



Hamilton

**Procurement Sub-Committee**

**REPORT 20-001**

**AS AMENDED BY COUNCIL SEPTEMBER 30, 2020**

**1:00 pm**

**Thursday, August 27, 2020**

**Room 264, 2<sup>nd</sup> Floor**

**Hamilton City Hall**

**71 Main Street West**

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**Present:** Councillors L. Ferguson (Chair), J.P. Danko (Vice-Chair),  
and N. Nann

**Absent with Regrets:** Councillor T. Whitehead - Personal

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**1. Appointment of Chair and Vice-Chair (Item 1.1)**

- (a) That Councillor L. Ferguson be appointed as Chair of the Procurement Sub-Committee for the remainder of the 2018-2022 term.
- (b) That Councillor J.P. Danko be appointed as Vice-Chair of the Procurement Sub-Committee for the remainder of the 2018-2022 term.

**2. 2020 Proposed Procurement Policy Review and Proposed Amendments (FCS20033) (City Wide) (Item 9.1)**

- ~~(a) That the City of Hamilton Procurement Policy, attached as Appendix "A" to Procurement Sub-Committee Report 20-001, be approved as~~  
***amended;***

- (a) That Appendix "A" to the Procurement Sub-Committee Report 20-001, be further amended to reflect the current wording in the Procurement Policy, as follows:

**POLICY # 17 - Conflicts of Interest**

- (4) Any Contract with the City may be voided in which a member of Council or any employee of the City has an undeclared direct or indirect pecuniary interest.
- (b) That staff be directed to review Sub-Section (4), of Policy #17 – Conflicts of Interest, of the Procurement Policy and report back to the Procurement Sub-Committee at a future meeting;

- (c) That the item respecting recommendations and options for Councillors to comply with Policy 19 of the Procurement By-law be considered complete and removed from the Audit, Finance & Administration Committee's Outstanding Business List; and,
- (d) That a By-Law to adopt and maintain a Procurement Policy for the City of Hamilton, in substantially the form set out in Appendix "A" **as further amended**, to Procurement Sub-Committee Report 20-001, be enacted.

**FOR INFORMATION:**

**(a) CHANGES TO THE AGENDA (Item 2)**

The Committee Clerk indicated that there were no changes to the agenda.

The agenda for the August 27, 2020 Procurement Sub-Committee meeting was approved, as presented.

**(b) DECLARATIONS OF INTEREST (Item 3)**

There were no declarations of interest.

**(c) MINUTES (Item 4)**

Councillor Ferguson relinquished the Chair to Councillor Danko in order to move the motion to approve the minutes of the November 9, 2017 meeting.

**(i) November 9, 2017**

The Procurement Sub-Committee Minutes of the November 9, 2017 Meeting were approved.

Councillor Ferguson assumed the Chair.

**(d) DISCUSSION ITEM (Item 9)**

**(i) 2020 Proposed Procurement Policy Review and Proposed Amendments (FCS20033) (City Wide) (Item 9.1)**

Tina Iacoe, Procurement Manager, addressed Committee and provided a verbal overview of the report.

Councillor Ferguson relinquished the Chair to Councillor Danko in order to move the following amendment:

- (a) That all references to Low Dollar Procurements of \$25,000, **be amended to \$10,000**; and
- (b) That Policy # 5.1, Section 4.5.1 of Appendix "A" attached to Report FCS20033, respecting the 2020 Proposed Procurement

Policy Review and Proposed Amendments, ***be amended***, as follows:

POLICY # 5.1 - Low Dollar Value Procurements (up to but not including ~~\$25,000~~ ***\$10,000***)

- (1) Client Departments shall utilize all applicable City Contracts and shall otherwise be in accordance with the Procurement Policy.
  - (2) For procurements where there are no applicable City Contracts, the Client Department may directly procure Goods and/or Services with an estimated procurement value up to but not including ~~\$25,000~~ ***\$10,000***. Neither a RFQ, RFP nor RFT is required for Low Dollar Value Procurements.
  - (3) The General Managers may delegate Approval Authority to their staff for Low Dollar Value Procurements. This procurement function has been de-centralized and therefore, it is the responsibility of the respective General Manager to ensure that the Procurement Policy is adhered to.
  - (4) An authorized online Purchase Requisition is be utilized to initiate a Purchase Order and/or formal Contract process for any procurement over \$10,000.
- (c) ***That the increase to the minor purchasing threshold from \$10,000 to \$25,000 be referred back to staff for further refinement and a report back to the Procurement Sub-Committee.***

For disposition of this matter, refer to Item 2.

Councillor Ferguson assumed the Chair.

**(e) ADJOURNMENT (Item 14)**

There being no further business the Procurement Sub-committee adjourned at 2:48 p.m.

Respectfully submitted,

Lloyd Ferguson, Chair  
Procurement Sub-Committee

Angela McRae  
Legislative Coordinator  
Office of the City Clerk