



**THE REGIONAL MUNICIPALITY OF NIAGARA
PROCUREMENT ADVISORY COMMITTEE
AGENDA**

PAC 2-2021

Monday, June 21, 2021

1:00 p.m.

Meeting will be held by electronic participation only

Due to efforts to contain the spread of COVID-19 and to protect all individuals, there is no public access to Niagara Region Headquarters. If you are interested in viewing this meeting or would like to speak to an item listed on the agenda please contact the Office of the Regional Clerk at clerk@niagararegion.ca no later than Monday, November 16, 2020 at 9:00 a.m.

	Pages
1. <u>CALL TO ORDER</u>	
2. <u>DISCLOSURES OF PECUNIARY INTEREST</u>	
3. <u>PRESENTATIONS</u>	
4. <u>DELEGATIONS</u>	
5. <u>ITEMS FOR CONSIDERATION</u>	
6. <u>CONSENT ITEMS FOR INFORMATION</u>	
6.1. <u>PAC-C 4-2021</u> Draft - Procurement By-law Amendment A presentation will precede the discussion of this item.	3 - 19
6.2. <u>PAC-C 3-2021</u> Procurement Work Plan Update 2020 - 2021	20 - 25
6.3. <u>PAC 1-2021</u> Procurement Advisory Committee Meeting Minutes - March 8, 2021	26 - 30
7. <u>OTHER BUSINESS</u>	

8. **NEXT MEETING**

The next meeting will be held on Monday, September 13, 2021 at 1:00 p.m.

9. **ADJOURNMENT**

If you require any accommodations for a disability in order to attend or participate in meetings or events, please contact the Accessibility Advisor at 905-980-6000 ext. 3252 (office), 289-929-8376 (cellphone) or accessibility@niagararegion.ca (email).

Subject: Draft – Procurement By-law Amendments

Report to: Procurement Advisory Committee

Report date: Monday, June 21, 2021

Recommendations

1. That Report PAC-C 4-2021 **BE RECEIVED** for information.

Key Facts

- The purpose of this report is to provide Procurement Advisory Committee (PAC) members with information on the proposed amendments to Procurement By-law 02-2016 as amended on February 28, 2019.
- The proposed amendments contained herein represent a continuation of the recommendations proposed by the externally engaged Procurement Law Office
- Based on the in process work completed to date, Procurement has instead completed a fulsome review of all proposed changes in lieu of interim amendments.
- The proposed changes are also provided for the purposes of soliciting feedback from the Procurement Advisory Committee which will inform the finalization of the By-law which will be reported at an upcoming Corporate Services Committee (August).

Financial Considerations

Procurement and its related activities are critical in maintaining taxpayer affordability.

Analysis

The purpose of this report is to provide members of the Procurement Advisory Committee (PAC) with information on the proposed amendments to Procurement By-law 02-2016 as amended on February 28, 2019. The proposed changes are also provided for the purposes of soliciting feedback from the Procurement Advisory Committee which will inform the finalization of the By-law which will be reported at an upcoming Corporate Services Committee (August).

As required by the Municipal Act, 2001, Part VI, Section 270(1) (3), a municipality shall adopt and maintain policies with respect to the following matters: its procurement of goods and services. Additionally, section 40 of the current procurement By-law 02-2016 identifies that the Commissioner of Corporate Services / Treasurer has the autonomy to review the effectiveness of this By-law at least every five (5) years and report to Council as necessary.

In February 2019, the current By-law was approved which included amendments to adopt two Negotiated Request for Proposal Templates, ensure compliance with trade treaty legislation (CFTA and CETA) and address housekeeping changes including those required as a result of organizational restructuring and other policy updates.

In August 2019, Niagara Region engaged the Procurement Law Office (TPO), an external legal firm based in Toronto, to conduct a review of the current Procurement By-law to identify areas of potential improvement and provide recommendations for update.

In September 2019, the Procurement Law Office provided their deliverables for this assignment, which was subsequently reported at the November 18, 2019, PAC meeting (PAC-C 6-2019). At the March 8, 2021, Procurement Advisory Committee (PAC), two options were presented; interim amendments or maintain current workplan timeline of Q3-2021 and re-assess at this date approaches. Committee members were in support of staff proceeding with proposed interim revisions to the Procurement By-law. Procurement re-visited the proposed recommendations coupled with the in process work completed to date and has instead opted to complete a fulsome review of the By-law.

These proposed amendments represent a continuation of our effort to demonstrate how Procurement, as a strategic partner, continues to provide best practice in municipal procurement governance by promoting innovation and continuous improvement, ensuing process integrity all whilst protecting the interests of Niagara Region, the public and all stakeholders.

While the current version of the By-law sought to subtly amend the 2016 version, it is staff's intention that the current version of the By-law would be repealed and replaced by a new proposed By-law which duly considers these observations and recommendations, specifically that the By-law be simplified by:

- Reducing the procedural content and improving the readability by tightening up the defined terms and using more natural language;
- Streamlining the By-law's focus on more appropriate high-level governance matters, such as:
 - governing principles;
 - core roles and responsibilities of the Region's Council, officers and employees;
 - delegations of authority for procurement approvals and contracting activities;
 - management of procurement-related information and records; and
 - compliance and monitoring.
- Removing overly detailed and prescriptive wording with respect to the various formats that may be used to conduct a procurement process;
- Moving the procedural content from the By-law into a separate supporting procedural and protocol documents;
- Consideration of replacing the descriptive different types of procurement document "formats" (e.g. RFP, RFT, RFQ, etc.) with core "methods" like invitational or open competitions.
- Moving these descriptive procurement document formats to a procedural and protocol document, along with guidelines for selecting the appropriate format for a particular procurement and preparing the procurement document.
- Considering the use of core methods of procurement which are: low value purchases; ordering from an existing supply arrangement (e.g. qualified supplier roster, standing offer); invitational competition (inviting selected suppliers to submit bids; open competition (publicly posted solicitation); and non-competitive procurement (sole or single source contacting).
- Considering amendments to and the removal of some specific provisions and terminology that may be potentially problematic.

With regards to the protocols, the Procurement Office do not have a standard package for just protocols, just a combination of the Procurement Roadmap Policy and base protocols which typically costs \$22,000, but in this case, they have provided a quote for

a custom package of the 6 Protocols which Procurement will acquire: Debriefing, Procurement Protests, Supplier Performance Evaluation, Supplier Disqualification, Contract Management and Document Drafting for a discounted flat rate of \$12,500 (discount of \$2,500).

Alternatives Reviewed

None, other than that identified herein, though the Committee can suggest amendments to the proposed changes.

Relationship to Council Strategic Priorities

While Procurement & Strategic Acquisitions and its related activities align with many of Council's 2019-2022 Strategic Priorities, the Procurement Work Plan perhaps best aligns with Sustainable and Engaging Government, specifically objective 4.1: High Quality, Efficient and Coordinate Core Services, which promote an organizational culture that values continuous improvement, collaboration, and innovation.

Other Pertinent Reports

PAC-C 1-2021 Procurement Work Plan Update 2020-2021 (March 8, 2021)

PAC-C 2-2020 - Procurement Advisory Committee Work Plan Update (Nov 16, 2020)

PAC-C 1-2020 - Proposed Procurement Work Plan 2020-2021 (Sept 14, 2020)

PAC-C 6-2019 - Procurement Work Plan Update 2019-2020 (Nov 18, 2019)

Prepared by:

Bart Menage, CSCMP, CRM, C.P.M.
Director, Procurement & Strategic
Acquisitions
Corporate Services

Recommended by:

Todd Harrison, CPA, CMA
Commissioner/Treasurer
Corporate Services

Submitted by:
Ron Tripp, P.Eng.
Acting Chief Administrative Officer

Appendices

Appendix 1	Presentation: Draft Procurement By-law Amendments	Page 6
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Procurement By-law Proposed Amendments

Procurement Advisory Committee: June 21, 2021

Bart Menage, CSCMP, CRM
Director of Procurement and Strategic Acquisitions
Corporate Services

PROCUREMENT BY-LAW HIGH LEVEL OVERVIEW

- Streamlining the By-law's focus on more appropriate high-level governance matters, such as:
 - governing principles;
 - core roles and responsibilities of the Region's Council, officers and employees;
 - delegations of authority for procurement approvals and contracting activities;
 - management of procurement-related information and records; and
 - compliance and monitoring.
- Removing overly detailed and prescriptive wording;
- Moving the procedural content into a separate supporting procedures and protocols document;
- Replacing the descriptive different types of procurement document "formats" (e.g. RFP, RFT, RFQ, etc.) with core "methods" like invitational or open competitions.

Section 1 – Purposes Goals and Objectives: Extending authority to the CAO and to practice reciprocal non-discrimination and geographic neutrality

Section 2 – Definitions: Removed reference procedural content, revised definitions and added Best Value, Real Property, Standard and Non Standard Procurement

Section 3 – Application : does not apply to the acquisitions or disposal of real property and reference to procedures and protocols (which will be developed by Procurement)

Section 4 – Responsibilities and Authorities: Revised and/or expanded the roles identified in the By-law to include Department Commissioners, all Employees and Procurement & Strategic Acquisitions employees

Section 5 – Separation of Roles and Role of Council

- Establish policy and approve expenditure via Budget Approval Process
- Staff authority to incur expenditure in accordance with approved budget
- Council may require Departments to obtain their approval; high value/significant risk, security concerns or community interest
- No Council involvement from initiation of process through to award

Section 7 – Standard Procurement: Existing Supply Agreement; Roster Competition; Low Value; Invitational or Open Competition

Section 8 – Non Standard Procurement: Process other than Standard, Non-Competitive process like single source, emergency. Sole Source will be continued to be merged with Single Source.

Sections 10-16 Standard Procurement (RFPQ, EOI, Low Value, Informal RFQ, RFQ, RFT and RFP: Removed procedural content; Procedures to be developed

Sections 17 Emergency: Was Special Circumstance – Procurement Office recommendation. Reported to the Director, Procurement & Strategic Acquisitions - Commissioner, Corporate Services review/approved funds.

Section 18 – Single Source: Revised/updated allowable exceptions, includes Sole Source and removed Roster as an exception

Section 19 – Negotiation (removed), TPO, not a method of procurement.

Section 21 – Bidder Debrief: Protocol to be developed

Section 24 – Council Approval (New Content)

- Contract requiring approval from Ontario Municipal Board
- Exceeds Council approved budget
- Authority has not been expressly delegated to Staff
- Where By-law is being waived or award is not to either the lowest compliant or highest scoring compliant bid.
- Where there is an irregularity or unresolved challenge in connection with the procurement process and, in the opinion of the CAO, in consultation with the Director of Legal and Court Services, the award of the contract is likely to expose Niagara Region to legal, financial or reputational risk.
- Where necessary, the CAO is authorized to approve the contracts normally subject to Council approval, as set out in this section, during the time that regular Council meetings are suspended, provided that a report is submitted to Council, as soon as reasonably possible, setting out the details of any contract approved pursuant to this authority.

Section 26 – Unsolicited Proposals (New): Unsolicited proposals, offers for presentation of products/services must be submitted to the Director, Procurement. Form of the competitive bid process. Must comply with the provisions of this Procurement By-law. In the absence of a competitive process, a contract may only be awarded in respect of an unsolicited proposal if a Non-Standard Procurement is permitted in accordance with this By-law and all applicable procedures and protocols

Section 27 – Bid Irregularities (Removed): TPO – procedural content

Section 29 – Now Contract Management and Supplier Performance: Managed by Department, Procurement must be involved in the management of contract disputes. New Supplier Disqualification Protocol to be developed.

Section 30 – Dispute Resolution is now Procurement Protests: Procedural content removed. Suppliers are able to protest the outcome of a procurement process. Submitted in writing to the Director, Procurement & Strategic Acquisitions and will be responded to by Niagara Region in accordance with the Region's Procurement Protest Protocol (To be developed)

Section 32 - Records Retention and Access to Information: All procurement activities must be supported by appropriate documentation and all records relating to a procurement process (Contract Management Protocol to be developed)

Section 33 – Surplus Assets: Removed procedural content – Department report to Director, Procurement & Strategic Acquisitions, residual value and not sale to Council/Staff. Surplus Property Protocol will be developed

Section 34 – Compliance: Subdividing, splitting or otherwise structuring procurement requirements or contracts in order to reduce the procurement value or in any way circumvent the requirements or intent of this By-law is known as contract splitting and is **not permissible**

Section 35 – Environmentally Sound Acquisitions Green Procurement

- All departments, in conjunction with the Procurement & Strategic Acquisitions, **are encouraged (must?)** to seek additional ways of achieving the goal of being environmentally safe and responsible by thorough review of each procurement process.
- To ensure that, wherever possible and economically feasible, the Region's solicitation document includes specifications that reflect environmentally friendly attributes of the goods and services.

Section 38 – Now Region’s Conflict of Interest

- No personal purchases
- No ability to bid on or personally obtain assets which they have declared surplus.
- No accepting directly or indirectly, from any person, company, firm or corporation to which any Purchase Order or Contract is, or might be awarded, any rebate, gift or money
- Must declare Conflicts of Interest to the Commissioner of Corporate Services/Treasurer - no involvement in a Bid Solicitation process where a real or perceived Conflict of Interest has been found or deemed to exist including but not limited to:
 - requesting the Deliverables, setting the parameters of the Purchase, evaluating Bids or recommending, deciding or making Awards;
 - direct contact with those making those Purchasing decisions, both in Procurement and Regional Department.

Section 39 – Supplier’s Conduct and Conflict of Interest (New)

- Act with integrity and conduct business in an ethical manner
- NR Refuse to do business - engaged in illegal or unethical bidding practices; has an actual or potential conflict of interest; has an unfair advantage in the procurement process; or fails to adhere to ethical business practices
- Supplier must declare
- Illegal and unethical bidding practices means - bid-rigging, price-fixing, bribery or collusion etc.
- No offers of gifts or incentives to Region staff, members of Council
- No Lobbying members of Council or Regional Staff or engaging in any prohibited communications during a procurement process;
- No submitting inaccurate or misleading information in response to a procurement opportunity;

Schedule A – Consultation ongoing with Regional Departments

Completed: May 27 2021: Presented By-law amendments to CLT. Proposed amendments shared with Finance, Legal and CLT

Next Steps : June 21, 2021: Present By-Law amendments to PAC

- July 2021: Finalize Bylaw based on input from CLT/PAC
- August 2021: Draft By-law to Corporate Services(CSC)

Protocols to be developed include: Debriefing, Procurement Protests, Supplier Performance Evaluation, Supplier Disqualification, Contract Management and Document Drafting

Subject: Procurement Work Plan Update 2020-2021

Report to: Procurement Advisory Committee

Report date: Monday, June 21, 2021

Recommendations

1. That Report PAC-C 3-2021 **BE RECEIVED** for information.

Key Facts

- This report provides updates on the Procurement work plan initiatives approved by the Procurement Advisory Committee on September 14, 2020.
- Procurement remains committed to improving service delivery and driving efficiency through the implementation of the initiatives outlines herein, which support successful outcomes for Regional projects.

Financial Considerations

Procurement and its related activities are critical in maintaining taxpayer affordability.

Analysis

This purpose of this report is to provide an update on the Procurement work plan initiatives approved by the Procurement Advisory Committee on September 14, 2020 (PAC-C 1-2020) in addition to previous updates provided on November 16, 2020 (PAC-C 2-2020) and March 8, 2021 (PAC-C 1-2021). These initiatives represent a continuation of Procurement modernization which demonstrates how Procurement, as a strategic partner, continues to deliver services, which support Niagara Region.

2020-2021 WORK PLAN – Updates

Staff will bring item 1 to Committee for input and/or approval.

1. Procurement By-law: (Q3-2021 – Accelerated by PAC March 8, 2021)

At the March 8, 2021, Procurement Advisory Committee (PAC), two options were presented; interim amendments or maintain current timeline of Q3-2021 and re-assess at this date approaches. Committee members were in support of Staff proceeding with proposed interim revisions to the Procurement By-law.

Procurement re-visited the recommendations proposed by the externally engaged Procurement Law Office coupled with the in process work completed to date and has instead completed a fulsome review of all proposed changes in lieu of interim amendments. With reference to the previously reported changes at the November 18, 2019 PAC meeting (PAC-C 6-2019), a summary of the more significantly proposed amendments is outlined in an accompanying report (PAC-C 4-2021) and the PowerPoint presentation which is appended to that report.

2. Procurement Templates: Version 4.0: (Q2-2021)

Procurement is on schedule with the process of updating Regional Procurement templates received from the Procurement Law Office.

3. Vendor Performance Management: (Deferred: Was Q2-2021)

Procurement will build upon the Public Works pilot for contractor performance and present its recommendations for vendor performance management for goods, services (consulting) and construction. Procurement is deferring this initiative so as to enable a continued focus on facilitating urgent and essential procurements, amendments to the Procurement By-law and completing training initiatives. In the interim, prescriptive guidance for all Regional Staff on Supplier Performance procedures are clearly outlined/provided in Section 29 of the By-law

4. Purchase Order Data Reporting: (Ongoing)

Continued development and assessment of PO Data to identify opportunities to initiate Corporate Agreements, which drive savings and audit compliance.

- MBN Canada Data Warehouse: Continued reporting of number of Purchase Orders and formally issued bid calls (Tenders, Quotations and Proposals) including values. Note: the awarded values will continue to rise over the initial

month of 2021 as more contracts initiated in 2020 are awarded. Remaining data should remain relatively static moving forward. (Appendix 1)

- At the March 8, 2021 PAC meeting, Procurement introduced a new “Draft” Procurement Dashboard to solicit feedback from Committee members. Based on feedback received, Procurement has not proposed any changes to the latest draft Dashboard which is appended to this report (Appendix 2).
- The dashboard presents the Year to Date Purchase Order PO Data as of May 17, 2021 and includes PO data on number and value of Purchase Orders issued by Departments, the requisitions types associated with those purchases, a top 5 listing of single source acquisitions and single source acquisitions by Department.

5. Procurement Education Programming for Staff (Ongoing)

Procurement has completed the remaining comprehensive role-based, blended learning program (For all Staff) that focuses on formal and informal learning opportunities for Niagara Region’s leaders and employees who requisition. The training is designed to address high-risk areas identified through the audit reports and increase internal procurement capacity among employees.

- a) Mandatory eLearning Module – Procurement Essentials **(Complete)**
- b) Online, Interactive Tool - Procurement Navigator **(Complete)**
- c) eLearning Module – Procurement Essentials for all staff **(Complete March 17)**
- d) Webinar Series – Skill-Builders **(deferred with focus on By-law amendment)**

Four (4) live interactive webinars will be delivered quarterly; each focused on in-depth review of procurement processes including Low Value, Informal, Tenders and Proposals a specific procurement process. The objective to build staff knowledge and understanding of process, roles and responsibilities.

Alternatives Reviewed

None, other than that identified herein, though the Committee can suggest amendments to the proposed Work Plan.

Relationship to Council Strategic Priorities

While Procurement & Strategic Acquisitions and its related activities align with many of Council's 2019-2022 Strategic Priorities, the Procurement Work Plan perhaps best aligns with Sustainable and Engaging Government, specifically objective 4.1: High Quality, Efficient and Coordinate Core Services, which promote an organizational culture that values continuous improvement, collaboration, and innovation.

Other Pertinent Reports

PAC-C 1-2021 Procurement Work Plan Update 2020-2021 (March 8, 2021)

PAC-C 2-2020 - Procurement Advisory Committee Work Plan Update (Nov 16, 2020)

PAC-C 1-2020 - Proposed Procurement Work Plan 2020-2021 (Sept 14, 2020)

PAC-C 6-2019 - Procurement Work Plan Update 2019-2020 (Nov 18, 2019)

Prepared by:

Bart Menage, CSCMP, CRM, C.P.M.
Director, Procurement & Strategic
Acquisitions, Corporate Services

Recommended by:

Todd Harrison, CPA, CMA
Commissioner, Corporate
Services/Treasurer

Submitted by:

Ron Tripp, P.Eng.
Acting Chief Administrative Officer

Appendices

Appendix 1	MBN Canada Data Warehouse	Page 5
Appendix 2	"Draft" Procurement Dashboard	Page 6

MBN Canada Data Warehouse

Categories	2017	2018	2019	2020	2021
Annual Number - Tenders	52	60	82	77	40
Annual Number - Proposals	55	72	74	75	29
Annual Number - Quotations	54	54	54	49	19
Average number of bids per call	4	3.5	3.7	4.2	3.53
Categories	2017	2018	2019	2020	2021**
Annual Dollar Value - Tenders	\$ 57,738,724.00	\$ 94,742,302.00	\$ 118,816,040.00	\$ 98,925,808.00	\$ 6,386,317.00
Annual Dollar Value - Proposals	\$ 26,832,976.00	\$ 14,730,756.00	\$ 65,208,810.00	\$ 23,625,155.00	\$ 505,216.00
Annual Dollar Value - Quotations	\$ 2,521,371.00	\$ 2,366,656.00	\$ 2,167,737.00	\$ 2,315,235.00	\$ 653,088.00
Categories	2017	2018	2019	2020	2021
Annual Number of Purchase Orders	18410	18829	17712	16065	5986
Annual Dollar Value - All Purchase Orders	\$ 279,362,461.00	\$ 297,529,008.00	\$ 319,954,706.00	\$ 345,749,936.00	\$ 180,901,668.00

"Draft" Procurement Dashboard

Business Unit	PO Count	PO Totals	Pct % Total
Public Works	1,637	\$104,943,120	58.01%
Corporate Services	708	\$31,973,487	17.67%
NRH	110	\$12,985,917	7.18%
Community Services	1,256	\$11,286,537	6.24%
NRPS	1,135	\$8,790,354	4.86%
Public Health	791	\$7,160,714	3.96%
CAO's Office	312	\$2,858,847	1.58%
Planning & Development	37	\$902,693	0.50%
Grand Total	5,986	\$180,901,668	100.00%
PO Origin	PO Count	PO Totals	Pct % Total
ONL	4,987	\$73,345,807	40.54%
FRM	97	\$63,654,474	35.19%
SNG	427	\$21,804,877	12.05%
SCA	304	\$17,419,337	9.63%
COP	37	\$2,446,345	1.35%
SPE	35	\$1,124,909	0.62%
INF	99	\$1,105,919	0.61%
Grand Total	5,986	\$180,901,668	100.00%
Online Procurements	PO Count	PO Totals	Pct % Total
PO - Against Contracts	632	\$65,210,190	36.05%
PO - No Contracts	4,355	\$8,135,617	4.50%
Grand Total	4,987	\$73,345,807	40.54%
Top 5 Single Source Suppliers	PO Count	PO Value	
Motorola Solutions Canada Inc.	3	\$3,474,962	
N-Viro Systems Canada Inc.	1	\$3,242,919	
The BTS Network	1	\$2,002,972	
Katalogic Inc.	5	\$1,460,161	
Source Warehousing Inc.	6	\$862,024	
Grand Total	16	\$11,043,038	
Top Single Source By BU	PO Count	PO Value	
Public Works	204	\$10,652,722	
NRPS	80	\$5,639,964	
Corporate Services	34	\$2,401,370	
Public Health	41	\$1,441,370	
Community Services	45	\$958,807	
Planning & Development	11	\$349,512	
CAO's Office	10	\$335,377	
NRH	2	\$25,754	
Grand Total	427	\$21,804,877	

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

**PAC 1-2021
Monday, March 8, 2021
Video Conference
Niagara Region Headquarters, Campbell West
1815 Sir Isaac Brock Way, Thorold, ON**

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

Staff Members Present via Video Conference: T. Byrne, Manager, Procurement Manager, H. Chamberlain, Director, Financial Management and Planning/Deputy Treasurer, T. Harrison, Commissioner/Treasurer, Corporate Services, K. Lotimer, Legislative Coordinator, B. Menage, Director, Procurement & Strategic Acquisitions, A.-M. Norio, Regional Clerk, R. Tripp, Acting Chief Administrative Officer, B. Zvaniga, Interim Commissioner, Public Works

1. CALL TO ORDER

Kelly Lotimer, Legislative Coordinator, called the meeting to order at 1:00 p.m.

2. DISCLOSURES OF PECUNIARY INTEREST

There were no disclosures of pecuniary interest.

3. SELECTION OF COMMITTEE CHAIR AND VICE-CHAIR

3.1 Call for Nominations for Committee Chair

Kelly Lotimer, Legislative Coordinator, called for nominations for the position of Chair of the Procurement Advisory Committee for a two-year term (2021-2022).

Moved by Councillor Gale
Seconded by Councillor Rigby

That Councillor Whalen **BE NOMINATED** as Chair of the Procurement Advisory Committee for a two-year term (2021-2022).

3.2 Motion to Close Nominations for Committee Chair

Kelly Lotimer, Legislative Coordinator, called a second and third time for nominations for the position of Procurement Advisory Committee Chair. There being no further nomination, it was:

Moved by Councillor Rigby
Seconded by Councillor Edgar

That nominations for the position of Chair of the Procurement Advisory Committee for the 2021-2022 term, **BE CLOSED**.

Carried

3.3 Voting for Position of Committee Chair

There being only one nominee for the position, Ms. Lotimer, announced that Councillor Whalen would be the Procurement Advisory Committee Chair for the 2021-2022 term.

3.4 Call for Nominations for Committee Vice-Chair

Kelly Lotimer, Legislative Coordinator, called for nominations for the position of Vice-Chair of the Procurement Advisory Committee for the 2021-2022 term.

Moved by Councillor Edgar
Seconded by Councillor Whalen

That Councillor Insinna **BE NOMINATED** as Vice-Chair of the Procurement Advisory Committee for a two-year term (2021-2022).

3.5 Motion to Close Nominations for Committee Vice-Chair

Kelly Lotimer, Legislative Coordinator, called a second and third time for nominations for the position of Procurement Advisory Committee Vice-Chair. There being no further nominations, it was:

Moved by Councillor Rigby
Seconded by Councillor Zalepa

That nominations for the position of Vice-Chair of the Procurement Advisory Committee for the 2021-2022 term, **BE CLOSED**.

Carried

3.6 Voting for Position of Committee Vice-Chair

There being only one nominee for the position, Ms. Lotimer, announced that Councillor Insinna would be the Procurement Advisory Committee Vice-Chair for the 2021-2022 term.

At this point in the meeting, Councillor Whalen assumed the Chair.

4. **PRESENTATIONS**

There were no presentations.

5. **DELEGATIONS**

There were no delegations.

6. **ITEMS FOR CONSIDERATION**

There were no items for consideration.

7. **CONSENT ITEMS FOR INFORMATION**

7.1 PAC-C 1-2021

2020-2021 Procurement Work Plan Update

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

- Procurement By-law
- Procurement Templates
- Vendor Performance Management
- Purchase Order Data Reporting: MBN Canada
- Procurement Essentials for all staff
- Webinar Series

Moved by Councillor Zalepa

Seconded by Councillor Insinna

That Correspondence Item PAC-C 1-2021, being a memorandum from Bart Menage, Director, Procurement & Strategic Acquisitions, dated March 8, 2021, respecting Procurement Work Plan Update 2020-2021, **BE RECEIVED** for information.

Carried

7.2 PAC-C 2-2021

Responses to November 16, 2020, Councillor Information Requests

Moved by Councillor Insinna

Seconded by Councillor Rigby

That Report PAC-C 2-2021 (including Confidential Appendix 1 to Report PAC-C 2-2021), dated March 8, 2021, respecting Responses to November 16, 2020, Councillor Information Requests, **BE RECEIVED** for information.

Carried

7.3 PAC 2-2020

Procurement Advisory Committee Meeting Minutes - November 16, 2020

Moved by Councillor Heit

Seconded by Councillor Zalepa

That Report PAC 2-2020, being the minutes of the Procurement Advisory Committee meeting held on November 16, 2020, **BE RECEIVED** for information.

Carried

8. **OTHER BUSINESS**

There were no items of other business.

9. **CLOSED SESSION**

Committee did not resolve into closed session.

10. **BUSINESS ARISING FROM CLOSED SESSION**

10.1 Confidential Appendix 1 to Report PAC-C 2-2021

Confidential Appendix 1 to Report PAC-C 2-2021 was received for information under item Minute Item 7.2.

11. **NEXT MEETING**

The next meeting will be held on Monday, June 21, 2021, at 1:00 p.m.

12. ADJOURNMENT

There being no further business, the meeting adjourned at 1:43 p.m.

Councillor Whalen
Committee Chair

Kelly Lotimer
Legislative Coordinator

Ann-Marie Norio
Regional Clerk