Present: Councillors B. Clark, L. Ferguson, R. Pasuta
Absent with Regrets: Councillor T. Whitehead – Illness
Also Present: S. Stewart, General Manager, Public Works  
J. Rinaldo, General Manager, Finance and Corporate Services  
R. Male, Director of Financial Services  
A. Boakes, Manager of Purchasing  
D. Edwards, Senior Solicitor  
C. Biggs, Legislative Assistant

THE PURCHASING SUB-COMMITTEE PRESENTS REPORT 07-001 AND RESPECTFULLY RECOMMENDS:

1. Appointment of Chair and Vice Chair (Item 1)
   (a) That Councillor L. Ferguson be appointed Chair of the Purchasing Sub-Committee;
   (b) That Clive Thurston be appointed Vice Chair of the Purchasing Sub-Committee.

2. Amendment to the Terms of Reference for the Purchasing Sub-Committee
   That the Terms of Reference for the Purchasing Sub-Committee be amended as follows:
   (a) That the “Purpose” in the Terms of Reference be amended to read as follows:

   Audit and Administration Committee – September 5, 2007
“To review policies, procedures and processes regarding city procurement in two phases, as related firstly to the construction industry as a whole, with input and consideration from members of the construction industry, and secondly, to purchasing issues related to the provision of goods and services to the City.”

(b) That the membership of the Purchasing Sub-Committee be amended as required to include representation from providers of goods and services to the City, as appropriate;

(c) That all members of the Purchasing Sub-Committee, be voting members;

(d) That a quorum shall be achieved when 50% plus one of the voting membership body is present.

FOR THE INFORMATION OF THE COMMITTEE:

(a) Amendment to the Terms of Reference for the Purchasing Sub-Committee

The Sub-Committee concurred that the Chamber of Commerce be invited to participate on the Purchasing Sub-Committee during the review of the policies related to the provision of goods and services to the City.

(b) Process for Review of Purchasing Policies (Item 2)

(c) Function of the Construction Liaison Committee (Item 3)

Jeff Feswick spoke on behalf of the Hamilton Halton Construction Association and advised that the Construction Liaison Committee (CLC) has been meeting for the past year, and has identified that there are problems within the industry. The CLC has established a number of sub-committees in an attempt to resolve some of the major issues. These sub-committees include CCDC 23, CCDC 2, an architect sub-committee and risk committee. The CCDC is the Canadian Construction Documents Committee, which creates standardized documents for use in the construction industry.

The Sub-Committee was advised that there are municipalities in Ontario that use the standard CCDC documents, such as the City of Toronto, Peel Region, City of Kingston and City of Vaughan.

On a motion (Clark/Pasuta) a working group composed of members of the Purchasing Sub-Committee and appropriate staff was established to review the City’s documents and the CCDC documents with a view to harmonizing the language and clauses, with a report back to the Purchasing Sub-Committee by the end of September.
Clive Thurston advised that the Chair of the Purchasing Sub-Committee will be invited to all future meetings of the Construction Liaison Committee.

**Note:** Sub-section (b) of the “Membership” section of the Terms of Reference indicates a third industry representative to be determined. The Sub-Committee agreed that the third party shall be a representative from the architectural sector of the construction industry. With the agreement of the Sub-Committee, staff will contact Joanne McCallum of the Architects’ Association to participate on the Purchasing Sub-Committee for the construction component of the review.

(ii) Item 12 of Audit and Administration Committee Report 07-007, approved by Council on May 16, 2007, respecting membership on the Purchasing Sub-Committee (Item 4b)

**Other Business (Item 5)**

None.

**Adjournment**

There being no further business, the Committee adjourned at 11:00 a.m.

Respectfully submitted

Councillor L. Ferguson
Chair

Carolyn Biggs
Legislative Assistant
August 20, 2007