



## MEMORANDUM

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**TO:** Mayor Lawlor and Members of Council

**FROM:** Georgi Hristov, Manager of Facility Capital Projects

**DATE:** November 17, 2025

**MEMO NO.:** CSE-2025-009

**SUBJECT:** Purchase Order #25-073 for the Emergency Repairs of the Pool Dehumidification Unit at Gellert Community Centre

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### **PURPOSE OF THE MEMORANDUM:**

To advise Council of the Emergency Purchase Order #25-073, which was issued to Polair Heating & Air Conditioning in April of this year for the emergency replacement of a compressor for the Dectron dehumidification unit at Gellert Community Centre. As per the Town's Purchasing Policy, Council must be advised when a change order over \$50,000 has been authorized.

### **BACKGROUND:**

The Dectron dehumidification system is an essential component of the mechanical infrastructure of the Gellert Community Centre. It is a piece of equipment that controls the thermal comfort for patrons in the pool area. In April 2025, a compressor in the unit failed, putting the aquatic service in jeopardy. This failure required immediate attention due to the critical nature of the system and a six-week lead time for delivery and installation of the replacement compressor. An emergency Purchase Order #25-073 for \$28,176.24 was issued to Polair Heating & Air Conditioning for the replacement of the failed component.

During the repair, it was discovered that additional refrigerant needed to be added to ensure operation. Furthermore, while the unit was already being serviced, Polair completed several minor general maintenance repairs to ensure optimal performance and to help reduce the likelihood of future disruptions. This led to the issuance of Change Order CO-01 to the original Purchase Order #25-073 - for an additional \$21,951.42.

**COMMENTS:**

In accordance with the Purchasing Policy, the Purchasing Manager and Department Head obtained the CAO's approval at the time of the emergency, prior to issuing Purchase Order #25-073, as the expenditure exceeded \$25,000.

The change order requested for emergency PO #25-073 was necessitated by additional unforeseen and necessary repair work, including the replacement of refrigerant and completion of various minor general maintenance tasks to ensure continued operation.

The total value of the original Purchase Order and Change Order CO-01 exceeded \$50,000. In accordance with Section 9b) of the Purchasing Policy, the CAO/Treasurer is authorized to approve scope changes exceeding \$50,001 for the purpose of expediency. The approval of the change order was granted as it satisfied the requirements set forth in Section 9b).

**FINANCIAL IMPACT:**

The cost of the change order was funded through an existing capital project, Gellert Community Centre Deutron Accumulator (project 8261-02-2504), with no additional funds being requested.

**CONCLUSION:**

This memorandum serves to notify Council of the emergency procurement and Change Order issued under Purchase Order #25-073 for the pool dehumidification unit at the Gellert Community Centre. These actions were necessary to maintain uninterrupted service and ensure the long-term reliability of the facility's HVAC systems.

Reviewed and approved by,

Bethany Yew, Manager of Purchasing

Moya Jane Leighton, Treasurer

Aaron Matthews, Director of Facilities

Damian Szybalski, Commissioner of Community Services

Chris Mills, Chief Administrative Officer