

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
FEBRUARY 9, 2016

Present: Deputy Mayor K. Sernecky, Councillors W. Brown (arrived at 4:38 pm),
A. Campbell, M. Fischer & S. Nolls

CAO G. Switenky
Assistant CAO S. Gerlitz
Director of Parks & Leisure Services L. Penner

Absent: Mayor D. Richards & Councillor D. Bachman

Call to Order: Deputy Mayor K. Sernecky called the meeting to order at 4:30 p.m.

1. Agenda Additions/Deletions

5(a) None

2. Agenda Approval

Moved by Councillor Campbell that the agenda be approved as presented.

MOTION CARRIED
Unanimous

3. Delegation - 4:30 P.M. – Director of Parks & Leisure Services, Lee Penner

Deputy Mayor Sernecky welcomed L. Penner to the meeting.

Director of Parks & Leisure Services L. Penner advised that the following Motion 15:09:16 was adopted by Council at the September 15, 2015 meeting:

Moved by Councillor Fischer that Town of Stettler Council approves the concept design presented by the Beautification Committee and entrust the Committee to complete the “storefront mural” within the Downtown Park with the appearance of storefront façades, that represent pioneer business within the Town of Stettler, using various construction materials with an estimated cost of \$24,880.00 with funding to come from the Downtown Park Reserve Account in the amount of \$12,880.00 and the balance contained within the General Reserve Account within the 2015 Capital Budget.

The Beautification Committee requested that the Downtown Park Committee bring the selection of the proposed store fronts back for Council to review.

Director of Parks & Leisure Services L. Penner explained that feelers were put out to the Museum, P& H Society and some of the Pioneers of Stettler to hear what stores impacted the people of Stettler.



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The most popular suggestion from the museum and the people who were asked was Jimmy's Hardware. This store operated in the 60's and early 70's. The Facebook page "Our Town Stettler" has recently posted two pictures of the store and Jimmy's daughter is looking for additional pictures.



The seniors at the Hub all remember purchasing goods at the store. Dave from Dave's Woodworking bought his first power tool there.

The second most popular suggestion was the Cigar Factory. The Museum commented that it was very intriguing for their visitors to know that Stettler had a Cigar Factory. This business operated from 1912 to 1916. It was moved to Vancouver and went bankrupt in the early 1920's.

And finally the Committee is still convinced that the train station is necessary to compliment the railway theme on the sidewalk as well as the tourism of Stettler. The Train was always a very important part of the formation of Towns on the Prairies. This center building will be the backdrop for the stage and will house the power connections for the entertainment.



CAO G. Switenky highlighted the Town's Purchasing Policy V11-4 with regards to tendering practices:

- Budgeted expenditures up to \$5,000.00 may be approved at the Department Head level. Budgeted expenditures between \$5,001.00 and \$25,000.00 may be approved by the Chief Administrative Officer (CAO), or designate
- All purchases greater than \$10,000 must be procured utilizing either a competitive tender or a request for proposal (RFP) process. Such purchases may be offered on either an open or an invitational basis (subject to NWPTA or AIT) depending on, but not limited to, the following general factors:
 - The urgency/timing of the need for the procurement.
 - Advice of professional/technical agency assisting in the procurement process.

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- The nature of the specified procurement being subject to an authorized dealer district.
- Consideration of future repairs, maintenance and servicing costs (total cost of ownership).
- Organizational compatibility to assist staff operators, mechanic and office technicians.
- Organizational support for functional and quality characteristics (of selective brands) based on past performance and servicing.
- Balancing relative fairness with practicality.
- Availability/competitiveness of area suppliers/regional market.
- Consideration of shipping time and/or transportation constraints.
- All tender/RFP offers exceeding the sum of \$25,000.00 shall be received by Administration and submitted to Council for final approval/acceptance.

CAO G. Switenky advised that Council may under certain circumstances deem it appropriate to sole source a purchase quotation from a single supplier. General discussion took place regarding sole sourcing. Director of Parks & Leisure Services L. Penner advised that the Downtown Park Committee asked the school building classes if they would build the mural, but due to the complexity they declined. Because the build would include some older artifacts the committee needed someone who would understand the project. The Committee discussed the building of the store front façade with Dave's Woodworking. During the discussion it was noted that local contractors would be hired by Dave's Woodworking to do the framing and flashing while using everyday building materials and he would do the detail work. Council agreed that because of the nature, complexity and integrate detail work this project required a very specific skill set and should be sole sourced as per Policy VII-4.

Discussion also ensued on the cement wall on the east side of the park, which is currently remains in its nature cement state. It was agreed that the Beautification Committee will continue to work with the owner of the building.



Moved by Councillor Fischer that the Committee of the Whole recommend to Town Council to approve the three stores (Jimmy's Hardware, Stettler Cigar Factory and the original Train Station) selected for the Downtown Pioneer Park design by the Downtown Park Committee and deem it appropriate and grant Administration the authority to sole source Dave's Woodworking for the estimated budget amount of \$24,880.00 to construct the 3D store front façade as per Policy V11-4, with funding to come from the Downtown Park Reserve Account in the amount of \$12,880.00 and the balance contained within the General Reserve Account within the 2015 Capital Budget.

MOTION CARRIED

Unanimous

Deputy Mayor Sernecky thanked L. Penner for his informative presentation.

Director of Parks & Leisure Services L. Penner departed the meeting at 4:45 p.m.

4. Correspondence

a. Alberta Animal Services and General Bylaw Enforcement Warnings Yearend Breakdown 2015

CAO G. Switenky reviewed with Town Council the Alberta Animal Services and General Bylaw Enforcement warnings yearend breakdown for 2015.

5. Additions

a. None

6. Adjournment

Moved by Councillor Nolls that the Committee of Whole Meeting be adjourned.

MOTION CARRIED
Unanimous at 4:45 p.m.

Mayor

Assistant CAO