



# REPORT

To: Regional Parks Committee

Report Number: CS-RPC-003

From: Trish Morgan, General Manager of Community Services

Date: November 25, 2020

**Subject: Blackfoot Regional Park – Caretaker Services**

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## **RECOMMENDATION:**

That the Regional Parks Committee recommend that the Regional Board extend the contract for RFP 11-2020, “Blackfoot Regional Park Caretaker”, to MZTERZ Holdings Corp., for the provision of seasonal caretaker services at Blackfoot Regional Park, at a maximum cost of \$55,200 (plus GST) per year for the 2021 and 2022 seasons; further that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

## **BACKGROUND/RATIONALE:**

On May 19, 2020, The Regional Board passed the following resolution:

*MOVED, SECONDED, and CARRIED*

That the Regional Board award RFP 11-2020, “Blackfoot Regional Park Caretaker”, to MZTERZ Holdings Corp., for the provision of seasonal caretaker services at Blackfoot Regional Park, at a maximum cost of \$32,400 plus GST for the 2020 season; further, that an option to extend the term for two additional seasons, upon satisfactory annual contract performance, be included at a maximum total cost of \$142,800 over the three years; and finally that the Chair and Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

In the spring of 2020, the Board of the Peace River Regional District awarded MZTERZ Holdings Corp. the first-ever Blackfoot Regional Park Seasonal Caretaker contract. The scope of work for this position included remaining on-site through the summer, performing the bulk of daily and weekly park maintenance, providing park security, and overseeing park use and activities. MZTERZ Holdings Corp. fulfilled all obligations under the contract in 2020.

Due to COVID-19, the Park Caretaker began his duties at the end of June in 2020 and ended on September 15, 2020. Generally, the public’s feedback was that the Caretaker was a great addition to the park and that the park was looking tidy and well cared for. The Caretaker reported daily use by campsite, and noted an overall increase in use by the end of the summer. The increase in use is thought to be related to the updates, increased oversight that results in park users are abiding by the rules, and a more ‘family-friendly’ atmosphere.

It is expected that park use will continue to increase at Blackfoot Regional Park, especially if COVID-19 continues to restrict out-of-country travel.

**ALTERNATIVE OPTIONS:**

1. That the Regional Parks Committee recommend to the Regional Board that a request for proposals be issued.
2. That the Regional Parks Committee provide further direction.

**STRATEGIC PLAN RELEVANCE:**

☒ Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):**

The rate for MZTERZ Holdings Corp. to provide Caretaking services at Blackfoot Regional Park for 2021 and 2022 is \$55,200 (plus GST) and includes the following:

- Providing general oversight for Park;
- Adminstrating PRRD rules and regulations;
- Managing reservations and collecting fees (to begin in 2021 pending Regional Parks Committee and Board Approval);
- Mitigating hazards (removal of trip hazards, fallen branches, etc.);
- Daily park inspections and reporting;
- Removal of garbage;
- Maintenance and repairs to infrastructure;
- Grass cutting; and
- Cleaning of facilities.

If approved the caretaker would be in place at the start of May 1 to September 15<sup>th</sup> of each year.

**COMMUNICATIONS CONSIDERATION(S):**

If approved, a letter of extension will be sent to MZTERZ Holdings Corp.

**OTHER CONSIDERATION(S):**

Significant investment and work has been put into the Park to upgrade campsites, install powered sites, and develop a caretaker site; with the ultimate goal of continuing to upgrade the Park according to the [Blackfoot Park Master Plan](#).