Executive Committee Minutes

April 6, 2017
10:48 a.m.
Council Chambers
Walkerton, Ontario

Present: Warden Mitch Twolan (Chair)
Councillors Robert Buckle, Anne Eadie, Paul Eagleson, David Inglis, Janice Jackson and Mike Smith

Staff: Kelley Coulter, Chief Administrative Officer
Darlene Batte, Deputy Clerk
Kara Van Myall, Manager of Corporate Policy and Economic Development
Donna Van Wyck, Clerk
Stellina Williams, Business Investment Specialist, Energy Sector
Jill Roote, Senior Policy Advisor

Regrets: Councillor Milt McIver

1. Pecuniary Interest

There were no declarations of pecuniary interest.

2. Action Items

A. Grant Policy

Moved by Councillor Anne Eadie
Seconded by Councillor David Inglis

That the Bruce County Community Grant policy and application be endorsed as modified.

Carried

B. Procurement Policy

The Procurement Modernizing Cross Functional Team, Sherri Dillon, Jen Smith, Terra Sutter, Tony Ban and Tara Wilson presented the modernized Procurement Policy and Procedures for the Committee's consideration.

Moved by Councillor Mike Smith
Seconded by Councillor Robert Buckle

That the Cross Functional Team Final Report Re: Modernizing the Purchasing Policy and Procedure be received for consideration of the following recommendations;

That the following policies and procedures with a recommended implementation of April 6th, 2017, be endorsed;

- **The "Purchasing Policy" as attached in Appendix A;**
- **The "Purchasing Procedure" as attached in Appendix B; and,**

That staff be authorized to move forward with investigating the following recommendations:

- **Investigating an electronic Quotes/Tenders system.**
- **Legal review of Tender document.**
- **Six (6) month review of Policy and Procedure.**
- **Encumbrance System Investigation.**

Carried

Members of the Team left following their presentation.

C. Code of Conduct

The Warden reported that the Code of Conduct report has been deferred to the May 4, 2017 meeting.

3. Closed Meeting

Moved by Councillor Mike Smith
Seconded by Councillor Janice Jackson

That the Committee move into a closed meeting to receive an update from the Business Investment Specialist, Energy pursuant to Section 239. (3.1) of the Municipal Act, for the purpose of educating or training the members; and,

Pursuant to Section 239 (2) (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

Carried

4. Rise and Report

Moved by Councillor Mike Smith
Seconded by Councillor David Inglis

That the Committee rise and report from the closed meeting.

Carried

The Warden reported that staff were given direction in closed session.

5. Next Meeting

The next meeting of the Executive Committee will take place on Thursday, April 13, 2017, in the Council Chambers, County Administration Centre, Walkerton, Ontario.

6. Adjournment

Moved by Councillor Robert Buckle
Seconded by Councillor Janice Jackson

That the meeting of the Executive Committee adjourn at 11:52 a.m.

Carried

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Warden Mitch Twolan, Chair
Executive Committee