

**LAC LA BICHE COUNTY  
POLICY REVIEW COMMITTEE  
COUNTY CENTRE, LAC LA BICHE**

**February 17, 2016 – 9:30 a.m.**

Minutes of the Lac La Biche County Policy Review Committee Meeting held February 17, 2016 at 9:30 a.m.

**CALL TO ORDER** Councillor Siebold called the meeting to order at 9:32 a.m.

<b>PRESENT</b>	Omer Moghrabi	Mayor
	MJ Siebold	Councillor (Chairperson)
	John Nowak	Councillor/Deputy Mayor (entered at 10:04 a.m.)
	David Phillips	Councillor

<b>STAFF IN ATTENDANCE</b>	Shadia Amblie	Chief Administrative Officer
	Melanie McConnell	Assistant Chief Administrative Officer
	Dan Small	Senior Manager, Finance & Grants
	Vicki Versteeg	Legislative Services Coordinator

**REGRETS**

**ADOPTION OF AGENDA**

PR.16.026 Motion by Mayor Moghrabi to approve the February 17, 2016 Policy Review Committee Meeting agenda as presented.

**CARRIED UNANIMOUSLY**

**ADOPTION OF MINUTES**

3.1 February 3, 2016 – Policy Review Committee Meeting.

PR.16.027 Motion by Councillor Phillips to adopt the February 3, 2016 Policy Review Committee Meeting minutes as circulated.

**CARRIED UNANIMOUSLY**

**UNFINISHED BUSINESS**

There was no unfinished business to address.

## **URGENT MATTERS**

There were no urgent matters to address.

## **NEW BUSINESS**

6.1 Briefing – Review of Procurement Policy CS-10-004;

Mr. Dan Small, Senior Manager of Finance and Grants, addressed procurement guidelines and proposed revisions to the Procurement Policy.

Councillor Nowak entered Council Chambers at 10:04 a.m.

Mr. Small advised that the revised policy allows for considering many items that affect procured services.

Discussion followed on structuring tender awarding criteria, Administration's use of the policy, and informing Council's decision in awarding tenders.

Councillor Nowak exited Council Chambers at 10:25 a.m.

Councillor Nowak returned to Council Chambers at 10:25 a.m.

Discussion continued on the proposed provision of the Policy.

## **RECESS**

Councillor Siebold called a recess at 10:42 a.m.

## **RECONVENE**

Councillor Siebold reconvened the meeting at 10:51 a.m. with all those previously listed members of the Policy Review Committee in attendance, excluding Mayor Moghrabi, who did not return to the meeting.

## **NEW BUSINESS**

6.1 Briefing – Review of Procurement Policy CS-10-004;

Mr. Small continued with review of the proposed revisions to the Procurement policy.

PR.16.028 Motion by Councillor Nowak to direct Administration to forward revisions to the Procurement Policy CS-10-004 to a Regular Council Meeting.

**CARRIED UNANIMOUSLY**

PR.16.029 Motion by Councillor Phillips to schedule meetings of the Policy Review Committee for the 4<sup>th</sup> Wednesday of each month to commence at 1 p.m. in Council Chambers.

**CARRIED UNANIMOUSLY**

6.2 Briefing – Lac La Biche County 2016-2019 Communications Plan.

The 2016-2019 Communications Plan will be addressed at a future meeting of the Policy Review Committee.

## **ADJOURNMENT**

PR.16.030 Motion by Councillor Siebold to adjourn the Policy Review Committee Meeting of February 17, 2016 at 11:53 a.m.

**CARRIED UNANIMOUSLY**

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**MJ Siebold, Chairperson**

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**Melanie McConnell**  
**Assistant Chief Administrative Officer**