



The Corporation of the Town of Tecumseh

Community & Recreation Services

To: Mayor and Members of Council

From: Beth Gignac, Director Community & Recreation Services

Date to Council: February 27, 2024

Report Number: CRS-2024-07

Subject: Maidstone Recreation Centre New Septic System

Recommendations

It is recommended:

That the awarding for the supply and install of a new septic system at the Maidstone Recreation Centre **be authorized** to proceed as single source negotiation;

And that cost proposal of \$124,510.00 (plus \$2,191.38 non-refundable HST) submitted by Glen Knight Septic Tank Service through consultation with Waterloo Biofilter Systems Inc. for the supply and installation of the new septic system at the Maidstone Recreation Centre, **be approved**;

And that the Mayor and Clerk accordingly **be authorized** to enter into an Agreement satisfactory in form to the Town solicitor for the supply and installation of the new septic system.

Background

At the September 26, 2023 Regular Meeting of Council, funding was approved as specified in Report [CRS-2023-18](#) 'Maidstone Recreation Centre – Septic System Assessment' (RCM 222/23) for \$125,000 to be allocated for the expanded scope for the replacement of the existing septic system in support of additional sewage flow and to meet Ontario Building Code (OBC) requirements due to the construction of the new outdoor washroom facility.

Glen Knight Septic Tank Services of Cottam, Ontario had been retained to perform an evaluation of the existing septic system at the Maidstone Recreation Centre to verify sewage capacity and connectivity to the new outdoor washroom facility.

As a result, a new tertiary treatment unit system is recommended for the site to accommodate the increased occupancy and volumes from new and future site amenities.

At the January 23, 2024 Regular Meeting of Council, funding was approved in the Community and Recreation Services 2024 One (1) Year Capital Works Plan (RCM 09/24) and as set out in Report [CRS-2024-02](#) in carrying forward \$625,000 for the construction of new outdoor washroom facility and a new septic system for the site:

B1: Maidstone Recreation Centre Outdoor Washrooms \$625,000

Construction of the new Maidstone Recreation Centre outdoor washrooms and new septic system for the site.

Funding for this is to be provided from the following:

- Building Lifecycle Reserve in the amount of \$125,000
- Infrastructure Reserve in the amount of \$500,000

References:

March 29, 2022 Special Meeting of Council, [Community & Recreation Services: Capital Priorities 2023-2026](#) Motion: SCM 12/22

Report [CRS-2022-19](#) "Municipal Buildings 2023-2027 Five (5) Year Capital Works Plan" December 13, 2022 Motion: RCM 266/22

Report [CRS-2023-18](#) "Maidstone Recreation Centre-Septic System Assessment" September 26, 2023 Motion: RCM 222/23

Comments

Working in coordination with the Purchasing Officer and Financial Services, single source procurement is recommended in concurrence with the stipulation as set under By-Law 2021-60 section 3.4, and in section 3.9 and 3.11 of the Purchasing Policy #17 (RCM 263/21).

3.4 Single/Sole Sourcing/Direct Negotiation

In circumstances where there may be more than one source of supply in the open market, but only one of these is recommended by the Department Director, with the concurrence of the Purchasing Officer, for consideration on the grounds that it is more cost effective or beneficial to the Town; and where the expenditure will exceed \$100,000, approval must be obtained from Town Council prior to

negotiations with the single source. The Department Director shall be responsible for submitting a report detailing the rationale supporting the use of the single source.

Grant funding by the Ontario Trillium Foundation was awarded to the Maidstone Recreation Centre towards this project, however, it requires eligible project costs to be incurred by March 31, 2024.

As documented in prior Council reports, septic system replacement was not contemplated as part of the project. This change to the project has delayed construction and further delays may jeopardize grant funding.

Through the recommendation from the Town's Building Department, Glen Knight Septic Tank Service has been involved since the initial evaluation of the existing septic system and continually consulted with the Town, ensuring the new septic system design will adequately accommodate the intended uses of the site and also complies with Ontario Building Code (OBC) requirements.

In support of utilizing single source procurement, Glen Knight Septic Tank Service - one of the only local specialized septic system installers - consulted directly with Waterloo Bio Filter Systems in designing the new septic system. Waterloo Bio Filter System is the leading and only specialized manufacturer in Ontario for producing engineered septic system designs and equipment.

As part of the design process, Glen Knight Septic Tank Service submitted for the permit of the new septic system on behalf of the Town and obtained the required approvals to proceed with the construction of the new system.

Without obtaining the required approvals, the new outdoor washroom facility would not be able to proceed and fulfill the commitment of construction meeting obligatory timelines pertaining to grant funding.

Consultations

Chief Building Official
Financial Services
Glen Knight Septic Tank Service
Waterloo Bio Filter Systems Inc.

Financial Implications

The approved design developed by Glen Knight Septic Tank Service is attached to this report for reference and costs provided below.

Supply and Install New Septic System (Type A Bed Model 60 Waterloo Bio Filter System)	\$124,510.00
Non Refundable HST	\$2,191.38
Total	\$126,701.38

The associated costs as outlined will be funded through the Maidstone Recreation Centre Outdoor Washrooms project account specific to the allocation for the new septic system through the Building Lifecycle Reserve.

The total cost of \$126,701 is within acceptable tolerance of the approved budget of \$125,000, as provided in the Town's Purchasing By-law, Section 4.4, and therefore does not require a further budgetary request of Council.

Link to Strategic Priorities

Applicable	2023-2026 Strategic Priorities
<input checked="" type="checkbox"/>	Sustainable Growth: Achieve prosperity and a livable community through sustainable growth.
<input type="checkbox"/>	Community Health and Inclusion: Integrate community health and inclusion into our places and spaces and everything we do.
<input checked="" type="checkbox"/>	Service Experience: Enhance the experience of Team Tecumseh and our citizens through responsive and respectful service.

Communications

Not applicable

Website Social Media News Release Local Newspaper

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Daniel Wolicki
Manager Facilities & Energy Management

Reviewed by:

Tom Kitsos, CPA, CMA, BComm
Director Financial Services & Chief Financial Officer

Reviewed by:

Beth Gignac, BA Hons
Director Community & Recreation Services

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
1	Maidstone Recreation Centre – New Septic System Design and Permit Drawings