

The Corporation of the Town of Essex
Special Council Meeting Minutes
February 4, 2019

A Special Council Meeting was held on Monday, February 4, 2019 at 5:00 P.M. in Committee Room "C" of the Essex Civic Centre, 360 Fairview Avenue West, Essex for the purpose of providing information on the Council Discretionary Fund and the Procurement Policy Procedure.

The meeting was called to order at 5:00 P.M.

1. Roll Call

Present:	Mayor Larry Snively Deputy Mayor Richard Meloche Ward 1 Councillor Joe Garon Ward 1 Councillor Morley Bowman Ward 2 Councillor Kim Verbeek Ward 3 Councillor Chris Vander Doelen Ward 3 Councillor Steve Bjorkman
Also Present:	Donna Hunter, Chief Administrative Officer Chris Nepszy, Deputy CAO/Director, Infrastructure Services Jeffrey Morrison, Director, Corporate Services and Treasurer Kate Giurissevich, Manager, Finance and Business Services Jackson Tang, Assistant Manager, Business Services Robert Auger, Clerk, Legal and Legislative Services
Regrets:	Councillor Sherry Bondy Doug Sweet, Director, Community Services

2. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

3. Adoption of Published Agenda

a) Special Council Meeting Agenda

Moved by Deputy Mayor Meloche
Seconded by Councillor Bowman

(SP19-02-009) That the published agenda for the February 4, 2019 Special Council Meeting regarding the Council Discretionary Fund and Introduction to Procurement be adopted as presented.

Carried

4. Reports from Administration

a) Jackson Tang, Assistant Manager, Business Services.

Presentation to Council
RE: Introduction to Procurement

Jackson Tang, Assistant Manager, Business Services provided a power point presentation summarizing the procurement process and policy.

Moved by Councillor Bjorkman
Seconded by Councillor Verbeek

(SP19-02-010) That the PowerPoint presentation entitled "Introduction to Procurement", prepared by Jackson Tang, Assistant Manager, Business Services, be received.

Carried

- b) Jeffrey Morrison, Director of Corporate Services and Treasurer
Verbal Report
RE: Council Discretionary Fund

Jeffrey Morrison, Director of Corporate Services and Treasurer distributed the Council Discretionary Fund Summary which was created to enable Council to quickly access information to determine if the allocation of the funding meets the requirements of the Council Discretionary Fund. He also advised Council of the time frames that the funding is available.

Moved by Councillor Bjorkman
Seconded by Councillor Garon

(SP19-02-011) That the verbal report entitled "Council Discretionary Fund", prepared by Jeffrey Morrison, Director, Corporate Services/Treasurer, be received.

Carried

5. Adjournment

Moved by Deputy Mayor Meloche
Seconded by Councillor Verbeek

(SP19-02-012) That the meeting be adjourned at 5:56 P.M.

Carried

MAYOR

CLERK