



Request for Proposals
FOR Outdoor Recreation Business Opportunities
Lakers
RFP 2025-1223

Proposals shall be submitted to:

Sandra Broek, Chief Administrative Officer
The Rural Municipality of Lac Du Bonnet
Email: cao@lacdubonnet.com

Issued: December 2025

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1 PROJECT DESCRIPTION

1.1 BACKGROUND

1.1.1 Lakers Park, located at #30 PR #502 near the Town of Lac du Bonnet, has a longstanding history rooted in community, recreation, and public enjoyment. In the 1970s, Ramsay MacIntosh generously donated the land to the Town with a clear stipulation: it was to be used exclusively for public entertainment and recreational purposes. This thoughtful contribution laid the foundation for what would become a valued community space.

1.1.2 Shortly after the land was gifted, the Lakers Ski Club Committee was formed by local enthusiasts aiming to promote recreational water sports in the area. The committee led the development of a clubhouse on the property, equipped with washroom facilities, a kitchen, and a seating area, serving as a welcoming base for club activities and community gatherings.

1.1.3 However, as years passed, interest in the water ski club began to decline. By the late 1980s, the committee decided to dissolve the club due to waning participation. While the Town of Lac du Bonnet continued to maintain the property's grounds through regular grass cutting, the clubhouse was closed to the public.

1.1.4 For several decades, Lakers Park remained largely inactive, with minimal public use despite its recreational designation. This changed in more recent years when the park was selected as one of the host locations for the Fire and Water Music Festival, reigniting public interest in the space and bringing new visibility to its potential.

1.1.5 In 2024, as part of ongoing efforts to revitalize the area, the deteriorated clubhouse was demolished. In its place, a visitation shelter owned by the Rural Municipality of Lac du Bonnet was installed to serve as a winter recreation equipment rental facility with access to a skating trail on the Winnipeg River. These developments signal a renewed commitment to fulfilling the original vision for Lakers Park as a vibrant space for community, culture, and recreation.

1.1.6 The Lakers site is undergoing a phased enhancement to better support recreation, community engagement, and water-based activities. A key component of this development includes the strategic placement and multi-functional use of seacans, as well as optimized utilization of the existing boathouse structure on the property.

1.1.7 Three modified seacans have been positioned on-site to serve the growing needs of the community and visitors to Lakers. These seacans are envisioned to fulfill the following critical roles:

- **Administrative Office:** One unit can serve as a seasonal operations hub for recreation staff and equipment rental services, providing a visible and accessible space for customer service, coordination of programming, and day-to-day management of waterfront activities.
- **Recreational Storage and Equipment Rentals:** Another unit can house an organized inventory of recreational equipment, including bicycles, yard games, winter sports equipment and other gear available for community rental. This will allow for streamlined access and secure off-hours storage, enhancing service efficiency and reducing equipment degradation.
- **Change Room Facility:** The third seacan will be customized to function as a public change room, providing clean, secure, and accessible facilities for visitors participating in water-based or outdoor recreational activities.

1.1.8 The existing boathouse will continue to play a vital role in supporting recreational offerings at Lakers. It is designated as a secure storage facility specifically for watercraft and accessibility equipment. This includes kayaks, and other adaptive gear to support inclusive water recreation opportunities. With direct access to the lake, the boathouse ensures that equipment can be quickly deployed and returned, minimizing transport logistics and maximizing waterfront utilization.

1.1.9 In the summer of 2025, a floating dock was installed to provide safe, user-friendly access to the water for all visitors, including individuals using mobility devices. This dock will enhance the functionality of the site for both recreational users and equipment deployment.

1.1.20 Additionally, the Rural Municipality and Town envision constructing a new path that directly connects the boat launch area to the Lakers site. This pathway will include a small bridge crossing and is designed to improve accessibility and flow throughout the site. The trail will ensure seamless connection between key waterfront assets and encourage increased public usage of both the boathouse and Lakers amenities.

1.2 PROJECT DESCRIPTION

1.2.1 The Rural Municipality (RM) and Town of Lac du Bonnet are seeking qualified and innovative business(es), entrepreneurs, and organizations to submit proposals for operating outdoor recreation and service-based businesses at Lakers Park. This initiative aims to enhance visitor experiences, promote economic development, and support sustainable outdoor recreation by introducing a diverse range of services and amenities.

1.3 SCOPE OF WORK

The RM and Town of Lac du Bonnet are seeking qualified and innovative businesses, entrepreneurs, and organizations to submit proposals for operating outdoor recreation and service-based businesses at Lakers Park. This initiative is designed to enhance visitor experiences, promote local economic development, and support sustainable outdoor recreation by introducing a variety of services and amenities.

The selected businesses will be responsible for providing high-quality, customer-focused services that align with the recreational and environmental goals of Lakers Park. The scope of work for this project includes, but is not limited to, the following:

1.3.1 Business Operations and Services

Approved operators will establish and manage their business at Lakers Park, offering services that complement outdoor recreation and public enjoyment. Business opportunities may include:

- Food & Beverage Services (e.g., food trucks, coffee stands, seasonal refreshment vendors)

- Outdoor Equipment Rentals (e.g., e-bike rentals, kayak/paddleboard rentals, fishing gear, winter sports equipment)
- Guided Recreation & Experiences (e.g., nature tours, outdoor fitness or yoga classes, adventure excursions)
- Retail & Specialty Vendors (e.g., outdoor gear, artisan markets, souvenirs, local products)

Operators will be responsible for:

- Securing all necessary permits, licenses, and insurance for their operations
- Maintaining high standards of customer service and safety
- Managing waste disposal and maintaining a clean environment within their designated area
- Adhering to all municipal, environmental, and health regulations

1.3.2 Infrastructure & Site Management

Operators may be required to provide or set up temporary infrastructure (e.g., portable kiosks, mobile units, signage) in accordance with municipal guidelines. Any modifications to the site must be pre-approved, and all operations must minimize environmental impact.

1.3.3 Environmental & Sustainability Considerations

To preserve the natural beauty and ecological integrity of Lakers Park, businesses must implement environmentally responsible practices, such as:

- Minimizing waste
- Promoting sustainable and low-impact recreation
- Ensuring safe interactions between business operations and natural surroundings

1.4 FINANCIAL & CONTRACTUAL RESPONSIBILITIES

1.4.1 Agreements may involve a lease, revenue-sharing model, or permit-based fees based on the nature of the business

1.4.2 Operators will comply with all contractual obligations, reporting requirements, and renewal conditions set by the RM and the Town.

1.5 COMMUNITY ENGAGEMENT & PROGRAMMING

Businesses are encouraged to engage with the local community and explore opportunities to:

- Host public workshops, demonstrations, or seasonal events
- Collaborate with local organizations to enhance community participation
- Provide inclusive and accessible services for all park visitors

1.6 COMMUNITY ENGAGEMENT & PROGRAMMING

Proposals will be evaluated based on:

- Alignment with project goals (public enjoyment, sustainability, economic viability)
- Innovation and uniqueness of the proposed services
- Business feasibility and financial sustainability
- Experience and qualifications of the applicant
- Commitment to environmental stewardship and compliance

1.7 INQUIRIES & CONTACT INFORMATION

Please submit any inquiries to the Town & RM Representative:

Anna Mondor

Economic Development Officer

e-mail: edo@lacdubonnet.com

2.0 GENERAL CONDITIONS

The Proponent, by submitting this proposal, agrees that this proposal and any part of this proposal is subject to the following conditions, in addition to any other terms and conditions set out in this request for proposals document.

The Proponent, by submitting this proposal, agrees that this proposal and any part of this proposal is subject to the following conditions, in addition to any other terms and conditions set out in this request for proposals document.

2.1 PROPOSAL SUBMISSION

All proposals must be complete, signed by an authorized official of the company, and shall be delivered to the RM in accordance with the instructions set out herein. Proposals submitted after the Submission Closing Date will not be evaluated. **The Submission Closing Date is February 23, 2026, at 12:00 pm (noon CDT).** Emailed revisions to the original submission will be accepted until the Submission Closing Date.

Part A – Technical Proposal

The Technical Proposal must include the following components:

a) Business Profile & Relevant Experience

Provide an overview of your business or organization, including:

- Years in operation
- Nature of services offered
- Average volume of business
- Number of employees
- Relevant experience related to outdoor recreation, tourism, or service deliver
- Any other pertinent details that demonstrate your qualifications and capacity to operate successfully at Lakers Park

b) Team & Personnel

Describe the proposed team structure for the operation, including:

- Roles and responsibilities of key personnel
- Qualifications, certifications, and relevant experience
- Any partnerships, subcontractors, or collaborative entities involved in service delivery

c) Operational Management Approach

Outline your methodology for managing the business at Lakers Park. This should provide the RM and the Town with a clear understanding of how your team will:

- Set up and deliver services
- Maintain quality, safety, and compliance
- Collaborate with the RM, the Town, and other stakeholders
- Handle staffing, scheduling, and customer service
- Respond to risks and unforeseen challenges

d) Technical Details of the Proposed Business or Service

The technical component of your proposal should demonstrate a thorough understanding of the scope of the opportunity and include:

1. An explanation of the proposed service(s) or business concept
2. Your approach to service delivery, logistics, and operations
3. A description of how you will collaborate with the RM, the Town and/or community partners
4. Identification of any location-specific considerations or site needs
5. A list of planned activities and amenities to be provided
6. The expected deliverables, such as equipment setup, signage, customer interface methods, etc.

e) Implementation Schedule

The RM and the Town of Lac du Bonnet intend for selected businesses to begin operations at Lakers Park in Spring 2026, with full-service delivery preferred July 2026.

Proponents must submit a detailed implementation timeline, identifying:

- Key milestones and operational phases
- Setup and mobilization dates
- Any infrastructure or logistical requirements
- Target dates for review, approvals, or inspections (if applicable)
- Timelines for seasonal or year-round operations

2.2 ADDRESS OF SUBMISSION

EACH PROPONENT IS REQUESTED TO SUBMIT BIDS VIA MERX.COM OR TO DELIVER THEIR PROPOSAL, ON OR BEFORE THE SUBMISSION CLOSING DATE TO:

Attention: Sandra Broek CAO
The Rural Municipality of Lac Du Bonnet
Email: cao@lacdubonnet.com

2.3 BUSINESS OPERATIONS & OVERSIGHT REQUIREMENTS

Business Operations & Oversight Requirements

Proponents are expected to provide a clear operational plan that outlines how their proposed business or service will align with the RM and the Town of Lac du Bonnet's goals for enhancing recreational experiences, supporting local economic development, and ensuring sustainable use of public spaces at Lakers Park.

The successful proponent will be responsible for the ongoing management and administration of their business or service operations at the park. This includes:

- Delivering services in alignment with the RM and the Town's strategic objectives for outdoor recreation and community engagement
- Maintaining regular communication and coordination with the RM & Town representative (Economic Development Officer)
- Ensuring ongoing consultation with stakeholders, including community members, visitors, and other park users, as appropriate
- Supporting public relations and community outreach activities, where applicable

The proponent must provide a comprehensive operational plan that addresses:

- Business setup and implementation timeline
- Health and safety protocols
- Site maintenance, cleanliness, and customer service standards
- Regular updates and status reports to the Economic Development Officer (RM & Town)

Where applicable, proponents may also be expected to:

- Identify and report any infrastructure or maintenance concerns related to their designated operational area
- Support the RM and the Town in identifying opportunities for revenue generation, collaboration, or future service expansion

Any key personnel involved in delivering the proposed service must be clearly identified in the proposal, with relevant qualifications and experience provided. Personnel changes after approval must be discussed with and approved by the RM and Town.

Proponents will be expected to process and report on all financial transactions related to the business in a timely manner, including any payments or fees owed to the RM and Town under the terms of the agreement.

If applicable, at the end of the operating season or contract term, the proponent may be required to:

- Submit a final report or summary of performance
- Address any outstanding obligations, including site restoration or removal of temporary infrastructure
- Identify future improvement opportunities or suggested modifications for future seasons

2.4 RIGHT TO CANCEL RFP AND TO ACCEPT PROPOSALS

The RFP is solely a Request for Proposals. It is not an invitation for tenders, an offer to contract, or an invitation for offers capable of acceptance to create a contract. No contractual or other legal obligations or relations between the RM, the Town, and any other person can or will be created except in a written contract executed by an authorized signatory of the RM and Town under the authority of an express resolution of the RM Council and Town Council.

In considering any responses delivered in response to this RFP, the RM & Town through their Economic Development Officer (EDO) reserves the absolute and unfettered discretion to:

- accept or reject any Proposal that fails to comply with the requirements set out in this RFP for the content of Proposals.
- disqualify more than one proposal from an individual, firm, partnership or association under the same or different names. Collusion between Proponents will be sufficient cause for rejection of all proposals so affected.
- assess Proposals as it sees fit, without in any way being obliged to select any Proposal or Proponent.
- assess and select Proposals as it sees fit without being obliged in any way to select the Proposal that offers the lowest price or cost;

- determine whether any Proposal or Proposals satisfactorily meet the selection criteria set out in this RFP;
- require clarification after the dates and times set out above from any one or more of the Proponents in respect of Proposals submitted.
- communicate with, meet with or negotiate with any one or more of the Proponents respecting their Proposals or any aspects of the Project.
- reject any or all Proposals with or without cause, whether according to the selection criteria set out above or otherwise.

Each Proponent is solely responsible for the risk and cost of preparing and submitting its Proposal in response to this RFP and neither the RM, the Town, nor its officials, employees or consultants (including Economic Development Officer) are liable for the cost of doing so or obliged to remunerate or reimburse any Proponent for that cost.

By submitting its Proposal to the RM, each Proponent represents and warrants to the RM that the information in its Proposal is accurate and complete.

This RFP does not impose on the RM and Town any duty of fairness or natural justice to any or all respondents with respect to this RFP or to the process it creates. The RM and Town are entitled to act in its sole, absolute, and unfettered discretion.

2.5 CLARIFICATION OF PROPOSALS

The RM, and the Town reserve the right to request that each Proponent clarify or make changes to its Proposal. The RM and the Town may choose to meet with some or all the Proponents to discuss aspects of their Proposals. The RM, and the Town, may require Proponents to submit supplementary documentation clarifying any matters contained in their Proposals or the RM, and the Town may prepare a written interpretation of any aspect of a Proposal and seek the respective Proponents' acknowledgement of that interpretation.

The supplementary documentation accepted by the RM, and the Town, and written interpretations which have been acknowledged by the relevant Proponents shall be considered to form part of the Proposals received from those Proponents.

The RM, and the Town are not obliged to seek clarification from any Proponent regarding any aspect of their Proposal.

2.6 INQUIRIES

All requests for clarification or inquiries concerning this RFP should be forwarded in writing by no later than one week prior to the Submission Closing Date. Inquiries to be sent to the Economic Development Officer (RM and Town):

Anna Mondor
#4187 P.R. 317, PO Box 100
Lac du Bonnet, Manitoba R0E 1A0
Email: edo@lacdubonnet.com
Phone: (204) 345-2619

Responses to all requests for clarification will be provided in writing to the persons identified as the Proponents' representative.

Responses to all inquiries where the inquiry does not amount to a clarification will be provided by the RM in writing only to the Proponent making the inquiry. (e.g., inquiry as to whether proprietary technology proposed to be used by the Proponent is acceptable to the RM).

2.7 AMENDMENTS TO PROPOSALS BEFORE SUBMISSION DATE

A Proponent is entitled to amend its Proposal at any time before the Submission Closing Date.

2.8 WITHDRAWAL OF PROPOSAL

The Proponent may withdraw their proposal at any time before the Submission Closing Date.

2.9 INCOMPLETE PROPOSALS

The RM, and the Town, reserves the right to reject any Proposal, whether or not it is completed properly and whether or not it contains all the required information. Without prejudice to this right, the RM together with the Town, may request clarification where any Proponent's intent is unclear and may waive or request amendment where, in the opinion of the RM and the Town, there is a minor irregularity or omission in the information that is to be submitted in a Proposal.

2.10 MISLEADING OR FALSE INFORMATION

If the RM, and the Town determines that a Proposal contains false or misleading information, the RM is entitled to reject that Proposal at any time as being invalid.

2.11 CONFIDENTIALITY OF PROPOSALS

The RM and the Town are subject to the Freedom of Information and Protection of Privacy Act. That Act creates a right of access to records in the custody or under control of the RM or the Town, subject to the specific exceptions in that right set out in the Act. The RM will receive all Proposals submitted in response to this RFP in confidence. Because of the right of access to information created by that Act, the RM does not guarantee that information contained in any Proposals will remain confidential if a request for access in respect of any Proposal is made under the Act.

Proponents are required to keep their Proposals confidential and must not disclose their Proposals or information contained in them, to anyone else without the prior written consent of the RM.

2.12 PROPRIETARY INFORMATION

If a Proponent considers that any part of its Proposal is proprietary, including by reason of its being copyright, the Proposal must clearly identify those portions that are considered proprietary.

2.13 WAIVER AND ALLOCATION OF RISK

The RM and the Town of Lac du Bonnet accepts no responsibility or liability for the accuracy or completeness of this RFP (including schedules or appendices to it) or of any recorded or oral information communicated or made available for inspection by the RM and the Town (including through the RM's and Town's Representative or any other individual) and no representation or warranty, either express or implied, is made or given by the RM with respect to the accuracy or completeness of any of those things. The sole risk, responsibility and liability connected with reliance by any Proponent or any other person on this RFP or any other such information as is described in this paragraph is solely that of each Proponent. Each Proponent acknowledges and agrees that it is solely responsible for obtaining its own independent financial, legal, accounting, engineering, and other advice with respect to the contents of this RFP or any such information as described in this paragraph. Each Proponent who submits a Proposal to the RM is deemed to have released the RM from, and waived, any action, cause of action, claim, liability, demand, loss, damage, cost or expense, of every kind, in any way connected with or arising out of the contents of this RFP or any such information as is described in this paragraph. Each Proponent who submits a Proposal is deemed to have agreed that it is solely responsible and liable to ensure that it has obtained and considered all information necessary to enable it to understand the requirements of this RFP, and of the project, and to prepare its Proposal.

2.14 LOWEST PRICE

The Proposal with the lowest quoted cost(s) or other quoted amounts will not necessarily be selected. While cost is an important element in the selection process, it is to be clearly understood that it is only one of the many factors the RM together with the Town will consider in evaluating Proposals as described in a following section.

2.15 LEGISLATION, REGULATIONS, BY-LAWS AND CODES

Each Proponent and/or any Person acting under its direction, must identify and comply with all laws, regulations, by-laws, rules and codes relating to the project imposed by any governmental authority. This will include compliance with the regulatory and approval requirements of the Government of Canada, the Province of Manitoba, the RM, and the Town of Lac du Bonnet.

2.16 PROPONENT'S RESPONSIBILITY FOR DUE DILIGENCE

It is each Proponent's responsibility to ensure that it has all necessary information concerning the intent and requirements of this RFP and the Project.

Each Proponent is solely responsible for the examination and review of all documents and information provided or required hereunder, for satisfying itself as to the nature of the Project, the general and local conditions to be encountered in the implementation of the Project and all other matters which may in any way affect the project or the cost or time required to complete the Project.

2.17 NEGOTIATIONS WITH PREFERRED PROPONENT

The RM and the Town, reserves the right to negotiate details of the Contract with any Proponent. Proponents are advised to present their best offer, not a starting point for negotiations in their Proposal Submission. The RM and the Town may negotiate with the Proponents submitting, in the RM's and Town's opinion, the most advantageous Proposals. The RM together with the Town may enter negotiations with one or more Proponents without being obligated to offer the same opportunity to any other Proponents. Negotiations may be concurrent and will involve each Proponent individually. The RM and the Town shall incur no liability to any Proponent as a result of such negotiations.

If, in the course of negotiations pursuant to 2.18, the Proponent amends or modifies a Proposal after the Submission Deadline, the RM and the Town may consider the amended Proposal as an alternative to the Proposal already submitted without releasing the Proponent from the Proposal as originally submitted.

If the RM/Town considers that it is unlikely to settle such agreements with the Preferred Proponent despite having negotiated with the Preferred Proponent for at least 10 days after selection of the Preferred Proponent, the RM/Town is entitled to cease negotiations with the Preferred Proponent and to begin negotiations with another Proponent.

2.18 AWARD OF PROPOSAL

Award of this Proposal is subject to the approval of RM Council and Town Council.

3.0 BIDDING PROCEDURES

3.1 SUBMISSION SCHEDULE

The following dates are a requirement to be met:

- RFP Issuance December 23, 2025
- RFP Close February 23, 2026
- Anticipated Award of Contract March 2026

3.2 ADDENDA

The RM's and Town's Representative (Economic Development Officer) may, at any time prior to the submission deadline, issue addenda correcting errors, discrepancies, or omissions in the Request for Proposal, or clarifying the meaning or intent of any provision therein.

The RM's and Town's Representative (Economic Development Officer) will issue each addendum at least two (2) business days prior to the submission deadline or extend the submission deadline by two (2) business days.

The Proponent shall acknowledge receipt of each addendum within their proposal. Failure to acknowledge receipt of an addendum may render a proposal non-responsive.

3.3 QUALIFICATION

The Proponent shall:

1. Be in good standing under The Corporations Act (Manitoba) or be properly registered under The Business Names Registration Act (Manitoba), or otherwise be legally registered, licensed, or permitted to operate a business in the Province of Manitoba or in the jurisdiction in which the business is primarily based.
2. Demonstrate the financial capability to carry out the responsibilities associated with operating a business or service at Lakers Park, including setup, staffing, and ongoing operations.
3. Have the necessary experience, resources, organizational capacity, and equipment to deliver the proposed services in accordance with the expectations of the RM and the Town. This includes demonstrating a clear understanding of outdoor recreation or service-based operations in a public setting.
4. While not mandatory, preference may be given to proponents with a business presence or operational base located in Winnipeg or within closer proximity to the RM and the Town of Lac du Bonnet, to facilitate ease of communication, timely service, and responsiveness to local needs.
5. Ensure that staff members hold any required certifications, permits, or licenses necessary to operate in Manitoba if applicable. Proof of credentials may be requested.

3.4 OPENING OF PROPOSALS

Proposals will be acknowledged and accepted by council resolution. Proposals will be evaluated in accordance with the evaluation criteria stated in this document.

3.5 EVALUATION OF PROPOSALS

Proposals will be evaluated by members of a selection committee, which will be comprised of staff and management from the RM and the Town of Lac du Bonnet's Administration.

Proposals will be evaluated in accordance with the following evaluation criteria:

Evaluation Criteria	Points
Part A	
Business Profile & Industry Experience	/5

Personnel – Qualifications & Experience	/10
Personnel – Team Structure & Organization	/5
Local Experience & Understanding	/5
Operational Management Approach	/10
Technical Proposal – Service Details & Approach	/20
Technical – Services Provided & Approach	/20
Organization & Coordination	/20
Implementation Schedule	/5
Part B	
Cost – GST and PST to be shown separately	
TOTAL	100

3.6 AWARD OF CONTRACT

The RM of Lac du Bonnet will give notice of the award of contract or will give notice that no award will be made.

Where an award of contract is made by the RM and the Town of Lac Du Bonnet, the award shall be made to the responsible and qualified Proponent submitting the most advantageous offer as determined by the evaluation committee.

If, after the award of contract, the project is cancelled, the RM together with the Town, reserves the right to terminate the contract. The Proponent will be paid for all services rendered up to time of termination.

3.7 INSURANCE

The successful Proponent shall procure and maintain, at its own expense and cost, insurance policies with limits no less than those shown below.

As a minimum, the Proponent shall, without limiting its obligations or liabilities under any other contract with the RM and the Town, procure and maintain, at its own expense and cost, the following insurance policies:

- A Comprehensive or commercial General Liability insurance including.

- an inclusive limit of not less than \$2,000,000 for each occurrence or accident with a minimum \$2,000,000 Products and Completed Operations aggregate and \$5,000,000 general aggregate.
- all sums which the Proponent shall become legally obligated to pay for damages because of bodily injury (including death at any time resulting therefrom) sustained by any person or persons or because of damage to or destruction of property caused by an occurrence or accident arising out of or related to the Services or any operations carried on in connection with this Contract.

Professional Errors and Omissions Liability Insurance including an amount not less than \$2,000,000, per claim and \$2,000,000 in the aggregate. The Proponent's Professional Errors and Omissions Liability Insurance shall remain in force for the duration of the Project and for a twenty-four-month extended reporting period after total performance.

The Proponent shall provide the CAO with a certificate(s) of insurance in a form at least two (2) Business Days prior to the commencement of any Services. The Proponent may take out such additional insurance as it may consider necessary and desirable. All such additional insurance shall be at no expense to the RM or the Town.

3.8 SAFE WORK PLAN

The Proponent shall provide the Economic Development Officer with a Safe Work Plan at least five (5) business days prior to the commencement of any Work on the Site. The Safe Work Plan should be prepared and submitted in an acceptable format/template as seen in Appendix 'A'.

APPENDIX:

APPENDIX A: The Safe Work Plan – template

APPENDIX B: The Copy of the Site Plan Lakers

APPENDIX A – SAFE WORK PLAN TEMPLATE

Lakers Park – Outdoor Recreation Business Opportunities

INSTRUCTIONS: Complete this template and submit it to the Project Manager at least five (5) business days prior to the commencement of any work on site. Update and resubmit if the scope, personnel, methods, or site conditions change.

1. Project and Proponent Information

Project name	Lakers Park – Outdoor Recreation Business Opportunities
Site location	[#30 PR #502, near Town of Lac du Bonnet]
Proponent legal name	
Operating name (if different)	
Primary contact	
Phone / Email	
Planned work start date	
Planned work end date / season	
Brief description of activities/services [e.g., kayak rentals, food truck, guided tours, events, retail]	

2. Key Safety Contacts (On-Site)

Site supervisor / Person in charge	
Safety officer (if different)	
First aid attendant	
Emergency contact (after hours)	
Subcontractors (if any)	
WCB / Workers' Compensation coverage	

3. Scope of Work and Site Setup

Describe what work will be performed, where, and how it will be staged. Include any temporary infrastructure (e.g., kiosks, tents, mobile units, signage), power sources, and storage locations (e.g., seacans/boathouse) if applicable. Insert scope description

4. Hazard Assessment and Controls (Job/Task Hazard Analysis)

List each definable work activity and identify hazards and controls using the hierarchy of controls (elimination, substitution, engineering, administrative, PPE). Attach additional pages if needed.

Task	Hazards / Exposed	Risk	Controls	PPE	Training / Responsible

5. Site-Specific Hazards (Check all that apply and describe controls)

- ☐ Waterfront / drowning risk (dock, boat launch, shoreline) – Controls:
- ☐ Cold water exposure / hypothermia – Controls:
- ☐ Ice / winter conditions (slip/trip, ice thickness) – Controls:
- ☐ Severe weather (wind, lightning, heat, smoke) – Controls:
- ☐ Uneven ground / slips, trips, and falls – Controls:
- ☐ Vehicle traffic / parking area interactions – Controls:
- ☐ Public interface / crowd management / children – Controls:
- ☐ Wildlife and insects (ticks, mosquitoes, bears/other wildlife if applicable) – Controls:
- ☐ Manual handling / lifting – Controls:
- ☐ Power tools / equipment – Controls:
- ☐ Generators / temporary power / extension cords – Controls:
- ☐ Propane / open flame / hot surfaces (food service) – Controls:
- ☐ Watercraft operations (rentals, guided trips) – Controls:
- ☐ Hazardous products / WHMIS (cleaners, fuels, propane) – Controls:
- ☐ Noise – Controls:

6. Safe Work Procedures and Training

List the safe work procedures that apply to your operations and confirm how workers will be trained and deemed competent (orientation, on-the-job training, certifications). Attach procedures as required.

Procedure / Training topic	Who needs it	Training method & date	Trainer / proof (cert.)

7. Personal Protective Equipment (PPE)

Minimum PPE and task-specific PPE to be worn/used. Ensure PPE is appropriate to the hazards identified above.

PPE item	When required	Who provides / maintains

8. Working Alone / In Isolation (if applicable)

If any worker may work alone or in isolation, describe your hazard assessment and your communication/monitoring plan.

Tasks/roles that may involve working alone	
Primary communication device(s)	
Check-in method and frequency	
Escalation steps if a check-in is missed	
Emergency supplies (cold weather, first aid, etc.)	

9. Emergency Response Plan

Include procedures for medical emergencies, fire, severe weather, water rescue, missing person, and evacuation. Ensure all staff know the site address and how to direct emergency services.

Emergency services (call 911) – site address	[#30 PR #502, Lac du Bonnet area]
Nearest hospital/medical facility	
First aid kit location(s)	
AED location (if available)	
Fire extinguisher locations	
Muster point / meeting location	
Water rescue equipment (throw bag, life ring, etc.)	
Severe weather trigger and shelter plan	

10. Incident Reporting and Investigation

Describe how you will report and investigate incidents, injuries, near misses, property damage, and public complaints, including who will notify the RM/Town representative and within what timeframe.

Immediate notification contact(s)	
Internal incident report form used	
Investigation lead and process	
Corrective actions and follow-up	

11. Equipment, Vehicles, and Maintenance

List critical equipment/vehicles used on site (e.g., trailers, e-bikes, kayaks, power tools, generators). Describe inspection frequency, maintenance, and how unsafe equipment will be removed from service.

Equipment/vehicle	Pre-use inspection (Y/N)	Maintenance schedule	Competency required	Owner

12. Public Safety and Customer Interface

Describe how you will protect the public during operations (barriers, signage, queue management, supervision, age requirements, waivers, and accessibility considerations).

13. Environmental Protection and Waste Management

Describe waste handling, spill prevention/response (fuels, oils, propane), sanitation (if applicable), and how the site will be kept clean.

14. Daily Safety Communication and Inspections

Describe your toolbox talks / pre-shift meetings and routine inspections (site, dock, rental gear, food unit, etc.).

Toolbox talk frequency and topics	
Inspection checklists used	
Who completes inspections	
How deficiencies are corrected and tracked	

15. Sign-Off

By signing, the Proponent confirms this Safe Work Plan is accurate for the described scope and will be implemented, communicated, and enforced.

Authorized Proponent representative (name/title)	
Signature	
Date	
Site supervisor acknowledgement (name/signature)	

Attachments (as applicable)

Completed hazard assessment(s) / JHAs for all tasks

Copies of key safe work procedures (water safety, equipment operation, propane, etc.)

Training/certification records (first aid, food handling, boat safety, etc.)

Equipment inspection checklists and maintenance logs

WHMIS/SDS inventory (if hazardous products are used)

Site map showing operating area, first aid, muster point, and emergency access routes

Working alone risk assessment and check-in plan (if applicable)

APPENDIX B – THE COPY OF THE SITE PLAN “LAKERS”