



**STAFF REPORT  
ACTION REQUIRED**

**Contract with Claireville Ranch for the Horseback Riding Camp Program at Toronto and Region Conservation Authority's (TRCA) Claireville Conservation Area**

<b>Date:</b>	April 22, 2013
<b>To:</b>	Government Management Committee
<b>From:</b>	General Manager, Parks, Forestry and Recreation and Director, Purchasing and Materials Management Division
<b>Wards:</b>	All
<b>Reference Number:</b>	P:/2013/ClusterA/PFR/GM22-051313-AFS#17583

**SUMMARY**

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The purpose of this report is to request authority to enter into a contract with William Dennis Johnson (WDJ) and Gavin W. Johnston (GWJ) operating as and collectively referred to as "Claireville Ranch" for the provision of equestrian services for the Horseback Riding Camp Program at Toronto and Region Conservation Authority's (TRCA) Claireville Conservation Area, for 5 years beginning June 16, 2013 and ending on December 31, 2017, in the total amount of \$197,460 net of HST and \$200,935.30 net of HST recoveries.

Council approval is required in accordance with Municipal Code Chapter 195-Purchasing, where the current request has exceeded the staff authority on the cumulative five year commitment limit under Section 1 of the Purchasing By-Law.

**RECOMMENDATIONS**

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**The General Manager, Parks, Forestry and Recreation and the Director, Purchasing and Materials Management Division recommend that:**

1. City Council authorize the General Manager, Parks, Forestry and Recreation to negotiate and enter 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 16, 2013 to December 31, 2013, with the option to renew the contract for up to four additional

one-year terms for a total contract value of \$197,460.00 net of HST and \$200,935.30 net of HST recoveries (including the four option years) at the sole discretion of and on terms and conditions (including price) satisfactory to the General Manager, Parks Forestry and Recreation and in a form satisfactory to the City Solicitor, and subject to budget approval.

## Financial Impact

The total potential contract, including all option years identified in this report is \$223,129.80 including all applicable taxes and charges. Funding in the amount of \$37,656.29 net of HST recoveries is included in the 2013 Parks, Forestry and Recreation's operating budget and is available in cost centre P12444 under cost element 4995.

Summer Year	Net of all Taxes and charges	Including all Applicable taxes and Charges	Net of HST Recoveries
2013	\$ 37,005.00	\$ 41,815.65	\$ 37,656.29
2014	\$ 37,005.00	\$ 41,815.65	\$ 37,656.29
2015	\$ 40,120.00	\$ 45,335.60	\$ 40,826.11
2016	\$ 40,120.00	\$ 45,335.60	\$ 40,826.11
2017	\$ 43,210.00	\$ 48,827.30	\$ 43,970.50
TOTAL	\$ 197,460.00	\$ 223, 129.80	\$ 200,935.30

The Deputy City Manager and Chief Financial Officer has reviewed this report and agree with the financial impact information.

## ISSUE BACKGROUND

The former City of Etobicoke and the City of Toronto's Parks, Forestry and Recreation Division have been operating the Claireville Specialty Day Camps for 57 years on the TRCA's Claireville Conservation Area site and consists of ten specialty day camps; horseback riding, archery, nature explorers, adventure, challenge plus, sports, drama, fine arts, volunteer, and leadership camp. Horseback Riding Camp has been operating for 29 years. TRCA has had an exclusive annual agreement since 2006 with Claireville Ranch to provide equestrian services at the Claireville Conservation Area site. Parks, Forestry and Recreation cannot offer other ranches the opportunity to bid on providing equestrian services at this location due to this exclusive agreement between TRCA and Claireville Ranch.

Parks, Forestry and Recreation has been using the service of Claireville Ranch from 2007 to 2012 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 TRCA to provide equestrian services between 2000 and 2005. Equine Recreation was paid using Divisional Purchase Orders.

Claireville Ranch provides all equestrian services for the Horseback Riding Camp, including the use of 45 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 45 horses and equipment during the day between 9 a.m. and 5 p.m., Monday to Friday. Claireville Ranch is open to the public on evenings and weekends. Public rates are \$30/ hr for trail rides and \$37/hr for group lessons. Based on the public rate of \$30/hr at 3 hours per day, the City receives a significant discount of \$66/day. Claireville Ranch has provided firm pricing for 2013 and 2014 of \$24/day. They are unable to provide firm costs for the period 2015 to 2017 due to price fluctuation in hay. Parks, Forestry and Recreation's base budget includes adequate funding to account for a price increase.

The Claireville Specialty Day Camp benefits from economies of scale by having all ten 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 implementation of a contract is critical to the continued operation of the Horseback Riding Camp operated by the City of Toronto for summer 2013.

The 2013 fee for a 10-day Horseback Riding Camp is \$625. As of April 12, there are 130 campers registered for this summer camp.

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

## **CONTACT**

Janie Romoff,  
Director, Community Recreation  
Parks, Forestry and Recreation  
Tel: (416) 392-7252  
E-mail: [jromoff@toronto.ca](mailto:jromoff@toronto.ca)

Jacquie Breen  
Manager, Corporate Purchasing  
Policy and Quality Assurance  
Purchasing and Materials Management  
Tel: (416) 392-0387  
E-mail: [jbreen@toronto.ca](mailto:jbreen@toronto.ca)

## **SIGNATURE**

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Jim Hart  
General Manager,  
Parks, Forestry and Recreation

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Michael Pacholok  
Director,  
Purchasing and Materials Management