

**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

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.

Councillor Whalen
Committee Chair

Kelly Lotimer
Legislative Coordinator

Ann-Marie Norio
Regional Clerk