



**Township of North Huron**  
**REQUEST FOR PROPOSAL**  
***RFP PW-05-2026***

**Multi-Site Building Condition Assessment**

Please submit complete proposal using the attached forms, in a sealed envelope quoting above proposal number and closing date; and forward before **2:00 p.m. local time, Tuesday, April 7, 2026** to:

Township of North Huron  
P.O. Box 90  
274 Josephine Street  
Wingham, Ontario  
N0G 2W0

**Closing Date: Tuesday, April 7, 2026**

Proposals must be received before the above-mentioned time and date, and in accordance with the attached RFP forms, Specifications, Instructions to Vendors, and Standard Terms and Conditions.

**Contacts:**

Mr. Kevin Watson  
Director of Public Works  
kwatson@northhuron.ca

**Township of North Huron**

**REQUEST FOR PROPOSAL – RFP No. PW-05-2026**

**Multi-Site Building Condition Assessment**

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## **A. THE PROJECT AND PROPOSALS**

### **1.0 INTRODUCTION**

The Township of North Huron is in the process of long term asset management planning and would like to complete a Building Condition Assessment on key facilities. The Facilities included in this proposal are identified in Section F of this proposal.

### **2.0 RFP SCHEDULE**

The RFP process will be governed according to the following schedule. Although every attempt will be made to meet all dates, the Township of North Huron, reserves the right to modify any and/or all dates at its sole discretion.

Release of RFP	Friday, March 13, 2026
Deadline for Submitting Questions	Wednesday, March 25, 2026 – 3:00 pm
Deadline for Question Responses	Friday, March 27, 2026 – 4:00 pm
RFP Closes	Tuesday, April 7, 2026 – 2:00 pm
Final Selection and Notification	Monday, April 20, 2026

Any changes or revisions to the RFP, including responses to questions will be issued as a formal addendum which will be posted on the Township website. Each addendum shall form an integral part of this RFP. If any addendum is issued, the Township may at its sole discretion extend the deadline for submission of responses for a reasonable period of time.

### **3.0 PROJECT AUTHORITY AND INVOLVEMENT**

The selection of any successful Proponent will be by the Township of North Huron upon review and recommendation made to it by staff. **The award of this RFP will require Council approval.**

### **4.0 PROJECT STAKEHOLDERS**

There are no other stakeholders involved in this project.

### **5.0 INQUIRIES**

No respondent may claim any advantage from any error, inconsistency or omission in this RFP. Any Respondent who has questions as to the meaning of any part of this RFP or the project, or who believes the RFP contains any error, inconsistency or omission, must make a written enquiry prior to **Wednesday, March 25, 2026 – 3:00 pm** requesting clarification, interpretation or explanation in writing to the Township of North Huron at the following address:

Name, Title                      Francene Francis, Asset Management Coordinator  
Department                      Public Works  
Email address                      [f francis@northhuron.ca](mailto:f francis@northhuron.ca)

## 6.0 PROPOSAL CONTENT

Proposals must include **one hard copy** delivered to Town Hall no later than 2:00 p.m. local time (per the clock located at Town Hall Reception) on **Tuesday, April 7, 2026**.

***Proposals should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete, accurate, and reliable presentation.*** The response to this RFP must be made in accordance with the format set forth in this Section. Failure to adhere to the following format may be cause for rejection of the proposal as nonresponsive.

Proposals must be organized in the following format to align with the evaluation process:

**a) Cover Letter:** Identify the prime contact within the firm and describe any subcontract arrangements. Please identify the person who is authorized to negotiate for the team, and indicate that the proposal represents a binding offer for 90 days.

**b) Demonstrated Experience:** Provide examples of Building Condition Assessment projects that were similar in size and complexity that have been completed in the last five years. Include:

- Name and address of client;
- Details of the project;
- Date that the project was completed;
- Name of the individual responsible for administering and monitoring the contract for the client organization, and an address and telephone number where that person can be reached.

**c) Proposed Approach and Methodology:** Approach to be taken and platform on which the submission will be provided. Please clearly indicate the software platform that will be used. If proprietary, clearly indicate any and all ongoing licensing or upkeep costs associated.

**d) Quality and Clarity of Submission:** Submissions should be structured in such a manner that all data is readily accessible and easy to draw from the report.

**e) Samples of Similar Projects:** Submit a sample of a BCA that meets similar criteria.

**f) Cost Proposal:** Submit a detailed breakdown using the attached Cost Proposal Forms in Section E. Failure to complete these forms will result in the rejection of the proposal. To aid in the preparation of the proposal Proposers may retype forms.

**g) Delivery Timeline:** Outline anticipated timeline for completion.

## 7.0 EVALUATION OF PROPOSALS

A Selection Committee made up of Municipal Staff will evaluate responses to the RFP. The Township of North Huron reserves the right to include information received in the interviews in the evaluation process. This is a most cost-effective procurement and The Township of North Huron reserves the right to award to a Proposing firm other than that of the lowest price proposal. Evaluation of proposals will be based on the following criteria which have been established by The Township of North Huron:

The following criteria will be used to evaluate proposals (relative weights as shown)

Demonstrated Experience	30%
Project Cost	25%
Sample BCA	20%
Approach and Methodology	15%
Quality and Clarity of Submission	5%
Delivery Timeline	5%

The Respondent agrees that the Township of North Huron may, if deemed necessary, verify with the Respondent or with a third party regarding any information provided in any response.

**The Corporation of the Township of North Huron is not bound to accept the lowest or any proposal and reserves the right to reject all proposals. The Corporation also reserves the right to evaluate the RFP submissions in any manner it deems fit.**

## 8.0 SUBMISSION OF PROPOSALS

Complete proposal responses including the Irrevocable Offer, as provided in Section D of this RFP, and required content **as per Section A – 7.0** must be submitted before **2:00 pm local time (per the clock located at Township Reception), Tuesday, April 7, 2026** clearly labelled:

### **RFP No. PW-05-2026 – Multi-Site Building Condition Assessment**

Township of North Huron  
Public Works Department  
P.O. Box 90, 274 Josephine Street  
Wingham, Ontario  
N0G 2W0

Failure to comply may result in rejection of the Proposal. Proposals received after the above noted due date and time will not be considered. Electronic, telegraphic, telephone, or facsimile proposals will not be accepted. Failure to comply with the requirements may result in the rejection of a Proposal submission.

### **Solicitation Disclaimer**

The Township of North Huron reserves the right to withdraw this RFP at any time without notice. The Township of North Huron reserves the right to reject any and all responses. The Township of North Huron reserves the right to award to other than the low Proposer. All responses to this RFP become the property of The Township of North Huron upon submission. The costs of preparing a proposal and participating in an interview are at the sole expense of the Proposer.

## **B. PROJECT REQUIREMENTS**

### **1.0 SCOPE**

The BCA's shall as a minimum include cost analysis over a twenty-five (25) year period and assess each facility under the following headings:

- Site
- Structure
- Roof
- Exterior Envelope
- Building Interior
- Mechanical
- Electrical
- Life Safety and Fire Suppression

The following sites are to be assessed and included in separate reports. (General information including address is included in Section F of this document):

- 1) Town Hall Wingham
- 2) Westcast Community Center
- 3) Wingham Public Works Garage
- 4) North Huron Daycare Facility
- 5) East Wawanosh Public Works Garage
- 6) Blyth Community Center
- 7) Blyth Memorial Hall
- 8) Wingham Library
- 9) Wingham Fire Hall

The following sites are to be assessed and included in separate reports. General information including addresses are included in Section F of this document:

- Site
- Structure
- Roof
- Exterior envelope

These sites include:

- 10) Blyth Campground Buildings #1 and #2
- 11) Optimist Ball Diamond Concession Booth
- 12) Belgrave Community Centre
- 13) Wingham Cemetery Office
- 14) PUC

The report generated must reference AODA compliance related issues and will assign a Facility Condition Index to each site.

## **2.0 PROJECT COSTS**

The project costs submitted shall be in Canadian dollars excluding applicable taxes and shall be recorded in “**Section E**” of this document.

All costs are to be set out in a concise format excluding applicable taxes.

There will be no partial payment for services. Payment will be net 30 days upon submission of the final report and supporting documentation.

The Township of North Huron will pay the Contractor based on the costs contained in the submitted cost proposal up to, but not exceeding the budget approved by The Township of North Huron, for the complete and satisfactory provision of the terms and conditions of this Agreement.

Additional charges, extras, and charges beyond original proposal will only be permitted with written authorization to proceed. Charges and extras that are billed without written authorization will not be processed or paid.

## **3.0 ASSUMPTIONS**

Proponents must take into account the following assumptions in preparing and submitting proposals:

- Inspection work and site visitation will only be permitted during regular Township operating hours and subject to scheduling with the associated department head. Access to the facilities will not be unreasonably withheld.
- Inspections are to be non-invasive in nature.

## **4.0 EXCLUDED SERVICES**

Not applicable

## **5.0 CONSTRUCTION STANDARDS**

The Successful Bidder shall submit, prior to the signing of the contract, a certificate of good standing from the Worker’s Safety and Insurance Board of Ontario.

Appropriate Personal Protective Equipment is required for all site visits.

## **6.0 INSURANCE**

While performing work on North Huron property, the Contractor shall at his own expense, maintain the following minimum insurance while the contract is in force. Such insurance shall be entirely comprehensive for all phases of the work pertaining to this contract.

Liability Insurance in the following amounts:

- Contractor's Public Liability and Property Damage for bodily injury or property damage, not less than \$5,000,000.00.
- Automobile Public Liability and Property Damage for bodily injury or property damage, not less than \$5,000,000.00 inclusive for any one occurrence.

The Contractor shall indemnify and save harmless the Corporation of the Township of North Huron from and against all claims, demands, loss, damages and costs resulting directly or indirectly from the performance of the work.

The certificate(s) of insurance and copies of insurance policy(ies), each naming the Corporation of the Township of North Huron as an insured, must be filed with the Township Clerk upon execution of the Contract.

## **7.0 TERM OF CONTRACT**

Inspections are to be completed and Final Report submitted not later than **July 31<sup>st</sup>, 2026**.

## **8.0 FORMAL CONTRACT**

If a preferred proponent is ultimately selected for service delivery, the proponent may be required to enter into a contract in a form that is satisfactory to the Township of North Huron. This proposal and the included contract shall constitute part of the terms and conditions of the contract award.

## **C. GENERAL TERMS AND CONDITIONS**

**The following terms and conditions are deemed accepted by all submitters of proposals in response to this RFP and are deemed incorporated into every contract resulting from this RFP:**

### **1.0 IMPROPER DELIVERY**

Electronic, telegraphic, telephone, or facsimile submissions in response to this RFP will not be accepted. Late submissions in response will also not be accepted.

### **2.0 SIGNING REQUIREMENTS**

Submissions that are not signed will be rejected. Signing of submissions shall be in the form set out in Irrevocable Offer D which shall be attached to the proposal. If the submitter of a proposal is an incorporated company, the proposal must be executed by the signing officer(s) of the company with the company seal placed beside the signature(s). If the submitter of a proposal is not an incorporated company, the submitter of a proposal should sign his or her own name in the presence of a witness who should sign beside the submitter of a proposal's name.

### **3.0 APPLICABLE LAW**

This RFP, each submission and the Project itself are each subject to the provisions of all applicable law, including:

- the *Municipal Freedom of Information and Privacy Act*, RSO 1990, c. M54,
- *Occupational health and Safety Act*, R.S.O. 1990, c.O.1, Each proponent warrants that they have the experience training and equipment to ensure all work performed under the contract is done safely and in accordance with all applicable health and safety legislation and that they have control over the workplace and is fully responsible for the health and safety of all employees and others present on the site. Each proponent also acknowledges that the Township is relying on this warranty in its decision to award the contract to the proponent
- *Ontarians with Disabilities Act, 2001*, S.O. 2001, c.32, section 13 of which statute states:

*In deciding to purchase goods or services through the procurement process for the use of itself, its employees or the public, the council of every municipality shall have regard to the accessibility for persons with disabilities to the goods or services.*

This RFP, each submission and the Project itself are also each subject to the provisions of the Purchasing Bylaw 14-48 of the Corporation of the Township of North Huron as amended.

#### **4.0 MUNICIPALITY NOT LIABLE FOR RFP COSTS**

The Corporation of the Township of North Huron is not liable for any costs incurred by the submitter of a proposal in responding to this "Request for Proposal".

#### **5.0 REQUIRED WARRANTIES**

Each submitter of a proposal is deemed to expressly declare and warrant in the proposal that;

- i. the prices in this Proposal have been arrived at independently from those of any other submitter of a proposal,
- ii. the prices in this Proposal have not been knowingly disclosed by the submitter of a proposal, and will not knowingly be disclosed by the submitter of a proposal prior to award, directly or indirectly, to any other submitter of a proposal or competitor,
- iii. no attempt has been made, nor will be made, to induce any other person to submit or not to submit a proposal for the purpose of restricting competition,
- iv. this proposal is in all respects fair and without collusion or fraud.
- v. there has been no violation of copyrights or patent rights in manufacturing, producing or selling the materials and/or services shipped or ordered as a result of this proposal, and the seller agrees to hold the purchaser harmless from any and all liability, loss, expense, action or suit occasioned by any such violation.
- vi. all materials and/or services proposed to be supplied to the Corporation of the Township of North Huron conform in all respects to the standards set forth by Federal and Provincial agencies.
- vii. The submitter of the proposal is:
  - a) competent to perform the work described in this RFP ["the work"];
  - b) has the necessary qualifications, including knowledge, skill and experience to perform the work, together with the ability to use those qualifications effectively for that purpose;
  - c) shall supply everything necessary for the performance of the work;
  - d) shall carry out the work in a diligent and efficient manner;
  - e) ensure the work is of proper quality, material and workmanship; is in full conformity with the specifications; and meets all other requirements of this RFP and any subsequent contract.
- viii. The submitter waives all rights of lien which might arise in relation to any contract from this RFP under section 3(1) of the *Repair and Storage Liens Act*, R.S.O. 1990, c. R.25.
- ix. The submitter has and follows a health and safety plan for employees and representatives who will be present on the property of the Corporation of the Township of North Huron as part of any contract arising from this RFP.
- x. The submitter confirms that the price proposed is an upset limit above which the Municipality is not required to pay and that where there is uncertainty as to the price proposed, the unit price shall govern.

#### **6.0 NO OBLIGATION TO CONTRACT**

Submissions made in response to this Request for Proposals do not constitute the acceptance of a contract with the Township of North Huron. Submissions constitute offers which the Township may or may not accept on its sole discretion. The Corporation of the Township of North Huron further reserves the right to accept or reject any or all proposals or parts of proposals, to order additional units at the price submitted, or to accept any proposal considered in its best interest, and to request re-proposals on the required materials and/or

services. The Corporation of the Township of North Huron also reserves the right to waive irregularities and technicalities and to do so in its sole discretion. The Corporation of the Township of North Huron further reserves the right to award the contract on a split-order basis, lump-sum or individual-item basis, or such combination as shall best serve the interests of the Township in the opinion of the Township. The Township of North Huron reserves the right to include consideration of any outstanding claims against or by the Township, any record of poor performance with the Township and the appropriateness of any key personnel in evaluation of any proposal and to reject any proposal based on record of past poor quality of service, claims and disputes or difficulties related to proceedings in completed past projects for the Township.

Each submission of a signed proposal is deemed an irrevocable offer which may be accepted, at the sole option of the Corporation of the Township of North Huron and after negotiation, only by entering into a formal contract upon such acceptance the terms, responsibilities, and specifications as required by the Corporation of the Township of North Huron including but not limited to those set out herein. The Township reserves the right to reject an offer to supply goods and services presented in response to the Township's procurement processes where the Township determines that the person making the offer is in any way indebted to the Township and in its sole discretion is of the opinion that it is in the Township's best interests that the offer be rejected.

Notwithstanding anything contained in the Agreement to the contrary, the Township may, at any time prior to the completion of the services, terminate this Agreement by giving thirty (30) days written notice to the Contractor. Upon a termination notice being given, the Contractor shall immediately cease services in accordance with and to the extent specified in the notice. In the event of a termination notice being given in accordance with this Agreement, the Contractor shall be entitled to be paid, to the extent that costs have been reasonably and properly incurred for purposes of performing the services and for which the Contractor has not already been so paid or reimbursed by the Township.

#### **7.0 CONTRACT PAYMENTS**

Unless otherwise specified, should the Corporation of the Township of North Huron enter into a contract relating to the Project, it will make payment of accounts within thirty (30) days of either the date on which the materials and/or services have been accepted to the satisfaction of the Corporation of the Township of North Huron, or the date on which the invoice is received, whichever is later.

#### **8.0 LIMITATION OF LIABILITY**

Unless otherwise agreed, should the Corporation of the Township of North Huron enter into a contract relating to the Project, the other contracting party shall agree to hold the Corporation of the Township of North Huron harmless from any and all liability, claim, (including damages, fines, insurance adjuster's fees and legal costs on a full recovery basis), loss, expense, action or suit arising from the Project. Independent of any steps taken by the Township, it shall be the Contractor's responsibility to investigate and handle any and all third-party claims arising from the project in a professional manner, within 30 days of receipt, and provide a copy of the response to the Township.

#### **9.0 DISPUTE**

In cases of dispute as to whether or not deliverables meet the requirements of the Corporation of the Township of North Huron, the decision of such agent as the Corporation of the Township of North Huron may appoint will be final and binding.

#### **10.0 NO ASSIGNMENT**

Unless otherwise agreed, should the Corporation of the Township of North Huron enter into a contract relating to the Project, the other contracting party shall agree not, without the written consent of the Corporation of the Township of North Huron, assign or subcontract any aspect of the Project or the deliverables.

#### **11.0 NO IMPLIED WAIVER**

The failure of either party at any time to require performance by the other party of any provision hereof shall in no way affect his right thereafter to otherwise enforce such provision or to seek damages for the breach thereof.

## **12.0 GOVERNING LAW**

All submitter of proposals, including those outside the Province of Ontario, agree that the rights of all parties shall be governed by the laws of the Province of Ontario and that the venue for dispute shall be within the Province of Ontario. Proponents must be able to demonstrate their ability to perform the work under the law of the Province of Ontario and provide such security as might be required and enforceable under the law of the Province of Ontario.

## **13.0 DEEMED SATISFACTION AS TO SUBMISSION**

The submission of a proposal shall be deemed conclusive proof that the submitter of a proposal has satisfied itself as to all the requirements set out in the RFP, all the conditions which may be encountered, what materials and/or services he/she will be required to supply, or any other matter which may enter into the carrying out of the Project. No claims will be entertained by the Corporation of the Township of North Huron based on the assertion by the submitter of a proposal that it was uninformed as to any of the requirements of the proposal.

## **14.0 DEFAULT UNDER PROJECT**

In case of a default of performance of the Project, the Corporation of the Township of North Huron reserves the right to transfer the Project to another source. All additional expenses arising from such transfer will be charged to the original submitter of a proposal or contractor and are due forthwith.

## **15.0 ENFORCEMENT**

Any successful proponent will have to enter into a legally binding agreement with the Corporation of the Township of North Huron. Where any breach of the terms of that agreement should occur, the Municipality shall review all legal remedies available to it and use any appropriate remedies to protect the interests of the Corporation of the Township of North Huron including law suit or application before the appropriate court or tribunal. All submitters of proposals in response to this RFP hereby acknowledge and attorn to the jurisdiction of the choice of the Township of North Huron in any such legal process.

## **16.0 OPENING PROCESS**

Only the name of each proponent will be released at the time of opening. The pricing component and ranking of all accepted submissions will be reported to council.

## **17.0 PRIVACY AND FREEDOM OF INFORMATION**

All submissions and attached materials received in response to this [RFP/tender] are deemed to be the property of the Township of North Huron as of the date of their submission except to the extent they are protected as third-party material under applicable privacy law. The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA or the Act) applies to all tenders, quotations and proposals submitted to the Corporation of the Township of North Huron. Tenders, quotations and proposals will be received in confidence and are subject to the disclosure requirements of the Act. Pursuant to orders made by the Information and Privacy Commissioner/Ontario, the Township shall not withhold the following information from tenders, quotations or proposals, if requested through the MFIPPA process by any person or business: the cover letter to the tender, quotation, or proposal; the table of contents; lists of figures, tables, and appendices; and any information regarding the form and structure of a tender, quotation or a proposal (i.e. information which may disclose the manner in which the document is constructed). Bidders/proponents should identify any portions of their tender/quotation/proposal which contain a trade secret, scientific, technical, financial, commercial or labour relations information supplied in confidence and which will cause harm if disclosed. The Township of North Huron cannot ensure that any given portion of any materials received in response will not be ordered released under MFIPPA.

## **D. FORM OF IRREVOCABLE OFFER**

I hereby offer to provide the requirements under RFP No. NHCEM 2019-02 the Corporation of the Township of North Huron according to the terms set out in this proposal as well as in the RFP including the requirement for and

acceptance by a formal contract acceptable to the Corporation of the Township of North Huron. I also agree that this irrevocable offer shall be open to acceptance by the Corporation for a period of ninety (90) days from the closing date for the receipt of proposals.

**WITNESS:** \_\_\_\_\_

OR

(Affix Company Seal if applicable)

**SIGNED:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**VENDOR NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY/PROV.:** \_\_\_\_\_

**POSTAL CODE:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**FAX NO.:** \_\_\_\_\_

**E. PRICE CHART**

<b>Township of North Huron Building Condition Assessment – Total for all locations</b>	
<b>HST</b>	
	<b>Total Cost</b>

**The Corporation of the Township of North Huron is not bound to accept the lowest or any proposal and reserves the right to reject all proposals. The Corporation also reserves the right to evaluate the RFP submissions in any manner it deems fit.**

**F. SITE LOCATIONS**

- 1) Town Hall Wingham – 274 Josephine Street, Wingham ON
- 2) Westcast Community Center – 99 Kerr Drive, Wingham ON
- 3) Wingham Public Works Garage – 445 Josephine Street, Wingham ON
- 4) North Huron Daycare Facility – 239 William Street, Wingham ON
- 5) East Wawanosh Public Works Garage – 39498 Belgrave Road, East Wawanosh
- 6) Blyth Community Center – 377 Gypsy Lane, Blyth ON
- 7) Blyth Memorial Hall – 431 Queen Street, Blyth ON
- 8) Wingham Library – 281 Edward Street, Wingham ON
- 9) Wingham Fire Hall – 369 Josephine Street, Wingham ON
- 10) Blyth Campground Buildings #1 and #2 - 377 Gypsy Lane, Blyth ON
- 11) Optimist Ball Diamond Concession Booth - 145 Park Drive, Wingham ON
- 12) Belgrave Community Centre – Highway 4, Belgrave ON
- 13) Wingham Cemetery Office – 90397 Holmes Line
- 14) PUC – 435 Minnie Street, Wingham ON

**SCHEDULE A : MAP OF LOCATIONS**

**This is included as a separate document, labelled 2026 BCA Facilities.**