

**Township of Southgate  
Administration Office**

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**Staff Report HR2023-005**

**Title of Report:** HR2023-005 Office Improvements  
**Department:** Human Resources  
**Council Date:** April 5, 2023

**Recommendation:**

**Be it resolved that** Council receive staff report HR2023-005 for information; and

**That** Council approve closing the township office for two to three days in order to complete the improvements.

**Background:**

At the February 1, 2023 Council Meeting, the replacement of the office flooring, estimated at \$15,197 was approved as part of the 2023 Budget and report FIN2023-004 resolution:

**Moved By** Councillor Singh Soares **Seconded By** Councillor Shipston

**Be it resolved that** Council receive Staff Report FIN2023-004 2023 Budget as information; and

**That** Council approves the 2023 budget, as presented.

Carried No. 2023-040

**Staff Comments:**

Staff went through the Request for Quotes (RFQ) process as per Policy #5 Purchasing Policy and gathered quotes for the floor replacement. When reviewing the floor to be replaced it was suggested that the front vestibule, front customer area and front washroom flooring should also be replaced. This change in scope has increased the price of the flooring replacement to a total of \$17,500 which is within the threshold of a change of scope in Policy #5 Purchasing Policy with approval from Department Head, CAO and Treasurer. Performance Flooring was the selected provider for this service based on the quotes provided.

Replacing the flooring in the front vestibule will require no foot traffic at the front door for at least one day to let the flooring be installed and set. The other flooring replacement will require staff's workstations to be moved. Taking these into consideration, staff are requesting to close the office to in person visitors two to three days in the beginning of May. The proposed scheduled date are: Thursday, May 11<sup>th</sup> and Friday, May 12<sup>th</sup>, with an additional date possible pending on how the installation progresses. During these dates, staff will continue to work either at a different workstation in the office or from home and the office phone will continue to be answered. If approved, staff will notify the public of the office closure well in advance by posting on the website, social media and posters on the door.

In addition to the flooring replacement, staff suggest taking to opportunity to paint the office walls at an additional cost of approximately \$1,000.

**Financial Implications:**

As part of the 2023 budget \$15,197 has already been approved for the office floor replacement. An additional \$2,350 will be funded from Finance Cleaning/Maintenance to increase the scope to include the front vestibule, front customer service area and front washroom floor replacement as well as painting the office walls.

**Communications & Community Action Plan Impact:**

This report has been written and presented to Council to communicate accurate information to the public.

**Concluding Comments:**

1. Staff recommend that Council receive staff report HR2023-005 as information.
2. Staff recommend that Council approve the office closure of two dates in May for the flooring replacement.

Respectfully Submitted,

**Dept. Head:** *Original Signed By*

Kayla Best, HR Manager / Assistant to the CAO

**CAO Approval:** *Original Signed By*

Dina Lundy, CAO

**Attachments:**

None.