



HTG-23-25 Memorandum

Economic and Development Services Department

Date: April 13, 2023

File: 12-03

To: Heritage Oshawa

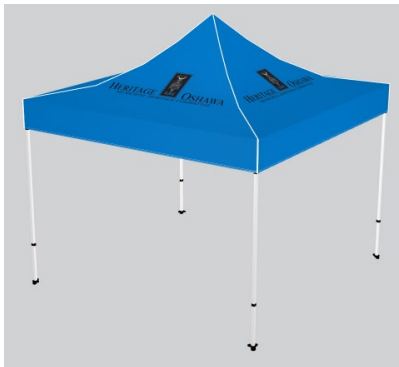
From: Harrison Whilsmith, Planner A
Economic and Development Services Department

Re: Procurement of Heritage Oshawa Branded Canopy Tent

Following discussions held at the March 23, 2023 Heritage Oshawa meeting, the following memo was prepared to provide an overview of the tent that is recommended to be procured for the Heritage Oshawa Advisory Committee.

A canopy tent can be procured from VistaPrint for a cost of \$1,124.75 plus HST. The tent will include the Heritage Oshawa logo printed on all sides, a wheeled case, ground stakes, and rope.

The following renderings have been prepared which display the tent's proposed design. Given Heritage Oshawa has previously used blue and green for their brochures, those colours were selected for the rendered designs. A white tent was also designed.



Recommendation

1. That, pursuant to Report HTG-23-25 dated April 13, 2023, the cost of procuring a Heritage Oshawa branded canopy tent be funded from the Office Materials and Supply account of the 2023 Heritage Oshawa Budget in an amount not to exceed \$1,750; and,
2. That, pursuant to Report HTG-23-25 dated April 13, 2023, the Heritage Oshawa Advisory Committee select a colour to be used for their branded canopy tent.

If you have any questions please contact Harrison Whilsmith at 905-436-3311, extension 2697 or hwhilsmith@oshawa.ca.

A handwritten signature in blue ink, appearing to read "H. Whilsmith". The signature is fluid and cursive, with the first letter of the last name being a large, stylized 'W'.

Harrison Whilsmith, Planner A
Policy

HW/