

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

**PAC 2-2020  
Monday, November 16, 2020  
Video Conference  
Niagara Regional Headquarters, Campbell West  
1815 Sir Isaac Brock Way, Thorold, ON**

Committee Members Present via Video Conference: Bradley (Regional Chair), Edgar, Gale, Heit, Rigby, Whalen (Committee Chair)

Other Councillors Present via Video Conference: Huson

Absent/Regrets: Insinna (Committee Vice-Chair), Zalepa

Staff Present via Video Conference: T. Byrne, Manager, Strategic Sourcing, H. Chamberlain, Director, Financial Management and Planning/Deputy Treasurer, M. Evely, Legislative Coordinator, D. Gibbs, Director, Legal & Court Services, T. Harrison, Commissioner/Treasurer, Corporate Services, K. Lotimer, Legislative Coordinator, B. Menage, Director, Procurement & Strategic Acquisitions, J. Mulligan, Manager, Purchasing Services, A.-M. Norio, Regional Clerk, 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 3-2020**

2021 Procurement Advisory Committee Meeting Dates

Moved by Councillor Rigby  
Seconded by Councillor Gale

That Correspondence Item PAC-C 3-2020, being a memorandum from A.-M. Norio, dated November 16, 2020, respecting 2021 Procurement Advisory Committee Meeting Dates, **BE RECEIVED** and the following recommendation **BE APPROVED**:

1. That the Procurement Advisory Committee meetings **BE HELD** on Mondays at 1:00 p.m. on the following dates in 2021:

March 8, June 7 (pending confirmation of the 2021 Federation of Canadian Municipalities conference dates), September 13 and November 15.

**Carried**

**6.1 PAC-C 2-2020**

Procurement Work Plan Update

Bart Menage, Director, Procurement & Strategic Acquisitions provided information respecting Procurement Work Plan Update. Topics of the presentation included:

- Procurement Education
- Procurement Education Path (Phase 1) - Leaders and Project Managers
- Learning Snapshots
- Procurement Education Path (Phase 2) - Staff (requisitioners)
- Work Plan Initiatives/Timeline
- Purchase Order Data/Timeline

Moved by Councillor Edgar  
Seconded by Councillor Rigby

That Report PAC-C 2-2020, dated November 16, 2020, respecting Procurement Work Plan Update, **BE RECEIVED** for information.

**Carried**

**6. CONSENT ITEMS FOR INFORMATION**

Moved by Councillor Gale  
Seconded by Councillor Heit

That the following items **BE RECEIVED** for information:

PAC-C 4-2020  
Procurement By-law No. 02-2016 (as of February 28, 2019)

PAC 1-2020  
Procurement Advisory Committee Meeting Minutes - September 14, 2020

**Carried**

**Councillor Information Request(s):**

Provide information respecting best practices regarding the distribution of scoring information for Request for Proposal (RFP) results. Councillor Huson.

Provide information respecting the appeal process for bidders. Councillor Huson.

**7. OTHER BUSINESS**

There were no items of other business.

**8. NEXT MEETING**

The next meeting will be held on Monday, March 8, 2021, at 1:00 p.m.

**9. ADJOURNMENT**

There being no further business, the meeting adjourned at 2:16 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