

Staff Report

Council Meeting Date: August 11, 2025

Subject: REC-2025-14 Library Request for Flooring

Report from: Carly Steinhoff, Park, Facilities and Recreation Manager

Attachments: None

Recommendation

Be It Resolved that Council hereby approves Report REC-2025-14-Library Request for Flooring;

AND approves the quotation of \$14,525.73, inclusive of applicable taxes, from Cuneo Interiors Carpet One for the supply and installation of flooring in the Tara Library; and

AND FURTHER finance this project through the Municipal Buildings Reserve, 01-0000-7212.

Background

Bruce County Library staff have contacted the Municipality to advise of their plans to install a new circulation desk at the Tara Library Branch. As part of this initiative, the County has formally requested that the Municipality remove the existing carpet and proceed with the installation of new flooring throughout the main level of the branch.

Analysis

Following internal discussions, Municipal staff agreed that the timing of the desk replacement presents an appropriate opportunity to undertake the flooring upgrade. Although this project is not currently included in the approved 2025

Capital Budget, staff recommend that Council consider the request in light of the broader facility improvements and potential long-term benefits.

To support this initiative, staff obtained a quotation from Cuneo Interior Carpet One for the supply and installation of vinyl plank flooring. A separate quotation was also obtained from another contractor for installation only. Based on the scope and value of the proposal, staff recommend that Council accept the quotation from Cuneo Interior Carpet One to complete both the supply and installation of the flooring.

Should Council approve this request, Municipal staff will coordinate with Bruce County Library staff to determine appropriate timing for the project. It is anticipated that the installation will take place in Fall 2025.

Link to Strategic/Master Plan

6.5 Engaging People and Partnerships

Financial Impacts/Source of Funding/Link to Procurement Policy

As this project was not identified in the 2025 Capital Budget, staff recommend financing the total cost of \$14,525.73, inclusive of applicable taxes, from the Municipal Buildings Reserve (01-0000-7212).

Approved by: Emily Dance, Chief Administrative Officer