



Subject: Awarding RFQ 2020-001 - Concession Lease

Report Number: RCP 22-26

Author: Julie Columbus, Director of Recreation, Culture & Parks

Meeting Type: Council Meeting

Meeting Date: Monday, December 12, 2022

RECOMMENDATION

THAT Council receives Report RCP 22-26 Concession Lease – Awarding RFQ 2022-003 – TCC Snack Bar & Waterpark Concession Lease;

AND THAT the lease for the concession at the Tillsonburg Community Centre be awarded to Chrissy's Catering for the term of January 1, 2023 through December 31, 2025, at the annualized rate of \$4,500.00 plus HST;

AND THAT the one-year pilot lease for the Waterpark Concession is included in the contract for the term of June 17, 2023 – September 4, 2023 at a total rate of \$800.00;

AND THAT a By-law is brought forward for approval once the contract is signed.

BACKGROUND

The current lease for the concession at the Tillsonburg Community Centre was terminated by the operator Beres Catering on November 1, 2022. A new lease is being established for the period starting January 1, 2022 and ending December 31, 2025.

In October 2022, staff prepared and advertised an RFQ for vendors to submit a bid for the concession lease for the period of January 1, 2023 through December 31, 2025. The new lease term can be extended for an additional two years at the Town's discretion if the vendor indicates the desire to extend. The rates and terms for the extension can be negotiated to include an inflationary increase.

One submission was received from Chrissy's Catering (Tillsonburg) who currently operates the Carriage House banquet facility, and also provides catering for many events and meetings of all sizes in and around the tri-County area.

Staff reviewed the submission for completion, proposed hours of operation, proposed menu and pricing and recommends that the Town lease the concession to Chrissy's Catering for the term of January 1, 2023 through December 31, 2025, with an option for a two-year extension.

The Waterpark one-season lease is a trial project for 2023. In the past, the concession was operated by summer staff and with inclusion of wages/staff time necessary to run the concession, which showed a deficit every year.

CONSULTATION

The opportunity to lease the concession was advertised in the bids and tenders section of the Town website and in the Tillsonburg News. The contract and bid has been reviewed by the Manager of Recreation, Manager of Parks and Facilities and Administrative Assistant.

FINANCIAL IMPACT/FUNDING SOURCE

The annualized lease revenue for the current lease is \$4,500, which is noted in the 2023 Budget. The Lake Lisgar Water Park Canteen lease will show a revenue in 2023 during the trial. A future option to renew the summer canteen operation will be reviewed.

CORPORATE GOALS

How does this report support the corporate goals identified in the Community Strategic Plan?

- ☒ Lifestyle and amenities
- ☐ Customer service, communication and engagement
- ☐ Business attraction, retention and expansion
- ☐ Community growth
- ☐ Connectivity and transportation
- ☐ Not Applicable

Does this report relate to a specific strategic direction or project identified in the Community Strategic Plan? Please indicate section number and/or any priority projects identified in the plan.

Goal – Tillsonburg will strive to offer residents the amenities, services and attractions they require to enjoy balanced lifestyles.

Strategic Direction – Update municipal sports facilities consistent with modern standards.

Priority Project – N/A.

ATTACHMENTS

Appendix A – RFQ 2022-003 – CONCESSION AGREEMENT