to provide this service. It is conceivable that the service may be unmet while a new respondent started up.
3. Status Quo. The City continues to fund the 3R’s program. Under this option, the City would issue a Request for Proposal for the services covered under the 3Rs contract, which is currently expired.

The motion carried.

Opposed: Mayor McKay

Councillors Hong and Yoachim vacated the Boardroom at 11:45 a.m.

D. Duncan, B. Sims, and C. Davis vacated the Boardroom at 11:45 a.m.

Councillor Bestwick vacated the Boardroom at 11:46 a.m. and Acting Mayor Armstrong assumed the Chair.

The Finance and Audit Committee Meeting recessed at 11:46 a.m.

The Finance and Audit Committee Meeting reconvened at 11:53 a.m.

(b) Extreme Weather Shelter - 2017/2018 Funding Request

Introduced by Dale Lindsay, Director of Community Development.

Delegation:

1. Lois Peterson, Executive Director, Unitarian Shelter, and Kevan Griffith, Shelter Coordinator, Unitarian Shelter, spoke regarding the Unitarian Shelter and stated the following:
 - the Unitarian Shelter has been operating and meeting the needs of Nanaimo homeless for 9 years;
 - provided human interest stories;
 - noticed an influx of patients coping with mental health issues;
 - they aim to provide clean, warm, safe housing for those in need throughout the cold winter season;
 - requested \$45,000 funding from the City;
 - cost to the City would be \$900 per night which would break down to \$30 per person per night.

Committee discussion took place regarding shelter for youth in Nanaimo, and providing a place for people to stay during the day on cold weather days.

It was moved and seconded that the Finance and Audit Committee receive the delegation from Lois Peterson, Executive Director, Unitarian Shelter, and Kevan Griffith, Shelter Coordinator, Unitarian Shelter, for information. The motion carried unanimously.

It was moved and seconded that the Finance and Audit Committee recommend Council approve the request from the First Unitarian Fellowship of Nanaimo for \$45,000 in funding to operate the Extreme Weather Shelter over the 2017/2018 season. The motion carried unanimously.

(c) Cliff McNabb Arena – Lighting Repair & Upgrade

Introduced by Scott Pamminger, Infrastructure Planning & Energy Manager.

It was moved and seconded that the Finance and Audit Committee receive the presentation from Scott Pamminger, regarding Cliff McNabb Arena – Lighting Repair & Upgrade, for information. The motion carried unanimously.

It was moved and seconded that the Finance and Audit Committee recommend Council approve upgrading of Cliff McNabb Arena Lighting to LED in 2017 for a total cost of \$24,853 using funds from the Sustainability Reserve. The motion carried unanimously.

(d) Council Expenses for the Six Months Ending 2017-JUN-30

Introduced by Wendy Fulla, Manager, Finance – Business & Asset Planning.

It was moved and seconded that the Finance and Audit Committee recommend that Council receive the Council Expenses for the Six Months Ending 2017-JUN-30 report dated 2017-SEP-14 for information. The motion carried unanimously.

(e) Council Update on Response to Social Issues

Introduced by Brad McRae, Chief Operations Officer.

Committee discussion took place regarding the time frame for the program, whether the RCMP will have foot patrols, and the need for night time patrols.

It was moved and seconded that the Finance and Audit Committee recommend that Council approve an additional \$25,000.00 to continue with the daytime security patrols and a further \$20,000.00 for the litter pick up program. The motion carried unanimously.

6. ADJOURNMENT:

It was moved and seconded at 12:27 p.m. that the meeting terminate. The motion carried unanimously.

CHAIR

ACTING CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

DATE OF MEETING October 26, 2017

AUTHORED BY MARY SMITH, MANAGER, RECREATION SERVICES

SUBJECT TRAVEL ASSISTANCE GRANT – NANAIMO LAWN BOWLING CLUB

OVERVIEW

Purpose of Report

To obtain Council approval of a request for a Travel Assistance Grant for the Nanaimo Lawn Bowling Club.

Recommendation

That the Finance and Audit Committee recommend Council approve the request from the Nanaimo Lawn Bowling Club for a Travel Assistance Grant in the amount of \$600 for six (6) Nanaimo Lawn Bowlers to attend the Blind Bowlers Association of Canada National Championships held in St. Catherines, Ontario, during the period 2017-AUG-27 through 2017-AUG-29.

BACKGROUND

The City of Nanaimo provides a contingency account for amateur sports and cultural groups, and individuals to travel within B.C. (excluding travel on Vancouver Island) and out of province to a Regional, National or International Championship. These funds are available to sports and cultural groups qualifying in Provincial or Regional competitions and the current policy provides \$50 per person to a maximum of \$1,000 per application for travel within B.C., or \$100 per person to a maximum of \$2,000 per application for travel outside of B.C. Requests are considered on a first-come, first-served, basis as funds remain available.

Staff review all Travel Assistance Grant applications and forward a recommendation to the Finance and Audit Committee for recommendation to Council.

On 2017-SEP-21, Staff reviewed a Travel Assistance Grant application submitted by the Nanaimo Lawn Bowling Club for a Travel Assistance Grant in the amount of \$600 for six (6) Nanaimo Lawn Bowlers to attend the Blind Bowlers Association of Canada National Championships held in St. Catherines, Ontario, during the period 2017-AUG-27 through 2017-AUG-29. Staff determined that this application met all of the grant criteria and recommend the Finance and Audit Committee recommend Council approve the application.

OPTIONS

1. That the Finance and Audit Committee recommend Council approve the request from the Nanaimo Lawn Bowling Club for a Travel Assistance Grant in the amount of \$600 for six (6) Nanaimo Lawn Bowlers to attend the Blind Bowlers Association of Canada

National Championships held in St. Catherines, Ontario, during the period 2017-AUG-27 through 2017-AUG-29.

- **Budget Implication:** To date there has been \$3,200 allocated or pending from the 2017 travel grant contingency funds. If the above travel grant of \$600 is approved \$3,700 will remain available for additional 2017 travel grant requests.
- **Engagement Implication:** Promotes excellence in sports and culture.

2. Deny the Travel Assistance Grant.

- **Budget Implication:** To date there has been \$3,200 allocated or pending from the 2017 travel grant contingency funds. \$4,300 will remain available for additional 2017 travel grant requests.

SUMMARY POINTS

- Funds are allocated yearly for Travel Assistance Grants.
- The group applying meets all of the required criteria.
- To date there has been \$3,200 allocated or pending from the 2017 travel grant contingency funds and \$4,300 remains available for 2017 travel grant requests.

ATTACHMENTS

ATTACHMENT A	Travel Assistance Grant Evaluation
ATTACHMENT B	Application for Travel Assistance
ATTACHMENT C	Budget

Submitted by:

Mary Smith
Manager, Recreation Services

Concurrence by:

Richard Harding
Director, Parks and Recreation

ATTACHMENT A

City of Nanaimo
Department of Parks, Recreation & Environment

Travel Assistance Grant Evaluation

APPLICANT: Nanaimo Lawnbowling Club DATE: September 21, 2017

CRITERIA	Meets Criteria (✓)	Does not meet Criteria (✓)	NOTES
A. Winner of a Regional, Provincial or National Championship (or equivalent)	✓		
B. Attending a Provincial, Regional, National, or International Championship	✓		Blind Bowlers of Canada National Championships
C. Traveling out of Province Max. \$100 per person up to \$2,000 per group	✓		St. Catherines, Ontario
D. Traveling within BC(excluded: Van. Is.) Max. \$50 per person up to \$1,000 per group	N/A	N/A	
E. Other sources of funding identified	✓		
F. Grant recipient(s) reside in Nanaimo	✓		
G. Application made by a local organization	✓		
H. Grant for participants only, not coaches or chaperones	✓		
I. Demonstrated financial need	✓		
J. Applicant is a non-profit organization	✓		
K. Budget & financial statements attached	✓		

RECOMMENDED FOR FUNDING (✓) : yes AMOUNT: \$600.00

OR

NO GRANT RECOMMENDED (✓) : N/A DOES NOT MEET CRITERIA: _____

EVALUATOR: Mary Smith POSITION: Manager, Recreation Services

g:\grants\travel\grants\2017\application check list.doc

ATTACHMENT B



CITY OF NANAIMO APPLICATION FOR TRAVEL ASSISTANCE

Office Use
Rec'd Aug 25/17

ORGANIZATION: NANAIMO LAWN BOWLING CLUB		DATE: Aug 24 2017	
ADDRESS:		PRESIDENT: BERNICE URBANIAK	
		SENIOR STAFF MEMBER: BARBARA BERG	
		POSITION: TREASURER	
		CONTACT: BERNICE URBANIAK	
TELEPHONE:		TELEPHONE:	
TOTAL NUMBER OF PERSONS TRAVELLING:	TOTAL NUMBER OF COMPETITORS TRAVELLING: 6	TOTAL NUMBER OF COMPETITORS RESIDING WITHIN THE CITY OF NANAIMO: 6	TOTAL AMOUNT REQUESTED: \$600.00
DESTINATION: ST CATHERINES ON		DATE OF DEPARTURE: Aug 26 2017	
EVENT TO BE ATTENDED: BLIND BOWLERS ASSOCIATION OF CANADA NATIONAL CHAMPIONSHIPS			
PROVINCIAL/REGIONAL/NATIONAL CHAMPIONSHIP RECEIVED: 4 1st in B4 category 2 2nd in B3 category			
PLEASE LIST ALL OTHER SOURCES OF FUNDING FOR THIS TRIP: NANAIMO BLIND CLUB - BC BLIND SPORTS BARBEQUE FUND RAISERS at 2 NANAIMO OPEN TOURNAMENTS			
WHY SHOULD THIS TRIP RECEIVE CITY FUNDING? - BOWLERS ARE ON DISABILITY PENSIONS - ENHANCES CITY OF NANAIMO'S REPUTATION FOR ACCEPTANCE & SUPPORT OF PERSONS WITH DISABILITIES - NANAIMO BLIND BOWLERS ARE EXCELLENT AMBASSADORS FOR THE CITY - BLIND BOWLERS ARE A GOOD EXAMPLE OF WHAT PERSONS WITH DISABILITIES CAN ACCOMPLISH			
SIGNATURE: 	TITLE/POSITION: PRESIDENT	DATE:	
* IN SIGNING THIS DOCUMENT I CONFIRM THAT I HAVE READ AND UNDERSTAND THE CRITERIA * NOTE: A BUDGET OUTLINING REVENUES AND EXPENDITURES FOR THIS TRIP MUST BE ATTACHED FOR CONSIDERATION.			

Aug 27-29, 2017

ATTACHMENT C

NANAIMO LAWN BOWLING CLUB

Budget for Competitors attending the

Blind Bowlers of Canada National Championships in St. Catherine's ON

REVENUES

Nanaimo Blind Group (through fundraisers & donations)	\$5,000
BC Blind Sports	1,000
City of Nanaimo	600
Total Revenues	\$6,500

EXPENITURES

Registration & Accommodation (6 X \$505)	\$3,030
Plane fare for 6	3,138
Air Canada luggage fees (\$25 X 2 for 6 persons)	300
Meals (\$25/day for 6 days for 6 persons)	900
Total Expenses	\$7,368

Deficit will be covered equally by the 6 competitors travelling

DATE OF MEETING October 26, 2017

AUTHORED BY VICTOR MEMA, CHIEF FINANCIAL OFFICER

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

OVERVIEW

Purpose of Report

This report provides information in compliance with the City's Procurement Policy (03-1200-01) regarding sole source, single submission purchases and policy compliance.

Recommendation

That the report titled Quarterly Direct Award (Single and Sole Source), Purchases in Excess of \$250,000, and Instances of Non-Compliance Purchases, dated 2017-OCT-26, be received for information.

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 1 and 2 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 five (5) Single and Sole Source purchases subject to Procurement Policy (03-1200-01) reporting for a total amount of \$212,362 for the period ending 2017-SEP-30.
- The City undertook seven (7) purchases in excess of \$250,000 subject to Procurement Policy (03-1200-01) reporting for a total amount of \$9,899,472 for the period ending 2017-SEP-30.
- The City undertook zero (0) Instance of Procurement Policy non-compliance purchases subject to Procurement Policy (03-1200-01) for the period ending 2017-SEP-30.

ATTACHMENTS

- Appendix 1 – Q3 2017 – Sole Source Purchases: >\$25,000<=\$250,000
- Appendix 2 – Q3 2017 – Purchases: >\$250,000

Submitted by:

Victor Mema
Chief Financial Officer

APPENDIX 1
Q3 2017 – Sole Source Purchases: >\$25,000<=\$250,000

File/ Competition #	Department	Vendor Name	Transaction Description	Amount	Reason/Comment
2034	Engineering	Urban Systems Ltd.	Buttertubs Marsh Assessment	\$28,022	Urban Systems staff have specialized training and extensive experience with Buttertubs Marsh.
2041	Police Services	Securco Services Inc.	Bullet Cameras, Licences, CCTV Server	\$31,809	Securco provided compatible security equipment; staff is security cleared to perform the install and familiar with the RCMP CCTV set-up.
2015	Parks	ThyssenKrupp Elevator (Canada) Ltd.	Harbourfront Parkade & Gordon St Parkade Elevator Improvements	\$41,600	Maintain elevators by the manufacturer representatives.
2027	Construction	BC Hydro	Harewood Centennial Park Design/Construction	\$87,297	No acceptable alternative exists to conduct the proprietary infrastructure upgrade.
2030	Engineering & Environment	Northwest Hydraulic Consultants Ltd.	Departure Creek Enhancement Study	\$23,634	\$34,281 to be awarded at a later date; staff have specialized training and extensive experience with Departure Creek.

APPENDIX 2
Q3 2017 – Purchases: >\$250,000

File/ Competition #	Department	Vendor Name	Transaction Description	Amount
1926	Water Resources	Koers & Associates Engineering	College Heights WS – Water Supply & Utilities Upgrade	\$320,073.00
1982	Construction	David Stalker Excavating Ltd	Harewood Centennial Park Improvements	\$1,376,096.50
2025	Fleet	Kendrick Equipment (2003) Ltd	2017 Vacall Vacuum Truck	\$558,277.00
1971	Fleet	Rollins Machinery Limited	Six Garbage Trucks	\$2,270,500.00
1918	Facilities	Shaw Electrical Services	Electrical Maintenance & Repairs Contract, as required	\$500,000.00 estimate
1946	Waste & Recycling	Rehrig Pacific Company	Garbage, Recycling, Organic Waste Wheeled Carts	\$4,599,925.00
2028	Fleet	Rollins Machinery Limited	Vacuum Sweeper Truck	\$274,600.00