



AMHERST TOWN COUNCIL

RFD# 2024031

Date: March 25, 2024

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Aaron Bourgeois, Director of Operations

DATE: March 25, 2024

SUBJECT: Canteen Concession Agreement

ORIGIN: The canteen concession agreement at the Amherst stadium expires on May 1, 2024.

LEGISLATIVE AUTHORITY: Municipal Government Act (MGA), Section 51 concerning the sale or lease of municipal property.

RECOMMENDATION: That Council approve the stadium canteen concession agreement between Dwayne Ripley and the Town of Amherst, and authorize the Mayor and CAO to sign on behalf of the Town.

BACKGROUND: The stadium canteen was closed during the Covid 19 pandemic. Coming out of the pandemic, an RFP for the operation of the canteen was issued on two separate occasions and no submissions were received. As there was no response to the RFP staff contacted local community groups and business owners to gauge their interest in operating the stadium canteen and received one proposal from Dwayne Ripley. Mr. Ripley operated the canteen for the 2022/23 season and in March 2023 was awarded a 1-year extension to operate the canteen for the 2023/24 season. The current agreement ends on May 1, 2024.

DISCUSSION: With the impending expiration of the current agreement, staff issued an RFP for the canteen concession with a closing date of February 13, 2024. One proposal was received, from Dwayne Ripley. All reports of the canteen operation since Mr. Ripley took over have been favorable and it seems that he is providing quality service and products for which there is a market for at the Stadium.

The proposed agreement, if approved by Council, would see Mr. Ripley operate the canteen for 3 years commencing on September 1, 2024 and ending on August 31, 2027 with an option, subject to Council approval, to extend the contract an additional 3 years.

The rent paid under the current agreement is \$750.00/month (September - March) and \$350.00/month (August – April).

The proposed rental rates for the 3 years and the 3 optional years are shown below:



Year	Monthly Rent Sept - March	Monthly Rent April - August	Total (excluding tax)
Year 1 (2024/25)	\$765.22	\$365.22	\$7,182.64
Year 2 (2025/26)	\$791.30	\$365.22	\$7,365.20
Year 3 (2026/27)	\$817.39	\$365.22	\$7,547.83
Optional Years 4-6			
Year 4 (2027/28)	\$843.48	\$391.30	\$7,860.86
Year 5 (2028/29)	\$869.57	\$391.30	\$8,043.49
Year 6 (2029/30)	\$895.65	\$391.30	\$8,226.05

FINANCIAL IMPLICATIONS: The rental rates are outlined in the table above and include a reduced rental rate for the stadium off season. The total rent for the first year of the agreement totals \$7,182.64 plus HST. Future year rental rates are increased on average by 2.7% annually.

SOCIAL JUSTICE IMPLICATIONS: Providing a canteen service at the Amherst Stadium will provide users and spectators a more positive experience while attending events at the facility.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications to having a canteen at the Amherst Stadium.

COMMUNITY ENGAGEMENT: If the agreement is approved, staff will prepare a media release and promote the canteen on social media. During the tendering process the community was engaged numerous times with little to no interest.

ALTERNATIVES: Refer the proposed agreement back to staff for further negotiations with Mr. Ripley.

ATTACHMENTS: Proposed Canteen Concession Agreement

Report prepared by: Aaron Bourgeois, Director of Operations
 Report and Financial approved by: