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# Haldimand County

## Report FCA-02-2025 Emergency Purchase - Hagersville Arena Roof Repairs For Consideration by Council in Committee on May 20, 2025

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### Objective:

To inform Council of an emergency purchase for repairs to the Hagersville Arena roof.

### Recommendations:

1. THAT Report FCA-02-2025 Emergency Purchase - Hagersville Arena Roof Repairs be received;
2. AND THAT the revised budget, as outlined in Report FCA-02-2025, be approved.

**Prepared by:** Jesse Hunter, Facilities Technologist, Facilities Capital and Asset Management

**Reviewed by:** Jeff Oakes, Manager, Facilities Capital & Asset Management

**Respectfully submitted:** Tyson Haedrich, M. Eng., P. Eng., General Manager, Engineering & Capital Works

**Approved:** Cathy Case, Chief Administrative Officer

### Executive Summary:

In October 2024, Haldimand County's roofing program consultant, Ontario Roofing Consultants (ORC) determined through their annual roofing condition assessment that sections of the Hagersville Arena roof were leaking and required immediate repairs. The leaks were identified in the roof section above the lunchroom and from the eavestroughs and downspouts on the main roof covering the ice surface.

As the 2024 Tax Supported Capital Budget did not account for this replacement, the Emergency Purchase provision of Haldimand's Procurement Policy was enacted to procure and fund the roof repairs. The total cost of the roof repairs was \$27,800.

Staff are providing this report to advise Council on this emergency purchase as per County policy.

### Background:

Haldimand County is responsible for the operation and maintenance of approximately 250 municipally owned buildings. Detailed audits/assessments of the roofs, diagnostics and reports are completed on a five year cycle through the annual roofing condition assessment program conducted by Haldimand County's roofing program consultant, Ontario Roofing Consultants (ORC). Recommendations from the results of these audits/assessments are implemented into a twenty year roof program and ten year capital budget.

In October 2024, ORC inspected the Hagersville Arena roof and determined that the roof was leaking in two areas that required immediate attention to prevent damage to the building. These two areas were the roof covering the staff lunchroom (Roof Deck 1.1) and the eavestroughs and downspouts of the main roof covering the ice surface (Roof Deck 5.0).

Specifically related to Roof Deck 1.1, ORC recommended complete removal and replacement of the roof section. It was covered by an externally fastened metal panel that was past its useful life and was leaking into the interior of the building.

Repairs to Roof Deck 5.0 were also recommended where the seams of the existing eavestroughs had separated causing water to run down the side of the building. This has resulted in erosion of the mortar between the cement blocks, with some areas completely missing. The eavestrough repair with new flashing will prevent further damage to these areas and future repairs are planned to address this concern, however, they are not judged to be an emergency at this time.

The 2024 Tax Supported Capital Budget did not include a budget for the roof repairs and, as a result, staff from Facilities Capital and Asset Management consulted with Finance and Legal and Support Services and determined that the roof repairs could be procured and funded through the Emergency Purchase provisions outlined in Section 6.4 of the Procurement Policy.

Following delays due to the cold February weather, the repair work was completed in April 2025. The total cost of the repairs was \$27,800 (including non-rebateable HST).

## **Analysis:**

Per the Procurement Policy (No. 2023-02) an emergency repair must meet the following requirements:

### **6.4 Emergency Purchase**

**6.4.1** An Emergency Purchase may only be used when it is required to:

- .1 Prevent or alleviate serious delay;
- .2 Maintain essential County Services;
- .3 Maintain security or order;
- .4 Protect public property;
- .5 Protect human, animal, plant life, health or prevent/alleviate a threat to same;
- .6 Comply with official orders issued by upper levels of government; or
- .7 Comply with the Emergency Response Plan or respond to a State of Emergency.

**6.4.3** The User Division shall submit the information outlined below to Council in accordance to [Article 8.0, Council Reporting](#), within three (3) months once the Emergency is declared over:

- .1 Purchase particulars;
- .2 Source of Funding; and
- .3 Conditions that constituted an Emergency Purchase.

Upon receiving the inspection results and recommendations for the roof repair from ORC, staff from Facilities Capital and Asset Management consulted with Finance and Legal and Support Services and determined that the leaking roof repairs met the following Emergency Purchase provisions outlined in Section 6.4.1 of the Procurement Policy:

**6.4.1.2 Maintain essential County Services** - The arena is frequently used by the public and the leaking roof and eavestroughs could lead to building damage that could disrupt use of the building.

**6.4.1.4 Protect public property** - The arena is a public building and as noted above if the leaks are not addressed they could lead to significant damage to the structure.

## Financial/Legal Implications:

The 2025 Tax Supported Capital Budget did not include a budget for the repairs to the Hagersville Arena roof. The following revisions to the 2025 Tax Supported Capital Budget are required to fund the project::

	Current Approved Budget	Change	Proposed Revised Budget
<b>Capital Expenditures:</b>			
312520 – Hagersville Arena Roof Deck 1.0 Replacement – Removal and Replacement of Roof Deck 1.1	\$0	\$12,800	\$12,800
312520 – Hagersville Arena Roof Deck 1.0 Replacement – Repairs and Maintenance of Roof Deck 5.0	\$0	\$13,900	\$13,900
312520 – Hagersville Arena Roof Deck 1.0 Replacement – Mobilization/Demobilization	\$0	\$1,100	\$1,100
<b>Total Capital Expenditures:</b>	<b>\$0</b>	<b>\$27,800</b>	<b>\$27,800</b>
<b>Financing:</b>			
312520 – Hagersville Arena Roof Deck 1.0 Replacement – CRR - General	\$0	\$27,800	\$27,800
<b>Total Financing:</b>	<b>\$0</b>	<b>\$27,800</b>	<b>\$27,800</b>

## Stakeholder Impacts:

Not applicable.

## Report Impacts:

Agreement: No

By-law: No

Budget Amendment: Yes

Policy: No

## References:

1. [Policy No. 2023-02 Procurement Policy](#)

## Attachments:

None.