

Type of Decision									
Meeting Date	Thursday, September 8, 2016				Report Date	Monday, September 5, 2016			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed

#08/09/16/1203 – Office Upgrades

**SUBJECT: Modifications to the Municipal Office to Increase Privacy**

**RECOMMENDATION:**

That Council approve the following resolution increasing privacy for office staff and separating the public area from offices.

**WHEREAS** office modifications which would separate public areas from office space might be relatively easily made offering quieter work spaces for staff;

**AND WHEREAS** funds exist in reserves for office upgrades and maintenance;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby authorize staff to use these funds to complete office modifications.

**BACKGROUND/EXECUTIVE SUMMARY:**

Staff have been considering ways to modify the current office structure/set up to provide uninterrupted workspaces. Interruptions are still quite frequent, making it difficult to work on detailed projects/tasks from our own desks.

There are also challenges with interruptions/heat from the Xerox machine and access to files which could be alleviated by installing a dividing wall in existing offices creating smaller office spaces and separate filing areas.

There is money available in reserves (\$30,000) for office upgrades/maintenance

- Can we proceed with changes to separate the offices from access to the hall/library?
- A very preliminary plan has been created for consideration and is attached. Obviously we would work with a contractor to come up with the most efficient solution should council approve this project.

- c. Should we consider modifications which would also include the creation of a vault room for proper storage to better protect documents from fire/theft/other damage?
- d. What do Council members think of making changes to the current practise of allowing unfettered drop in access to all staff members? We could require appointments or office drop in only in either the am or pm?
- e. Council suggestions?

#### **FINANCIAL CONSIDERATIONS/BUDGET IMPACT:**

Funds exist in reserves for this purpose. Best value for funds will be obtained through the usual quote process.

#### **POLICY IMPACT:**

#### **OTHERS CONSULTED/RESOURCES:**

If approved, we will consult with Darryl Francoeur of Mackey Construction to come up with the best, most cost effective solutions.

<b>Approved and Recommended by the Clerk</b>	
Melinda Reith, Municipal Clerk	Melinda Reith