

COMMON FURNITURE PLAN (POST ELECTION)

RECOMMENDATION

That the November 15, 2021, Common Furniture Plan as outlined in Figure 1 of the Office of the City Manager report OCC00848, be approved and funded from the Office of the Councillors 2021 Common Furniture Budget.

Report Purpose

Council decision required

Council Services Committee is being asked to approve expenditures for the Office of the Councillors' Common Furniture Budget from October 26, 2021, to December 31, 2021.

Executive Summary

- Each year, Council Services Committee approves the Office of the Councillors' Common Furniture Budget.
- As 2021 is a municipal general election year, approval of the budget is required for the period of October 26, 2021 to December 31, 2021 following the election.

REPORT

Council Policy C618A Councillors' Budget and Expenses states that the Office of the Councillors Common Furniture Budget expenditure requests are submitted to Council Services Committee for consideration each year. In a municipal general election year new requests are considered following the election.

Multiple requests for the start of the 2021-2025 Council term were able to be accommodated utilizing existing furniture inventory in the Office of the Councillors and the City's surplus inventory system. Expenditure approval for the moving costs (delivery and installation) and remaining requests that were not able to be sourced through existing inventory is required.

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Note: Due to the short period of time from October 26, 2021, to the date of this report to gather furniture requirements for the new Council term, formal quotes have not been received as of yet. Below are estimated costs only. Actuals will be reported in the first quarter 2022 report on furniture to Council Services Committee.

2021 Common Furniture Budget Plan Figure 1

Ward Office	Furniture Requested	Estimated Cost*
Office of the Councillors moving costs (delivery and installation)	Moving costs for moving existing furniture sourced from within the Office of the Councillors as well as existing City inventory for eight Ward Offices	To be determined as moves will be scheduled to coordinate as a group as much as possible. A placeholder of up to \$1,000 is recommended for approval. Up to \$1,000
Councillor Rutherford	Wardrobe/Storage Cabinet	To be determined as sourcing is pending. A placeholder of up to \$1,000 is recommended for approval. Up to \$1,000
Councillor Tang	Chairs (2)	\$120
Total		Up to \$2,120

*Actuals may vary from estimates due to factors such as final price for sourced furniture, delivery costs, etc.

Budget/Financial Implications

There are funds available in the current Common Furniture Budget to cover all requirements.

2021 Common Furniture Budget

Annual Budget	\$11,278
Expenditures: Jan 1 to Oct 25, 2021	\$5,105*
Budget Remaining for Expenditures: Oct 26 to Dec 31, 2021	\$6,173

*The \$5,105 expenditure was approved for the 2020 budget; However, due to COVID-19 the delivery and installation of the approved furniture systems occurred in January of 2021 resulting in the charge to the 2021 budget instead of the 2020 budget.