

**THE REGIONAL MUNICIPALITY OF NIAGARA  
PROCUREMENT ADVISORY COMMITTEE  
OPEN SESSION**

**PAC 1-2020  
Monday, September 14, 2020  
Economic Development Boardroom/Video Conference  
Niagara Regional Headquarters, Campbell West  
1815 Sir Isaac Brock Way, Thorold, ON**

Committee Members Present via Video Conference: Edgar, Gale, Insinna (Committee Vice-Chair), Rigby, Whalen (Committee Chair), Zalepa

Absent/Regrets: Bradley (Regional Chair), Heit

Staff Present in Economic Development Boardroom: K. Lotimer, Legislative Coordinator, B. Menage, Director, Procurement & Strategic Acquisitions, A.-M. Norio, Regional Clerk

Staff Present via Video Conference: T. Byrne, Manager, Strategic Sourcing, T. Harrison, Commissioner/Treasurer, Corporate Services, J. Mulligan, Manager, Purchasing Services, R. Tripp, Acting Chief Administrative Officer, B. Zvaniga, Interim Commissioner, Public Works

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**1. CALL TO ORDER**

Committee Chair Whalen called the meeting to order at 1:01 p.m.

**2. DISCLOSURES OF PECUNIARY INTEREST**

There were no disclosures of pecuniary interest.

**3. PRESENTATIONS**

There were no presentations.

**4. DELEGATIONS**

There were no delegations.

**5. ITEMS FOR CONSIDERATION**

**5.1 PAC-C 1-2020**  
Procurement Work Plan 2020-2021

Bart Menage, Director, Procurement & Strategic Acquisition, provided information respecting Procurement Work Plan 2020-2021. Topics of the presentation included:

- Procurement Modernization
- Non-Work Plan Initiatives
- E- Bidding
- Procurement By-law
- Procurement Templates
- Vendor Performance Management
- Purchase Order Data Reporting
- Procurement Activity

Moved by Councillor Gale  
Seconded by Councillor Rigby

That Report PAC-C 1-2020, dated September 14, 2020, respecting Procurement Work Plan 2020 -2021, **BE RECEIVED** and the following recommendations **BE APPROVED**:

1. That the proposed 2020-2021 Work Plan for Procurement **BE APPROVED**; and
2. That staff **BE DIRECTED** to report back on new initiatives or topics which require further investigation by Procurement.

**Councillor Information Request(s):**

Circulate the Procurement By-law to Committee members. Councillor Gale.

**6. CONSENT ITEMS FOR INFORMATION**

There were no consent items for information.

**7. OTHER BUSINESS**

**7.1 Update on Status of Investigations**

Councillor Gale requested an update on the status of two outstanding investigation requests: the first from the Audit Committee meeting held on January 20, 2020, respecting single source procurements and the second from the Special Regional Council meeting held on July 30, 2020, respecting the whistleblower investigation. Todd Harrison, Commissioner,

Corporate Services/Treasurer, advised Committee members that a report respecting each of these investigations would be included on the agenda for the Audit Committee meeting being held on December 7, 2020.

7.2 Tender Information

Councillor Gale requested information respecting the value of the tender for supplying office furniture for the new Public Health building in Niagara Falls.

8. **NEXT MEETING**

The next meeting will be held on Monday, November 16, 2020 at 1:00 p.m.

9. **ADJOURNMENT**

There being no further business, the meeting adjourned at 2:08 p.m.

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Councillor Whalen  
Committee Chair

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Kelly Lotimer  
Legislative Coordinator

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Ann-Marie Norio  
Regional Clerk