

TOWN OF FORT FRANCES

Operations and Facilities Executive Committee

AGENDA - May 6, 2020, 8:30 AM

MEETING - Civic Centre

Session #008

Join Microsoft Teams Meeting

+1 807 701 5975 Canada, Thunder Bay (Toll)

Conference ID: 258 446 062#

Page

1. **Call to Order**
2. **Disclosure of pecuniary interest and the general nature thereof**
3. **Approval of Previous Committee Minutes**
 - 3.1 Minutes from the previous meeting on April 22, 2020. 2 - 3
4. **Non-agenda Items**
5. **New Business**
 - 5.1 Award of RFP 20-OF-01 - Supply of a Columbarium at Fort Frances Cemetery 4 - 11
 - 5.2 Award of Tender T-2020-05 for MHSW Services to Host Household Hazardous Waste Events in Fort Frances. 12 - 13
6. **Outstanding Items**
 - 6.1 Operations and Facilities Operational Plan through July 1 14 - 16
7. **Information**
8. **Adjourn / Next Meeting Date**

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #007

April 22, 2020

The meeting of Operations & Facilities Executive Committee of the Town of Fort Frances was held in the Civic Centre on April 22, 2020 from 8:30 a.m. to 9:32 a.m.

PRESENT: Chairperson R. Wiedenhoeft - Councillor, M. Behan - Councillor, J. McTaggart - Councillor, Mayor J. Caul (ex-officio)

ALSO PRESENT: T. Rob, Manager of Operations & Facilities, D. Brown, CAO

1 Call to Order

1.1 The meeting was called to order at 8:30 a.m.

2 Disclosure of pecuniary interest and the general nature thereof

2.1 None

3 Approval of Previous Committee Minutes

3.1 Minutes from the previous meeting on April 8th, 2020 - the minutes were approved as presented.

4 Non-agenda Items

4.1 None

5 New Business

5.1 Operations and Facilities Operational Plan through July 1 - the administration report was approved as presented.

5.2 March 2020 Drinking Water Systems Monthly Summary Report - the March monthly summary was approved as amended.

5.3 Award of RFP 20-OF-01 - Supply of a Columbarium at Fort Frances Cemetery - table to the next meeting.

6 Information

- 6.1 Operations and Facilities Division - Environmental Area - Operations Statistics - January - March 2020 - the Environmental Statistics were received and will be forwarded to Council as information only. No action required.
- 6.2 Fort Frances Wastewater Treatment Facility March 2020 Monthly Report - the Wastewater Report for March 2020 was received and will be forwarded to Council as information only. No action required.
- 6.3 Operations and Facilities Division - Public Works Area - Operations Statistics - January 2020 - the Public Works Statistics for January 2020 were received and will be forwarded to Council as information only. No action required.
- 6.4 Operations and Facilities Division - Public Works Area - Operations Statistic - February 2020 - the Public Works Statistics for February 2020 were received and will be forwarded to Council as information only. No action required.

7 Adjourn / Next Meeting Date

- 7.1 Adjourn at 9:32 a.m.

Next meeting on May 6, 2020.

Executive Committee Chair

T. Rob, Manager of Operations & Facilities

May 6, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Award of RFP 20-OF-01 – Supply of a Columbarium at Fort Frances Cemetery

Twice in 2019 the supply of a new columbarium was tendered for installation in the Riverview Cemetery. Early in 2020 the tender was released again and shortly after release, that tender was cancelled and replaced with an RFP as information was received by the Town which led us to believe that inability to secure large structural black granite may have been the cause of no historical bids. With changing to an RFP from Tender would open up the bid options to other types, sizes, styles of columbarium which the Town could then choose which unit to install.

The RFP closed on March 23, 2020 by teleconference with three proposals submitted. The below table outlines the submissions.

Firm	Cost	Warranty	Payment Terms
Nelson Granite	\$41,900 – \$45,025	25 Years	30 days after delivery
Sunset Granite	\$82,740	Lifetime	½ at order, ¼ at shipping, ¼ 15 days after install
Brunet Monuments	\$83,669	Lifetime	1/3 at order, 1/3 prior to shipping, 1/3 30 days after installation

Brunet Monuments and Sunset Granite both proposed a columbarium that would match exactly, the three existing units currently owned by the Town of Fort Frances, built by Rock of Ages. Nelson Granite proposed three versions of their own design columbarium built in house.

The Nelson Granite unit is constructed completely out of granite and has larger niches accessed individually from the outside, however stylistically their unit does not match that of the other units. In addition their unit, being 100% granite, is extremely heavy and to lift it into place would require a very large crane at a very high cost (not included in above costing), or waiting to install until the ground is frozen and a smaller crane could get closer to the final location. The Rock of Ages units outer frame is constructed of solid granite; however, the interior shelving is constructed of Plexiglass or Aluminum. In addition, their niches are smaller and are accessed through a common corridor internal to the columbarium.

The last columbarium purchased by the Town of Fort Frances was back in 2006 at a cost of \$52,448.04 with the current proposed cost increasing by \$31,748.18 since that time. When an inquiry to the substantial increase was posed, Rock of Ages attributed it to a substantial increase in the cost of the large granite slabs required to construct a unit of our size, a large increase in material costs for the plexiglass for the interior shelving and abrasives for the decorative engravings. In addition, the company who did the decorative polished profiling on the base of the existing 3 units is no longer in business therefore there is a sizeable cost to have that work done manually. Rock of Ages is looking into the possibility of using aluminum for the shelving at potentially a reduced cost, Brunet Monuments included aluminum as an option in their submission, when Sunset Granite was asked about the use of aluminum,

the provided a cost of \$73,905.00. This change would result in a savings of \$8,835 and not affect the exterior appearance or functionality of the unit.

Given the layout of the columbaria in the Riverview Cemetery and the proposed location of this new addition, it is the recommendation of Administration that a unit be selected that matches the existing units on site. Once we start developing other areas in the cemetery for columbaria, different styles and sizes can be considered.

At the April 22, 2020 meeting of the Operations and Facilities Executive Committee, this matter was considered, and the committee members requested Administration investigate the cost savings available to procure 3 units of the same style as the original units. The two suppliers that bid the same style as the original unit were asked to provide pricing for three units, delivered, with the aluminum shelving, below is the pricing:

Brunet Monumnets: \$64,999.00 each (\$194,977 total) plus applicable taxes.

Sunset Granite: \$66,270.00 each (\$198,810 total) plus applicable taxes.

The current budget allocation for the purchase of this columbarium is \$97,000.00 including the costs for the foundation and columbaria which results in a budget shortfall of \$163,977.00 based on an estimated cost for the foundation works. The purchase of this columbarium is funded through the Cemetery Care and Maintenance Fund initially with that fund being reimbursed through the sale of the niches. Given the current niche pricing model we use, the costs associated with purchasing this columbarium would be well covered based on the 2020 rates. With the selection of a columbarium, the foundation design can be completed and request for quotations can be sent out to formalize those costs.

Back in April 2019 a report was brought through Council with three significant historical figures for selection of the next figure to be commemorated by the columbarium. With the proposed increase from 1 unit to 3, two additional figures will have to be selected. Attached is the April administration report. It is recommended that these three people be chosen for the columbaria.

It is the recommendation of the Operations and Facilities Executive Committee that

1. RFP 20-OF-01 be awarded to Brunet Monuments of Winnipeg Manitoba for the supply of 3 columbaria for the Riverview Cemetery at a total price of \$194,977.00 plus applicable taxes
2. that a By-Law be prepared to authorize Mayor and Clerk to execute the agreement on behalf of the corporation.
3. that Dr. David Croal McKenzie and Herbert Williams be select the significant people to be memorialized on the other two columbaria.

Respectfully Submitted



Travis Rob, P.Eng
Manager of Operations and Facilities

Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee that

- 1. RFP 20-OF-01 be awarded to Brunet Monuments of Winnipeg Manitoba for the supply of 3 columbaria for the Riverview Cemetery at a total price of \$194,977.00 plus applicable taxes.**
- 2. that a By-Law be prepared to authorize Mayor and Clerk to execute the agreement on behalf of the corporation.**
- 3. that Dr. David Croal McKenzie and Herbert Williams be select the significant people to be memorialized on the other two columbaria.**

2020May6 Award of RFP 20-OF-01 New Columbarium.docx

April 22, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Award of RFP 20-OF-01 – Supply of a Columbarium at Fort Frances Cemetery

Twice in 2019 the supply of a new columbarium was tendered for installation in the Riverview Cemetery. Early in 2020 the tender was released again and shortly after release, that tender was cancelled and replaced with an RFP as information was received by the Town which led us to believe that inability to secure large structural black granite may have been the cause of no historical bids. With changing to an RFP from Tender would open up the bid options to other types, sizes, styles of columbarium which the Town could then choose which unit to install.

The RFP closed on March 23, 2020 by teleconference with three proposals submitted. The below table outlines the submissions.

Firm	Cost	Warranty	Payment Terms
Nelson Granite	\$41,900 – \$45,025	25 Years	30 days after delivery
Sunset Granite	\$82,740	Lifetime	½ at order, ¼ at shipping, ¼ 15 days after install
Brunet Monuments	\$83,669	Lifetime	1/3 at order, 1/3 prior to shipping, 1/3 30 days after installation

Brunet Monuments and Sunset Granite both proposed a columbarium that would match exactly, the three existing units currently owned by the Town of Fort Frances, built by Rock of Ages. Nelson Granite proposed three versions of their own design columbarium built in house.

The Nelson Granite unit is constructed completely out of granite and has larger niches accessed individually from the outside, however stylistically their unit does not match that of the other units. In addition their unit, being 100% granite, is extremely heavy and to lift it into place would require a very large crane at a very high cost (not included in above costing), or waiting to install until the ground is frozen and a smaller crane could get closer to the final location. The Rock of Ages units outer frame is constructed of solid granite; however, the interior shelving is constructed of Plexiglass or Aluminum. In addition, their niches are smaller and are accessed through a common corridor internal to the columbarium.

The last columbarium purchased by the Town of Fort Frances was back in 2006 at a cost of \$52,448.04 with the current proposed cost increasing by \$31,748.18 since that time. When an inquiry to the substantial increase was posed, Rock of Ages attributed it to a substantial increase in the cost of the large granite slabs required to construct a unit of our size, a large increase in material costs for the plexiglass for the interior shelving and abrasives for the decorative engravings. In addition, the company who did the decorative polished profiling on the base of the existing 3 units is no longer in business therefore there is a sizeable cost to have that work done manually. Rock of Ages is looking into the possibility of using aluminum for the shelving at potentially a reduced cost, Brunet Monuments included aluminum as an option in their submission, when Sunset Granite was asked about the use of aluminum,

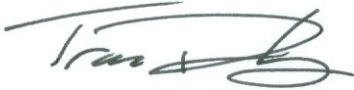
the provided a cost of \$73,905.00. This change would result in a savings of \$8,835 and not affect the exterior appearance or functionality of the unit.

Given the layout of the columbaria in the Riverview Cemetery and the proposed location of this new addition, it is the recommendation of Administration that a unit be selected that matches the existing units on site. Once we start developing other areas in the cemetery for columbaria, different styles and sizes can be considered.

The current budget allocation for the purchase of this columbarium is \$97,000.00 including the costs for the foundation and columbaria which results in a budget shortfall of \$9196.22 based on an estimated cost for the foundation works. The purchase of this columbarium is funded through the Cemetery Care and Maintenance Fund initially with that fund being reimbursed through the sale of the niches. Given the current niche pricing model we use, the costs associated with purchasing this columbarium would be covered with the 2020 rates. With the selection of a columbarium, the foundation design can be completed and request for quotations can be sent out to formalize those costs.

It is the recommendation of the Operations and Facilities Executive Committee that RFP 20-OF-01 be awarded to Sunset Granite of Dryden Ontario for a total price of \$73,905.00 plus applicable taxes and further that a By-Law be prepared to authorize Mayor and Clerk to execute the agreement on behalf of the corporation.

Respectfully Submitted

A handwritten signature in black ink, appearing to read 'Travis Rob', is written over a light blue horizontal line.

Travis Rob, P.Eng

Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee that RFP 20-OF-01 be awarded to Sunset Granite of Dryden Ontario for a total price of \$73,905.00 plus applicable taxes and further that a By-Law be prepared to authorize Mayor and Clerk to execute the agreement on behalf of the corporation.

Manager of Operations and Facilities

Nancy Loutit Calder was born in 1849 in the Lockport, Manitoba area, the mixed blood daughter of Lowe Loutit, a Scot, and Jane McDougall, a Metis woman (Scot & Cree heritage). She married William Calder at Fort Alexander in 1870 and moved with him and their infant son, Peter, to Lac La Pluie. The trip from Fort Garry (near Winnipeg) was undertaken first by the old Dawson stagecoach trail to the Northwest Angle and then by canoe up Rainy River, the only means of travel at that time.

Arriving in Fort Frances in 1871, she found literally nothing. The only building was the Hudson's Bay trading post and the factor's quarters. These buildings were set in a small clearing overlooking the falls (paper mill offices on Third Street West).

The family spent their summers in Fort Frances, but wintered at Eagle Lake, where William collected furs for the Hudson Bay Company. Most of their eleven children were born in the wilderness, often delivered by William and Nancy themselves. Their home in Fort Frances, a log cabin, was situated behind the Wells Hardware Company (McTaggart's) and is still standing – one of the oldest buildings in our community. They later moved to a larger log cabin near what we know as First Street and Victoria Avenue. Nancy, like her mother-in-law, Maria (Gibson) Calder was a mid-wife and nurse. She brought many children into this world, caring for both babies and their mothers until they were strong enough to resume their arduous duties of pioneer wife and mother. She was also called upon in times of illness during a period when doctors were not readily available. She remained active all her long life, keeping busy with sewing, knitting and making quilts. Well known and revered in the community, she was affectionately referred to in later years as Granny Calder.

Suffering a stroke in her final year, she died on February 14, 1943 at the age of 94. It should be noted that women of that time worked in equal partnership with their husbands whether it was on the farm or in a business. However it was not the custom to recognize their participation. Someone today looking for an obituary of a grandmother (say Jane Smith), may only find a Mrs John Smith or a Mrs George Smith. Women were rarely accorded a write-up that included their birth name. That Nancy Calder is noted so often in our newspapers speaks to her respect in the community.

On a side note, the Calders are credited with being the second family to arrive in Fort Frances and remaining to make it their home. In truth you could say that they are the fathers and mothers of our community as their descendants and those of their siblings (numbering over 2000) make up a significant portion of the population of Fort Frances and district.

In 1876, William's father James was appointed by the Hudson's Bay Company as interpreter to Kettle Falls. The date of his appointment coincides with his son William's appointment to Eagle Lake. James and Maria and their children, soon followed William and Nancy to this area. Daughter Margaret married William McDonald; daughter Maria married Alexander Briere (Bruyere), brother Robert married Marie Jourdain, daughter Mary Jane married George Constantine Allan.

Herbert Williams - Fur Trader, Business Man and Community Leader

The Fort Frances Times of March 7, 1940 reports that Herb Williams, revered old timer, was laid to rest. "Fort Frances, in his passing, lost one of its most colourful characters, pioneer, fur trader, Hudson's Bay Company post factor, business man, benefactor of many who knew him, a willing and capable civic administrator." It was noted he died in "typically characteristic setting – playing chess".

Herbert Williams was born in Plymouth, Devonshire, England on April 30, 1861. Williams came to Northwestern Ontario in 1882, entering the services of the Hudson's Bay Company under chief factor Donald Matheson. He served in Fort Frances for a brief time in 1885, but returned to make a permanent home with his bride Agnes in 1894, assuming the position of chief factor of the post. Williams resigned from the Hudson Bay Company in 1896 to start his own business as the H. Williams and Company Limited. The general store sold groceries, hardware, dry goods, house furnishings, boots and shoes. Williams not only sold retail, but also ran a wholesale business, supplying the camps with provisions. One story relates that an order of 150 cases of tomatoes, 2 1/2 tons of pork and some 30 or 40 sacks of sugar was referred to as a small order.

Williams employed a number of people who later rose to prominence in Fort Frances. Ambitious men like Bruce Lloyd, Alfred Watson, William Elliot, Frank Warner, Henry Cruso and Byron Stuart all worked as clerks behind his counter. Williams assisted them and many others by giving them sound advice and, at times, even financial backing for their projects. Williams continued in business until the 1905 fire that razed his store along with many others. He then retired from the firm re-organizing as Watson and Lloyd. He built the Williams Block on the corner of Front and Church where Watson and Lloyd and the Bank of Commerce operated for a period of time. (Torn down in 1955 to make way for a customs facility.)

Following the 1905 fire, Williams turned his attention to civic matters. In 1906, he was elected to town council, and a year later, became mayor. He proved to be a capable administrator and remained in office until the end of 1910. In 1917-1918 he served as mayor once again. During William's term in office, Fort Frances experienced a construction boom: the paper mill was built and most of the waterworks for the town was laid. During the sewer project when the town's credit ran out, Williams raised the 20,000 dollars on his own personal note to finish the work.

Williams was also responsible for negotiating the favourable electric power rates from the power company. At the time, dam construction was behind schedule, and Mr. Williams, being a good trader, saw the opportunity of getting something substantial in return for agreeing to an extension of time. Williams was also an active member in the Granite Lodge.

Dr. David Croal McKenzie was born in 1870 in Durham, Ontario. He came to the Rainy River District in 1897 after graduating from the University of Toronto with a medical degree.

Dr. McKenzie opened a medical centre in Mine Centre — at the time, a bustling mining town.

Shortly after, he moved to Fort Frances where he built the McKenzie Hospital (now an apartment building on Third Street West), the first hospital in the district. McKenzie played an active role in municipal affairs and was mayor of Fort Frances for a number of terms, totalling six years.

During the First World War, Dr. McKenzie was a colonel of the 98th regiment. Later he organized the 141st Bull Moose Battalion, a forestry battalion that recruited experienced loggers and lumbermen to cut the forests of Britain and France to provide the necessary building materials for the trenches. In 1916, as colonel and commanding officer, he took his battalion overseas.

McKenzie was often referred to as the father of the Canadian Legion in Fort Frances, serving as one of its first officers. He and fellow associates made the club rooms available to the community.

McKenzie supported local athletics, and often lent a hand to various sporting organizations such as football, hockey and baseball. An excellent curler, he held an honorary life membership with the Fort Frances Curling Club.

McKenzie was credited with organizing a town band and was prominent in Masonic and Shrine circles.

A close friend and college classmate of Prime Minister McKenzie King, Dr. McKenzie was always a strong supporter of the liberals. Dr. McKenzie passed away on Oct 21, 1939.

May 6, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Award of Tender T-2020-05 for MHSW Services to Host Household Hazardous Waste Events in Fort Frances

The Town has tendered with the community of Dryden for a common Municipal Special or Hazardous Waste (MSHW) service provider to host a one-day household hazardous waste drop-off event in each community in 2020. In 2020 the City of Dryden was, responsible for preparing the tender documents and specifications.

The Town's MSHW event day is scheduled for Saturday, September 12, 2020 starting at 9:00 am and ending at 3:00 pm. All citizens living in the Rainy River District will be allowed to drop off household hazardous waste at the Public Works Yard located at 900 Wright Avenue North.

For the tender this year, there was one tender submitted; The Miller Group, out of Winnipeg was the only tender submitted. Below is a breakdown of Miller Environmental tender prices

MSHW Service Provider	Mob/Demobilization	MHSW Recycle Costs	HST	Total Price
Miller Environmental Corporation	\$12,000.00	\$14,352.08	\$3,425.77	\$29,777.85

Each community will authorize The Miller Group to be their 2020 MSHW service provider. The 2020 total estimated cost to the Town of Fort Frances without any reimbursement from Stewardship Ontario is \$26,815.88 (Town's portion of HST included) based on the quantity and type of MSHW materials collected in 2019. The 2020 approved operating budget has a net operating cost of \$7,000 where the total operating expenditure is estimated at \$24,000 and the revenue received is \$17,000. The exact net cost is very dependent on the amount and types of MSHW materials dropped off on the event day.

The Operations & Facilities Executive Committee recommends the following:

- 1) That the Miller Group out of Winnipeg be designated the Town 's 2020 MSHW service provider at an estimated cost of \$29,777.85 (includes HST) in accordance with the tender documents.
- 2) That the Town 's MSHW event day is scheduled on Saturday September 12, 2020 from 9:00 am to 3:00 pm.

Respectfully Submitted



Travis Rob, P.Eng.

Council approval of this report will ensure:

- 1) That the Miller Group out of Winnipeg be designated the Town 's 2020 MSHW service provider at an estimated cost of \$29,777.85 (includes HST) in accordance with the tender documents.**
- 2) That the Town 's MSHW event day is scheduled on Saturday September 12, 2020 from 9:00 am to 3:00 pm.**

Manager of Operations and Facilities

2020May4 MHSW Day Tender Award.docx

April 22, 2020

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Operations and Facilities Operational Plan through July 1

As the Town of Fort Frances continues to alter their operations to ensure the health and safety of their workers and residents while providing essential services administration has been looking to July 1, 2020 as a planning horizon for what will have to be altered in our operations. Given the seasonal nature of the work undertaken by the Operations and Facilities Division, the following listing outlines the service reductions proposed for the Operations and Facilities Division relating to operational changes brought about from the COVID-19 Pandemic.

Parks and Cemeteries:

1. Parks Seasonal Employees will be called back to work April 27th with work being focused on winter clean up of Town open space, transitioning to grass cutting
2. Parks student labourers recall/new hires have been delayed indefinitely.
3. Park equipment remains closed and inspections will not be conducted. Caution ribbon and signage will continue to be inspected regularly.
4. Point Park Campground is closed to campers and once the ice is off the lake the beach area will be fenced off if still required.
5. Due to the reduced staffing levels and the need to practice social distancing, flowers in the cemeteries will not be planted this year. At this time, no annual care plans have been purchased for the 2020 season.

Public Works/Waterworks

1. Work will continue on roadways and sidewalks, with a focus on compliance with the Minimum Maintenance Standards.
2. Concrete works will start as weather permits.
3. Grass cutting and sweeping will continue as usual
4. Summer student recall/new hires have been delayed indefinitely.
5. Water operator numbers at the water treatment plant at one time are limited and operators are working in other areas in the system when not at the plant.

Airport

1. Bearskin Airlines suspended flight operations to the end of June.
2. Nonessential flights are down substantially resulting in a substantial loss in revenue from landing fees, Passenger Facility fees and fuel sales. Transport Canada is compiling revenue losses experienced at Airports across Canada, it is unknown at this time if funding will be released to offset these losses.
3. Staff are on site to maintain airfield to Transport Canada Guidelines, and provide refueling services to essential aircraft.
4. Additional Maintenance activities are being undertaken around the Airport

Facilities

1. Extensive cleaning and repairs are taking place in closed facilities

2. Regular maintenance activities are continuing in all facilities to ensure continued operations for essential workplaces.
3. Seasonal Facilities attendants laid off due to removal of Ice from MSC.

Capital Works

1. All roadway construction projects are considered essential per the Ontario Regulation. All contractors are submitting COVID policies to Town for review prior to starting work.
2. Other Capital Projects are ongoing, or tenders are being prepared.

Once restrictions are starting to be lifted, the O&F crew will work to return facilities to business as usual operations as soon as possible and the crews will continue to maintain all facilities as usual to ensure a quick transition once restrictions are lifted.

With the duration of the social distancing mandates, the impacts to the Operations and Facilities Division are manageable with service level changes being minimal, other than in the Parks and Cemeteries area. The largest service level change that has come of this pandemic is the inability for our Parks Crew to plant and maintain the Cemetery Flowers. Our Cemetery flowers are a staple of our community annually. Given that the Town tenders for annual flowers in the fall of the year, we are committed to purchasing these flowers at a total cost of \$21,946.29 whereby \$21,594.67 including applicable taxes is for the 62,592 Cemetery flowers specifically. These flowers are paid for in one of two ways, either by the purchase of perpetual care for a plot, which entitles the owner to flowers and bed maintenance forever or annual care, where the bed is cared for only for the year purchased. As of right now, we have no annual care purchases. In speaking with the nursery, they are willing to scrap the flowers for this year, other than those required for the limited beds we are looking to plant and are asking to be paid for their sunk costs only. The estimated costs to cover the plantings for this year and the sunk costs for the flowers not being planted are estimated at \$17,727.82 plus applicable taxes.

It is the recommendation of the Operations and Facilities Executive Committee that:

1. The service alterations relating to operational changes in response to the COVID-19 Pandemic be approved.
2. That Hammonds be reimbursed their sunk costs for the 2020 flower order and any flowers we purchase for other planting.

Respectfully Submitted

A handwritten signature in black ink, appearing to read 'Travis Rob', with a stylized flourish at the end.

Travis Rob, P.Eng

Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee that:

- 1. The service alterations relating to operational changes in response to the COVID-19 Pandemic be approved.**
- 2. That Hammonds be reimbursed their sunk costs for the 2020 flower order and any flowers we purchase for other planting.**

Manager of Operations and Facilities

2020May6 COVID Operational Changes .docx