

COMMITTEE OF THE WHOLE (2) – SEPTEMBER 17, 2024

STAFF COMMUNICATIONS

Distributed September 13, 2024

- SC1. Memorandum from the City Manager and Deputy City Manager, Planning and Growth Management, dated September 17, 2024
- SC2. Memorandum from the Deputy City Manager, Legal and Administrative Services & City Solicitor, and Director of Procurement Services, dated September 17, 2024

Subject

- Re: Weston 7 Secondary Plan – Engagement and Communications Overview and Next Steps
- Re: Procurement Activity – 2024 Bi-Annual Report

Disclaimer Respecting External Communications

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Please note there may be further Communications.



**STAFF COMMUNICATION
FOR INFORMATION ONLY**

**SC1.
Staff Communication
CW(2) - September 17, 2024**

DATE: September 17, 2024

TO: Mayor and Members of Council

FROM: Nick Spensieri, City Manager
Haiqing Xu, Deputy City Manager, Planning and Growth Management

COPY: Christina Bruce, Director, Policy Planning and Special Programs
Michael Genova, Chief, Communications and Economic Development
Jennifer Ormston, Director, Communications, Marketing and Engagement

RE: **STAFF COMMUNICATION
September 17, 2024, Committee of the Whole (2)
Weston 7 Secondary Plan – Engagement and Communications
Overview and Next Steps**

1. Purpose

To provide an update on how the City of Vaughan has engaged and communicated with members of the public about the Weston 7 Secondary Plan since the study launched in 2018.

2. Analysis

The Weston 7 Secondary Plan will create a planning policy framework to guide growth and development in the Weston Road and Highway 7 area, and outline preferred land uses that incorporate a mix of housing options, retail and employment uses, community services, parkland and open space. The approximately 123-hectare study area is bound by Fieldstone Drive, Chrislea Road and Portage Parkway to the north; the Highway 400 corridor to the east; the Highway 407 corridor, Rowntree Dairy Road and Trowers Road to the south; and Ansley Grove Road and Whitmore Road to the west.

Once complete, the Weston 7 Secondary Plan will guide the transformation of the area into a complete, vibrant and active community. Weston 7 will be a distinct urban destination with a variety of commercial, cultural and entertainment amenities, and parks and open space, supported by housing, jobs and community facilities.

Engagement summary

Keeping the community informed about the plan remains a priority for the City's project team. A total of five Open Houses were held during the Weston 7 Secondary Plan study, three of which were held in Phase 1 (2018-2019) and two in Phase 2 (2021-2023). Additionally, a Statutory Public Meeting was held in 2023, and in June 2024, residents and key stakeholders were encouraged to review the draft plan online and provide comments through an online commenting form, following the June 5, 2024 Working Session.

Consultants were retained to support these various phases of engagement:

- **Phase 1:**
 - **June 27, 2018:** An in-person Open House was held at Chancellor Community Centre (350 Ansley Grove Rd.) to establish a context for growth and change in the area and to hear the community's ideas for the future.
 - 18 people were in attendance
 - **Nov. 7, 2018:** An in-person Open House was held at the Toscana Banquet and Conference Centre (3201 Highway 7) to present the draft vision and guiding principles for the Weston 7 Secondary Plan and receive feedback.
 - **March 25, 2019:** An in-person Open House was held at Vellore Village Community Centre (1 Villa Royale Ave.) to present and receive feedback on the draft emerging conceptual land use scenarios.
 - 25 people were in attendance

- **Phase 2:**
 - **Nov. 4, 2021:** A virtual Open House was held in partnership with the Weston 7 Transportation Master Plan team to provide an update on the Secondary Plan and introduce the Transportation Master Plan study to residents and key stakeholders. During this meeting, Phase 1 Secondary Plan study findings were presented, in addition to the structuring elements – placemaking, connectivity, building height transitions and more – and potential development yields for the Weston 7 Secondary Plan study area.
 - 81 people were in attendance
 - **Sept. 6, 2023:** An in-person Open House was held to provide an overview of the draft Secondary Plan. The meeting included a presentation of Draft #1 of the Secondary Plan and a question-and-answer period. A commenting period followed the Open House for those who were not able to attend in person. Additional feedback was accepted until Sept. 13, 2023.
 - 39 people were in attendance
 - **Nov. 1, 2023:** A Statutory Public Meeting was held as required by the *Planning Act*. The meeting included a presentation of Draft #2 of the Secondary Plan and a discussion with Members of Council and the public. In preparation for the meeting and per the *Planning Act* requirements, the draft plan was made available to the public for review and comment 20 days before the Statutory Public Meeting.
 - **June 5, 2024:** The project team presented Draft #3 of the Secondary Plan to Members of Council during Committee of the Whole (Working Session). This draft was also made available for public review and comment on the project webpage. Feedback was accepted until Sunday, June 30.
 - 38 responses were received

Engagement for Phase 1 of this project was led by Urban Strategies Inc. Engagement. The remainder of the project is being led by The Planning Partnership, in consultation with City staff.

Communications summary

Communications, Marketing and Engagement (CME) has provided robust and ongoing communications to ensure residents, businesses and key stakeholders remain informed about the project and have the opportunity to join the conversation.

The following list outlines the various tactics CME has executed to date:

Public service announcements (PSA)

- PSAs have been issued to promote the various public engagement opportunities and share project information and timelines as the study progresses.

Council communications packages

- Materials were drafted for Members of Council to use in their eNewsletters and social media channels throughout this project.

Social media

- Consistent messaging was developed and shared throughout the project to promote engagement opportunities and study progress across the City's corporate channels.
- On social media alone, the City has more than **83,000 followers** across its four corporate social media platforms – [X](#), [Instagram](#), [Facebook](#), [LinkedIn](#).
- Social media content was issued to promote each phase of engagement.

Vaughan News eNewsletters

- With each PSA issued, an email blast was sent to Vaughan News subscribers, including media and residents.

Vaughan Engagement eNewsletter

- Messaging about the project was included in the Vaughan Engagement eNewsletter to promote the Open Houses and comment periods in Phase 2 and Phase 3.

Project webpage

- CME works with the project team to maintain the dedicated project webpage, vaughan.ca/Weston7, to keep the public informed about the draft plan, engagement opportunities and more.

Vaughan City Hall and community centre TV screens

- City Hall and community centre TV screens across Vaughan have been leveraged throughout the project to further share information about upcoming public engagement opportunities.
- City Hall and community centre TVs were updated to promote each phase of engagement.

Digital signs

- Leveraging the City's outdoor digital signage network, messaging about the project was shared throughout the study area.
- The City's digital signs across Vaughan garner more than **233,000 daily impressions** – and more than **23 million impressions annually**.
- Digital signs across Vaughan were updated to promote each phase of engagement.

Mobile signs

- Mobile signs were placed throughout the study area to inform residents and key stakeholders about the project and upcoming public engagement opportunities.

Hero banner on vaughan.ca

- A scrolling hero banner was placed prominently on the homepage of vaughan.ca to drive visitors to the project webpage to view the latest updates.
- Homepage hero banners were deployed to promote each phase of engagement.

Direct mail notices

- Project notices were developed and mailed to key stakeholders within a 200-metre radius of the study area for Phase 1, a 650-metre radius for Phase 2 part 1, and a 750-metre radius for Phase 2 part 2 and onwards, to inform them of the study and engagement opportunities.
- Notices were mailed to promote the 2023 Open House to 3,076 people, and in June 2024 to 3,155 people.

Digital advertisements

- Staff leveraged digital ads to further generate awareness of the initial public engagement opportunities for the Weston 7 Secondary Plan in 2018, and again to promote the 2023 engagement opportunities.

Print advertisements

- Staff leveraged print ads in the Vaughan Citizen and Thornhill Liberal to further generate awareness of public engagement opportunities for the Weston 7 area. Print advertisements were leveraged to promote the 2023 Open House.

Next steps

Engagement

The Weston 7 Secondary Plan study is an Official Plan Amendment to the Vaughan Official Plan 2010 and is being undertaken in accordance with section 26 of the *Planning Act*. Subsections 26(3), (4) and (5) of the *Planning Act* provide statutory requirements for consultation, notice and public participation before an official plan can be amended. As previously detailed in the engagement summary section of this Staff Communication, the Weston 7 Secondary Plan has fulfilled all statutory requirements by holding at least one Statutory Public Open House and a Statutory Public Meeting under section 26 of the *Planning Act*, and subsequently

sections 17 and 22. The requirements for notice of the Open House and notice of the Public Meeting prescribed by Ontario Regulation 543/06 in accordance with the *Planning Act* were fulfilled, as summarized in this Staff Communication.

Following Council's direction on June 5, 2024 to collect further feedback on the City's Weston 7 Secondary Plan, Policy Planning and Special Programs staff will facilitate additional non-statutory public engagement opportunities throughout fall 2024.

Four in-person community meetings will take place according to the following schedule:

- **Wednesday, Oct. 16** at the Chancellor Community Centre (350 Ansley Grove Rd.)
 - Residents can drop by any time from 2 p.m. to 4 p.m. or from 7 p.m. to 9 p.m.
- **Wednesday, Oct. 23** at City Hall (2141 Major Mackenzie Dr.)
 - Residents can drop by any time from 2 p.m. to 4 p.m. or from 7 p.m. to 9 p.m.

Staff from the Weston 7 Secondary Plan and the Weston 7 Transportation Master Plan project teams, as well as the consultant teams will be in attendance.



During these meetings, attendees will have the opportunity to review key changes to the Draft Secondary Plan #3 and speak to the project team directly. For anyone who cannot attend in person, the Draft Secondary Plan #3 can be accessed on the project webpage, and feedback can be provided via email at weston7@vaughan.ca. All feedback received will be considered in the development of the final draft of the Weston 7 Secondary Plan and will be included in a future staff report.

Communications plan

A communications plan is in place to keep Council, residents and key stakeholders informed of this vital project as it progresses. Ongoing communications will include, but are not limited to:

- updates to the project webpage
- PSAs
- Council communications packages
- City of Vaughan's eNewsletters
- social media updates on the corporate channels
- mobile signs
- digital signage
- project notices mailed to more than 9,300 residents and businesses within the Secondary Plan area

Appendix

Communications tactic	Graphic
Public service announcements	<p data-bbox="618 281 695 315"><u>2023</u></p> <div data-bbox="748 336 1149 1081"> <p data-bbox="756 344 1089 394">Attend the next Weston 7 Open House on Sept. 6</p> <p data-bbox="756 415 894 428">POSTED: Aug 25, 2023 1:00 pm PL Announcements</p>  <p data-bbox="756 709 1141 747">The City of Vaughan is planning the future of the Weston Road and Highway 7 area. As one of Vaughan's key development areas, various studies and plans are being done concurrently to help guide growth. This includes the Weston 7 Secondary Plan.</p> <p data-bbox="756 758 1141 835">Now in phase two, the Weston 7 Secondary Plan will create a policy framework for growth and outline preferred land uses that incorporate housing options, retail and employment uses, community services, parks and open space. The approximately 154 hectare study area is bounded by Fieldstone Drive, Christie Road and Portage Parkway to the north, the Highway 403 corridor to the east, the Highway 407 corridor, Rowntree Dairy Road and Travers Road to the south, and Ashley Green Road and Whitmore Road to the west. The area is also bordered by the Highway 7 Bus Rapid Transit and connects to the Rapid Transit stop.</p> <p data-bbox="756 846 1141 871">Finalizing the plan for Council's approval will take place during phase three, which is expected to be completed by the end of this year. The plan will guide the transformation of the Weston 7 area into a complete, vibrant and active community.</p> <p data-bbox="756 884 837 894">JOIN THE CONVERSATION</p> <p data-bbox="756 894 1141 924">Your input has been vital in the development of the Weston 7 Secondary Plan so far – and now you can see how it's progressing. There are still opportunities to have a say – here's how you can get involved:</p> <ul data-bbox="756 932 1141 1008" style="list-style-type: none"> • Attend an Open House on Wednesday, Sept. 6 from 7 pm to 9 pm at Vaughan City Hall 12743 Major Mackenzie Dr., Deep. In 15 to 30 minutes about the draft Weston 7 Secondary Plan, provide feedback and ask questions directly to the project team. This is the second Open House being held about the Secondary Plan Study. • Submit comments by email until Monday, Sept. 18. Minutes prior to the Open House, in addition to the draft Secondary Plan, will be made available online at vaughan.ca/Weston7 on Thursday, Sept. 7. You can view them and submit feedback to Weston7@vaughan.ca. <p data-bbox="756 1016 881 1029">To learn more, visit vaughan.ca/Weston7.</p> <p data-bbox="756 1037 1141 1066">For updates and news as they happen, subscribe to vaughan News and follow the official corporate channels on Twitter, Facebook, Instagram and LinkedIn.</p> </div> <p data-bbox="618 1087 695 1121"><u>2024</u></p> <div data-bbox="748 1144 1166 1890"> <p data-bbox="756 1157 1097 1234">Deadline extended! Share your thoughts on the draft Weston 7 Secondary Plan</p> <p data-bbox="756 1255 894 1268">POSTED: June 14, 2024 1:00 pm PL Announcements</p>  <p data-bbox="756 1570 1157 1608">The City of Vaughan is planning the future of the Weston Road and Highway 7 (Weston 7) area. As one of Vaughan's key development areas, various studies and plans are being done concurrently to help guide growth. This includes the Weston 7 Secondary Plan.</p> <p data-bbox="756 1619 1157 1661">Want to see what we're planning? The draft Weston 7 Secondary Plan is available for review online at vaughan.ca/Weston7. And good news: the deadline to provide feedback is extended until Sunday, June 30! Share your thoughts through an online commenting form or via email at weston7@vaughan.ca.</p> <p data-bbox="756 1671 837 1682">About the Secondary Plan</p> <p data-bbox="756 1682 1157 1751">The Weston 7 Secondary Plan will create a planning policy framework to guide growth and development, and outline preferred land uses that incorporate a mix of housing options, retail and employment uses, community services, parks and open space. The approximately 123 hectare study area is bounded by Fieldstone Drive, Christie Road and Portage Parkway to the north, the Highway 403 corridor to the east, the Highway 407 corridor, Rowntree Dairy Road and Travers Road to the south, and Ashley Green Road and Whitmore Road to the west.</p> <p data-bbox="756 1761 1157 1803">Once complete, the Weston 7 Secondary Plan will guide the transformation of the area into a complete, vibrant and active community. Weston 7 will be a distinct urban destination with a variety of commercial, cultural and entertainment amenities, and parks and open space, supported by housing, jobs and community facilities.</p> <p data-bbox="756 1814 881 1827">To learn more, visit vaughan.ca/Weston7.</p> <p data-bbox="756 1835 1157 1864">For updates and news as they happen, subscribe to Vaughan News and follow the official corporate channels on Facebook, Instagram and LinkedIn.</p> </div>

Social media

**Attend the next
Weston 7 Open House
on Sept. 6**

vaughan.ca/Weston7

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Weston 7
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on Sept. 6**

**Deadline
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**Share your
thoughts on the
draft Weston 7
Secondary Plan**

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**Share your thoughts
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Secondary Plan**

vaughan.ca/Weston7

Vaughan News

VAUGHAN NEWS

Attend the next Weston 7 Open House on Sept. 6

The City of Vaughan is planning the future of the Weston Road and Highway 7 area. As one of Vaughan's key development areas, various studies and plans are being done concurrently to help guide growth. This includes the Weston 7 Secondary Plan.

Now in phase two, the Weston 7 Secondary Plan will create a policy framework for growth and outline preferred land uses that incorporate housing options, retail and employment uses, community services, parkland and open space. The approximately 104-hectare study area is bounded by Fieldstone Drive, Christie Road and Portage Parkway to the north; the Highway 407 corridor to the east; the Highway 407 corridor, Rowntree Dairy Road and Towers Road to the south; and Ansley Grove Road and Whitmore Road to the west. The area is also bisected by the Highway 7 Bus Rapid Transit and contains two Bus Rapid Transit stops.

VAUGHAN NEWS

Deadline extended! Share your thoughts on the draft Weston 7 Secondary Plan

The City of Vaughan is planning the future of the Weston Road and Highway 7 (Weston 7) area. As one of Vaughan's key development areas, various studies and plans are being done concurrently to help guide growth. This includes the Weston 7 Secondary Plan.

Want to see what we're planning? The draft Weston 7 Secondary Plan is available for review online at vaughan.ca/Weston7, and good news: **the deadline to provide feedback is extended until Sunday, June 30!** Share your thoughts through an [online commenting page](http://onlinecommenting.page) or via email at weston7@vaughan.ca.

About the Secondary Plan
The Weston 7 Secondary Plan will create a planning policy framework to guide growth and development, and outline preferred land uses that incorporate a mix of housing options, retail and employment uses, community services, parkland and open space. The approximately 122-hectare study area is bounded by Fieldstone Drive, Christie Road and Portage Parkway to the north; the Highway 407 corridor to the east; the Highway 407 corridor, Rowntree Dairy Road and Towers Road to the south; and Ansley Grove Road and Whitmore Road to the west.

Webpage

Project webpage

**Weston 7
Secondary Plan**

As the City of Vaughan continues to grow, key development areas across the City have been identified by Vaughan Official Plan 2010 to evolve into urban, intensified, mixed-use communities.

The Weston Road and Highway 7 area (Weston 7) is one of the City's primary centres, envisioned as an urban destination that will utilize higher order transit investments, and include a mix of uses in a variety of building types.

The Weston 7 Secondary Plan
The Weston 7 area is evolving. The City of Vaughan is undertaking a Weston 7 Secondary Plan to guide the transformation of this area into a complete, vibrant and active community. Once complete, Weston 7 will be a distinct urban destination with a variety of commercial, cultural and entertainment amenities, and parks and open space, supported by housing, jobs and community facilities.

Join the conversation
A Committee of the Whole (Working Session) Meeting was held on June 5, 2024, at 1:30 pm at City Hall to provide an update on the Weston 7 Secondary Plan. [Draft #2](#) of the Secondary Plan is now available for review. Please provide your feedback through an [online commenting form](#) or via email at weston7@vaughan.ca by Friday, June 14.

Additional Resources

- [Vaughan Official Plan 2010](#)
- [Frequently Asked Questions](#)
- [About](#)
- [Project Updates](#)
- [Get Involved](#)

Related Links

- [Building Standards](#)
- [Development Planning](#)
- [Policy Planning](#)
- [Urban Design and Cultural Heritage](#)
- [Development of Block Plans](#)
- [Public Meetings](#)
- [Policy Planning Projects and Studies](#)
- [Workshops, Meetings, Notices](#)

About **Project Updates** **Get Involved**

Vaughan City Hall and community centre TV screens

2023

**Planning the future
Weston 7 area**

Attend an Open House to learn more and get involved:

- Wednesday, Sept. 6
- 7 p.m. to 9 p.m.
- Vaughan City Hall (2141 Major Mackenzie Dr.)

vaughan.ca/Weston7

2024

**Review the draft plan
for the future
Weston 7 area**

vaughan.ca/Weston7

Digital signs

2023

Get involved
Future Weston 7 area



vaughan.ca/Weston7

2024

Planning for the
future Weston 7 area



vaughan.ca/Weston7

Mobile signs

2023

Planning
the future
Weston 7 area

Open House: **Sept. 6**

vaughan.ca/Weston7



2024


Review the draft plan
for the future
Weston 7 area



vaughan.ca/Weston7


Hero banner





NOTICE

AUGUST 2023



Weston 7 Secondary Plan OPEN HOUSE #2

Dear resident,

The Weston Road and Highway 7 (Weston 7) area is evolving. The City of Vaughan is undertaking a Weston 7 Secondary Plan to guide the transformation of this area into a complete, vibrant and active community. Once complete, the Weston 7 area will be a distinct urban destination with a variety of commercial, cultural and entertainment amenities, supported by housing, jobs and community facilities.


Join the conversation

Want to learn more about the future Weston 7 area? Attend an Open House to review and provide feedback on the draft plan and ask questions directly to the project team.

Details:

- Wednesday, Sept. 6
- 7 p.m. to 9 p.m.
- Vaughan City Hall (2141 Major Mackenzie Dr)

Can't attend in person? Open House material will be available for review and comment online at vaughan.ca/Weston7 until **Wednesday, Sept. 13**. Feedback can be submitted directly to the project team via email at weston7@vaughan.ca.



Weston 7 Secondary Plan: Draft plan review


NOTICE | JUNE 2024

Dear resident,

The Weston Road and Highway 7 (Weston 7) area is evolving. The City of Vaughan is undertaking a Weston 7 Secondary Plan to guide the transformation of this area into a complete, vibrant and active community. Once complete, the Weston 7 area will be a distinct urban destination with a variety of commercial, cultural and entertainment amenities, supported by housing, jobs and community facilities.

Join the conversation

Scan the QR code or visit vaughan.ca/Weston7 to review the draft Weston 7 Secondary Plan and provide feedback through an online commenting form or via email at weston7@vaughan.ca. **The timeline to review the draft plan has been extended to Sunday, June 30.**

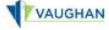




Secondary Plan area

The approximately 123-hectare study area is bounded by Fieldstone Drive, Chrislea Road and Portage Parkway to the north; the Highway 400 corridor to the east; the Highway 407 corridor, Rowntree Dairy Road and Trowers Road to the south; and Ansley Grove Road and Whitmore Road to the west.

Contact

Lina Alhabash, Senior Planner
Lina.Alhabash@vaughan.ca
905-832-2281, ext. 8776
vaughan.ca/Weston7



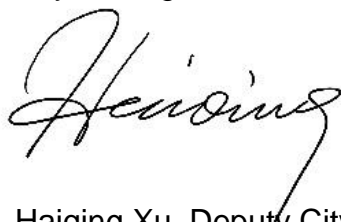
<p>Digital advertisements</p>	<p><u>2018</u></p>  <p>WESTON VISION OPEN HOUSE Wednesday, Nov. 7, 2018 7 p.m. - 9 p.m. Toscana Banquet and Conference Centre, Toscana C Room For more information about this city-building initiative, visit: vaughan.ca/weston7</p> <p><u>2023</u></p>  <p>Planning the future Weston 7 area Open House Sept. 6 LEARN MORE</p>
<p>Print advertisements</p>	 <p>Planning the future Weston 7 area - get involved</p> <p>Open House Sept. 6 Vaughan City Hall 7 p.m.</p> <p>The Weston 7 Secondary Plan will guide the transformation of this area into a complete, vibrant and active community.</p> <p>vaughan.ca/Weston7</p>

For more information, contact Lina Alhabash, Senior Planner, via email at Lina.Alhabash@vaughan.ca.

Approved by



Nick Spensieri,
City Manager



Haiqing Xu, Deputy City Manager,
Planning and Growth Management



STAFF COMMUNICATION

SC2.
Staff Communication
CW(2) - September 17, 2024

DATE: September 17, 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), September 17, 2024**
Procurement Activity – 2024 Bi-Annual Report

1. Purpose

In accordance with the City’s Corporate Procurement Policy, the Director of Procurement Services shall prepare a summary information report on all procurement awards to Council. This report provides a summary of the Corporation’s Procurement Activities YTD June 30, 2024.

2. Analysis

Procurement Contract Awards

The table below illustrates the year-over-year comparison of the total number of procurements and their dollar value per category. The procurement team worked closely with the various City departments on competitive bid awards to establish contracts with reputable, qualified, and competitively sourced suppliers. Attachment 1 and 2 provide detailed information on the procurement activity YTD June 30, 2024.

Category	Procurement by Category			
	Fiscal 2023		YTD June 30, 2024	
	No. of Awards	Award Amount (\$)	No. of Awards	Award Amount (\$)
Construction	192	127,247,283	88	90,153,621
Goods & Services	278	50,226,978	119	16,731,275
IT	57	10,448,282	35	3,583,567
Consulting Services	27	1,497,765	20	2,064,570
Grand Total	554	189,420,308	262	112,533,033

- YTD June 30, 2024, Procurement Services awarded 262 bids valued at approximately \$112.5 million.
- During the same period, out of the 262 bids awarded, Procurement Services efficiently processed 198 competitive bids, amounting to ~\$105.2 million, and 64 non-competitive bids, totaling ~\$7.3 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 leveraging volume purchases and reduce procurement cycle times in accordance with the City's Collaborative Procurement Policy.

- Fourteen (14) contracts, amounting to \$3.2 million, were awarded in partnership with Collaborative Procurement Organizations such as York Procurement Cooperative, Canoe Procurement Group of Canada / Sourcewell, and OECM, in the first half of 2024.
- The number of Collaborative Procurement contracts for the year up to June 30, 2024, has increased by 40% compared to the same reporting period in 2023.

Low Dollar Purchase Orders (LDPO)

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

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

- From Jan 1, 2024, to June 20, 2024, a total of 1,618 LDPOs were issued, amounting to \$1.8 million.
- For the first half of 2024, low dollar purchase orders have decreased by four (4) percent compared to the same period in 2023.

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.

As of YTD June 30, 2024, departments processed 6,813 transactions worth ~\$3.2 million, primarily for low value operating supplies, advertising, professional memberships, training, seminars, and corporate contracts where the PCard can be utilized for payment. For YTD June 30, 2024, PCard spend remains relatively the same in comparison to the same reporting period in 2023.

Low Dollar Purchases	Fiscal 2023		YTD June 30, 2024	
	#	Value (\$)	#	Value (\$)
Low Dollar Purchase Orders	3,576	4,227,500	1,618	1,830,103
Purchasing Card (PCard) Transactions	13,213	6,203,311	6,813	3,192,437
Grand Total	16,789	10,430,811	8,431	5,022,540

Procurement Award – Reports

Details of all contract awards for procurement activities undertaken in 2024 are available on the Procurement Services page for 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: Procurement Activity – Procurements by Portfolio/Office, and by Procurement Type, Awarded YTD June 30, 2024

Attachment 2: Procurement Activity – Summary of Competitive and Non-Competitive Procurement Activity for YTD June 30, 2024

Attachment 1: Procurement Activity – Procurements by Portfolio/Office, and by Procurement Type, Awarded YTD June 30, 2024

Portfolio/Office		Request for Tender	Request for Proposal	Request for Quote	Quick Quote	Request for Pre-Qualification	Collaborative Procurement	Request for Information	Request for Expression of Interest	Single Source	Sole Source	Emergency Purchases	Total
City Manager	\$	154,363	388,920	267,032	54,455	0	607,094			111,832	1,912,317	30,320	3,526,334
	#	1	2	5	5	1	3			6	15	1	39
Community Services	\$	181,290	149,985	82,854	35,783		178,471			6,314			634,696
	#	1	1	4	5		2			1			14
Corporate Services	\$	59,051	80,200	20,900	82,223		816,756	0	0	2,097,642	550,000	176,949	3,883,720
	#	1	1	1	4		6	1	1	22	1	1	39
Council	\$									0			0
	#									0			0
Infrastructure Development	\$	56,872,721	5,158,261	106,576	455,200	0				1,834,877		20,180	64,447,816
	#	25	10	3	22	5				4		1	70
Integrity Commissioner/Lobbyist Registrar	\$									62,300			62,300
	#									1			1
Internal Audit	\$												0
	#												0
Legal and Administrative Services	\$				840		130,420	0		45,920			177,180
	#				1		2	2		2			7
Planning & Growth Management	\$		592,860			0				171,265	13,500		777,625
	#		3			1				3	1		8
Public Works	\$	3,608,098	27,848,058	666,654	4,173,312		1,492,277	0		156,597			37,944,997
	#	10	5	9	49		1	1		3			78
Vaughan Public Libraries	\$		850,770	104,400						123,197			1,078,367
	#		2	2						2			6
Grand Total	\$	60,875,523	35,069,054	1,248,417	4,801,813	N/A	3,225,017	N/A	N/A	4,609,943	2,475,817	227,449	112,533,033
	#	38	24	24	86	7	14	4	1	44	17	3	262

Attachment 2: Procurement Activity – Summary of Competitive and Non-Competitive Procurement Activity for 2023 and YTD June 30, 2024

Bid Type	Fiscal 2023		YTD June 30, 2024	
	No. of Procurements	Value (\$)	No. of Procurements	Value (\$)
Competitive				
Request for Tender	62	64,613,031	38	60,875,523
Request for Proposal	54	100,038,623	24	35,069,054
Request for Quote	55	1,774,255	24	1,248,417
Request for Pre-Qualification	15	-	7	-
Quick Quote	212	6,379,671	86	4,801,813
Request for Information	3	-	4	-
Request for Expression of Interest	3	-	1	-
Collaborative	34	12,212,160	14	3,225,017
Sub-Total Competitive	438	185,017,740	198	105,219,824
Non-Competitive				
Sole Source	24	518,537	17	2,475,817
Single Source	76	3,439,985	44	4,609,943
Emergency Purchase	16	444,046	3	227,449
Sub-Total Non-Competitive	116	4,402,568	64	7,313,209
Grand Total	554	189,420,308	262	112,533,033