



REQUEST FOR DECISION

File # 1260-01, 0230-20

Report To: Mayor and Council
From: Chief Administrative Officer
Presenter: Milo Macdonald
Subject: Administration Report No. 0024/24
In-kind Donation of Surplus Air Handling Units to the SPCA
Meeting: Regular Council
Meeting Date: 12 Feb 2024

RECOMMENDATION:

"THAT, Council authorize staff to make arrangements to donate three used air handling units removed from the North Peace Arena to the SPCA so that these can be incorporated into the HVAC system at their new local facility."

CAO'S COMMENTS:

The SPCA is an important non-profit agency in our community and is in the process of undergoing extensive and expensive renovations at their new facility, there is an opportunity to offset some of these costs through the donation of air handling units which are surplus to City needs, but still functional. This would significantly reduce the costs of this renovation for the SPCA.

ALTERNATIVE RECOMMENDATION: "THAT, Council regretfully decline the opportunity to donate surplus air handling units to the SPCA."

KEY ISSUES(S)/ CONCEPTS DEFINED:

Our staff were approached by a local contractor D Bauer who was doing work on behalf of the SPCA at their new location. The conversation related to a set of three air handling units that had been removed from service at the North Peace Arena during the recent renovations that took place there. In their prior use, these units were attached to the North Peace Arena Lobby. These air handlers were replaced by new units using the proceeds of a large grant which had been received by the City of Fort St. John for that purpose.

The air handler units which were removed were fully functional and were removed from service while still operating. They are nearly twenty years old, and although they do not have much if any commercial value, they were set aside by our staff at the time of the renovation because it was felt that they still had functional value and it would have been a shame to have sent them for recycling. The air handling units are not suitable for re-use in any of our facilities, and they are currently being stored outside on the top of a shipping container in the recreation campus. Any use of these units for our facilities has been eliminated.

The SPCA is in the process of transitioning towards a new building in the City of Fort St. John and doing extensive renovations at that site. One of the major expenses associated with these renovations is the new air handling units that are required. The preliminary assessment is that these units could be perfect for the SPCA at their new location. It is possible during the retrofit to design the new system to accommodate these air handlers with very significant cost savings for their organization.

The SPCA is a non-profit agency with a mandate that is important to our community. They are currently struggling with the expense of a large renovation after their previous building became unsuitable for continued use. The donation of these units could be a very meaningful contribution to offset the expense of required improvements at their new location, 10503 – 89 Avenue, Fort St. John.

Chief Administrative Officer, Milo Macdonald had a conversation with SPCA staff member Eilis Desmond, Project Manager of Facilities, and discussed the potential donation with her. During this conversation, it was learned that conversations are underway between their General Contractor and D Bauer to determine the use of these units in their facility. During this conversation, it was learned that these types of in-kind donations are very important to the financial viability of the SPCA as an organization. Desmond indicated that they are looking forward to opening the Community Center soon which will enhance their ability to deliver their animal welfare mandate in this region.

The SPCA is an organization that provides valuable services to the community at large in terms of its ability to shelter animals and provide opportunities for adoption. The SPCA also fills an important function for the City of Fort St. John in that they act as a pound for animals that are brought there by our Bylaw Officers. This allows them to hold and house found dogs for us until they can be reunited with their owners or adopted. With the deterioration of the original SPCA facility, there have been challenges through the transition process. It is hoped that a meaningful donation in-kind such as this one will strengthen the financial position of this important non-profit partner.

This process of divesting surplus property to non-profits has historically been handled through a Council report articulating the value of the items and how the non-profit will benefit from this disposition. These dispositions are handled in accordance with the Disposal or Re-Use of Equipment Policy, Council Policy No. 133/19. The policy guides staff to determine if equipment has internal value before seeking disposition.

The HVAC contractor who is working on the design of the heating and ventilation system for the new facility indicated that the units in question would be suitable to incorporate into the

design of the facility and would very significantly offset the costs of this job.

It is proposed that if Council supports the disposition of these air handlers to the SPCA then they would be provided to the SPCA who in turn could provide the units to their HVAC contractor as owner-supplied.

RELEVANT POLICY: Disposal or Re-use of Equipment Policy, Council Policy No. 133/19

IMPLICATIONS OF RECOMMENDATION

COMPLIANCE WITH STRATEGIC PILLARS:

Vibrant Community – Invest in community safety, social, cultural, and recreational programs.

Relationships & Advocacy – Initiate and foster relationships and advocate to decision makers on the issues that impact our community and our neighbours.

Economic Development – Enhance community economic development to provide opportunities and sustainability for Fort St. John.

Organizational Excellence – Provide a healthy workplace that is inclusive and builds on our diversity, engagement, and sense of community.

Managing Assets – Build and manage assets that support the current and future needs of the community.

COMPLIANCE WITH STRATEGIC PRIORITIES:

GENERAL: This recommendation supports several aspects of the Strategic Plan including the focus on relationships and advocacy, the focus on managing assets, and the focus on vibrant community.

ORGANIZATIONAL:

FINANCIAL: The assets proposed for donation are surplus to our needs and are of limited value. They are not compatible with any of our current projects. This potential donation would substantially reduce the cost of renovations for the SPCA which is an important organization in our community.

FOLLOW UP ACTION:

COMMUNITY CONSULTATION:

COMMUNICATION:

**DEPARTMENTS CONSULTED ON THIS REPORT: Facilities Department -
Curtis Redpath**

Attachments:

RESPECTFULLY SUBMITTED:

Milo Macdonald, Chief Administrative Officer

02 Feb 2024