

AGENDA

FINANCE AND GOVERNANCE STANDING COMMITTEE Tuesday, April 19, 2021 10:00 to 11:30 am COUNCIL CHAMBERS

MEETING BY ELECTRONIC PARTICIPATION

Due to COVID-19 measures, Saanich is unable to accommodate the public for any Council, Committee of the Whole, Advisory, Board or Foundation meetings while maintaining the limits on large gatherings due to the Public Health Order.

As per the Order of the Minister of Public Safety and Solicitor General, *Emergency Program Act*, Ministerial Order No. M192, public attendance at the meeting is not required if it cannot be accommodated in accordance with the applicable requirements or recommendations under the *Public Health Act*.

To hear this meeting by phone, please call: **250-900-5640**,
Access code: **634 747 561#**

1. **MINUTES FOR ADOPTION (attachment)**
 - March 15, 2021
2. **3RD TRIMESTER REPORT – January 1, 2020 to December 31, 2020 (attached)**
 - For receipt by Committee and forward to Council
3. **COUNCIL STRATEGIC INITIATIVES CONTINGENCY POLICY**
 - Report of the Director of Finance dated March 15, 2021 (attached)
 - For Committee review and recommendation to Council.
4. **PERMISSIVE TAX EXEMPTION POLICY – AFFORDABLE HOUSING**
 - Report of the Director of Finance dated April 7, 2021 (attached)
 - For Committee review and recommendation to Council.
5. **PERMISSIVE TAX EXEMPTIONS – AFFORDABLE HOUSING – SUPPLEMENTAL**
 - Report of the Director of Finance dated March 8, 2021 (attached)
 - For Committee information
6. **PROCUREMENT OVERHAUL PROJECT UPDATE**
 - Report of the Director of Finance dated April 8, 2021 (attached)
 - For Committee information
7. **RESPECTFUL WORKPLACE POLICY**
 - Memo of the Manager of Legislative Services dated March 19, 2021 (attached)
 - For Committee discussion

... ADJOURNMENT ...



District of Saanich

3rd Trimester Results Report

January 1, 2020 to December 31, 2020

Results reporting is prepared on a trimester basis by the District of Saanich as a means of providing the community, council and the organization with regular information on the strategic and financial performance of the municipality.

The Trimester Results Report provides information on:

1. Operational Results
2. Capital Program Results
3. Investment Analysis
 - Diversity
 - Liquidity
 - Return
4. Procurement Results
 - % of procurement processes with more than one bidder
 - Procurement
5. Building Permit Statistics



Operational Results

District of Saanich - 2020 3rd Trimester Performance Report Operating Budget Results - January 1 to December 31

While these numbers are not final as year end work is still on-going overall results for the period are encouraging, with most revenues reaching budgeted targets with the exception of recreation centres and water usage due to closures. Expenditures are in line with expectations except for recreation which is impacted by COVID-19.

Revenues:	2019 Actual	2020 Actual	Annual Budget 2020	2020 Budget Remaining	% Revenue Collected	
Property Taxation	(125,099,800)	(131,685,200)	(131,929,200)	(244,000)	100%	
Utility Tax and Other	(1,938,800)	(1,644,600)	(1,889,400)	(244,800)	87%	1
Water Utility Revenue	(21,814,800)	(22,194,000)	(23,525,500)	(1,331,500)	94%	2
Sewer Utility Revenue	(24,058,500)	(25,259,800)	(25,575,500)	(315,700)	99%	
Solid Waste Revenue	(6,673,300)	(6,941,800)	(6,949,300)	(7,500)	100%	
Business License & Inspection Revenues	(3,447,300)	(3,748,100)	(3,197,600)	550,500	117%	
Recreation Revenues	(14,390,800)	(7,217,900)	(13,212,100)	(5,994,200)	55%	3
Grants In Lieu	(2,747,200)	(2,998,300)	(2,693,300)	305,000	111%	
Provincial Grants	(1,500,000)	(1,500,000)	(1,500,000)	-	100%	
Interest and Penalties	(3,076,600)	(1,809,400)	(2,230,000)	(420,600)	81%	4
Surplus Appropriations	(250,000)	(250,000)	(2,539,100)	(2,289,100)	10%	5
Other Revenues	(470,900)	(360,600)	(316,100)	44,500	114%	
COVID-19 Restart Grant	-	(3,085,700)	-	3,085,700	100%	
Total Revenue	(205,468,000)	(208,695,400)	(215,557,100)	(6,861,700)	97%	

Expenditures:	2019 Actual	2020 Actual	Annual Budget 2020	2020 Budget Remaining	% Expenditure Spent	
Administration	2,459,000	2,452,900	2,552,600	99,700	96%	
Finance - Departmental	3,475,800	3,889,100	4,118,100	229,000	94%	1
Finance - Corporate	799,700	3,683,900	3,026,900	(657,000)	122%	2
Fiscal Services	7,734,500	7,514,800	7,734,800	220,000	97%	
Corporate Services	6,104,900	7,462,300	8,750,600	1,288,300	85%	3
Building, Bylaw, Licensing & Legal	4,465,300	4,340,900	4,530,800	189,900	96%	
Police Protection	35,618,100	36,044,900	37,510,200	1,465,300	96%	
Fire Protection	18,898,200	18,743,900	19,761,700	1,017,800	95%	
Emergency Program	408,400	436,200	447,100	10,900	98%	
Planning	2,824,900	3,049,600	3,105,600	56,000	98%	
Engineering and Public Works	19,674,400	20,052,500	20,336,200	283,700	99%	
Parks	7,482,800	7,488,400	7,793,600	305,200	96%	
Recreation	24,191,600	19,209,800	24,455,100	5,245,300	79%	4
Cultural	7,808,700	7,596,300	7,874,100	277,800	96%	
Water Utility Expenditure	15,523,600	15,159,400	15,607,200	447,800	97%	
Sewer Utility Expenditure	17,761,100	19,436,400	19,945,300	508,900	97%	
Capital Program (tax and fee funded only)	28,658,600	28,033,700	28,007,200	(26,500)	100%	
Total Expenditures	203,889,600	204,595,000	215,557,100	10,962,100	95%	
Revenues minus Expenditures	(1,578,400)	(4,100,400)	-	4,100,400		

Explanatory notes for variances over 5%

REVENUES:

- 1 *Utility Tax and Other (87% collected)* - Includes Hotel Tax which due to COVID-19 closures is \$245,000 under budget.
- 2 *Water Utility Revenue (94% collected)* - Reduction in water usage by institutions and commercial users due to closures.
- 3 *Recreation Revenues (55% collected)* - Closure of Recreation Centres in mid March due to COVID, gradual reopening commenced in June.
- 4 *Interest and Penalties (81% collected)* - Interest revenue is down due to reduction in interest rates and penalties were lower due to Council changing the percentage and due dates on property taxes to give homeowners and businesses relief due to COVID.
- 5 *Surplus Appropriations (10% applied)* - As and when needed to offset revenue reductions or over expenditure.

EXPENSES:

- 1 *Finance - Departmental (94% spent)* - Vacancies in various sections
- 2 *Finance - Corporate (122% spent)* - COVID related mitigation costs incurred which are offset by the COVID-19 Restart Grant.
- 3 *Corporate Services (85% spent)* - Under spending in IT license/maintenance costs due to timing of projects; vacancies in all divisions.
- 5 *Recreation (79% spent)* - Lower program cost due to closure of Recreation Centres.

Capital Program Results

District of Saanich - 2020 3rd Trimester Performance Report Capital Program Results up to December 31, 2020

Projects budgeted over \$1,000,000

Capital Project	Fund	Duration	Original 2020 Budget	Budget Transfers	Revised 2020 Budget	Actual	Percent Spent	Schedule Status	Budget Status	
Mann Ave. Vanalman Ave. & Parkridge	Water	One time	1,039,500	0	1,039,500	0	0%			2
Water - Detailed Design	Water	Annual	1,070,226		1,070,226	256,756	24%			
Fire Hall #3 - Building Renovation	Facilities	Multiyear	1,173,534	(17,000)	1,156,534	710,215	61%			
Desktop Environment Refresh	IT	One time	1,196,800	3200	1,200,000	224,189	19%			2
Sanitary Sewer - Detailed Design	Sewer	Annual	1,286,302	0	1,286,302	465,323	36%			
Storm Drain - Detailed Design	Drainage	Annual	1,372,932	0	1,372,932	522,016	38%			
Gorge-Albina Sewer Sinkhole	Sewer	Multiyear	1,574,470	0	1,574,470	1,158,982	74%			
Finnerty Rd (McKenzie-Arbutus)	Transportation	One time	1,590,490	0	1,590,490	1,581,289	99%			
Fire Hall #2 - Project Planning	Facilities	Multiyear	1,660,000	0	1,660,000	660,229	40%			
Jamaica, Parkside, Winchester	Water	One time	1,664,600	0	1,664,600	1,631,891	98%			
IT Infrastructure Upgrades	IT	Multiyear	1,730,651	0	1,730,651	1,402,616	81%			
Sanitary Sewer CIPP Lining	Sewer	Annual	1,797,000	0	1,797,000	503,898	28%			
Tempest Conversion and Upgrade	IT	One time	1,825,500	0	1,825,458	309,313	17%			
West Saanich Rd Streetscape	Transportation	One time	1,920,000	0	1,920,000	1,335,511	70%			
Pavement Renewal Program	Transportation	Annual	2,000,000	0	2,000,000	1,755,008	88%			
Pearkes - Ice Slab Remediation	Facilities	Multiyear	2,140,000	0	2,140,000	171,334	8%			
SCP - Mechanical Upgrades	Facilities	Multiyear	2,347,069	0	2,347,069	487,996	21%			
Sims Avenue	Various	Multiyear	2,470,573	0	2,470,573	2,235,534	90%			3
Regina Avenue	Various	One time	2,520,000	0	2,520,000	2,077,883	82%			
3500 Blanshard, Hall & Annex Renovation	Facilities	One time	2,100,000	446,253	2,546,253	2,096,669	82%			1
West Saanich/Prospect Lk/Sparton Rd	Transportation	One time	2,824,550	31,200	2,855,750	666,360	23%			
Gorge Drainage Improvements Phases 1&2	Drainage	Multiyear	3,025,000	0	3,025,000	-	0%			
Sidewalk Installation Program	Transportation	Annual	6,385,049	(16,900)	6,368,149	2,271,873	36%			2
Shelbourne Street Improvement Project	Various	Multiyear	29,010,097	91,500	29,101,597	6,172,607	21%			3

1 Procurement start date was delayed due to resources

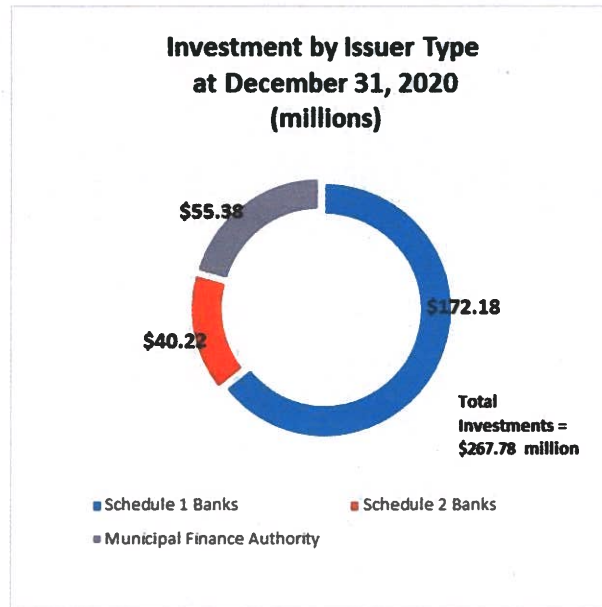
2 Program start date was delayed due to staffing availability at both engineering and purchasing.

3 Original 2020 budgets were adjusted for various reasons including the combining of related projects or design work

	On target
	Caution
	Delayed

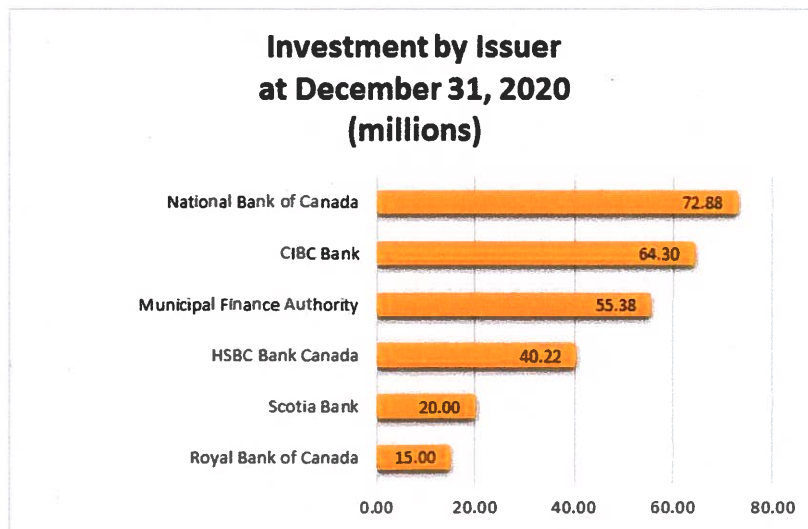
Investment Analysis

The District of Saanich invests public funds in a prudent manner in accordance with the Council Investment Policy. The investment portfolio is currently valued at \$267.78 million. Most of these funds are either held for specific capital programs or are invested until needed to pay current operating expenses.



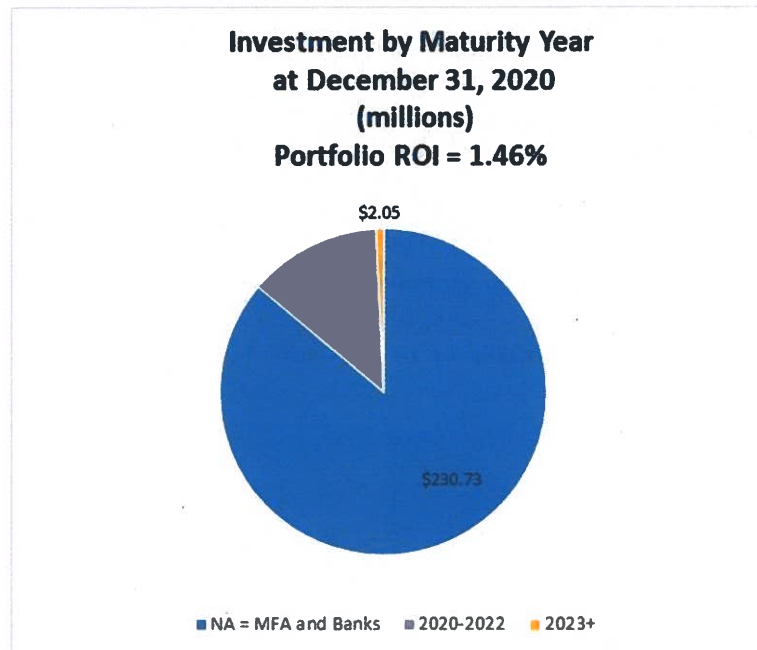
Diversification

In order to reduce overall portfolio risk, Saanich diversifies its investment holdings across a range of security types and financial institutions.



Liquidity

Saanich ensures that the investment portfolio remains sufficiently liquid in order to meet all reasonably anticipated operating and capital cash flow requirements. In 2020, financial concerns related to the COVID-19 pandemic will result in high levels of liquid assets to ensure the District can manage any cash flow challenges.



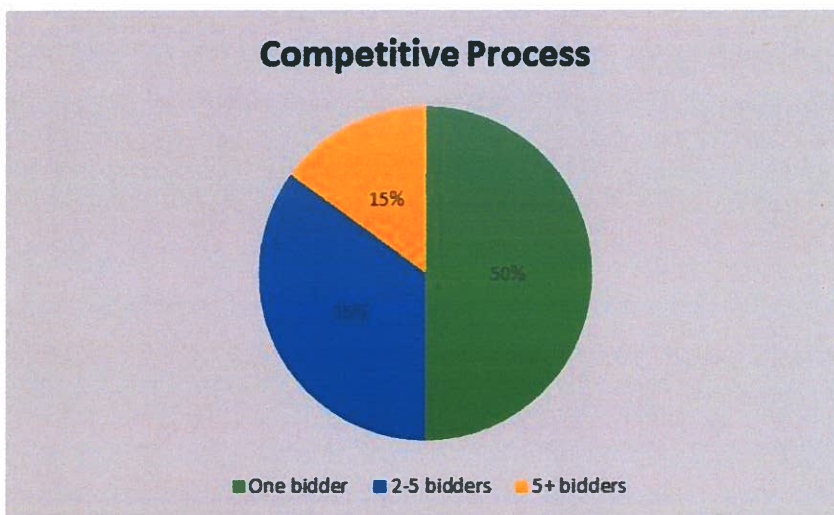
Return on Investment

Saanich's investment portfolio is currently earning a combined rate of approximately 1.46% (2nd trimester 1.43%) while maintaining the investment security established in the Investment Policy. The return on investment has decreased from the December 31, 2019 return of 2.23% due to the effects of the COVID-19 virus and the resulting downturn in the markets. The markets have rebounded in June of 2020 but not quite to the pre-COVID levels.

Procurement Results

Competitive Process

50% of procurement processes in the trimester had more than one bidder.



Procurement

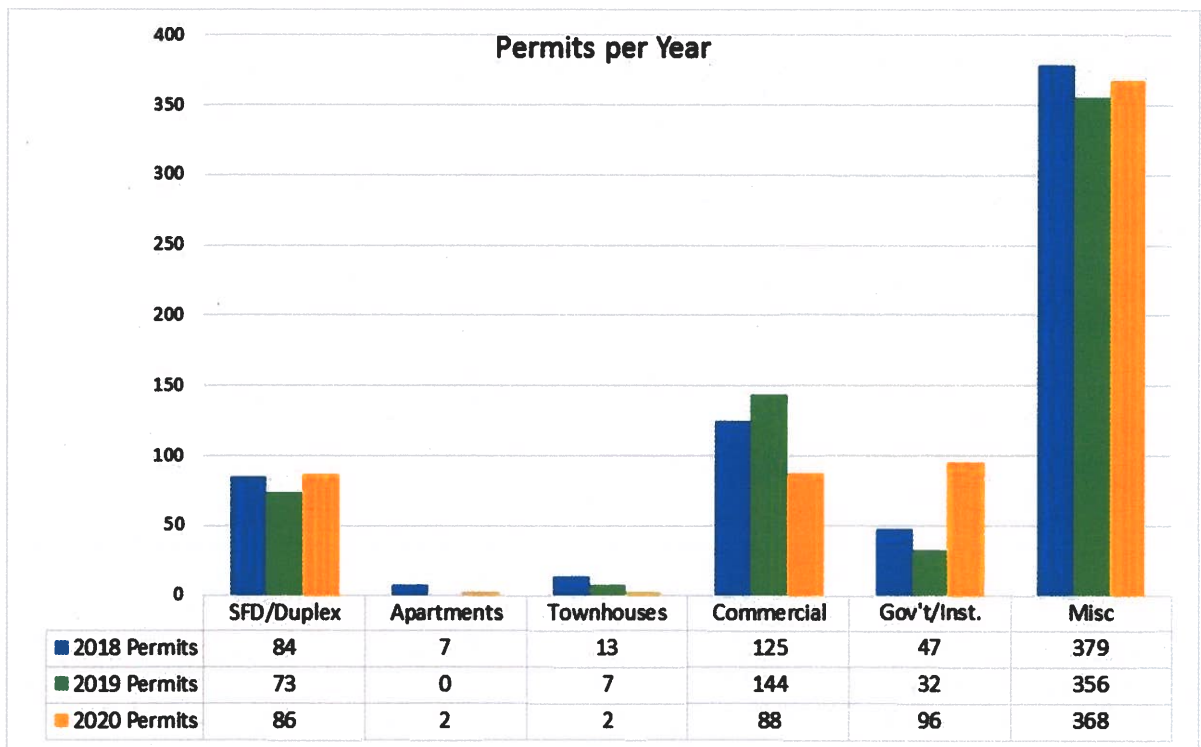
Value \$200,000+			
Procurement Description	Value	Years	Supplier
Prisoner Custody Supervision	\$ 1,375,000	5	Commissionaires, Victoria, the Islands and Yukon
GHRC Chemical Storage and Admin Addition	\$ 775,193		Kingsview Construction Ltd
Biomass Boilers @ SCP	\$ 769,865		Fink Machine Inc
Digital Forensic Services	\$ 600,000	5	TEEL Technologies Canada
Project Manager for Fire Station #2 Redevelopment	\$ 217,276		CorePM Services Ltd.

Value \$75,000 to \$200,000			
Procurement Description	Value	Years	Supplier
Consulting Services - Single Device Isolation Certification	\$ 113,736	5	Hatch Ltd
3D Laser Scanning Solution for Police Services	\$ 92,545		Leica Geosystems Ltd.
Environmental Site Assessment Phase III - Site Work	\$ 90,000		SLR Consulting (Canada) Ltd
Supply & Maintenance of Speed Reader	\$ 82,600		Roadway Traffic Products Ltd.

In addition there were 30 procurement processes with value less than \$75,000

Building Permit Statistics

Permit Type	Year to Date		No. of Permits		Dwelling Units		Construction Value (millions)	
	2019	2020	2019	2020	2019	2020	2019	2020
SFD/Duplex	73	86	98	111	56.4	52.5		
Apartments	0	2	0	50	0.0	24.5		
Townhouses	7	2	30	5	10.1	3.0		
Commercial	144	88	0	0	26.8	29.5		
Gov't/Inst.	32	96	0	0	51.8	157.0		
Misc	356	368	55	39	30.9	29.3		
Totals	612	642	183	205	\$ 176.1	\$ 295.9		





The Corporation of the District of Saanich

Report

To: Finance and Governance Committee
From: Valla Tinney, Director of Finance
Date: March 15, 2021
Subject: Council Strategic Initiatives Contingency Policy

RECOMMENDATION

That the Committee recommend that Council adopt Council Policy – Strategic Initiatives Contingency.

PURPOSE

To present a draft policy as requested by the Committee to guide use of strategic initiative funding.


DISCUSSION

At the January 18th, 2021 meeting of the Committee the following motion was passed:

"That the Finance and Governance Committee direct staff to bring back to a future meeting a policy framework with some guiding principles for the fund. The Committee will review and evaluate the framework and options at the future meeting."

A draft policy is provided as Attachment A for endorsement to Council or referral back to staff for revisions.

Prepared by



Valla Tinney
Director of Finance

ADMINISTRATOR'S COMMENTS:

I endorse the recommendation of the Director of Finance.



Paul Thorkelsson, CAO

COUNCIL POLICY

X/CNCL

SUBJECT: STRATEGIC INITIATIVES CONTINGENCY	
DATE OF ISSUE: DATE, 2021	INDEX REFERENCE:
AMENDED:	COUNCIL REFERENCE:

PURPOSE

To establish criteria for allocation of funding from Council's Strategic Initiatives Contingency (SIC).

OBJECTIVES

Council has established a Strategic Initiatives Contingency to provide a source for funding emergent issues and opportunities of interest to Council that have not been allocated financial resources during development of the Financial Plan. This policy sets high level parameters for Council in establishing and allocating the SIC.

SOURCE OF FUNDS

Transfers into the SIC occur annually as part of allocating the prior year surplus during Financial Plan deliberation meetings. Council will decide based on the availability of annual surplus and other requirements for one time funding the amount of the transfer each year. Transfers outside of this process may occur under unusual circumstances.

EXPENDITURE OF THE SIC

1. A Council motion is required to approve expenditures from the SIC.
2. Council brings requests for expenditures from the SIC through a Notice of Motion; however requests will not be considered where funding has been denied through another Council process (e.g. Community Grants)
3. Staff may recommend use of the SIC through a Council report. All staff recommendations must indicate how the allocation aligns with Council's Strategic Plan goals or initiatives. Staff must obtain approval from the Finance Director or delegate prior to making a recommendation to ensure sufficient funds are available.
4. Where funding amounts are estimated, actual costs will be tracked and only the amount of funding required will be allocated. Any unused funding allocation will remain in the SIC.

REPORTING

Staff will prepare an annual report detailing funds transferred in, allocated and expended to be presented at the Financial Plan meeting where the annual allocation of funds to the SIC is considered.

Any staff report recommending funding from the SIC must include the current balance remaining in the SIC.



The Corporation of the District of Saanich

Report

To: Finance and Governance Committee
From: Valla Tinney, Director of Finance
Date: April 7, 2021
Subject: Permissive Tax Exemption Policy – Affordable Housing

RECOMMENDATION

That the Committee seek endorsement from Council that any recommendations regarding permissive tax exemptions developed through the Housing Strategy process be referred to the Finance and Governance Committee for consideration and comment prior to presentation to Council.

PURPOSE

The purpose of this report is to provide updated information relating to the development of a permissive tax exemption policy to incent affordable housing.

BACKGROUND

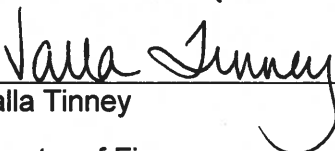
At the January 2021 Finance and Governance staff was directed by the Committee to “bring back a subsequent report and options focusing on Council’s primary goal of increasing the affordable housing stock. Options may include to remain status quo or provide tax incentives for new development or affordable housing with exemptions being provided for improvements only with land to be excluded”.

DISCUSSION

At the March 22, 2021 Committee of the Whole meeting, Council received the Housing Strategy Task Force Final Report. Action 1.2A in this report is “Facilitate the development of affordable housing by clarifying current and creating new financial incentives such as grants, reduced permitting fees, Affordable Housing Fund and property tax exemptions.

The work of the Task Force has moved into the engagement phase with a public survey being undertaken through April. A proposal for a Housing Strategy is targeted for June 2021. It appears that development of an exemption policy to support affordable housing while currently running in tandem would be best incorporated into the broader work being done on the Housing Strategy. Staff recommend that that committee request that any recommendations regarding permissive tax exemptions developed through the Housing Strategy process be referred to the Finance and Governance Committee for consideration and comment prior to it going to Council.

Prepared by



Valla Tinney
Director of Finance

cc: Sharon Hvozdanski, Director of Planning

ADMINISTRATOR'S COMMENTS:

I endorse the recommendation of the Director of Finance.



Paul Thorkelsson, Administrator



The Corporation of the District of Saanich

Report

To: Finance and Governance Committee
From: Valla Tinney, Director of Finance
Date: March 8, 2021
Subject: Permissive Tax Exemptions – Affordable Housing - Supplemental

RECOMMENDATION

That the Committee receive the report for information.

PURPOSE

The purpose of this report is to provide updated information relating to the taxation status of properties owned by the CRHD.

BACKGROUND

At the January Finance and Governance meeting staff presented a report regarding exemptions for affordable housing. The report included information on housing owned by CRHD that was fully taxable. It is provided again below for convenience.

CRHC owns (and leases) and manages properties for the purposes of providing affordable housing. These properties are all rent subsidized townhomes and apartments. CRHC staff were contacted to determine why the ownership of these properties did not transfer to CRD and if there is any intention to transfer these properties to CRD ownership and change the tax status to exempt. A response was not received prior to the report deadline.

Address	Assessed Value 2020	Total Taxes Paid 2020
4511 CHATTERTON WAY	6,478,000	32,501
4450 VIEWMONT AVE	2,422,000	12,152
819 LODI AVE	3,077,000	15,438
4021 SAANICH RD	1,760,000	8,830
2249 MCCOY RD	1,210,000	6,071
3936 GORDON HEAD RD	4,631,000	23,235
898 SEVENOAKS RD	882,000	4,425
275 HAMPTON RD	3,505,000	15,301
3808 CAREY RD	2,228,000	11,159
Total		\$ 139,794

DISCUSSION

The District was notified in early March that the question of the tax status of Regional Housing Corporation owned properties was recently tested through the Property Assessment Appeal Board. The conclusion of the appeal was that these properties should be exempt from taxation in the same manner as if they were owned directly by the Regional Government.

“The Board agrees with the reasoning and conclusion of the Appellant and finds that when the Regional District makes available land and improvements to be used for the purposes of housing that property is being used for its own purposes in the context of section 391(1) of the LGA. We find that the Test Properties are used for the Regional District’s own purposes where it provides housing through the Housing Corporation.”

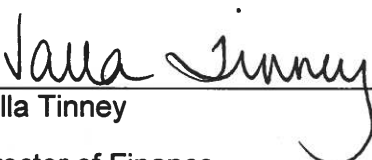
FINANCIAL IMPLICATIONS

The result of the CRHD properties in Saanich converting from taxable to statutorily exempt in 2021 is a loss of taxable assessments which provides relief of approximately \$140,000 to the CRHD service and shifts approximately \$87,000 in Saanich property taxation over to other taxable properties.

SUMMARY

A recent decision by the Property Assessment Appeal Board has resulted in properties owned by the Capital Regional Housing District becoming exempt from taxation.


Prepared by



Valla Tinney
Director of Finance

ADMINISTRATOR’S COMMENTS:

I endorse the recommendation of the Director of Finance.



Paul Thorkelsson, Administrator



The Corporation of the District of Saanich

Report

To: Finance and Governance Committee
From: Valla Tinney, Director of Finance
Date: April 8, 2021
Subject: Procurement Overhaul Project - Update

RECOMMENDATION

That the Committee receive the report for information.

PURPOSE

The purpose of this report is to provide the Committee with an update on the Procurement Overhaul Project and clarify the role of the Committee and Council in upcoming decisions.

BACKGROUND

At the January 18, 2021 Committee meeting, members were advised that the Procurement Law Office (PLO) had recently completed a risk assessment for the District based on a review of Saanich's policies, procedures and templates and including interviews with and surveys of staff. A "Risk Assessment Diagnosis and Recommendations (RADAR) report outlining findings and recommendations has been received and considered by staff.

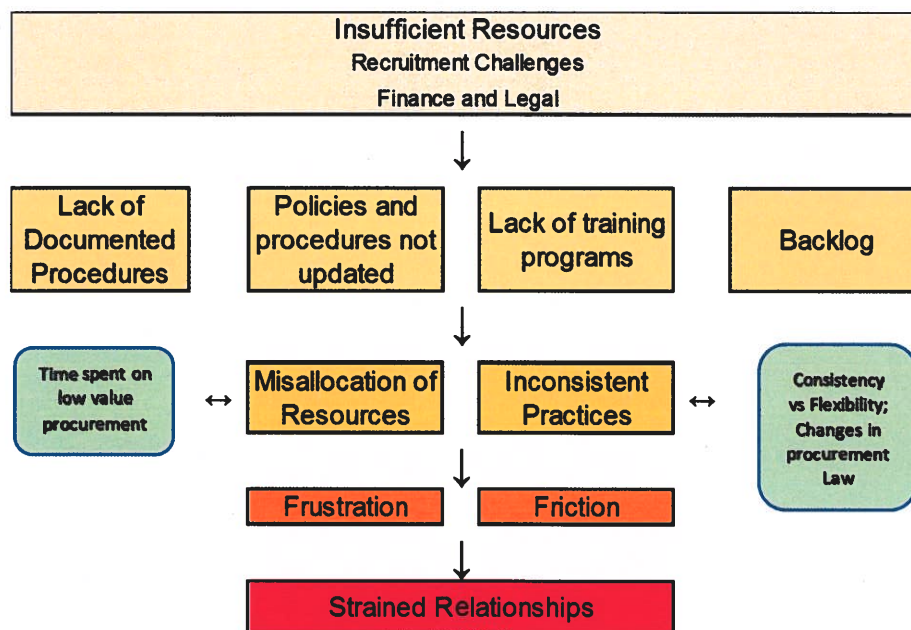
DISCUSSION

The main findings of the report are summarized as follows:

1. Purchasing Services is striving to ensure the District's procurement practices align with trade treaty obligations, legal standards and best practices and is attempting to integrate strategic design planning in the District's procurement processes; however, these efforts have been hindered by insufficient resources, inordinate allocation of time and effort to low-value and low-risk procurements, inconsistent practices that are not governed by documented procedures and protocols, and strained relationships between Purchasing Services and the Business Units.
2. The District is currently dealing with a large backlog of procurements that is interfering with the Business Units' operations and ability to deliver their programs. A high rate of staff turnover and significant challenges in recruiting and retaining qualified procurement specialists has been a major barrier to establishing consistent practices, meeting time pressures and maintaining strong relationships between Purchasing Services and Business Units.

3. Improvements have been and continue to be made in these areas. A number of positions in Purchasing Services have been recently filled and, as new hires become fully integrated, Purchasing Services is becoming better equipped to continue clearing the backlog and improving its processes.
4. In order to address the current backlog, respond to the District's operational needs and improve the efficiency of procurement operations going forward, resources should be more appropriately allocated to higher-risk procurements and processes for low-value and routine procurements should be simplified.

The challenges the District is facing in terms of procurement are summarized in this chart:



Procurement refers to the business management process to identify, source, acquire and manage the full range of goods, works and services Saanich needs to perform its objectives. It is a corporate function that all departments participate in.

The Procurement Law Office provided 24 detailed recommendations that can be grouped into nine themes:

1. Governing Procurement Policy
2. Procurement Methods and Thresholds
3. Protocols and Procedures
4. Streaming and Resourcing
5. Forms and Formats
6. Contract Management
7. Training and Communication
8. Resources and Business Process Improvement
9. Use of Technology

A Leadership Working Group has been established to oversee the Procurement Overhaul Project. The group consists of the Directors of Corporate Services, Engineering, Finance and Parks, Recreation and Community Services and the Municipal Solicitor. The goal of the project is to implement the recommendations of the PLO RADAR report as best suits Saanich to develop an industry leading procurement program in alignment with Council's strategic goal for organizational excellence. It is anticipated that it will take up to 2 years to fully implement the recommendations. The Manager of Purchasing Services will be supported to allocate sufficient time to the development of the templates, tools and policies through the use of a temporary manager to deal with the day to day functions of the section. In addition, as extensive support from the Municipal Solicitor is required, the new addition of an Associate Solicitor will ensure that legal support to the rest of the organization is maintained.

Committee and Council Role

Some of the outcomes of the project will be new and/or updated bylaws, policies and procedures. The bylaws and any Council policies needed to implement the new program will require Committee review and recommendation for Council adoption or approval. The intention is to develop the suite of tools and present them as a comprehensive package to the Committee, however it is possible that individual tools may be needed from time to time. As indicated, the full project is expected to take up to 2 years to implement, but the organization will be unable to wait that long to put certain processes into place.

The PLO made one detailed finding and associated recommendation in the RADAR that applies specifically to Council's role in procurement.

Finding - "The District's procurement approval framework does not reflect an appropriate separation of roles between the District's elected officials and the District's administration. The requirement under the Policy that Council approve all contracts with a value greater than \$200,000 causes bottlenecks in the approval process and exposes the District to the risk of allegations of inappropriate political influence and interference in the procurement process.

Recommendation - We recommend that the District revise its approval framework to reflect a more appropriate separation of roles between the District's elected officials and the District's administration. Specifically, the District Council should delegate to staff the authority to award contracts of any value provided the contract is awarded to the top-ranked bidder or proponent through a competitive process that has been conducted in accordance with the procurement policy and applicable procedures and the contract amount is within the approved budget. This would serve to improve efficiency in the contract award process and avoid the appearance of inappropriate political influence and interference in the District's contracting decisions.

This recommendation will be considered and incorporated into updated delegation bylaws.

STRATEGIC PLAN IMPLICATIONS

The recommendations in this report support the following Strategic Plan Goals:

- Financial decisions are based in stability, prudence and long term sustainability
- Strong internal processes support service excellence

Prepared by Valla Tinney
Valla Tinney
Director of Finance

ADMINISTRATOR'S COMMENTS:

I endorse the recommendation of the Director of Finance.



Paul Thorkelsson, Administrator



LEGISLATIVE SERVICES

Memo

File: 1420-30 MSCFG

To: Councillor Susan Brice,
Chair, Mayor's Standing Committee on Finance and Governance

From: Angila Bains, Manager, Legislative Services

Date: March 19, 2021

Subject: **Respectful Workplace Policy**

This memorandum will confirm that Council, at their in camera meeting of March 1, 2021, resolved as follows:

"That the topic of respectful workplace and how the policy applies to members appointed on various Council committees be forward to the Mayor's Standing Committee on Finance and Governance."

This topic will be discussed at the April 19, 2021 Mayor's Standing Committee on Finance and Governance meeting.


Angila Bains, B.A., CMC
Manager, Legislative Services

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cc: Paul Thorkelsson, Chief Administrative Officer
Laura Ciarnello, Director of Corporate Services
Jennifer Downie, Secretary, Mayor's Standing Committee on Finance and Governance