

Item No. 11.2.3
Halifax Regional Council
January 28, 2014

TO: Mayor Savage and Members of Halifax Regional Council

SUBMITTED BY: Original Signed
Councillor Bill Karsten, Chair, Audit and Finance Standing Committee

DATE: January 16, 2014

SUBJECT: Q317 Titanic Commemorative Reserve Withdrawal

ORIGIN

- January 17, 2014 Audit and Finance Standing Committee Meeting, Item No. 9.1.1.

LEGISLATIVE AUTHORITY

Audit and Finance Standing Committee Terms of Reference, section 3.8, which states “to review and make recommendations on proposals coming to Halifax Regional Council outside of the annual budget or tender process including but not limited to:

- New programs or services not yet approved or funded
- Programs or services that are being substantially altered
- Proposed changes in any operating or budget items
- Committing of funds where there is insufficient approved budget, or,
- New or increased capital projects not included in the approved budget
- Increases in project budget due to cost sharing
- Creation or modification of reserves and withdrawals not approved in the approved budget

RECOMMENDATION

It is recommended by the Audit and Finance Standing Committee that Halifax Regional Council approve:

- 1.) The amended text to the two Titanic Interpretive Panels located in the Fairview Lawn Cemetery be corrected, and approve the whitening and cleaning of 110 Titanic monuments that are located in the Fairview Lawn Cemetery as outlined in the December 10, 2013 Audit and Finance Standing Committee Report, and
- 2.) Approve the withdrawal of up to \$5,100.00 from the Titanic Reserve, Q317 to cover these costs.

BACKGROUND

In 2002, Regional Council approved the creation of the Titanic Commemorative Reserve with the intent to provide for the perpetual upkeep and maintenance of HRM-owned Titanic victims' grave sites.

The two interpretive panels that are located in the Fairview Lawn Cemetery have incorrect information pertaining to the unknown child. The child was originally identified as the Paulsson child but within the last 3 years with further testing, now has been identified as the Goodwin child.

Over the years, the monuments have shown deterioration in the engravings of the names and numbers and this requires the monuments to be whitened to restore them for future years. Staff have identified 110 of the generic monuments which requiring the whitening.

DISCUSSION

The Audit and Finance Standing Committee have reviewed this matter and recommend that Halifax Regional Council approve the recommendation as outlined in the recommendation section of this report.

FINANCIAL IMPLICATIONS

As outlined in the December 10, 2013 staff report.

COMMUNITY ENGAGEMENT

All meetings of the Audit and Finance Standing Committee are open to the public. Agendas and reports are posted on the web in advance of meetings.

ENVIRONMENTAL IMPLICATIONS

As outlined in the December 10, 2013 staff report.

ALTERNATIVES

No alternatives were discussed by the Audit and Finance Standing Committee. Further Alternatives are outlined in the December 10, 2013 staff report.

ATTACHMENTS

- 1. Staff report dated December 10, 2013.**

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.html> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by: Liam MacSween, Legislative Assistant, 490-6521

Attachment 1

**Audit & Finance Standing Committee
January 17, 2014**

TO: Chair and Members of Audit & Finance Standing Committee
Original Signed

SUBMITTED BY:

Dave Hubley, P. Eng., Acting Director, Transportation & Public Works

DATE: December 10, 2013

SUBJECT: Q317 Titanic Commemorative Reserve Withdrawal

ORIGIN

The Titanic graves in the Fairview Lawn Cemetery are the most visited graves pertaining to the Titanic in Halifax, attracting thousands of visitors each week during the tourism season. The information panels in the Fairview Lawn Cemetery have incorrect information pertaining to the unknown child and needs to be changed so that the visitor to the Cemetery is getting the correct information. In addition, engraving on the monuments is starting to fade and should be addressed before lost completely thus requiring more funds to fix.

LEGISLATIVE AUTHORITY

On December 11, 2012 Halifax Regional Municipality Regional Council approved, that all budget increases are to be presented to the Audit and Finance Standing Committee, prior to submission to Council.

Halifax Charter, Section 93(1) - The Council shall make estimates of the sums that are required by the Municipality for the fiscal year; Halifax Charter, Section 79(1) - Specifies areas that the Council may expend money required by the Municipality; Halifax Charter, Section 35(2)(d)(i) - The CAO can only authorize expenditures budgeted or within the amount determined by Council by policy; Halifax Charter, Section 120(6) - The Municipality may maintain other reserve funds for such purposes as the Council may determine; Halifax Regional Municipality policy on Changes to Cost Sharing for Capital Projects - Changes requiring Council approval; and the Halifax Regional Municipality Reserve Policy - No reserve funds will be expended without the CAO's recommendation and Council approval.

RECOMMENDATION ON PAGE 2

RECOMMENDATION

It is recommended that the Audit & Finance Committee recommend that Halifax Regional Council approve:

1. the amended text to the two Titanic Interpretive Panels located in the Fairview Lawn Cemetery be corrected, and approve the whitening and cleaning of 110 Titanic monuments that are located in the Fairview Lawn Cemetery, and
2. approve the withdrawal of up to \$5,100.00 from the Titanic Reserve, Q317 to cover these costs.

BACKGROUND

In 2002, Regional Council approved the creation of the Titanic Commemorative Reserve with the intent to provide for the perpetual upkeep and maintenance of HRM-owned Titanic victims' grave sites.

DISCUSSION

Presently, there are 121 monuments and two interpretive panels situated in the Fairview Lawn Cemetery. The cemetery is the most visited Titanic Cemetery in Halifax, with thousands of visitors each week in the summer months. In 1998, the attraction of the Titanic brought attention to the Fairview Lawn Cemetery; the Province of Nova Scotia and HRM took on a project to respond to this elevated level of interest.

The two interpretive panels that are located in the Fairview Lawn Cemetery have incorrect information pertaining to the unknown child. The child was originally identified as the Paulsson child but within the last 3 years with further testing, now has been identified as the Goodwin child.

Over the years, the monuments have shown deterioration in the engravings of the names and numbers and this requires the monuments to be whitened to restore them for future years. We have identified 110 of the generic monuments requiring the whitening.

FINANCIAL IMPLICATIONS

The costs associated with these maintenance issues is approximately \$5,100.00. The quote for the interpretive panels is \$2,069.00 while the costs for the whitening and cleaning of the monuments is \$2,985.00. These costs will be charged to operating account R855 which will then be reimbursed through a transfer of funds from the Titanic Reserve, so there will be no net cost to the operating budget. There are sufficient funds within the Reserve to cover these costs. However, if approved, this will increase the withdrawals from reserves for 2013/14.

Budget Summary: Titanic Commemorative Reserve, Q317

Projected Net Available Balance, March 31, 2014	\$65,729
Less amount per Recommendation #2	<u>(\$5,100)</u>
New Projected Net Balance, March 31, 2014	\$60,629

COMMUNITY ENGAGEMENT

No Community Engagement required.

ENVIRONMENTAL IMPLICATIONS

The solution used to clean the monuments is an ecofriendly cleaner. The product is biodegradable, environmentally safe and does not require any special equipment when applying. It will not harm the user if it comes in contact with skin and the product does not contain any corrosive acids or hydroxides.

ALTERNATIVES

The alternative is to not fund the costs from the Reserve but rather from the 2013/2014 operating budget. This alternative is not recommended.

ATTACHMENTS

Attachment A: Quote from Atlantex Creative Works to change text on Interpretive Panels: \$2,069.00.

Attachment B: Purchase Order# 2070639618 that was awarded to Demone's Monument Limited for Titanic Monument Restoration which includes cleaning and whitening monument in Fairview Lawn Cemetery: \$2,985.00.

A copy of this report can be obtained online at <http://www.halifax.ca/boardscom/SCfinance/index.html> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by: Bonnie Murphy, Cemetery Administrator 490-6236
Original Signed

Report Approved by: Chris Mitchell, Manager, Municipal Operations 490-4673
Original Signed

Financial Approval by: Greg Keefe, Director of Finance & ICT/CFO, 490-6308

Invoice

Halifax Regional Municipality
PO Box 1749
Halifax, Nova Scotia B3A 3J5
Canada

INVOICE NO: 2013277
INVOICE DATE: 10/16/13
REFERENCE NO: 13074
PURCHASE ORDER NO: BONNIE MURPHY
PAYMENT TERMS: Net 30 Days

DESCRIPTION	AMOUNT
To refinish a total of two (2) Titanic graveyard interpretive panels as per request & quotation. The text on both panels is to be changed slightly to match that provided by HRM. Both panels are in the Fairview Lawn Cemetery in Halifax. Panels removed, stripped, repainted, new graphic applied, encapsulated and reinstalled on site.	2,069.00

Business No: 100323104RT
Thank you for choosing AtlantexCreativeWorks.
We value your business.

Subtotal 2,069.00
HST @ 15% 310.35
Total Due this Invoice 2,379.35

15 Colford Drive PO Box 119 PH 902 827-5300
East Chezzetcook Nova Scotia FX 902 827-5353
Canada B0J 1N0 TF 800 588-7794

www.atlantexcreativeworks.com



Purchase order

PO number/date
2070639618 / 10/30/2013

This number must appear on all invoices lading bills, containers and correspondence.

Send queries DIRECT to Purchasing Agent.

Please send invoices to:

Halifax Regional Municipality
Accounting Department
PO Box 1749, Halifax, NS B3J 3A5

DEMONE'S MONUMENTS LIMITED &
GRANITE PRODUCTS LTD
PO Box 447
LUNENBURG NS B0J 2C0

Please deliver to:
Parks and Grounds- Cemetery
ATTN: Bonnie Murphy-490-6236
Fairview Lawn - Titanic
Halifax NS B3B 1P8

Delivery date: Day 2013.11.15

All in accordance with the terms and conditions of Quotation # Q13M128 signed by Paul Himmelman dated 21 October 2013

Delivery: FOB Destination
Terms: Net 30
Currency: CAD

Item	Material Order qty.	Unit	Description	Price per unit	Net value
00010	1.000	each	CLEANING-TITANIC	2,985.00	2,985.00

Titanic Monument Restoration
110 - Monuments need to be cleaned (pressure wash) and letters whitened.
An average size of the monuments is 16" height at the back of the monument, 13" height in the front and 9" thick

Fairview Lawn Cemetery, 3720 Windsor Street

Worked to be done in Spring 2014

Contact Name: Bonnie Murphy P) 490-6236 C) 456-4188

DEMONE'S MONUMENTS LIMITED &
PO Box 447
LUNENBURG NS B0J 2C0

PO number/date
2070639618 / 10/30/2013

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Item	Material Order qty.	Unit	Description	Price per unit	Net value
Total net value excl. tax CAD					2,985.00
PRICES SHOWN DO NOT INCLUDE HST					

Terms and Conditions: This price agreement is for the supply of goods and/or services. All terms and conditions of the original Request for Quotation, Tender Call, Call for Proposal etc. shall apply to this contract as amended in writing. All work will be authorized with a purchase order referencing this contract number. The HRM will not be responsible for purchases on this contract not authorized in this manner.

Packing / Delivery Slips and Time Sheets:

Vendor shall include a packing slip/delivery ticket or time sheet with each goods or service delivery. The packing slip/delivery ticket or timesheet shall contain, at a minimum, the following information for each item delivered:

- a. Purchase Order number;
- b. Name of the item and stock number (Supplier's);
- c. Quantity shipped or Hours Worked;
- d. Name of the vendor.
- e. A distinctive reference number (ie a packing slip number or Time Sheet number)
- f. When applicable, and for all Inventory / Stores deliveries: the HRM Material Number

Vendors are cautioned that failure to comply with these conditions may result in a delay in payment

Maximum: The "maximum value" that is listed on the front page of this form is not a commitment by the HRM for a specific value or volume of work. The terms and conditions of the original tender will determine the amount of work and the terms and conditions. This value, with the Valid To date, whichever is earlier, will indicate the completion of this agreement.

Inspection: The Halifax Regional Municipality reserves the right to inspect any material, service or goods which are ordered as a result of this purchase order and shall be the sole judge as to the acceptability of the goods and/or services to meet the needs of the Halifax Regional Municipality and fulfill the requirements as specified.

Payment: The Halifax Regional Municipality normal payment terms are thirty days from acceptance that the goods and/or services meets the specifications.

Alternative payment schedules may be proposed and are to be shown as an option and list the additional discount to the Halifax Regional Municipality.

Invoices: All invoices are to be submitted quoting the Purchase Order number. A purchase order number is required to obtain payment. The HST number must be shown on each invoice. Invoices must include a description of the goods and services provided with corresponding HRM material numbers. Invoices must also clearly indicate list prices, discount offered and net price, if applicable.



DEMONE'S MONUMENTS LIMITED &
PO Box 447
LUNENBURG NS B0J 2C0

PO number/date
2070639618 / 10/30/2013

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All invoices are to be forwarded to:
Halifax Regional Municipality
P.O. Box 1749,
Halifax, N.S. B3J 3A5
Attn.: Accounts Payable

Customs/NAFTA: Any and all Customs/NAFTA errors and/or omissions which become apparent and/or are brought to the attention of the Halifax Regional Municipality, resulting in penalties to the Halifax Regional Municipality, will in turn cause the value of said penalties to be deducted from the vendor's invoice(s), so as the Halifax Regional Municipality may recover such losses.

The Halifax Regional Municipality reserves the right in its sole discretion to bar any foreign vendor(s) from conducting future business with the Halifax Regional Municipality in order to guard against penalties resulting from such errors and omissions.

For further information go to: www.ccra.gc.ca

All purchases made by the HRM are subject to the Halifax Regional Municipality Procurement Policy - Administrative Order 35. This document is available on the HRM website at the following address

<http://www.halifax.ca/legislation/adminorders/documents/procurementpolicy.pdf>.

By submitting a quotation, in response to this request for quotation, the supplier acknowledges that the award of this contract is subject to the terms and conditions of that policy.

Original Signed

Anne Feist
Manager of Procurement
Date: 11/15/2013