

Bertucci, Mikaela CITZ:EX

From: Hambly, Jennifer A MCF:EX
Sent: Monday, May 15, 2017 3:03 PM
To: Livingstone, Diane MCF:EX; Amaral, Amanda MCF:EX; Ross, Tracey J MCF:EX; McQuarrie, David A MCF:EX; Sullivan, Kimberly A MCF:EX
Cc: James, Sarah MCF:EX; Hambly, Jennifer A MCF:EX
Subject: RE: FY1718 Facility Project Requests - Sechelt

Thanks Diane, and Amanda for providing some great detail as well as potential solutions for your current space issues.

I will add the following 3 projects for review during the first Priority ranking coming up at the end of the month. I require just a bit further detail on each of them, as per below notes.

2. **Blinds:** Blinds that are there do not function properly and they are old and broken (open close, and adjust).
- approximately how many blinds would need replacing?
3. **Signage:** Community feedback indicates that clients and service partners do not know where our office is located.
- where is the current signage located, (if any) and what does it say? Is there a sign or post to put a sign for street visibility? I've google mapped and it looks like there's a small bit of landscaping in the front of the office where a sign could be put. (you are just beside/behind the ambulance station yes?)
4. **Painting:** Lunch Room needs painting – its bright orange and has scuffs all over the walls.
- any other painting required?

To address the space issues, I currently have that there are 19 staff members (including admin) in the office and 9 enclosed offices, with an additional 3 open admin work stations. From the drawings you provided it looks like you have the family room double bunked with two FTE's working from there. If this is not accurate, can you please provided updated information for your occupancy, especially the current number of staff and any additional staff you may be hiring in the next 18-24 months.

CURRENT CAPACITY	CURRENT OCCUPANCY	CURRENT # OF OFFICES	CURRENT # OFFICES DOUBLE BUNKED	HOW MANY MORE Offices COULD DOUBLE BUNK

Direction from Alison Bond and Reg Bawa is that MCFD move towards an LWS mobile model, which eliminates enclosed offices. So in the interim, we are double bunking offices and looking at LWS options for space re-design in existing space as well as either getting additional space or moving and acquiring new space for the whole office. This last option is the least favored (and least likely to be approved) as it's extremely costly and time consuming.

As a starting point, if you could compile the requested information above (capacity vs occupancy) I can start the process of looking for solutions for staff. I have added the other requested projects to the priority listing and review them on May 25th. Please forward the additional information for the projects so I can present as much detail to the team when going through the ranking process. (questions highlighted in yellow).

In the meantime, if you have any other projects, or questions, please feel free to contact me directly.

Cheers
Jennifer

Jennifer Hambly

Facilities Project Officer – Vancouver Island and Coast North Shore

Ph: 250 816-4473

From: Livingstone, Diane MCF:EX

Sent: Tuesday, May 9, 2017 3:40 PM

To: Amaral, Amanda MCF:EX; Ross, Tracey J MCF:EX; McQuarrie, David A MCF:EX; Sullivan, Kimberly A MCF:EX; Hambly, Jennifer A MCF:EX

Cc: James, Sarah MCF:EX

Subject: FY1718 Facility Project Requests

Hi Jennifer, please see the Sechelt office list of requests below

Thank you

Diane Livingstone

Director of Operations, Coast North Shore Youth Justice and North Shore

Ministry of Children and Family Development

304-221 West Esplanade North Vancouver BC

phone: 604-981-0056 fax: 604-981-0005

Switchboard 604-981-0008

From: Amaral, Amanda MCF:EX

Sent: Tuesday, May 9, 2017 12:27 PM

To: Ross, Tracey J MCF:EX; McQuarrie, David A MCF:EX; Sullivan, Kimberly A MCF:EX; Livingstone, Diane MCF:EX

Subject: FLOOR PLAN RYC

Hi Diane,

Today Tracey, Kim and I met to discuss space. The preference for all workers is to have their own office. This proposal allows for private office space.

1.Office Space: Currently we have insufficient offices for the number of employees needing to use the office. In addition to our assigned staff we have five staff (social work assistant, probation and three CYMH staff that have regular scheduled days in our office). Lastly there is no family room to supervise family visits and facilitate smaller family meetings.

Solution: Negotiate with MSDSI to acquire some of the boardroom that would allow for two extra office spaces. Move the walls where there are current offices to create an additional two offices. This creates for four new offices plus a dedicated family room.

Additional Requirements: Walls to be moved, extra doors, data ports, desks and appropriate furniture/toys for a family room.

2.Blinds: Blinds that are there do not function properly and they are old and broken (open close, and adjust).

Solution: New blinds on the exterior windows.

Additional Requirements: Installation hours.

3. **Signage:** Community feedback indicates that clients and service partners do not know where our office is located.

Solution: Large font painted sign on building.

4. **Painting:** Lunch Room needs painting – its bright orange and has scuffs all over the walls.

Solution: repair and paint more neutral colour

Amanda Amaral MSW RSW

Team Leader

MCFD Sechelt RYC

5498 Wharf Ave

PO Box 890

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Fax 604 740 8923

Cell 604 741 1524

Bertucci, Mikaela CITZ:EX

From: Elizabeth Cline <Elizabeth.Cline@wsi.brookfieldgis.com>
Sent: Monday, August 21, 2017 1:10 PM
To: Hambly, Jennifer A MCF:EX
Subject: RE: BCB24979121 for signage not visible in Sechelt

And – I would also need your MCR # for this site, please ☺ then I can do it!

Thanks,

Lizzy Cline

Service Administrator

10:00AM – 6:00PM Monday to Friday

SERVICE ADMIN TEAM: 1-866-278-1018

WSI

#202-242 Victoria St

Kamloops, BC. V2C 2A2

f: 250.314.3080

Elizabeth.Cline@wsi.brookfieldgis.com

www.brookfieldgis.com

BrookfieldGIS

Workplace Solutions Inc.

From: Hambly, Jennifer A MCF:EX [<mailto:Jennifer.Hambly@gov.bc.ca>]

Sent: Monday, August 21, 2017 1:03 PM

To: Elizabeth Cline

Subject: RE: BCB24979121 for signage not visible in Sechelt

Yes, please proceed! Cheers

Jennifer

Jennifer Hambly

Facilities Project Officer – Vancouver Island and Coast North Shore

Ph: 250 816-4473

From: Elizabeth Cline [<mailto:Elizabeth.Cline@wsi.brookfieldgis.com>]

Sent: Monday, August 21, 2017 12:02 PM

To: Hambly, Jennifer A MCF:EX

Cc: Elizabeth Cline

Subject: RE: BCB24979121 for signage not visible in Sechelt

Hi Jennifer,

I just spoke to the landlord contact, who said, yes, she had spoken to you, advising all OK as long as the city by-laws were adhered to.

Would you like me to go ahead and get a quote for the signage? Please confirm, and I will send out quote only request to contractor.

Thanks,

Lizzy Cline

Service Administrator

10:00AM – 6:00PM Monday to Friday

SERVICE ADMIN TEAM: 1-866-278-1018

WSI

#202-242 Victoria St

Kamloops, BC. V2C 2A2

f: 250.314.3080

Elizabeth.Cline@wsi.brookfieldgis.com

From: Hambly, Jennifer A MCF:EX [<mailto:Jennifer.Hambly@gov.bc.ca>]

Sent: Monday, August 21, 2017 7:28 AM

To: Elizabeth Cline

Subject: RE: BCB24979121 for signage not visible in Sechelt

Hi Lizzy,

I had a conversation with the Landlord weeks ago probably over a month ago where she advised that she had no problem with us installing a sign. I advised her to contact WSI directly to provide approval however I've not heard anything since.

Cheers

Jennifer

Jennifer Hambly

Facilities Project Officer – Vancouver Island and Coast North Shore

Ph: 250 816-4473

From: Elizabeth Cline [<mailto:Elizabeth.Cline@wsi.brookfieldgis.com>]

Sent: Friday, August 18, 2017 5:28 PM

To: Hambly, Jennifer A MCF:EX

Cc: Elizabeth Cline

Subject: BCB24979121 for signage not visible in Sechelt

Hi Jennifer,

The work order BCB24979121 has been on hold, as we had created BCB24979221 and dispatched to the LL for approval of your directional sign.

The landlord work order was put to complete on Aug 1, but no notes advising on approval, just "Service Inquiry complete per N Sinclair. 01/08/17"

Have you heard from the landlord with a decision? Please advise. If not, I will contact them on Monday, and if so, please advise on proceeding with the request.

Thanks,

Lizzy Cline

Service Administrator

10:00AM – 6:00PM Monday to Friday

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WSI

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Kamloops, BC. V2C 2A2

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