

**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