

**Terms of Reference
for the Procurement Business Committee for
Procurement Improvements**

Background:

To successfully implement continuous procurement improvements, Highways and Public Works requires ongoing expertise from business stakeholders including industry associations, chambers of commerce, and First Nation development corporations. Accordingly, we are extending the Procurement Business Committee term to provide continued input as we implement procurement improvement initiatives linked to government priorities, procurement principles and innovation.

The creation of the Procurement Business Committee and its terms of reference were approved by the Yukon government on April 20, 2018. The extension of the committee was approved on March 11, 2020.

Procurement Business Committee

Terms of Reference

Roles and Responsibilities:

- a) Reviewing continuous improvement and other procurement initiatives proposed by HPW and providing input as requested.
- b) Reviewing documents in advance of Procurement Business Committee meetings.
- c) Representing their respective organizations and keeping their respective organizations informed of progress.
- d) Proposing topics for Procurement Business Committee meetings, as desired.
- e) Considering Yukon government's national and international trade agreement obligations when reviewing improvement initiatives.
- f) Reporting to the Chair, the Deputy Minister of Highways and Public Works.

Scope: The Procurement Business Committee is not a decision making body, but will provide ongoing input and advice to the Deputy Minister of Highways and Public Works. The Deputy Minister will oversee procurement improvement actions to develop and implement. The Procurement Business Committee will be given draft documents and other materials to assist in providing advice to Highways and Public Works.

Governance: The Procurement Business Committee will use a consensus-based approach when developing advice to give to the Deputy Minister of Highways and Public Works. It is recognized that the group represents a diversity of perspectives and that, on occasion, its advice will not be unanimously endorsed by all members.

Accountability: Following meetings, the Procurement Business Committee will submit a written summary of input to the Deputy Minister of Highways and Public Works by way of accepted meeting minutes. Each member shall represent their respective organization/department and keep their respective organization/department informed on improvement progress.

Meetings: The Procurement Business Committee will meet quarterly or as called by the Deputy Minister of Highways and Public Works. The meetings are closed to the public. Refreshments will be provided. Conference calls and/or webinars will be arranged for members who cannot attend in person. Highways and Public Works will provide administrative support.

Membership: The Committee will be made up of a mix of internal and external stakeholders with businesses perspectives and expertise in procurement. The stakeholders will reflect a diverse range of business interests (for example, business size, gender, sector).

The Procurement Business Committee is composed as follows:

1. Deputy Minister, Highways and Public Works, chair.
2. Industry associations and Yukon First Nation development corporations, including:

- Yukon First Nation development corporations
 - Yukon First Nations Chamber of Commerce
 - Yukon Chamber of Commerce
 - Whitehorse Chamber of Commerce
 - Dawson Chamber of Commerce
 - St. Elias Chamber of Commerce
 - Silver Trail Chamber of Commerce
 - Watson Lake Chamber of Commerce
 - Yukon Contractors Association
 - Association of Canada Lands Surveyors
 - Association of Consulting Engineers of Canada – Yukon
3. Yukon government procurement representatives (2-3)

The Chair reserves the right to add another representative if necessary to increase the diversity of the group. The member will represent a recognized group of businesses.

Vacancies: To be filled at the discretion of the Chair.

Observers: Directors, Procurement Support Centre and Supply Services Branch

Membership Term: Effective upon selection to December 1, 2021.

Procurement Business Committee Term: Until December 1, 2021, unless extended with approval of the Minister of Highways and Public Works.

Terms of Reference to be reviewed: After December 1, 2021 if necessary.