



## OFFICE OF THE CITY CLERK COUNCIL SERVICES

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### CAO APPROVAL

The Chief Administrative Officer approved the following recommendation:

**Report Number: CAOP 20/2026**  
**Approved: Wednesday, February 18, 2026**

THAT the CAO **APPROVE** a three-year contract extension request from Thyme To-Go Inc., under RFP No. 75-22, Catering Services – Willistead Manor, to extend the contract to January 17, 2029 on the same terms and conditions; and further,

THAT the CAO and City Clerk **EXECUTE** an extension agreement with Thyme To-Go Inc. to extend the provision of catering services at Willistead Manor, for a three (3) year renewal term, satisfactory in legal form to the City Solicitor, in financial content to City Treasurer, Finance, and in technical content to the Executive Director, Recreation & Culture.

Report Number: CAOP 20/2026  
Clerk's File: SR/14482

*Anna Ciacelli*

Deputy City Clerk / Supervisor of Council Services  
February 19, 2026

#### Department Distribution

Supervisor, Cultural Affairs
Financial Planning Administrator, Culture
Manager, Culture
Acting Manager, Purchasing
City Solicitor
Executive Director, Culture



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Commissioner, Community Services
On behalf of Commissioner, Finance & City Treasurer
Acting Chief Administrative Officer