

Dillon's Million Meals Campaign

Cornerstone Initiative

Stage 1: Application for Pro Bono Services

Submission Deadline

Friday, March 12, 2021 at 11:59 pm EST



Submission Location: sustainability@dillon.ca

1. Project Purpose and Background

1.1 Background

1.1.1 Purpose of the pro bono service offering

Dillon Consulting Limited (Dillon) is looking to leverage the knowledge and training of our staff to work with you on delivering a project that addresses food insecurity in Canada and supports the United Nations Sustainable Development Goal (SDG) 2 - zero hunger. As a signatory to the United Nations Global Compact, this Campaign is part of our commitment to work to transform our world through principled business practices. As such, Dillon has launched the "Million Meals Campaign". As part of this campaign, we are looking for partners who understand the food crisis in Canada to identify potential projects where we can partner on and help deliver.

We are not only looking to provide one million meals, but we are also looking to work on solving problems associated with the root causes of food insecurity and seeking to contribute to a transformation of the system for generations. We are issuing this pro bono service offering to solicit information on your problems or project ideas so that we may partner with those we are best able to support through our services.

This initiative is part of our commitment to being a good corporate citizen and our commitment to strengthening our local communities by donating a percentage of our earnings to environmental and charitable organizations.

Dillon is a Canadian, employee-owned, professional services firm providing a wide range of environmental management, planning, and engineering consulting services. Established with a single office in 1946, Dillon now operates from 19 offices across Canada with a current complement of more than 900 employees with a wide variety of professional services. We are a group of problem solvers and for this application we are asking you to submit your problem and we will bring together a team of our specialists to work with you to deliver a solution.

We at Dillon are problem solvers. We'll work together create a solution.

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Section 3.5 of this application document will provide a list of more specific skills offered by Dillon's team and allow an opportunity for you to select skills and qualifications that might be most helpful to solve your problem or complete your project. In addition to this, Dillon will offer two webinars in January 2021 to discuss our services, discuss issues facing the community of people working on food security and foster communication and collaboration. Please watch our website, dillon.ca/millionmeals, for more information on dates and how to register.

Dillon has been selected as one of Canada's Best Managed Companies for excellence in business performance for the 13th consecutive year by Deloitte. In celebrating our 75th anniversary in 2020, we have launched the Million Meals Campaign, which represents the equivalent of feeding our 900 employees three meals a day for a year.

We will draw on the skills and training of employees across the country, as appropriate for whichever projects are selected to receive our pro bono service offering. Our presence across the country makes us capable of supporting projects in a wide variety of locations and our staff's variety of expertise (detailed above) means we are able to support a variety of activities.

1.1.2 How we are measuring success

This call for applications to receive pro bono services is the cornerstone of Dillon's Million Meals Campaign. Dillon is commencing an 18-month long initiative to contribute one million meals to Canadians in need, directly and indirectly.

Our success will be measured by the number of meals created by the projects we support. As part of **Stage 1** of this call for application to receive pro bono services, we are asking organizations to tell us about the problem(s) they are looking to solve and who their work will impact (**Section 3.4**). After responses are received to the **Stage 1** application, a shortlist will be generated based on the potential number of meals created through solving the problems proposed as well as the ability of Dillon's team to deliver a solution to the problems. **Stage 2** will involve a few follow-up questions and meetings between Dillon's project team and your project team.

A key component of this campaign is to not only provide one million meals but it is also to provide meals through projects that seek to address some of the root causes of food insecurity in Canada. In this way, we are looking to address problems we are open to direct and indirect meal creation and looking to support projects that can provide meals to people in need over many years.

1.1.3 Delivery method for pro bono services

The application will be a two-stage process in order to make it straightforward and efficient. This package represents **Stage 1** of the application process. In the following sections, some

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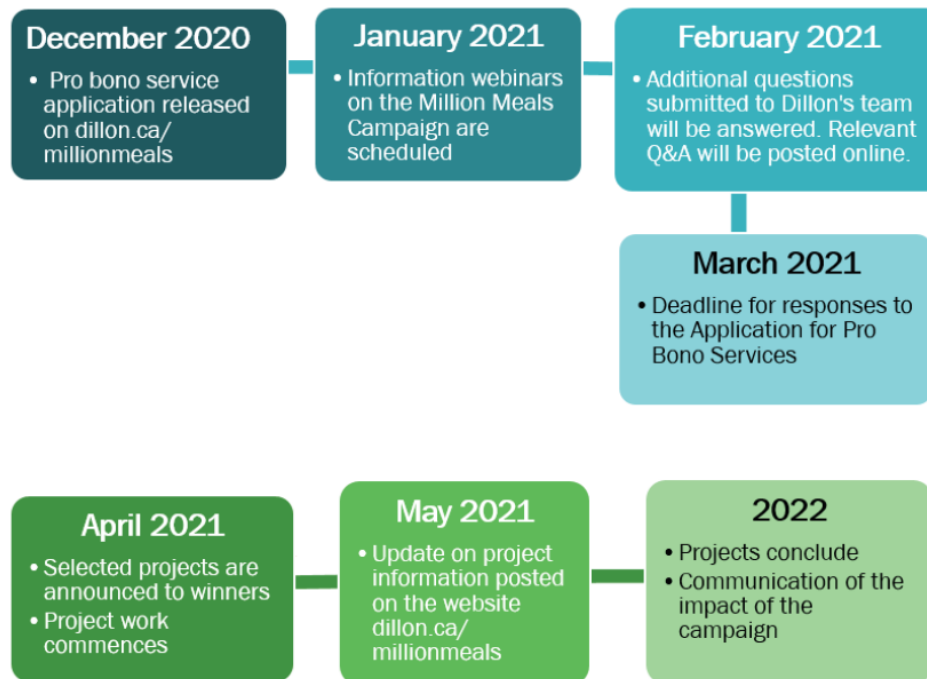
Project Purpose and Background

brief questions will be asked to determine the type of problem you are hoping to address and gather some information on the potential impact of your project. We will also evaluate our ability to support the work required to address your problem.

We understand that this may be an atypical way for you to receive support for your work but we feel this is the way in which we can leverage our contribution to the food security community for maximal impact using this collaboration model. We will work to ensure the barrier to applying is not arduous and once selected for **Stage 2** of the application process, we will work with you to ensure the details of the project planning are not too resource-intensive.

1.2 Timeline

This cornerstone initiative is part of our larger Million Meals Campaign that is expected to run at least 18 months. The timeline below is to help situate this cornerstone initiative in the campaign timeline.



2. Applicant Information

2.1.1 Organization type

- An unincorporated branch or chapter of a registered charity or incorporated not-forprofit organization
- A charitable organization or public foundation registered as a charity by the Canada Revenue Agency
- An organization incorporated as a not-for-profit corporation without share capital in a Canadian jurisdiction
- A First Nation / Métis / Inuit or other Indigenous community government/tribal council
- A First Nation / Métis / Inuit or other Indigenous community not-for-profit

2.1.2 Legal name of the organization

2.1.3 Organization website (if available)

2.1.4 CRA Business Number (9 digits)

2.1.5 Charitable number (if applicable)

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Applicant Information

2.1.5.1 Year of registration

2.2 Primary Contact

Last Name, First Name, Title

Email address, please verify by retyping

Primary phone number

Alternate phone number

2.3 Mailing address

Line 1:

Line 2:

Line 3:

City:

Province/Territory:

Postal Code:

2.4 Primary project location

Please select if the Primary project location is the same as above or in a different location

Same as above

Different Location

Line 1:

Line 2:

Line 3:

City:

Province/Territory:

Postal Code:

2.5 Organization capacity

2.5.1 How long has your organization been in operation for?

2.5.2 How many employees does your organization employ?

2.5.3 How many regular volunteers support your organization? (Acceptable to provide an estimate in full-time equivalents)

2.5.4 Describe your organization (5,000 characters max)

2.5.5 Work agreement

If successful, you will be required to sign a funding and work agreement with Dillon Consulting Limited. Please describe your organization's ability to enter into this agreement. Also, please describe your preferred setup for project management responsibility (project fully managed by Dillon / project fully managed by your organization/hybrid approach with Dillon's project manager working closely with your project manager).

3. Problem Information

3.1 Title or Tagline (suggest 75 characters max)

3.2 Problem Description (suggest 500 characters max)

3.3 Populations Affected

At-risk populations that will benefit from the project (check all boxes that apply)

- Indigenous
- Persons experiencing homelessness or precarious housing
- Low-income households
- Isolated, rural, and/or northern communities
- Persons with disabilities
- Other groups with social or employment barriers including literacy and numeracy, etc.
- Newcomers to Canada
- Visible minorities
- Women
- Youth
- Seniors
- LGBTQ2 community
- Other - Please specify: _____

3.4 Your Organization's Problem or Support Request

Tell us more about the problem you're trying to solve or the issue you would like support on (suggest 1,000 characters max)

3.5 Dillon's Services

If possible, please select the services that Dillon can offer that you think would benefit your project.

Note: If you are not able to create an accurate list, Dillon's project managers will work with you to create a plan and assemble a team that meets the needs of your project. Your ability to fill out this section will not impact your chances of receiving project support. The description of your problem is most important in **Section 3.4**.

Environment:

- Circular economy
- Waste management
 - Compost projects
 - Anaerobic digestion
 - Waste audits and characterization
 - Waste planning and policy development for waste reduction and redirection
- Food waste reduction and redirection planning
- Food security assessment
- Life-cycle assessment
- Greenhouse gas emissions verifications and reporting
- Atmospheric services
- Carbon management
- Climate change mitigation and adaptation
- Cultural resources
- Environmental analysis, planning, and management
- Geophysics
- Hydrogeology
- Mineral aggregates
- Contaminated sites management
- Terrestrial and aquatic habitats
- Water resources
- Watersheds and ecosystems

Communities:

- Stakeholder consultation, engagement, and communication
- Economic development
- Community plans and policies

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Project Information

- Land development planning
- Asset Management
- Environmental quality preservation
- Infrastructure Management
- Parks and open space
- Recreation and Tourism
- Site Access Parking
- Site servicing development
- Stormwater, wastewater, and sanitary
- Traffic management
- Transportation plans and policies
- Brownfield Site Revitalization

Transportation & Facilities

- Transportation Logistics
- Architectural and structural building design
- Building design for commercial, industrial, and institutional
- Maintenance, upgrade, and report of existing buildings
- Electrical and mechanical design
- Energy management
- Environmental assessments for transportation infrastructure projects
- Marine, ports, and harbours
- Traffic signals and illumination
- Transit and rail
- Airport infrastructure
- Bridge design, culvert design, and condition assessments
- Highway/freeway interchange design
- Collector/regional highways and roads

Miscellaneous Services

- Application development (web and desktop)
- GIS
- Data integration and spatial database development
- Spatial data analysis and modeling
- Data visualization (3D)
- Geodesign (CityEngine)

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- Mobile field data collection
- Database design, customization, development, and publishing
- Training and technology transfer
- Online engagement

Remember, we are Dillon are problem solvers. Tell us your problem and we will work with you to create the right solution with our team of specialists.

3.6 Who have you worked with before?

Source of Contribution	Type of Support (cash, in-kind, other)	Value of Contribution (\$) (if possible)	Activity Supported	Contributor to the project proposed here? (y/n)

3.7 Would you like to work with another food security organization for this project?

- Yes
- No

3.7.1 If yes, please describe the specific organizations you have in mind

3.8 Agreements

Prior to Dillon agreeing to start any work under Stage 2 of the Application Process the Applicant will be required to sign Dillon's form of agreement, without amendment, which will set out the relationship of the Applicant and Dillon and the terms and conditions under which Dillon is providing its services. The agreement will include a detailed description of the work to be completed by Dillon as well as the expectations and commitments of the Applicant.

As part of the application process Applicants are required to disclose any perceived or actual conflicts of interest.

3.9 General Matters

Dillon reserves the right to cancel, amend or change any of the terms and conditions of this offering of Pro Bono services at any time without notice to any or all Applicants. Dillon shall not be liable for any costs incurred by any Applicant as a result of any cancellation or change of terms and conditions.

Dillon is not under any obligation to accept any proposals submitted and has the right to disqualify any proposals for any reasons whatsoever. Dillon is not under any obligation to accept any minimum number of proposals.

All decisions by Dillon are final and binding.

3.10 Consent

By submitting an application for Pro Bono Services under Dillon's Million Meals Campaign the Applicant:

1. confirms the truthfulness and accuracy of all contents and information within their application
2. irrevocably consents to Dillon making any inquiries with any third parties it deems appropriate with respect to the Applicants submissions under the Million Meals Campaign; and
3. consents and agrees to be bound by all terms and conditions of the Million Meals Campaign as determined by Dillon,

Name (print)

Signature

Date

4. Questions and Project Idea Vetting:

If you would like to reach out and contact a team member at Dillon with questions or to run your project idea by please contact:

Sustainability@dillon.ca