
HALDIMAND COUNTY

Report CDP-05-2022 Community Halls Emergency Repairs – Selkirk Centennial Community Centre and Cayuga Kinsmen Community Centre

For Consideration by Council in Committee on March 29, 2022



OBJECTIVE:

To provide information regarding recent emergency repairs at the Selkirk Centennial Community Centre and the Cayuga Kinsmen Community Centre.

RECOMMENDATIONS:

1. THAT Report CDP-05-2022 Community Halls Emergency Repairs – Selkirk Centennial Community Centre and Cayuga Kinsmen Community Centre be received;
2. AND THAT the replacement of two furnaces at the Selkirk Centennial Community Centre be approved to an upset amount of \$7,790.00;
3. AND THAT the installation of a fire separation wall in the Cayuga Kinsmen Community Centre—as ordered by Emergency Services—be approved to an upset amount of \$7,340.00;
4. AND THAT funding for the projects, from the Capital Replacement Reserve (CRR) – Community Halls, be approved to an upset limit of \$15,130.00;
5. AND THAT the Revised Budget, as outlined in Report CDP-05-2022, 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 January 2022, two furnaces failed in the Selkirk Centennial Community Centre, necessitating full replacements to upgraded and more energy-efficient models.

Also, in late fall 2021, a fire inspection order (#2021-10) was issued for the Cayuga Kinsmen Community Centre for a fire separation wall to be installed between the kitchen and the stage area.

Due to the urgent nature of the repairs, approval was received from the Chief Administrative Officer (CAO) to proceed with emergency replacement of the furnaces and the installation of the fire separation 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 costs in the amount of \$15,130.00 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 this activity, 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 replacement/repair work has been authorized by the CAO and the work has been completed. This report is intended to inform Council of the details of the emergency work and funding source.

ANALYSIS:

Selkirk Centennial Community Centre:

In January 2022, volunteers at the Selkirk Centennial Community Centre reported concerns with the lighting of one furnace; staff recommended contacting WJ Elliott to investigate. WJ Elliott reported a cracked heat exchanger on the furnace, leading to dangerous buildup of gas and combustion during the lighting phase. During inspection, WJ Elliott also identified a similar problem in a second furnace. For safety reasons, both furnaces were immediately disabled and replacement was recommended. Staff from Facilities Capital & Asset Management (FCAM) reviewed the options provided by WJ Elliott and recommended proceeding with installation of newer model furnaces offering greater energy efficiency and parts availability. The total replacement cost of the two furnaces was \$7,784.64 (including 1.76% HST).

Cayuga Kinsmen Community Centre:

In December 2021, a routine fire inspection turned up a deficiency in the Cayuga Kinsmen Community Centre in that a fire separation wall was required between the kitchen and stage area. Staff from Facilities, Park, Cemeteries & Forestry Operations (FPCF) worked with Schilthuis Construction to complete the installation for a total cost of \$7,335.32 (including 1.76% HST).

Emergency purchases for a total amount of \$15,119.96 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 above-noted emergency repairs be funded from the Capital Replacement Reserve – Community Halls.

FINANCIAL/LEGAL IMPLICATIONS:

The Council Approved 2022 Tax Supported Capital Budget includes an allocation in the year 2027 related to the Selkirk Community Centre HVAC Replacements for \$141,400, to be funded from CRR – Community Halls. A budget revision to accelerate a portion of this project to the 2022 budget year is required as outlined below:

	Current Approved Budget	Proposed Revised Budget
Expenditures:		
Project 750064 – Selkirk Centennial Community Centre HVAC Replacements	\$0	\$7,790
Total Expenditures:	\$0	\$7,790
Financing:		
CRR – Community Halls	\$0	\$7,790
Total Financing:	\$0	\$7,790

The Council Approved 2022 Tax Supported Capital Budget does not include an allocation related to the unforeseen expenditure associated with the installation of a fire separation wall in the Cayuga Kinsmen Community Centre. As a result, a budget revision is recommended as follows:

	Current Approved Budget	Proposed Revised Budget
Expenditures:		
Install fire separation wall as per fire order 2021-10 – Cayuga Kinsmen Community Centre	\$0	\$7,340
Total Expenditures:	\$0	\$7,340
Financing:		
CRR – Community Halls	\$0	\$7,340
Total Financing:	\$0	\$7,340

Based on the 10-Year Capital Forecast, the CRR-Community Halls Reserve is anticipated to be in a positive balance for 2022, and therefore would not be in violation of the County's financing principles should these two budget amendments totalling \$15,130 be approved.

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.