



## MUNICIPALITY OF **West Elgin**

### Staff Report

---

**Report To: Council Meeting**

**From: Lee Gosnell, Manager of Operations & Community Services**

**Date: 2021-10-14**

**Subject: West Lorne Complex – Roof Replacement**

---

#### **Recommendation:**

That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations & Community Services re: West Lorne Complex Roof Replacement for information purposes.

#### **Purpose:**

The purpose of this report is to provide West Elgin Council with an update on emergency roof repairs at the municipal Complex located at 160 Main Street in West Lorne.

#### **Background:**

Offices located within the municipal complex in West Lorne experienced water leaks at a few locations over the last few rounds of heavy rain. A contractor was secured to place a tarp over the area where leaks seemed most prevalent, thus preventing further damage.

Staff had the roof system inspected by four contractors and used the suggestions provided to create a replacement proposal. These recommendations include –

- Removal of existing shingles plus clean up and disposal
- Insect plywood sheeting and replace as necessary
- Install new metal flashings, vents and eave protection.
- Apply ice and water guard on eaves and problem areas plus moisture barrier on entire roof.
- Supply and install new GAF Timberline HDZ fiberglass shingles.

All contractors who were consulted agreed this would provide the best protection against further water damage.

Due to the emergency nature of this project staff proceeded under Section 3.10 Purchasing in Emergencies of Council policy AD 1.2 Purchasing Policy :

#### **3.10 Purchasing In Emergencies**

##### **(a) Emergency Conditions**

Emergency includes:

- (i) An imminent or actual danger to the life, health or safety of an official or an employee while acting on the Municipality's behalf;
- (ii) The following approval limits shall apply:

1. An imminent or actual danger of injury to or destruction of real or personal property belonging to the Municipality;
2. An unexpected interruption of an essential public service;
3. An emergency as defined by the *Emergency Management Act*, R.S.O. 1990, c.E.9, and the emergency plan formulated thereunder for the Municipality;
4. a spill of a pollutant as contemplated by Part X of the *Environmental Protection Act*.

(b) Process for Emergency Purchases

Where, in the opinion of the C.A.O or designate, an emergency occurs:

- (i) The Treasurer may authorize a purchase in excess of the pre-authorized expenditure limit; and
- (ii) Any purchase issued under such conditions together with a source of funding provided by the Treasurer shall be justified and reported to the next meeting of Municipal Council.

**Financial Implications:**

Four quotes were received as follows (plus applicable tax) –

1. Weekes Construction	\$25,200.00
2. Machado's General Contracting	\$26,500.00
3. Fretz Roofing	\$20,000.00
4. DR Roofing Inc.	\$23,857.86

After careful review of each proposal, it was determined that DR Roofing Inc. met all contract requirements while providing the best price. The contractor was able to arrange his schedule to facilitate the roof replacement during the month of October. Weather pending, roof replacement will be completed during the week of October 18 - 22, 2021.

The required money for this emergency project will come from the West Elgin budget line item for West Lorne Complex building maintenance.

**Report Approval Details**

Document Title:	West Lorne Complex - Roof Replacement - 2021-39-Operations Community Services.docx
Attachments:	
Final Approval Date:	Oct 12, 2021

This report and all of its attachments were approved and signed as outlined below:

Jana Nethercott