

# CITY OF **SALMON ARM**

## Request for Quotation (RFQ)

### Parks Security - Opening & Closing Services



The City of Salmon Arm requests quotes for:  
**"Parks Security - Opening & Closing Services"**

Quotes will be received via hard copy, or email, and shall be clearly marked, **"Parks Security - Opening & Closing Services"** attention **Jon Hay, Supervisor of Parks**, City of Salmon Arm City Hall, PO Box 40, 500 2 Avenue NE, Salmon Arm BC, V1E 4N2 or email [jhay@salmonarm.ca](mailto:jhay@salmonarm.ca)

**Faxed quotes are not acceptable and will be rejected.**

Hard Copy or Email Submissions will be Accepted up to:  
**4:00pm, Thursday April 30, 2026**

Quote Packages will be reviewed following this time. Quotes will not be opened publicly.

It is the sole responsibility of the Proponent to ensure that its quote is received at the above location / electronic server by the time stipulated. Quotes received after the stipulated time will be rejected and returned to the Proponent unopened. The City reserves the right to accept or reject all or any quotes and to waive any informality, incompleteness or error in any quote.

All enquiries shall be directed to:  
Jon Hay, Parks Supervisor  
250-803-4084  
[jhay@salmonarm.ca](mailto:jhay@salmonarm.ca)

# Proponent Declaration

## Parks Security - Opening & Closing Services

Issue date: Thursday April 9, 2026

**CLOSING DATE & TIME**

**Quote must be received before 4:00 pm local time, Thursday, April 30, 2026**

The enclosed quotation is submitted in response to the above-referenced Request for quotation, including any addenda. Through submission of this quotation, we agree to all the terms and conditions of the Request for Quotes and agree that any inconsistent provisions in our quote will be as if not written and do not exist. We have carefully read and examined the Request for Quotes, including the Definitions and Administrative Requirements, and have conducted such other investigations as were prudent and reasonable in preparing the quotation. We agree to be bound by statements and representations made in our quote.

A person authorized to sign on behalf of the Proponent must complete and sign the Proponent Section (below), leaving the rest of this page otherwise unaltered, and include the signed and completed page with the quotation.

<b>Signature of Authorized Representative:</b>	<b>Legal Name of Proponent (and Doing Business as Name, if applicable):</b>
<b>Printed Name of Authorized Representative:</b>	<b>Address of Proponent:</b>
<b>Title:</b>	
<b>Date:</b>	<b>Authorized Representative phone, fax or email address (if available):</b>

**PLEASE NOTE THAT QUOTES MISSING THIS SIGN-OFF WILL NOT BE CONSIDERED.**

# REQUEST FOR QUOTATION

## Introduction

The City of Salmon Arm seeks quotations for Parks Security – Opening & Closing Services. Contract Term: One (1) year, with an option to extend for two (2) additional years upon mutual agreement. The successful proponent must meet all requirements outlined in Schedule 2.

### 1. Scope of Work

The Contractor will:

1. Secure sites, ensure patrons have vacated, and report cleanliness or vandalism
2. Close and lock premises per Schedule 2 timelines
3. Maintain insurance as specified in Schedule 2
4. Coordinate with local agencies as required
5. Provide all necessary materials to meet requirements

### 2. Submission Requirements

Quotations must include the following:

1. Company profile and relevant experience.
2. The quote must be signed by a person authorized to sign on behalf of the proponent.
3. Quotes must be in English
4. Relevant references for comparable work completed within the last five years

Deadline for submission of quotes is 4:00 pm local time, **Thursday, April 30, 2026**. Quotes must be received by Jon Hay at the City of Salmon Arm Public Works office prior to the deadline. **Email submissions are acceptable.**

### 3. Rejection of Bids

1. The City of Salmon Arm has the right, in its sole discretion, not to award the project and has the right to reject any or all quotes (including the lowest bid).
2. The City of Salmon Arm has the right, in its sole discretion, to evaluate any or all bids on any basis it considers desirable, including the overall cost of the bid in relation to the City of Salmon Arm's budget for the Work, the ability of the proponents to perform the work, the finances or creditworthiness of the proponent, and any experience of the proponent in performing work of a kind comparable to the work.
3. The City of Salmon Arm may, but is not required to, in its sole discretion, reject any quote which is conditional or obscure in any respect or does not conform strictly with the requirements of the RFQ.

### 4. Additional Information

1. Except as expressly and specifically permitted in the RFQ, no proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFQ by submitting a quote, each bidder shall be deemed to have agreed that it has no claim.
2. The proponent, through submission of a bid, agrees to all terms and conditions contained in the RFQ.

## **5. Requests for Clarification**

Proponents may inquire into and clarify any requirements of this RFQ. Questions must be communicated to the contact person at least three days prior to the closing date. Enquiries, in writing, must be directed to Jon Hay at [jhay@salmonarm.ca](mailto:jhay@salmonarm.ca). It is the proponent's responsibility to clarify any details prior to submitting a bid. The City of Salmon Arm will assume no responsibility for any oral instruction or suggestion.

**LAST DAY FOR SUBMITTING QUESTIONS WILL BE: Monday, April 27, 2026**

**LAST DAY FOR THE CITY TO PROVIDE CLARIFICATIONS AND ADDENDUMS WILL BE:  
April 27, 2026**

## **6. Omissions and Discrepancies**

If a Proponent finds discrepancies in, or omissions from the RFQ, or if they are in doubt as to their meaning, they should advise the city immediately. Responses, if not already addressed in the RFQ, will be addressed in the form of addendum, if required, and emailed to proponents. No oral interpretations will be effective to modify any provisions of the quote, unless a written addendum has been issued by the City of Salmon Arm, prior to the advertised closing date and time. The Proponent is solely responsible for ensuring any addenda are reviewed and included in their quote. Proponents must also acknowledge receipt of each addendum (if any) in the space provided on the bid form.

## **7. Quote Irrevocability**

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its quote prior to the closing date and time. Any amendment submitted which results in the disclosure of pricing or other salient points of the original quotation will result in disqualification of the Proponent. At closing time, all quotes become irrevocable. Quotes shall be firm for a period of at least ninety (90) days from the RFQ closing date and shall be used as the basis for and be included as part of the contractual agreement that will be entered into with the selected firm. By submission of a bid, the Proponent agrees that should its quote be successful, the Proponent will enter into a contract for the work with the City of Salmon Arm.



## 8. Schedule 2 – Required Works

The attached pages identify the premises that are required to be opened and closed in accordance with the instructions provided.

All doors at each facility, including those not required to be locked/unlocked, shall be checked to ensure they are securely locked. Any cleanliness issues, damage, or vandalism observed must be reported immediately to the Supervisor of Parks or Parks Sub-Foreman immediately.

All gates and washrooms must be opened within 30 minutes of sunrise and closed within 30 minutes of sunset, unless otherwise directed by City staff, and in accordance with the provided instructions.

City of Salmon Arm Bylaw No. 4609 – Parks and Open Spaces - stipulates that City parks are closed between sunset and sunrise (see below).

**HOURS OF OPERATION 5.1 - Unless otherwise authorized under this Bylaw, or as authorized by a permit issued by the Parks Manager, or where members of the public are transiting through a park or open space on a trail or pathway, no person shall be in any park or open spaces at any time between sunset on any one day, and sunrise on the following day.**

The dates and times provided are approximate. The City of Salmon Arm reserves the right to amend opening and closing times at its discretion.

In the event of a special event, closing times may be adjusted to align with the conclusion of the event.

City staff will work with the successful proponent to determine, prioritize, and confirm opening and closing requirements.

**BID FORM**

**Parks Security - Opening & Closing Services**

**Section 3 - Quote Sheet**

#	Location	Unit Rate per Day
1	Canoe Beach Washrooms	\$ /day
2	Canoe Ball Park Washrooms	\$ /day
3	Foreshore Trail Washroom	\$ /day
4	Marine Park Washrooms	\$ /day
5	Marine Wharf Washrooms	\$ /day
6	Marine Wharf Gate	\$ /day
7	Jackson Fieldhouse	\$ /day
8	McGuire Lake Washrooms	\$ /day
9	Ross Street Plaza Washrooms	\$ /day
10	Fletcher Park Washrooms	\$ /day
11	Blackburn Park Washrooms	\$ /day
12	Little Mountain Field House	\$ /day
13	Klahani Park Washrooms	\$ /day
14	Klahani Park Gate	\$ /day
15	Elks Park – Washrooms & Gate	\$ /day
16	South Canoe Washrooms	\$ /day

**\*\*\* Unless otherwise noted, above rates represent 50% opening, 50% closing**

Bidders Initials _____
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## Appendix E - Definitions and Administrative Requirements

### A. Definitions and Administrative Requirements

#### 1. Definitions

Throughout this Request for Quotes, the following definitions apply:

“City” means the City of Salmon Arm.

“Contract” means the written agreement that may result from this Request for Quotes and shall be executed by the City and the Contractor.

“Contractor” means the successful Proponent to this Request for Quotes who enters a written Contract with the City.

“must”, or “mandatory” means a requirement that must be met in order for a quote to receive consideration.

“Proponent” means an individual or a company that submits, or intends to submit, a quote in response to this Request for Quotes.

“Province” means His Majesty the King in Right of the Province of British Columbia.

“Request for Quote” or “RFQ” means the process described in this document; and

“should” or “desirable” means a requirement having a significant degree of importance to the objectives of the Request for Quotes.

#### 2. Terms and Conditions

The following terms and conditions will apply to this Request for Quote. Submission of a quote in response to this Request for Quote indicates acceptance of all the terms that follow and that are included in any addenda issued by the City. Provisions in quotes that contradict any of the terms of this Request for Quote will be as if not written and do not exist.

#### 3. Late Quotes

Quotes will be marked with their receipt time at the closing location. Only complete quotes received and marked before closing time will be considered to have been received on time. Hard copies of late quotes will not be accepted and will be returned to the Proponent. Electronic quotes that are received late will be marked late and will not be considered or evaluated. In the event of a dispute, the quote receipt time as recorded at the closing location shall prevail whether accurate or not.

#### 4. Eligibility

Quotes will not be evaluated if the Proponent’s current or past corporate or other interests may, in the City’s opinion, give rise to a conflict of interest in connection with the project described in this Request for Quotes. This includes, but is not limited to, involvement by a Proponent in the preparation of this Request for Quotes. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the Contact Person listed on page 1 prior to submitting a quote.

Quotes from not-for-profit agencies will be evaluated against the same criteria as those received from any other Proponents.

#### 5. Evaluation

The City reserves the right to waive or reject any or all submissions or accept the submission deemed most favourable to the interests of the City. Without limiting the generality of the foregoing, any submission which is incomplete, obscure, irregular, or has unauthorized erasures or corrections may be rejected. Any awards shall be made based on the criteria as stated in the Evaluation of Responses.

#### 6. Negotiation Delay

If the City desires to enter into a written Contract and it cannot be negotiated within thirty days of notification of the successful Proponent, the City may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the Request for Quotes process and not enter into a Contract with any of the Proponents.

#### 7. Debriefing

At the conclusion of the Request for Quotes process, all Proponents will be notified. Unsuccessful Proponents may request a debriefing meeting with the City.

### **8. Changes to Quotes**

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its quote prior to the closing date and time. Upon closing time, all quotes become irrevocable. The Proponent will not change the wording of its quote after closing and no words or comments will be added to the quote unless requested by the City for purposes of clarification.

### **9. Proponents' Expenses**

Proponents are solely responsible for their own expenses in preparing a quote and for subsequent negotiations with the City, if any. If the City elects to reject all quotes, the City will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the quote, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

### **10. Limitation of Damages**

Further to the preceding paragraph, the Proponent, by submitting a quote, agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its quote and the Proponent, by submitting a quote, waives any claim for loss of profits if no Contract is made with the Proponent.

### **11. Quote Validity**

Quotes will be open for acceptance for at least 90 days after the closing date.

### **12. Firm Pricing**

Prices will be firm for the entire Contract period unless this Request for Quote specifically states otherwise.

### **13. Currency and Taxes**

Prices quoted are to be:

- in Canadian dollars.
- exclusive of applicable taxes.

### **14. Completeness of Quote**

By submission of a quote, the Proponent warrants that, if this Request for Quote is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the quote or will be provided by the Contractor at no charge.

### **15. Sub-Contracting**

Using a sub-contractor (who should be clearly identified in the quote) is acceptable. This includes a joint submission by two Proponents having no formal corporate links. However, in this case, one of these Proponents must be prepared to take overall responsibility for successful performance of the Contract and this should be clearly defined in the quote.

Sub-contracting to any firm or individual whose current or past corporate or other interests may, in the City's opinion, give rise to a conflict of interest in connection with the project or program described in this Request for Quotes will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this Request for Quotes. If a Proponent is in doubt as to whether a proposed subcontractor gives rise to a conflict of interest, the Proponent should consult with the City Contact Person listed on page 1 prior to submitting a quote.

Where applicable, the names of approved sub-contractors listed in the quote will be included in the Contract. No additional subcontractors will be added, nor other changes made, to this list in the Contract without the written consent of the City.

### **16. Acceptance of Quotes**

This Request for Quotes should not be construed as an agreement to purchase goods or services. The City is not bound to enter a Contract with the Proponent who submits the lowest priced quote or with any Proponent. Quotes will be assessed considering the evaluation criteria. The City will be under no obligation to receive further information, whether written or oral, from any Proponent.

Neither acceptance of a quote nor execution of a Contract will constitute approval of any activity or development contemplated in any quote that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

### **17. Definition of Contract**

Notice in writing to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Contract, with the approval of Council, if required for the City of Salmon Arm, will constitute a Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

**18. Contract**

By submission of a quote, the Proponent agrees that should its quote be successful, the Proponent will enter a Contract with the City on the terms set out in Appendix B.

**19. Liability for Errors**

While the City has used considerable efforts to ensure information in this Request for Quote is accurate, the information contained in this Request for Quote is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the City, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Quote is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this Request for Quote.

**20. Modification of Terms**

The City reserves the right to modify the terms of this Request for Quote at any time in its sole discretion. This includes the right to cancel this Request for Quote at any time prior to entering a Contract with the successful Proponent.

**21. Ownership of Quotes**

All quotes submitted to the City become the property of the City. They will be received and held in confidence by the City, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and this Request for Quote.

**22. Use of Request for Quotes**

Any portion of this document, or any information supplied by the City in relation to this Request for Quote may not be used or disclosed, for any purpose other than for the submission of quotes. Without limiting the generality of the foregoing, by submission of a quote, the Proponent agrees to hold in confidence all information supplied by the City in relation to this Request for Quote.

**23. No Lobbying**

Proponents must not attempt to communicate directly or indirectly with any employee, contractor or representative of the City, including the evaluation committee and any elected officials of the City, or with members of the public or the media, about the project described in this Request for Quote or otherwise in respect of the Request for Quote, other than as expressly directed or permitted by the City.

**24. No Collusion**

Proponents must not communicate, directly or indirectly, with any other Proponent (including through any employees, agents or contractors) regarding the preparation, content or submission of quotes.

**25. Collection and Use of Personal Information**

Proponents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If this RFQ requires Proponents to provide the City with personal information of employees who have been included as resources in response to this RFQ, Proponents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to the City. Such written consents are to specify that the personal information may be forwarded to the City for the purposes of responding to this RFQ and use by the City for the purposes set out in the RFQ. The City may, at any time, request the original consents or copies of the original consents from Proponents, and upon such request being made, Proponents will immediately supply such originals or copies to the City.

# Ross Street Plaza – Washrooms: Operations Summary

## Address

311 Ross Street NE

## Facility Information

- Open 365 days per year
- The facility must be secured seven (7) days per week
- One (1) ladies' washroom and one (1) men's washroom
- One (1) mechanical room

## Opening Procedures

- Daily opening is not required year-round
- From the end of May to mid-September (approximately):
  - Washrooms will be unlocked seven (7) days per week by City staff
- From mid-September until the end of May (approximately):
  - Security Services will unlock the washrooms on weekends and statutory holidays
- Opening time for all days requiring access is at dawn or 7:00 a.m., whichever is later

## Closing Procedures

- Lock-up times vary throughout the year and shall correspond with dusk
- During winter months, when daylight hours are reduced, the facility must remain open until 6:00 p.m.
- Security Services shall check the mechanical room to ensure it is locked



# Blackburn Park – Washrooms: Operations Summary

## Address

681 – 10<sup>th</sup> Ave. SW

## Facility Information

- Seasonal operation from April 15 – Oct. 31 (approximate)
- The facility must be secured seven (7) days per week
- One (1) ladies' washroom and one (1) men's washroom
- One (1) mechanical room and one (1) concession

## Opening Procedures

- Daily opening is not required year-round
- From the end of May to mid-September (approximately):
  - Washrooms will be unlocked seven (7) days per week by City staff
- Outside of those dates:
  - Security Services will unlock the washrooms on weekends and statutory holidays
- Opening time for all days requiring access is at dawn or 7:00 a.m., whichever is later

## Closing Procedures

- Lock-up times vary throughout the year and shall correspond with dusk
- Security Services shall check the mechanical room and concession door to ensure they are locked

\*\*\* Please note that this facility will have field lights later this year. Some users will be booked for usage past sunset. The facility must remain open until the users have left.



# Canoe Ball Park – Washrooms: Operations Summary

## Address

4290 Canoe Beach Drive NE

## Facility Information

- Seasonal operation from April 15 – Oct. 31 (approximate)
- Two (2) unisex washrooms

## Opening Procedures

- The washroom facility must be opened seven (7) days per week throughout the operating season.
- Opening time for all days requiring access is at dawn or 7:00am – whichever is later.

## Closing Requirements

- The washroom facility must be secured and locked seven (7) days per week during the operating season.
- Lock-up times vary throughout the season and shall correspond with dusk.



# Canoe Beach – Washrooms: Operations Summary

## Address

7720 – 36<sup>th</sup> Street NE

## Facility Information

- Seasonal Operation from April 15 – Oct. 31 (approximate)
- One (1) ladies, one (1) men’s washroom and one (1) mechanical room

## Opening Procedures

- The washroom facility must be opened seven (7) days per week throughout the operating season.
- Opening time for all days requiring access is at dawn or 6:00am – whichever is later.

## Closing Requirements

- The washroom facility must be secured and locked seven (7) days per week during the operating season.
- Lock-up times vary throughout the season and shall correspond with dusk.
- Security Services shall check the mechanical room to ensure it is locked



# Fletcher Park – Washrooms: Operations Summary

## Address

450 – 2<sup>nd</sup> Ave NE

## Facility Information

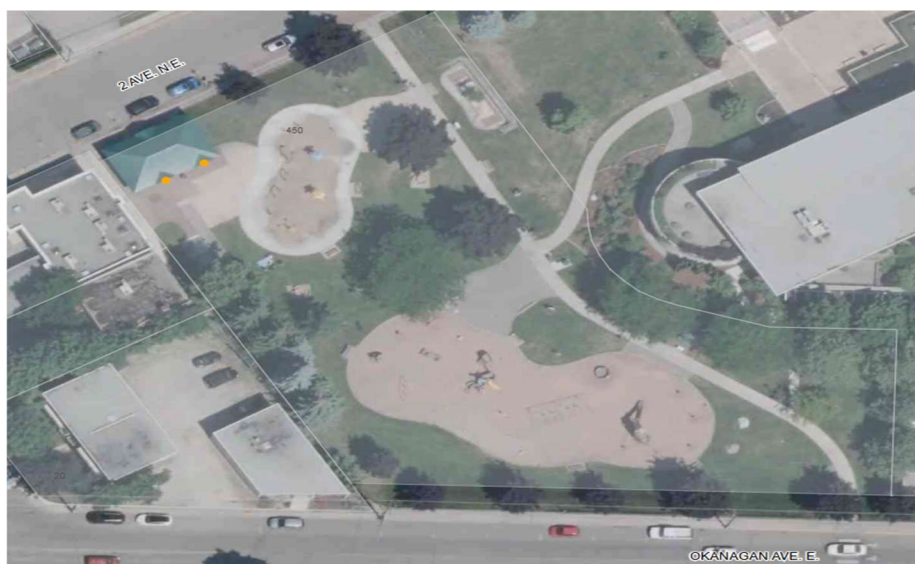
- Seasonal operation from March 15 to October 31 (approximate)
- The facility must be secured seven (7) days per week
- One (1) ladies' washroom and one (1) men's washroom
- One (1) mechanical room

## Opening Procedures

- Daily opening is not required year-round
- From the end of May to mid-September (approximately):
  - Washrooms will be unlocked seven (7) days per week by City staff
- Outside of those dates:
  - Security Services will unlock the washrooms on weekends and statutory holidays
- Opening time for all days requiring access is at dawn or 7:00 a.m., whichever is later

## Closing Requirements

- The washroom facility must be secured and locked seven (7) days per week during the operating season.
- Lock-up times vary throughout the season and shall correspond with dusk.
- Security Services shall check the mechanical room to ensure it is locked



# Klahani Park – Washrooms: Operations Summary

## Address

6391 – 10<sup>th</sup> Ave. NE

## Facility Information

- Seasonal Operation from April 1 – Oct. 31 (approximate)
- One (1) ladies, one (1) men’s washroom and one (1) mechanical room

## Opening Procedures

- The washroom facility must be opened seven (7) days per week throughout the operating season.
- Opening time for all days requiring access is at dawn or 6:00am – whichever is later.

## Closing Requirements

- The washroom facility must be secured and locked seven (7) days per week during the operating season.
- Lock-up times vary throughout the season and shall correspond with dusk.
- Security Services shall check the mechanical room to ensure it is locked



# Klahani Park – Main Gate: Operations Summary

## Address

6391 – 10<sup>th</sup> Ave. NE

## Facility Information

- Open 365 days/year

## Opening Procedures

- The gate must be opened seven (7) days per week.
- Opening time for all days is at dawn.

## Closing Requirements

- The gate must be secured and locked seven (7) days per week.
- Lock-up times vary throughout the season and shall correspond with dusk.



# Little Mountain Sports Field – Washrooms: Operations Summary

## Address

250 – 30<sup>th</sup> Street SE

## Facility Information

- Seasonal Operation from April 15 to October 31 (approximate)
- **Washrooms:**
  - One (1) Ladies' washroom
  - One (1) Men's washroom
- **Changerooms:**
  - Four (4) changerrooms available
- One (1) mechanical room

## Opening Procedures

- Daily opening is not required year-round
- From the end of May to mid-September (approximately):
  - Washrooms and changerrooms will be unlocked seven (7) days per week by City staff
- Outside of those dates:
  - Security Services will unlock the washrooms and changerrooms on weekends and statutory holidays
- Opening time for all days requiring access is at dawn or 7:00 a.m., whichever is later

## Closing Requirements

- The facility must be secured and locked seven (7) days per week during the operating season.
- Lock-up times vary throughout the season and shall correspond with dusk.
- Security Services shall check the mechanical room to ensure it is locked
- Please note that this facility has field lights. Some users will be booked for usage past sunset. The facility must remain open until the users have left.



# Jackson Fieldhouse – Washrooms: Operations Summary

## Address

551 – 14<sup>th</sup> Street NE

## Facility Information

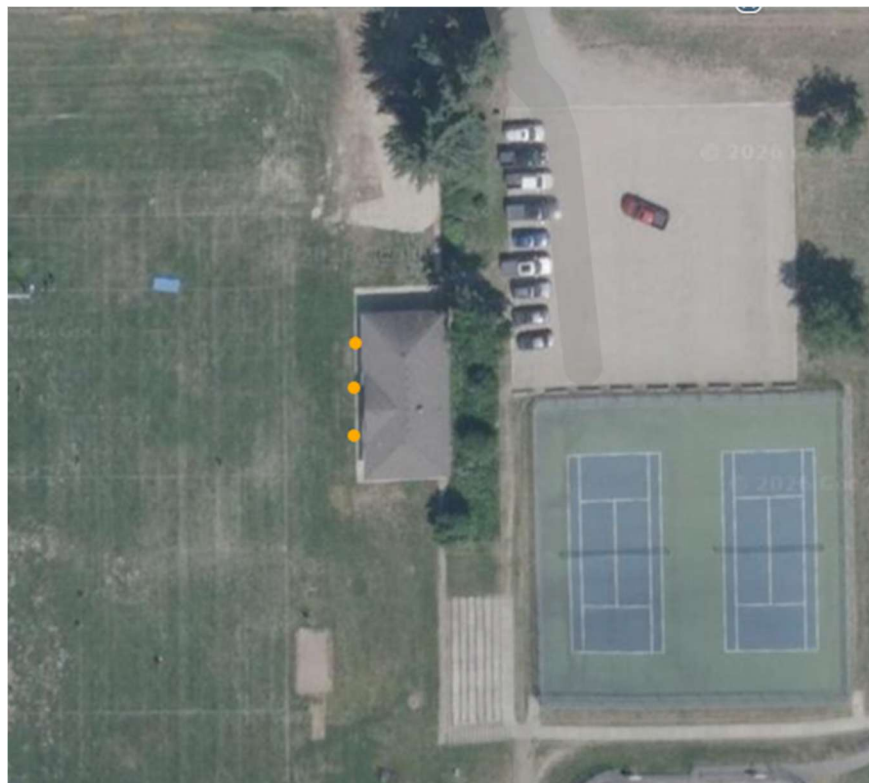
- Seasonal operation from March 15 – Oct. 31 (approximate)
- The facility must be secured seven (7) days per week
- Two (2) unisex washroom/changeroom combination
- One (1) mechanical room

## Opening Procedures

- Daily opening is not required year-round
- From the end of May to mid-September (approximately):
  - Washrooms will be unlocked seven (7) days per week by City staff
- Outside of those dates:
  - Security Services will unlock the washrooms on weekends and statutory holidays
- Opening time for all days requiring access is at dawn or 7:00 a.m., whichever is later

## Closing Procedures

- Lock-up times vary throughout the year and shall correspond with dusk
- Security Services shall check the mechanical room to confirm it is locked



# McGuire Lake Park – Washrooms: Operations Summary

## Address

681 TCH NE

## Facility Information

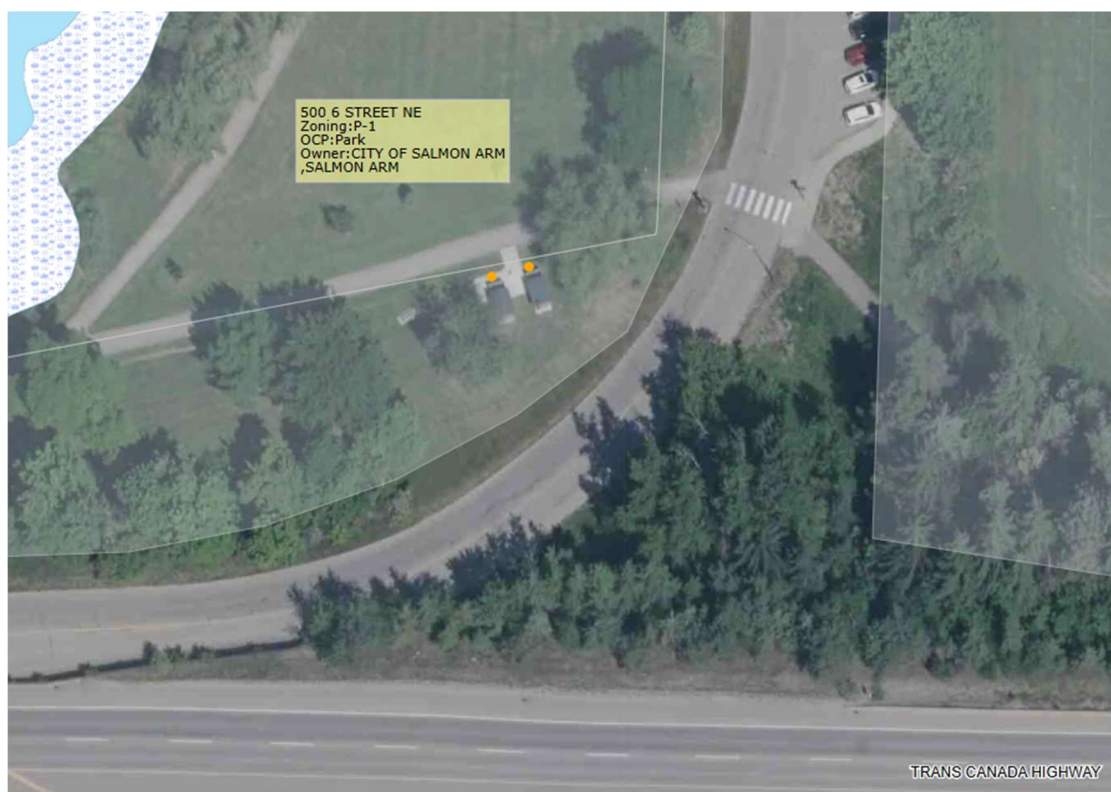
- Seasonal operation from April 15 – Oct. 31 (approximate)
- Two (2) unisex washrooms

## Opening Procedures

- Daily opening is not required year-round
- From the end of May to mid-September (approximately):
  - Washrooms will be unlocked seven (7) days per week by City staff
- Outside of those dates:
  - Security Services will unlock the washrooms on weekends and statutory holidays
- Opening time for all days requiring access is at dawn or 6:00 a.m., whichever is later

## Closing Requirements

- The washroom facility must be secured and locked seven (7) days per week during the operating season.
- Lock-up times vary throughout the season and shall correspond with dusk.



# Marine Wharf – Washrooms: Operations Summary

## Address

750 Marine Park Drive NE

## Facility Information

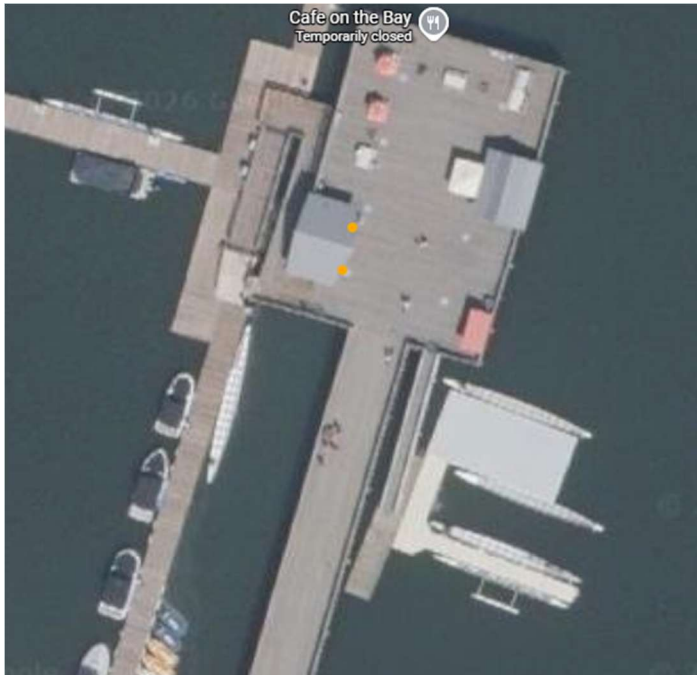
- Seasonal Operation from May 1 – Oct. 31 (approximate)
- One (1) ladies, one (1) men’s washroom

## Opening Procedures

- The washroom facility must be opened seven (7) days per week throughout the operating season.
- Opening time for all days requiring access is at dawn or 6:00am – whichever is later.

## Closing Requirements

- The washroom facility must be secured and locked seven (7) days per week during the operating season.
- Lock-up times vary throughout the season and shall correspond with dusk.



# Marine Wharf – Main Gates: Operations Summary

## Address

750 Marine Park Drive

## Facility Information

- Open 365 days/year

\*\*\* Marina operator is responsible for these gates from May 1 to October 1 annually, and all costs associated

## Opening Procedures

- The gate must be opened seven (7) days per week.
- Opening time for all days is at dawn.

## Closing Requirements

- The gate must be secured and locked seven (7) days per week.
- Lock-up times vary throughout the season and shall be confirmed by:

City – October 1 to May 1

Marina Operator – May 1 – October 1



# Marine Park Washrooms: Operations Summary

## Address

750 Marine Park Drive NE

## Facility Information

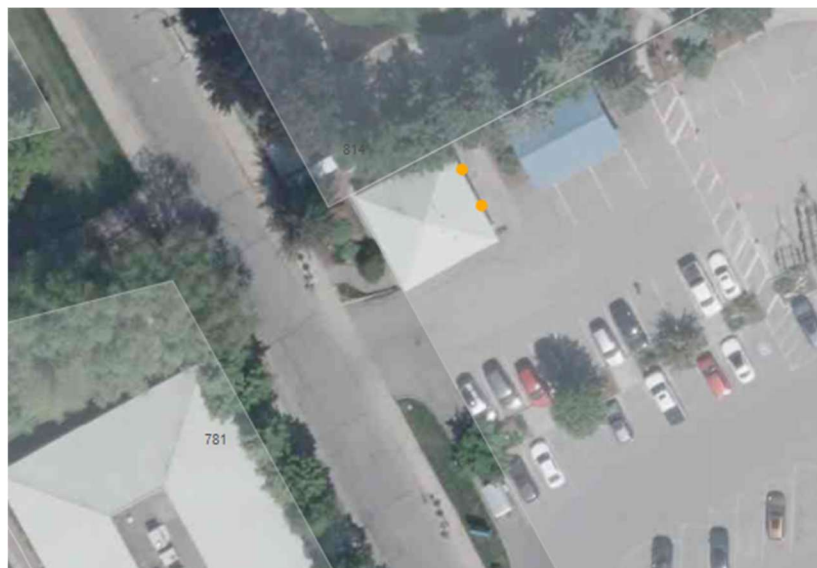
- Seasonal operation from April 1 – Oct. 31 (approximate)
- The facility must be secured seven (7) days per week
- One (1) ladies' washroom and one (1) men's washroom
- One (1) mechanical room and one (1) concession

## Opening Procedures

- Daily opening is not required year-round
- From the end of May to mid-September (approximately):
  - Washrooms will be unlocked seven (7) days per week by City staff
- Outside of those dates:
  - Security Services will unlock the washrooms on weekends and statutory holidays
- Opening time for all days requiring access is at dawn or 6:00 a.m., whichever is later

## Closing Procedures

- Lock-up times vary throughout the year and shall correspond with dusk
- Security Services shall check the mechanical room and concession door to ensure they are locked



# Foreshore Trail – Washroom: Operations Summary

## Address

1151 Harbourfront Drive NE

## Facility Information

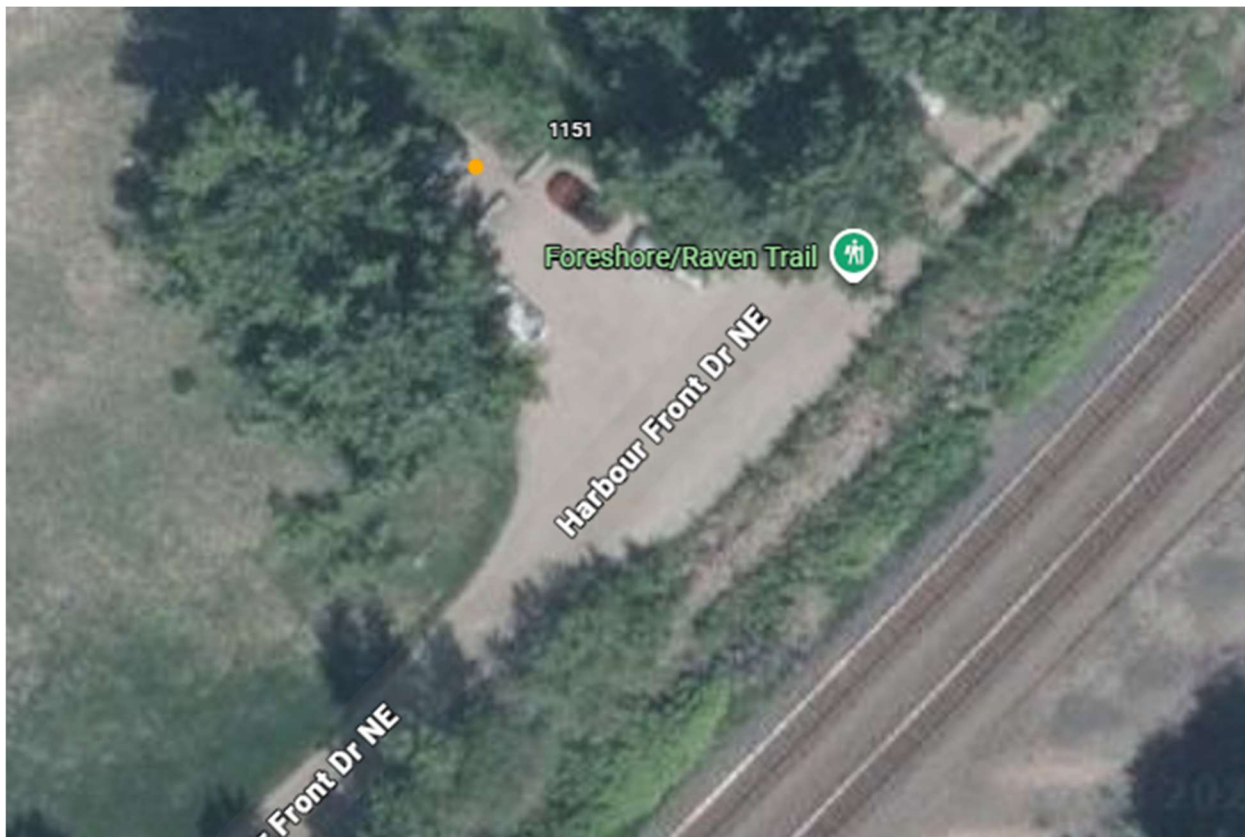
- Open 365 days/year

## Opening Procedures

- The washroom must be opened seven (7) days per week.
- Opening time for all days is at dawn.

## Closing Requirements

- The washroom must be secured and locked seven (7) days per week.
- Lock-up times vary throughout the season and shall correspond with dusk.



# South Canoe Trail – Washroom: Operations Summary

## Address

7101 10<sup>th</sup> Ave SE

## Facility Information

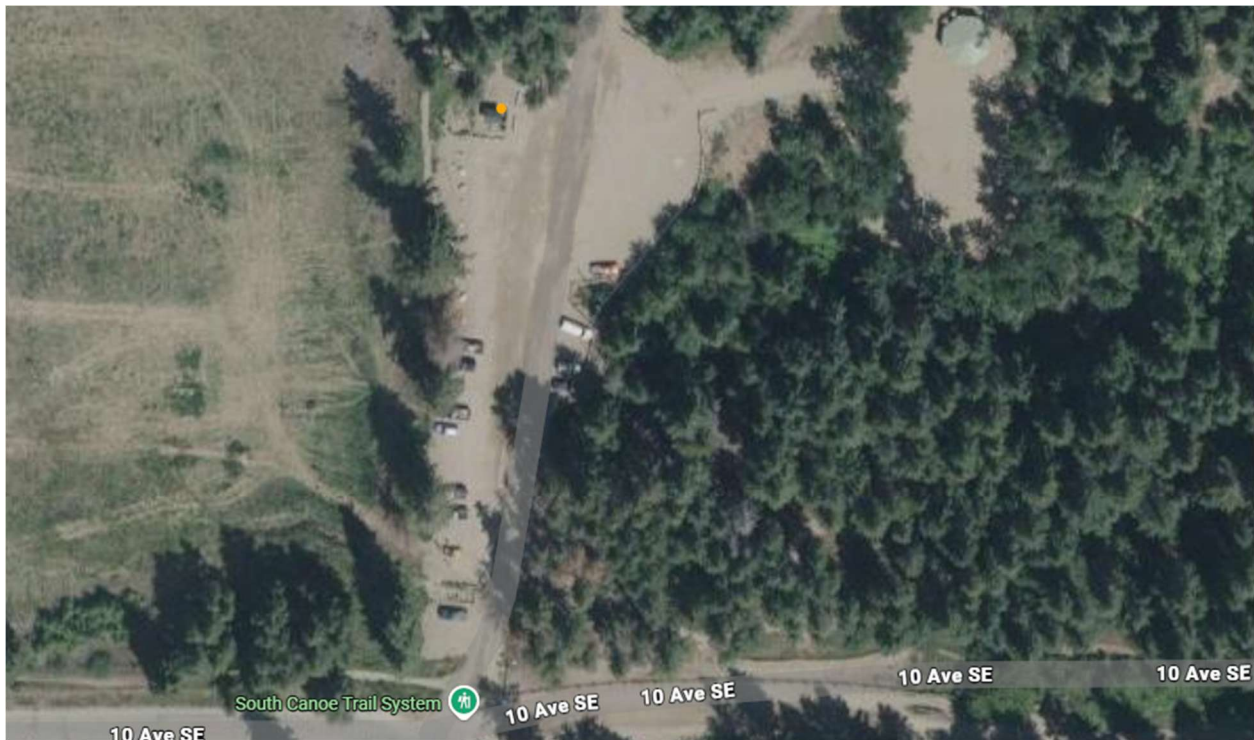
- Open 365 days/year

## Opening Procedures

- The washroom must be opened seven (7) days per week.
- Opening time for all days is at dawn.

## Closing Requirements

- The washroom must be secured and locked seven (7) days per week.
- Lock-up times vary throughout the season and shall correspond with dusk.



# Elks Park – Washrooms & Gate: Operations Summary

## Address

3690 30<sup>th</sup> Street NE

## Facility Information

- Seasonal operation from April 15 – Oct. 31 (approximate)
- Two (2) unisex washrooms and one (1) park gate

## Opening Procedures

- The washrooms and gate must be opened seven (7) days per week throughout the operating season.
- Opening time for all days requiring access is at dawn or 7:00am – whichever is later.

## Closing Requirements

- The washrooms and gate must be secured and locked seven (7) days per week during the operating season.
- Lock-up times vary throughout the season and shall correspond with dusk.

