

Recreation and Leisure Services Committee Meeting Minutes

Date: September 12, 2023
Time: 7:34 am - 8:05 am
Location: Zoom

Members Present **Deputy Mayor Gosse**
 Councillor Tilley
 Councillor Moores
 Councillor Hardy

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

1. Facilities, Parks, Playgrounds

1.a Community Park Closure

Director of Recreation and Leisure Services provided an update to Committee regarding the Closure of the Community Park to facilitate paving. Park Closure will begin September 25th and could potentially last for 3 weeks. The project will include paving of the walkway system throughout the park and maintenance exit. Upon completion of the paving project accessibility will be enhanced throughout.

2. Events & Programs

2.a 50th Anniversary Run

Director of Recreation and Leisure Services provided an update for the Committee on 50th Anniversary Half Marathon Run. The run will take place from Seal Cove to Topsail Beach ending at Topsail Beach where

medals/ awards will be presented and a social gathering for all runners will take place.

2.b 50th Anniversary Concert

Director of Recreation and Leisure Services presented potential line ups for the 50th Anniversary Concert. Committee stressed the importance of having local entertainment perform at the concert. Director concurred with Committee and the final lineup will be announced in the coming weeks.

2.c Worsley Park 50 + Club

Director of Recreation and Leisure Services discussed a potential date for the Worsley Park 50 + Club BBQ with Committee. The date will be sent by email for Council to confirm their availability.

3. Other Departmental Items

3.a Recreation Department Program Guide

Director of Recreation and Leisure Services discussed the potential of a Recreation Program Guide with the Committee. The guide can be an annual or bi-annual publication created for digital viewing, with limited print copies available at Town facilities. The guide will feature programs/events descriptions, current and upcoming, facilities guides, community organization information and much more. The Committee concurred with this idea and asked the Director of Recreation and Leisure Services to get quotes on this item, to be presented back to the Committee.

4. Procurement

4.a Beverage Contract

The Limited Call for Proposals for the Exclusive Beverage Contract opened on August 25th 2023 and closed at 10:00am on September 8th 2023. Requests were sent out to the below two local beverage providers:

Browning Harvey Limited

FJ Wadden and Sons

Browning Harvey Limited and FJ Wadden and Sons both submitted proposals. On the afternoon of September 13th Program Supervisor Hann, and Director of Recreation and Leisure Services conducted a full review of both submissions and completed the Evaluation Criteria Matrix. At the end of the review, results found FJ Wadden and Sons to have the superior proposal and the following recommendation is tabled for approval.

Recommendation:

Be it so resolved that approval be given to proceed with a new contract with FW Wadden and Sons for the provision for Exclusive Beverage Contract for the Town of Conception Bay South effective date of signature for a 3-year period.

5. Important Dates

- Sept 25 - 29th- Senior Week
- Sept 27- 50th Anniversary Clothing order #2 deadline
- October 21- 50th Anniversary Half Marathon Run
- October 28- Trunk or Treat Event
- October 29- Halloween Skate
- October 31 - Seniors Halloween Social
- November 5 - Bonfire Night
- November 11 - Remembrance Day
- November 20th- Final 50th Anniversary Clothing deadline
- December 2, 2023 - Santa Claus Parade
- December 2, 2023 - Tree Lighting Ceremony
- December 7, 2023 - Seniors Christmas Social
- December 31, 2023 - New Years Eve Family Skate

6. Additional Items

6.a 1st Chamberlains Guides Request

Director of Recreation and Leisure Services discussed a request from the 1st Chamberlains Guides to build, install and stock a Little Children's Library at the Community Park Parking lot adjacent to the Park. Committee concurred to approve this request.

7. Potential Problems/Concerns

N/A

8. Recreation and Leisure Services Committee Report

Be it so resolved that the recommendations and decisions of the Recreation and Leisure Services Committee meeting of September 12th 2023 be accepted as presented.

- Community Park Closure
- 50th Anniversary Run
- 50th Anniversary Concert
- Worsley Park 50 + Club
- Recreation Department Program Guide
- Beverage Contract
- Important Dates
- 1st Chamberlains Guides Request

Councillor Moores, Chair

Nick Miller, Director of Recreation
and Leisure Services