

COMMITTEE OF THE WHOLE (2) – FEBRUARY 13, 2024

STAFF COMMUNICATIONS

Distributed February 8, 2024

Subject

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| SC1. Memorandum from the Deputy City Manager, Legal and Administrative Services & City Solicitor, and Director of Procurement Services, dated February 13, 2024. | Re: Procurement Activity – 2023 Bi-Annual Report |
| SC2. Memorandum from the Deputy City Manager, Planning and Growth Management, dated February 13, 2024. | Re: 2024 Earth Hour |
| SC3. Memorandum from the Deputy City Manager, Public Works, and Director of Environmental Services, dated February 13, 2024 | Re: Annual Water Quality Report |

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Please note there may be further Communications.

SC1.
Staff Communication
CW(2) - February 13, 2024

DATE: February 13, 2024

TO: Mayor and Members of Council

FROM: Wendy Law, Deputy City Manager Legal and Administrative Services & City Solicitor
Pooja Nagra, Director of Procurement Services

RE: **STAFF COMMUNICATION – CW (2) February 13, 2024**
Procurement Activity – 2023 Bi-Annual Report

1. Purpose

In accordance with the City’s Corporate Procurement Policy, the Director of Procurement Services shall prepare a bi-annual summary information report on all procurement awards to Council. This report provides a summary of the Corporation’s Procurement Activities from July 1, 2023, to Dec 31, 2023.

2. Analysis

Procurement Contract Awards

The table below illustrates the total number of procurements and their dollar value per category for the fiscal year 2023. The procurement team worked closely with the various City departments on competitive bid awards to establish contracts with reputable, qualified suppliers. Attachments 1 and 2 provide detailed information on the procurement activity from July 1, 2023, to Dec 31, 2023.

Category	Procurement by Category			
	July-Dec 2023		Fiscal 2023	
	No. of Awards	Award Amount (\$)	No. of Awards	Award Amount (\$)
Construction	84	47,684,046	192	127,247,283
Goods & Services	138	32,365,114	278	50,226,978
IT	41	2,211,105	57	10,448,282
Consulting Services	21	991,352	27	1,497,765
Grand Total	284	83,251,618	554	189,420,308

- From July 1, 2023, to December 31, 2023, Procurement Services successfully awarded 284 bids, with a cumulative value of approximately \$83.2 million.
- During the same period, out of the 284 bids awarded, Procurement Services efficiently processed 214 competitive bids, amounting to ~\$80.2 million, and 70 non-competitive bids, totaling ~\$3 million.

Collaboration

Collaborative partnerships within the public sector foster synergy and efficiency. Procurement Services continuously engages in collaborative procurement practices by streamlining buying options to maximize value for money by enabling the City to leverage volume purchases with other public sector entities and reduce procurement cycle times in accordance with the City's Collaborative Procurement Policy.

- Nineteen (19) contracts, amounting to \$3.3 million, were awarded in partnership with Collaborative Procurement Organizations such as York Procurement Cooperative, Canoe Procurement Group of Canada / Sourcewell, and OECM, in the second half of 2023.
- The number of Collaborative Procurement contracts for the second half of 2023 has increased by approximately 27% compared to that in the first half.

Low Dollar Purchases (LDP)

Low Dollar Purchases, previously referred to as "LDMs", (purchases up to \$5,000 through a non-competitive process) continue to accommodate urgent departmental operational requirements.

- From July 1, 2023, to December 31, 2023, a total of 1,854 LDPOs were issued, amounting to \$2.3 million.

A new Low Dollar Purchase Policy was introduced in May 2023 which includes a governance framework to review LDP spend and establish competitive contracts, where feasible.

Purchasing Card Program (PCard)

The PCard Program provides an efficient and cost-effective method of purchasing low value goods and services. The benefits of the Program include:

- Reduction of overall transaction time

- Providing City employees with the flexibility to conduct day-to-day business for which there are not any existing corporate contracts available today.
- Revenue sharing opportunity where the City is eligible for a rebate.

Between July 1, 2023, and December 31, 2023, departments processed 6,514 transactions worth ~\$3 million, primarily for low-value operating supplies, advertising, professional memberships, training, seminars, and corporate contracts where the PCard can be utilized for payment.

The PCard program provides the City a rebate based on minimum performance requirements, such as, on-time monthly payments, meeting both a minimum annual transaction amount and minimum average transaction value. For the twelve-month period ending September 30, 2023, the City earned a \$104,511 rebate compared to 2022 which was at \$86,535 (an increase of approximately 21%).

Procurement Award – Reports

Details of all contract awards for procurement activities undertaken in 2023 are available on the Procurement Services page on the [City of Vaughan external website](#).

The [City of Vaughan Bidding Portal](#) offers public access to all bid documents, including bid results and contract awards.



Wendy Law,
Deputy City Manager,
Legal and Administrative Services & City Solicitor



Pooja Nagra,
Director, Procurement
Services

Attachments

Attachment 1: Procurements by Portfolio/Office, and by Procurement Type, Awarded for the period July 1, 2023, to Dec 31, 2023

Attachment 2: Summary of Competitive and Non-Competitive Procurement Activity for the period July 1, 2023, to Dec 31, 2023, and Fiscal 2023

Attachment 1: Procurements by Portfolio/Office, and by Procurement Type, Awarded for the period July 1, 2023, to Dec 31, 2023

Portfolio/Office		Request for Tender	Request for Proposal	Request for Quote	Quick Quote	Request for Pre-Qualification	Request for Expression of Interest	Collaborative Procurement	Single Source	Sole Source	Emergency Purchases	Total
City Manager	\$	48,816	683,698		23,458	0		1,164,214	156,190	218,047		2,294,423
	#	1	1		1	2		2	5	11		23
Community Services	\$			96,765	28,275		0	771,780	235,844			1,132,664
	#			3	3		1	3	5			14
Corporate Services	\$		59,400	196,616	201,224	0		1,135,599	379,787	52,578		2,025,205
	#		1	4	13	1		12	13	3		47
Council	\$		100,000						23,488			123,488
	#		1						1			2
Infrastructure Development	\$	21,819,665	25,088,268	589,546	447,712	0	0		137,547		110,961	48,193,698
	#	17	12	13	28	2	1		6		5	83
Integrity Commissioner/Lobbyist Registrar	\$											0
	#											0
Internal Audit	\$											0
	#											0
Legal and Administrative Services	\$				30,000				20,776			50,776
	#				1				2			3
Planning & Growth Management	\$		766,621		7,120				117,860			891,601
	#		2		1				4			7
Public Works	\$	13,564,954	2,224,434	277,212	1,702,228			185,189	1,068,418		35,822	19,058,257
	#	10	6	9	53			2	7		2	89
Vaughan Public Libraries	\$	82,572	8,855,000		57,189	0			486,746			9,481,506
	#	1	2		4	1			6			14
Grand Total	\$	35,516,006	37,777,421	1,160,139	2,497,207	0	0	3,256,782	2,626,656	270,625	146,783	83,251,618
	#	29	25	29	104	6	2	19	49	14	7	284

Attachment 2: Summary of Competitive and Non-Competitive Procurement Activity for the period July 1, 2023, to Dec 31, 2023 and Fiscal 2023

Bid Type	July-Dec 2023		Fiscal 2023	
	No of Procurements	Value (\$)	No of Procurements	Value (\$)
Competitive				
Request for Tender	29	35,516,006	62	64,613,031
Request for Proposal	25	37,777,421	54	100,038,623
Request for Quote	29	1,160,139	55	1,774,255
Request for Pre-Qualification	6	-	15	-
Quick Quote	104	2,497,207	212	6,379,671
Request for Information			3	-
Request for Express of Information	2	-	3	-
Collaborative	19	3,256,782	34	12,212,160
Sub-Total Competitive	214	80,207,554	438	185,017,740
Non-Competitive				
Sole Source	14	270,625	24	518,537
Single Source	49	2,626,656	76	3,439,985
Emergency Purchase	7	146,783	16	444,046
Sub-Total Non-Competitive	70	3,044,064	116	4,402,568
Grand Total	284	83,251,618	554	189,420,308



**STAFF COMMUNICATION
FOR INFORMATION ONLY**

DATE: February 13, 2024
TO: Mayor and Members of Council
FROM: Haiqing Xu, Deputy City Manager, Planning & Growth Management
RE: **STAFF COMMUNICATION
Committee of the Whole (2) February 13, 2024**
2024 Earth Hour

SC2.

Staff Communication

CW(2) - February 13, 2024

1. Purpose

The purpose of this Staff Communication is to advise Mayor and Members of Council that the 2024 Earth Hour event will take place on March 23rd, 2024, and will involve in-kind support from City Staff. The support will consist primarily of Facility Management staff and will also include additional City Departments to support the Earth Hour Vaughan Committee.

2. Analysis

Background

Earth Hour is a global initiative of the World Wildlife Fund that targets energy reduction and climate action. The City of Vaughan has supported Earth Hour for over a decade by partnering with the Earth Hour Vaughan Committee, which is made up of resident volunteers, to host an annual celebration at Vaughan City Hall. By participating in Earth Hour, the City continues to demonstrate environmental leadership by providing education and awareness to the Vaughan community in an effort to encourage behavioural changes and reduce greenhouse gas emissions.

On March 31, 2007 residents, businesses and local governments in Sydney, Australia turned off their lights for one hour to bring attention to the issue of energy conservation and climate change. More than 2 million individuals and 2,000 businesses participated. One year later, on March 29, 2008, Earth Hour had become a global sustainability movement with more than 50 million people across 35 countries participating. The World Wildlife Fund (WWF), a global environmental non-profit organization, assists with coordinating the Earth Hour program.

Highlights from WWF's Earth Hour 2023 include:

- Over 190 countries and territories participated globally.
- Over 410,000 hours of lights off were pledged across the world through WWF's 'Hour Bank'.

Alectra Utilities reported that in 2023, the Vaughan community reduced its energy consumption by 5.3 percent. By turning off the lights between 8:30 p.m. and 9:30 p.m., City residents and businesses reduced energy use by approximately 7.5 megawatts.

Earth Hour Vaughan is organized by the Earth Hour Vaughan Committee, a citizen-led volunteer group. In 2023, the annual Earth Hour Vaughan event held at City Hall attracted an estimated 350 people. A lantern walk, citizen awards, a school banner showcase, smoothie bikes, local performers, children's activities and live entertainment were part of the 2023 event. These same exciting event features will be a part of the 2024 event.

Earth Hour aligns with actions in the City's Community Sustainability and Environmental Master Plan, *Green Directions Vaughan*, to reduce and promote the reduction of greenhouse gas emissions and to advocate and inform residents about environmental issues.

By participating in Earth Hour, the City continues to demonstrate environmental leadership by encouraging behavioural change in the business and residential communities, thereby reducing greenhouse gas emissions.

Financial Impact

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 following City Hall amenity spaces: Atrium, Multi-Purpose Room, Cafeteria and adjacent outdoor space. 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.

Broader Regional Impacts/Considerations

Reports from the Intergovernmental Panel on Climate Change (IPCC) (<http://ipcc.ch/report/sr15/>) identify that within the next decade global efforts to limit warming to well below 1.5 degrees Celsius must dramatically increase in order to avoid dangerous and potentially irreversible climate change impacts.

While the Earth Hour event is focused on awareness, rather than climate mitigation action, community engagement and building on environmental sustainability and climate change are foundational efforts needed to meet the challenge laid out in the IPCC report. Collaboration between the City, residents, and business efforts will be needed, and events such as Earth Hour contribute to broader engagement goals.

Conclusion

Participating in the 2024 Earth Hour initiative on March 23rd will demonstrate the City of Vaughan's ongoing commitment to promoting and practicing environmentally responsible behaviour. Vaughan will be joining a growing number of Canadian municipalities and cities across the globe that have expressed their interest in participating in this global awareness event.

The Earth Hour Vaughan Committee will provide both administrative and promotional support. 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 2024 Earth Hour celebration at City Hall will enable more people from across all the communities in Vaughan to participate.

For more information, contact Will Baigent, Energy and Climate Change Specialist, ext. 8941

Approved by

A handwritten signature in cursive script, appearing to read 'Haiqing Xu', written in black ink.

Haiqing Xu, Deputy City Manager,
Planning & Growth Management



**STAFF COMMUNICATION
FOR INFORMATION ONLY**

DATE: February 13, 2024
TO: Mayor and Members of Council
FROM: Zoran Postic, Deputy City Manager, Public Works
Emilie Alderman, Director, Environmental Services
**RE: STAFF COMMUNICATION – February 13, 2024
Committee of the Whole (2)
Annual Water Quality Report**

**SC3.
Staff Communication
CW(2) - February 13, 2024**

1. Purpose

The purpose of this Staff Communication is to provide the Mayor and Council with information that will be posted for public viewing to maintain compliance with the reporting requirements of the Safe Drinking Water Act, 2002, S.O. 2002, c. 32 and Ontario Regulation 170/03 – Drinking Water Systems.

2. Analysis

The Ministry of the Environment, Conservation and Parks requires the City to post an Annual Water Quality Report for public viewing before the 28th of February each year.

The City's Annual Water Quality Report for the January 1, 2023 to December 31, 2023 reporting period (Attachment 1) will be posted to the City's website and made available to the public by February 28, 2024.

Attachment 1: Annual Water Quality Report

For more information, please contact:
Emilie Alderman, Director, Environmental Services, ext. 6116

Approved by

Zoran Postic
Digitally signed by Zoran Postic
Date: 2024.02.07 12:06:42 -05'00'

Zoran Postic, Deputy City Manager,
Public Works

Emilie Alderman
Digitally signed by Emilie Alderman
Date: 2024.02.07 10:19:42 -05'00'

Emilie Alderman, Director,
Environmental Services

Attachment – 1

February 13, 2024

ANNUAL WATER QUALITY REPORT

Drinking-Water System Number: 260003097
Drinking-Water System Name: Vaughan Distribution System
Drinking-Water System Owner: The Corporation of the City of Vaughan
Drinking-Water System Category: Large Municipal - Residential
Period being reported: January 1, 2023 to December 31, 2023

Complete if your Category is Large Municipal Residential or Small Municipal Residential:

Does your Drinking-Water System serve more than 10,000 people? Yes No

Is your annual report available to the public at no charge on a web site on the Internet? Yes No

Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection:

<https://www.vaughan.ca/residential/water-wastewater-and-stormwater/water-services/water-quality>

List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:

None

Did you provide a copy of your annual report to all Drinking Water System owners that are connected to you and whom you provide all of its drinking water?

- Yes
 No
 Not applicable

Indicate how you notified system users that your annual report is available, and is free of charge:

- Public access/notice via the web
 Public access/notice via Government Office
 Public access/notice via a newspaper
 Public access/notice via Public Request
 Public access/notice via a Public Library
 Public access/notice via other method

Describe your Drinking-Water System

The Vaughan Distribution System consists of one booster pumping station (Maplewood Booster Station/North Maple Booster Station), one pressure elevating system (Woodland Acres Pressure Elevating System), and trunk and distribution watermains in the City of Vaughan.

Drinking water for the City of Vaughan is supplied from York Region, who obtains water from the City of Toronto and the Region of Peel. The City of Toronto operates four water treatment plants using Lake Ontario as a raw water source. The Region of Peel operates two water treatment plants using Lake Ontario as a raw water source.

List all water treatment chemicals used over this reporting period.

Water is treated by the City of Toronto and the Region of Peel. A list of water treatment chemicals used by the City of Toronto and the Region of Peel is available on their respective websites www.toronto.ca and www.peelregion.ca.

Were any significant expenses incurred to?

- Install required equipment
- Repair required equipment
- Replace required equipment

Brief description and a breakdown of monetary expenses incurred:

- Watermain replacements – \$14,365,898
- Scheduled and emergency valve repairs and maintenance – \$534,445
- Scheduled and emergency main repairs – \$777,493
- Scheduled and emergency hydrant repairs, maintenance, and inspections – \$1,059,125
- Operation and maintenance of the booster pumping station and pressure elevating system – \$17,818
- Scheduled and emergency water service repairs – \$795,200
- Water meter maintenance and installation – \$894,709
- Chamber repairs – \$63,000

Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O. Reg. 170/03 and reported to Spills Action Centre.

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Incident Resolution Date
01/03/23	Combined Chlorine	0.12mg/L	mg/L	Flush and retest	01/03/23
01/25/23	Combined Chlorine	3.84mg/L	mg/L	Flush and retest	01/25/23
02/15/23	Combined Chlorine	4.92mg/L	mg/L	Flush and retest	02/15/23
03/29/23	Lead	0.145mg/L	mg/L	Resample and test for pH, lead, and alkalinity	04/04/23
06/22/23	Total Coliform	TC – P	P-A/100mL	Flush and resample	06/26/23
07/14/23	Total Coliform	TC – P	P-A/100mL	Flush and resample	07/18/23
07/14/23	Total Coliform	TC – P	P-A/100mL	Flush and resample	07/18/23

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Incident Resolution Date
07/21/23	Total Coliform	TC – P	P-A/100mL	Flush and resample	07/24/23
07/26/23	Total Coliform	TC – P	P-A/100mL	Flush and resample	07/26/23
07/26/23	Total Coliform	TC – P	P-A/100mL	Flush and resample	08/04/23
07/28/23	Total Coliform & E. Coli	TC – NDOGN EC – NDOGN	Count/100mL	Flush and resample	08/04/23
07/28/23	Total Coliform	TC – P	P-A/100mL	Flush and resample	08/01/23
07/30/23	Total Coliform & E. Coli*	TC – 42 EC – 29	Count/100mL	Flush and resample	08/04/23
07/31/23	Total Coliform	TC – 1	Count/100mL	Flush and resample	08/04/23
08/04/23	Total Coliform	TC – P	P-A/100mL	Flush and resample	08/08/23
08/15/23	Combined Chlorine	0.05mg/L	mg/L	Flush and retest	08/15/23
08/16/23	Combined Chlorine	0.01mg/L	mg/L	Flush and retest	08/16/23
08/16/23	Total Coliform	TC – P	P-A/100mL	Flush and resample	08/21/23
08/18/23	Total Coliform	TC – P	P-A/100mL	Flush and resample	08/21/23
09/15/23	Total Coliform	TC – P	P-A/100mL	Flush and resample	09/18/23
09/21/23	Lead	Standing – 0.53 Flushed – 25.5	mg/L	Sample for lead, pH, and alkalinity	09/27/23
10/25/23	Total Coliform	TC – P	P-A/100mL	Flush and resample	10/30/23
11/03/23	Total Coliform	TC – P	P-A/100mL	Flush and resample	11/07/23

Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period.

Location Type	Number of Samples	Range of E.Coli or Fecal Results Present (P) / Absent (A)	Range of Coliform Results Present (P) / Absent (A)	# of HPC Samples	Range of HPC Results (cfu/1mL)
Distribution	1,744	A – NDOGN MPN/100mL	A – P MPN/100mL	841	<1 CFU/mL – 1800 CFU/mL

Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.

Parameter	Number of Grab Samples	Range of Results (min #) - (max #)
Combined Chlorine	2,112	0.01mg/L – 4.92mg/L
Turbidity	0	N/A

Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

Date of Legal Instrument Issuance	Parameter	Date Last Sampled	Range of Results	Unit of Measure
05/23/19	Nitrosodimethylamine (NDMA)	12/07/23	<0.0009 – 0.0015	µg/L

Summary of inorganic parameters tested during this reporting period or the most recent sample results.

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Antimony	10/25/23	<0.0005	mg/L	No
Arsenic	10/25/23	<0.001	mg/L	No
Cadmium	10/25/23	<0.00009	mg/L	No
Chromium	10/25/23	<0.005	mg/L	No
Selenium	10/25/23	<0.002	mg/L	No
Sodium	10/25/23	16.6	mg/L	No
Fluoride	10/25/23	0.63	mg/L	No
Nitrite	12/07/23	<0.05	mg/L	No
Nitrate	12/07/23	<0.50	mg/L	No

Summary of lead testing under Schedule 15.1 during this reporting period.

Location Type	Number of Samples	Range of Lead Results (min #) – (max #)	Number of Exceedances
Plumbing	0	Not Applicable	Not Applicable
Distribution	22	<0.0005 – 0.145	1

Summary of Organic parameters sampled during this reporting period or the most recent sample results.

Parameter	Sample Date	Running Annual Average Result	Unit of Measure	Exceedance
Haloacetic Acids (HAA's)	4/year	8.75	µg/L	No
Trihalomethane (THM)	4/year	16.9	µg/L	No

List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.

Parameter	Result Value	Unit of Measure	Date of Sample
None			