

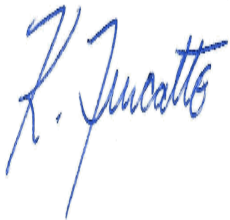
6. FINANCIAL IMPLICATIONS

Town staff have gathered quotations to complete the work required. The revised estimates that were received for the scaled back project are \$25,000. This will not include the construction of the board room. It will include the purchase and installation of vinyl resilient flooring and pick-up/delivery/installation of the surplus furniture.

7. CONCLUSION

In conclusion, it is recommended that Council approve the request of \$25,000 for the renovation of the mezzanine.

Respectfully submitted,



Kevin Turcotte
Manager, Parks and Recreation



Jeffrey Vyse, C.S.T.
Manager of Public Works



Sheldon Randall
Chief Administrative Officer (I)

ATTACHMENTS



OPS-19-016.pdf

WEB ATTACHMENTS

ATTACHMENTS FOR LINK

First Capital of Upper Canada - 1792



The Town of Niagara-On-The-Lake

Operations
Telephone (905) 468-3266
Facsimile (905) 468-2959

1593 Four Mike Creek
Road
P.O. Box 190
Virgil, Ontario
L0S 1T0

Report: OPS-19-016 **Committee Date: September 09, 2019**

Due in Council: September 16, 2019

Report To: Operations Advisory Committee
Subject: Operations Centre - Mezzanine Renovation

1. RECOMMENDATION

It is respectfully recommended:

- 1.1 that Council approve \$40,000 from the Development Charges Reserve to complete the mezzanine floor and meeting room renovations in the Operations Centre, including the removal and installation of free furniture from the Region.

2. PURPOSE / PROPOSAL

The purpose of this report is to request funding from the Development Charges Reserve to purchase and install flooring and office furniture for the Mezzanine in the Operation Centre.

3. BACKGROUND

The majority of the construction of the Operations centre was completed in 2015. The initial construction was to house the newly formed Operations Department. Amenities included: a lunch room, Supervisor offices, mechanic shops, wash-bay and a mezzanine (unfinished). The construction of the mezzanine was left unfinished with the intention that when the requirement for more office space was required that it would be properly finished.

The current floor is an unfinished concrete surface and creates dust issues with the people, furniture and equipment in place.

The space was used by Operations staff (Engineering, Parks and Recreation) during the renovation to the front of the Operations Centre, as well as Parks Canada staff, as a temporary tenant when they were in need of office space while completing their renovations at Butler Barracks. The space is currently used by Operation's (water dept.) staff.

Currently, the office space is made up of a variety of office furniture and cubicle dividers in an open office set-up. The meeting/board room is in the centre of the space but not effective as it disrupts the offices that are in the surrounding, there are no barriers or walls, privacy is inadequate.

The Niagara Region has circulated an email notifying municipalities that they were starting a renovation and would have surplus Teknion office furniture (see attachment #1) available to those interested. This was offered at no cost to the Town, pick-up and delivery would have to be arranged by the Town and must be completed on October 10, 2019.

In order to save costs on storage of the items and any duplicate moving, we are proposing that the floor be installed first prior to this date.

Completion of the mezzanine will be proposed in the 2020 capital budget with the inclusion of the elevator that was removed from the original construction to meet prior Council budget targets.

4. DISCUSSION / ANALYSIS

Staff have drafted a proposed floor plan (see attachment #2) that would efficiently use the floor space to maximize the number of offices and create a valuable meeting/board room that is vital to the Operations Building.

The existing furniture will be offered to Town partnered organizations (ie; Chamber of Commerce, Pumphouse, etc.) first. The remaining furniture will be put on GovDeals.

5. OPTIONS

1. Accept the recommendation as presented.
2. Decline the report as presented. Renovations will be proposed in the 2020 Capital Budget.

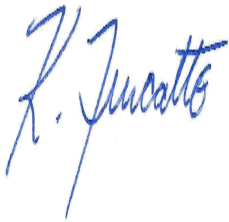
6. FINANCIAL IMPLICATIONS

Town staff have gathered quotations to complete the work required. The estimates that came in are \$40,000. This will include the construction of the board room, purchase and installation of the vinyl resilient flooring and pick-up/delivery/installation of the surplus furniture.

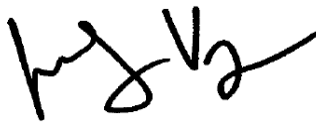
7. CONCLUSION

In conclusion, it is recommended that Council approve the request of \$40,000 for the renovation of the mezzanine.

Respectfully submitted,



Kevin Turcotte
Manager, Parks and Recreation



Jeffrey Vyse, C.S.T.
Manager of Public Works



Sheldon Randall
Chief Administrative Officer (I)



