



## Report to Council

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**REPORT NO.:** CAO-23-04  
**DATE:** March 2, 2023  
**ATTACHMENTS:** Request Letter from Town of Aylmer CAO  
**SUBJECT:** **ECC JOINT BOARD REQUEST RE: ROOF TOP DESICCANT UNIT**

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### **Recommendation:**

**THAT Report No. CAO-23-04 entitled “ECC Joint Board Request Re: Roof Top Desiccant Unit” be received;**

**AND THAT Malahide Council authorize the capital expenditure for repairs to the ECC Desiccant Unit with an upset limit of \$22,500.**

### **Background:**

At its February 21, 2023 Regular Meeting, the East Elgin Community Complex Board (“ECC Board”) considered Report No. CAO-12-23 authored by the Town’s CAO and entitled “East Elgin Community Complex – Roof top Desiccant Unit – Provision of Summer Ice”.

This report recommended that ice be removed in the ECC from April 3 to August 15, 2023 so to allow for a decision to be made on repairs or replacement of the existing desiccant unit, which is failing.

Following Board discussion including questions to Aylmer Administration on the purpose and function of the unit to the facility’s overall operation, the ECC Board passed the following:

“Resolution No.16-23

Moved by Board Member Desrosiers and seconded by Board Member Chapman:

That Report CAO 12-23 entitled East Elgin Community Complex East Elgin Community Complex – Rooftop Desiccant Unit – Provision of Summer Ice, be received for information; and

That the EECC Board direct staff to solicit quotations for repaired of the rooftop desiccant unit subject to the final approval by each respective council.”

Given the above, the needed repairs to the desiccant unit are now time-sensitive so to avoid ice removal while repairs are pending.

As provided in the attached correspondence from the Town’s CAO dated March 1, 2023, Aylmer Town Council considered his report and then endorsed the following:

“That Report CAO 15-23 entitled Response EECC Board Meeting February 21, 2023, be received for information; and

That Aylmer Council authorize the capital expenditure related to an Ice Resurfacer as approved by the EECC Board at their meeting of February 21, 2023 and outlined in Report OPNS 04-23; and

That Aylmer Council authorize the capital expenditure for repairs to the EECC Desiccant Unit with an upset limit of \$22,500; and

That Aylmer Council provide an exemption to the Town’s Procurement Policy to grant staff the ability to select a vendor for the time sensitive repairs that is agreeable to the Township of Malahide.”

### **Comments/Analysis:**

The Town has received three quotes and has requested that Township Council review the quotes confidentially and make the ultimate selection.

The Terms of Reference (ToR) for the EECC Board provide that the Town is the administering municipality, and as such, administrative policies for the EECC Board, including procurement/purchasing of goods and services, are those of the Town. As such, the responsibilities for procurement/purchasing process, including obtaining quotes, and awarding work, are that of the Town in accordance with its own policies.

Township Staff recommend that Township Council support the request to allocate the necessary funds in the Township’s capital budget, thereby authorizing the capital expenditure for repairs to the EECC Desiccant Unit with an upset limit of \$22,500 (being the Township’s 50% share in the total repair costs).

With regard to awarding the repair work, the Township CAO also acknowledges the time-sensitive nature of this request, however the responsibility resides with the Town through its own policies and Council direction.

## **Financial Implications to Budget:**

The recommendations of this report will have implications on the 2023 budget currently being deliberated.

Submitted and Approved by:
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Adam Betteridge, Chief Administrative Officer
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March 1, 2023

Mayor Giguère and Members of Malahide Council

**RE: Town of Aylmer Approvals EECC Meeting of February 21, 2023**

At their meeting of March 1, 2023, Aylmer Town Council endorsed the following recommendations of report CAO 15-23:

**That Report CAO 15-23 entitled Response EECC Board Meeting February 21, 2023, be received for information; and**

**That Aylmer Council authorize the capital expenditure related to an Ice Resurfacer as approved by the EECC Board at their meeting of February 21, 2023 and outlined in Report OPNS 04-23; and**

**That Aylmer Council authorize the capital expenditure for repairs to the EECC Desiccant Unit with an upset limit of \$22,500; and**

**That Aylmer Council provide an exemption to the Town's Procurement Policy to grant staff the ability to select a vendor for the time sensitive repairs that is agreeable to the Township of Malahide.**

Circulated under a separate confidential cover are the three current quotations for desiccant unit repairs. These were compiled on March 1, 2023, and were not available when report CAO 15-23 was authored.

Two quotes received were lower in cost than referenced at the February 21, 2023, EECC Meeting. One of these two quotes was a result of seeking a revised

quote from the same vendor due to quote expiration. The reduced repair estimates are viewed by staff as a positive outcome that demonstrates the value of seeking multiple quotes.

If the Township of Malahide wishes to award to one of the two lowest quotations repairs to the desiccant unit can be completed for under the \$45,000 amount referenced at the February 21, 2023, EECC meeting. If the Township of Malahide wishes to award to the highest bidder Aylmer Council will be required to review and consider the increased capital cost beyond their current \$22,500 upset limit.

If there is a desire to proceed to award, Town staff would recommend that Malahide publicly approve their selection for successful contractor along with a 50% share of quotation cost.

Sincerely,

A handwritten signature in black ink, appearing to read 'g. Grozelle', with a stylized flourish at the end.

Andy Grozelle, CAO  
Town of Aylmer