

DISPOSAL OF FURNITURE – OLD CITY HALL

Recommendation

The Commissioner of Finance & City Treasurer and the Commissioner of Community Services, in consultation with the Acting Director of Purchasing Services recommends:

1. That the furniture remaining in the old City Hall be disposed of firstly by way of donations to charitable organizations registered with Canada Revenue Agency or a Community Service Organization (CSO) registered with the City of Vaughan, as set out in the process outlined in this report; and
2. That any furniture remaining after the donation process is complete, be disposed of as part of the tender to demolish the old City Hall.

Contribution to Sustainability

Not applicable

Economic Impact

An economic impact cannot be determined at this point. Donating surplus furniture to charitable organizations or CSO's will not result in revenues to the City, and the process of donating the furniture is intended to avoid additional costs of disposal. There will be staffing costs from both the Building and Facilities and Purchasing departments associated with the donation process. Costs associated with the final disposal of all remaining furniture cannot be determined until bids are received for the demolition of the old City Hall.

The furniture in the building is fully depreciated on the City's financial statements, therefore there is no financial implication on the City's recorded assets.

Communications Plan

Should Council determine that they wish to donate all or some of the furniture remaining in the old City Hall to charitable organizations and CSOs, staff would advertize in a local paper seeking Expressions of Interest from organizations.

Purpose

The purpose of this report is to provide Council with a proposed approach to disposing of the remaining furniture in the old City Hall.

Background Analysis and Options

The demolition of the old City Hall was funded as a project in the approved 2012 Capital Budget. Prior to the demolition (expected to take place in the fall of 2012), it is necessary that the furniture remaining in the building be disposed of. In the past, some Members of Council had expressed an interest in donating some or all of the furniture to charitable organizations and CSOs.

Since the move to the new City Hall, and the closing of the old City Hall, City departments have had an opportunity to make use of the furniture left in the Old City Hall where there was a need for additional furniture in their department. Approximately 60% of the furniture is still remaining in the old City Hall.

Staff are proposing the following approach to permitting charitable organizations to express an interest in obtaining the furniture.

1. Advertise in the local paper Council's intent to donate the furniture to registered charitable organizations providing services in the City of Vaughan, and CSOs registered with Vaughan.
2. In order to qualify, the organization would have to submit in writing the following information:
 - a. Provide a Canada Revenue Agency registered charity number or City of Vaughan CSO registration number
 - b. A Vaughan address and/or
 - c. A description of the services the organization provides to Vaughan residents
3. Qualified organizations would participate in a tour through the building to view the remaining furniture.
4. A day would be organized to permit the qualified organizations to tag furniture they wished to take, with the following process:
 - a. A draw would take place to determine the order in which the organizations would be permitted in the building to tag furniture
 - b. Organizations would be required to sign waivers to enter the building
 - c. Organizations would enter the building in the order drawn, but more than one organization at a time would be permitted in the building in order to finish in a timely manner
 - d. Each organization would be accompanied by a City staff member
 - e. There would be a time limit for each organization for the first round
 - f. Once each organization has had the first opportunity to tag furniture, a second round in the same order would take place
5. Furniture would have to be removed from the building on a specific day, preferably a weekend as charities rely on volunteers, and the timing over a weekend will accommodate volunteer assistance to remove the furniture. This timing will also mitigate any interference with the City Hall normal working hours.
6. Arrangements to remove the furniture would have to be made by, and at the expense of the organization.

Following the distribution of donated furniture, any furniture remaining in the old City Hall would be disposed of as part of the demolition tender, expected to be awarded by early fall of 2012.

Considerations:

The logistics of conducting a donation process are significant. The number of respondents to the Expression of Interest cannot be determined at this point. There are approximately 300 CSOs currently registered in the City of Vaughan. If there is a large response to the Expression of Interest, changes to the process set out in this report may be required to manage the volume.

Other Options:

Although Members of Council has expressed an interest in donating the furniture, in keeping with the City's current practices, the following options are also available for consideration:

- Retain an auctioneer to dispose of the furniture – it is expected that at a minimum, an auctioneer would charge a retainer fee, plus a percentage of sales.
- Issue an Expression of Interest to used furniture companies to bid on the furniture – It cannot be determined at this point whether bidders would purchase the furniture from the City or charge the City to remove the furniture.
- Include all the furniture currently in the building in the tender for the demolition of the old City Hall.

Relationship to Vaughan Vision 2020

Not applicable

Regional Implications

No Implications

Conclusion

The furniture remaining in the old City Hall must be disposed of prior to the demolition of the building, which is expected to take place in the fall of 2012. City departments have had an opportunity to make use of the furniture left in the Old City Hall where there was a need for additional furniture in their department. After charitable organizations and CSOs have had an opportunity to tag and remove furniture, it is expected that the furniture remaining will have very little value. Incorporating the disposal of the remaining furniture in the tender for the building demolition will be an efficient and competitive method to expedite the process.

Attachments

Not applicable

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