



**REQUEST FOR PROPOSALS (RFP)**

**2026 CANADA DAY FIREWORKS CELEBRATION**

**VOLUNTEER DONATION COLLECTION SERVICES**

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**RFP Issue Date:** Monday, March 30, 2026

**Submission Deadline:** Monday, May 4, 2026 AT 12 PM

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**1. Introduction**

The Corporation of the Town of Goderich (“Town”) is inviting proposals from qualified volunteer and not-for-profit organizations to provide donation collection services during the 2026 Canada Day Fireworks Celebration at Goderich’s waterfront on June 30, 2026.

The purpose of this Request for Proposals (RFP) is to identify volunteer organizations capable of supplying and supervising volunteers to collect voluntary public donations in a safe, professional, and organized manner on behalf of the Town.

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**2. Eligibility**

This RFP is open to:

- Registered not-for-profit organizations
- Community service clubs
- Charitable or volunteer-based organizations

Proponents must demonstrate the ability to provide sufficient volunteers, appropriate supervision, and compliance with all requirements outlined in this RFP.

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### **3. Background**

The Town of Goderich hosts the annual Canada Day fireworks display on June 30 that attracts a large number of residents and visitors. As part of this celebration, the Town facilitates a voluntary donation collection at designated locations before and during the fireworks display to help offset event costs.

Volunteer organizations selected through this RFP will be authorized to conduct the donation collection on behalf of the Town under the terms of a Volunteer Collection Agreement.

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### **4. Scope of Work**

The successful proponent(s) will be responsible for providing volunteer services that include, but are not limited to:

- Supplying volunteers to collect monetary donations at Town-designated collection locations (see Section 5) between the hours of 7:30 – 9:30 PM on June 30, 2026
  - Providing a minimum of three (3) volunteers at each collection location
  - Ensuring donations are clearly communicated as voluntary contributions and not an entry fee
  - Managing, supervising, and directing all volunteers supplied by the organization
  - Assigning a Volunteer Group Coordinator to act as the primary liaison with Town staff
  - Coordinating collection activities in accordance with Town instructions and timelines
  - Ensuring safe, respectful, and professional conduct by all volunteers
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### **5. Collection Locations**

Donation collection locations are anticipated to include:

- Top of South Harbour Road (in front of the Park House restaurant)
- North Harbour Road (in the area of the Goderich Harbour restaurant)
- Top of the path at Lighthouse Park
- Top of the stairs leading down to Rotary Cove
- Top of the path on the West end of Britannia Street

Final locations and volunteer deployment requirements will be confirmed by the Town prior to the event.

## **6. Mandatory Supervision & Safety Requirements**

For the full duration of the donation collection period:

- Each collection location must be staffed by at least two (2) volunteers
  - At least one (1) responsible individual aged eighteen (18) years or older must be present at each collection location at all times
  - The 18+ volunteer must be responsible for:
    - Oversight of the collection activity
    - Volunteer conduct and safety
    - Acting as a point of contact with Town staff or emergency services if required
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## **7. Volunteer Group Coordinator**

The successful proponent must designate a Volunteer Group Coordinator who will:

- Serve as the primary contact with the Town before and during the event
  - Ensure all collection locations are properly staffed and supervised
  - Attend a pre-event briefing with Town Tourism staff
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## **8. Donation Handling**

- The Town of Goderich will provide all necessary equipment and materials required to accept donations during the event.
  - Electronic donation option(s) will be available as well as cash donations on behalf of the Town.
  - Volunteers are responsible for collecting donations in accordance with Town direction using the provided equipment.
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## **9. Town-Provided Equipment & Supplies**

The Town of Goderich will provide the following items for use during the collection:

- High-visibility safety vests
- Flashlights



- Donation buckets
- Tip Tap Pay Display Boards
- Collection location maps

The volunteer organization is responsible for the proper use and return of all Town-issued equipment.

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## **10. Volunteer Requirements & Conduct**

The volunteer organization confirms that:

- All individuals engaged in the collection are volunteers and members of the organization
- There is no employment relationship between the volunteers and the Town
- The organization is fully responsible for the organization, supervision, and conduct of its volunteers
- A signed Release and Indemnity will be obtained from each volunteer prior to the event

### **Solicitation Restriction**

For the duration of the Canada Day Fireworks event, including all setup, collection, and post-event activities:

- Volunteers may not solicit, request, or attempt to collect additional funds for:
    - Their own organization
    - Any other organization or cause
    - Themselves personally
  - Volunteers may only collect donations explicitly on behalf of the Town of Goderich for the Canada Day fireworks display.
  - No promotional materials, signage, verbal requests, or representations related to fundraising outside of the authorized donation collection are permitted.
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## **11. Compensation / Revenue Sharing**

In return for providing volunteer services:

- The successful organization will receive twenty percent (20%) of the total funds collected, or as otherwise determined by the Town
- The remaining funds will be retained by the Town to support the Canada Day fireworks display

Final financial terms will be confirmed in the Volunteer Collection Agreement.

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## **12. Insurance & Indemnification**

The successful proponent will be required to:

- Indemnify and hold harmless the Town of Goderich, its elected officials, officers, employees, and agents from any claims arising from the collection activity
- Acknowledge that portions of the collection may occur on public roadways and other areas with inherent risk
- Comply with all applicable laws, bylaws, and Town policies

Full indemnification language will be included in the Volunteer Collection Agreement.

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## **13. Submission Requirements**

Proposals must include:

### **1. Cover Letter**

- Organization name, contact information, and authorized signing officer

### **2. Organization Overview**

- Description of the organization and its mandate
- Relevant experience with volunteer services or public events

### **3. Volunteer Plan**

- Number of volunteers available
- Ability to staff multiple locations
- Confirmation of supervision and sober 18+ presence at each location

#### **14. Format & Submission Instructions**

- Proposals must be submitted in PDF format
- Proposals must be received no later than 12 PM (Noon) on the submission deadline
- Submissions must be emailed to [afisher@goderich.ca](mailto:afisher@goderich.ca) – Andrea Fisher, Director of Legislatives Services/Clerk

Subject: RFP – 2026 Canada Day Fireworks Donation Collection

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#### **15. Evaluation & Selection**

Proposals will be reviewed by Town staff and evaluated based on:

- Completeness of submission
- Demonstrated organizational capacity
- Volunteer availability and supervision plan
- Relevant experience

The Town of Goderich reserves the right to accept or reject any or all proposals and to accept the proposal deemed most favourable to the Town.

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#### **16. Ownership of Submissions**

All submissions become the property of the Town of Goderich and are subject to the Municipal Freedom of Information and Protection of Privacy Act.

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#### **17. Next Steps**

Successful proponents will be required to:

- Enter into a Volunteer Collection Agreement with the Town of Goderich
  - Provide all required documentation prior to the event
  - Participate in any required pre-event coordination meeting with Town of Goderich Tourism Staff
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