RECOMMENDATION:
THAT the Council of the Township of North Huron hereby directs staff to issue the Request for Proposal for the operations of the food booth(s) at the Blyth and District Community Centre and the North Huron Wescast Community Complex.

EXECUTIVE SUMMARY
In 2018 and as a cost savings measure, the Township of North Huron discontinued the direct provision of concession booth services at the Blyth & District Community Centre and the North Huron Wescast Community Complex. The booths in both facilities were operating on nearly a break-even basis however, with the increase in minimum wage this would have resulted in both concession booths operating at a deficit. Council also directed staff to offer the operation of the concession booths to a third party.

In April 2018, staff issued a Request for Proposal (RFP) for the operation of the booth(s). The RFP was advertised in the local newspapers and on the Township’s website. The RFP invited minor sports groups, non-profit groups, community groups, businesses and private individuals to submit a proposal for the operation of the booth(s). The deadline for submissions was May 25, 2018. No proposals were received. This resulted in the concession booths in both Blyth and Wingham being closed for the 2018/19 ice season.

The absence of booth service has generated some discussion amongst community groups and members of the public. This discussion has resulted in a renewed interest in the community to have concession booth services offered.

DISCUSSION
Over the course of the 2018/19 ice season staff received a few complaints relative to the absence of concession booth services at the North Huron Wescast Community Complex and the Blyth & District Community Centre. The complainants were from tournament organizers who were accustomed to having the booth services available to the public and spectators at their events. The absence of these services resulted in event organizers having to find food service providers to come onsite during the event. This was a new experience for event organizers because in the past, they only had to provide food for their participants not the spectators. As a result, staff have been contacted by private individuals, as well as, community groups who have expressed an interest in providing booth services for the upcoming ice season, particularly in Blyth.

If Council wishes to revisit the operation of the concession booth(s), the Township would need to issue a Request for Proposal (RFP) to allow all interested parties, known and unknown, an
opportunity to submit a proposal. The RFP would be advertised in the local newspapers and on the Township’s website. Any party interested in operating one or both of the booth(s) would have to submit a proposal by the deadline listed. The proposals submitted would be evaluated and brought forward in a report for Council’s consideration.

Based on there being new interest amongst the community, staff recommend Council authorize the release of an RFP for the operation of concession services at both facilities.

**FINANCIAL IMPACT**
The decision to proceed with an RFP for Concession Services would result in an unbudgeted expense. The advertisements required in the local newspapers (the Wingham Advanced Times and the Blyth Citizen) is estimated to cost approximately $300 plus HST.

**FUTURE CONSIDERATIONS**
Council is advised this is the third time that the Township of North Huron has offered the operation of concession booth services to the public since 2008. If there is no response to the RFP or the submissions are not accepted, Council may wish to consider alternate uses for the concession booths and its seating areas in the future.

**RELATIONSHIP TO STRATEGIC PLAN**
Goal #2 – Our residents are engaged and well informed.
Goal #4 – Our administration is fiscally responsible and strives for operational excellence.

Enter your name, enter your role

Dwayne Evans, CAO