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# HALDIMAND COUNTY

## Report CDP-07-2021 Community Halls – Canfield Community Centre Emergency Roof Replacement

For Consideration by Council in Committee on September 14, 2021

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### OBJECTIVE:

To provide information regarding an emergency roof replacement and associated repairs at the Canfield Community Centre.

### RECOMMENDATIONS:

1. THAT Report CDP-07-2021 Community Halls – Canfield Community Centre Emergency Roof Replacement be received;
2. AND THAT the replacement of the roof and associated damage repairs at the Canfield Community Centre, be approved to an upset amount of \$168,000;
3. AND THAT funding for the project, from the Capital Replacement Reserve (CRR) – Community Halls, be approved to an upset limit of \$168,000;
4. AND THAT the Revised Budget, as outlined in Report CDP-07-2021, be approved.

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**Reviewed by:** Katrina Schmitz, Manager, Community Development and Partnerships

**Respectfully submitted:** Mike Evers, MCIP, RPP, BES, General Manager of Community & Development Services

**Approved:** Craig Manley, MCIP, RPP, Chief Administrative Officer

### EXECUTIVE SUMMARY:

In mid-August 2021, Community Development & Partnerships Division (CDP) staff were notified by the Canfield Community Centre Board of Directors—which operates the Hall on behalf of Haldimand County—that the roof sustained a significant leak, damaging the lighting system in the process.

Staff from Facilities Capital & Asset Management (FCAM) did an immediate preliminary site assessment and contacted the County's roofing consultant—Ontario Roof Consultants & Associates (ORC)—to complete a full review and recommendations for repair or replacement.

ORC's report identified several deficiencies which led to the premature roof failure and recommended full replacement. The total cost to repair the roof and lighting damage is estimated at \$168,000 (including non-rebateable HST) and includes \$14,200 for engineering and a \$15,300 project contingency.

In accordance with the Community Partnership Program - Capital Grants Policy No. 2003-01, the CAO has the delegated authority to approve emergency repairs. Due to the time-sensitive nature of the

replacement, the CAO has given approval to staff to initiate engineering and design work for the roof replacement.

At this time, staff recommend that total emergency roof replacement costs to an upset amount of \$168,000 (including non-rebateable HST) be funded from the CRR-Community Halls.

The County's Procurement Policy No. 2013-02, Section 4.03 k) identifies an emergency as damage to or destruction of real property belonging to the County or public if the damage or destruction is a result of a County function or responsibility. As required by the Procurement Policy, a report to Council must be presented to outline the nature of an emergency expenditure and to receive approval of the funding source.

## **BACKGROUND:**

Since 2002, Haldimand County has partnered with incorporated, volunteer Community Halls groups to operate and maintain community centres throughout the municipality. Boards of Directors were tasked with significant autonomy in not only the maintenance and operations of their Hall, but also in the area of capital asset management.

To support this activity, the Capital Replacement Reserve (CRR) – Community Halls was established in 2003 to provide capital funding to preserve the structural integrity of the Halls and ensure the facilities comply with public health and safety standards. In 2018, the associated Community Partnership Program - Capital Grants Policy No. 2003-01 was revised and approved by Council through report PED-COM-01-2018, identifying that any significant life/public safety or structural repairs are 100% the responsibility of Haldimand County.

The policy—as well as the County's Procurement Policy No. 2013-02—allows that if a Community Hall requires urgent or emergency repairs, those expenditures may be approved by the CAO—or the General Manager of Community & Development Services to an upset amount of \$5,000—with a subsequent report submitted to Council. In this instance, the repair work has been authorized by the CAO and the engineering assessment has been initiated. This report is intended to formalize the process and obtain Council support for the full expenditure.

## **ANALYSIS:**

The Canfield Community Centre, built in 1952, has been the hub of the community for almost seven decades. The facility is accessible and can accommodate up to 225 people depending upon the activity and room set-up. The Hall is used for community, fund-raising and special events and community rentals. Prior to the pandemic, the Hall typically had between eighty and ninety rentals per year, with an average of 3,500 visitors annually. The Hall Board is also extremely engaged in the vibrancy of the community. In 2017, through the County's Community Partnership Program, the Board collaborated with local historian Sylvia Weaver to install a Black Settlement Marker in Canfield, commemorating the freedom seekers who used the Underground Railroad to come to Canada.

Through Haldimand County's facility roofing management program, overseen by Ontario Roof Consultants & Associates (ORC), the Canfield Community Centre's roof has been regularly inspected (visually on an annual basis by staff from Facilities Capital & Asset Management (FCAM) and as needed by ORC if staff/the group had a specific concern), with replacement identified for 2025 at an estimated cost of \$35,100. This budget number was based on the cost (in 2015) for high-quality shingles. Since then, the County's standard for sloped roofs has moved to a standing seam metal roof as it provides a longer lifespan. Typically, an asphalt shingle roof will last 15 years with proper maintenance while a standing seam metal roof should last fifty (50) years. The transition to the new standard results in a higher cost for the roof materials and installation as set out below. FCAM staff

have also indicated that—given current material and supply costs associated with the pandemic—the roof replaced with shingles would likely have come in at between \$65,000 and \$75,000. Given the fairly significant cost changes for roofs being experienced above cost-of-living increases and the changed County standard, during the 2022 Capital Budget process these projects will be re-evaluated to ensure the budgets reflect expected costs.

In mid-August, the Hall Board contacted County staff to report a significant leak at the Hall. Further investigation by staff and ORC found that the roof failed prematurely due to two primary issues:

1. The shingles are organic, low quality conventional shingles; and
2. The ventilation in the attic space is significantly hampered by the addition along the western exposure. This addition—which is decades old—completely closed off the soffit vent, preventing the required ventilation of the attic space. It also appears to have begun to deteriorate the wood substrate, leading to access by an animals and further damage.

It is ORC's recommendation to staff that the roof be replaced as soon as possible (before winter). In the interim, some very minor repairs have been completed to minimize the risk of further leaks and limit other damage to the interior of the Hall. The leak also caused considerable damage to the attic insulation and lighting in the Hall. The insulation will be replaced during the roof replacement; however, the lighting issue has been addressed through an interim repair in order to allow the Hall Board to operate the facility on a limited basis and within the Province's Step 3 reopening guidelines. (For example, the Hall has been asked to be the location of an advance poll for the federal election, and the Board would like to accommodate that request.)

The details of the replacement and repair budget are as follows:

Item	Budget
Engineering	\$14,200
Roof Replacement	120,100
Attic Insulation Replacement	3,100
Lighting Replacement	15,300
Project Contingency	15,300
<b>TOTAL:</b>	<b>\$168,000</b>

The new budget number is based on the County's new standard of a standing seam metal roof for the facility and also reflects ongoing, significant increases for metal and other material costs as well as supply issues during the pandemic. ORC would manage the project, with oversight from Facilities Capital & Asset Management (FCAM) staff.

## FINANCIAL/LEGAL IMPLICATIONS:

The 2021 Tax Supported Capital Budget and Forecast included this project in the year 2025 for \$35,100, to be funded from CRR – Community Halls. A budget revision to accelerate this project to the current budget year is required as outlined below:

	Current Approved Budget	Proposed Revised Budget
<b>Expenditures:</b>		
Roof Replacement	\$0	\$168,000
<b>Total Expenditures:</b>	<b>\$0</b>	<b>\$168,000</b>
<b>Financing:</b>		
CRR – General	\$0	\$168,000
<b>Total Financing:</b>	<b>\$0</b>	<b>\$168,000</b>

Accelerating this project, as well as the increased costs due to the revised standards, will cause CRR-Community Halls to be in a deficit in 2021. Assuming the remaining capital forecast remains unchanged, the CRR-Community Halls Reserve is anticipated to be in a positive balance for the remainder of the forecasted period, and is therefore not in violation of the County's financing principles. However, given that the standards for roof replacements have changed since the current capital forecast was completed, staff will need to review any impacts these increased costs may have on other existing projects within the capital forecast during the 2022 Tax Supported Capital Budget and Forecasting process. Any future costs should be ranked and evaluated during the budget process. Increased costs will ultimately impact the County's existing long-range capital funding plan.

## **STAKEHOLDER IMPACTS:**

Capital expenditures for the Community Halls are assessed annually during Capital Budget preparations through a collaborative process between the Community Halls Boards of Directors and staff from the Divisions of Community Development & Partnerships (CDP), Facilities Capital & Asset Management (FCAM) and Finance.

In this case, FCAM involved the County's facility roofing management consultation—Ontario Roof Consultants & Associates (ORC)—to immediately review and provide recommendations to address the situation.

## **REPORT IMPACTS:**

Agreement: No

By-law: No

Budget Amendment: Yes

Policy: No

## **ATTACHMENTS:**

None.