

## **Recreation and Leisure Services Committee Meeting Minutes**

Meeting #: 09  
Date: June 6, 2023  
Time: 7:30 am - 8:48 am  
Location: Zoom

**Members Present**      **Mayor Bent**  
                                 **Deputy Mayor Gosse**  
                                 **Councillor Tilley**  
                                 **Councillor Moores**  
                                 **Councillor Connors**  
                                 **Councillor Barrett**

**Staff Present**            **Nick Miller, Director of Recreation and Leisure Services**  
                                 **Carla Hodder, Program Supervisor**  
                                 **Natasha Hann, Program Supervisor**

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### **1. Facilities, Parks and Playgrounds**

#### **1.a Community Park Grand Opening**

Committee discussed the Grand Opening of Community Park and concurred to proceed with incorporating the ceremony with the soiree kickoff event on July 7th.

#### **1.b Conception Bay South Arenas Update**

Director of Recreation and Leisure Services provided an update to committee of upcoming events happening at the CBS Arenas this summer.

### **1.c Outdoor Spaces Facility Rental**

Committee had a lengthy discussion regarding the booking of outdoor recreational spaces and facilities. Committee agreed that a system should be put in place to keep track of usage of outdoor spaces for events or programs, but concurred that spaces should never to closed to the public and no admission fee was allowed to be charged while events and program are ongoing.

### **1.d Community Park Paving Project**

Committee reviewed attached quotes on the paving of the Community Park walk way and access road. Committee agreed that this project will allow the community park to be more accessible for all. It was note that this will also assist with maintenance operation with the park. The total cost of the project will be \$128000 will be completed by Grand Concourse Authority. The Town received the building age friendly grant that will cover a portion of the cost to the amount of \$18,136.70. The committee concurred and the following recommendation was table for approval.

#### **Recommendation:**

Be it so resolved that approval be given to proceed with paving at the Community Park at a cost of \$122,124.06 (HST Included) by Grand Concourse Authority. Monies for this expense are available in the Capital out of revenue account.

## **2. Events & Programs**

### **2.a Canada Day 2023**

Program Supervisor Hodder spoke on the plan for the Canada Day events happening within the Town. This includes the Memorial Day Ceremony, the Canada Day Celebrations at the new location at Sgt. Ned Nugent's Park, and evening firework show.

### **2.b Community Challenge**

The Town of Conception Bay South is participating in this year's Participation Community Challenge, in hopes of being named Canada's Most Active Community. Staff have created a campaign to involve as

many residents and groups as possible to participate, and get active from June 1 - 30, 2023. These include:

- Community Challenge Kick Off Event
- Activity Calendar that lists many free events during the month that promote physical activity
- Creating a contest to encourage schools to participate
- Creating a social media campaign to keep the public informed

The Director discusses with Committee potential projects that would benefit from the provincial and national prize. Committee concurred to spend the money on upgrades to Topsail Beach Playground.

#### **2.c Summer Day Camp Program - Update**

Programs Supervisor Hann provided update to Committee on upcoming Summer Camp. Staff are working to accommodate as many participants from the waitlist in the camp program as possible.

#### **2.d Kelligrews Soiree - Update**

Director of Recreation and Leisure Services update Committee on the draft Kelligrews Soiree schedule and line up for entertainment. It anticipated that the schedule will be available in the coming week.

#### **2.e Out in the Park - Pride Event**

Program Supervisor Hodder informed the Committee of the Towns plans to celebrate pride month. The event will include a pride walk followed by a family drag show at the Community Park. This event will take place on Saturday June 17th.

#### **2.f Registrations Summer Swim Lessons 2023**

Recreation Director and Leisure Services provided an update on swim registration to Committee. Director also noted that prior to the next registration research will be done to improve the users experience with the system.

### **3. Procurement**

#### **3.a SOA-23-05 Supply and Delivery of 50th Anniversary Promotional Items**

Staff have reviewed the submissions received for SOA-23-05 Supply and Delivery of 50th Anniversary Promotional Items. An evaluation of the submissions was completed by staff, and it is recommended to proceed with the proposal submitted Island wide Promotions. The cost of the initial purchase for sale items will be between \$6,035.25 and \$6,437.00 plus HST (dependent on artwork selected). These items will be made available for purchase on the supplier's online platform, and used as promotional items for the 50th Anniversary.

Funds are available as part of the 50th Anniversary Budget. If the Committee concur, the following recommendation is tabled for approval.

#### **Recommendation:**

Be it so resolved that approval be given to award SOA-23-05 Supply and Delivery of 50th Anniversary Promotional Items to Island wide Promotions. The cost of the initial purchase for sale items will be between \$6,035.25 and \$6,437.00 plus HST (dependent on artwork selected). Funds are available in the 50th Anniversary budget.

#### **3.b Limited Call for Proposals for Exclusive Snack Vending Contract**

The Limited Call for Proposals for Exclusive Snack Vending Contract opened on May 16 and closed at 10:00am on May 30. Requests were sent out to the below three local snack vending service providers:

**Avalon Vending Services**

**Newfoundland Vending Services**

**Browning Harvey**

Avalon Vending Services and Newfoundland Vending Services both submitted proposals while Browning Harvey decided to decline. On the afternoon of May 30 Program Supervisor, Natasha Hann and Aquatics

Manager, Sheldon Andrews conducted a full review of both submissions and completed the attached Evaluation Criteria Matrix. At end of the review we found Avalon Vending to have the superior proposal and have the below recommendation:

**Recommendation:**

Be it so resolved that approval be given to proceed with a new contract with Avalon Vending for the provision for Exclusive Snack Vending for the Town of Conception Bay South Facilities: Town Hall, Recreation Complex and the Conception Bay South Arena for the period of June 15, 2023-June 15, 2026.

**3.c Limited call for proposals for full service beverage vending**

The Director would like to request approval to prepare and call a limited call for proposals for full service beverage vending. The current contract ended on June 1st 2023.

Committee concurred to proceed with a limited call for proposals for full service beverage vending.

**3.d Ratification - Request for proposals for Prime Consulting Services for Waste Water Treatment Plant Roof Replacement**

Request for proposals for Prime Consulting Services for Waste Water Treatment Plant Roof Replacement closed on Thursday May 19<sup>th</sup> 2023. 2 proposals were received and subsequently reviewed and evaluated by the Planning and Development Manager, Facilities and Maintenance Manager, Engineering Manager and Director of Recreation and Leisure Services. After review and evaluation, it is recommended to engage SNC Lavalin Inc for prime consulting services at a cost of \$62,269.63 including HST. Scope of work includes Assessment, Administration of project, Inspection / Quality Control and Project Management.

It was decided to request Council approval Via email to allow engaging the consultant as quick as possible.

Proposals were evaluated on project and team experience, methodology, scheduling, response content and financial criteria.

The Following Summary ranked proposers.

1. SNC Lavalin
2. Jewer Bailey Consultants

DBA Consulting declined submitting a bid.

**Recommendation:**

Be it so resolved the approval be given to enter into Prime Consultant Agreement with SNC Lavalin Inc for Waste Water Treatment Plant Roof Replacement at approximate cost of \$62,269.63 including HST. Funds are available for this project.

**4. Other Departmental Items**

**4.a 50th Anniversary - Grant Program**

Director of Recreation and Leisure Services provided an update on the status on the current grants and process for awarding grants. Committee concurred that approval for grants be done at the staff level with an update to be provide at the next committee meeting.

**4.b 50th Anniversary - Birthday Bash**

Director of Recreation and Leisure Services updated Committee on the 50th anniversary birthday bash. Committee requested the department to send planned activities to committee for review.

**5. Important Dates**

**5.a Important Dates**

- June 10 - 3 Hour Challenge
- June 21- National Indigenous People Day
- June 23-24 Snowbirds
- June 26- Summer Day Camp start
- July 1 - Canada Day Celebration

- July 11- Sunset Yoga Program start
- July 8-14 - Kelligrews Soiree
- August 2 - Family Fun Day
- August 9- Newcomer Welcome Night Topsail Beach
- August 12- Pirate Day
- August 19-20 - 50th Anniversary Birthday Weekend
- October 29 - Halloween Skate
- October 31 - Seniors Halloween Social
- November 5 - Bonfire Night
- November 11 - Remembrance Day
- December 2, 2023 - Santa Claus Parade
- December 2, 2023 - Tree Lighting Ceremony
- December 7, 2023 - Seniors Christmas Social
- December 31, 2023 - New Year's Eve Family Skate

**6. Additional Items**

Deputy Mayor Goose left the meeting at 8:39am.

**6.a Food Truck - Community Park Auxiliary Parking Lot**

Director of Recreation and Leisure Services brought forward a request from a food vendor to set up for a three-month trial basis at the Community Park Auxiliary Parking lot. Committee concurred to proceed with this request and ensure all permits are in place.

**7. Recreation and Leisure Services Committee Report**

Be it so resolved that the recommendations and decisions of the Recreation and Leisure Services Committee meeting of June 6th 2023 be accepted as presented.

- Community Park Grand Opening

- Conception Bay South Arenas update
- Outdoor Spaces Facility Rental
- Community Park Paving
- Canada Day 2023
- Community Challenge
- Summer Day Camp Program Update
- Kelligrews Soiree Update
- Out in the Park Pride Event
- Registrations Summer Swim lessons
- SOA-23-05 Supply and Delivery of 50th Anniversary Promotional Items
- Limited Call for Proposals for Exclusive Snack Vending Contract
- Limited Call for Proposals for Full Service Beverage Vending
- Ratification Request for Proposals for Prime Consulting Services for WWTP
- 50th Anniversary Grant Program
- 50th Anniversary Birthday Bash
- Food Truck Community Park Auxiliary Parking Lot

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Councillor Moores, Chair

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Nick Miller, Director of Recreation  
and Leisure Services