

Type of Decision									
Meeting Date	Friday, June 15, 2012				Report Date	Thursday, May 31, 2012			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	x	Information Only			Type of Meeting	X	Open		Closed
REPORT TITLE									
Replace floor and paint office - Report #15/06/12/1202									

Subject: Request of Council to utilize reserve funds to replace the flooring, increase insulation and paint the office.

NOTE* Darryl Francoeur is to provide a quote prior to Thursday the 14th. I will forward the details once received.

RECOMMENDATION: That Council pass the following resolution allowing for the use of reserve funds up to \$ [REDACTED] to replace the office flooring, paint the walls and install insulation around the air vents in the attic.

WHEREAS normal wear and tear on the office rug has left it in an unacceptable state;

AND WHEREAS heating ducts going through the attic lead to heat loss and ultimately leaks in the roof and office ceiling;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby agree to authorize the use of the Facility Management Reserve Fund to a limit of \$ [REDACTED] to complete the required repairs. Repairs would include replacement of the carpet with easily maintained flooring, painting of the offices and Council chambers and insulating the heating ducts passing through the office attic to prevent heat loss in that area.

Background/Executive Summary: For some time we have attempted to determine if there are environmental reasons for staff allergies/headaches. Numerous individuals have commented that it may be the carpeting. As the high traffic through the hallway especially has left the rug looking unacceptable, and not knowing if the carpeting is contributing to staff illness we would like to replace it.

As this would involve removing all office furniture we thought this would be a good time to repaint.

When Darryl was installing windows, we asked him to close the attic hatch for us (it had been opened by our air quality specialist to determine if the leak had dried properly). Darryl noticed a heating duct which had been left unconnected (likely by the people who installed the insulation). This would have allowed hot air to blow into the attic all winter. Darryl closed it and also recommended that pipe insulators be installed over the heating ducts to reduce heat loss into the attic and increase heat in the offices.

Financial Considerations/Budget Impact: Darryl has provided a quote of \$ [REDACTED].

As per our newly amended Procurement By-Law we would simply ask Darryl Francoeur to perform the work as the job is small and tenders and requests for quotes normally result in Darryl obtaining

the contract anyway. Rates for his work are comparable to others in the area. Staff would work with Darryl to ensure that acceptable materials are used and purchased at a competitive price. The quote is based on labour and an average material cost. Final details will need to be worked out once we research appropriate flooring materials.

There is \$42,500 in the Facility Management Reserve which can be used towards this project.

Policy Impact: As per our new Procurement By-law.

Others Consulted/Resources/References: Noella Lebreton, Treasurer; Darryl Francoeur, Contractor;

Approved and Recommended by the Clerk

Melinda Reith,

Municipal Clerk

Melinda Reith