

**Municipality of Chatham-Kent**  
**Drainage, Asset and Waste Management**  
**Asset Management**  
**Information Report**

**To:** Mayor and Members of Council

**From:** Wes Lozon  
Supervisor, Building Maintenance (Municipal)

**Date:** July 18, 2018

**Re:** Emergency Purchase – Wallaceburg Museum Water Leak

---

This report is for the information of Council.

**Background**

During a rainstorm, water began to seep into the basement of the Wallaceburg Museum. It was determined that there was a small crack in the foundation wall. Green Rhino Restorations was called in to replace the wet insulation, dry the area, set up dehumidifiers, and repair the drywall.

Due to the fact that drying and sanitizing of the area began right away, there was no mold or mildew growth as a result of the leak.

The foundation repair has taken place, but was not done as an emergency purchase.

**Comments**

The Procurement By-law #03-2016 was adopted by Council on January 11, 2016. The Procurement By-law Section 119, Exceptions to the Competitive Process – Emergency Purchases states:

“In the event of an Emergency requiring the purchase of Goods or Services to alleviate the Emergency, Goods and Services may be purchased by the most economical and expedient means, notwithstanding this By-law, as follows:

- a. Under \$100,000: SMT members have the authority to approve Emergency Purchases under \$100,000.
- b. Between \$100,000 and \$200,000: EMT members have the authority to approve Emergency Purchases between \$100,000 and \$200,000.
- c. \$200,000 and above: the CAO has the authority to approve Emergency Purchases of \$200,000 and above.”

As soon as reasonably possible, and no later than three (3) months following the emergency, the authorizing Employee (SMT, EMT or CAO) shall prepare and submit an information report to Council describing;

- a. The circumstances of the Emergency,
- b. The reason and necessity of purchasing the Goods or Services outside of the competitive process,
- c. The total purchase price,
- d. The name of the Supplier, and
- e. And other relevant details or information.

**Consultation**

The Director of Drainage, Asset, and Waste Management was consulted prior to purchase.

**Financial Implications**

The project cost of \$4,425.63 (including HST) was paid from the 2018 Building Lifecycle budget.

Prepared by:

Reviewed by:

---

Wes Lozon  
 Supervisor, Building Maintenance  
 Asset Management

---

Tom Skodak, P. Eng.  
 Manager, Municipal Assets  
 Asset Management

Reviewed by:

Reviewed by:

---

Tim Dick, C.E.T.  
 Director,  
 Drainage, Asset and Waste Management

---

Thomas Kelly, P. Eng., MBA  
 General Manager  
 Infrastructure and Engineering Services

- c. Matt Torrence, Supervisor, Accounting Operations  
 Jennifer Scherle, Purchasing Officer