

CAPITAL PROJECT REQUEST FOR 2019

Project Name:

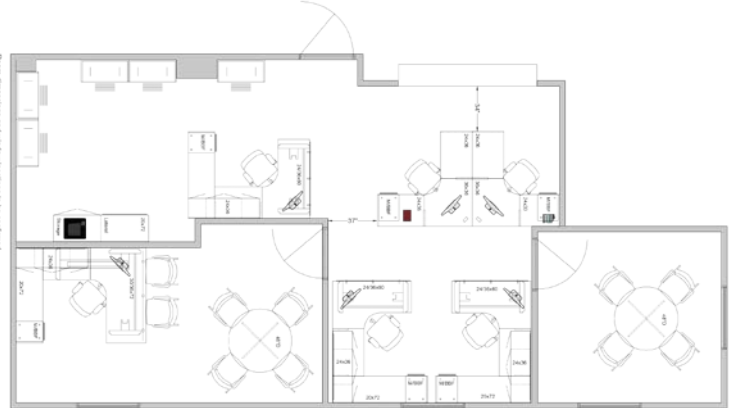
City Hall – LLS Renovation

Department:

Legal and Legislative Services

Estimated Gross Cost:

\$25,000.00



Funding Sources:

Grants/ Recoveries	Loans	Gas Tax	Development Charges	User Fees	Taxes
					\$25,000.00

PROJECT DESCRIPTION:

Legal and Legislative Services (LLS) is one of the most frequent points of contact with the public. Most common service attendances include Commissioner of Oath requests, marriage licences, cemetery plot/columbarium sales and inquiries, dog licences, lottery licensing, etc. Plans are underway for legislative services to extend its involvement to other Committees/Boards in order to deliver a consistent level of support and documentation of municipal activities.

Realignment and maximization of the LLS physical space is necessary to allow for future growth, to provide ergonomically appropriate workstations and to meet current needs. There are currently five different sets of furnishings being used which will be replaced. Better management of the file storage area and provision of a small private meeting room will allow LLS staff to improve service to the public and internal stakeholders.

It should be noted that, whenever possible, furniture and equipment would be interchangeable with all other furniture and equipment in the building to ensure any future reorganizations will not be hindered by mismatch or incompatible stock.