



“SPECIAL” COUNCIL MEETING MINUTES

Saturday, March 11th, 2023

9:00 a.m.

**Tay Valley Municipal Office – 217 Harper Road, Perth, Ontario
Council Chambers**

ATTENDANCE:

Members Present: Chair, Reeve Rob Rainer
Deputy Reeve Fred Dobbie
Councillor Wayne Baker
Councillor Greg Hallam
Councillor Korrine Jordan
Councillor Andrew Kendrick
Councillor Angela Pierman
Councillor Marilyn Thomas

Staff Present: Amanda Mabo, Chief Administrative Officer/Clerk
Janie Laidlaw, Deputy Clerk
Sean Ervin, Public Works Manager
Noelle Reeve, Planner
Ashley Liznick, Treasurer

Regrets: None

1. CALL TO ORDER

The meeting was called to order at 9:00 a.m.
A quorum was present.

2. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST AND GENERAL NATURE THEREOF

None at this time.

3. NEW/OTHER BUSINESS

- i) **Report #PW-2023-08 – Maberly Hall Renovation – Emergency Repair –**
attached, page 4.
Sean Ervin, Public Works Manager.

RESOLUTION #C-2023-03-01

MOVED BY: Wayne Baker

SECONDED BY: Fred Dobbie

“**THAT**, the quote, dated March 8, 2023 to complete the emergency repairs to the Maberly Hall be authorized.”

ADOPTED


4. DELEGATIONS & PRESENTATIONS

- i) **Strategic Planning Session.**

The consultant took Council and Senior Staff through the Strategic Planning Process. Council and Senior Staff developed Vision and Mission Statements and determined strategic priorities for the term of Council. The consultant will work with Staff to determine the operational and timeline parts of the plan and will bring the Strategic Plan back to Council for review and adoption.

5. ADJOURNMENT

Council adjourned at 4:00 p.m.


Rob Rainer, Reeve


Janie Laidlaw, Deputy Clerk

NEW/OTHER BUSINESS



REPORT

COMMITTEE OF THE WHOLE

March 11, 2023

**Report #PW-2023-08
Sean Ervin, Public Works Manager**

MABERLY HALL – EMERGENCY REPAIRS

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, the quote, dated March 8, 2023 to complete the emergency repairs to the Maberly Hall be authorized.”

BACKGROUND

Maberly Hall Renovations started earlier this week. The contractor has now fully removed the existing concrete ramp/steps as per the Contract. Unfortunately, this has uncovered some significant water damage to the wooden beam and stone foundation, in the immediate vicinity underneath the front door. The contractor has submitted a quote to repair this area so that they can proceed with the construction of the new front step and to ensure that the new front door operates as it should. If the repairs are not completed, the new front door will most defiantly sag overtime and not operate correctly and be more costly at that point to fix. The contractor is going to reinstate the area with proper waterproofing to prevent this issue from occurring in the future.

The quotation submitted by the subcontractor is included as an attachment of this report, which provides a detailed summary of the proposed work.

DISCUSSION

The Township’s Procurement Policy does include a section regarding purchases during an emergency, however it only speaks to declared emergencies, which would typically include a major weather event, such as a flood or tornado. The situation at the Maberly Hall would typically fall under a non-declared emergency, which is not included in the current Procurement Policy.

Staff do not have the authority to authorize these repairs as the work was not included in the budget and it exceeds \$2,000.

FINANCIAL CONSIDERATIONS

The quote to complete the work is \$6,660.19, including rebated tax. These costs can be funded from the Maberly Hall Reserve as there are funds available in this reserve. A breakdown of the costs is as follows:

Sub-Contractors Costs:	\$ 5950.00
Contractor Overhead (10%):	\$ 595.00
Subtotal:	\$ 6450.00
Rebated HST:	\$ 115.19
Total Costs:	\$ 6660.19

The firestopping work for the Hall that was also included in the 2023 Budget has been completed “in-house”, with materials only costing approximately \$250. The budgeted amount was \$6000 and therefore the surplus funds from this project can be used to cover most of the cost of the emergency repairs.

OPTIONS CONSIDERED

Option #1 – (Recommended) – Authorize the quotation and proceed with the works. This option will complete the project sooner, prevent potential delay claims by the contractor and allow the hall to resume its rental schedule.

Option #2 – Council does not authorize the quotation and proceed with the project as outlined in the original contract documents. This means that the new concrete ramp will be poured against the rotten beams which may provide support for the new door in the short-term. However, the door may not operate correctly in the near future once the beam deteriorates further and repair costs will be greater.

Option #3 - Council does not authorize the quotation and Staff try and get quotes from a different contractor. This will delay the project a minimum of 3-weeks as staff will have to coordinate site visits with the various contractors, allow time for these contractors to provide a quote, complete the applicable paperwork (insurance and WSIB) and also complete the work. The contractor may also apply delay claims towards the Township as their schedule would be delayed.

i) CLIMATE CONSIDERATIONS

There are no climate considerations for this report.

STRATEGIC PLAN LINK

Infrastructure: Our roads, trails, bridges, buildings, landfills, and communications systems are efficient and well-maintained.

CONCLUSIONS

The quotation amount may appear higher than expected, however there is a fair bit of labour costs related to this repair as the building will need to be supported to permit the replacement of the sill plate. The masonry work involved in repointing the stone foundation is tedious and requires a skilled workforce. Staff have already pressed the sub-contractor for a better price, which resulted in a 10% discount, as noted in the attachment summary. Staff do not think the price will be lowered by pressing further, and the contractor could simply refuse to complete any repairs and continue with the scope of work as outlined in the Contract.

The Township may save a small amount of money by obtaining different quotes however this option will delay the project and may result in delay claims by the contractor, which would remove any savings the Township may find.

ATTACHMENTS

1. Quote from Sub-Contractor

Prepared and Submitted By:

Approved for Submission By:

**Sean Ervin,
Public Works Manager**

**Amanda Mabo,
Chief Administrative Officer/Clerk**

5. ATTACHMENTS

ESTIMATE

Prepared For

JT Concrete LTD.
Lakeshore, Ontario
(226) 350-9665

West End Parging And Weatherproofing LTD.

498 Lammermoor Rd
Lanark, Ontario
Phone: (613) 301-3315
Email: info@westendparging.com

Estimate # 292
Date 08/03/2023
Business / Tax # 788236149

Description	Rate	Quantity	Total
Tay Valley Township Community Hall	\$6,550.00	1	\$6,550.00

We are pleased to present you with the following proposal for repair work to be completed at your location, priced at \$6,550.00 CAD:

ITEM 1. Foundation Wall Repair:

- Clear debris from foundation wall to expose mortar joints along a length of approximately 12-14 feet.
- Use specialized tools to dig out joints and clean the stone, focusing on the area approximately 2 linear feet on the parking lot side of the door and approximately 4 linear feet on the opposite side of the door.
- Reinstate mortar (Type S) in the deteriorated joint area and finish joints.

ITEM 2. Exterior Sill Plate and Header Replacement:

- Support header over the door opening from the foundation wall.
- Remove the dry-rotted sill plate and header from the top of the foundation wall in the same affected area, extending 2 feet past the door in either direction, allowing for installation of a new threshold.
- Reinstate pressure-treated wood in place of the header and sill plate.
- Waterproof the area where the wood has been replaced with TWF Blueskin.

ITEM 3. Flashing:

- Install white-colored aluminum flashing over the new wood sill and header, extending to the corner of the front of the building towards the parking lot, to prevent moisture from penetrating the sill area.

b. Caulk siding jay trim.

Please note that any additional water damage or dry rot found on the floor joists will need to be reevaluated at the time of exposure, as this cannot be determined at this time. If you have any questions or concerns regarding this proposal, please feel free to contact us by email or phone. We appreciate the opportunity to work with you and look forward to hearing back from you soon

Subtotal	\$6,550.00
Discount	\$600.00
HST	\$773.50
Total	\$6,723.50

JT Concrete LTD.