



Corporation of the Township of Brock

Staff Report to the Mayor and Members of Council

From: Wayne Ward

Position: Director Parks, Recreation and Facilities

Title / Subject: Manilla Hall Accessible Ramp Replacement

Date of Report: May 5, 2025

Date of Meeting: May 12, 2025

Report No: 2025-PRF-011

1.0 Issue / Origin

The Manilla Community Hall accessible ramp, stairs and landing are close to end of life and are due for replacement in 2025 as part of the Capital Budget approved by Council.

2.0 Background

Council approved \$20,000 from the Manilla Hall reserves to go towards this project. Upon further investigation it has been determined that the design must be completed by a professional designer and have stamped engineered drawings to meet building code requirements. This cost was not factored into the budget request.

3.0 Analysis

Quotes have been received for this project and the lowest costing we have received is \$7,500 plus HST. This will provide the Township with detailed design and working drawings, site review, coordination of OBC requirements, technical specifications, preparation of tender documents, answering of any questions through the tender process, contract administrative services for the project including field reviews and conformance letter upon completion of the project.

4.0 Related Policies / Procedures

The Ontarians with Disabilities Act (O.D.A.), The Accessibility for Ontarians with Disabilities Act (A.O.D.A.), and Township of Brock Multi-Year Accessibility Plan 2022-2026.

5.0 Financial / Budget Assessment

The current \$20,000 is being funded from the Manilla Hall Reserve which has a current balance of \$66,828 (year-end 2024) before the \$20,000 is removed for this project.

While quotes have not yet been received for replacing the ramp, stairs and landing, staff are aware that material costs have increased recently due to tariffs and other factors. Accordingly, to accommodate the additional design components, and the anticipated increase in costs, staff recommend a draw from the Manilla Hall Reserve of another \$15,000 to allow all the required work to be completed, for a total upset budget of \$35,000 in 2025.

5.1 Asset Management

Replacement of this ramp, stairs and landing will extend the useful life of this facility and will provide improved access while meeting the latest OBC accessible requirements.

6.0 Climate Change Impacts

The replacement of this ramp, stairs and landing with concrete structures will eliminate the need for repairs using lumber products.

7.0 Communications

This report is being published on a public agenda

8.0 Conclusion

Costs not included in the original budget submission will reduce the amount available for the construction costs. Should additional funding not be approved this project may not be completed this year.

9.0 Recommendation

BE IT RESOLVED THAT Council receive report 2025-PRF-011, and

THAT the director of finance be directed to transfer an additional \$15,000 from the Manilla Hall Reserve towards this project, and

THAT staff proceed with the proposal from Barry Bryan Associates for the design and contract administration as outlined in their proposal, and

THAT staff proceed with the tender for this project as soon as possible upon receipt of the drawings.