

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

**PAC 1-2019
Monday, March 11, 2019
Council Chamber
Niagara Region Headquarters, Campbell West
1815 Sir Isaac Brock Way, Thorold, ON**

Committee: Bradley (Regional Chair), Gale, Heit, Insinna Rigby, Whalen, Zalepa

Absent/Regrets: Edgar

Staff: T. Byrne, Manager, Purchasing Services, H. Chamberlain, Director, Financial Management and Planning / Deputy Treasurer, T. Harrison, Commissioner/Treasurer, Enterprise Resource Management Services, B. Menage, Director, Procurement & Strategic Acquisitions, J. Mulligan, Manager, Strategic Sourcing, A.-M. Norio, Regional Clerk

Others Present: J. Armstrong, Armstrong Strategy Group

1. CALL TO ORDER

Ann-Marie Norio, Regional Clerk called the meeting to order at 1:01 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

Ann-Marie Norio, Regional Clerk, called for nominations for the position of Chair of the Procurement Advisory Committee for the 2019-2020 term.

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 (2019-2020).

3.2 Motion to Close Nominations for Committee Chair

Ann-Marie Norio, Regional Clerk, called a second and third time for nominations for the position of Procurement Committee Chair.

There being no further nominations it was:

Moved by Councillor Rigby

Seconded by Councillor Insinna

That nominations for the position of Chair of the Procurement Advisory Committee for the 2019-2020 term, **BE CLOSED**.

Carried

3.3 Voting for Position of Committee Chair

There being only one nominee for the position of Committee Chair, the Regional Clerk announced that Councillor Whalen would be the Procurement Advisory Committee Chair for a two-year term (2019-2020).

3.4 Call for Nominations for Committee Vice-Chair

Ann-Marie Norio, Regional Clerk, called for nominations for the position of Vice Chair of the Procurement Advisory Committee for the 2019-2020 term.

Moved by Councillor Rigby

Seconded by Councillor Whalen

That Councillor Insinna **BE NOMINATED** as Vice Chair of the Procurement Advisory Committee for a two-year term (2019-2020).

3.5 Motion to Close Nominations for Committee Vice-Chair

Ann-Marie Norio, Regional Clerk, 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 Zalepa

Seconded by Councillor Gale

That nominations for the position of Vice Chair of the Procurement Advisory Committee for the 2019-2020 term, **BE CLOSED**.

Carried

3.6 Voting for Position of Committee Vice-Chair

There being only one nominee for the position of Committee Vice Chair, the Regional Clerk announced that Councillor Insinna would be the Procurement Advisory Committee Vice Chair for a two-year term (2019-2020).

4. **PRESENTATIONS**

4.1 Procurement Modernization: Timeline and Accomplishments

Bart Menage, Director, Procurement & Strategic Acquisitions, provided information respecting Procurement Modernization: Timeline and Accomplishments. Topics of the presentation included:

- Procurement Modernization
- Accomplishments
- 2019/2020 Work Plan
- Templates
- Negotiated Request for Proposal
- E-Bidding: Final Transition
- Reporting
- Procurement By-law
- Summary

A copy of the presentation is attached to these minutes.

Moved by Councillor Rigby
Seconded by Councillor Insinna

That staff **BE DIRECTED** to provide a report outlining procedures to examine the legitimacy of corporate identity for future providers for implementation in the procurement procedures.

Carried

Councillor Information Request(s):

Provide information respecting the policy and/or procedure regarding when a fairness advisor is to be engaged. Councillor Gale.

Provide information respecting the purchasing and execution authority limits of staff. Councillor Gale.

5. **DELEGATIONS**

There were no delegations.

6. **ITEMS FOR CONSIDERATION**

6.1 **PAC-C 1-2019**

Proposed Amendments to Procurement Advisory Committee Terms of Reference

Moved by Councillor Rigby
Seconded by Councillor Gale

That this Committee **RECOMMENDS** to the Corporate Services Committee:

That Report PAC-C 1-2019, dated March 11, 2019, respecting Proposed Amendments to the Procurement Advisory Committee Terms of Reference, **BE RECEIVED** and the following recommendation **BE APPROVED**:

1. That Committee **APPROVE** the proposed amendments to the Terms of Reference for the Procurement Advisory Committee as outlined in Appendix 1 of Report PAC-C 1-2019.

Carried

6.2 **PAC-C 2-2019**

Proposed Procurement Work Plan 2019-2020

Moved by Councillor Rigby
Seconded by Councillor Gale

That this Committee **RECOMMENDS** to the Corporate Services Committee:

That Report PAC-C 2-2019, dated March 11, 2019, respecting Proposed Procurement 2019-2020 Work Plan, **BE RECEIVED** and the following recommendations **BE APPROVED**:

1. That the Committee **APPROVE** the proposed 2019-2020 Work Plan for the Committee; and

2. That the Committee **DIRECT** staff to report back on topics selected by the Committee for further investigation.

Carried

Councillor Information Request(s):

Request feedback from across the corporation on potential improvements to the procurement scorecard. Councillor Zalepa.

6.3 PAC-C 3-2019

2019 Meeting Schedule

Moved by Councillor Rigby
Seconded by Councillor Gale

That Correspondence Item PAC-C 3-2019, dated March 11, 2019, respecting Procurement Advisory Committee 2019 Meeting Schedule, **BE RECEIVED** and the following recommendation **BE APPROVED**:

1. That the Procurement Advisory Committee meetings **BE HELD** at 1:00 p.m. on the following dates in 2019:

June 10, September 9 and November 11.

Carried

9. **NEXT MEETING**

The next meeting will be held on Monday, June 10, 2019 at 1:00 p.m. in the Council Chamber.

10. **ADJOURNMENT**

There being no further business, the meeting adjourned at 2:32 p.m.

Councillor Whalen
Committee Chair

Ann-Marie Norio
Regional Clerk