



INFORMATION ONLY COUNCIL REPORT  
Corporate Services  
For the October 22, 2019 Council Meeting

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DATE: October 8, 2019  
TO: Paul Gipps, CAO  
FROM: Erin Goodwin, Facilities Manager  
RE: Elliott Operations Emergency Roof Repair

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**BACKGROUND:**

The roofing system at Elliott Operations Building located at 3717 Elliott Road has been reported as being old, deteriorated, and needing replacement. Over the years, the CWK has completed multiple patches to try and extend the life of the roof, however, this past year has seen the City repair the roof three (3) times since May, 2019, with no success in stopping the leaks.

Total approximate cost to complete the roof repairs, since May: \$4,000

Leaks are continuing to happen due to water migrating to other parts of the roof that are damaged and deteriorated.

As a result, instead of continuing to try and patch the roof, it has been recommended to complete an emergency roof repair to prevent any serious damage to the building.

This building houses approximately 12 staff members year round and approximately 20 staff during the summer. It is comprised of offices, a lunch room, change room, and a server room for IT related equipment.

The CWK proceeded to move forward with an emergency roof replacement to ensure the facility, its equipment, and staff were not compromised or displaced due to roof related water issues.

**FINANCIAL IMPLICATIONS:**

Estimated cost to complete the work: \$25,000

**REVIEWED AND APPROVED BY:**

Warren Everton, Director of Finance/CFO  
Tracey Batten, Deputy CAO/Corporate Officer  
Paul Gipps, CAO

Powerpoint: Yes ☒ No