



**East Elgin Community Complex Board of Management
Minutes
November 26, 2025**

The East Elgin Community Complex Board of Management met at 7:00 p.m. with the following present:

Malahide Council: Chair Mayor D. Giguère, Deputy Mayor M. Widner, Board Member R. Cerna, Board Member J.H. Wilson, Board Member C. Glinski

Aylmer Council: Major J. Couckuyt, Deputy Mayor P. Barbour, Board Member A. Oslach, Board Member K. Desrosiers, Board Member J. Chapman, Board Member J. Rauhe, Board Member W. Barber

Staff: Aylmer Manager of Parks and Recreation S. Wray, Aylmer Director of Financial Services/Treasurer H. Sachs, Aylmer Chief Administrative Officer A. Grozelle, Aylmer Director of Legislative Services/Clerk O. Jaggard

1. WELCOME - Chair - Mayor Couckuyt

CEREMONIAL ACTIVITY

- (a) 2025 EECC Athletic Excellence Award Recipients

Co-Chairs Mayor Giguère and Mayor Couckuyt presented the 2025 EECC Athletic Excellence Awards.

2. CONFIRMATION OF AGENDA

- (a) Confirmation of Agenda

Resolution No. 50-25

Moved by Member Deputy Mayor Barbour and seconded by Member Wilson:

That the Board adopts the Agenda for the meeting of November 26, 2025.

The motion is Carried.

3. DECLARATION OF PECUNIARY INTEREST

- (a) EECC Board Member Deputy Mayor Widner declared a conflict with respect to item 6.2.1 respecting Class "D" Estimate - Leasehold Improvements Library as he has a family member employed by Spriet and Associates, declaring he would not participate in discussion of the item or attempt to influence the vote.

4. DELEGATIONS AND ACTION ITEM

Public Hearings - Staff Reports

Members of the public are invited to attend and participate. If you wish to provide input without attending, written comments can be submitted to the Town of Aylmer Clerk at clerks@town.aylmer.on.ca for inclusion in the agenda.

- (a) EECC Administrator - Staff Report EECC 19-25 - EECC Operational & Capital Budget 2026
Director of Legislative Services/Clerk - Staff Report CLRK 18-25 - 2026 User Fees

No members of the public were in attendance, nor requested to participate.

Resolution No. 51-25

Moved by Member Chapman and seconded by Member Barber:

That input received from members of the public regarding the 2026 Operational and Capital Budget and 2026 User Fees be received for information.

The motion is Carried.

Resolution No. 52-25

Moved by Member Rauhe and seconded by Member Chapman:

That Report EECC 19-25 entitled EECC Operational & Capital Budget 2026 be received for information; and,

**That the EECC Board approve the proposed 2026 Operational Budget in the total amount of \$644,752 (\$322,376 per municipal partner); and,
That the EECC Board approve the roll forward of prior approved 2025 carry forward projects to 2026 at year end; and,**

That the EECC Board approve the 2026 Capital budget in the total amount of \$1,177,467 (\$588,733.50 per municipal partner); and,

**That the Board's approval be sent onto member municipalities for endorsement; and,
That the EECC Board give three readings to and approve By-Law 2025-01 Being a By-Law to establish Fees and Charges for the East Elgin Community Complex.**

The motion is Carried.

5. APPROVAL OF PREVIOUS MINUTES

- (a) Minutes of the October 8, 2025 meeting of the East Elgin Community Complex Board.

Resolution No. 53-25

Moved by Member Oslach and seconded by Member Cerna:

That the Board approves the minutes of the October 8, 2025 meeting of the East Elgin Community Complex Board.

The motion is Carried.

6. ACTION ITEMS

STAFF REPORTS

- (a) Manager of Parks and Recreation - Report EECC 20-25 - RFT: HVAC RTU 12.5 to ~20 ton

Resolution No. 54-25

Moved by Member Glinski and seconded by Member Wilson:

That Report EECC 20-25 entitled RFT: HVAC RTU 12.5 to ~20 ton be received for information; and,

That staff be directed to proceed with advertising a Request for Tender (RFT) for replacement of the 12.5 to ~20 ton HVAC RTU at the East Elgin Community Complex.

The motion is Carried.

- (b) Manager of Parks and Recreation - Report EECC 21-25 - Tender Award - East Elgin Community Complex Supply and Installation of a Rotary Screw Compressor

Resolution No. 55-25

Moved by Member Rauhe and seconded by Member Barber:

That Report EECC 21-25 entitled Tender Award - East Elgin Community Complex Supply and Installation of a Rotary Screw Compressor be received for information; and,

**That the Board accept the low bid submitted by CIMCO Refrigeration, a division of Toromont Industries Ltd. in the amount of \$64,750 excluding HST supply and installation of a rotary screw compressor and in accordance with the tender documents; and,
That the Board authorize the Mayor and Clerk of the Town of Aylmer to execute the documents.**

The motion is Carried.

- (c) Manager of Parks and Recreation - Report EECC 22-25 - Tender Award - Supply and Installation of Single Stage Infrared Tube Arena Heaters

Resolution No. 56-25

Moved by Member Oslach and seconded by Member Glinski:

That Report EECC 22-25 entitled Tender Award - Supply and Installation of Single Stage Infrared Tube Arena Heaters be received for information; and,

**That the Board accept the low bid submitted by CIMCO Refrigeration a Division of Toromont Industries Ltd. in the amount of \$42,908.00 excluding HST for the supply and installation of single stage infrared tube arena heaters in accordance with the tender documents; and,
That the Board authorize the Mayor and Clerk of the Town of Aylmer to execute the documents.**

The motion is Carried.

- (d) Manager of Parks and Recreation - Report EECC 23-25 - Arcade Style Games Trial Extension and Procurement

Resolution No. 57-25

Moved by Member Rauhe and seconded by Member Barbour:

That Report EECC 23-25 entitled Arcade Style Games Trial Extension and Procurement be received for information; and,

That the Board approve staff to execute an extension of the agreement with Vending Canada for the provision of arcade style games until May 30, 2026; and,

That the Board direct staff to advertise an EOI for a one-year term to begin June 1, 2026 for the provision of arcade style games with the option to renew one additional year.

Member Chapman requested a recorded vote.

Vote Results:

Member Oslach - Yes

Member Desrosiers - Yes

Member Chapman - No
Member Rauhe - Yes
Member Barber - Yes
Member Wilson - Yes
Member Cerna - Yes
Member Glinski - Yes
Member Deputy Mayor Barbour - Yes
Member Deputy Mayor Widner - Yes
Co-Chair Mayor Couckuyt - No
Co-Chair Mayor Giguere - Yes

The motion is Carried.

CORRESPONDENCE

- (a) Chief Administrative Officer - Memo - Class "D" Estimate - Leasehold Improvements Library

Resolution No. 58-25

Moved by Co-Chair Mayor Giguère and seconded by Member Cerna:
That the memo regarding the Class "D" Estimate - Leasehold Improvements Library, and correspondence from the Township of Malahide be received for information.

The motion is Carried.

7. **NOTICE OF MOTION**
8. **MOTIONS**
9. **INQUIRIES BY MEMBERS**
10. **CLOSED SESSION**
11. **NEXT MEETING AND ADJOURNMENT**

- (a) Adjournment

Resolution No. -25

Moved by Member Cerna and seconded by Member Widner:
That the Board do now adjourn at 8:05 p.m.

The motion is Carried.

November 26, 2025

Clerk

Mayor