VAUGHAN

COMMITTEE OF THE WHOLE (1) – FEBRUARY 4, 2020

STAFF COMMUNICATIONS

Distributed January 31, 2020		Subject
SC1.	Memorandum from the Deputy City Manager, Planning & Growth Management, dated, January 27, 2020.	Earth Hour and 20-Minute Makeover Events
SC2.	Memorandum from the Deputy City Manager Corporate Services, City Treasurer and Chief Financial Officer and the Director of Procurement Services, January 31, 2020.	Procurement Activity Report, Quarter 4 -2019

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Please note there may be further Communications.

VAUGHAN

STAFF COMMUNICATION
FOR INFORMATION ONLY

SC 1
STAFF COMMUNICATION
CW (1) - February 4, 2020

DATE: JANUARY 27, 2020

TO: MAYOR AND MEMBERS OF COUNCIL

FROM: JASON SCHMIDT-SHOUKRI, DEPUTY CITY MANAGER, PLANNING AND GROWTH MANAGEMENT

COPY: BILL KIRU, DIRECTOR, POLICY PLANNING AND ENVIRONMENTAL SUSTAINABILITY

RE: STAFF COMMUNICATION – FEBRUARY 4, 2020
EARTH HOUR AND 20-MINUTE MAKEOVER EVENTS

Purpose

To provide the Mayor and Members of Council with information regarding the annual Earth Hour and 20-Minute Makeover events for 2020.

Background

The 2020 Earth Hour event will be held on March 28, 2020 at City Hall.

Earth Hour is a global initiative of the World Wildlife Fund (WWF) that targets energy reduction and climate action. By participating in Earth Hour, the City continues to demonstrate environmental leadership by providing education and awareness to the Vaughan community to encourage behavioural changes and reduce greenhouse gas emissions.

The City of Vaughan has supported Earth Hour for twelve years by partnering with the Earth Hour Vaughan Committee, which is made up of resident volunteers, to host an annual celebration at Vaughan City Hall. In 2019, the Vaughan community reduced its energy consumption by 4.2 percent, or 13.68 megawatts, by turning off the lights between 8:30 p.m. and 9:30 p.m. during Earth Hour.

The 2020 Earth Hour event will be held on March 28, 2020 at Vaughan City Hall. Preliminary event planning has identified the following activities:

- lantern making
- night-cycle ride
- candlelit yoga
- elementary school science experiment showcase

- smoothie bikes
- local entertainment
- exhibitors

The Earth Hour Vaughan Committee coordinates all aspects of the event in consultation with City of Vaughan representatives. As in past years, the City will provide access to the Atrium, Multi-Purpose Room, Cafeteria and adjacent outdoor space at City Hall. Tables for the exhibit portion of the event, an indoor stage and related sound equipment will also be provided by the City. Any other activities will be supported through existing budget allocations that have been approved by Council. The Earth Hour Vaughan Committee will be tasked with securing the necessary financial contribution or in-kind support from other community partners to execute the event.

Alectra Utilities will monitor the impact on electrical demand, which will provide the public with an indication of the potential benefits of a minor behavioural change on their energy usage. Hosting the 2020 Earth Hour event at City Hall will enable more people from across all communities in Vaughan to participate.

The 2020 20-Minute Makeover event is planned for April 22, 2020.

The City of Vaughan has coordinated a 20-Minute Makeover event for the past fifteen years. The premise of the event is to encourage citizens to take 20 minutes out of their day to pick up litter in their local neighbourhood. This annual event encourages participants to enjoy active time outdoors, promotes civic pride and demonstrates community stewardship. Participating in the 20-Minute Makeover is Vaughan's contribution to larger campaigns at a federal and global level to raise environmental awareness, including Pitch-In Canada and Earth Day.

In 2019, over 12,400 people participated in the City of Vaughan's 20-Minute Makeover. The 2019 event included participants from 34 schools, 13 businesses, 9 community groups and 38 City of Vaughan departments/groups.

Vaughan's 2020 20-Minute Makeover event is planned for April 22, 2020, which is also Earth Day. In keeping with previous 20-Minute Makeover events, staff from the Policy Planning and Environmental Sustainability department will administer the event and track the participation rate. Following registration, participants can pick up a supply kit from their local community centre in advance of the April 22, 2020 event date. The Parks, Forestry and Horticulture Operations department will collect litter bags generated from the clean-up from facilities that are unable to process the bags.

All City departments will be encouraged to participate in the 20-Minute Makeover event, contingent upon their availability. City staff participation demonstrates leading by example in support of Green Directions Vaughan.

Hosting the 20-Minute Makeover event in each of the City Wards will increase awareness about littering issues and help to raise the overall profile of environmental stewardship and leadership across the City of Vaughan. For the 2020 20-Minute Makeover, a school in Ward 3 will host the Mayor and Ward Councillor for the larger media event; Regional Councillors are also anticipated to attend. Ward 3 has been selected to host this event based on a rotation schedule from the previous year's media launch event. The last five years are listed below:

- Ward 4 hosted the 2019 event at Forest Run Public School
- Ward 5 was planned to host in 2018, however the Ward 5 school elected to cancel due to unforeseen circumstances
- Ward 1 hosted the 2017 event at Discovery Public School
- Ward 2 hosted the 2016 event at St. Andrews Catholic Elementary School
- Ward 3 hosted the 2015 event at Fossil Hill Public School

In consultation with the respective Ward Councillors, Environmental Sustainability staff will determine schools to host the Ward-based events. The following schools have been identified as suitable candidates:

- Ward 1: to be determined
- Ward 2: to be determined
- Ward 3: Johnny Lombardi Public School
- Ward 4: Viola Desmond Public School
- Ward 5: Yorkhill Public School

For more information, please contact Alanna MacKenzie, Sustainability Coordinator, Policy Planning and Environmental Sustainability, ext. 8941.

Respectfully submitted,

JASON SCHMIDT-SHOUKRI
Deputy City Manager, Planning and Growth Management

Prepared by:
Alanna MacKenzie, Sustainability Coordinator, ext. 8941
Tony Iacobelli, Manager, Environmental Sustainability, ext. 8630

VAUGHAN

STAFF COMMUNICATION

SC 2
STAFF COMMUNICATION
CW (1) - February 4/2020

DATE: Friday, January 31, 2020

TO: Mayor and Members of Council

FROM: Michael Coroneos, Deputy City Manager Corporate Services, City Treasurer and Chief Financial Officer
Asad Chughtai, Director of Procurement Services

RE: **STAFF COMMUNICATION** – February 4, 2020 / CW(1)
Procurement Activity Report, Quarter 4 - 2019

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1. Purpose

The purpose of this Staff Communication is to provide Mayor and Council information regarding Procurement Activities undertaken in Q4 2019.

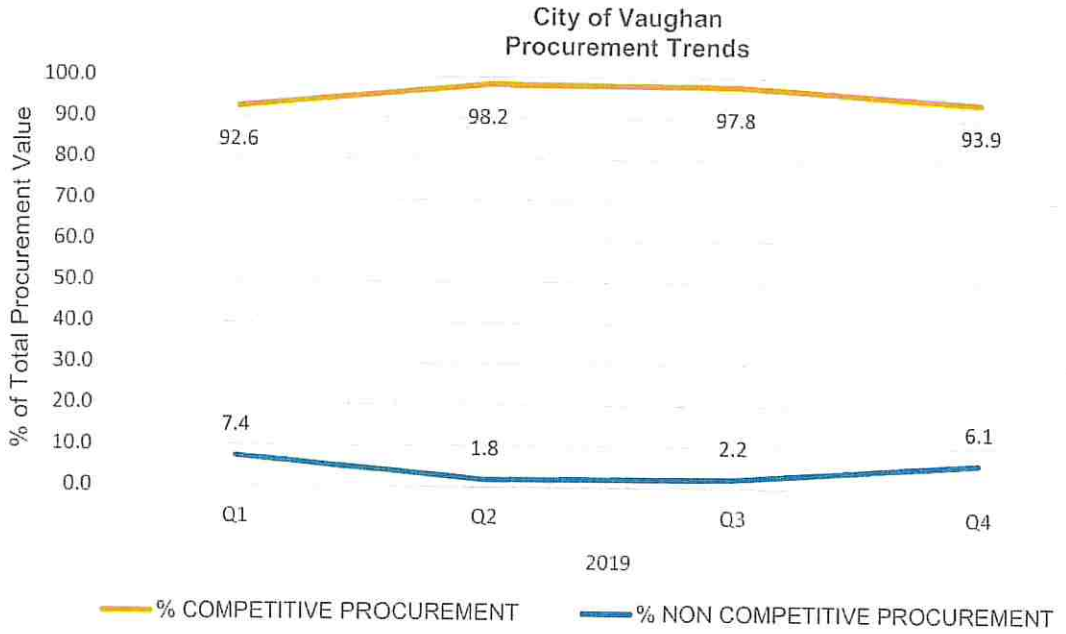
Under the City of Vaughan's *Corporate Procurement Policy PS-003, Reports to City Council Section 4.6.1*, "The Director of Procurement Services shall prepare a summary information report on all procurement awards, to be submitted to Council on a quarterly basis".

2. Analysis

106 procurement contracts worth $16.5 million were processed in Q4

Procurement Services processed 63 competitive bids valued at $14.1 million and 43 non-competitive bids valued at $2.4 million. Non-Competitive bids, expressed as a percentage of total approved award value, has increased over Q3 from 2.2 percent to 6.1 percent. This increase was primarily impacted by an approved sole source purchase in the amount of $1.5 million for the replacement of an existing artificial turf at Vaughan Grove Sports Park with a standardized Polytan Synthetic Turf that is solely provided by an exclusive Canadian distributor. Conversely, the competitive percentage experienced a decrease from 97.8 percent in Q3 to 93.9 percent in Q4. However, the overall fiscal 2019 competitive percentage was 96.5 percent representing an increase of 0.6 percent over fiscal 2018.

The following chart shows the Fiscal 2019 Competitive vs Non-Competitive trends, expressed as a percentage of the total procurement value.



Note: Q1 & Q4 adjusted for exceptions.

Procurement Services will continue to work with client departments to further improve the competitive procurement awards, while reducing the non-competitive spend.

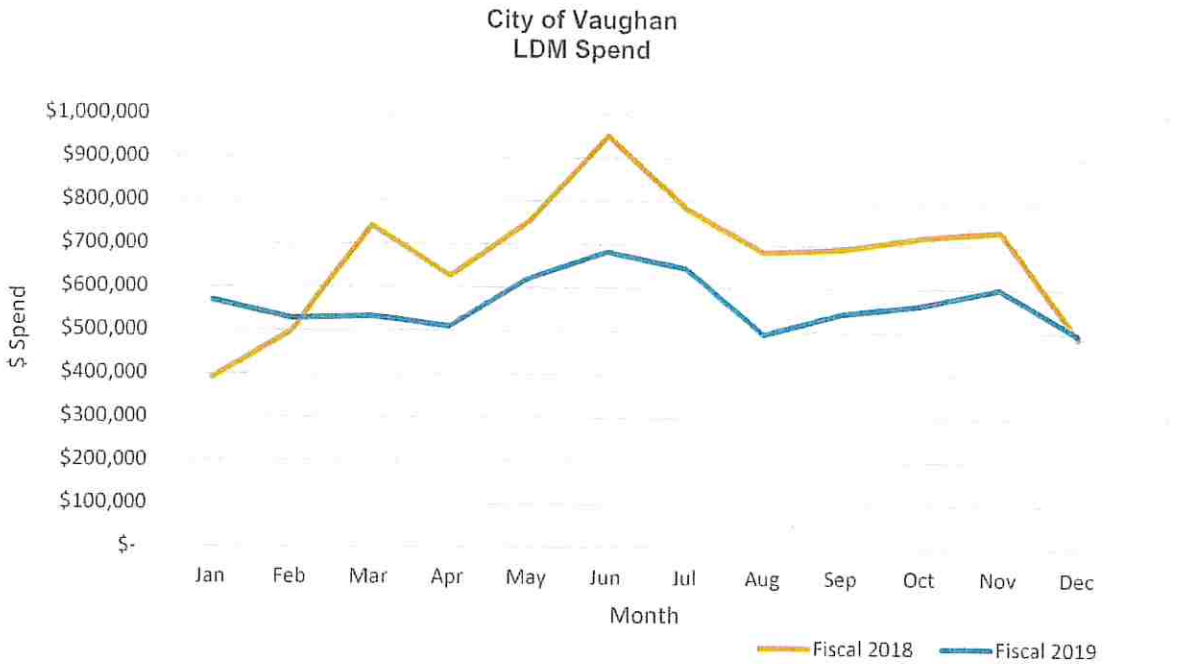
Departments processed $1.7 million in Low Dollar Module (LDM) Purchase Orders

The introduction of LDM Purchase Orders through JDE has provided a more robust reporting tool, allowing the distribution of monthly reports to departments with information on their LDM purchases. It also provides Procurement Services with the ability to review the types of procurements made and engage in meaningful conversations with departments regarding spend patterns and alternate procurement methods that could be thoughtfully considered. This will help facilitate the departments' procurement needs while leveraging the City's buying capacity to obtain the best value for money spent.

During the fourth quarter, there were 1,743 LDM purchase orders issued, totaling $1.7 million with an average of $952 per transaction. Over 62 percent of the LDM procurements were primarily for maintenance - buildings & facilities, contractor & contractor materials, and materials and supplies, while 12 percent were for training & development, professional fees, and office supplies. The remaining 26 percent of purchases were for protective clothing and equipment, maintenance and repairs of vehicles, general maintenance and other miscellaneous expenditures.

LDM purchases have been trending downward from the third quarter, showing a decrease of $23k or a reduction of 1.4 percent from the previous quarter. Overall, LDM spend for

fiscal 2019 was reduced by $1.3 million, or 16.0 percent, when compared to fiscal 2018. Up to 30% of the reduction was as a result of transitioning LDM purchases to competitive procurements through corporate contracts or Vendor of Record arrangements.



Procurement Services staff will continue to review and monitor these transactions with client departments to determine if alternative procurement methods could be considered.

Departments processed $1.3 million in Purchasing Card (PCard) transactions

To provide City employees with the flexibility to conduct day-to-day business, departments have the authority to purchase low value goods and services using PCards. As of December 31, 2019, there were 277 approved PCard holders throughout the City of Vaughan and Vaughan Public Libraries.

All employees authorized to use a PCard must attend mandatory training and sign a Purchasing Card Agreement Form (setting out in writing their responsibilities and restrictions regarding the use of the PCard) before a card is issued. During the fourth quarter, eighteen (18) new PCard holders were trained over eight (8) training sessions, while 133 existing cardholders attended mandatory refresher training. During the same quarter, sixteen (16) PCards were returned and deactivated either as a result of voluntarily doing so or end of employment with the City.

Furthermore, prior to card issuance, individual transaction limits, monthly credit limits and merchant category restrictions are assigned to each cardholder based on the business

requirements and within the delegated authority outlined in the Corporate Procurement Policy (PS-003) approved by Council.

Any employee authorized to use a PCard may purchase low-value goods/services within approved budgets, and in accordance with the rules and guidelines detailed in the Corporate Procurement Policy, Purchasing Card Policy and any policies that govern the reimbursement of employee expenses.

All cardholders are required to attach original invoices/receipts, in support of their transactions, to their monthly activity statement and forward the documentation to their department head for review and approval of all purchases charged under their area of responsibility.

The City of Vaughan implemented the PCard Program to transition from manual-intensive processes to a more efficient and cost-effective method of purchasing low value goods and services, reducing overall transaction time while improving transparency, visibility, monitoring and reporting.

During the fourth quarter, departments processed 3,239 transactions worth $1.3 million, averaging $404 per transaction. Analysis shows that 78 percent of transactions were primarily for low value operating supplies, advertising, professional memberships, training, seminars and travel-related services, while 22 percent of the transactions account for existing corporate contracts where the PCard can be utilized for payment.

As a result, the City continues to realize administrative and transactional savings through the significant reduction of cheque payments to multiple vendors, and to employees for reimbursement of out-of-pocket costs.

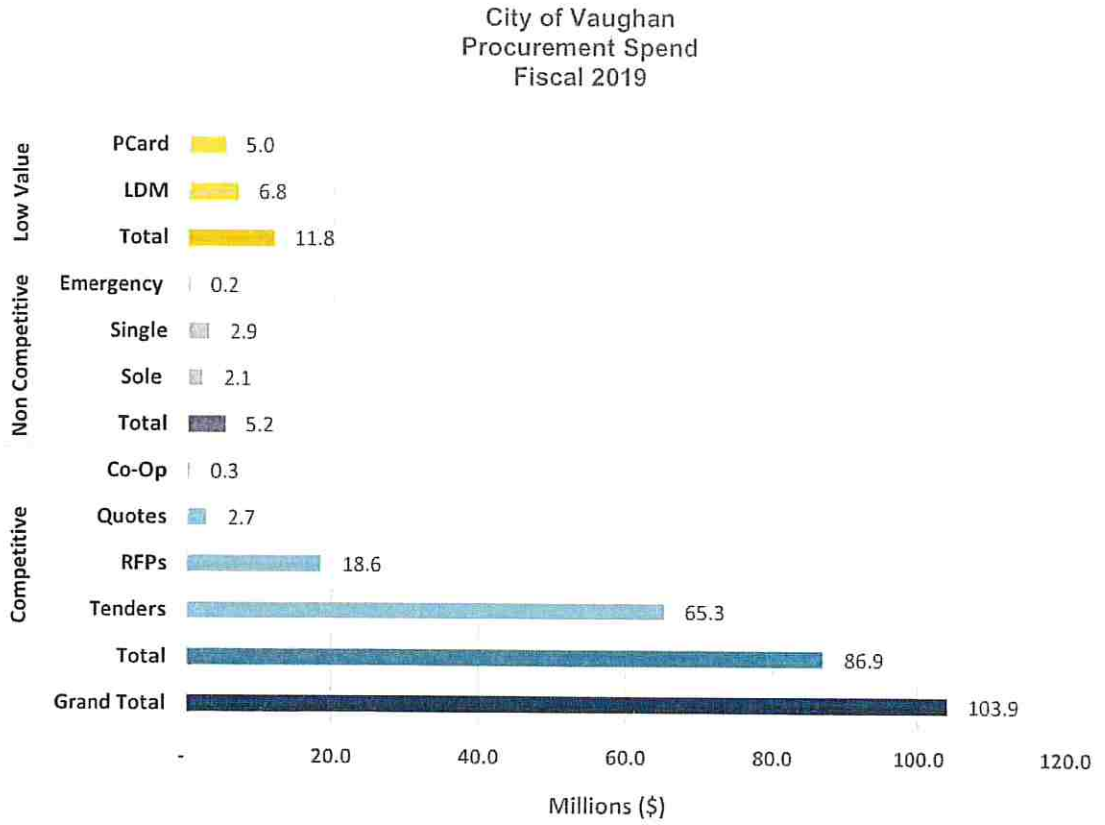
One (1) Co-operative contract valued at $40,698 was awarded

The City may participate with other levels of government, municipalities, boards, agencies, commissions or public-sector entities where such plans are determined to be in the best interests of the City. Co-operative contracts are competitive procurements undertaken by other agencies. If the City participates with another organization, the City shall adhere to the policies of the organization calling the Co-operative bid.

During the fourth quarter, the City participated in one (1) Co-operative contract with the York Purchasing Co-operative (YPC). The Vendor, Cardinal Health Canada Inc., will supply and deliver first aid supplies for the City of Vaughan, for a three (3) year contract term, with an option for two (2), additional one (1) year terms.

Total procurement spend for Fiscal 2019 was $103.9 million

The Procurement spend for Fiscal 2019 included Competitive awards worth $86.9 million, Non-Competitive awards worth $5.2 million and Low Value Purchases worth $11.8 million.



Conclusion

This report has been prepared in compliance with the Procurement Policy approved by Council on April 1, 2017.

For more information contact, Mary DiGiovanni, Manager, Business Support and Supplier Relationship, ext. 8020.

Michael Coroneos,
Deputy City Manager,
Corporate Services & Chief Financial Officer

Asad Chughtai,
Director Procurement Services

Attachments

Attachment 1: Procurement Activity – Procurements by Type, and by Delegated Authority, Awarded During the Fourth Quarter

Attachment 2: Procurement Activity – Procurements by Portfolio/Office, and by Procurement Type, Awarded During the Fourth Quarter

Attachment 3: Procurement Activity – Competitive and Non-Competitive Procurement Activity for the Fourth Quarter

Attachment 4: Other Procurement Activity – Fourth Quarter

Attachment 1: Procurement Activity – Procurements by Type, and by Delegated Authority, Awarded During the Fourth Quarter

Procurement Type		Council	City Manager	Deputy City Manager /Chief	Director	Manager	VPL Board	Total
Tender	$	0	385,796	3,261,860	132,235	17,130	0	3,797,022
	#	0	1	17	3	1	0	22
Request for Proposal	$	2,682,816	6,215,610	720,514	104,900	0	0	9,723,840
	#	1	4	3	2	0	0	10
Request for Quote	$	0	0	0	439,073	171,750	0	610,823
	#	0	0	0	11	15	0	26
Request for Pre-Qualification	$	0	0	0	0	0	0	0
	#	0	0	0	4	0	0	4
Request for Information	$	0	0	0	0	0	0	0
	#	0	0	0	0	1	0	1
Competitive	$	**2,682,816**	**6,601,406**	**3,982,374**	**676,208**	**188,880**	**0**	**14,131,684**
	#	**1**	**5**	**20**	**20**	**17**	**0**	**63**
Sole Source	$	0	1,579,517	0	88,992	0	0	1,668,509
	#	0	2	0	7	0	0	9
Single Source	$	0	326,237	33,000	338,252	0	0	697,489
	#	0	4	1	27	0	0	32
Emergency Purchase	$	0	0	33,126	0	7,959	0	41,084
	#	0	0	1	0	1	0	2
Non-Competitive	$	**0**	**1,905,754**	**66,126**	**427,244**	**7,959**	**0**	**2,407,082**
	#	**0**	**6**	**2**	**34**	**1**	**0**	**43**
Grand Total	$	**2,682,816**	**8,507,160**	**4,048,499**	**1,103,452**	**196,839**	**0**	**16,538,766**
	#	**1**	**11**	**22**	**54**	**18**	**0**	**106**

Attachment 2: Procurement Activity – Procurements by Portfolio/Office, and by Procurement Type, Awarded During the Fourth Quarter

Portfolio/Office		Tender	Request for Proposal	Request for Quote	Request for Pre-Qualification	Request for Information	Sole Source	Single Source	Emergency Purchases	Grand Total
City Manager	$	0	202,225	18,429	0	0		44,807		265,461
	#	0	2	2	1	0		4		9
Administrative Services & City Solicitor	$	0	0	0	0	0		31,980		31,980
	#	0	0	0	0	0		3		3
Community Services Portfolio	$	97,095	1,150,000	60,618	0	0		117,418		1,425,131
	#	2	1	2	0	0		4		9
Corporate Services, City Treasurer & CFO	$	131,376	0	62,670	0	0	19,800	227,516		441,362
	#	2	0	3	0	1	1	6		13
Infrastructure Development	$	1,623,425	5,550,592	263,512	0	0	1,452,752	34,231		8,924,512
	#	10	4	9	3	0	1	3		30
Integrity Commissioner/Lobbyist Registrar	$	0	0	0	0	0				0
	#	0	0	0	0	0				0
Internal Audit	$	0	0	0	0	0				0
	#	0	0	0	0	0				0
Office of Transformation & Strategy	$	0	0	0	0	0				0
	#	0	0	0	0	0				0
Planning & Growth Management Portfolio	$	0	2,682,816	0	0	0		76,229		2,759,045
	#	0	1	0	0	0		4		5
Public Works Portfolio	$	1,945,125	138,207	205,594	0	0	69,192	165,308	41,084	2,564,510
	#	8	2	10	0	0	6	8	2	36
Vaughan Public Libraries	$	0	0	0	0	0	126,765			126,765
	#	0	0	0	0	0	1			1
Grand Total	$	**3,797,021**	**9,723,840**	**610,823**	**0**	**0**	**1,668,509**	**697,489**	**41,084**	**16,538,766**
	#	**22**	**10**	**26**	**4**	**1**	**9**	**32**	**2**	**106**

Attachment 3: Procurement Activity – Competitive and Non-Competitive Procurement Activity for the Fourth Quarter and Year-to-Date ending December 31, 2019

Bid Type	Q4 2019		Year-to-Date	
	No. of Awards	Value ($)	No. of Awards	Value ($)
Competitive				
Tenders	22	3,797,022	93	65,306,465
RFPs	10	9,723,840	46	18,590,808
Quotes	26	610,823	75	2,716,633
RFPQ (VOR)	4	0	7	0
RFEOI	0	0	0	0
RFI	1	0	1	0
Co-op	1	40,698	2	335,106
Sub-Total Competitive	**64**	**14,172,382**	**224**	**86,949,011**
Non-Competitive				
Sole Source	9	1,668,509	28	2,073,339
Single Source	32	697,489	95	2,849,652
Emergency Procurement	2	41,084	17	232,995
Sub-Total Non-Competitive	**43**	**2,407,082**	**140**	**5,155,986**
Total	**107**	**16,579,464**	**364**	**92,104,997**

Attachment 4: Other Procurement Activity – Fourth Quarter and Year-to-Date ending December 31, 2019

Low Value Purchases	Q4 2019		Year-to-Date	
	#	Value ($)	#	Value ($)
Low Dollar Module (LDM) Purchase Orders	7,114	6,783,999	7,114	6,783,999
Purchasing Card Transactions	13,100	5,035,988	13,100	5,035,988