

## **COMMITTEE OF THE WHOLE MARCH 24, 2003**

### **OFFICE RENOVATIONS – ADDITIONAL FUNDING**

#### **Recommendation**

The Commissioner of Community Services in consultation with the Commissioner of Finance & Corporate Services and the Executive Director of Parks and Buildings & Facilities recommends:

That this report be received for information.

#### **Purpose**

The purpose of this report is to provide information regarding the re-location of city staff to the MNR building, as well as renovations to existing space within the Civic Centre; and to advise Council that additional funding for the renovations and furniture will be required.

#### **Background - Analysis and Options**

In the 2003 Capital Budget Council approved \$300,000 for a number of renovations required in order to accommodate the new Corporate Communications department, new staff in the Engineering Department and additional staff in the Council office area.

Due to the extreme space constraints in the Civic Centre, it was not possible to accommodate all the needs at this location. In order to free up space for the Corporate Communications Department in the Civic Centre, the Engineering Construction Services section of the Engineering Department is re-locating to the MNR building. This includes the inspectors currently located in the portable.

This move will free up space on the main floor for Corporate Communications, and will accommodate the new staff in the Engineering Department. It will also provide for two Legal Department offices, for staff, which need to be moved from the third floor, in order to accommodate the new complement position in Council administration.

Construction at the MNR is underway; however new furniture is required for the new staff and some of the existing staff, which are being re-located. Additional funds are required to pay for this furniture, and may also be required for additional construction. Staff is in process of finalizing the floor plans for the civic centre, and preparing the detailed cost estimates. Due to the tight time constraints, particularly the lead-time for furniture, staff will be providing the cost figures to Council on March 31, 2003

#### **Conclusion**

Additional funding will be required in order to complete the various staff moves. The cost estimates will be provided for Council on March 31, 2003.

#### **Attachments**

None

#### **Report prepared by:**

G. Doris Haas  
Commissioner, Community Services, Ext 8501

Respectfully submitted,

G. Doris Haas  
Commissioner, Community Services