



Report to Council

To: Mayor and Council Members
From: Matt Aldom, Chief Building Official / By-law Enforcement Officer
Date: April 7, 2026
Subject: Additional Costs - Office Space Renovation – 135 Burleigh Street, Apsley

Recommendation:

That Council approve the additional costs of \$1,942.50 (excluding HST) provided by Rubicon General Contracting Limited in Change Order # 3 and \$ 1,794.00 (excluding HST) in Change Order # 4 R1 for the office space renovation project at 135 Burleigh Street, Apsley, and an additional \$4,850.00 (excluding HST) as quoted by Rubicon General Contracting Limited for the construction of a sloping barrier-free concrete walkway and landing at the rear entrance of the building and further that these funds be taken from future capital reserves.

Background:

In the regular meeting of Council on February 3, 2026, Council passed the following motion.

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Moved by - Councillor O'Shea

Seconded by - Councillor McIlmoyl

That Council approve the proposal from Rubicon General Contracting for the office space renovation project at 135 Burleigh Street, Apsley in the amount of \$89,014.96 including HST for all of the work that was included in the scope of work in RFP-08-25 and further that the funds be taken from future capital reserves. Carried.

On March 17, 2026, a report was brought to Council with additional costs of \$5,295.75 for Change Orders 1 & 2 for the renovation project which was approved by Council to be funded by the future capital reserves.



Analysis:

Rubicon General Contracting Limited (RGC) commenced the renovations of the office space on February 5, 2026. Since the renovation began it was noted by RGC that the existing ceiling tiles could not be matched. RGC provided a solution to reuse some of the undamaged existing ceiling tiles in the main office area to replace the damaged ceiling tiles in the staff room and small offices. This solution however required that all new ceiling tiles be purchased and installed in the main office area. RBC provided Change Order #3 with additional costs of \$1,942.50 (excluding HST) to supply and for installation the new ceiling tiles in this area. In order to keep the renovation project moving forward, the contractor was instructed by the Township through approval from Alana Solman, CAO to proceed with the work identified in the Change Order. Subsequently RGC informed the Township that they would install all new ceiling tiles in the staff room and small offices with no additional costs over the Change Order # 3.

Change Order # 4 R1 with additional costs of \$ 1,794.00 (excluding HST) has also been approved by Alana Solman, CAO to cover the cost of lever set hardware in the existing offices, a new exhaust fan for the washroom, two GFI receptacles in the kitchenette on a new breaker and the supply, installation of new correctly sized breakers in the electrical panel and 1 new battery for the emergency pack and 1 new receptacle. Some of these items were not specifically included in the design document in the RFP but were discovered during construction and are mainly required for safety and code requirements as well as proper function in the space.

Currently there is a 7" step out of the new rear door that was installed at 135 Burleigh Street as part of the renovation project. The Ontario Building Code requires that all entrances for commercial buildings, except for service entrances, are to be constructed as barrier-free entrances. The new rear door has been installed as a barrier-free door however due to the time of year the project was originally anticipated to be undertaken, there was no exterior concrete work noted in the scope of work in RFP-08-25. Rubicon General Contracting Limited (RBC) has provided a quote of \$4,850.00 (excluding HST) for the construction of a concrete sloping walkway with a level landing at the new rear entrance that would comply with the barrier-free path of travel requirements of the Ontario Building Code. Alternatively, the entrance could be viewed as a service entrance at this point with the 7" step. However, even as a service entrance it could be advantageous for a tenant to have the sloping walkway with the landing for accepting deliveries. A tenant may also choose to have the new rear entrance as their principle entrance for the business in which case a barrier-free path of travel would be required.



Township of North Kawartha

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Financial Implications:

Additional renovation costs for Change Orders # 3 and # 4 R1 in the amount of \$ 3,736.50 (excluding HST) plus cost for the sloping walkway in the amount of \$ 4,850.00 (excluding HST) for a total of \$ 8,586.50 to be taken from Future Capital Reserves.

Strategic and/or Other Plans:

Infrastructure

1. Ensure that existing infrastructure is sustained prior to expanding and/or investing in new infrastructure, reflective of the Asset Management Plan (AMP)
2. Plan infrastructure development within demographic needs

Environment

2. Protect the human environment

In Consultation with:

Alana Solman, Chief Administrative Officer

Edward Hilton, Economic Development Officer

Attachments:

None