

## **AGENDA**

### **FINANCE STANDING COMMITTEE Monday, Nov. 6, 2017 10:15 to 11:45 COMMITTEE ROOM #2**

---

- 1. MINUTES FOR ADOPTION – October 16, 2017 (attached)**
- 2. PRESENTATION: Socially Responsible Investing**  
Guest: Peter Urbanc, CAO, Municipal Finance Authority of BC
- 3. PROPOSED INVESTMENT POLICY**  
Report of the Director of Finance, dated October 6, 2017(attached)
- 4. COMMUNITY GRANT POLICY AMENDMENTS (attached)**  
Report of the Director of Finance, dated October 30, 2017(attached)
- 5. THE DISTRICT OF SAANICH – Q3 2017 SUMMARY OF CONTRACTS**  
Director of Finance
- 6. OTHER**

**... ADJOURNMENT ...**



## The Corporation of the District of Saanich

# Report

**To:** Finance Committee  
**From:** Valla Tinney, Director of Finance  
**Date:** October 6, 2017  
**Subject:** Investment Policy

---

### **Recommendation:**

That the Committee review the investment policy and recommend for adoption by Council.

### **Purpose:**

To present an investment policy to the Committee.

### **Background:**

The District does not currently have an investment policy. Past practice has been to maintain a conservative portfolio approach based on investment type, return, and maturity term in addition to matching reserve fund investment maturities to expected cash flow needs. Eligible investments for municipalities are detailed in section 183 of the Community Charter.

### **Discussion:**

An investment policy is recommended best practice by the Municipal Finance Authority (MFA) and the Government Finance Officers Association (GFOA). Both organizations provide guidance on elements to include in policy development which are reflected in our proposed policy. The policy will guide managers in daily decisions about allocating funds among investment instruments and define the corporation's investment philosophy and tolerance for risk.

The District's policy has been developed to reflect a conservative approach to portfolio management while considering appropriate policy elements and objectives recommended by MFA and GFOA. The policy will establish and detail authority, responsibilities, portfolio objects, priorities, and parameters for the portfolio. This will guide staff in consistent management of the portfolio which reflects the philosophy of the District.

### **Other Considerations:**

The policy does not currently consider divestiture from fossil-fuel related assets, or what's referred to as socially responsible investing, due to portfolio management and return impacts of this position. A 2016 Municipal Finance Authority memorandum on this subject has been attached for information purposes.

Report prepared by:

  
Troy Ziegler, Manager of Accounting

Report reviewed by:

  
Valla Tinney, Director of Finance

**CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:**

I endorse the recommendation of the Director of Finance

  
Paul Thorkelsson, CAO

## MEMORANDUM

**DATE:** September 7, 2016

**TO:** Municipal Finance Authority Members

**RE:** The MFA's position on divestiture from fossil-fuel related assets

The MFA Investment Advisory Committee and Trustees received several reports from both our fund managers, Phillips, Hager, and North, and management in late 2015 and early 2016 on the topic of fossil fuel divestment. In addition, we monitored the review processes and outcomes of other institutional investors, namely large Canadian Universities, to the divestiture question. It is worth noting that every Canadian University that we are aware of that has formally considered this option has elected not to pursue divestiture.

As a result of these reviews and third party analysis, the committee instructed MFA management to maintain the status quo with respect to Pooled Fund investment offerings at this time. MFA Members were informed of this decision at our recent Annual General Meeting.

The issues we considered included:

- The difficulty of defining what corporations would be considered fossil fuel or related companies as there are a wide variety that could be contemplated, including extraction, pipeline, transportation, and other companies that are large scale users of fossil fuel. There is no industry standard around this terminology.
- The impact that divestment would have in concentrating existing portfolios into remaining sectors, resulting in reduced diversification.
- The primary goals of MFA Pooled Funds which are to provide the lowest possible cost and risk, for the highest possible return for our customers.
- Unlike other investment portfolios, our Pooled Funds are limited to fixed income investments by our Act and may not invest in equities or outside of Canada. To our knowledge, there are currently no fossil-fuel-free fixed income funds in Canada.
- Bond holders have less influence than shareholders. As BC Local Governments are precluded from investing in equities, the amount of influence that could be exerted is questionable.

- Oil and gas related businesses represent a meaningful portion of the Canadian economy and capital markets, and some BC communities are well-supported by these industries. Any changes made to the structure of the MFABC investment funds affect all clients invested in the funds, not just those that wish to divest from fossil fuels.
- Many of the large fossil fuel intensive companies are also some of the largest investors in renewable energy production and research, therefore excluding them also excludes opportunities to invest in fossil-fuel alternatives.
- Many standalone renewable energy companies are non-investment grade, carrying a credit rating of below BBB, making them ineligible for MFABC's investment funds. Those that are investment grade are few in number and small in issuance and have low secondary market liquidity, making them difficult or expensive to buy and sell.
- The difficulty to create new fund(s) with enough consistent investment to offset related costs (economies of scale and consistency of amounts invested to sustain a viable fund).
- We have had very little demonstrated demand from our clients to make changes to existing Pooled Fund offerings.
- The fact that the Pooled Fund Portfolios are voluntary and our clients have other options to those products available to them.

If you have questions or comments to share with our team and our Trustees, please email us at: [mfa@mfa.bc.ca](mailto:mfa@mfa.bc.ca)

## ADMINISTRATIVE POLICY

7/INV

<b>SUBJECT:</b>	<b>INVESTMENT POLICY</b>	
<b>DATE OF ISSUE:</b>	<b>OCTOBER 2017</b>	<b>ORIGIN: FINANCE</b>

### PURPOSE

The purpose of the Investment Policy is to provide a framework for investment portfolio management. It is the practice of Saanich to invest funds in a conservative manner to provide primarily for capital preservation, in addition to investment diversification and rate of return. The portfolio must meet the short and long term cash flow needs of the municipality while complying with the statutory requirements for investments under section 183 of the Community Charter.

### SCOPE

The investment policy applies to all cash operating funds, capital funds, and reserve funds.

### OBJECTIVES

#### **Safety of Principal**

Investments shall be made to ensure preservation of principal within the portfolio. Preservation of principal is accomplished through placement of investments in the safest type of securities, with creditworthy institutions, and through portfolio diversification. Diversification is required to minimize potential losses on individual securities or institutions, and balance returns from a blend of financial products.

#### **Liquidity**

The investment portfolio shall remain sufficiently liquid to meet all annual operating and other reasonably anticipated cash flow requirements. This will be accomplished by selecting maturity dates that correspond to short and long term requirements, and securities with active or secondary resale markets where appropriate.

#### **Return on Investment**

The rate of return of the investment portfolio shall be maximized without compromising safety of principal or diversification.

### STANDARD OF CARE

#### **Prudence**

Portfolio management shall be performed with reasonable judgement, discretion, and care, under market conditions then prevailing. Investments will never be made for/under speculation. Foremost will be consideration for the safety of principal.

#### **Ethics and Conflict of Interest**

Staff responsible for investing shall refrain from personal investment activity that could conflict with proper execution of the investment program, or which could impair the ability to make impartial investment decisions.

## ADMINISTRATIVE POLICY

7/INV

### **Delegation of Authority**

Authority to manage the District's investment program is delegated to the Director of Finance under the Officer and Administrative Structure Bylaw, 2017, No. 9424 and in accordance with the provisions of Section 149 of the Community Charter as follows: One of the municipal officer positions must be assigned the responsibility of financial administration, which includes the following powers, duties and functions: (b) ensuring the keeping of all funds and securities of the municipality; (c) investing municipal funds, until required, in authorized investments. Authorized investments are referred to in Section 183 of the *Community Charter*.

The Manager of Accounting, receiving guidance and transaction authorization from the Director of Finance, is responsible for the development and execution of the District's investment policy.

### **SAFEKEEPING AND CUSTODY**

All security transactions entered into by the District shall be conducted on a delivery versus payment basis, where physical custody is applicable. The Director of Finance must be satisfied that physical possession of the security is in possession or held by a custodial service.

### **SUITABLE AND AUTHORIZED INVESTMENTS**

Investments must comply with Section 183 of the Community Charter. Money held by a municipality that is not immediately required may only be invested or reinvested in one or more of the following:

- securities of the Municipal Finance Authority;
- pooled investment funds under section 16 of the *Municipal Finance Authority Act*;
- securities of Canada or of a province;
- securities guaranteed for principal and interest by Canada or by a province;
- securities of a municipality, regional district or greater board;
- investments guaranteed by a chartered bank;
- deposits in a savings institution, or non-equity or membership shares of a credit union;
- other investments specifically authorized under this or another Act.

Investments noted above are subject to the following conditions,

1. Chartered banks, credit unions, savings institutions, or any province must meet one of the following minimum credit quality rating scales when investments are placed with them,

Rating Agency	Short Term Obligations	Long Term Obligations
DBRS	R-1 (low)	A (low)
Standard & Poors	A-2	A
Moody's	P-1	A3

2. All investments must be held in the name of The Corporation of the District of Saanich, or the District of Saanich, by all institutions.
3. Investment in securities of a municipality or regional district or greater board should be made on an exception basis only, with due care to the amount and terms due to the size and financial depth of the issuer.

**INVESTMENT PARAMETERS**

**Diversification**

The District will diversify its investment portfolio by institution, maturity, type and sector of investment in order to reduce overall risk of the portfolio given the prevailing market conditions at the time. With the exception of securities issued by the Federal or Provincial Government, or Municipal Finance Authority, not more than 30% of the investment portfolio will be invested with a single institution or entity.

Reserve funds specifically will be diversified by security type, institution, and take into consideration terms, maturity, and impact on return on investment.

**Maturity**

To the extent possible, the District will attempt to match its investments maturities with cash flow requirements. The level of cash flow needs and surpluses will be identified by reviewing historical cash levels, the annual financial plan, five year capital plan, and reserves funding anticipated from one to five years.

Because of the inherent difficulties in accurately forecasting cash flow greater than one year, a portion of the portfolio will be continuously invested in readily available funds to meet ongoing obligations of one year. The portion of the portfolio not attributable to one year's ongoing obligations, or to a specific cash flow requirement or reserve fund will typically be invested in terms of one to five years. Maturities of greater than five years should be on an exception basis only while taking due care with the terms, amount, and resale ability of the investment.

**COMPETITIVE BIDS**

The District will solicit at minimum two competitive bids and verbal quotations for the purchase and sale of securities where it is prudent to do so. Transactions should be made directly with financial institutions where possible.

An authorized list of investment dealers will be maintained and reviewed annually by the District. Accounts with new dealers must be approved by the Director of Finance, and will not be opened until an investment is made with the dealer. Bidders for investment transactions will at minimum be in good standing of the Investment Industry Regulatory Organization of Canada (IIROC), Mutual Fund Dealers Association (MFDA), or the BC Securities Commission. Professional judgement, due diligence, and care will be exercised when selecting investment dealers.





## The Corporation of the District of Saanich

# Report

**To:** Finance Committee  
**From:** Valla Tinney, Director of Finance  
**Date:** October 30, 2017  
**Subject:** Community Grant Policy Amendments

---

### RECOMMENDATION:

That the Committee recommend that Council approve the following amendments to the Community Grant Policy

1. Delegation of approval for Dry Grad Grants to the Director of Finance
2. Removal of the Sustainability Grant program

### PURPOSE:

To put into effect two changes to the Community Grants Policy recommended by the Committee.

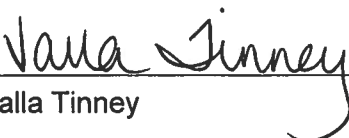
### DISCUSSION:

The Community Grants Policy was reviewed at the October 16 Finance Committee meeting. As the next round of applications are due by February 1<sup>st</sup>, two changes that were supported by the Committee are being forwarded now so that applicants can be advised in a timely manner.

Staff will continue to work on the other amendments to the policy to be brought to the Committee prior to consideration of 2018 grants during the budget process:

- Changes to the Small Sparks Grant Program
- Provisions related to new and returning applicants
- Analysis on the grant presentation and adjudication process

Report prepared by:

  
Valla Tinney  
Director of Finance

### CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:

I endorse the recommendation of the Director of Finance

  
Paul Thorkelsson, CAO

## **COUNCIL POLICY**

Formatted: Top: 0.88"

<b>SUBJECT: SAANICH COMMUNITY GRANTS PROGRAM</b>		
<b>ISSUED:</b>	January 14, 2013	<b>INDEX REFERENCE:</b>
		<b>COUNCIL REFERENCE:</b> 13/CNCL (Replaces 03/105, 88/CW, 90/CW)
<b>AMENDED:</b>	October 7, 2013 <u>November 2017</u>	<b>COUNCIL REFERENCE:</b> 13/CNCL

### **1.0 PURPOSE STATEMENT AND GENERAL GUIDELINES**

The purpose of the Saanich Community Grants Program is to provide financial support to non-profit community associations and organizations for services, projects or events that contribute toward the Saanich vision described in the Official Community Plan. Financial support recognizes the valuable resources and contributions of non-profit organizations in helping the District of Saanich maintain a strong community focus.

Grant awards will be limited to funding levels established from time to time during the annual financial plan process.

Until such time as grant applications exceed available budget funding, all projects will be considered. If and when applications exceed available funding, priority will be given to new applicants. Any funds budgeted but not expended will be carried forward and added to next year's budget.

All grant applications are received and administered by the Finance Department. All funding awards are approved by Saanich Council, excluding the Small Sparks Project Grants awarded by the Director of Finance. More than one grant will not be awarded for the same service, project or event.

A summary of grant awards will be published annually prior to January 31<sup>st</sup> of the following year.

### **COMMUNITY GRANTS PROGRAM**

The Community Grants Program consists of two primary elements: Operating Grants and Project Grants. The Program is coordinated by the Finance Department, with participation from appropriate Departments relative to areas of direct expertise.

Applications will be accepted from eligible organizations in the following categories:

#### **1.1 Operating Grants**

- Community or Social Service Grant
- Community Association Operating Grant
- Community Dry Grad Grant

#### **1.2. Project Grants**

- Community Project - Small Sparks Grant
- Community Project - Neighbourhood Matched Project Grant

Council Policy

Saanich Community Grants Program Policy

Reference: 13/CNCL

(Replaces 03/105, 88/CW, 90/CW)

---

◆ ~~Community Project Sustainability Grant~~

## 2.0 PROGRAMS EXPLAINED

### 2.1 EXPRESSIONS USED

**Community Association:** Means a Saanich-based non-profit association registered under the Society's Act serving a population in a particular geographic area and has been recognized by Council, either through the local area planning process, through historical precedent or through a special resolution of Council. The association must be open and inclusive, actively encourage neighbourhood participation and engage diverse community members.

**Non-Profit Organization:** Means an association or organization that is registered under the Society's Act and where funds or profits are used only for purposes of the society itself. The organization must be open and inclusive, actively encourage community participation, engage diverse community members, and provide service to and/or include people who live and/or conduct work in Saanich.

**In-Kind Contribution:** Refers to community-matched contributions through volunteer labour, donated materials, or donated professional services and shall be valued at the market cost necessary if hired or purchased.

### 2.2 OPERATING GRANTS

1. **Community or Social Service Operating Grants** are provided to non-profit organizations needing assistance to enhance their ability to address community or social issues or to provide access to appropriate community services that directly benefit the Saanich community.
2. **Community Association Operating Grants** are provided to eligible, active, community associations to assist in defraying the annual administrative cost of operations.
  - Eligible community associations that represent a population area of less than 10,000 may receive an annual operating grant of up to \$1,100 based on expenditures.
  - Eligible community associations that represent a population area of more than 10,000 may receive an annual operating grant of up to \$1,650 based on expenditures.
  - All eligible community associations may receive an annual liability insurance grant of up to \$500 per year based on expenditures.

- The Saanich Community Association Network (SCAN) may receive funds to offset secretarial/administrative services to a maximum of \$1,500 per year based on expenses submitted.
3. **Community Dry Grad Grants** are provided to a graduating class of a Saanich Secondary School to support building a safer community through youth awareness and promotion of an alcohol free event.
- Secondary school graduating class organizing committees may be eligible for up to \$5 per graduating student per year.
  - Awards are administered by the Director of Finance

Formatted: Font: 12 pt, (Intl) Arial

## 2.3 PROJECT GRANTS

1. **Small Sparks and Neighbourhood Matched Project Grants** provide funding to encourage community associations and other neighbourhood based non-profit organizations and community groups to undertake projects or events which strengthen neighbourhoods, promote participation and involvement through activities, build collaborative relationships and demonstrate an overall lasting benefit to the Saanich community as follows:

### Small Sparks Project

**Small Sparks are limited to a maximum amount of \$500 per project.**

*Projects must be able to be completed within 6 months of receipt of the grant.*

*Awards are administered by the Director of Finance.*

### Projects/events within this category could include for example:

- neighbourhood beautification
- tree planting
- invasive species removal (tools)
- graffiti removal

### Neighbourhood Matched Project

**The maximum amount toward any one small project or event is \$3,000. Funding must be matched by the applicant.**

*Projects must be able to be completed within 12 months of receipt of the grant.*

*Awards are approved by Saanich Council.*

### Projects/events within this category could include for example:

- park improvements/restoration
- playground equipment, benches
- interpretive signage
- community education
- Council approved murals (permit required)

- ~~2. Sustainability Grants are provided to community associations and non-profit organizations undertaking small projects that clearly demonstrate the principles of: protect and enhance air, water and land quality; sustain community infrastructure; energy efficiency and green technologies.~~

#### **Sustainability Project**

~~Grants are available for any one project or event from \$1,000 to \$10,000. Funding requests over \$5,000 must be matched by the applicant.~~

~~Projects must demonstrate ability to be undertaken and completed in a timely fashion.~~

~~Awards are approved by Saanich Council.~~

~~Projects/events within this category must meet minimum sustainability benefit requirements based on the project's ability to:-~~

- ~~• Support Saanich's sustainability goals~~
- ~~• Demonstrate potential project results/successes~~
- ~~• Enhance the capacity of individuals or communities to engage in sustainability~~
- ~~• Foster long-term behavioural change~~

### **3.0 REQUIREMENTS AND ELIGIBILITY**

#### **3.1 OPERATING GRANTS**

##### **a. Community or Social Service Grant**

- Non-profit organizations may be eligible for a community or social service grant operating grant if they can demonstrate financial need.
- Non-profit organizations must provide a written summary of the request that includes clear information about the organization, the membership, the service provided and the benefit to the Saanich community.

##### **b. Community Association Operating Grant**

- Community associations may be eligible for an operating grant if they can demonstrate financial need.
- Where more than one community association represents a population in the same geographic boundary, the Community Association Operating Grant may be divided equally amongst the applying Associations.

**c. Community Dry Grad Grants**

- Secondary school graduating class organizing committees may be eligible for funding if they demonstrate financial need and can provide a letter of support from the School Principal.

**3.2 PROJECT GRANTS**

**a. Small Sparks Grant**

- Community associations and other neighbourhood based non-profit organizations or community groups may be eligible for a project grant if they can demonstrate financial need, a local geographic and social identity and active participation.
- Eligible projects must significantly improve the appearance of the neighbourhood and demonstrate an overall lasting benefit to the local community. Please note that projects must be able to be completed within six months of receipt of the grant.

**b. Neighbourhood Matched Project Grant**

- Community associations and other small neighbourhood based non-profit organizations or community groups may be eligible for a project grant if they can demonstrate financial need, a local geographic and social identity and active participation.
- Eligible projects must significantly improve the appearance of the neighbourhood and/or include events that engage and celebrate community. Please note that projects must be able to be completed within twelve months of receipt of the grant.
- Two letters of support from the local community must be provided including one from the local Community Association.
- For all Neighbourhood Matched Project requests, the total value of the matched contribution (cash or in-kind) from the group must at least equal the amount of the grant requested, and at least 25% of the value of the matched contribution must come from the neighbourhood.

**~~c. Sustainability Grant~~**

- ~~• Community associations or non-profit organizations may be eligible for a project grant if they can demonstrate financial need.~~

- ~~♦ Eligible projects must improve the overall sustainability of the community and/or include events that engage and celebrate community sustainability initiatives.~~
- ~~♦ All projects to be considered will need to meet minimum sustainability benefit requirements and will be evaluated based on the project's ability to:~~
  - ~~1. Support the sustainability goals for the municipality identified within the Climate Action Plan, the Climate Change Adaptation Plan, and/or the Saanich Strategic Plan.~~
  - ~~2. Demonstrate potential project results and successes.~~
  - ~~3. Directly enhance the capacity of individuals or communities to engage in sustainability.~~
  - ~~4. Foster long-term behavioural change.~~
  - ~~5. Undertake the proposed work in a timely fashion.~~
- ~~♦ The maximum Sustainability Grant award to any one project is \$10,000 and the minimum grant award is \$1,000.~~
  - ~~1. Grant requests under \$5,000 may be eligible for full funding.~~
  - ~~2. All grant requests \$5,000 and over must be matched 100% and the group must demonstrate that 50% of the matching funds have been secured and are from external sources. The total value of the matched contribution (cash and in-kind) must at least equal the amount of the grant requested.~~

#### 4.0 APPROVAL AND APPLICATION GUIDE

##### 4.1 AWARDS WILL NOT BE PROVIDED TO AND/OR USED TO:

- individual persons, individual businesses, political groups, other government agencies, universities, colleges, schools or hospitals;
- organizations that receive funding from Saanich through regional or other grant processes (e.g. CRD Arts funding)
- accumulate funds for the same project over multiple years, fund the same project for multiple years, or fund projects already completed;
- combine applications for funding the same project or event;
- duplicate an existing public or private program;
- purchase land ;
- fund travel, conference workshops, training or professional development costs;
- fund a deficit or debt repayment.



## 4.2 APPLICATION

All grant requests must be submitted to the Director of Finance on or before February 1<sup>st</sup>, with the exception of requests for Small Sparks Project Grants which may be submitted at any time of the year. All grant requests must be submitted using the application form prescribed by the Director of Finance and must include all required documentation, unless otherwise indicated. Incomplete applications will not be considered.

### a. Community or Social Service Operating Grant

- Submit completed application form and accompanying documents to the Director of Finance on or before February 1<sup>st</sup>.
- Applications will be considered by Council during the annual review of the Financial Plan.

### b. Community Association Operating Grant

- Submit completed application form and accompanying documents to the Director of Finance on or before February 1<sup>st</sup>.
- Applications will be considered by Council during the annual review of the Financial Plan.

### c. Saanich Community Association Network Operating Grant

- Submit invoice detailing specific secretarial and administrative costs to the Director of Finance at any time during the year.
- Invoices will be considered for approval within 4 weeks of receipt.

### d. Community Dry Grad Grant

- Submit completed application form and accompanying documents to the Director of Finance on or before February 1<sup>st</sup>.
- Applications will be administered by the Director of Finance, considered by Council during the annual review of the Financial Plan.

### e. Community Project - Small Sparks Grant

- Submit completed application form and accompanying documents to the Director of Finance at any time of the year.
- Applications will be considered within four weeks of receipt.
- Recipients may be required to submit a progress report upon project completion. Deadline for the report will be outlined upon confirmation of the award.
- Small Sparks Project Grants are administered and awarded by the Director of Finance.

**f. Community Project - Neighbourhood Matched Project Grant**

- Submit completed application form and accompanying documents to the Director of Finance on or before February 1<sup>st</sup>.
- Applications will be considered by Council during the annual review of the Financial Plan.
- Recipients may be required to submit a progress report upon project completion. Deadline for receipt of the report will be outlined upon confirmation of the award.

**~~g. Community Project - Sustainability Grant~~**

- ~~• Submit completed application form and accompanying documents to the Director of Finance on or before February 1<sup>st</sup>.~~
- ~~• Applications will be considered by Council during the annual review of the Financial Plan.~~
- ~~• Recipients must submit a progress report upon project completion. Deadline for receipt of the report will be outlined upon confirmation of the award.~~
- ~~• Upon Council approval, 80% of the grant amount will be paid in advance, with the balance of 20% to be paid upon receipt of final report.~~

## The District of Saanich

### Q3 2017 Summary of Contracts

Awards (including Single or Sole Source) valued at over \$200,000 (excluding GST) continue to be brought to Council for approval. Those with value (or expected value for "as and when requested" long term blanket orders) between \$75,000 and \$200,000 (excluding GST) are listed below.

AQ 32	Lock-Up Services - Parks Washrooms & Gates and Safety/Security Checks for Facilities (\$130,000 over 5 years)
AQ 37	Fire & Security Alarm Monitoring (\$85,800 over 5 years)
RFP 01	Fitness Equipment \$115,920
RFP 19	Environmental Site Assessments for Public Works Yard (\$99, 950 Consulting Services - Phase II and Phase III)
RFP 24	Hired Excavator Equipment (\$170, 000 over 9 months)
T 21	Blenkinsop Lake Park Fencing \$129,100
T 28	CHRC Building Envelope Remediation \$102,645

Awards (including Single or Sole Source) with value (or expected value for as and when requested long term blanket orders) less than \$75,000 (excluding GST) are listed below.

AQ 33	COR Audit - External Auditor
AQ 34	Oxygen Supply (one year)
AQ 40	Bin Rental and Transportation
AQ 42	Electrical Wire Products (over 3 years)
JQ 03	Figure and Hockey Skates
Q 20	Clothing - T-Shirts and Athletic Shorts
Q 21	Clothing - Work Shirts/ Tactical Twill Trousers/ Belts
Q 26	Tempest - UI Upgrade - Turn Key
Q 27	Lexmark Printers
Q 36	Supply and Delivery of Pressure Seal Cheques
Q 37	Supply and Delivery of Spring Bulbs
Q 38	Parks Equipment - Bobcat
Q 39	Fencing Project: McMin Park; Cadboro-Gyro Park; Hampton Park
Q 40	Robotic Pool Maintenance Equipment

Q 41	Rotary Turf Lift
Q 42	Used Equipment - Pro Force Blower
Q 45	Lighting at Layritz Park
Q 46	Kitchen Exhaust Fan at SCP
Q 48	Supply & Install Tile in SCP Changerooms
Q 49	Supply of Envelopes
Q 50	Knotweed Treatment Services
Q 52	Battery Walk-Behind Sweeper
Q 56	Rock Wall Contractor
Q 57	Cla Val Parts Order
RFP 01	Fitness Equipment
RFP 09	Topsoil (over 3 years) 4 blanket orders each
S 27	Consulting hours via timebank to be utilized on PCI compliance
S 28	Retro Fit Safety Grates, Hinged Lids with Safety Grates
S 31	Technology Consulting Services - Network Communication and Phones
S 32	Community GHG Inventory Reports
S 35	Municipal Hall Boiler Replacement - Asbestos Abatement
S 37	Pump Repair (Mt Tolmie Pump Station 1 & 2)
S 39	JDE Payroll & HR Consulting
S 40	Victaulic Fittings (for pipes)
S 41	Auto Floor Scrubber for Tennis Court Surface
S 45	Mesa2 Data Collector - Trimble Access with Roads Module and Trimble TDL2.4 Radio
S 48	Landscape Architectural Services on UVic Property
T 31	Vehicle - One (1) Chevrolet Colorado or GMC Canyon