

COMMITTEE OF THE WHOLE (WORKING SESSION) – FEBRUARY 14, 2012

COMMUNICATIONS

Distributed February 13, 2012

Item No.

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| C1. | Ms. Gila Martow, President Beverley Glen Ratepayers Association, February 13, 2012. | 2 |
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Distributed February 14, 2012

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| C2. | PowerPoint Presentation entitled "Landscape General Contractor Pre-qualification", dated February 14, 2012 | 3 |
| C3. | PowerPoint Presentation entitled "Facility Allocation, Wet Field & Managing Use Policies", dated February 14, 2012 | 4 |

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Please note there may be further Communications.

Committee of the Whole
(Working Session)

February 14, 2012

Communication # C1 - Item 2

From: Gila Martow [mailto:gila.martow@rogers.com]
Sent: Monday, February 13, 2012 8:24 AM
To: Abrams, Jeffrey
Subject: Council meeting Feb 14

Hi Jeff!

I am unable to attend to meeting at City Hall tomorrow but would like to add my comments to the record re the item on ward boundary review/changes/addition:

"I would like to add my support to the addition of another ward in the City of Vaughan. I appreciate that it is premature to discuss actual boundary changes yet I would like to mention that Ward 5 is the largest ward in terms of population and I do not think it should extend west of Dufferin. I would also like to mention that Newmarket, with a smaller population than Vaughan, has more wards.

Gila Martow – President Beverley Glen Ratepayers Association
gila@beverleyglenra.com
www.beverleyglenra.com "

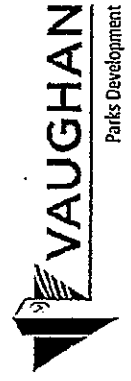
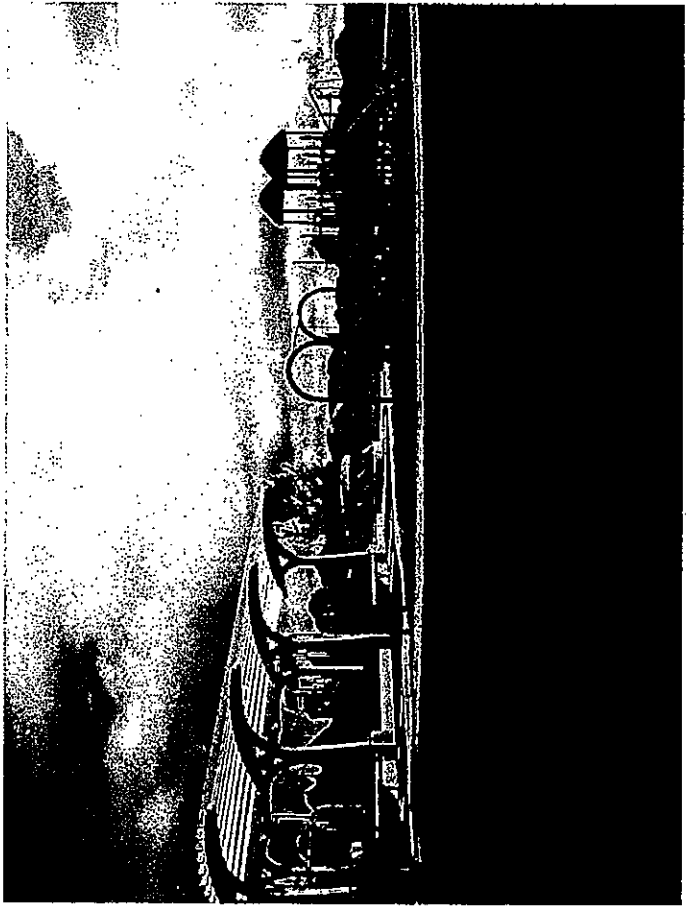
70 Coldwater Court
Thornhill, On L4J 7S4
905-881-8982
Cell 416-804-7360

Please confirm you received.
Thanks and Happy Valentine's Day!

Gila

Landscape General Contractor Pre-qualification

Construction and Renovation of Park and Open Space



February 14, 2012 Committee of the Whole – Working Session

Landscape General Contractor Pre-qualification - Agenda

- Introduction
- Background - CCDC 11
- Tables- items identified for improvement and strategies for proposed changes
- Timeline
- Conclusions
- Questions

Landscape General Contractor Pre-qualification - Introduction

Introduction:

- May 9 2005 Council directed staff to develop a list of qualified landscape contractors.
- January 29, 2007 Council approved the pre-qualification criteria.
- On December 13, 2011, Council directed staff to review the current pre-qualification criteria and revise were necessary to address items of concern.



Landscape General Contractor Pre-qualification - Background

Background:

The basis of this Pre-qualification is the CCDC -11 document. This document is a standard document of the Canadian Construction Documents Committee and list the following:

- Financial references;
- Annual value of work;
- Key office personnel including experience and qualifications;
- Key site personnel including experience and qualifications; and
- Appendices with examples of principal projects and similar and related works completed.



Landscape General Contractor Pre-qualification – Strategies

Items identified	Strategies for improvement
<p>Contractors during pre-qualification period had difficulty with completing projects within timelines in accordance with the contract documents.</p>	<ul style="list-style-type: none"> • Update company qualification statement; • Reference checks for projects that are substantially completed; • Changes to the reference section of the scoring criteria; • References expanded to include completed City of Vaughan projects; and • Mandatory minimum scoring requirements for each scoring section.



Landscape General Contractor Pre-qualification – Strategies

Items identified	Strategies for improvement
<p>Contractors during pre-qualification period had difficulty in providing skilled personnel and equipment required for the performance of work.</p>	<ul style="list-style-type: none"> • *Update company qualification statement; • Clarifications to the mandatory submission requirements CCDC-11; • Reference checks for projects that are substantially completed; • Changes to the reference section of the scoring criteria; and • Mandatory minimum scoring requirements for each scoring section.

* Ensure that the general landscape contractors maintain the level of quality for the entire term of the pre-qualification.



Landscape General Contractor Pre-qualification – Strategies

Items identified	Strategies for improvement
<p>Staff spent time and effort enforcing City of Vaughan standards and workmanship specified in the contract documents.</p>	<ul style="list-style-type: none"> • Update company qualification statement; • Clarifications to the mandatory submission requirements CCDC-11; • Reference checks for projects that are substantially completed; • References expanded to include completed City of Vaughan projects; and • Mandatory minimum scoring requirements for each scoring section.

* The violation of a City by-laws will be addressed through the Purchasing Services Polices and Procedures within the bid documents.



Landscape General Contractor Pre-qualification– Timeline

Estimated timeline:

(subject to change dependant on approvals and timelines)

- Council February 21, 2012;
- Release by Purchasing Services in March;
- RFPQ period: 3 weeks;
- Purchasing Services review: 2 weeks;
- Evaluation Committee review and reference checks: *4 weeks.;
- Purchasing Services to finalize pre-qualification: 2 weeks; and
- Item to be taken to Committee of Whole on June 5, 2012.

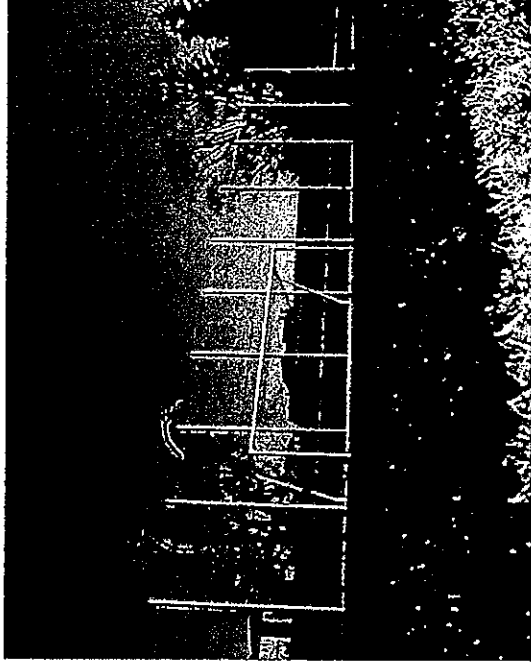
*May require additional time for references and/or the completion of the Bid Document Review.



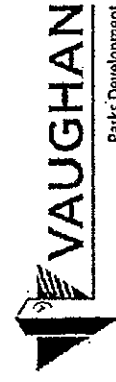
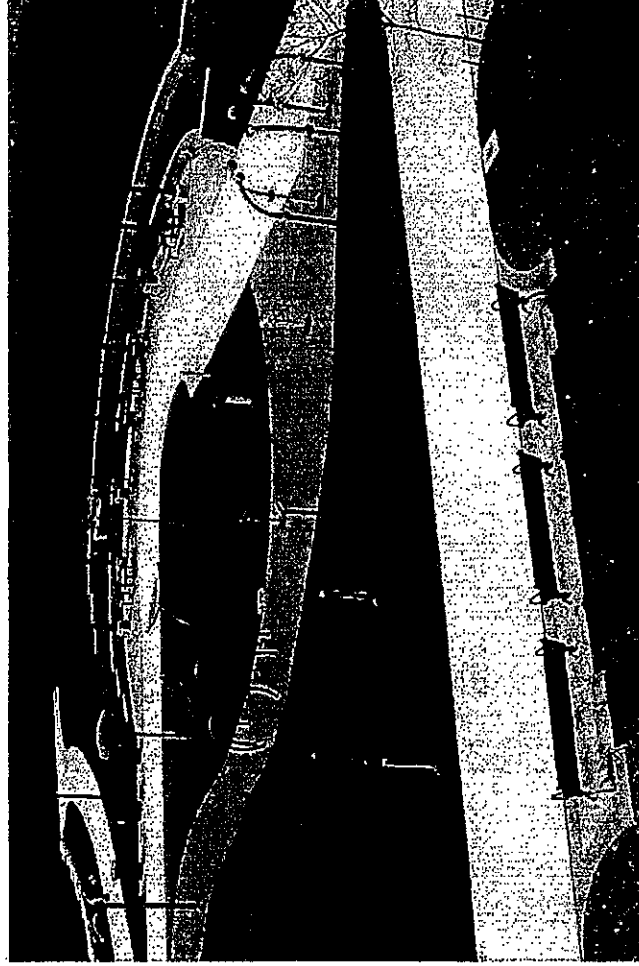
Landscape General Contractor Pre-qualification– Conclusion

Conclusion:

- With the inclusion of the new criteria, it is expected that the quality of work will be maintained during the term of the pre-qualification period, ensuring the best possible product and value for every dollar spent.



Landscape General Contractor Pre-qualification– Questions and Answers



February 14, 2012 Committee of the Whole – Working Session

Facility Allocation, Wet Field & Managing Use Policies



February 14, 2012 Committee of the Whole – Working Session

Agenda

Facility Allocation Policy

- Introduction
- Definition
- Category of Users

Consultation

- Process
- Feedback

Proposed Amendments

Wet Field & Managing Use Policies

Questions and Answers

Facility Allocation Policy - Introduction

Review of the Facility Allocation Policy began approximately one year ago

Subject of discussion for some time and review launched to address feedback from user groups and staff

Following review, proposed amendments were presented and approved in principle at Council meeting on December 13th

Referred to a working session to accommodate a fulsome discussion



Facility Allocation Policy - Definition

Governing policy & tool to:

Outline the guiding principles and transparent process for allocating facility space;

Distribute space equitably and in priority order according to Category of Users; and,

Detail rules and regulations associated with use of facility space.

Facility Allocation Policy – Category of Users

Space allocated equitably and in priority of the following Category of Users:

1. City programs and events
2. Community Service Organizations*
 - Children & Youth e.g. minor sports, Girl Guides
 - Heritage Village Fairs e.g. Bindertwine, Thornhill Village Festival
 - Older Adult Groups
 - Social Service Organizations e.g. York Region Health
 - General e.g. Ratepayers, Schools
 - Adult e.g. sports groups, social
3. Private Resident
4. Commercial

*CSO: A Vaughan based, not for profit group run by an elected and volunteer board of directors established to provide community / leisure services to residents. Must have 75% residents (minor sports house league must be 90%) and follow terms outlined in CSO policy.

Consultation Process

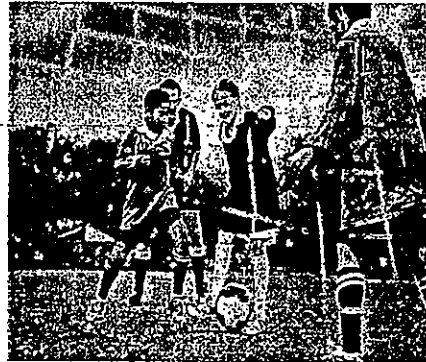
Soccer and baseball minor & adult sports groups annual meeting (November)

Sports Congress (September)

Soccer Club meeting (April)

Ad hoc meetings with bocce, baseball, hockey, football, rugby and tennis clubs

Letter to new Community Service Organizations



Consultation Feedback

Comments and concerns primarily related to soccer, bocce and picnic areas:

- New groups and minor sports such as rugby and football wanting access
- More consultation wanted during allocation period
- Not enough facilities (i.e., soccer, indoor bocce)
- Access to artificial fields needs to be fair
- 'No shows' should be addressed (i.e., book & don't use)
- Outdoor bocce courts should not be reserved unless for tournament
- Limited availability for picnics at Drs. McLean Park
- Adults want guaranteed time

Note: Other comments not related to this review will be forwarded to the appropriate review process

Facility Allocation Policy Amendments

- Based on research and consultation, 5 amendments proposed.
- Designed to allocate facilities using a collaborate and collegial approach within a fair, equitable, transparent and consistent manner.
- All themes and / or processes existed previously but were not stated.



1. Allocation Process for Facilities and Services In Kind

General Principle:

Facilities granted equitably and in priority order according to the Category of User.

Where all things are equal:

Facilities granted based on the previous year's actual use within the same category of users.



Continued on next page ...

Allocation Process for Facilities and Services In Kind (SIK)

continued

NEW! Minor Sports Groups:

If more than 1 organization is offering the same program:

Organize an annual allocation meeting

- to facilitate dispute resolution
- to encourage collaborative solutions to facility solutions*;

AND / OR allocate on the basis of analysis of player / facility ratios for equally qualifying groups who apply for use of the same facility / times

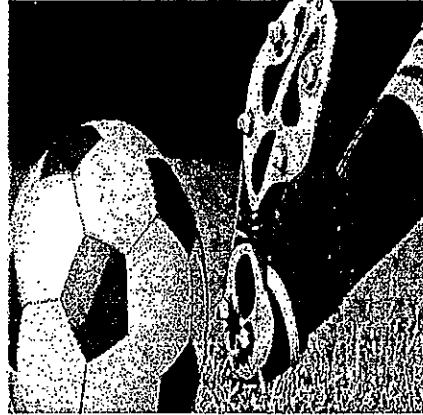
* This approach may be utilized for any category of user where a conflict resolution is needed.



2. Allocation Process for Artificial Turf

New inventory / new availability (e.g. pre and post season artificial turf)

- Specifically added into the policy that new facilities / slots will be allocated using the general principles of this policy.



3. Criteria for booking designated Passive Outdoor Facilities

Passive Outdoor Facilities (i.e., parks, playgrounds, trails, bocce and tennis courts):

- Available for casual and informal recreational play to public on a first come first served basis;
- Provide a basic level of service;
- Limited permits can be accommodated (e.g. tournaments only (i.e., with four or more teams, lessons, parties, picnics); and,
- Single user permits will not be issued to individuals for private recreation use such as informal tennis or bocce games.



4. Criteria for using a Random Selection Process

Where demand exceeds supply (e.g. Drs. McLean Park or to settle a dispute between equally qualifying groups) *and when all else fails:*

- a random selection process may be used to allocate facilities.



5. Language

Language changes to:

- Align with Council approved policies including Vaughan Vision 2020, Older Adult Guidelines, and the Fairs and Festivals Support Program;
- Strengthen the City's authority to manage contraventions of approved regulations such as No Shows (i.e., progressive action); and,
- Reinforce themes of fairness, equity, transparency and consistency.

Conclusion

Facility Allocation Policy Amendments:

Ensure the continued equitable, transparent and consistent process for facility allocations.

Are based on feedback and the principles of collaboration and fairness.

Wet Field Policy

Developed in the interest of
reducing maintenance costs;
maintaining safety and quality
playing surface

Soccer fields are closed when the
fields are saturated

Wet Field closures are
communicated through soccer
hotline



Managing Use Policy

Policy developed to maintain high quality turf and reduce maintenance costs

Policy established to address the excessive use on premium soccer fields

Fields governed by this policy are closed for two consecutive days in each seven day week of the season.



Questions and Answers



February 14, 2012 Committee of the Whole – Working Session