



## **Request for Proposals**

### **Township of Larder Lake**

**RFP-2026-02**

## **Raven Park Campground Operator**

**Date of Issue: February 11<sup>th</sup>, 2026**

**Closing Date: March 13<sup>th</sup>, 2026**

**Enquiries Must be Directed to**

Crystal Labbe, CAO/Clerk-Treasurer  
69 Fourth Avenue Larder Lake, Lake, Ontario  
705-643-2158 ext.202  
[crystallabbe@larderlake.ca](mailto:crystallabbe@larderlake.ca)

## Request for Proposals

### Raven Park Campground Operator

#### Overview

The Township of Larder Lake is currently inviting proposals for a seasonal operator for Raven Park Campground, a prime destination located at 1 Second Ave, Larder Lake, ON. Operating from mid-May to mid-September, the park features 78 sites that typically reach full capacity, supported by an active external waiting list for new campers and an internal list for those wishing to move spots. The campground is situated along a beautiful sandy beach on Larder Lake, offering a high-quality outdoor experience with modern conveniences.

The appointed operator shall maintain round-the-clock supervision and full compliance with established park regulations. In addition to the standard commission structure, the operator may pursue ancillary revenue opportunities through related park services.

#### General Terms and Conditions

The Town welcomes and encourages proposals from all interested applicants. To ensure the safe, effective, and consistent operation of the campground, the selected Operator must meet and agree to the following mandatory requirements:

- **On-site Accommodation**  
The Operator must provide and maintain their own camper or recreational vehicle for on-site residence for the duration of the operating season. No accommodation will be provided by the Township.
- **Maintenance and Handyman Skills**  
The Operator must possess basic handyman and maintenance knowledge, including the ability to identify and address minor repairs, perform routine upkeep, and report issues requiring specialized attention in a timely manner.
- **Seasonal Presence and Availability**  
The Operator must be present at the campground for the full operating season and remain consistently available to campers. This includes responding promptly to inquiries, concerns, and operational needs to ensure a positive and well-managed campground experience.
- **Compliance with Laws and Regulations**  
The Operator shall comply with all applicable federal, provincial, and municipal laws, bylaws, ordinances, rules, regulations, and lawful directives of any authority having jurisdiction, particularly those related to public safety, property protection, and risk prevention.
- **Property Protection and Damage Reporting**  
The Operator is responsible for taking reasonable measures to protect Township property from damage arising from campground operations. Any damage, safety concerns, or irregularities observed during daily operations must be reported to the Township immediately.
- **Term of Appointment and Performance Review**  
The position of Park Operator(s) will be awarded for a four-year term. Continuation of the appointment is subject to an annual performance review conducted by the Township, based on the Operator's performance during the preceding year.

- **Reporting and Record-Keeping**

The Operator will be required to maintain accurate records and submit all reports, logs, and documentation as required by the Township, including but not limited to maintenance issues and operational summaries.

- **Contract Position**

The Operator is solely responsible for complying with all applicable Canada Revenue Agency (CRA) requirements, including but not limited to income tax reporting, remittances, and any other statutory obligations arising from the contract. Nothing in this agreement shall be construed to create an employer–employee, partnership, or agency relationship between the Township and the Operator.

- **Criminal Reference Check**

The selected Operator(s) will be required to submit a satisfactory Criminal Reference Check to the Township prior to appointment and as otherwise required during the term.

### **Proposal Submission Requirements**

Proposals should clearly demonstrate the proponent’s ability to successfully operate and manage the campground. At a minimum, each proposal must include the following information:

- **Qualifications and Certifications**

Details of all relevant qualifications, training, and certifications held by the proponent, including but not limited to first aid/CPR, safety training, maintenance or trades-related certifications, and any other credentials applicable to campground or park operations.

- **Relevant Experience**

A summary of the proponent’s previous experience related to campground operations, park management, property maintenance, customer service, or similar roles. This should include the nature of the work performed, duration of experience, and examples of responsibilities comparable to those outlined in this contract.

- **Operational Approach**

A brief description of how the proponent intends to fulfill the duties of Park Operator, including availability, supervision, maintenance practices, and interaction with campers.

- **References**

Contact information for professional references who can speak to the proponent’s qualifications, reliability, and relevant experience.

- **Additional Information**

Any supplementary information the proponent believes would support their proposal and demonstrate their suitability for the contract.

**Submission Requirements & Project Questions**

Submissions must include three (3) hard copies and must be sealed in an envelope and submitted to the following address:

**Township of Larder Lake**

69 Fourth Avenue Larder Lake, ON P0K 1L0

Attention: Crystal Labbe, CAO/Clerk-Treasurer "RFP-2026-02 Raven Park Campground Operator

The closing date for the submission of proposals will be 2:00 pm local time on March 13<sup>th</sup>, 2026.

- Late proposals will not be accepted and will be returned to the sender unopened.
- The use of any means of delivery of a proposal shall be at the risk of the bidder;
- Proposals by email, fax, or other electronic transmission will not be accepted;
- Partial proposals will not be accepted.
- The Township is not responsible for proposals that are not properly marked and/or delivered to any location other than that specified.
- The Township reserves the right to accept or reject any or all proposals;
- The Township reserves the right to enter into negotiations with a consultant, and any changes to the proposal that are acceptable to both parties will be binding.

**Opening of Proposals**

There will be no formal opening of proposals. Typically, a Request for Proposals is evaluated on a more comprehensive set of criteria than a Tender. As such, the contract will not be awarded at the opening, but only after the Evaluation Committee has examined all Proposals in detail and presented their recommendation to Council. Bidders will be notified of the date for the Council meeting at which the Award will be decided, and they are welcome to attend.

**Site Inspection/Visit**

Provision may be made for a site inspection at a later time.