



## **The Corporation of the Town of LaSalle**

**To:** Mayor and Members of Council

**Prepared by:** Dale Langlois, Director of Finance

**Department:** Finance

**Date of Report:** February 18, 2021

**Report Number:** FIN-04-2021

**Subject:** Town Hall Work Station and Office Expansion

### **Recommendation**

That the report of the Director of Finance dated February 18, 2021 (FIN-04-2021) regarding the Town Hall Work Station and Office Expansion be approved.

### **Report**

Since the completion of the Town Hall building in 2014, the Town has grown substantially and has offered many new services. With growth and expansion comes the need for additional staff positions. As such, over the past seven years, the Town has added many new positions, which has resulted in the need for additional offices and work stations in the Town Hall building. Rather than construct an addition on the existing Town Hall building, which would cost millions of dollars, administration recommends converting the second floor Laurier conference room into three new offices, and converting a portion of the staff lunch room into a new conference room (See attachment A for detailed rendering). Additionally, administration proposes adding two new work stations located in the open area beside the photocopy room on the first floor (See attachment B for detailed design) and replacing the two existing work stations in the executive assistant area on the first floor of Town Hall with three new work stations (See attachment C for detailed design). It is important to note that the two existing work stations in the Executive assistant area will be repurposed to create the two additional work stations in the open area on the first floor.

Monarch Basics had both the best office space design and lowest price for the work stations on the first floor. See cost below under financial implications. Moving forward, a design will also be obtained from Monarch to determine if additional work stations can be created on the second floor.

If this report is approved by Council, a request for tender will be posted on bids and tenders to obtain pricing for the office and board room construction, which is estimated by JP Thompson to be a total of \$110,000. Also, approval will be given to Monarch Basics to order the three new work stations, which are expected to take two to three weeks to arrive.

In summary, a total of three new offices and three new work stations will be created from this project, with the potential for additional workstations once Monarch Basics provides 2<sup>nd</sup> floor work station designs. Once all construction has been completed and the new workstations have been configured, the number of offices and workstations will be sufficient for the next ten plus years moving forward.

## **Consultations**

JP Thompson Architects Ltd. created the new office and meeting room design for the second floor.

Monarch Basics created the first floor work station designs.

## **Financial Implications**

The total estimated cost to construct the three new offices and the new meeting room is \$110,000. The cost to repurpose two existing work stations and add three new workstations on the first floor of Town Hall will cost \$17,600. These costs will be funded from the facilities reserve, which has sufficient funds available to fund this project (current balance of \$819,000).

## **Prepared By:**



Director of Finance/Treasurer

Dale Langlois, CPA, CA

## **Link to Strategic Goals**

1. Enhancing organizational excellence - Not Applicable
2. Strengthen the community's engagement with the Town - Not Applicable
3. Grow and diversify the local economy - Not Applicable
4. Build on our high-quality of life - Not Applicable
5. Sustaining strong public services and infrastructure - Not Applicable

## **Communications**

Not applicable

## **Notifications**

Not applicable

**Report Approval Details**

Document Title:	FIN-04-2021 Town Hall Work Station and Office Expansion.docx
Attachments:	- Attachment A.pdf - Attachment B.pdf - Attachment C.pdf
Final Approval Date:	Feb 25, 2021

This report and all of its attachments were approved and signed as outlined below:



Chief Administrative Officer

Joe Milicia



Deputy Chief Administrative Officer

Peter Marra