

## Report to Council

**Report Title:** Office Renovation Proposal

**Prepared By:** Sonya Watson, Chief Administrative Officer

**Department:** Administration

**Date:** February 4, 2020

**Report Number:** CAO 2020-01                      **File Number:** C11AD

**Attachments:** N/A

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### **Recommendation:**

That the Council of the Municipality of Brockton hereby receives Report Number CAO 2020-01 Office Renovation Proposal, prepared by Sonya Watson, Chief Administrative Officer, for information purposes and provides further direction to staff.

### **Report:**

#### **Background:**

Renovations are proposed and included in the 2020 budget for the Municipal Office to improve safety, security and confidentiality. The meeting room would be relocated to the front door where committee members would have access to the washrooms after hours while the remainder of the office remained locked. The current meeting room would be converted into additional offices for a more effective layout of departments. The proposal is also to erect permanent walls for the remaining offices along the south wall. The renovation also includes new carpeting throughout the office.

#### **Analysis:**

The Occupational Health and Safety Act required that a risk assessment be completed for the municipal office. The risk assessment illustrated that additional measures were required to ensure adequate safety for staff. Relocating the meeting room also allows committees to use the facility and access the washrooms while ensuring the security of municipal equipment and records. Permanent walls are also being proposed to assist in preserving confidentiality in the Clerk's department and for human resource inquiries. The carpeting throughout the municipal office has deteriorated in spots to the point where it poses a health and safety risk due to falls, trips and long-term air quality. The breakdown of costs are below. Note that these prices are estimates from local suppliers & contractors.

## **Office layout changes- construction costs**

Pricing for renovating the office area as per the Dar-Cad plans include installing new steel stud walls and removing walls as required. This project will also include sound batt insulation between studs and insulated blanket, framing doors, installing drywall and painting.

Electrical work includes retrofitting of existing lighting to LED, installation of new receptacles, installation of new switches and re-working of existing components as required. HVAC diffusers will require relocation and new diffusers will also need to be installed.

This also includes an area for the vault to secure cash within the office area.

The work is scheduled to be completed at nights or on the weekends to cause the least amount of disruption to staff and ratepayers.

Total Cost - \$46,129.72

## **Carpet**

Phase One includes replacing the tile in the new meeting room and replacing the carpet in the current Treasury offices, Clerk's, CAO office, Roads office, community development and former meeting room.

Complete Installed Price - \$13,846.46 (plus HST)

Phase Two includes replacing the carpet in the reception area, building dept. offices, operations office, open office area and copy/fax room.

Complete Installed Price – \$14,935.53 (plus HST)

## **New Blinds**

Pricing for window coverings to replace the pink blinds on all windows in the office.

Total cost for white roller fabric - \$5,471.90 or total cost for roller screen fabric - \$6,686.65

## **Front desk**

Update front desk cabinetry and install safety glass on aluminum tracks.

Total cost - \$13,910.00 (plus HST)

Note: This would close in the front desk area but does not include doors to restrict access to the remainder of the office. That is included in the construction costs. This would still leave an employee office on the public side of the counter area should the other layout changes not be made.

For Council's information the current payment schedule per year is outlined below for the current for 470.7 sq metres or 5067 sq ft used for the municipal office.

As of November 1, 2017: \$57,225.00 plus applicable taxes.

As of November 1, 2018: \$60,250.00 plus applicable taxes

As of November 1, 2019: \$63,250.00 plus applicable taxes (

As of November 1, 2020: \$66,500.00 plus applicable taxes

As of November 1, 2021: \$69,750.00 plus applicable taxes

Therefore in 2020 we are paying \$13.12 per sq ft. The current five-year agreement expires October 22, 2022.

We seek Council's direction on proceeding with the renovations in 2020.

### **Sustainability Checklist:**

What aspect of the Brockton Sustainable Strategic Plan does the content/recommendations in this report help advance?

- |   |     |
|---|-----|
| • Do the recommendations help move the Municipality closer to its Vision? | N/A |
| • Do the recommendations contribute to achieving Cultural Vibrancy?       | N/A |
| • Do the recommendations contribute to achieving Economic Prosperity?     | N/A |
| • Do the recommendations contribute to Environmental Integrity?           | N/A |
| • Do the recommendations contribute to the Social Equity?                 | N/A |

### **Financial Impacts/Source of Funding:**

- Do the recommendations represent a sound financial investment from a sustainability perspective? Yes

These municipal office changes bring the office in compliance with the Occupational Health & Safety Act.

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### **Respectfully Submitted by:**



Sonya Watson, Chief Administrative Officer