

PROVISION OF MENTRUAL PRODUCTS

District staff has initiated planning to procure and install menstrual product dispenser units and product inventory in all schools in the district. In accordance with the Ministerial Order, the project will be complete by December 31, 2019.

The project plan allows for menstrual products to be made available in: six washrooms in each secondary school; three washrooms in each elementary school; two washrooms in Learning Centres and DEC/REC/SAIL; and one or more gender-neutral and/or handicapped access washroom at each site. A start-up inventory of menstrual products will be purchased for each school/site.

The district is required to develop policies and procedures regarding the provision of menstrual products. Staff will prepare draft policy and regulation for presentation to Policy Committee at its first meeting in the 2019/20 school year.

The district is also required to incorporate student feedback in developing its policy and regulation. A survey will be distributed to students in June 2019 for this purpose.

The estimated cost to implement the plan as noted above is shown in the following table. In the event that funding and/or budget capacity is not available, the district may consider an alternative implementation plan of providing the products in baskets placed on washroom counters. Providing these products in dispensers is staff's preferred option to ensure the products remain tidy and hygienic.

Estimated Project Costs			
	# Sites	Units/site	Total.
Dispensers @ \$459/ea.			
Elementary schools	101	3	\$ 139,077
Secondary schools	20	6	55,080
Learning Centres	5	2	4,590
DEC/REC & SAIL	2	2	1,836
Subtotal			200,583
Product inventory			20,128
Site preparation			128,000
Disposal receptacles @ \$25/unit	300		7,500
Total			\$ 356,211

Preliminary Project Timeline

Month	Action
June 2019	Research equipment options & prepare specifications for RFP
June 2019	Conduct student survey to collect student feedback
July 2019	Purchasing Department issues RFP
August 2019	RFP closes, bids evaluated and contract awarded
September 2019	Equipment and product inventory purchased
October/November 2019	Equipment installed in schools
December 2019	Project complete
