

COMMITTEE OF THE WHOLE (2) – FEBRUARY 9, 2021

STAFF COMMUNICATIONS

Distributed February 5, 2021

- SC1 Memorandum from the Deputy City Manager, Public Works dated February 3, 2021.
- SC2 Memorandum from the Deputy City Manager, Corporate Services, City Treasurer and Chief Financial Officer and the Director of Procurement Services dated February 4, 2021.

Disclaimer Respecting External Communications

Communications are posted on the City's website pursuant to Procedure By-law Number 7-2011. The City of Vaughan is not responsible for the validity or accuracy of any facts and/or opinions contained in external Communications listed on printed agendas and/or agendas posted on the City's website.

Please note there may be further Communications.

**STAFF COMMUNICATION
FOR INFORMATION ONLY**

DATE: February 3, 2021

TO: Mayor and Members of Council

FROM: Zoran Postic, Deputy City Manager, Public Works

RE: **STAFF COMMUNICATION – February 9, 2021
Committee of the Whole (2)
Annual Water Quality Report**

**Staff Communication : SC 1
Committee of the Whole (2)
February 9, 2021**

1. Purpose

The purpose of this Staff Communication is to provide Mayor and Members of Council with information to be posted for public viewing to maintain compliance with reporting requirements of the Safe Drinking Water Act (SDWA) and O.Reg 170/03.

2. Analysis

The City is required by the Ministry of the Environment, Conservation and Parks (MECP) to post an Annual Water Quality Report for public viewing before February 28 each year.

The Annual Report (Attachment 1) will be posted to the City's website and made available to the public by February 28, 2021.

Attachment 1: Vaughan Distribution System - Annual Water Quality Report, February 1, 2021

For more information, contact: James Steele, Director of Environmental Services, 6116

Attachment – 1

February 1, 2021

ANNUAL 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, 2020 to December 31, 2020

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:
http://www.vaughan.ca/services/residential/water/water_quality/Pages/default.aspx

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 (1) booster pumping station (Maplewood Booster Station/North Maple Booster Station), one (1) 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 procure water from the City of Toronto and Peel Region. The City of Toronto operates four (4) 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 City of Toronto and the Regional Municipality of Peel. List of chemicals used for water supplied to City of Vaughan is available on their web site www.toronto.ca and <https://www.peelregion.ca/pw/water/quality/reports/> , respectively.

Were any significant expenses incurred to?

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

Brief description and a breakdown of monetary expenses incurred:

- **PRVs.** Completed a condition assessment of 14 of the 15 PRVs in the Water distribution system in Q4, 2020. From the recommendations from the assessment, the Water Operations leadership team prioritized the most pressing actions as:
 - Clarence & Woburn Service valves - new rubber, pilot system, position indicators
 - Vaughan Mills & Rutherford Install position indicators (both valves)
 - Chancelor & San Marko Service valves - new rubber, pilot system, position indicators
 - Hunterwood & Mapledown Replace valve rubber components and position indicator, replace pilot system
 - Pine Valley & Strada Service valves - new rubber & pilot systemsThe cost of the assessments and activities at the five sites above was \$29.6K and \$25K respectively.
- **Anti-stag valves.** Identified 11 areas for the installation of ASV. The total cost for the supply and installation was \$60K.
- **Air relief valves.** Completed an internal assessment of 30 air relief valves and refurbished 8 valves at a cost of \$5K.
- **Chambers.** Outside consultant inspected 33 chambers bordering regional water infrastructure at a cost of \$49K.
- **Maplewood Water pumping station.** Completed upgrade to station which included two VFD pumps at a cost of \$969K.
- **Curb box repairs.** Water Services, through a contractor completed 451 scheduled and 68 emergency repairs on curb boxes and rods. A further 53 scheduled and 45 emergency curb stops were completed in 2020.
- **Hydrant.** Completed annual hydrant maintenance on 9500+ hydrants at a cost of \$222K. Completed 1327 work orders for hydrant inspections and repairs. Repaired 257 hydrant secondary valves at a cost of \$144K through vacuum excavation. Completed 36 scheduled and 6 emergency repairs of hydrants at a cost of \$147.4K.
- **Main repairs.** Water Services responded to 26 emergency main repairs and another scheduled 33 main repairs for a total cost of \$260K.
- **Service connections.** Water Services responded to 10 emergency and 25 scheduled service connections repairs at a total cost of \$111K.
- **Valve turning.** Completed 3250 valves in 2020 at a cost of \$131K.
- **Swabbing.** Completed 14.9km at a cost of \$20.9K.
- **Valve repairs.** Water Services completed 57 scheduled and 12 emergency valve repairs at total cost of \$205K.

- **Watermain Replacements.** Costs were approximately \$6.7M.

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	Corrective Action Date
01/17/20	Total Coliform	TC – P	P-A/100mL	Flush and resample	01/20/20
03/18/20	Total Coliform	TC – P	P-A/100mL	Flush and resample	03/20/20
06/02/20	Combined Chlorine	0.00	mg/L	Flush and resample	06/04/20
07/19/20	Total Coliform	TC – P	P-A/100mL	Flush and resample	07/21/20
08/05/20	Combined Chlorine	0.10	mg/L	Flush and resample	08/11/20
08/20/20	Combined Chlorine	0.06	mg/L	Flush and resample	08/21/20
08/26/20	Total Coliform	TC-P	P-A/100mL	Flush and resample	08/28/20
08/30/20	Combined Chlorine	0.12	mg/L	Flush and retest	08/30/20
09/02/20	Total Coliform	TC-P	P-A/100mL	Flush and resample	09/04/20
10/01/20	Combined Chlorine	0.12	mg/L	Flush and resample	10/02/20
10/06/20	Combined Chlorine	0.04	mg/L	Flush and resample	10/08/20
10/21/20	Total Coliform	TC-P	P-A/100mL	Flush and resample	10/23/20
10/22/20	Combined Chlorine	3.09	mg/L	Flush and retest	10/22/20
10/23/20	Combined Chlorine	0.00	mg/L	Flush and retest	10/23/20
10/28/20	Total Coliform	TC-P	P-A/100mL	Flush and resample	10/30/20
11/04/20	Total Coliform	TC-P	P-A/100mL	Flush and resample	11/09/20
11/04/20	Total Coliform	TC-P	P-A/100mL	Flush and resample	11/09/20
11/04/20	Total Coliform	TC-P	P-A/100mL	Flush and resample	11/10/20

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
11/04/20	Combined Chlorine	0.05	mg/L	Flush and retest	11/04/20
11/06/20	Total Coliform	TC-P	P-A/100mL	Flush and resample	11/12/20
11/11/20	Total Coliform	TC-P	P-A/100mL	Flush and resample	11/16/20
11/18/20	Total Coliform	TC-P	P-A/100mL	Flush and resample	11/23/20
11/20/20	Total Coliform	TC-P	P-A/100mL	Flush and resample	11/24/20
11/19/20	Combined Chlorine	0.08	mg/L	Flush and retest	11/19/20
12/08/20	Combined Chlorine	0.04	mg/L	Flush and retest	12/08/20
12/14/20	Combined Chlorine	0.10	mg/L	Flush and retest	12/14/20
12/18/20	Total Coliform	TC-P	P-A/100mL	Flush and resample	12/21/20

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

	# of Samples	Range of E.Coli or Fecal Results Present (P)/Absent (A)	Range of Total Coliform Results Present (P)/Absent (A)	# of HPC Samples	Range of HPC Results (cfu/1mL)
Distribution	1,755	A – A MPN/100mL	A – P MPN/100mL	864	<1 CFU/mL – 99,999 CFU/mL

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

	Number of Grab Samples	Range of Results
Turbidity	1	0.2 NTU
Combined Chlorine – Range (Maximum/Minimum)	2,197	0.00mg/L – 3.09mg/L

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 issued	Parameter	Date Last Sampled	Range of Results	Unit of Measure
05/23/19	Nitrosodimethylamine (NDMA)	12/10/20	<0.0009 – 0.0021	µg/L

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

Parameter	Sample Date (mm/dd/yy)	Result Value	Unit of Measure	Exceedance
Antimony	10/29/20	<0.0005	mg/L	No
Arsenic	10/29/20	0.0007	mg/L	No
Cadmium	10/29/20	<0.0005	mg/L	No
Chromium	10/29/20	<0.0005	mg/L	No
Selenium	10/29/20	<0.0005	mg/L	No
Sodium	10/29/20	14.0	mg/L	No
Fluoride	10/29/20	0.61	mg/L	No
Nitrite	12/10/20	<0.05	mg/L	No
Nitrate	12/10/20	<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	8	<0.0005 – <0.0005	0
Distribution	20	<0.0005 – 0.0094	0

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

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Haloacetic Acids (HAA's) (NOTE: show latest annual average)	4/year	<8.0	µg/L	No
Trihalomethane (THM) (NOTE: show latest annual average)	4/year	17.6	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 (mm/dd/yy)
none			



STAFF COMMUNICATION

**Staff Communication : C2
Committee of the Whole (2)
February 9, 2021**

DATE: Thursday, February 4, 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 9, 2020 / CW(2)
Procurement Activity Report, Quarter 4 - 2020

1. Purpose

The purpose of this Staff Communication is to provide Mayor and Members of Council information regarding Procurement Activities undertaken in Q4 2020.

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

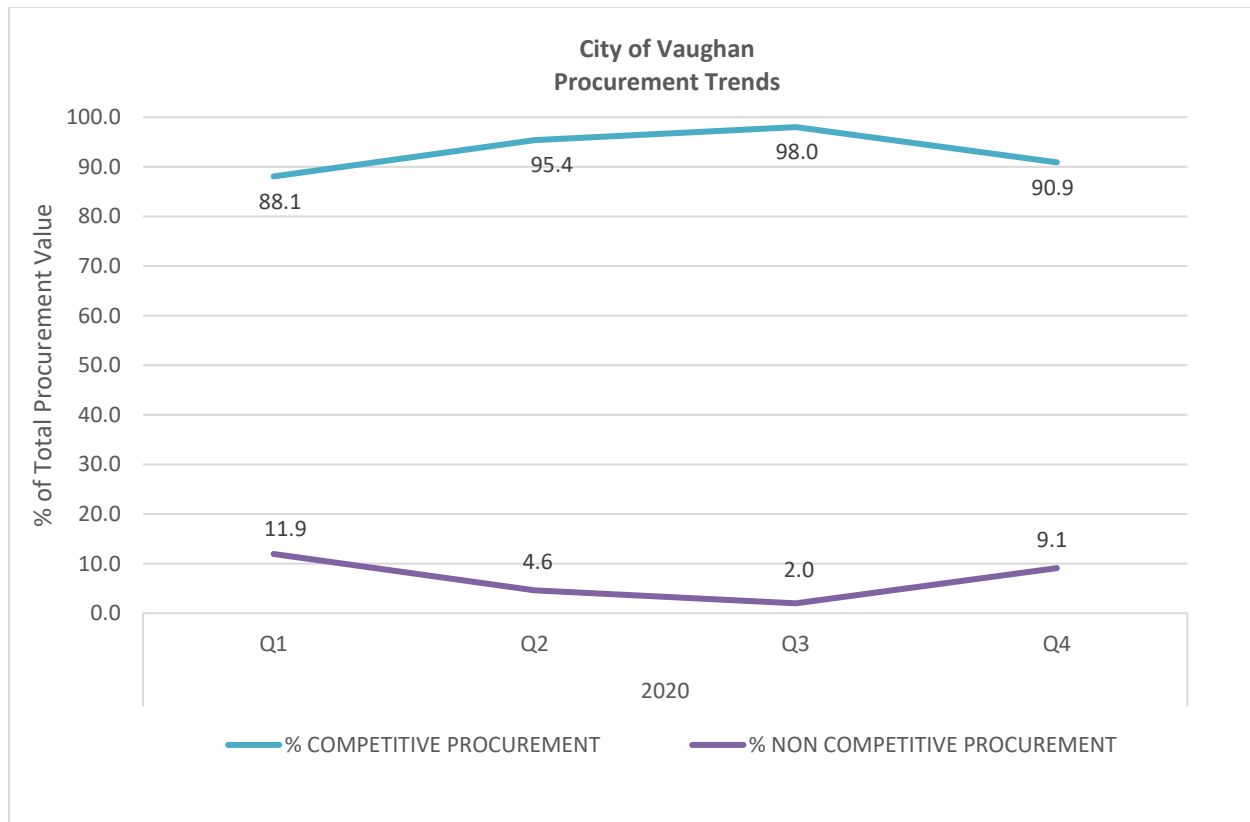
96 procurement contracts worth \$14.1 million were processed in Q4

Procurement Services processed 61 competitive bids valued at \$12.8 million and 35 non-competitive bids valued at \$1.3 million.

Additional details of all contract awards for procurement activities undertaken in Q4 2020 are available on the Vaughan Online [Procurement Services internal site](#) and 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. Consolidated quarterly contract awards are also available via the Procurement Services page on the City of Vaughan external website.

The following chart shows the Fiscal 2020 Competitive vs Non-Competitive trends, expressed as a percentage of the total procurement value.



Q1 and Q4 Non-Competitive procurement percentages are impacted by Council approved single source awards (Implementation of the Sustainable Neighbourhood Action Plan Program and York Durham Regional Sampling Fees for Water, Wastewater and Stormwater).

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

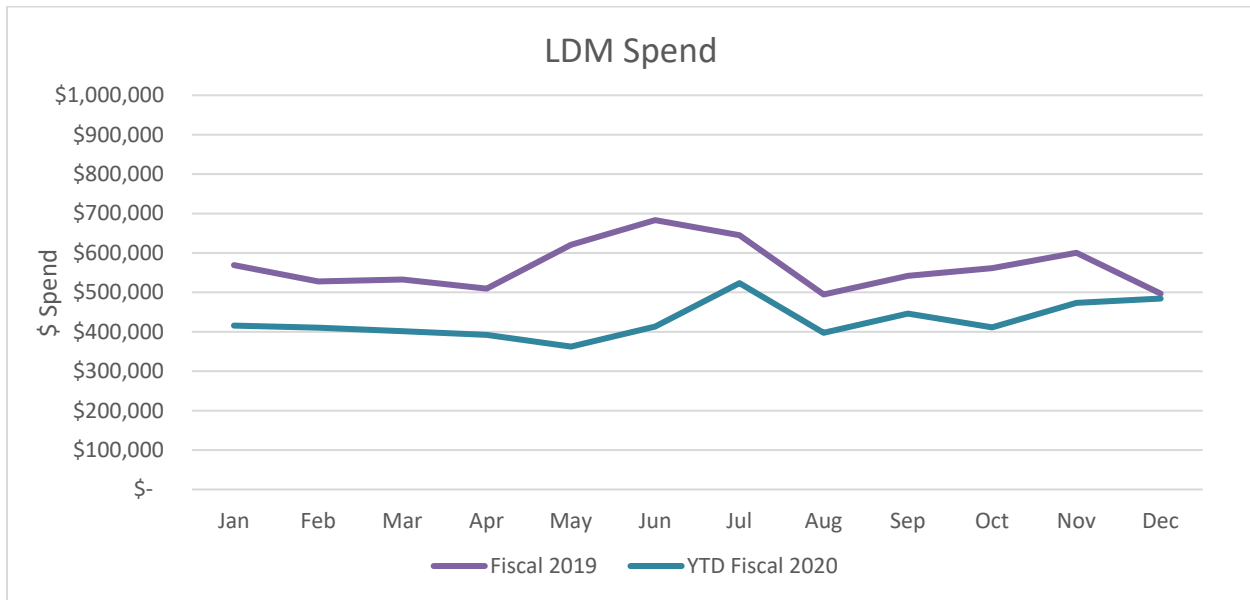
Departments processed \$1.4 million in Low Dollar Module (LDM) Purchase Orders

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 1,414 LDM purchase orders issued, totaling \$1.4 million.

Q4 2020 LDM purchases represent a decrease of \$290k over the same quarter last year, or a reduction of 18 percent. A portion of this reduction was as a result of transitioning LDM purchases to competitive procurements through corporate contracts or Vendor of Record arrangements.

Overall, LDM spend for fiscal 2020 was reduced by \$1.7 million, or 24 percent, when compared to fiscal 2019. The following chart illustrates the LDM spend trends.



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

Departments processed \$1.4 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, 2020, there were 273 approved PCard holders throughout the City of Vaughan and Vaughan Public Libraries.

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.

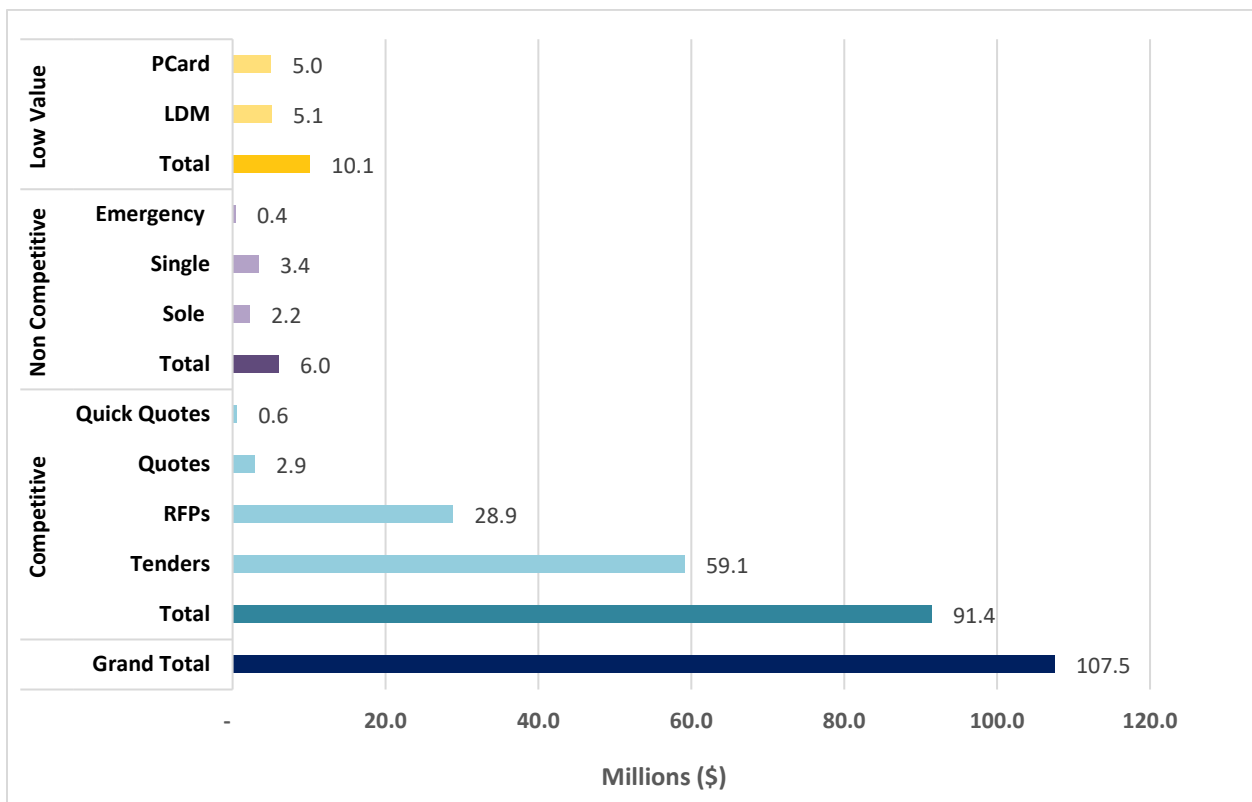
During the fourth quarter, departments processed 2,213 transactions worth \$1.4 million, primarily for low value operating supplies, advertising, professional memberships, training, seminars, and existing corporate contracts where the PCard can be utilized for payment.

At \$5.0M for Fiscal 2020 PCard spend remains relatively unchanged when comparing to Fiscal 2019 PCard spend.

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.

Total procurement for Fiscal 2020 was valued at \$107.5 million

The total procurement for Fiscal 2020 included Competitive awards worth \$91.4 million, Non-Competitive awards worth \$6.0 million and Low Value Purchases worth \$10.1 million.



Despite the COVID-19 pandemic and alternative working arrangements, the Fiscal 2020 total procurement increased by \$3.6 million over Fiscal 2019.

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

Procurement Type		Council	City Manager	Deputy City Manager	Director	Manager	Total
Request for Tender	\$	0	4,008,481	2,620,392	322,942	0	6,951,814
	#	0	3	10	6	0	19
Request for Proposal	\$	0	3,345,981	1,550,469	34,314	17,750	4,948,513
	#	0	3	5	1	1	10
Request for Quote	\$	0	0	187,726	475,026	120,454	783,206
	#	0	0	1	9	8	18
Request for Pre-Qualification	\$	0	0	0	0	0	0
	#	0	0	0	2	1	3
Quick Quote	\$	0	0	0	0	171,829	171,829
	#	0	0	0	0	11	11
Competitive	\$	0	7,354,462	4,358,586	832,282	310,032	12,855,363
	#	0	6	16	18	21	61
Sole Source	\$	0	210,920	30,055	94,376	0	335,351
	#	0	1	1	7	0	9
Single Source	\$	500,000	149,801	83,038	182,904	0	915,743
	#	1	2	4	16	0	23
Emergency Purchase	\$	0	0	0	18,037	17,819	35,856
	#	0	0	0	1	2	3
Non-Competitive	\$	500,000	360,721	113,093	295,318	17,819	1,286,950
	#	1	3	5	24	2	35
Grand Total	\$	500,000	7,715,183	4,471,679	1,127,600	327,851	14,142,313
	#	1	9	21	42	23	96

There were no contract awards during this quarter that required approval from the VPL Board. Additionally, there were no Request for Information (RFI) during this quarter.

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

Portfolio/Office		Request for Tender	Request for Proposal	Request for Quote	Request for Pre-Qualification	Quick Quote	Sole Source	Single Source	Emergency Purchases	Grand Total
City Manager	\$	0	0	0	0	64,622	0	67,745	0	132,367
	#	0	0	0	0	2	0	4	0	6
Administrative Services & City Solicitor	\$	0	17,750	0	0	0	0	0	0	17,750
	#	0	1	0	0	0	0	0	0	1
Community Services Portfolio	\$	44,997	299,325	107,012	0	0	0	181,780	9,819	642,933
	#	1	1	3	0	0	0	4	1	10
Corporate Services, City Treasurer & CFO	\$	136,863	34,314	10,036	0	0	0	30,708	0	211,921
	#	1	1	1	2	0	0	3	0	8
Infrastructure Development	\$	3,869,906	4,468,524	459,021	0	171,829	273,375	21,175	8,000	9,271,830
	#	10	6	8	0	11	4	1	1	41
Internal Audit	\$	0	0	58,240	0	0	0	0	0	58,240
	#	0	0	1	0	0	0	0	0	1
Planning & Growth Management Portfolio	\$	220,400	128,600	0	0	0	30,966	12,534	0	392,500
	#	1	1	0	1	0	2	2	0	7
Public Works Portfolio	\$	2,679,648	0	84,275	0	0	31,010	601,802	18,037	3,414,772
	#	6	0	3	0	0	3	9	1	22
Grand Total	\$	6,951,814	4,948,513	718,584	0	236,451	335,351	915,743	35,856	14,142,313
	#	19	10	16	3	13	9	23	3	96

There were no Request for Information (RFI) during this quarter.

Attachment 3: Procurement Activity – Competitive and Non-Competitive Procurement Activity for the Fourth Quarter and Year-to-Date December 31, 2020

Bid Type	Q4 2020		Year-to-Date 2020	
	No. of Awards	Value (\$)	No. of Awards	Value (\$)
Competitive				
Tenders	19	6,951,814	75	59,130,262
RFPs	10	4,948,513	64	28,856,126
Quotes	18	783,206	71	2,884,962
RFPQ	3	0	6	0
QQ	11	171,829	44	566,070
RFI	0	0	2	0
Sub-Total Competitive	61	12,855,363	262	91,437,420
Non-Competitive				
Sole Source	9	335,351	32	2,235,026
Single Source	23	915,743	101	3,398,106
Emergency Procurement	3	35,856	20	398,706
Sub-Total Non-Competitive	35	1,286,950	153	6,031,838
Total	96	14,142,313	415	97,469,258

There were no Request for Information (RFI) during the fourth quarter.