

ITEM 1

MANAGER'S REPORT NO. 62

COUNCIL MEETING Oct. 2/72

1. Re: Proposed Relocation of the Xerox Machine
In the Clerk's Office

The Xerox machine in the Clerk's Office is presently located adjacent to the counter and the area reserved for the clerical staff. Although the noise from the machine does not unduly disrupt the work of most clerical employees, the continuous humming sound when it is not in operation is a persistent source of annoyance to them. The intrusion does interfere with the work of the Public Relations stenographer who takes most of the incoming calls, and is regarded as a disruptive nuisance by many members of the public and staff who must carry on discussions at the counter.

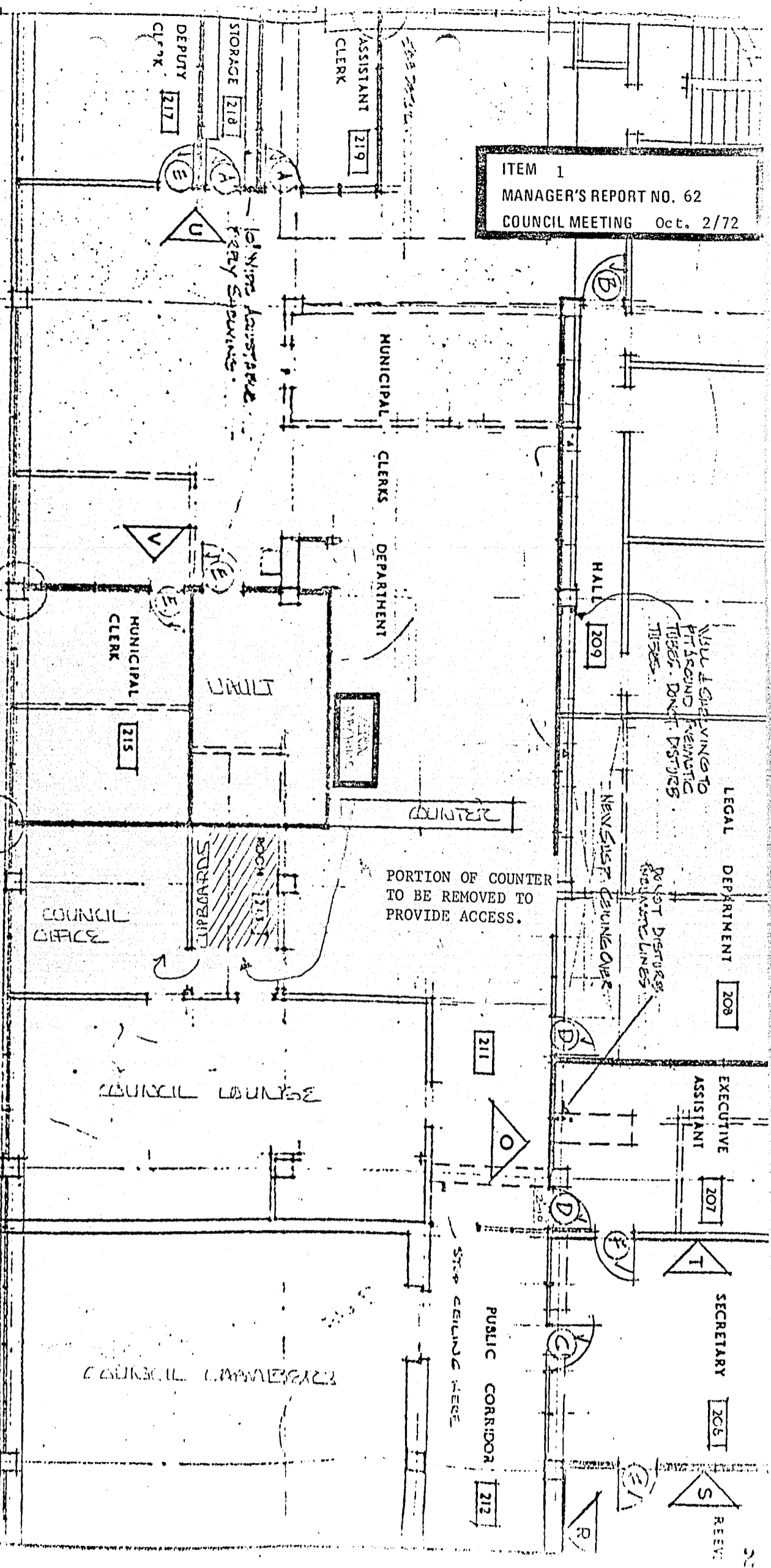
The Clerk and Chief Building Inspector recommend that the Xerox machine be moved to the space that is adjacent to the Council Lounge and Council Office area (see attached sketch). This would require installation of soundproofing material and relocation of at least some of the cupboards from the proposed space to the opposite wall in the Council Office. A section of the counter would have to be removed to provide efficient access to the proposed machine location. A 220 volt service would also be required.

There are sufficient funds in the General Municipal Hall Alterations Account to cover the cost of the recommended renovations. The estimated cost is \$400.00.

RECOMMENDATION:

THAT permission be given to relocate the Xerox machine to the proposed location as shown on the attached sketch.

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See Person

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4

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6