



Township of North Kawartha

280 Burleigh Street, PO Box 550, Apsley, ON K0L 1A0
Tel: 705-656-4445 | 1-800-755-6931 | Fax: 705-656-4446
www.northkawartha.ca

Report to Council

To: Mayor and Council Members
From: Judy Everett and Gary Gerald
Date: September 19, 2025
Subject: Air Conditioning Unit – Emergency Item

Recommendation:

That Council receive the Air Conditioning Unit – Emergency Item Report from the Treasurer.

Background:

The current Municipal Office Administration building was completed in 2006, and some equipment and components are approaching the end of their life expectancy and/or effectiveness. Although we endeavour to replace equipment prior to unexpected breakdowns, we do not prematurely replace equipment, unless it is clearly at the end of its life cycle or inferior performance is evident. The replacement of the Municipal Roof in 2024 is a good example.

Analysis:

During this past summer, staff noticed that the air conditioning unit for the upper-level administration and reception area of the Municipal Office, was not performing at its' full potential. After an in-house inspection, a service call was performed. A full inspection, including leak test was completed, and it was evident that the compressor and evaporator were struggling to keep up with this summer's heatwave. However, some adjustments were made to improve performance, with the objective of replacing the AC unit in 2026. Then without warning, the AC unit stopped producing cool air and the office temperature soared to 89 degrees Fahrenheit (31.7 degrees Celsius).

The HVAC Technician returned and after further testing it was clearly evident that the A/C unit would have to be replaced. Due to the age of the unit, replacing major components, even if obtainable, would be nearing the cost of a new unit. Although we were in the middle of a very busy season for HVAC Technicians, we were fortunate to obtain two quotes in a timely fashion.



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Therefore, with the high temperatures we were experiencing and with no relief projected in the long-term forecast, we approved the purchase of a new 3-Ton A/C Unit, adhering to the Emergency and Time Sensitive Purchases section of the Procurement Policy.

“10.0 Emergency and Time Sensitive Purchases

10.1 Emergency includes:

An imminent or actual danger to the life, health or safety of an official or an employee while acting on the Township's behalf;

An imminent or actual danger of injury to or destruction of real or personal property belonging to the Township

An unexpected interruption of a public service

An emergency as defined by the Emergency Plans Act, R.S.O. 1990, Chapter E.9 and the emergency plan formulated thereunder by the Township

A spill of a pollutant as contemplated by Part X of the Environmental Protection Act, R.S.O. 1990, Chapter E.19 and

Mandate of a non-compliance order

The Department Manager shall be authorized to make emergency and time sensitive purchases in excess of \$5,000.00 upon the approval of the Chief Administrative Officer. The Department Manager shall present a report to Council at its next meeting providing sufficient details on the purchase, emergency involved or timing rationale, and impact on approved departmental budget.”

Furthermore, due to the commitment in fostering relationships with our service contractors, the new AC Unit, complete with new line set, insulation and removal of old unit, was installed and working within 24 hours of approving the quote.

And recognizing that the second AC unit at the Municipal Office is the same year and model of the unit we just replaced, we received quotations in consideration of replacing that unit too, in 2026.

Financial Implications:

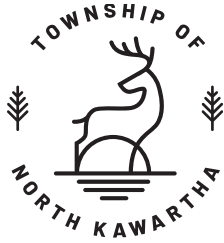
Unbudgeted cost to the Township of \$6,767.04. Financials will be reviewed at year-end and staff will determine at that time if a transfer from reserves is necessary.

Strategic and/or Other Plans:

Governance – Maintain a strong, accountable, Municipal Government

- Provide effective, clear and transparent Township communication

Environment – Protect and enhance the Environment



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- Protect the human environment
- Consider climate change in decision making

Consultant(s) Sourced:

Alana Solman, Chief Administrative Officer

Two Mechanical HVAC Technicians

Attachment:

None