



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Pat Newson, Director of Recreation and Facilities
DATE: 03/04/2018
SUBJECT: Concession Booths RFP
ATTACHMENTS: [Click here to enter text.](#)

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby directs staff to issue a Request for Proposal for operations of the food booths at the Blyth and District Community Centre and the North Huron Westcast Community Complex.

EXECUTIVE SUMMARY

At the February 8, 2018 budget meeting and as a cost saving measure, North Huron Council directed staff to close the food booths at the Blyth and District Community Centre and the North Huron Westcast Community Complex for the 2018/2019 season. Council also directed staff re-evaluate concession booth operations and report back to Council.

M78/18

Moved by T. Seip

Seconded by B. Knott

THAT the Council of the Township of North Huron hereby directs the Director of Recreation and Facilities to close the Blyth and Wingham concession booths from April 1, 2018 to April 1, 2019 during which time staff are requested to re-evaluate concession booth operations and report back to Council.

DISCUSSION

Since the news that the booths are closing has circulated in the community, staff have had inquiries from both service groups and the public regarding opportunities to provide booth services. At this time there is no way to measure how serious the inquiries are. In order to provide equal opportunity to anyone interested in booth operations, and to provide Council with a fair method to evaluate proposals, it is recommended Council issue a Request for Proposal for Interest in Food Booth Operations at either the Blyth and/or Wingham concession booths.

This has been done in the past with no uptake from the public or service groups, however with the recent decision of Council to close the booths, there is a renewed interest from potential booth operators. This is the only method of evaluating whether the renewed interest is real, and if any proposals that would be satisfactory to Council.

The RFP would not stipulate a required rental rate for the space, as it would depend on the proprietor, potential expenses to the Township, and their intended use of any profits (i.e. service group vs. local business). Each proposal can be reviewed by Council on its own merit, risk, and value to the community.

The timing on the RFP would be to release it in April and award a contract in late May/earlier June to allow the successful bidder the opportunity to prepare for opening by ice season 2018/2019 or earlier if desired.

FINANCIAL IMPACT

There is a cost of approximately \$200 to advertise the RFP in the local papers. There is a cost of staff time to prepare and administer the RFP process.

FUTURE CONSIDERATIONS

Council made a decision to close the booths as a cost savings measure. The successful proposal could be a revenue opportunity for the Township and/or the community.

RELATIONSHIP TO STRATEGIC PLAN

Our administration is fiscally responsible and strives for operational excellence.



Pat Newson, Director of Recreation and Facilities.



Dwayne Evans, CAO