



## REPORT FOR ACTION

### **Non-Competitive Contract with Claireville Ranch for the City of Toronto's Horseback Riding Camp Program at Toronto and Region Conservation Authority's (TRCA) Claireville Conservation Area**

**Date:** May 23, 2018

**To:** Government Management Committee

**From:** General Manager, Parks, Forestry and Recreation; Chief Purchasing Officer, Purchasing and Materials Management Division

**Wards:** All

#### **SUMMARY**

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The report requests that City Council grant authority to enter into a non-competitive contract with William Dennis Johnson (WDJ) and Gavin W. Johnston (GWJ) operating as and collectively referred to as "Claireville Ranch" for the continued provision of equestrian services for Parks, Forestry and Recreation's Horseback Riding Day Camp Program at Toronto and Region Conservation Authority's (TRCA) Claireville Conservation Area, for 5 years beginning June 1st, 2018 and ending December 31st, 2022, in the total amount of \$238,225 net of all applicable taxes and charges and \$242,418 net of HST recoveries.

City Council approval is required in accordance with Municipal Code Chapter 195-Purchasing, where the current request exceeds the Chief Purchasing Officer's authority of the cumulative five year commitment limit for each vendor under Article 7, Section 195-7.3(D) of the Purchasing By-law or exceeds the threshold of \$500,000 net of HST allowed under staff authority as per the Toronto Municipal Code, Chapter 71-Financial Control, section 71-11a.

#### **RECOMMENDATIONS**

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The General Manager, Parks, Forestry and Recreation and the Chief Purchasing Officer recommend that:

1. City Council authorize the General Manager, Parks, Forestry and Recreation to negotiate and sign into a contract with William Dennis Johnson (WDJ) and Gavin W. Johnston (GWJ) operating as and collectively referred to as "Claireville Ranch" to

provide equestrian services for the City's summer Horseback Riding Camp Program at the Claireville Conservation Area from June 1st, 2018 to December 31st, 2018 with the option to renew the contract for up to four additional one-year terms for a total contract value of \$238,225 net of HST and \$242,418 net of HST recoveries over the entire five years of the contract, at the sole discretion of and on terms and conditions satisfactory to the General Manager, Parks Forestry and Recreation and in form satisfactory to the City Solicitor, and subject to budget approval.

## **FINANCIAL IMPACT**

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Funding is available for 2018 in the Parks, Forestry and Recreation Operating Budget and will be available in future year budgets in cost centre P12444 under cost element 4995 and 4590.

Year	Cost Centre/WBS	Cost Element	Net of HST recoveries
2018	P12444	4995, 4590	\$44,556
2019	P12444	4995, 4590	\$47,822
2020	P12444	4995, 4590	\$47,832
2021	P12444	4995, 4590	\$51,099
2022	P12444	4995, 4590	\$51,109
TOTAL including Net of HST Recoveries			\$242,418

The Interim Chief Financial Officer has reviewed this report and agrees with the financial impact information.

## **DECISION HISTORY**

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City Council, at its meeting of June 11, 2013 through GM22.11, approved the award of a five year sole source contract in the amount of \$197,460 net of HST and \$200,935.30 net of HST recoveries.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2013.GM22.11>

## **COMMENTS**

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From 2007 to 2012 Parks, Forestry and Recreation used the service of Claireville Ranch through the Non-Competitive Procurement process. Horseback Riding Camp did not run in the summer of 2006. Prior to 2006, Equine Recreation held the exclusive

agreement with the TRCA to provide equestrian services between 2000 and 2005. Equine Recreation was paid using Divisional Purchase Orders.

The current contract with Claireville Ranch approved under GM22.11 expired December 31, 2017. A new contract for equestrian services is required for the continued delivery of Parks, Forestry and Recreation's Horseback Riding Day Camp Program at Claireville Conservation Area for which Claireville Ranch has an annual exclusive agreement with the TRCA. TRCA has had an exclusive annual agreement since 2007 with Claireville Ranch to provide equestrian services at the Claireville Conservation Area site. Parks, Forestry and Recreation is not able to offer other ranches the opportunity to bid on providing equestrian services at this location due to the agreement between the TRCA and Claireville Ranch.

The former City of Etobicoke and the City of Toronto's Parks, Forestry and Recreation Division have been operating the Claireville Day Camp for 64 years at the TRCA's Claireville Conservation Area site. The Day Camp program consists of eight specialty camps: horseback riding, nature explorers, challenge plus, sports, adventure, French adventure, counsellor-in-training, and adapted youth camp. Horseback Riding Camp has been operating for 34 years.

Claireville Ranch provides all equestrian services for the Horseback Riding Camp including the use of 21 horses, facility, stables and barns that meet Equine Canada guidelines. They also provide instruction on care and handling of horses, grooming, horseback riding and riding equipment to campers. Fees paid to Claireville Ranch are based on actual camp registrations to a maximum of 40 campers for each two-week session, with a summer maximum of 160 campers. Parks, Forestry and Recreation has exclusive use of 21 horses and equipment during the day between 9:00 a.m. and 1:30 p.m., Monday to Friday.

Claireville Ranch is open to the public on evenings and weekends for riding and instructional lessons. Public rates are \$35/hour for weekday trail rides and \$50/hour for group lessons. These rates are priced higher than what the City of Toronto is charged. Based on the public rate of \$35/hour at 3 hours per day, the City receives a significant discount of \$78/day/child.

The Claireville Specialty Plus Day Camp run by Parks, Forestry and Recreation benefits from economies of scale by having all eight camps on the same site, which allows for efficient operation and cost savings in the areas of transportation and busing of campers, staff and specialty staff, portable toilets, trailers and more. It is not operationally feasible, nor does the Division have the ability to move the Horseback Riding Camp to another location.

The 2018 fee for the City's 10-day Horseback Riding Camp is \$710.00. As of May 14, 2018 there are 125 children currently registered for Riding Camp. The implementation of a contract is critical to the continued operation of the Horseback Riding Camp operated by the City of Toronto for summer 2018.

The Fair Wage Office has reported that Claireville Ranch has indicated that it has reviewed and understands the Fair Wage Policy and Labour Trades requirements and has agreed to comply fully.

## **CONTACT**

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## **SIGNATURE**

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Janie Romoff  
General Manager  
Parks, Forestry and Recreation

Michael Pacholok  
Chief Purchasing Officer  
Purchasing and Materials Management Division