



## Staff Report

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**Report To:** Council Meeting  
**From:** Lee Gosnell, Manager of Operations & Community Services  
**Date:** 2020-06-25  
**Report:** 2020-04  
**Subject:** Municipal Office Septic System Redesign and Upgrade

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### **Recommendation:**

That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations & Community Services re: Municipal Office Septic System Redesign and Upgrade; and

That West Elgin Council hereby approves the single source quote from McColl Limited of \$14,560 plus applicable taxes for the redesign and installation of the Municipal Septic System; and

That West Elgin Council hereby approves staff to spend up to an additional \$10,000 on associated permits, electrical and boring costs.

### **Purpose:**

To provide Council with information on the redesign and upgrades of the septic system for the Municipal Office and to seek approval to move forward with this project.

### **Background:**

As part of the 2020 Capital Budget Council originally approved spending up to \$300,000 on the Municipal Office renovations. At the Council meeting on April 23, 2020 all but \$30,000 of this was differed to 2021, due to COVID-19. The \$30,000 that remained was allocated towards septic system design and engineering of the renovations.

The current septic system is undersized for the current use of the building as it was designed and installed for a small tractor dealership. In order to renovate the current municipal office, the building would need to be brought up to current code, which includes the addition of an Accessible washroom for the public as well as for staff and the septic system would also need to be upgraded to current standards.

McColl Limited has worked with the Chief Building Official and staff to design a system that will have the tank located in the same location it currently is in the flower beds in the front of the Municipal Office, with the weeping beds relocated to the East of fire hall training room. Moving the weeping bed to the East side of the building will also allow for an expanded parking pad out front of the Municipal Office. The quote includes the pump out and removal of the old Septic Tank, installation of a new 9000L Septic Tank and the 4 inch piping to a tank pump chamber, the installation of a disposal bed, which will be 33m<sup>2</sup> with a 15m mantle. With this new bed location, a line will need to be bored under the current driveway from the pump chamber across the front of

the fire hall, to the new bed. This boring cost is not included, nor is the cost of the electrical work required for the pumping chamber or the paving of the new parking lot.

As per the Purchasing Policy staff will be acquiring quotes for the electrical and boring work as the costs are anticipated to be below the \$10,000 threshold.

**Financial Implications:**

\$30,000 already approved in the 2020. Capital Budget.

**Policies/Legislation:**

AD 1.2 Purchasing Policy.