



**Date: April 4, 2012**

## **City Council Committee Report**

**To: Mayor & Council**

**Fr: Diane Schwartz-Williams, Manager Northwest Business Centre**

**Re: Budget Amendment – Office Renovation**

### **Recommendation:**

That Council of the City of Kenora approves an allocation in the amount of \$5,000 be funded through an appropriation from the City's Northwest Business Centre deferred revenue for office renovations; and further

That in accordance with Notice By-law #144-2007, notice is hereby given that Council intends to amend its 2012 Operating Budget at its April 16<sup>th</sup>, 2012 Council Meeting; and further

That the appropriate by-law be passed for this purpose.

### **Background:**

The funds to cover all the recommended expenditures do not require any additional financial contribution from the City of Kenora. Funding will be derived from the Northwest Business Centre's accumulated deferred revenue.

The Northwest Business Centre is co-located with BDC in a prime and highly visible location that meets the requirements of the agreement with the Ministry. BDC is planning a complete overhaul of the office space, including removing everything, installing new carpeting throughout and other related renovations. This would be the ideal (and less expensive) time to construct two walls and a door to enclose the Northwest Business Centre office. This has been discussed essentially ever since NWBC moved to this office, but the construction was delayed until BDC undertook their renovation. Construction of 2 walls and a door would be very desirable from the client interaction point of view as the office currently does not allow for a private meeting when the Board Room is otherwise booked. The present configuration also does not enable the Manager to conduct confidential phone calls with clients in a private manner.

The recommendations, background and budget request contained within this report have been reviewed by and have the support of MNDM (Ministry of Northern Development & Mines) staff.

**Budget:** From deferred revenue carried forward from 2011.

Item	Gross Cost	Funded by federal/ provincial program	Balance to be taken from Deferred Revenues
2 walls & door construction	(est) \$5000	0	\$5000
<b>TOTAL AMENDMENT</b>			<b>\$5,000</b>

**Communication Plan/Notice By-law Requirements:**

Notice will be given in accordance with City Notice By-law #144-2007 that the budget will be amended at the April 16th Council meeting. In addition, the MNDM will be advised as to Council's decision on this matter.

Cc: Theresa Stephens, MNDM