



THE CORPORATION OF THE

INTERNAL M E M O R A N D U M

TO: Will Pearce, CAO **FILE:** 1700-02
FROM: Debra Law, Director, Financial Services **DATE:** January 10, 2020
SUBJECT: Financial Services Office Renovation

During the 2019 budget deliberations, Council approved a new exempt position for the Financial Services Division (Finance). As a result, a review of the management/exempt reporting structures was completed and new roles were assigned to some staff. The new exempt position will be hired in 2020 and will be reporting to the Manager, Financial Planning and Reporting.

During the planning process, it became apparent that the process of adding a new office in the existing work area of Finance was going to be difficult. In addition, the Cemetery Master Plan suggested that a private space was needed for Cemetery customers working with Finance staff.

Finance hired an interior designer to come up with a plan that could accommodate the extra office and cemetery space. The resulting plan requires the existing office walls be removed and rebuilt and a reconfiguration of existing work stations. There is additional maintenance work that will be done at the same time to take advantage of the opened ceiling. Seven staff will need to be relocated for at least a month during construction.

The total estimated cost for the project is approximately \$87,900. The Facilities Department has funding in place in the 2020 capital budget to replace all of the flooring and lighting during the renovation - \$27,900. Administration is requesting Council approval to utilize the 2019 unspent monies from the vacant exempt position in the amount of \$60,000 to fund the remainder of the needed office renovation.

RECOMMENDATION:

THAT Council approve funding for the Financial Services Office Renovation in the amount of \$60,000 from the 2019 unspent budget for the vacant exempt position.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read 'Debra Law'.