

Re: Municipal Hall Renovations. Construction Schedule Dated May 1, 1975  
(Item 7, Report No. 13, February 24, 1975)

Council, at its meeting of February 24, 1975 received the above-noted report which provided a construction schedule (copy attached) dated February 19, 1975, for renovations to the Municipal Hall.

Attached also is a revised schedule, dated May 1, 1975, provided by the Project Co-Ordinator which supersedes the February 19, 1975 schedule.

As will be noted from the schedule, completion dates are now in advance, varying from two to eight weeks from those formerly anticipated and are possible, partly because offices now occupied by the Assessment Authority are not to be finished to the standard originally planned, and partly through good cooperation of major trades engaged in the renovation work.

Council will note that whereas the Parks and Recreation Department, the last department to be moved to permanent quarters at the Hall, was formerly scheduled to move on October 10, it is now anticipated that the move will occur on September 6, 1975. The Personnel Department will be the last department to vacate the Fabco offices, with its move to the Hall now planned for August 23, 1975.

It should also be noted from the schedule that, whereas the Cafeteria service was formerly planned to provide coffee during the morning and afternoon breaks only, the Cafeteria is now open during normal hours of Municipal Hall business with sandwich lunches and other light snacks made available.

The B.C. Assessment Authority is currently scheduled to move to the Fabco offices on May 31 which will then permit the Clerk's Department to move to offices vacated by Authority staff. Subsequently, the Building Department, formerly scheduled to occupy Fabco offices, will not need to do so but, on July 12 will occupy offices vacated by Authority staff at the Hall.

With respect to Assessment Authority staff occupying the Fabco offices, the Authority is well aware that the Municipality requires 30 days notice prior to the Authority vacating Municipal premises. We have advised the Area Assessor that the Municipality is prepared to provide accommodation at the Fabco units, on a rental basis, (at no cost to the Municipality), from May 31 until only August 30, 1975.

Removal of the Fabco units from the Hall grounds will follow return of the Personnel Department to the Hall on August 23 or the date, which might be prior to August 23, that the Assessment Authority vacates Municipal premises, whichever occurs first.

The current schedule allows the Fabco units to be removed from the Hall grounds at the beginning of September and this, in turn, permits the site development and landscape work now in the initial stages, to proceed without interruption through the Fall planting season.

This is for the information of Council.

ITEM 7  
 MANAGER'S REPORT NO. 13  
 COUNCIL MEETING Feb. 24/75

MUNICIPAL HALL RENOVATIONS  
CONSTRUCTION SCHEDULE 1975

REVISED  
 FEBRUARY 19, 1975  
 Supersedes  
 Schedule Jan. 15/75

<u>Floor</u>	<u>Start</u>	<u>Finish</u>
1. Lower - Main Block . . . . .	Jan. 13 . . . . .	March 21
2. Main - Main Block . . . . .	April 1 . . . . .	June 20
3. Lower - Short Block. . . . . (except Cafeteria) (closed April 21/May 23)	April 1 . . . . .	June 6
4. Upper - Short Block. . . . .	April 28. . . . .	July 25
5. Second - Main Block. . . . .	March 10. . . . .	August 30
6. Third - Main Block . . . . .	June 9/July 28. . . . .	Sept. 26
7. Fourth - Main Block. . . . .	June 20 - B . . . . . Aug. 4 - A . . . . .	August 1 - B Sept. 26 - A

ITEM 1  
 MANAGER'S REPORT NO. 35  
 COUNCIL MEETING May 12/75

MOVING SCHEDULE 1975

(To Correlate with Construction Schedule)

<u>Department</u>	<u>To Temporary Office</u>	<u>To Permanent Office</u>
1. Human Resources	Jan. 10 ( <u>Fabco</u> )	March 22 (1)
2. Treasury Department		
Main	March 31 ( <u>Fabco</u> )	June 21
Lands	—————>	March 22
Print Shop	—————>	March 22
Data Processing	—————>	March 22
3. Personnel	March 31 ( <u>Fabco</u> )	Sept. 27
4. Health	—————>	April 26 (2)
5. Engineering	—————>	July 26
6. Planning	June 7 (Lower - Short Blk.) (3)	Sept. 27
7. Building	June 21 ( <u>Fabco</u> )	August 2
8. Assessment	August 2 ( <u>Fabco</u> )	Sept. 27
9. Council Mayor Manager Clerk Legal	No move. Construction works around staff after March 10.	
10. Cafeteria	No move. Close for approximately 4 weeks, April 21/May 23.	
11. Parks	—————>	October 10

NOTES:

- (1) Subject to West Building being available.
- (2) Subject to West Building being available.
- (3) Future Parks office used temporarily by Planning Department.
- (B) North Half of 4th Floor.
- (A) South Half of 4th Floor.

RECEIVED

MAY 1 1975

MUNICIPAL HALL RENOVATIONS  
CONSTRUCTION SCHEDULE 1975

ITEM 1  
MANAGER'S REPORT NO. 35  
COUNCIL MEETING May 12/75

REVISED  
MAY 1, 1975  
Supersedes  
Feb. 19, 1975

MUNICIPAL MANAGER'S OFFICE	Floor	Start	Finish
1.	Lower - Main Block . . . .	Jan. 13 . . . . .	March 21
2.	Main - Main Block . . . .	April 1 . . . . .	May 30
3.	Lower - Short Block . . . . (except Cafeteria)	April 1 . . . . .	May 23
4.	Cafeteria . . . . .	April 28 . . . . .	June 6
5.	Upper - Short Block . . . .	April 28 . . . . .	June 27
6.	Second - Main Block . . . .	April 10 . . . . .	June 27
7.	Third - Main Block Planning Department . . . .	May 26 . . . . .	August 22
	Engineering Dept. . . . .	June 30 . . . . .	August 22
8.	Fourth - Main Block Assessment Dept. . . . .	June 30 . . . . .	July 11
	Building Department . . . .	July 14 . . . . .	August 15
9.	Lower, Short Block, finish for Parks . . . .	August 25 . . . . .	September 5

MOVING SCHEDULE 1975

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1. Human Resources	Jan. 10 ( <u>Fabco</u> )	March 22
2. Treasury Department		
Main	March 31 ( <u>Fabco</u> )	May 31
Lands	—————>	March 22
Print Shop	—————>	March 22
Data Processing	—————>	March 22
3. Personnel	March 31 ( <u>Fabco</u> )	August 23
4. Health	—————>	April 26
5. Engineering	—————>	June 28
6. Planning	May 24 (Lower Floor, Short Block)	August 23
7. Building	July 12 (4th Floor, Assessment Dept.)	August 16
8. Municipal Clerk	May 31 (4th Floor, Assessment Dept.)	June 28
9. Parks Department	—————>	September 6
10. Assessment	May 31 ( <u>Fabco</u> )	

c.c. MAYOR'S OFFICE  
MUNICIPAL MANAGER  
ASSESSMENT AUTHORITY  
MUNICIPAL CLERK  
DATA PROCESSING SUPERVISOR  
MUNICIPAL ENGINEER  
LAND AGENT  
CHIEF LICENCE INSPECTOR

PARKS & RECREATION ADMINISTRATOR  
PERSONNEL DIRECTOR  
PLANNING DIRECTOR  
PRINTSHOP SUPERVISOR  
PURCHASING AGENT  
MUNICIPAL SOLICITOR  
MUNICIPAL TREASURER