

Full Authority
15 April 2021
Agenda Item: 11

CVCA Office Improvements

Background

The following e-mail from myself was distributed to the Board members for their consideration and input on the 24th of March 2021.

I've recently had a quote to upgrade our lighting in the office, shop and outside since many lights are not working. We've also run into the problem that new ballasts for the old fluorescent lighting is not an option as it is just not compatible.

The bad news is - the quote to replace all of the lighting is \$6,549.

The good news is - we qualify for a rebate of \$1,520, which we would receive after the work is completed.

Additional good news is we would save an estimated \$1,500 per year on annual lighting consumption expenses and it would pay for the improvements in approximately 2.77 years.

The net expense is \$5,029 (\$6,549 - \$1,520). I've excluded HST in the calculations since we get virtually all of it back from the government.

We have \$2,500 in the budget for repairs and maintenance, which would leave us a deficit of approximately \$2,529 (\$5,029 - \$2,500).

Amanda and I have reviewed the budget and believe we can either find the difference in money allocated for staff training, use part of our contingency or a combination of the two options to pay for the balance.

At this point, I would regret missing out on the rebate. Therefore I am requesting a poll be taken and then the decision be ratified at the next Board meeting in April. If the decision is to go ahead, it would also enable me to hire the electrician sooner rather than later to ensure the work is completed this year.

Please provide a yes or no response whether to move ahead with the electrical work to myself by 4:30 this Friday.

Although all of the responses received were positive, there was not a majority to proceed with approving the work. Therefore, the following recommendation is provided for the Board's consideration.

Staff Recommendation

- 1. That the CVCA accept the quote from Kerr Electric to proceed with the replacement of light fixtures in and outside the office to take advantage of the rebate available for the work.***
- 2. That any financing required beyond the budgeted repairs for the office be sequestered from sources quoted in the above noted e-mail to the Board.***

Board Decision

TP