



To:	Mayor and Council
Date:	September 20, 2022
From:	Chris Allison, Parks and Facilities Manager
Report Number:	Parks and Facilities 2022-04
Subject:	Management and Operation of the Cavan Monaghan Community Centre Concession Booth Request for Proposal PF-22-02

Recommendation:

That Council approve the Management and Operation of the Cavan Monaghan Community Centre Concession booth be awarded to Millbrook and District Minor Hockey Association.

Overview:

August 15, 2022 a Request for Proposal PF-22-02 the Management and Operation of the Cavan Monaghan Community Centre Concession Booth was called and posted. The Request for proposal shall be for a (1) year period. At the end of the one (1) year term a review will be completed by the successful Proponent and the Manager of Parks and Facilities. If both parties mutually agree that the operation of the concession booth has been successful, then an additional two (2) year term will be considered.

Millbrook and District Minor Hockey Association was the only bid received and has outlined that staffing of the concession booth will consist of volunteer members from within the association. All volunteers will be provided appropriate training with respect to the Occupational Health and Safety Act, Ontario Food Safety Act and all other federal and provincial regulations concerning food preparation and safety. First Aid, WHMIS 2015 and Emergency and Evacuation procedures as well as Harassment/Diversity Sensitivity/Violence in the workplace and Accessibility training shall also be provided.

The proposal states “a walk before we run approach” initially launching a shorter offering of products and will “ramp up” what is available as they gain following, exposure and determine profit opportunities. Proposed hours of operation once fully operational and subject to change are Monday to Friday 4:30 p.m. to 9:00 p.m. Saturday, Sunday and Holidays 7:00 a.m. to 7:00 p.m.

The Revenue sharing proposal shall operate on a “share of profits” basis, where Millbrook and District Minor Hockey Association shall pay to the Township of Cavan Monaghan 50% of all profits generated through sales at the Concession Booth. Further, Millbrook and District Minor Hockey Association recognizes it has an ongoing

fundraising goal as established with the CMCC project. Millbrook and District Minor Hockey Association will dedicate 25% of their share of profits towards achieving that goal. Payments will be made to the Township of Cavan Monaghan on a quarterly basis.

Request for Proposal PF-22-02 for the Management and Operation of the Cavan Monaghan Community Centre Concession Booth was called and posted on August 15, 2022. The closing date was September 8, 2022 at 11:00 a.m. The Tender was opened publically on YouTube at 11:10 a.m. the same day by senior staff, Cindy Page, Kimberley Pope and Chris Allison representing the Township, Mayor Scott McFadden representing Council.

One bid proposal was received and is outlined below:

Bidder
Millbrook and District Minor Hockey Association

After reviewing the documentation, Staff is recommending that Council award the RFP to Millbrook and District Minor Hockey Association.

Financial Impact:

Millbrook and District Minor Hockey shall pay to the Township of Cavan Monaghan 50% of all profits generated through sales at the Concession Booth. All required financial documentation will be required quarterly. Funds received will be allocated under Operations, Concession Booth Revenues GL.

Further, Millbrook and District Minor Hockey Association recognizes it has an ongoing fundraising goal as established with the CMCC project. Millbrook and District Minor Hockey Association will dedicate 25% of their share of profits towards achieving that goal. Payments will be required made to the Township of Cavan Monaghan on a quarterly basis. Funds received will be allocated under Operations, CMCC Sponsorship GL.

Respectfully Submitted by,

Reviewed by,

Chris Allison
Parks and Facilities Manager

Yvette Hurley
Chief Administrative Officer