



THE CORPORATION OF THE MUNICIPALITY OF KINCARDINE REPORT

Subject: Concession Services Lease Agreement
Director: Community Services
Manager: Recreation & Community Programs
Report Number: Recreation and Community Programs-2023-11
Meeting Date: Wednesday, August 9, 2023

Recommendation:

That Council pass a by-law to authorize a one (1) year Lease Agreement, with the option to renew for a further 5 years, between the Municipality of Kincardine and Saba Umar for the management and operation of concession services at the Davidson Centre and the Tiverton Sports Centre.

Date to be considered by Council: Wednesday, August 9, 2023

Report Summary:

Staff are seeking approval to award Saba Umar as the preferred bid for the operation of the concession booths at the Davidson Centre and the Tiverton Sports Centre, for a one year agreement.

Origin: Existing concessions have not been in operation since prior to the COVID-19 pandemic.

Existing Policy: NA

Background/Analysis:

The concessions at the Davidson Centre and the Tiverton Sports Centre ceased operations during COVID-19.

Staff attempted in the summer of 2022 through a competitive process to attract bidders but were unsuccessful in attracting any interest.

Staff advertised through another RFP in July of 2023 and were successful in attracting 2 interested parties.

Staff would like to recommend that Saba Umar be awarded the lease agreement.

Their proposal aligns with the criteria specified in the RFP. A one (1) year agreement is to allow the Operator an opportunity to assess operations over the course of the season, try new offerings, and gain an understanding of the needs and expectations of the user groups and public. A renewal clause of an additional 5 years is outlined in the Agreement.

The Operator plans to trial different products and offerings throughout the term and experiment with various operating hours in both facilities.

The one year agreement will be from September 1, 2023 to August 31, 2024. It is anticipated that concession operations would be in full effect by early September to provide time for the Operator to set-up the concessions, order inventory and recruit staff if required.

Staff are committed to meeting with the Operator monthly for the first three (3) months of the agreement to ensure expectations are being met from both parties. Communication will be integral to the success of this Agreement and operations,

Integrated Strategy 2020 – 2025

CW#2: Create and maintain vibrant parks and recreation facilities to create opportunities for multi-use, multi-generational, and multi-seasonal experiences.

REG#4: Improve organization efficiency and be more innovative.

Financial Implications:

An additional \$3,000 in revenue to the Davidson Centre budget and an additional \$1,500 in revenue to the Tiverton Sports Centre budget for the 2023-2024 season.

Attachments: Lease Agreement

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