

**EXCELLENCE THROUGH EFFICIENCY AND EFFECTIVENESS (E3)
COUNCIL STEERING COMMITTEE**

**April 18, 2011
Council Chamber**

Attendance:

Deputy Mayor Jack Heath
Regional Councillor Jim Jones
Regional Councillor Gord Landon
Regional Councillor Joe Li
Councillor Howard Shore
Councillor Don Hamilton
Councillor Carolina Moretti
Councillor Colin Campbell
Councillor Alan Ho
Councillor Alex Chiu

Staff

John Livey, Chief Administrative Officer
Brenda Librecz, Commissioner of Community & Fire Services
Andy Taylor, Commissioner of Corporate Services
Joel Lustig, Town Treasurer
Alex Moore, Manager of Purchasing
Raj Raman, Manager, Accounting & Expenditure Control
Andrea Tang, Manager Financial Planning
Kitty Bavington, Council/Committee Coordinator

The second meeting of Excellence through Efficiency and Effectiveness (E3) Council Steering Committee convened at 9:00 a.m., with Regional Councillor Gord Landon in the Chair.

**1. EXCELLENCE THROUGH EFFICIENCY & EFFECTIVENESS (E3)
PURCHASING PROCESS**

Alex Moore, Manager of Purchasing, delivered a PowerPoint presentation providing the Mission Statement and Governance of the purchasing and procurement practices of the Town of Markham. The E3 Committee was provided with details regarding: purchasing practices; audit of the purchasing process; reporting; unique requirements in municipal procurement; York Co-op; price comparisons; and the seasonal impact on contract prices.

The Committee had several questions and staff provided clarification regarding procurement practices, Commercial Liability Insurance coverage, advantageous prices obtained from quantity purchases with the York Co-op and a similar provincial program, dealing with unreliable contractors, and the potential for collusion between bidders in contracts.

Staff confirmed that industry standard pricing is researched before issuing an RFP. There is a public perception that government entities pay higher prices; however, the Town is able to pay less in most cases. With respect to extreme low bids on tenders, staff explained the options and processes to ensure the contractor has not underbid.

The Committee was advised that the Town found the evaluations of the previous Auditor General to be valuable, and the position will be filled on a contract basis.

It was clarified that the Task Force will process improvement recommendations developed by staff.

Moved by Councillor Colin Campbell

Seconded by Councillor Alan Ho

That the presentations by Alex Moore, Manager of Purchasing, regarding Excellence through Efficiency & Effectiveness (E3) be received.

ADJOURNMENT

The E3 Council Steering Committee meeting adjourned at 10:20 am.