

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
EMERGENCY CONTRACT AWARD**

<b>Project Award</b>	Emergency Contract Award for the replacement of five panes of glass at the Sherwood Community Centre.
<b>Recommendation</b>	<p><b>Staff proceeded with the contract award for the emergency repairs of glass panes at Sherwood Community Centre to Active Wall Inc. in the total amount of \$41,160 (exclusive of HST).</b></p> <p><b>This report is being submitted to Council for information.</b></p>
<b>Purpose of Report</b>	As per Section 11.1 of Purchasing By-law No. 061-2018, emergency expenditures shall be reported to Council for information.
<b>Background information</b>	<p>On December 9, 2025, damage was identified to five glass panes at the front entrance of the Sherwood Community Centre. Upon assessment, it was determined that the damage was irreparable and full replacement was required.</p> <p>Given the safety implications and the need to maintain facility operations and service standards, the repairs were completed on an emergency basis to mitigate potential risks and minimize disruption to users.</p>

**Financial Planning Section: Budget Impact** (Note 1)

<b>Account Number(s)</b>	F1325-1320-3740
<b>Account Description</b>	Sherwood Community Centre – Facility Maintenance Contracts
<b>Project Total Budget</b>	N/A
<b>Contract Budget</b>	\$0
<b>Actual Cost</b>	\$41,884
<b>Variance</b> (Note 2)	\$41,884 (U)
<b>Funding Source</b>	Operating Budget

Note 1: Financial impact includes any non-refundable portion of HST.

Note 2: Program area staff anticipate managing the cost of the emergency repairs within the overall facilities maintenance budget. Facility maintenance expenditures will continue to be reviewed with Financial Planning and any variances will be reported through the variance process.