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# HALDIMAND COUNTY

## Report CDP-03-2022 Community Hall Emergency Repair – Haldimand Agricultural Community Centre



For Consideration by Council in Committee on March 29, 2022

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### OBJECTIVE:

To provide information regarding recent emergency repairs at the Haldimand Agricultural Centre Community Centre.

### RECOMMENDATIONS:

1. THAT Report CDP-03-2022 Community Hall Emergency Repair – Haldimand Agricultural Community Centre be received;
2. AND THAT the replacement of two furnaces at the Haldimand Agricultural Community Centre be approved to an upset amount of \$11,000.00;
3. AND THAT funding for the project, from the Capital Replacement Reserve (CRR) – Community Halls, be approved to an upset limit of \$11,000.00;
4. AND THAT the Revised Budget, as outlined in Report CDP-03-2022, be approved.

**Prepared by:** Sheryl Sawyer, Senior Community Partnerships Liaison, Community Development & Partnerships

**Reviewed by:** Katrina Schmitz, Manager, Community Development & Partnerships

**Respectfully submitted:** Mike Evers, MCIP, RPP, BES, General Manager of Community & Development Services

**Approved:** Craig Manley, MCIP, RPP, Chief Administrative Officer

### EXECUTIVE SUMMARY:

In late fall 2021, two furnaces failed in the Haldimand Agricultural Community Centre, necessitating full replacement.

Due to the urgent nature of the repairs, approval was received from the Chief Administrative Officer (CAO) to proceed with emergency replacement in accordance with Procurement Policy 2013-02. In keeping with Section 4.03 k(ii)(c) of the Policy, a report to Council must be presented to outline the nature of the emergency expenditure and receive approval of the funding source.

At this time, staff recommend that the total emergency repair cost in the amount of \$10,990.08 be funded from CRR – Community Halls.

### BACKGROUND:

Since 2002, Haldimand County has partnered with incorporated, volunteer Community Halls groups to operate and maintain County-owned community centres throughout the municipality. Boards of

Directors are tasked with significant autonomy in not only the maintenance and operations of their respective Halls, but also in the area of capital asset management.

To support the community hall program, the Capital Replacement Reserve (CRR) - Community Halls was established in 2003 to provide capital funding to preserve the structural integrity of the Halls and ensure the facilities comply with public health and safety standards. In 2018, the associated Community Partnership Program – Capital Grants Policy No. 2003-01 was revised and approved by Council through report PED-COM-01-2018, identifying that any significant life/public safety or structural repairs at Community Halls are 100% the responsibility of Haldimand County.

The policy—as well as the County’s Procurement Policy No. 2013-02—allows that if a Community Hall requires urgent or emergency repairs, those expenditures may be approved by the CAO or the General Manager of Community & Development Services with a subsequent report submitted to Council. In this instance, the repair work has been authorized by the CAO and replacement of the two furnaces has been completed. This report is intended to inform Council of the details of the emergency repair and funding source.

**ANALYSIS:**

In November 2021, County staff were informed one furnace in the Haldimand Agricultural Community Centre was not producing heat. The Hall operator was directed to call Layr-Air, which indicated total replacement was required. Shortly afterward, a second furnace in the same Hall stopped functioning. Layr-Air attempted to fix the furnace, but when it failed again, total replacement of the second furnace was recommended by Facilities Capital & Asset Management staff.

Emergency purchases for a total amount of \$10,990.08 were completed in accordance with Procurement Policy 2013-02. The policy allows for non-competitive procurement when there is an imminent or actual danger to the life, health or safety of the public and/or an imminent or actual danger of damage to, or destruction of, real or personal property belonging to the County. Staff are recommending that the emergency furnace replacements be funded from the Capital Replacement Reserve – Community Halls.

**FINANCIAL/LEGAL IMPLICATIONS:**

The Council Approved 2021 Tax Supported Capital Budget does not include an estimate related to this unforeseen expenditure. As a result, a revision to the budget is recommended as follows:

	<b>Current Approved Budget</b>	<b>Proposed Revised Budget</b>
<b>Expenditures:</b>		
Replace two (2) furnaces – Haldimand Agricultural Community Centre	\$0	\$11,000
<b>Total Expenditures:</b>	<b>\$0</b>	<b>\$11,000</b>
<b>Financing:</b>		
CRR – Community Halls	\$0	\$11,000
<b>Total Financing:</b>	<b>\$0</b>	<b>\$11,000</b>

## **STAKEHOLDER IMPACTS:**

Capital expenditures for the Community Halls are assessed annually during Capital Budget preparations through a collaborative process between the Community Halls Boards of Directors and staff from the Divisions of Community Development & Partnerships (CDP), Facilities Capital & Asset Management (FCAM) and Finance.

In this case, the above-noted expenditures were not anticipated.

## **REPORT IMPACTS:**

Agreement: No

By-law: No

Budget Amendment: Yes

Policy: No

## **ATTACHMENTS:**

None.