



## The Corporation of the Township of Huron-Kinloss

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### Staff Report

**Report Title: Municipal Office Lower Level Water Damage**

**Date: Mar. 17, 2025**

**Report Number: CAO-2025-08**

**Department: CAO**

**File Number: C11**

**Prepared By: Jodi MacArthur, Chief Administrative Officer**

**Attachments:**

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#### **Recommendation:**

THAT Township of Huron-Kinloss Council hereby receives for information Report Number CAO-2025-08 prepared by Jodi MacArthur, Chief Administrative Officer;

AND FURTHER authorizes, ratifies and confirms the signing of all documents related to the insurance claim, including the temporary rental of office space by the Chief Administrative Officer.

#### **Background:**

Water damage was discovered in the basement of the municipal office on the morning of March 6, 2025 due to sump pump failure sometime through the night. Staff immediately took measures to protect the building contents and remove as much of the water as possible, however all workstations in the lower level have been impacted. A professional restoration company responded the same day and an insurance claim has been initiated for the remedial works, which is expected to include replacement of flooring, drywall and some office furniture.

#### **Discussion/Analysis/Overview:**

The remediations are expected to take approximately 3 months. During this time staff are unable to utilize the lower level, however the main level is fully operational. We have been able to secure temporary workspace at 41 Queen Street (former Royal Bank branch) and staff that are displaced will work between this location, the main office at 21 Queen Street and their home offices, where applicable. While there will certainly be some accommodations for staff, we do not anticipate any disruptions in service to the public.

#### **Financial Impacts:**

It is expected that insurance will cover the loss, subject to the deductible.

#### **Performance Measurement:**

Not applicable; unplanned incident

#### **Strategic Area:**

Embrace a thriving rural lifestyle

Enhance Municipal Service Delivery

Prepare for Inclusive Growth

Ensure Financial Stability

**Strategic Goal: Manage assets and infrastructure**

**Respectfully Submitted By:**

Jodi MacArthur, Chief Administrative Officer

**Report Approved By:**

Jodi MacArthur, Chief Administrative Officer