

CORPORATION OF THE
TOWNSHIP OF BILLINGS

AGENDA

September 27th, 2022 7:00 p.m.

Electronic Meeting

1. OPEN
2. APPROVAL OF AGENDA
3. DISCLOSURE OF PECUNIARY INTEREST
4. ADOPTION OF MINUTES
5. DELEGATIONS
6. COMMITTEE REPORTS
7. NEW BUSINESS
 - a) 2022-54 Old Mill Waterline Replacement Engineering
8. OLD BUSINESS
 - a) 2022-50 Administrative Monetary Penalty By-Law
 - b) 2022-51 Hearing Officer By-Law
9. CORRESPONDENCE
10. INFORMATION
11. ACCOUNTS FOR PAYMENT
12. CLOSED SESSION
13. CONFIRMING BY-LAW
14. ADJOURNMENT

Memorandum

To: Mayor, Council
cc: Staff, Public
From: Staff
Date: September 26th, 2022
RE: **September 27th, 2022 Special Council Meeting**

4. Minutes

None.

5. Delegations

None.

6. Committee Reports

None.

7. New Business

a) 2022-54 Old Mill Waterline Replacement Engineering

Recommendation:

That Council pass By-Law 2022-54 and engage EXP Services Inc. to provide consulting engineering services for the Old Mill Road Waterline Replacement Project.

Background:

- The engineering RFP (Billings 2022-05) for this project was posted on August 20th, and closed on September 21st.
- We received quality proposals from 2 engineering firms: EXP Services Inc., and R.V. Anderson and Associates Limited
- The full proposals from each firm are included in the agenda package
- The proposals were evaluated by the CAO/Clerk, the Municipal Project Manager, the Public Works Superintendent, and Councillor Bryan Barker.
- Non-cost aspects of the proposals were evaluated by individual reviewers using criteria in an evaluation matrix
- The evaluators then met and discussed their individual evaluations and the proposals, including costing.
- The criteria and summary of the evaluations (all reviewers, combined), as well as cost information, are provided below

BASIC COSTING INFORMATION

Item	R.V. Anderson	EXP Engineering
Professional Fees	\$ 165,184.00	\$ 71,715.00
Disbursements	\$ 20,140.00	\$ 24,775.00

Subtotal	\$ 185,324.00	\$96,490.00
HST	\$ 24,092.12	\$12,543.70
Total Upset Cost	\$ 209,416.12	\$109,033.70

EVALUATION MATRIX

Proposal Criteria	Total Possible
Demonstrated Project Understanding	15
Project Team Experience and References	15
Timeline, Milestones and Client Communication Plan	15
Overall Proposal Quality and Clarity	15
Any Value-Added/Innovative Components	10
Totals	70

SCORING SUMMARY*

	Scores
Total Possible	280.0
RV Anderson and Associates	218.0
EXP Engineering Services	217.5

*Totals from 4 evaluators

8. Old Business

Memo to Council Regarding New Business Agenda Items a/b/c

This is the memo material written by Arthur Moran, By-Law Enforcement Officer, that was prepared for the September 15th, 2022 Special Meeting of Council. We have included it again as this will be the first change Council will get to review these during a meeting.

a) 2022-50 Administrative Monetary Penalty

Administrative Monetary Penalties is a process that was introduced into the Ontario Municipal Act in 2017 that allows a municipality to issue administrative monetary penalties for bylaw infractions. In this bylaw a municipality will issue a notice of penalty to a person who has committed a bylaw infraction, the notice of penalty will have a monetary penalty included on it, then, the person receiving the notice of penalty will then be required to pay the monetary penalty to the Township.

The bylaw has provisions that will allow for a person who is contesting the monetary penalty to have a hearing, with a hearings officer, who will hear the concerns from the person who has received the monetary penalty.

Administrative Monetary Penalties can be applied to a persons property tax bill and collected in that manner.

In my research in preparing this bylaw, I have spoken with other bylaw managers who have an implemented AMP bylaw in their municipality, and that they highly recommend it as it has simplified the process following-up when issuing a penalty for a bylaw infraction.

Also, in my research I reviewed, AMP bylaws for the City of London, Halton Hills and Blue Mountain.

b) 2022-51 Hearing Officer Bylaw

A Hearing Officers Bylaw supports the hearing process identified in AMP bylaw by listing process of appointing a hearings officer and what the duties and powers of a Hearings Officer are.

Understanding that this package presents as a large volume of material, I can say that in the development of these 3 bylaws is that the wording and contents of the bylaws that I am presenting are similar in wording and content with those that I was referencing.

Regards,
Arthur Moran
Bylaw Enforcement Officer
Billings Township

9. Correspondence

None.

**The Corporation of the
Township of Billings**

By-Law 2022-54

Being a By-Law to enter into a contract with EXP Services Inc. for the engineering of the Old Mill Waterline Replacement Project

WHEREAS the Township of Billings issued RFP #2022-05 seeking the engineering and design services for a Fire Hall renovation,

WHEREAS Tulloch Engineering's response to RFP #2022-05, their quote with a total upset cost of \$109,003.70 excluding HST, was deemed the successful bid upon review of all submitted proposals;

NOW THEREFORE the Corporation of the Township of Billings enacts as follows:

1. That the Mayor and CAO/Clerk are hereby authorized to execute the contract attached hereto as Schedule A; and,
2. That this by-law shall come into force and take effect on the date of its passing.

Read a First, Second and Third time and enacted this 27th day of September, 2022.

Ian Anderson, Mayor

Kathy McDonald, CAO/Clerk



OLD MILL RD. WATERLINE REPLACEMENT

THE CORPORATION OF THE
TOWNSHIP OF BILLINGS

RFP No: 2022-05

September 21, 2022

TECHNICAL + COST PROPOSAL

submitted by

EXP Services Inc.

885 Regent Street, Suite 3-6A | Sudbury, ON P3E 5M4

t: +1.705.674.9681



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- C. Time-Task Matrix Breakdown
- D. Project Schedule
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- F. Exceptions to the Terms + Conditions

LETTER OF TRANSMITTAL



September 21, 2022

The Corporation of the Township of Billings

Attn: Todd Gordon, Municipal Project Manager
15 Old Mill Road
Kagawong, ON P0P 1J0

Re: Request for Proposal No. 2022-05 | Old Mill Rd. Waterline Replacement

Dear Todd Gordon,

EXP Services Inc. (EXP) is pleased to submit herewith our proposal for the provision of engineering services for the above-mentioned RFP.

With over 116 years in business, we are a privately-owned multidisciplinary consulting firm that employs 3,500 highly qualified people, with engineers and architects from various disciplines assisted by technicians, draftspersons, and administrative staff. In Ontario, we offer a vast range of services in our four key service areas: Infrastructure Engineering, Environmental, Geotechnical, and Building Engineering. We serve both private and public sector clients across Canada, the USA, and internationally.

The Project Manager and key contact person for this project will be Mark Langille, P.Eng., from our Sudbury office. Mark is the Director of Infrastructure and a senior mechanical engineer with over 30 years of experience in management, project management and civil and mechanical engineering. He has experience on projects involving water distribution systems, sanitary sewer, sanitary and drinking water pumping stations as well as large multi discipline industrial projects.

We have carefully examined and acknowledge all documents contained in the RFP, including Addendum 1. We trust that you find this proposal will demonstrate to the Township of Billings that EXP is an engineering consulting firm with strong experience and proven success to meet the requirements within the RFP.

We look forward to your favorable response and EXP is prepared to commence work immediately. Prior to proceeding, contractual arrangements will need to be in place to mutual satisfaction.

We are well-positioned to provide exceptional service on this project assignment. We truly look forward to the opportunity of working with you, and we are available to discuss this opportunity further with you at your convenience.

Sincerely,

Kevin McKay, P.Eng.
Vice President, Northern Ontario Infrastructure
m: +1.705.492.0325 | e: kevin.mckay@exp.com

Mark Langille, P.Eng.
Senior Director, Infrastructure
m: +1.705.648.1816 | e: mark.langille@exp.com

#26

TOP 500 DESIGN FIRMS,
ENR 2022

PLATINUM ELITE

2022 RENEW CANADA'S
TOP 100 PROJECTS

EXP

885 Regent Street, Suite 3-6A
Sudbury, ON P3E 5M4
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COMPANY PROFILE



2

COMPANY PROFILE

116

years infrastructure
experience

20+

offices + labs in Ontario

200+

award-winning projects
in the last 10 years

#26

Top 500 Design Firms,
ENR 2022

PLATINUM ELITE

Top 100 Projects
ReNew Canada, 2022

COMPANY PROFILE

With a mission to understand, innovate, partner and deliver, EXP provides engineering, design and consulting services to the world's built and natural environments. Our heritage dates back to 1906, when the earliest of EXP's predecessor companies started its engineering infrastructure practice. Today, over 3,500 creative EXP professionals across North America provide the passion and experience needed to deliver successful projects around the world.

WHAT WE DO | INFRASTRUCTURE ENGINEERING

EXP offers clients in both private and public sectors a full range of services, provided by a dedicated multidisciplinary team of engineers and technical specialists from diversified scientific, industrial and management backgrounds. EXP has a specific engineering strength in municipal design and construction services. We have experience in many similar projects which brings built-in value engineering to ensure construction and operation issues are addressed with respect to effectiveness, efficiency, reliability, flexibility, low maintenance and lengthy service life.

Our personnel are keenly aware that today's budgetary constraints demand creative ideas, new approaches and innovative engineering initiatives and, with our reputation for providing reliable, high-quality and cost-efficient services to our clients. The services, which we can provide, are constantly upgraded as our qualified staff incorporates the latest research findings, leading to recommendations and practical application of the optimal solutions.

Recognized as one of the Best Managed Companies in Canada, EXP's 3500 employees undertake projects from 90+ locations in North America. EXP holds a Certificate of Authorization to offer engineering services from the Professional Engineers of Ontario and the firm is a member of the Consulting Engineers of Ontario.

COMPANY INFORMATION

EXP Services Inc.
885 Regent Street, Sudbury, ON P3E 5M4
www.exp.com

KEY CONTACT

Mark Langille, P.Eng., Senior Director, Infrastructure
t: +1.705.674.9681 | m: +1.705.648.1816 | e: mark.langille@exp.com

PROJECT TEAM

It is EXP's intent to bring the best team together to provide world-class engineering expertise to the Township of Billings.

Our carefully assembled EXP Team represents a significant depth of qualifications and experience reflective of the importance of this assignment as per the Township's RFP. A brief outline of our key staff and roles are summarized. Please refer to **Appendix B** for our team's organizational chart and resumes of our key team members.

KEY STAFF MEMBERS

MARK LANGILLE, P.ENG. | *Project Manager / Engineering Lead / Key Contact*

Mark will act as the Project Manager and Engineering Lead. Mark is a senior mechanical engineer with over 30 years of experience in management, project management and civil and mechanical engineering. He has experience on projects involving water distribution systems, sanitary sewer, sanitary and drinking water pumping stations as well as large multi discipline industrial projects. Mark has worked as a Designer, Project Manager, Construction Superintendent, and Contract Administrator during his professional career.

PETER FIRLA, P.ENG. | *Civil Lead*

Peter has spent a significant amount of time involved with water distribution system design. Peter has provided detailed modelling feedback to treatment plant designers in various locations, including Sundre, AB (10,700 projected users), Crossfield, AB (2,800 projected users), and Rocky View County (2,600 projected users). Peter has extensive experience designing new water treatment and distribution systems and upgrading existing systems. This design experience has resulted in a finely developed ability to assess the client's present and future needs, understanding the capabilities of the existing system and making appropriate decisions regarding the necessary changes.

BRADLEY LEGAULT, EIT | *Mechanical Designer/Project Coordinator/Contract Administrator*

Bradley will coordinate and assist with the mechanical design for this project. Bradley holds experience in design as well as contract administration and on site inspection for various large facilities within Ontario. Bradley also holds experience in project coordination and facilitation of major deliverables for multi-million dollar projects from design phase to post construction.

JULES STILLMAN, P.ENG. | *Civil Engineer*

Jules has over four years of experience in the field of Civil Engineering, Infrastructure Design and Structural Design. Jules has experience in the design of roadways, sanitary sewers, storm sewers, stormwater management facilities, site grading, and subdivisions, as well as reinforced concrete slabs and foundations, helical pile foundations, steel structures, wood structures, and structural renovations. He also has experience in conducting field reviews, rebar placement inspections, structural steel inspections, compaction testing, geotechnical investigations, field sampling, laboratory material testing, and preparing engineering reports. Furthermore, he has assisted Senior Engineers with subgrade inspections, feasibility studies, site reviews, and proposal preparation.

STEVEN KACAN, B.ENG., EIT | *Civil EIT*

Steven will assist with the design and modelling for the civil engineering elements of this project. Steven possesses over seven years of experiences in the Civil Engineering industry, with four of those years working at EXP in the Infrastructure group. In the course of his time at EXP, Steven has worked on an array of projects that include road design, sanitary and storm sewer design, site grading and drainage design, pre-construction and post-construction stormwater analyses, feasibility studies, construction inspection, contract administration, foundation and subgrade inspections, and hydrotechnical analyses.

YVES BEAUPARLANT, P.ENG. | *Geotechnical Lead*

Yves has worked as a geotechnical consultant, as well as a field quality control inspector during his professional career. He has broad experience in a wide range of geotechnical projects including roads, bridges, low-rise and high-rise structures, shallow and deep foundations, and slope investigations. More recently, Yves has been involved in the completion of several Phase I + II ESA's. Project clients range from federal, provincial, municipal governments, as well as residential and commercial developers, contractors, and private owners.

IAN MACMILLAN, P.ENG. | *Senior Geotechnical Engineer*

Ian is a Project Manager and Senior Geotechnical Engineer on a wide range of projects for clients including mining companies, federal, provincial, and municipal governments, residential and commercial developers, energy clients, etc.

3

UNDERSTANDING OF THE SCOPE OF WORK

3 UNDERSTANDING OF THE SCOPE OF WORK

OVERALL METHODOLOGY/ APPROACH

PROJECT UNDERSTANDING

EXP is pleased to provide this proposal in response to The Corporation of The Township of Billings' Request for Proposal (RFP). EXP intends to meet all the technical and schedule requirements described in the RFP.

The Township of Billings (Township) is a single-tier municipality located on Manitoulin Island with a permanent population of approximately 753. The population can expand as much as threefold in the warmer months. The watermain that services Old Mill Road currently runs through the Kagawong municipal parking lot and small craft basin where it crosses the mouth of the Kagawong river, and runs adjacent to the shoreline before returning to the vicinity of Old Mill Road before terminating near the intersection of Old Mill Road and Graham Road.

The Township has requested that EXP provide a proposal for the required engineering services to remove and replace the watermain to be within the right-of-way of Old Mill Road for approximately 850 meters. Old Mill Road is located in the Township of Billings, and contains a watermain that runs along Lake Huron approximately 900m. The Old Mill Road watermain is part of the Kagawong water distribution system, which the water is processed at the Kagawong Water Treatment Facility. The Kagawong water distribution system services approximately 180 consumers.

EXP's proposed scope of work for the project includes:

WATERMAIN

- Existing watermain from the intersection of Main Street and Old Mill Road to the intersection of Graham Road and Old Mill Road is decommissioned and either removed or abandoned in place depending on its location.

- Proposed 150mm \varnothing watermain approximately 850 meters of installation with all appropriate, components, hydrants, connections, valves and other fittings and service leads and shut offs (approx. 15 residential services).
- Proposed watermain will follow the road alignment of Old Mill Road.
- The preferred method for the watermain crossing the Kagawong river will be directional drillings. However, the feasibility of this method is to be determined through a geotechnical investigation.

ROADWAY

The existing road surface at the intersection of Old Mill Road and Main Street, as well as the surface treatment on Old Mill Road will be removed and reinstated to accommodate for the installation of the proposed watermain. Old Mill Road will also receive infrastructure upgrades via a curb extension at the Main Street Intersection to improve stormwater runoff control. East of the Kagawong River, a Hydro Pole will need to be relocated due to its proximity to the roadway.

ENVIRONMENTAL ASSESSMENT

Based on the scope of work provided on the RFP, EXP is allowing for a Schedule A+ Municipal Class EA for the execution of this project.

PROGRESS MEETINGS

Upon completion of the Preliminary Design, Detailed Design, and Tender phases, EXP will conduct a progress meeting to ensure the design & tendering process satisfies the Township's expectations.

PROVISIONAL SCOPE

The water system in the town of Kagawong could be hydraulically modelled complete with the proposed new construction. The water model will provide insight into the operation of the new water system. A quotation for this work can be provided upon request.

APPROACH + METHODOLOGY

The following methodology is provided to illustrate how we review the existing conditions, determine and understand the project challenges and develop solutions to deliver the project.

OUR PROCESS

Strong project management is required throughout all phases of the project in parallel with the tasks described in the work plan. The major project management tasks to be carried out include:

- Effective and efficient communication with project team;
- Management of the inputs of the design team and specializes by the Team Leader;
- Regular liaison activities with the project team, led by the Team Leaders and/or the EXP Project Manager;
- Preparation of reports by the Team Leaders assisted by the other consulting staff;
- Maintenance of detailed financial and accounting records of the project by the Project Manager; and
- Provide the team with all tools necessary to complete the work.

OUR DATA COLLECTION APPROACH

Data collection is the first step in the design process. Close coordination of the project team will be required to acquire, validate, and update the data, so that it can be used for the preliminary phase of this project. Accurate knowledge of the existing situation and all relevant elements will help to optimize, restore, and design the networks and facilities, as well as define the most appropriate alternatives.

The required basic data are related to the following topics:

- As-Built Drawings
- Topography, climatology, hydrography, topographic maps, identification of main waterways, hydrologic parameters (imperviousness, area, land use, etc.)

WORK PLAN + DELIVERABLES

The following work plan starts with a direct communication link between EXP and the Township. EXP has developed the following work plan to meet the schedule and milestone dates provided in the RFP.

In order to design an appropriate and optimal design, it is crucial to understand how the existing systems and structures work and to accurately understand the current situation and all pertinent factors to optimize, restore, and develop, as well as to provide the most suitable alternatives.

1. PRELIMINARY DESIGN

A. Geotechnical Investigation

EXP will provide a geotechnical investigation as a pre-design activity to assist with carrying out the design. The geotechnical investigation will involve rock probes along the alignment of Old Mill Road.

The geotechnical investigation is specific to the proposed trenchless crossing of the Kagawong River as well as for the watermain installation along the roadway.

EXP will layout all proposed rock probe locations, and contact all public underground utilities to provide clearances. Two rock probes for each side of the Kagawong river crossing, as well as 16 rock probes (50 meter spacing) along Old Mill Road will be conducted to determine the rock profile underlying the roadway. Deliverables for the geotechnical investigation will include a plan drawing showing the locations of the rock probes, rock probe log sheets, detailed descriptions of soil and groundwater conditions in the vicinity of the probes, assumed bedrock depths, and general excavation and dewatering requirements.

Please refer to **Appendix E** for more information regarding the geotechnical investigation.

B. Topographic Survey

A topographic survey will commence on project startup of the required boundary around the site. EXP will expedite survey crews to site to undertake all topographic survey required. The survey information will be reviewed to identify any physical site constraints. The topographic survey will be the first step in completing a topographic surface that will allow EXP to start the preliminary design for location of the new water main. EXP is assuming legal boundary data will be provided by the Township.

C. Watermain Design

Upon completion of the existing conditions site plan, preparation of the preliminary drawings will commence. These drawings will include the proposed route for the new watermain including hydrant locations on plan and profile drawings. The watermain design will include the analysis of the flow rate, pressure and velocity based on calculated demands in the area.

This design will also include fire flow analysis adhering to the MECP guidelines for fire flow protection for the corresponding population of the Township. This analysis will include EXP to perform flow testing at three fire hydrant locations to determine the hydraulic characteristics of the water distribution system. EXP is assuming the client to be responsible for any costs associated with having a licensed operator onsite to assist EXP in hydrant testing.

D. Road Re-instatement

The preliminary design of the Road re-instatement will include the proposed alignment of Old Mill Road complete with the integration of the watermain within the road's right-of-way.

2. DETAILED DESIGN

A. Watermain Design

Upon approval of preliminary watermain design, plan and profile drawings of the proposed watermain will be updated. These drawings will detail the properties of the watermain including pipe diameter, valves, service laterals (only to edge of property), connections, hydrants, and all required appurtenances. The plan and profile drawings will also detail the route of the watermain underneath the road, showing its depth of cover and its proposed location to be directionally drilled below the Kagawong River.

B. Road Re-instatement

Plan and Profile drawings detailing the proposed road re-instatement will be produced. These drawings will detail the proposed cross section of the road, its surface asphalt, and sub-base as well as showing infrastructure improvements such as the curb extension at the Old Mill Road and Main Street Intersection. EXP will also review and identify areas to improve the stormwater runoff.

C. Preparation of Tender Documents

Prior to the issuance of The tender, EXP will prepare a Class 'C' and Class 'B' construction cost estimate, and a construction schedule. This information will be submitted as a part of the 60% (Preliminary Design) & 90% (Detailed Design) design packages. Upon completion of the 100% (Design) phase, a Class 'A' construction estimate will be prepared, together with an updated schedule.

Once the 100% complete design meeting has been conducted, EXP will incorporate any comments from the Township into the final tender package. EXP will prepare and submit the tender documents and Technical Specifications for the Township in hard copy (unbound) and digitally (MS Word and PDF Format), in accordance with procurement procedures outlined in the RFP.

EXP will ensure that all required approvals are in place prior to tender and that all contract documents are complete and contain enough detail necessary for the construction of the works, when the final tender documents are prepared EXP will send two full sized (A1), and two half-sized (a2) sets of drawings to the Township.

During the tender phase, EXP will coordinate the publication of the call for tenders and the issuing of all tender documents. EXP will respond, in writing, to all questions and requests for information as necessary. EXP will issue addenda as required to all bidders to clarify tender items. EXP will chair and prepare minutes of a pre-tender site meeting with the bidders to provide a project overview and review the contract documents. As a part of this process, EXP will analyze and review bids with recommendations to the Township regarding tender award, which will be supported with a digital spreadsheet on bids received.

3. CONTRACT ADMINISTRATION

A. General

EXP has provided costing for Contract Administration and Inspection in the Time-Task Fee Matrix Breakdown, found in **Appendix C**. Contract Administration work includes the preparation of monthly invoices, fee tracking, status reports, and scope changes if required. Also included is coordination and convening any and all meetings require for the execution of the contract, as well as commissioning, project completion and administration of the warranty period. The construction period is assumed to be eight (8) weeks for a total of forty-six (46) inspection hours per week. It is assumed that contract administration will require 5 hours per week for a total of forty (40) contract administration hours.

EXP will coordinate and chair the Pre-Construction Kick-Off Meeting. This meeting is critical to the success of the project by establishing the construction phase procedures, identifying milestones, reviewing areas of special requirements, lines of communication, key contacts, submittal procedures, changes to the contract documents, as well as the goals and objectives of the project. EXP will issue "approval to proceed," memorandum based on approval of the construction contractor's proposal for the construction of each item of the works.

EXP will also coordinate submission, review and record keeping of shop drawing submissions by the contractor. EXP will also respond to requests for clarification by the contractor through consultation with the Township and issuing of 'Instruction Notice to the Contractor' to address each issue raised. The Project Manager will attend to, and report on public complaints concerning the execution of the works.

B. Field Supervision

EXP will ensure that the contractor has required approvals prior to commencing construction and will ensure that all permanent works are constructed according to the approved design and specifications. The key professional staff of the engineering consulting team will assist the Contractor in developing alternative methods to overcome unforeseen obstacles to the performance or progress of the project. The field inspector will carry out site inspection to verify that the construction works and installation of equipment are in accordance with the drawings, contract documents, and specifications. Areas of non-compliance with the contract will be identified, including maintenance of a “live” deficiency list. EXP will then notify the Township and contractor through instruction notices as to the required corrective measures.

During inspection, EXP will keep daily records of the progress of works at the construction site as well as record all issues on site (using photographs, notes, and sketches,) and items which may affect the project schedule caused by changes in scope.

C. Warranty Phase

At the end of the one-year warranty period, EXP will perform the following:

- Ensure that the Township have received copies of all potential maintenance and operations manuals.
- Arrange and attend warranty inspections at the 12-month time frame after substantial completion.
- Prepare a warranty inspection report identifying warranty deficiencies, operation and maintenance warranty issues, and assist the Township in resolving these issues with the contractor.
- Provide staff to oversee warranty repairs and advise the Township upon correction of deficiencies.

PROJECT COMPONENTS/STAGES

The project components/stages of the project will include:

WATERMAIN

The existing watermain that services Old Mill Road will be decommissioned and either removed or abandoned in place depending on its location. The proposed Watermain will be upgraded to be 150mm in diameter, will be integrated into the Old Mill Road right-of-way. EXP’s preferred method of crossing the Kagawong River will be directional drilling. The proposed watermain will also have fire hydrant(s) installed east of the Kagawong river to ensure the Watermain upgrades meet all safety standards. The proposed watermain will be installed with all appropriate and required appurtenances.

ROAD RE-INSTATEMENT

The existing road surface at the intersection of Old Mill Road and Main Street, as well as the surface treatment on Old Mill Road will be removed and re-instated to accommodate for the installation of the proposed watermain. EXP will also review and identify areas to improve the stormwater runoff during the reinstatement of Old Mill Road. In addition to the road re-instatement, additional infrastructure upgrades will take place at the Old Mill & Main Street intersection with the addition of barrier curb extensions on Old Mill Road to improve the stormwater runoff hydrology in the locale. This portion of the design will also include coordination with Hydro-One in order to relocate a hydro pole that interferes with motorists’ ability to safely navigate the road.

TENDER PREPARATION + ADMINISTRATION

With the completion and approval of the design, EXP will prepare and administer the tendering of the project by answering contractor questions, and issuing of all addenda. Upon completion of the tendering phase, EXP will review the technical and fee proposals of each contractor and will recommend a successful proponent to the Township.

INSPECTION + CONTRACT ADMINISTRATION

Upon award of the contract, EXP will conduct Inspection and Contract Administration services during the construction phase of the project. This will ensure the contract and project elements follow the requirements put forth in the contract documents and drawings.

EXCLUSIONS

- Defining or establishing legal boundaries and road allowances to be provided by the Township of Billings or their certified third party.
- Amendment to Drinking Water Works Permit and Permit to Take Water. (MECP).
- Revisions to the Terms + Conditions as agreed upon between the Township and EXP included **Appendix F**.

TIMELINES + KEY MILESTONES

EXP is committed to delivering this project for the Township on time and on budget. EXP will assign Mark Langille, P.Eng. as the Project Manager who will act as the main point of contact for the project to encourage streamlined and efficient communications between the Township and other stakeholders. If the EXP’s point of contact is away or unavailable, a back-up point of contact will be declared prior to the lead contact’s unavailability. It should be noted that the key staff members proposed in this assignment are committed to the project throughout its duration.

EXP also confirms that we have the necessary in-house resources to complete the project cycle within the time frames outlined in our project schedule. The Project Schedule, provided in **Appendix D**, summarizes the tasks associated with this project, as outlined in the RFP, including the estimated turnaround time in weeks and person hours for each task.

The schedules are intended to outline the time frame associated with each task throughout the contract period, as outlined in the Time-Task Fee Matrix Breakdown, provided in **Appendix C**. At the time of each project cycle initiation, EXP will provide an accurate project timeline based on the actual reports provided.

QUALITY MANAGEMENT

The EXP Project Team is led by an experienced Project Manager who is fully responsible to ensure quality, compliance, schedule and cost. Assisting the Project Manager are the key staff and support personnel who are responsible for the day-to-day operations related to the site investigation, data compilation, analysis and report preparation.

EXP has a system in place by which internal milestone reviews and checks are conducted to ensure that applicable standards and procedures are followed in accordance with the strict requirements of the project. The analysis of data and recommendations are independently reviewed by the senior staff. All calculations are independently checked for compliance of procedures, data input and calculations. The report and recommendations are reviewed by the Project Manager. Emphasis is placed at every stage for accuracy of data, relevancy of conclusions, value engineering and constructability. Quality Control records are kept with the project file. Sign-off is required at every key stage both by the project support team and the key staff, with final sign-off by the Project Manager.

RISK MANAGEMENT

Risks will be identified and classified based on scope, time and cost control risks as well as political and communication risks. All identified risks will be analyzed on a case-by-case basis to determine the probability of occurrence, impact to the project and risk mitigation options.

The results of this analysis will be recorded in the project plan during the initial phases of the project. Major risks will be identified for mitigation based on probability and impact of occurrence as well as impact of mitigation with respect to scope, time and cost. Steps will be taken by the project team to mitigate these major risks based the options developed during the risk analysis as well as input from the client.

Once risks have been identified and assessed, all techniques to manage the risk fall into one or more of these four major categories:

- Avoidance (eliminate, withdraw from or not become involved)
- Reduction (optimize – mitigate)
- Sharing
- Retention (accept and budget)

DISPUTE PREVENTION + RESOLUTION

By adhering to the Work Plan and Schedule presented for each assignment, disputes regarding cost, scope, etc., will be minimized. We will maintain copies of all supporting documents and quality review reports necessary. A clear audit trail will be maintained, and documentation made available to the Township staff throughout the life of the project. In the event that a dispute does occur, EXP's Project Manager will take appropriate action to ensure that all disputes are resolved in a timely manner. We will adhere to the schedule and budget through the hands-on approach of our Project Lead and his active engagement in all aspects of the project, from ensuring that staff named in the proposal work on the project, tracking utilization and design progress through weekly check-up calls, taking corrective action as needed to ensure that the work is delivered on schedule and on budget.

COST CONTROL

At the onset of each project cycle, EXP will review the work assignment provided by the Township, and provide the Township's delegate with EXP's costs for the completion of the requested services.

Given the complexities that can arise during a project, EXP acknowledges the need for a seamless management approach and the maintenance of an effective relationship with the Town to address critical issues, meeting budgets and providing deliverables on time and within budget.

Maintaining budget control and effective communications with the Township are critical to the overall success of the project. In order to maintain consistency in the project management and client communication, the Project Manager will be responsible for all aspects of the project budget and will coordinate with the Township's delegate as required.

The Project Manager will implement a budget tracking system, oversee invoicing, prepare weekly budget memos (as required), and provide budget updates on a monthly basis. In addition to the above, the Project Manager will be responsible for identifying budgetary concerns, advising the Township of these concerns, and implementing strategies to address them.

4

RELEVANT EXPERIENCE + REFERENCES

WATER TREATMENT PLANT UPGRADES

Client

The District Municipality of Muskoka
Mike Currie, Area Manager,
Water + Wastewater
t: +1.705.645.6764

Timeline

2018 – 2020

Project Value

\$720K (Engineering)
\$6M (Construction)

Project Phases

- Preliminary Design
- Detailed Design
- Tendering
- Contract Administration

Key Team Members

- Mark Langille | Project Manager / Design Engineer
- Peter Firla | Civil Engineer
- Steven Kacan | Civil EIT
- Bradley Legault | Mechanical EIT

PROJECT 1

FAIRYVIEW WATER TREATMENT PLANT UPGRADES

Huntsville, Ontario, Canada

EXP was retained by The District Municipality of Muskoka to complete the design, tender and contract administration for the Fairyview Water Treatment Plant (WTP) Upgrades. As part of the Fairyview Water Treatment Plant Upgrades project, a feasibility analysis for disinfection techniques was undertaken to determine the optimum disinfection method. The feasibility study concluded that, sodium hypochlorite disinfection was the preferred method to provide primary and secondary disinfection.

The upgrades included:

- Converting the existing chlorine gas disinfection system to provide chlorination with sodium hypochlorite.
- Improved chlorine contact time through modification of the existing CT chamber to a fixed height chamber.
- Modifications to the backwash system to allow the effluent to be settled and ultimately discharged to Fairy Lake to reduce stress on the sanitary sewage system.
- Addition of 700m of 600mm dia. serpentine pipe system to provide an alternate CT system and offline access to the existing CT chamber.
- Addition of a booster pump system and associated piping. This system is fed by the existing backwash pump and allows the highlift pump chamber to be taken offline for inspection and maintenance.
- Addition of a filter to waste system.
- A new 1000 kW diesel generator.



ROAD RECONSTRUCTION

image source: www.manitoulin.com

PROJECT 2

KAGAWONG MAIN STREET RECONSTRUCTION

Kagawong, Ontario, Canada

The Kagawong Main Street Reconstruction project is located in the Hamlet of Kagawong, located in West Manitoulin Island.

Main Street is owned and maintained by The Corporation of the Township of Billings (hereafter referred to as the Owner).

Scope of work included, but not limited to the following:

- Removal of existing asphalt and road subbase.
- Removal of existing storm structures.
- Reconstruction of road complete with subbase.
- Rock embankment construction.
- Earth and rock excavation.
- Installation of storm sewers and culverts.
- Installation of oil and grit separators.
- Installation of guide rail, road signs, and traffic signs
- Installation of concrete sidewalk.
- Installation of curb and gutter.
- Construction of retaining walls.
- Restoration complete with seed and cover.
- Installation of accessibility ramps.

Client

The Corporation of the Township of Billings
Kathy McDonald,
CAO/Deputy Treasurer
t: +1.705.282.2611 ext. 223

Timeline

2018 – 2020

Project Value

\$230K (Engineering)
\$3.8M (Construction)

Project Phases

- Preliminary Design
- Detailed Design
- Tendering
- Contract Administration

Key Team Members

- Mark Langille | Project Manager / Design Engineer
- Steven Kacan | Civil EIT

WATERMAIN UPGRADES + ROAD RECONSTRUCTION

Client

City of Greater Sudbury
Akli Ben-Anteur, Water and
Wastewater Project Engineer
t: +1.705.674-4455 ext. 4457

Timeline

2016 – 2017

Project Value

\$250K (Engineering)
\$3.5M (Construction)

Project Phases

- Preliminary Design
- Detailed Design
- Tendering
- Contract Administration

Key Team Members

- Kevin McKay | Project Director
- Peter Firla | Civil Engineer
- Sean Millsap | Senior Inspector

PROJECT 3

FIRST AVENUE (CONISTON) WATERMAIN UPGRADES + STREET RECONSTRUCTION

Sudbury, Ontario, Canada

EXP was retained by the City of Greater Sudbury to undertake professional engineering services to support the design, tender and contract administration of the First Avenue Watermain Upgrades and Street Reconstruction in Coniston, ON. EXP met the City's schedule requirements that construction had to be substantially complete within a 12-month period following award of the engineering design contract.

The design component of the project required the preparation of pre-design studies, preliminary design, detailed design and technical specifications to support the tendering of the project. The components of design included watermain, sanitary sewer, storm sewer, roadway, sidewalks and recreational park design.

EXP assisted the City of Greater Sudbury with the tendering of the project by providing technical support and coordinating all meetings and responses to Contractor inquiries during the tendering period.

During the construction period, EXP was fully responsible for Contract Administration and provided personnel to undertake project management, site review of construction methods, material quantity and quality assurance coordination, progress payments, and contract change order approval. EXP also coordinated, chaired and distributed minutes of bi-weekly project progress meetings.

APPENDICES

A

MANDATORY FORMS

- Appendix A – Proposal Form
- Appendix B – Irrevocable Form
- Appendix C – Additional Fee Detail

APPENDIX A: PROPOSAL FORM

The Corporation of The Township of Billings, Request for Proposal for Design of the Old Mill Road Waterline Replacement and Old Mill Road Re-Instatement.

RFP Number: 2022-05

The Proponent has carefully examined the conditions and specifications attached and referred to in this contract and has examined the site and work locations and understands and accepts the said conditions and specifications, and for the prices set forth in this tender, hereby offers to furnish all labour, equipment, and materials, except as otherwise specified in the contract, to complete the work in strict accordance with said conditions and specifications.

Proponents must complete this form and include with the quotation submission. Please ensure all information is legible:

Company Name:	EXP Services Inc.
Contact Individual:	Mark Langille, P.Eng.
Office Phone #:	+1.705.674.9681
Cellular Phone #:	+1.705.648.1816
Fax #:	N/A
E-Mail Address:	mark.langille@exp.com

Postal Address:

Street # or PO Box #	885
Street Name	Regent Street, Suite 3-6A
Community	Sudbury, ON
Postal Code	P3E 5M4

1. I/We hereby submit the attached quotation documents to satisfy the requirements as described in this proposal issued by The Township.
2. I/We agree that we have reviewed and understood the quotation documents and I/We are capable and qualified to perform the requirements of the contract and enter into a legal agreement with The Township in regard thereto and where the quotation is submitted by a corporation, it shall be signed and duly authorized officer of the company. Should the quotation be submitted by a partnership or proprietor, it shall be signed by the partners or owner.
3. It is also agreed that, upon acceptance in writing by The Township, the quotation documents need to be signed by The Township and become the "Agreement for the performance of the work" between the Contractor and The Township.
4. I/We agree that this offer shall be irrevocable from the time the quotations are opened and for a period of 60 calendar days.
5. I/We (the Proponent) promise to perform the work without undue delay and complete the Design and Tender Development by January 15, 2023.

6. The Proponent offers to provide the services detailed within the quotation package to the acceptance of The Township for the following upset cost limit.

Professional Fees	\$71,715.00
Disbursements	\$24,775
Subtotal	\$96,490
HST	\$12,543.70
Total Upset Cost	\$109,033.70

Note: In addition to this summary above, the Proponent is required to provide a detailed cost breakdown by major work component (Appendix C).

QUOTATION SUBMITTED BY:

The undersigned affirms that he/she is duly authorized to execute this bid and that all costs associated with this quotation have been submitted.

BIDDER'S SIGNATURE AND

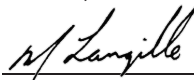


NAME AND POSITION (print):

Vice President, Northern Ontario Infrastructure

(If corporate seal is not available, documentation should be witnessed)

WITNESS SIGNATURE:



WITNESS NAME & POSITION

Mark Langille, P.Eng., Senior Director, Infrastructure

DATED AT (location):

Sudbury, Ontario, Canada

DATE:

September 21, 2022

APPENDIX B: IRREVOCABLE OFFER

Form of Irrevocable Offer

The signing of this quotation for and on behalf of The Township shall constitute a binding contract between The Township and the Proponent signing below.

I hereby offer to provide the requirements under this RFP to The Township in accordance with 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 Township. I also agree that this irrevocable offer shall be open to acceptance by The Township for a period of sixty (60) days from the closing date for the receipt of quotations.

This agreement may be delivered by fax or email upon acceptance of quotation. Each party can sign a separate copy of this Agreement:

Signatures

The Proponent:

By: Kevin McKay Kevin McKay, P.Eng.
VP Northern Ontario Infrastructure (enter name and title) Date: September 21, 2022

I have the authority to bind the Corporation

And (if required/applicable),
By: Mark Langille Mark Langille, P.Eng.
Senior Director, Infrastructure (enter name and title) Date: September 21, 2022

I have the authority to bind the Corporation

The Corporation of The TOWNSHIP OF BILLINGS

By: _____ Ian Anderson, Mayor. Date: _____

By: _____ Kathy McDonald, CAO/Clerk. Date: _____

APPENDIX C: ADDITIONAL FEE DETAIL

Professional Fees by Component

Component	Prof Fees
Design Phase	\$31,505.00
Tender Phase: Development, Preliminary Cost Estimates, Tender Admin	\$5,310.00
Construction Mgmt.: Contract Admin and Site Inspection	\$34,900.00
Total Fees	\$71,715.00

Disbursements by Component

Component	Disbursements
Design Phase	\$13,775.00
Tender Phase: Development, Preliminary Cost Estimates, Tender Admin	--
Construction Mgmt.: Contract Admin and Site Inspection	\$11,000.00
Total Disbursements	\$24,775.00

B

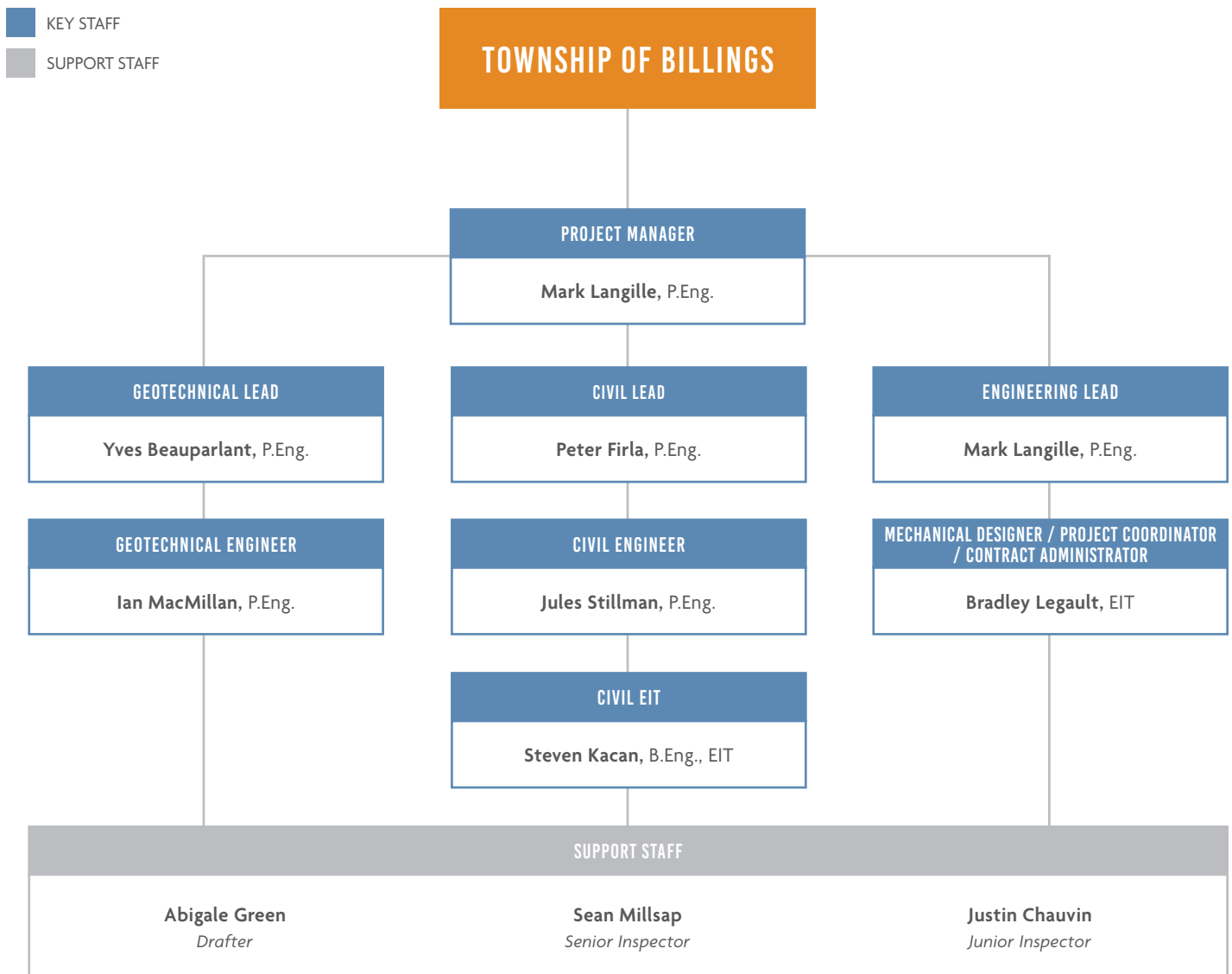
**ORGANIZATIONAL CHART
+ PROJECT TEAM RESUMES**

ORGANIZATIONAL CHART

Our organizational chart below depicts the key individuals proposed for this project, their reporting relationship, as well as lines of communication. EXP is the Prime Consultant and organizational lead of the project team.

The EXP Project Manager will serve as the corporate point of contact for the duration of the project. The team make-up is illustrated in the organizational chart below. Please refer to resumes of all key individuals on the following pages.

FIGURE A | ORGANIZATIONAL CHART



* Resumes for Support Staff are available upon request.

**EXP GUARANTEES TO ITS CLIENTS THAT ITS WORK ORGANIZATION ALLOWS THE
MASTERING OF ALL ACTIVITIES HAVING A DIRECT INFLUENCE ON QUALITY, INCLUDING
TECHNICAL QUALITY, COST AND TIME SCHEDULE CONTROL.**

Mark Langille, P.Eng.

Proposed Role: Project Manager / Engineering Lead / Key Contact

Professional Registrations

- P.Eng. – ON

Education + Training

- Mechanical Engineering, University of Windsor, 1989
- Watermain Design, Ontario Good Roads Association

Affiliations + Memberships

- Member, Professional Engineers Ontario (PEO)

Mark has 30 years of experience as a design engineer, project manager, construction superintendent and contract administrator his professional career. Mark is also the Senior Director of the Infrastructure Group at the EXP Sudbury office. He has experience as a mechanical and water resource engineer as well as many years of management experience. Mark has design experience on projects involving pumping stations watermains, sanitary sewer, roads, marinas and large multi discipline industrial projects.

Project Experience

Township of Billings, Main Street Reconstruction, Kagawong, ON

Engineering services to design and oversee the construction of the rehabilitation of approximately 1 km of Main Street. The design included establishing a new storm sewer system, improved road base drainage system and four retaining wall systems to create additional parking areas. | Project Manager and Design Engineer | 2018- 2020

Township of Billings, Small Craft Marina Expansion, Kagawong, ON

Engineering services to design and oversee the construction of the expansion of their existing Small Crafty Marina Basin. The project involved the civil works to physical increase the size of the marina basin and the design of a new dock layout and associated infrastructure. Project Manager and Design Engineer | 2019-2020

District Municipality of Muskoka, Fairyview Water Treatment Plant, Huntsville, ON

Significant upgrades of the existing major municipal water treatment plant, including assessment and analysis of process disinfection and chlorine contact time. Upgrades to pumping systems, reservoirs, and overall treatment approach, including solutions to maintain sufficient contact time while reservoir interior is being upgraded through the design of a bypass serpentine pipe. | Project Manager and Design Engineer | 2018-2021

McCamus Avenue Water Treatment Plant Iron Removal System Upgrade, Temiskaming Shores, ON

Design of a new iron removal system to fit in the existing water treatment building to replace the existing aging filters. A new era pressure filter system was designed to reduce the increasing iron and manganese content in the water supply while also reducing treated water turbidity. | Project Manager and Design Engineer | 2017

Mark Langille, P.Eng. - *continued***Proposed Role: Project Manager / Engineering Lead / Key Contact****Gray Road Lift Station, Temiskaming Shores, ON**

The upgrades to the Dymond gravity sanitary sewer collection system required a new lift station. This lift station will be located on the south side of Gray Road, approximately 140m west of the intersection of Gray Road and Hwy 65 East and Armstrong Street. The new lift station will receive the existing catchment area flows from Hwy 65 Northerly to Crystal Crescent, as well as the outflow from the Robert/Elm Lift Station forcemain via a new trunk gravity sewer along the west side of Armstrong Street from Hessle Avenue to Gray Road. The new lift station pumping equipment was sized to accommodate the 10-year peak flow of 168.68 L/s that will pump the sewage through a 450 mm diameter forcemain (400mm ID) to the existing New Liskeard / Dymond Wastewater Lagoon on Bedard Road. | Project Manager and Design Engineer | 2015-2017

The City of Temiskaming Shores, North Cobalt Water Stabilization, Temiskaming Shores, ON

Engineering services for a feedermain connection from the existing Niven Street Reservoir on Niven Street in Haileybury to the north end of the North Cobalt Distribution system, at the intersection of Station and King Street. The solution was to install a dedicated 300mm dia. PVC feedermain along Niven Street to increase pressures and ensure a stable and long-term supply of water to the NCDS. This feedermain will allow higher pressures to be introduced into the NCDS without affecting the pressures in the Haileybury system. It will also provide higher residual pressures and flow to the NCDS. | Project Manager and Design Engineer | 2015-2017

Gore Bay Marina Upgrades, Gore Bay ON

Design of a three (3) Phase upgrade to the existing marina. The first Phase involved to design of the replacement of existing docks, associated electrical/plumbing and extensive redesign of the shore access infrastructure. The second and third phases involve the addition of new dock systems for growth and expansion. | Project Manager and Design Engineer | 2019-2020

General Motors Cold Weather Test Track Expansion, Kapuskasing, ON

Engineering services required to expand and modify the existing Cold Weather Development Centre. The improvements to the existing facility included a new 4-kilometer Test Track, a 100 meter by 30-meter steel building to house an indoor test track and foundations for various other structures. Services included detailed pre-engineering surveys; detailed highway design including roadway, hydrology review, stormwater management, civil, structural, mechanical and electrical design and traffic design. | Project Manager and Design Engineer | 2016-2017

Town of Cochrane, Detour Mine, ONR – Joint Venture, ONR Intermodal Terminal

EXP was retained by the Town of Cochrane and their joint venture partner, Detour Mine and the Ontario Northland Railway (ONR) to design an intermodal terminal in the existing ONR railway yard in Cochrane Ontario that would allow for rail cars carrying various payloads to easily off loaded onto waiting trucks or to storage areas. The scope of work included the design of additional roadways, rail crossings, extension of the water distribution system for fire protection. | Project Manager and Design Engineer | 2016-2017

Town of Moosonee Water and Sewer Reconstruction, Phase I, II + III, Moosonee, ON

Engineering services for a large road rehabilitation project to provide the town with significant upgrades to the existing residential subdivision in the location of the old army base. This project consisted of performing a comprehensive geotechnical investigation of the area, a full survey, preliminary and detailed design and full-time construction inspection and contract administration. Approximately 3km of road was completely reconstructed. This included new watermain, sanitary sewer, servicing, stormwater management and ditching throughout, as well as the complete reconstruction of the roadbed and surface. | Project Manager and Design Engineer | 2015-2017

Mark Langille, P.Eng. - *continued***Proposed Role: Project Manager / Engineering Lead / Key Contact****City of Temiskaming Shores, Emergency Water Distribution System Linking, Temiskaming Shores, ON**

This project involved in plant piping modifications at the New Liskeard and Dymond Reservoirs. At the New Liskeard Shepherdson Road reservoir, piping modifications were necessary to facilitate the installation of three variable frequency drive (VFD) pumps as well as add components to monitor the flow, pressure and quality of the water. The electrical system will be revamped to adequately support the VFD pumps. The piping in the Dymond reservoir was modified to accommodate a new flow control and check valve combination. This combination was necessary to regulate the flow entering the system and maintain pressure upstream. This project also involved the installation of a trunk watermain connecting the existing New Liskeard water distribution system at the intersection of Hessle Street and Armstrong Street and connecting to the Dymond water distribution system at the intersection of Gray Road and Highway 11B. | Project Manager and Design Engineer | 2014-2016

Peter Firla, P.Eng.

Proposed Role: Civil Lead

Professional Registrations

- P.Eng. – ON
- P.Eng. – AB

Education + Training

- B.A.Sc., University of Windsor

Affiliations + Memberships

- Member, Professional Engineers Ontario (PEO)
- Member, Association of Professional Engineers and Geoscientists Alberta (APEGA)

Peter has 18 years of experience in the civil infrastructure consulting engineering field, including project management of municipal, and environmental engineering endeavours, hydrotechnical and hydraulic design for culverts and bridges, as well as design of water and wastewater treatment systems. Peter applies best practices in these areas of expertise.

Project Experience

District of Muskoka, Fairyview Water Treatment Plant, Huntsville, ON

Assistance with proposed significant upgrading of existing major municipal water treatment plant, including assessment and analysis review of process disinfection chlorine contact time, due to changes to pumps, reservoirs, and overall treatment approach, including solutions to maintain sufficient contact time while reservoir interior is being upgraded, such as bypass serpentine pipe. | 2018

City of Greater Sudbury, First Avenue (Coniston) Watermain Upgrades + Street Reconstruction, Coniston, ON

Assisted with detailed design review and project administration of upgrade of road and watermain rehabilitation on First Avenue, from Balsam St. to Allen St, involving 1500mm of watermain improvements, 1750m of road improvements, and 800m of sewer replacements, with a very tight project deadline - 10 months between project award and final completion of construction. | 2017

Golden Manor Long Term Care Home, Timmins, ON

Existing conditions drawing preparation, local infrastructure feasibility review and design brief, preparation of detailed servicing, SWM, and grading design for major senior's home site expansion into an extensive campus for the City of Timmins, including providing design insights to architect to guide the final layout, access points, sanitary, storm, and water connections, based on local infrastructure limitations. | 2021

Deschene Residential Development, Hanmer, ON

Preparation of site servicing, site grading, stormwater management design/report for rezoning and site plan approval of large new 15-block (80 unit) geared-to-seniors residential development. Generally flat topography, a requirement to treat and infiltrate site drainage, and connecting roads, sanitary, and water connection to the existing older infrastructure presented challenges within the project. | 2019-2021

Peter Firla, P.Eng. - *continued***Proposed Role: Civil Lead****Nature's Haven West Subdivision, Hanmer, ON**

Detailed review, analysis, coordination, and design of new 85-lot residential subdivision development in Hanmer. Work includes design studies, plan/profile design drawings for roads, water, storm/sewer, utilities, and stormwater management. | 2019-2021

High Strength Plates + Profiles Inc, Lively, ON

Detailed site design for new large water line, hydrant, and standpipe system to satisfy site fire protection requirements of the Ontario Building Code for new industrial shop building addition. Work involved development of detailed design drawings for approval by the City of Greater Sudbury, while ensuring required site clearances, installation review, and certification of new system. | 2020

Huron Street Culvert, Sudbury, ON

Hydrological review of large existing deteriorating culvert for local watercourse Nolin Creek, followed by detailed hydraulic analysis of new culvert options and numerous flow scenarios. In concert with structural designers, detailed modeling was involved, along with review of local storm sewer infrastructure, as culvert crossing is embedded within the urban fabric, with concerns for local built homes and infrastructure involved in determining the ideal replacement approach. Furthermore, a review of the creek's chemistry was carried out to determine whether the water had acidic properties that could potentially affect the longevity of a steel culvert replacement. | 2021

New Daycare, Atikameksheng Anishnawbek First Nation, Naughton, ON

Engineering design of site grading, new field bed, site servicing per community and Health Canada requirements, to replace aging, inadequately-sized daycare centre. Work included design brief report, detailed site layout, grading, and servicing drawings, drainage design, and coordination and field review of site work for final certification. | 2020

Wikwemikong Shelter, Wikwemikong Unceded First Nation, ON

Carried out a detailed grading and site servicing design, including storm, water, and sanitary installation for a new 16200 sq.ft. women's shelter, to be placed in a residential subdivision area of Wiikwemkoong, tying into available infrastructure. | 2019

M'Chigeeng Business Development Centre, M'Chigeeng First Nation, ON

Development of new wastewater treatment system with pump chamber, and pressurized field bed to service a large new grocery store and strip mall development; this project involved the review and detailed design of the site's water service, drainage, grading, and stormwater management. | 2018

KTEI School, M'Chigeeng First Nation, ON

This project involved the detailed design of various civil site servicing elements at the Kanjgewin Teg Educational Institute, including the access road, drainage, water supply, as well as the sanitary treatment system for a new 10,000 sq.ft. educational facility. | 2018

Archie Dillon Recreational Centre, Timmins, ON

Detailed site servicing, grading, and infrastructure staging design for major new aquatic centre addition at Archie Dillon Recreational Centre in Timmins, including preliminary upsizing design of new sanitary sewer along adjacent Theriault Blvd, to accommodate larger flows from pool. | 2018

Lourdes Street, Comparative Infrastructure Feasibility Analysis, Sudbury

Proposed development required a feasibility analysis report to determine the best way to provide the required water service, involving a detailed review of four potential local tie-in street locations, including water distribution analysis, cost comparison, and other infrastructure factors. | 2018

Peter Firla, P.Eng. - *continued***Proposed Role: Civil Lead****Civil Assessment of St. Joseph's Continuing Care Centre, Sudbury, ON**

Preparation of a detailed site civil site assessment per CSA standard for a large continuing care institution, which included the preparation of a document covering the exterior civil site elements, such as parking lots, curbs, sanitary/water services, drainage, etc., along with recommendations for capital investment. | 2019

Riverglen Development, Herman Mayer Drive, Lively, ON

Construction oversight, material testing, and certification of Herman Mayer Drive residential road. | 2017

Alberta Beach Road Upgrade, Parkland County, AB

Upgrade of 1.0km section of rural Alberta Beach Road (Range Road 33) in Parkland County, AB including project administration, detailed design plan/profile drawings, quantities, property acquisition preparation, and cost estimates. | 2013

Various Site Servicing and Grading Designs, Followed by Inspection, and Certification for City of Greater Sudbury Site Plan Agreement:

- Cote/Charette homes, Chelmsford | 2010
- Crosstown Chevrolet, Falconbridge Drive | 2011
- Long Lake Physio, Long Lake Road, Sudbury | 2012
- Helene Gravel School, Stephen Street, Sudbury | 2013
- McDonald's Restaurant, Highway 69, Hanmer | 2014
- Mazzuca Mall, MR84 Capreol | 2015
- NEOMO Medical Centre, Prete Street, Sudbury | 2018

Provincial Government Road, Sudbury, ON

Extensive review of storm sewer system along Provincial Government Office's Road, Sudbury for the Ontario Realty Corporation – camera inspection, assessment of condition of lift station, design of stormwater treatment system, and preparation of detailed report with recommendations for storm sewer system replacements and repairs, and involvement in preparation of detailed design drawings for construction. | 2011

AOK First Nation Recreational Facility, near Little Current, ON

Due to large flows and soil with high T-time, an EcoFlo **peatmoss** based wastewater treatment system was designed to treat wastewater from the proposed new facility, which accounted for flows from the recreational centre, a café, meeting rooms, as well as the areas set aside for four commercial tenants. A nearby firehall also had its wastewater treatment system upgraded. The building and system were constructed in 2014, and the site's parking lot was designed, regraded, and paved in 2017.

Treatment Lagoon, Town of Temagami, ON

Detailed review and report related to impact from Temagami's North Lagoon, for assimilative capacity study on Net Lake, including an examination of the lake's seasonal movements and discharges. | 2018

Septage Plan, Town of Noelville, ON

Preparation of Septage Plan and presentation for the Municipality of French River's lagoon (serving the Town of Noelville), which involved a detailed review of the town's communal lagoon and its associated wastewater flows, to help establish available capacity for future expansion | 2010

Bradley Legault, EIT

**Proposed Role: Mechanical Designer/Project Coordinator
/Contract Administrator**

Professional Registrations

- EIT – ON
- LEED – Green Associate
- Emerging Green Professional
Ottawa Chapter (CaGBC)

Education + Training

- Mechanical Engineering,
Carleton University, ON, 2019

Affiliations + Memberships

- Member, American Water Works Association (AWWA)
- Member, Ontario Water Works Association (OWWA)
- Member, The American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE)
- Member, The Canada Green Building Council (CaGBC)
- Member, The United States Green Building Council (USGBC)
- Member, Project Management Institute (PMI)
- Member, American Society of Mechanical Engineers (ASME)
- Member, Professional Engineers Ontario (PEO)

Bradley is the Mechanical Coordinator for the Infrastructure Division in the Sudbury, Ontario branch. Bradley is an experienced E.I.T. in Mechanical and Hydraulic Engineering. Bradley holds experience in project management, design as well as onsite inspection for various water and wastewater and industrial facilities within Ontario. Bradley has the capability of using various hydraulic equations to determine proper pumping requirements, pipe flow characteristics, sizing lift stations, and firm knowledge of pressure losses throughout piping systems and forcemain. Bradley has knowledge of the OBC, MECP, NFPA, ASME, and other related design guidelines for sewage works, drinking water systems, commercial, and industrial projects.

Bradley holds industrial operating experience from being a Gravity-Flotation Refinery Mill operator for 5+ years and also holds experience working on highways and municipal roadways from working for the City of Ottawa as a Road Maintenance Helper for 2 years.

Project Experience

District Municipality of Muskoka, Huntsville Fairyview Water Treatment Plant, Huntsville, ON

Phase – 1 Civil Works – Contract Administrator and Inspector. The complete construction of the 720-meter serpentine pipe and civil upgrades. Prepared all documentation for progress meetings, payments, change orders, and communication. Oversaw all construction on-site and was present during hydrostatic testing, super chlorination, and tie-in into the city's distribution system following all MECP and District of Muskoka regulations and requirements.

Phase – 2 In-Plant Upgrades – Designer, Contract Administrator, and Inspector. Designed in-plant piping upgrades, pump and motor replacements, valves and actuator additions, analyzing and designing a booster pumping system and full PLC upgrades in-order to completely bypass the chlorine contact chamber and the high-lift well through the use of automation and the buried 720-meter 600mm diameter serpentine pipe. This involved collaboration with instrumentation, electrical, architectural, and structural disciplines in-order to execute the design.

Revised and created all the Process Control Narratives (PCN) to accommodate the new By-Pass pumping system, new filter effluent upgrades, and other various systems that were constructed during the contract upgrades.

Bradley Legault, EIT – *continued***Proposed Role: Mechanical Designer/Project Coordinator/Contract Administrator**

Completed the RFP package and developed divisional specifications for the construction of the designed upgrades. Completed addendums during the RFP tendering Phase and gave on-site walk throughs to the bidding proponents.

Corporation of The Township of Assiginack, Manitowaning Water Distribution Model and Upgrade Recommendations, Assiginack, ON

Project Coordinator/Lead Designer – Developed a hydraulic model using Bentley WaterGEMS that represented all of the existing water supply and distribution system for the Township based on all data and information collected and obtained from the Township, including as-builts and meetings with the operators.

Calibrated the hydraulic model by performing on-site hydrant flow tests calculating the static pressure and residual pressure on the flowing hydrants.

Performed hydraulic simulations for Steady-State, Average Day, Max day, Peak hour and fire flow on to analyze the existing distribution system.

Prepared a detailed design brief on the hydraulic model and highlighted all proposed recommendations to rectify the issues the distribution system was having.

Town of Cochrane, Design Liftstation and Forcemain, Cochrane, ON

Lead Designer – Sized two Lift stations and corresponding pumps required to discharge effluent into a common one-kilometer long forcemain. Accurately used Bentley's SewerGEMS and friction loss model to perform high level calculations on all pressures and flows along piped forcemain to accurately size and select appropriate pumps for this application. Accurately designed and gave recommendations on the controls for the pumps based on MOE Guidelines for sewage works.

Developed all working drawings including plan and profile drawings for forcemain. Prepared working drawing for MTO application for a directional drill underneath highway 11.

Prepared design brief and all required specifications on items for job to be fully constructed.

Atikameksheng Anishnawbek First Nation, Business Park Liftstation and Forcemain – Phase 1B, Naughton, ON

Designer – Performed high-level calculations for friction loss model for pump sizing and forcemain analysis. Used Bentley SewerGEMS to perform calculation checks and further analysis for pump selection and design of forcemain. Used high level calculations to perform pump controls and emergency storage for system.

Assisted on working drawings for mechanical components associated with Liftstation and valve chamber.

Assisted on design brief and RFP package including gathering divisional specifications pertaining to forcemain and Liftstation construction.

CDSSAB Sanitary Lift Station Replacement, CDSSAB, Iroquois Falls, ON

Project Coordinator/Lead Designer – Performed high-level calculations for friction loss model for pump sizing and forcemain analysis for the replacement of the existing wet-well configuration. Used Bentley SewerGEMS to perform calculation checks and further analysis for pump selection and design to connect to existing forcemain.

Tenth Line Pumping Station Rehabilitation, City of Ottawa, Ottawa, ON

Lead Mechanical/Civil Designer – Performed high-level calculations for replacement of all the yard piping force mains and utility lines between the sanitary wet well and the pipe gallery. Designed replacement piping for inside the by-pass chamber and inside the pipe gallery to include penetration piping. Prepared civil plan and profile drawings along with mechanical piping layout drawings. Attended workshop meetings with the City of Ottawa during 33%, 66% and 99% review and established high level communication between client and consultant.

**Work performed at previous firm.*

Bradley Legault, EIT – *continued***Proposed Role: Mechanical Designer/Project Coordinator/Contract Administrator****Hiliardton Marsh, HMREC Building, Temiskaming Shores, ON**

Mechanical Coordinator/Designer – Coordinating engineering leads on a day-to-day basis to deliver submissions on time from schedule and client demands. Designed a 2000 sq feet building with proper HVAC requirements to Ontario Building Code and ASHRAE. Designed included ventilation and heating with in-floor loop with a wood fired boiler and integrated air handling coils.

Gore Bay Airport, Gore Bay Airport Upgrades, Gore Bay, ON

Mechanical Coordinator/Designer – Coordinating engineering leads on a day-to-day basis to deliver submissions on time from schedule and client demands. Designed a 4500 sq feet building with proper HVAC requirements to Ontario Building Code and ASHRAE.

First Cobalt Corporation, Cobalt Camp Refinery Upgrades, North Cobalt, ON

Mechanical Coordinator/Designer – Coordinating engineering leads on a day-to-day basis to deliver submissions on time from schedule and client demands. Developed spreads sheets for existing equipment testing using approximate time variables with burn rates to execute proper scheduling of resources to maintain deadlines. Designing of industrial equipment to proper codes and standards and developing procurement documentation for the purpose of purchasing equipment for the facility.

High Strengths Plates+& Profiles Standpipe System, J&S Construction, Sudbury, ON

Project Coordinator/Lead Designer – Performed high-level hydraulic calculations for a standpipe fire protection system supplied by the City of Sudbury Water Distribution System with an inline booster pump. Prepared a design brief conveying all the hydraulic calculations used and used Bentley WaterGEMS to perform calculations checks and further analysis of the system. Prepared P&ID drawing, and pipe layout drawings for all the mechanical piping required. Used NFPA 14 design code to comply with all requirements for the standpipe system.

Vale Garson Mine Site, Wastewater Treatment Plant OPS and Drawing Updates, Sudbury, ON

Designer – Performed site visits of Wastewater Treatment plant in order to update operations manual and drawings for the wastewater treatment facility.

ECOGEN, Capstone 4th Year Design Project – BITS, Ottawa, ON

Student – Designed a Multi-Unit Residential Building using Integrated Thermal Systems. Scope of work included full design of sanitary system along with a heat reclamation system attached to the effluent grey water, full supporting calculations and sizing of heat exchangers and heat pump to fulfill design requirements.

Jules Stillman, P.Eng.

Proposed Role: Civil Engineer

Professional Registrations

- P.Eng. – ON

Education + Training

- M.Sc. Civil Engineering, Queen's University – In Progress
- B.Eng. Civil Engineering, Lakehead University
- Engineering Technologist, Northern College
- Transportation of Dangerous Goods (TDG)
- Radiation Safety Training
- NORCAT

Affiliations + Memberships

- Member, Professional Engineers Ontario
- Member, Eastern Woodland Metis Nation of Nova Scotia
- Member, Canadian Institute of Transportation Engineers

Jules has over 4 years of experience in the field of Civil Engineering, Infrastructure Design and Structural Design. Jules has experience in the design of roadways, sanitary sewers, storm sewers, stormwater management facilities, site grading, and subdivisions, as well as reinforced concrete slabs and foundations, helical pile foundations, steel structures, wood structures, and structural renovations. Also, he has experience conducting field reviews, rebar placement inspections, structural steel inspections, compaction testing, geotechnical investigations, field sampling, laboratory material testing, and preparing engineering reports. Furthermore, he has assisted Senior Engineers with subgrade inspections, feasibility studies, site reviews, and proposal preparation.

Project Experience

Nature's Haven West Subdivision Design

Design and general layout of right of way, drainage structures and associated features. Design of sanitary sewer system, storm sewer system, site grading, and storm water management ponds. Drafting plan and profiles of subdivision design, generating surfaces, and performing earthwork volume analysis. Preparing cost estimates, quantity takeoffs and tender documents for the proposed phases of construction.

Whippoowill Campground

Analysis of stormwater runoff conditions and volumes, design of stormwater retention facility and ditching, and site grading design. Modelling major and regional storm events using Excel and PCSWMM software to verify performance of the retention facility under several design storms and regional storm conditions. Drafting construction plans and drainage details. Prepared stormwater management design report and maintenance protocol.

Deschene Row Housing Development

Analysis of existing conditions to determine stormwater runoff rates and volumes. Performed detailed site grading design of the roads and green spaces, design of ditching conveyance system and enhanced swales, and design of multiple stormwater infiltration ponds within the site. Drafting construction plans and stormwater management details. Prepared stormwater management design report and the protocol for operation and maintenance of the facilities.

Lloyd St. Parking Lot Upgrades

Performed analysis of existing site conditions and corresponding stormwater runoff release rates and volumes. Detailed design of stormwater retention facility and orifice, as well as site grading design. Drafting construction plans and preparing stormwater management design report and protocol for operation and maintenance of the facility. Preparing quantity estimates and capital cost estimates.

Jules Stillman, P.Eng. - *continued***Proposed Role: Civil Engineer****Sudbury Landfill Road Upgrades**

Road alignment and profile design, drafting plan & profile drawings. Reviewing literature and preparing detailed report on the use of recycled materials in roadbed granulars and hot-mix asphalt.

Sharpe Farm Supplies Site Development

Performed topographical survey of the property. Performed detailed site grading and drainage design. Drafting construction drawings and drainage details. Conducting site reviews to ensure proper project completion as per design.

Capreol Stormwater Study

Detailed review of all as-built drawings, relevant GIS and survey data. Digitizing and organizing data pertaining to storm sewer pipes, structures, and other drainage features. Drafting key plans of existing conditions and reviewing stormwater analysis model to be used in identifying issues within the existing storm sewer system. Modelling different drainage scenarios to find solutions to the flooding issues present within the existing system.

High Strength Plates & Profiles – Standpipe

Site review and inspection of new water service installation and watermain connection. Writing daily reports of completed work and concerns. Completing watermain testing procedure as per CGS Protocol for New Watermain, Water Service and Wastewater Connections.

New KLG Office Stormwater Management Design Review

Performed detailed analysis of the proposed site and building design and layout from the architect. Determined the runoff rates and volumes generated on the proposed site and compared to the design packages provided by suppliers for underground storage chambers. Performed stage storage design calculations to ensure adequate sizing and to optimize the proposed stormwater retention system and to size the quantity control orifices.

Contractor Garage Stormwater Management

Performing analysis of pre-development conditions to determine the stormwater runoff rates and volumes generated on-site. Design of enhanced swales and stormwater retention facility complete with an elongated overland weir and small underdrain components for quantity control, as well as site grading design. Drafting of construction drawings. Prepared the stormwater management design report and protocol for operation and maintenance of the facility.

Golden Manor Home for the Aged

Detailed review of the existing drainage features on and around the site and the proposed site alterations and additions. Analysis of pre-development conditions for developing stormwater management parameters. Performed detailed site grading design of the entire campus, storm sewer layout and sizing, and designing of stormwater storage facilities. Preparation of stormwater management design report and the protocol for operation and maintenance of the facilities. Producing tender ready construction drawings.

Georgina Island First Nation Education & Learning Centre

Detailed grading and drainage design for the facility access road, parking areas, and yard. Working with architects and other disciplines to ensure tie in of roof drainage to proposed site grading and drainage design. Preparing tender ready drawings for the overall site grading, as well as drainage, landscaping, and civil details.

Jules Stillman, P.Eng. - *continued***Proposed Role: Civil Engineer****Benbowopka Treatment Centre**

Detailed site grading and drainage design for the facility access road, parking lot, and yards. Designing of enhanced swales for stormwater conveyance and quality treatment. Working with architects and other disciplines to ensure the proposed building and other site features will be consistent with the site grading and drainage design. Producing tender ready construction drawings.

Kivi Park Parking Lots

Detailed site grading design of parking lot expansions while ensuring the objective of stormwater management practices are achieved. Design of enhanced swales for stormwater conveyance and quality treatment of runoff. Working with architects, planners, and other disciplines to minimize any potential construction issues. Preparing tender ready construction drawings for three sites and various civil design details.

Northern College Kirkland Lake

Detailed site grading design of various areas around the college campus to address existing drainage and ponding issues as well as proven and potential AODA non-compliance issues. Working with architect to ensure the clients vision for the upgrades is achieved and that runoff paths have been well defined and directed accordingly and that barrier free paths of travel have been provided where required.

Northeastern Elementary School

Detailed review of the existing drainage features on and around the site and the proposed site alterations and additions. Analysis of pre-development conditions for developing stormwater management parameters. Performed detailed site grading design, storm sewer layout and sizing, and designing of underground stage storage within the storm sewer system. Sizing and selection of Stormceptor treatment unit. Preparation of stormwater management design report and the protocol for operation and maintenance of the facilities. Producing tender ready construction drawings.

Sparks Street Housing Development

Detailed review of the existing drainage features on and around the site and the proposed site alterations and additions. Analysis of pre-development conditions for developing stormwater management parameters. Performed detailed site grading design, storm sewer layout and sizing, and designing of underground stage storage within the storm sewer system. Sizing and selection of Stormceptor treatment unit. Preparation of stormwater management design report and the protocol for operation and maintenance of the facilities. Producing tender ready construction drawings.

Steven Kacan, B.Eng., EIT

Proposed Role: Civil EIT

Professional Registrations

- EIT – ON

Education + Training

- B.Eng, Civil Engineering, Lakehead University, 2018
- Civil Engineering Technologist, Cambrian College, 2016
- Civil Engineering Technician, Cambrian College, 2013
- Concrete Field Testing Technician Grade 1, American Concrete Institute (ACI), 2013
- Lab and Field Technician, Category 0 - Canadian Council of Independent Laboratories (CCIL), 2013
- Lab and Field Technician, Category 1 - Intermediate Certification, Canadian Council of Independent Laboratories (CCIL), 2013
- Type C Aggregate Certification, Canadian Council of Independent Laboratories (CCIL), 2013
- Municipal Class Environmental Assessment, Municipal Engineers Association, 2019

Affiliations + Memberships

- Member, Professional Engineers Ontario (PEO)

Steven has over seven years of experience in the field of Civil Engineering and Infrastructure Design. Steven has design experience in roads, sanitary systems, forcemains, and lift stations, and site grading. In addition, Steven has experience conducting field reviews and inspections, hydrotechnical analyses, peak flow estimations, stormwater management, and contract administration. In addition, he has assisted Senior Engineers with site reviews, technical report writing, feasibility studies, subgrade inspections, foundation inspections, as well as contract and specification writing, and rebar reviews.

Project Experience

Township of Billings, Main Street Reconstruction, Kagawong, ON

Phase 1 – Preliminary Design Phase. Preliminary Design of a proposed gravity sanitary sewer system and force main pumping station to convey effluent to a proposed field bed. Design included phasing for 0-5 year, 5-10, and 10-15-year plan, which will eventually see all residential and commercial units in the project area connected to the proposed sanitary system. The lift station will pump effluent from the sanitary system to a filtration bed.

Phase 2 – Detailed Design Phase. Detailed Design of the proposed gravity sanitary sewer system and forcemain pumping station. This phase included pipe sizing and grades, sanitary structure sizing and invert determination, Liftstation design complete with forcemain pump sizing, emergency storage calculations.

Phase 3 – Tender Document Preparation & Contract Administration. Preparation of RFP Document complete with development of divisional specifications. Issuance of RFP Document and management of tendering phase with Addendums and participation in the Mandatory Site Meeting. Analysis of Contractor bids for both technical scoring and fee proposal to recommend a successful proponent. Contract Administration through the construction phase of the project that included shop drawing certification, coordination of the kickoff meeting, progress meetings, progress payments, and change orders.

Steven Kacan, B.Eng., EIT - continued**Proposed Role: Civil EIT****Township of Billings, Kagawong Small Craft Basin Upgrades, Kagawong, ON**

Phase 2 – Detailed Design Phase. Assist the design engineer through the Preliminary and Detailed design phases to produce Issued for Construction Drawings for the Small Craft Basin Upgrades project. Design work included site grading and marina layout redesigns.

Phase 3 – Tender Document Preparation & Contract Administration. Preparation of RFP Document complete with development of divisional specifications. Issuance of RFP Document and management of tendering phase with Addendums and participation in the Mandatory Site Meeting. Analysis of Contractor bids for both technical scoring and fee proposal to recommend a successful proponent. Contract Administration through the construction phase of the project that included shop drawing certification, coordination of the kickoff meeting, progress meetings, progress payments, and change orders.

Gore Bay-Manitoulin Airport Upgrades, Gore Bay, ON

Phase 1 – Proposal. Produced a proposal document outlining the scope, and deliverables to complete the design a new Air Terminal Building, Apron expansion, Helipad, Sanitary Field Bed, and Secondary Runway 05-23 upgrades to meet AGN-II standards as per TP 312 – 5th Edition. The proposal also came complete with a fee proposal outlining the required professional effort to complete the design.

Phase 2 – Preliminary Design Phase. Provided the client with two options for expanding the secondary runway.

Phase 3 – Detailed Design Phase. Detailed design of Runway 05-23, Sanitary Field Bed, Helipad, & Apron Expansion. Design also included site grading of runway safety areas, helipad, and terminal building.

Gore Bay Marina Upgrades, Gore Bay, ON

Phase 1 – Preliminary Design Phase. Assist support staff in conducting a topographical survey of the project area. Exporting survey data and development of a surface to provide inputs for the preliminary and detailed design phases.

Phase 3 – Tender Document Preparation & Contract Administration. Preparation of RFP Document complete with development of divisional specifications. Issuance of RFP Document and management of tendering phase with Addendums and participation in the Mandatory Site Meeting. Analysis of Contractor bids for both technical scoring and fee proposal to recommend a successful proponent. Contract Administration through the construction phase of the project that included shop drawing certification, coordination of the kickoff meeting, progress meetings, progress payments, and change orders.

A-A First Nation Business Park, Atikameksheng-Anishnawbek First Nation, Naughton, ON

Phase 1 – Preliminary Design Phase. Preliminary Design of a Liftstation and Forcemain to convey effluent from the Business Park to discharge directly into the Influent tank of the Walden Wastewater Treatment Plant.

Phase 2 – Detailed Design Phase. Detailed Design of Liftstation and Forcemain that include Plan and Profile Drawings, Liftstation and Forcemain sizing, Forcemain pump sizing, and drawings to detail the Forcemain's connection into the Walden influent tank.

Phase 3 – Tender Document Preparation & Contract Administration. Preparation of RFP Document complete with development of divisional specifications. Issuance of RFP Document and management of tendering phase with Addendums and participation in the Mandatory Site Meeting. Analysis of Contractor bids for both technical scoring and fee proposal to recommend a successful proponent. Contract Administration through the construction phase of the project that included shop drawing certification, coordination of the kickoff meeting, progress meetings, progress payments, and change orders.

Steven Kacan, B.Eng., EIT - *continued***Proposed Role: Civil EIT****St. Joseph's Niche Wall Foundation Drainage, Sudbury, ON**

Phase 1 – Proposal. Produced a proposal document outlining the scope, and deliverables to complete the design of a foundation drainage system complete with a fee proposal outlining the required professional effort to complete the design.

Phase 2 – Preliminary Design Phase. Preliminary Design of foundation drainage system for review by client.

Phase 3 – Detailed Design Phase. Detailed design of perimeter drainage system including slope, pipe size, and material. Calculations to determine size of French drain outlet. Surface grading to promote overland flow away from the foundation and into the surrounding existing stormwater conveyance systems.

Rematech Industries Stormwater Management, Sudbury, ON

Phase 1 – Preliminary Design Phase. Conduct a topographical survey of the project location to determine site geometry and runoff locations. Perform a Pre-Construction Stormwater Analysis to determine the Pre-Construction stormwater runoff quantities.

Phase 2 – Detailed Design Phase. Perform a Post-Construction Stormwater Analysis of the project site to determine the Post-Construction stormwater runoff quantities so that increased runoff volumes can be properly managed for both quality and quantity.

Whitson Lake Road Extension, Sudbury ON

Phase 2 – Detailed Design Phase. This project involved the design of approximately 200 m of superelevated roadway for the future development of adjacent land parcels. The Project involved the design of a local road, complete with site grading and a stormwater analysis to ensure both quality and quantity treatment of the stormwater runoff. In order to meet the requirements of quality runoff treatment, an Oil Grit Separator was used to remove suspended solids from the runoff before discharging the runoff into an existing ditch that leads into Whitson Lake.

City of Greater Sudbury, Nelson Lake Road Bridge, Sudbury, ON

Phase 2 – Detailed Design Phase. Performed Hydrotechnical modelling of the river reach flowing under the Nelson Lake Road Bridge. This includes River cross section and bridge modelling, flood plain mapping, and a steady state flow analysis for 25- and 100-year storm events. The analysis determines if the reach water levels will interfere with the integrity of the bridge, and surrounding flood plains.

City of Greater Sudbury, Nepewassi River Bridge, Sudbury, ON

Phase 2 – Detailed Design Phase. Performed Hydrotechnical modelling of the river reach flowing under the Nepewassi River Bridge. This includes River cross section and bridge modelling, flood plain mapping, and a steady state flow analysis for the 25-year and 100-year storm events. The analysis determines if the reach water levels will interfere with the integrity of the bridge, and surrounding flood plains.

College Notre Dame, Sudbury, ON

Phase 3 – Inspection. Work on this project included regular inspections of the proposed storm water pipe and catch basin replacements in the vicinity of College Notre Dame. The scope of work expanded to the replacement of nearby sanitary sewer pipes once the in-situ condition of the sanitary infrastructure was determined to be insufficient.

Yves Beauparlant, P.Eng.

Proposed Role: Geotechnical Lead

Professional Registrations

- P.Eng. – ON

Education + Training

- B.Eng. Civil Engineering – Structural and Geotechnical Engineering Option, University of Ottawa, 2001

Affiliations + Memberships

- Member, Professional Engineers of Ontario (PEO)

Yves has worked as a geotechnical consultant as well as a field quality control inspector during his professional career. He has broad experience in a wide range of geotechnical projects including roads, bridges, low rise and high-rise structures, shallow and deep foundations, and slope investigations. Project clients range from federal, provincial, municipal governments as well as residential and commercial developers, contractors, and private owners. More recently Yves has been involved in the completion of several Environmental Site Assessment Phase I and II. He has good field experience and management experience and is currently the Manager of Geotechnical and Environmental Services for Northeastern Ontario, as well as Office Manager for EXP's Sudbury office.

Over the last three years Yves has been the Engineer of Record for the Ministry of Transportation Material Testing Agreements Sudbury Area Testing Agreement #5015-C-0052. Yves is identified and approved by the Ministry of Transportation on RAQS for the materials testing specialties listed for the Sudbury primary facility.

Project Experience

City of Greater Sudbury, Bancroft Drive and Levesque Street Reconstruction, Sudbury, ON

Sections of Bancroft Drive and Levesque Street are proposed to be reconstructed. Reconstruction will consist of the installation of new sanitary and watermain services, along with road widening and complete road reconstruction. Geotechnical services were provided by EXP to support the City of Greater Sudbury with their reconstruction project.

Municipal Road 4 Upgrades, Sudbury, ON

Acted as Sr. reviewer for a geotechnical and foundation investigations for the upgrade of 8.8 km of Municipal Road 4 in Sudbury, Ontario. Geotechnical recommendations were provided for the pavement structure design over the varying soil conditions; slope stability assessments for proposed roadway embankments; and long-term consolidation analyses and recommendations for the highly compressible native, organic soils.

Various Streets – Watermain Reconstruction, Coniston, ON

During the design phase a geotechnical investigation was requested. Yves acted as senior engineer for the completion of the watermain geotechnical investigation. Geotechnical services were provided by EXP to support the City of Greater Sudbury with their reconstruction project.

Yves Beauparlant, P.Eng. - continued**Proposed Role: Geotechnical Lead****Hwy 6 Reconstruction, Espanola, ON**

Senior Reviewer – Responsible for the geotechnical investigations for the reconstruction of approximately 2.0 km of Hwy 6 through Espanola, Ontario. Geotechnical recommendations were provided for the pavement structure design over the varying soil conditions as well as site servicing recommendations. During the construction **Yves** also acted and the Project Manager for material testing services.

Highway 64 Widening, Alban, ON

Acted as Sr. Reviewer for a geotechnical investigation to provide widening recommendations for Highway 64 to allow for access to a new residential development in Alban, Ontario. Pavement structure design recommendations were provided for a new slip-around lane.

Bancroft Drive and Levesque Street Reconstruction, City of Greater Sudbury, ON

Acted as Project Manager and Senior Engineer. Sections of Bancroft Drive and Leveque Street are proposed to be reconstructed. Reconstruction will consist of the installation of new sanitary and watermain services, along with road widening and complete road reconstruction. Geotechnical services were provided by EXP to support the City of Greater Sudbury with their reconstruction project.

MTO, Agreement No. 5016-E-0016, Pavement Design and Foundation Engineering, Highway 129 Resurfacing, Chapleau, ON

Acted as Project Manager and Sr. Reviewer for the geotechnical design for 26.9 km of Highway Pavement rehabilitation including foundation investigations and design for the replacement of four large culverts.

City of Greater Sudbury, Buried Service/Pavement Upgrades, Various Roads, Coniston, ON

Acted as Project Manager and Sr. Reviewer for the replacement of buried services and reconstruction/resurfacing of 6 roadways in Coniston, Ontario. Pavement evaluations and a geotechnical investigation were completed. Geotechnical recommendations were provided for the pavement structure design and buried service replacements.

Town of Espanola, Highway 6 Connecting Link Reconstruction/Resurfacing, Espanola, ON

Acted as Project Manager and Sr. Reviewer for the reconstruction/resurfacing of 2.8 km of the Hwy. 6 Connecting Link in Espanola, Ontario. Pavement evaluations and a geotechnical investigation were completed. Geotechnical recommendations were provided for the pavement structure design and buried service replacements

City of Temiskaming Shores, Highway 11 Widening, Temiskaming Shores, ON

Acted as Sr. Reviewer for a geotechnical investigation to provide widening recommendations for Highway 11 to allow for access to a new Industrial Park on Radley Hill Road. Recommendations were provided for 310 m of new turning lanes and the design of new light standards.

Highway 64 Widening, Alban, ON

Acted as Sr. Reviewer for a geotechnical investigation to provide widening recommendations for Highway 64 to allow for access to a new residential development in Alban, Ontario. Pavement structure design recommendations were provided for a new slip-around lane.

Sudbury INO Onaping Deep, Sudbury, ON

Acted as Project Manager and Sr. Geotechnical Engineer. EXP's scope of work included a geotechnical investigation for various new infrastructure as part of the Onaping Deep Project. Such structures included new fans, heater/bulk air cooler building, refrigeration building, e-house and substations, cooling towers, mixing building, switching station, filter/drying building, storage building and temporary office facilities.

**Work performed at previous firm.*

Yves Beauparlant, P.Eng. - *continued***Proposed Role: Geotechnical Lead****Raising of the NUT containment dam at the Kam Kotia Site, for the Ontario Ministry of Northern Development and Mines (MNDM), Kam Kotia/Timmins, ON**

As project manager and senior engineer, the project entailed the determining the volume and sourcing of on-site sand and clay to be used for the dam raise. The existing dam design were reviewed along with the completion of a geotechnical investigation to determine the stability of the dam following the raising of the dam. Hydraulic studies were completed along with a full spillway design, dam raising design, and the completion of contract drawings and specifications to be used for the final construction.

City of Greater Sudbury, Designated Substance Survey of 3 locations, Sudbury, ON

Acted as project manager and engineer for the completion and reporting of the Designated Substance Survey for 3 residential structures for the City of Greater Sudbury. The DSS was required for demolition.

Designated Substance Survey of 7 Serpentine Street, Copper Cliff, ON

Acted as senior reviewer and engineer for the completion and reporting of the Designated Substance Survey for the Copper Cliff Fire Hall. The DSS was required as port of renovations/demolition that are proposed in the near future.

Phase I and II ESA's, Various Ontario Provincial Police Firing Ranges, Throughout Northeastern, ON

Acted as senior engineer for the completion and reporting of the Phase I and II ESA's completed at various Ontario Provincial Police Firing Ranges, throughout Northeastern Ontario.

Various Bridge/Culvert Replacements, Wawa, ON

As project manager and senior engineer, the project entailed providing geotechnical investigation and design services for the replacement of the Silver Falls Bridge, Wawa Bridge, Catfish Creek Culvert, and Government Road Culvert in Wawa, Ontario. Structural failure and washout had occurred as a result of major flooding leading the required replacement of the structures. Shallow and deep foundation recommendations were provided for the bridge replacements, as well as culvert replacement recommendations, embankment slope stability analyses and erosion/seepage recommendations.

International Bridge Plaza Modernization, Sault Ste. Marie, ON

As project manager and senior engineer, the project entailed a geotechnical investigation and design recommendations, for the modernization of the International Bridge Plaza in Sault Ste. Marie. The geotechnical recommendations included foundation design options, asphalt and concrete pavement recommendation. The project also included chemical characterization of onsite soils to determine disposal options of surplus materials during construction. (Fee's \$35,000)

City of North Bay, John Street Bridge, North Bay, ON

Acted as Sr. Reviewer for a geotechnical investigation to provide replacement recommendations for the John Street Bridge in North Bay, Ontario. Shallow foundation recommendations on both native soils and bedrock were provided to assist with the new bridge design.

Makobe River Bridge, Elk Lake, ON

Acted as Sr. advisor and reviewer for a geotechnical investigation to provide replacement recommendations for the Makobe River Bridge in Elk Lake, Ontario. Shallow foundation recommendations on native soils were provided to assist with the new bridge design.

Ian MacMillan, P.Eng.

Proposed Role: Senior Geotechnical Engineer

Professional Registrations

- P.Eng. – ON

Education + Training

- Civil Engineering Technology Diploma, Seneca College of Applied Arts & Technology, Toronto, 2004
- B.Eng. Civil Engineering, Lakehead University, Thunder Bay, 2006
- Project Management Bootcamp I, PSMJ Resources Inc., Toronto, Ontario, February 2008
- Basics of Design of Piled Foundations, Global Innovative Campus, Edmonton, Alberta, October 2010
- Geotechnical Modelling Workshop, Geo-Slope International, Calgary, Alberta, October 2016

Affiliations + Memberships

- Member, Professional Engineers of Ontario (PEO)
- Member, Canadian Geotechnical Society

Ian is a Project Manager and Senior Geotechnical Engineer on a wide range of projects for clients including mining companies, federal, provincial, and municipal governments, residential and commercial developers, contractors, energy clients, etc.

Ian's experience include project management; geotechnical investigation and design for both deep and shallow foundations for residential/commercial/industrial buildings, bridges, culverts etc.; slope stability and seepage investigation and design for tailings dams, river bank stability, roadway embankment stability and earthen dam stability pavement structure/performance investigation and design for both existing roadway/highway pavement structures and proposed roadways/highway pavement structures; retaining wall design for permanent and long term use adjacent to roadways/highways, river banks and temporary excavations; scheduling, coordinating and supervising geotechnical projects; developing proposals for geotechnical investigations, design projects and quality control supervision; and reviewing and analysing laboratory results.

Project Experience

City of Greater Sudbury, Municipal Road 4 Upgrades, Sudbury, ON

Acted as Project Manager for a geotechnical and foundation investigations for the upgrade of 8.8 km of Municipal Road 4 in Sudbury, Ontario. Geotechnical recommendations were provided for the pavement structure design over the varying soil conditions; slope stability assessments for proposed roadway embankments; and long-term consolidation analyses and recommendations for the highly compressible native, organic soils.

Town of Espanola, Various Streets (16), Espanola, ON

Acted as Senior Geotechnical Engineer for the reconstruction of 16 streets within Espanola, Ontario. Pavement evaluations and geotechnical investigations were completed for 5.8 km of roadway reconstruction and 8.5 km of buried service replacement.

Town of Kapuskasing, Highway 11 Connecting Link Rehabilitation, Kapuskasing, ON

Performed a geotechnical investigation on a section of the Highway 11 Connecting Link. Provided pavement structure design recommendations for the rehabilitation/replacement of 4.2 km of Highway 11.

Lee Valley Road Reconstruction, Township of Sables-Spanish Rivers, ON

Acted as Project Manager for a geotechnical investigation to provide reconstruction and pavement structure design recommendations for 3.0 km of Lee Valley Road in the Township of Sables-Spanish Rivers, Ontario.

Ian MacMillan, P.Eng. - continued**Proposed Role: Senior Geotechnical Engineer****City of Greater Sudbury, Buried Service/Pavement Upgrades, Various Roads, Coniston, ON**

Acted as Senior Geotechnical Engineer for the replacement of buried services and reconstruction/resurfacing of 6 roadways in Coniston, Ontario. Pavement evaluations and a geotechnical investigation were completed. Geotechnical recommendations were provided for the pavement structure design and buried service replacements.

Town of Espanola, Highway 6 Connecting Link Reconstruction/Resurfacing, Espanola, ON

Acted as Senior Geotechnical Engineer for the reconstruction/resurfacing of 2.8 km of the Hwy. 6 Connecting Link in Espanola, Ontario. Pavement evaluations and a geotechnical investigation were completed. Geotechnical recommendations were provided for the pavement structure design and buried service replacements.

City of Temiskaming Shores, Highway 11 Widening, Temiskaming Shores, ON

Acted as Project Manager for a geotechnical investigation to provide widening recommendations for Highway 11 to allow for access to a new hotel development. Recommendations were provided for a number of new turning lanes, the extension of three existing culverts, and the design of new light standards.

Highway 64 Widening, Alban, ON

Acted as Project Manager for a geotechnical investigation to provide widening recommendations for Highway 64 to allow for access to a new residential development in Alban, Ontario. Pavement structure design recommendations were provided for a new slip-around lane.

MTO, Agreement No. 5016-E-0016 Pavement Design and Foundation Engineering – Highway 129 Resurfacing, Chapleau, ON

Acted as Senior Geotechnical Engineer and supervised the field investigation and geotechnical design for 26.9 km of Highway Pavement rehabilitation including foundation investigations and design for the replacement of four large culverts.

MTO, Agreement No. 5013-E-0008 Pavement Investigation – Highway 17 4-Laning – Echo Bay to Sault Ste. Marie East Limit Soft Subgrade Areas, ON

Acted as Senior Geotechnical Engineer and supervised the field investigation and laboratory testing for six (6) distress areas on a recently constructed 4-Lane section of Hwy. 17 near Sault Ste. Marie, Ontario.

MTO, Agreement No. 6014-E-0017 Foundation Investigation – Wabigoon River Culvert (Hwy. 601), Alice Creek Culvert (Hwy. 596) and Meglund Creek Culvert (Hwy. 603), Northwestern Ontario

Acted as senior geotechnical engineer and supervised the field investigation and laboratory testing for the replacement of the three (3) culverts in the Dryden and Kenora areas of Northwestern, Ontario.

MTO, Agreement No. 5013-E-0008 Foundation Investigation – Temagami River Bridge Replacement Highway 539A, River Valley, ON

Acted as senior geotechnical engineer and supervised the field investigation and laboratory testing for the replacement of the existing bridge located 2.6 km north of River Valley, Ontario on Hwy. 539A.

MTO, Agreement No. 5011-E-005 Foundation Investigation – Slope Failure at Highway 17, 4.7 km West of Hwy. 535, Hagar, ON

Assisted with a geotechnical investigation to determine the cause of a slope failure along Highway 17 near Hagar, Ontario and to provide remediation recommendations.

Ian MacMillan, P.Eng. - *continued***Proposed Role: Senior Geotechnical Engineer****MTO, Contract GWP 5262-08-00 Foundation Investigation – Shining Tree Creek Culvert Replacement, Hwy. 560, Macmurchy Township, ON**

Assisted with a geotechnical investigation to determine the cause of a culvert failure in along Highway 560 in Macmurchy Township and to provide remediation recommendations.

MTO, Contract GWP 5274-08-00, Foundation Investigation – Gabion Wall Construction, Laronde Creek Bridge, Hwy. 17, North Bay, ON

Assisted with a geotechnical investigation to provide recommendations for a new gabion wall adjacent to the Laronde Creek Bridge along Highway 17, just west of North Bay, Ontario.

City of Greater Sudbury, Kelly Lake Rd. Junction Creek Culvert Replacement, Sudbury, ON

Provided geotechnical investigation and design services for the replacement of a 30 m long x 10 m wide culvert at Junction Creek on Kelly Lake Rd. in Sudbury, Ontario. Recommendations were provided for a new structure on end-bearing steel piles due to compressible soil conditions encountered. In addition, recommendations were provided for a temporary detour bridge that was in place during construction.

Various Bridge/Culvert Replacements, Wawa, ON

Provided geotechnical investigation and design services for the replacement of the Silver Falls Bridge, Wawa Bridge, Catfish Creek Culvert, and Government Road Culvert in Wawa, Ontario. Structural failure and washout had occurred as a result of major flooding leading the required replacement of the structures. Shallow and deep foundation recommendations were provided for the bridge replacements, as well as culvert replacement recommendations, embankment slope stability analyses and erosion/seepage recommendations.

City of Greater Sudbury, Nelson Lake Road Bridge, Sudbury, ON

Provided geotechnical investigation and design services for the replacement of a single land, single span steel girder bridge with timber deck located on Nelson Lake Rd. in Sudbury, Ontario. Recommendations were provided for founding the new bridge structure on the encountered very dense native soils.

City of North Bay, John Street Bridge, North Bay, ON

Acted as Project Manager for a geotechnical investigation to provide replacement recommendations for the John Street Bridge in North Bay, Ontario. Shallow foundation recommendations on both native soils and bedrock were provided to assist with the new bridge design.

Makobe River Bridge, Elk Lake, ON

Acted as Project Manager for a geotechnical investigation to provide replacement recommendations for the Makobe River Bridge in Elk Lake, Ontario. Shallow foundation recommendations on native soils were provided to assist with the new bridge design.

C

**TIME-TASK FEE MATRIX
BREAKDOWN**

DESCRIPTION of PHASES	LEVEL OF PROFESSIONAL EFFORT (HOURS)												Project Costs	
	Project Manager	Civil Engineer/First Review	Civil E.I.T./Contract Administration	Topographical Survey	Mechanical E.I.T./Coordinator	Drafter	Senior Inspector	Multiple Individuals				Disbursement		Professional Fees
	Mark Langille	Jules Stillman	Steven Kacan	Kenneth Maitland / Reed Murphy	Bradley Legault	Abigale Green	Sean Millsap	Junior Inspector						
	\$185	\$105	\$95	\$150	\$95	\$80	\$110	\$80						
Project Management & Coordination														
Project Management	15.0												\$ 2,775	
Project Management/Progress Meetings	8.0		10.00										\$ 2,430	
Permits and Approvals	2.0		10.00										\$ 1,320	
Project Management & Coordination Phase Total Fee													\$ 9,300.00	
Preliminary Design Phase														
Topographical Survey & Data Processing				30.0		20.0						\$500.00	\$ 6,600	
Geotechnical Services												\$13,275.00	\$ 13,275	
Conceptual Watermain Layout Drawings		2.0	5.0		2.0	40.0							\$ 4,075	
Preliminary Construction Cost Estimate		2.0											\$ 210	
Preliminary Design Review Meeting	2.0		2.0										\$ 560	
Preliminary Design Phase Total Fee													\$ 24,720.00	
Detailed Design Phase														
General Arrangement Site Plan Drawings		2.0	10.0			50.0							\$ 5,160	
Detailed Design of Watermain and Road Reconstruction		2.0	12.0		2.0	50.0							\$ 5,540	
Detailed Design Review Meeting	2.0		2.0										\$ 560	
Detailed Design Phase Total Fee													\$ 11,260.00	
Tender Phase														
Pre-Tender (100% Complete) Design Review Meeting	2.0		2.0										\$ 560	
Prepare Tender Package (Drawings/Specifications)			20.0		20.0								\$ 3,800	
Issue Tender, Respond to Tenderer Questions & Prepare Summary Report			10.0										\$ 950	
Detailed Design Phase Total Fee													\$ 5,310.00	
Construction & Administration Phase														
Construction Inspection			40.0				50.0	320.0				\$11,000.00	\$ 45,900	
Contract Administration													\$ -	
Construction & Administration Phase Total Fee													\$ 45,900.00	
Total Project Level of Effort (Hours)	31	8	123	30	24	160	50	320				11500	\$ 45,900.00	
												PROJECT TOTAL (Excludes HST)	\$ 96,490.00	

D

PROJECT SCHEDULE

ID	Task Mode	Task Name	Duration	Start	Finish	2 A S O N D Half 1, 2023 J F M A M J Half 2, 2023 J A S													
1		Kagawong Waterline Replacement Project Schedule	228 days	Tue 9/27/22	Thu 8/10/23														
2		1 Project Initiation & Pre-Design	8 days																
3		1.1 Project Award	0 days	Tue 9/27/22	Tue 9/27/22														
4		1.2 Project Kickoff Meeting	0 days	Tue 9/27/22	Tue 9/27/22														
5		1.3 Review of Existing Technical Information	1 day	Tue 9/27/22	Tue 9/27/22														
6		1.4 Permits and Approval Process	1 day	Tue 9/27/22	Tue 9/27/22														
7		1.5 Geotechnical Investigation	3 days	Wed 9/28/22	Fri 9/30/22														
8		1.6 Topographical Survey	8 days	Wed 9/28/22	Fri 10/7/22														
9		1.7 Survey Data Processing & Existing Conditions Drawing	3 days	Mon 10/3/22	Wed 10/5/22														
10		2 Preliminary Design	15 days	Thu 10/6/22	Wed 10/26/22														
11		2.1 Conceptual Watermain Layout Drawing	15 days	Thu 10/6/22	Wed 10/26/22														
12		2.2 Preliminary Construction Cost Estimate	3 days	Mon 10/17/22	Wed 10/19/22														
13		2.3 Preliminary Design Review Meeting	0 days	Wed 10/26/22	Wed 10/26/22														
14		3 Detailed Design	37 days	Wed 10/26/22	Thu 12/15/22														
15		3.1 General Arrangement Site Plan Drawing	4 days	Wed 10/26/22	Mon 10/31/22														
16		3.2 Detailed Design of Watermain	37 days	Wed 10/26/22	Thu 12/15/22														
17		3.3 Detailed Design Review Meeting	0 days	Thu 12/15/22	Thu 12/15/22														
18		4 Tender	22 days	Fri 12/16/22	Mon 1/16/23														
19		4.1 Pre-Tender (100% Complete) Design Review Meeting	0 days	Fri 12/16/22	Fri 12/16/22														
20		4.1 Prepare Tender Package (Drawings/Specifications)	12 days	Fri 12/16/22	Mon 1/2/23														
21		4.2 Prepare Tender Ad	0 days	Mon 1/2/23	Mon 1/2/23														
22		4.3 Respond to Tenderer Questions & Issue Addendums	10 days	Mon 1/2/23	Fri 1/13/23														
23		4.4 Review Tenders & Prepare Summary Report	2 days	Fri 1/13/23	Mon 1/16/23														
24		5 Construction Inspection & Contract Administration	41 days	Thu 6/15/23	Thu 8/10/23														
25		5.1 Construction Inspection & Contract Administration	41 days	Thu 6/15/23	Thu 8/10/23														

Project: Kagawong Waterline R Date: Mon 9/19/22	Task		Project Summary		Manual Task		Start-only		Deadline	
	Split		Inactive Task		Duration-only		Finish-only		Progress	
	Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
	Summary		Inactive Summary		Manual Summary		External Milestone			

E

GEOTECHNICAL INVESTIGATION



Geotechnical Investigation and Design Proposal

EXP Infrastructure Division

Type of Document:

Proposal

Project Name:

Old Mill Road, Waterline Replacement
Township of Billings, ON

Proposal Number:

22/151/GP_rev.1

Prepared By:

Yves Beauparlant, P.Eng.
Manager, Earth and Environmental, Northeastern Ontario
EXP
885 Regent Street
Sudbury, Ontario, P3E 5M4
t: +1.705.674.9681
f: +1.705.674.5583

Date Submitted:

2022-09-16

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1. Project Understanding

It is understood that the watermain along Old Mill Road in the Township of Billings on Manitoulin Island is to be replaced and re-aligned. It is further understood that a rock probe investigation is required for watermain, specific to the proposed trenchless crossing of the Kagawong River as well as the watermain installation along the roadway.

To assist with the design of the proposed works, EXP has prepared this proposal to provide the rock probe investigation services. Included within this proposal is EXP's proposed scope of work, key staff, estimated costs, and proposed schedule.

2. Scope of Work

Prior to site mobilization, EXP will layout all proposed rock probe locations and contact all public underground utilities to provide clearances. Please note that during the Summer of 2022, significant delays have been encountered while ordering public utility locates. Such delays may extend well into the Fall and Winter and should be expected.

EXP proposes to complete 2 rock probes (one on each side of the crossing). Rock probes will be completed by driving a DCPT cone to refusal depth from surface. For cost estimating purposes it has been assumed that bedrock will be encountered within the 4 hour minimum charge by the drilling subcontractor for this portion of the work.

An additional 16 rock probes (along the watermain alignment at 50 m spacing) will be completed. Rock probes will be completed by driving a DCPT cone to a maximum depth of 2.5 m or to refusal depth from surface whichever occurs first.

The rock probes will be backfilled with sand and sealed with bentonite pellets as per the latest regulations. Groundwater levels, if encountered, will be measured in open holes prior to backfilling.

All boreholes will be laid out in the field by EXP's geotechnical staff. All borehole locations and elevations will be obtained by means of hand-held GPS.

Traffic control as outlined in Ministry of Transportation Book 7 will be in place at all times during the investigation, and that road closures/lane closures will not be required.

During the field investigation, a Sr. Technician from our office will be on site to supervise the boreholes and collect and log the soil samples. All samples will be carefully packaged and transported to our laboratory for further examination and testing.

If unexpected or problematic soil conditions are encountered during the field investigation, which may affect the scope of work, you will be notified prior to the removal of the drill from site in order to determine a suitable plan of action.

2.1 Office Program

At the completion of the field investigation, EXP will prepare a letter report. The report will provide the following, as required:

- A plan showing the locations of the rock probes;
- Rock Probe logs;
- Detailed descriptions soil and groundwater conditions encountered;
- Assumed bedrock depths; and,
- General excavation and dewatering requirements;

All design recommendations shall be in accordance with the appropriate codes and legislation. The final report will be signed and sealed by a qualified geotechnical engineer registered in the Province of Ontario.

3. Cost Estimate

The estimated cost to provide the proposed geotechnical scope of work has been separated into Fees and Disbursements and outlined below.

Fees

Utility Clearances Coordination.....	\$150.00
Borehole Layout	\$900.00
Borehole Supervision (including travel)	\$2,160.00
Drafting	\$600.00
Geotechnical Reporting.....	\$1,250.00
Project Management.....	\$195.00
Report Publishing (pdf copy)	<u>\$No-Charge</u>
Total Estimated Fees (excluding HST) \$5,255.00	

Disbursements

Drill Crew Mobilization and Demobilization.....	\$1,800.00
Borehole Drilling.....	\$4,240.00
Borehole Drilling expenditures (bentonite, sand, hole patch, etc.)	\$500.00
Drill Crew Per Diem	\$500.00
EXP Per Diem	\$250.00
Traffic Control	\$200.00
Service Vehicle	<u>\$500.00</u>
Total Estimated Disbursements (excluding HST) \$7,990.00	

ESTIMATED PROJECT COST (excluding HST) \$13,245.00

Cost Estimate Notes:

1. The above rate is based on the assumption that the field program will not extend beyond 2 business day. Should the drilling program require additional days due to unforeseen circumstances beyond EXP's control, the estimated cost will be adjusted to reflect the additional depth and time of drilling required.

4. Unit Rates

If additional works, delays, meetings, conference calls, etc. are required beyond the scope of work outlined in this proposal, the following unit rates will also apply. The EXP rates noted below will be valid through to the end of 2023 and may be subject to adjustment thereafter. Disbursements are currently valid through to the end of 2022, and may be subject to change thereafter.

EXP Staff Unit Rates

Sr. Geotechnical Engineer	\$195.00/hour
Senior Technical Reviewer	\$205.00/hour
Geotechnical Engineer	\$185.00/hour
Laboratory Team Lead.....	\$105.00/hour
Sr. Field Technician.....	\$90.00/hour
Laboratory Technician.....	\$65.00/hour
Draftsperson.....	\$90.00/hour
Administrative Assistant.....	\$55.00/hour

Disbursements Unit Rates

Borehole Drilling.....	\$265.00/hour
Traffic Control (cones and signs only)	\$100.00/day
Service Vehicle	\$250.00/occurrence
Groundwater Monitoring Well).....	\$750.00/well
All Other Disbursements	Cost +10%

5. Project Schedule

The geotechnical investigation can commence within 10 business days of written authorization to proceed, pending receipt of underground service locates and equipment availability.

The drilling field work will be completed in 2 business day. The final report will be available within 1 week of completion of the field work.

6. Closure

We thank you for the opportunity to submit this proposal and look forward to working with you on this project. Should you have any further questions concerning the above, please do not hesitate to contact the undersigned directly.

Yours truly,

EXP Services Inc.

Yves Beauparlant, P.Eng.
Manager, Earth & Environmental Services
Northeastern Ontario

Legal Notification

This proposal is CONFIDENTIAL INFORMATION and the PROPERTY of EXP Services Inc. until such time as an agreement for the services/system outlined herein has been completed with the prospective customer and/or recipient to whom it is specifically addressed. Customer/Recipient may only disclose or indirectly cause disclosure of the CONFIDENTIAL INFORMATION to its directors, officers, employees, or consultants necessary for the limited purpose of evaluating the proposal for the specific project identified, provided that, before such disclosure, each such director, officer, employee, or consultant is made aware of and agrees to the CONFIDENTIAL NATURE and limited use of the proposal and its contents.

Customer/Recipient may use the CONFIDENTIAL INFORMATION for the limited purpose of developing and understanding the project with EXP Services Inc. and for no other purpose whatsoever.

Disclosure of the CONFIDENTIAL INFORMATION to Customer/Recipient shall not be construed in any way whatsoever as granting to Customer/Recipient a license or any other right in the CONFIDENTIAL INFORMATION.

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F

**EXCEPTIONS TO THE TERMS
+ CONDITIONS**

**REVISIONS TO THE TERMS AND CONDITIONS
OLD MILL RD. WATERLINE REPLACEMENT | RFP No. 2022-05**

Following a meeting between EXP and the Township on September 20, 2022, the following modifications were made to the Terms and Conditions as set out in an email sent by Todd Gordon, Municipal Project Manager.

PROPOSED AMENDMENTS TO GENERAL TERMS AND CONDITIONS		
Item No. / Page No.	Proposed Amendment	Rationale
#14 / Page 4	The Proponent warrants that they have the experience, training, and equipment to ensure all work performed under the proposal is done safely and in accordance with all applicable health and safety legislation and that they have control over the workplace and are 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 proposal to the Proponent.	Removed in its entirety
#27 / Page 5	The Proponent is required to sign Appendix B, Irrevocable Offer. The Township will sign Appendix C of the successful Proponent's RFP and this shall constitute a binding contract between the Proponent and The Township	The second sentence, which states "The Township will sign Appendix C of the successful Proponent's RFP and this shall constitute a binding contract between the Proponent and The Township," is removed in its entirety.
#34 / Page 6	All materials supplied under this contract shall be fit for the use specified in the governing documents, without regard to whether there are detailed specifications, in the documentation, for specific components.	Removed in its entirety
#42 / Page 7	The Proponent agrees that The Township of Billings is not to be understood as the employer to any successful Proponent nor to such Proponent's personnel or staff for any work, services, or supply of any products or materials that may be awarded as a result of this Proposal document. It is understood that the successful Proponent will act as an independent contractor. Also, in accordance the Occupational Health and Safety Act, the successful Proponent herewith agrees to be the "contractor" as defined under this act.	The last sentence, which states "Also, in accordance with the Occupational Health and Safety Act, the successful Proponent herewith agrees to be the "contractor" as defined under this act," is removed in its entirety.
#51 / Page 8	The successful Proponent shall indemnify and save harmless The Township and its employees and agents against any claim, action, suit or other proceeding for any payment or enforcement of any right or remedy that results from or is alleged to result from the creation of or provision of the work/works or the use or disposal of anything furnished in relation to the work/works.	Removed in its entirety

From: [Steven Kacan](#)
To: [Arriane Fian](#)
Cc: [Mark Langille](#)
Subject: FW: Modifications to the Terms and Conditions Statements: RFP 2022-05
Date: Tuesday, September 20, 2022 4:26:51 PM

I just received this from The Township of Billings. Not sure if this will change anything other than removing appendix C from our submission. Just wanted to touch base and make sure.

Thanks,

Steven Kacan

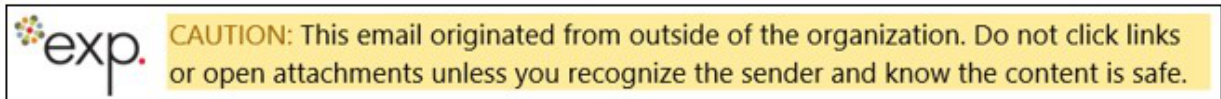
EXP | Civil E.I.T.

t : +1.705.674.9681, 3935 | e : steven.kacan@exp.com

[exp.com](#) | [legal disclaimer](#)

keep it green, read from the screen

From: Todd Gordon <tgordon@billingstwp.ca>
Sent: Tuesday, September 20, 2022 4:24 PM
To: Denis Lamontagne <dlamontagne@RVAnderson.com>; Steven Kacan <Steven.Kacan@exp.com>
Cc: Kathy McDonald <kmcdonald@billingstwp.ca>; Tiana Mills <tmills@billingstwp.ca>
Subject: Modifications to the Terms and Conditions Statements: RFP 2022-05



Hello Steven and Denis.

Thank you for attending the meeting today. As per our discussion please consider the terms and conditions in Billings RFP No: 2022-05 modified as follows:

#14. (page 4) – removed in its entirety

#27. (page 5) – the second sentence, which states “The Township will sign Appendix C of the successful Proponent’s RFP and this shall constitute a binding contract between the Proponent and The Township,” is removed in its entirety.

#34. (page 6) – removed in its entirety

#42. (page 7) – The last sentence, which states “Also, in accordance with the Occupational Health and Safety Act, the successful Proponent herewith agrees to be the “contractor” as defined under this act,” is removed in its entirety.

#51. (page 8) – removed in its entirety.

In general, there is no intent to hold consulting engineers responsible for site safety once construction is active

Likewise, I think we are all in agreement that liability and insurance will be properly dealt with in a contract if/when we should get their with either firm.

I hope this suffices, allows both of your respective firms to submit proposals.

Regards,

Todd



Todd M. Gordon

Municipal Project Manager

15 Old Mill Rd., P.O. Box 34

Kagawong, ON POP 1J0

Mobile: 705-923-6189 (preferred)

Office: 705-282-2611 (ext. 224)

www.billingstwp.ca

Follow us on Facebook! Township of Billings @billingstownshipkagawong



exp.



EXP

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exp • com



R.V. Anderson Associates Limited
436 Westmount Avenue Unit 6
Sudbury Ontario P3A 5Z8 Canada
Tel 705 560 5555 Fax 855 833 4022
www.rvanderson.com

September 21, 2022

RVA 226620

Township of Billings
15 Old Mill Road, P.O. Box 34
Kagawong, ON P0P 1J0

Attention: Mr. Todd Gordon, Municipal Project Manager

Re: Request for Proposals
Old Mill Road Waterline Replacement

The Township of Billings (the Township) wishes to engage a consultant to provide detail design, site inspections and contract administration for the reconstruction of Old Mill Road from the intersection with Main Street, to Graham Road. The work will include a new 150mm watermain within the municipal right-of-way, reconstruction of the rural road with drainage improvements, and slope stability review and remediation along the road's alignment in the proximity of Mudge Bay.

RVA is best suited to undertake this project due to our experience with road reconstruction projects for various communities in Northern Ontario. Past relevant projects include;

- City of Greater Sudbury-Spruce Street reconstruction, including water and sanitary replacements, pavement, design and contract administration.
- Town of Espanola - Highway 6 reconstruction including pavement design, new sidewalks, watermain replacement, construction staging and contract administration.
- Township of Nairn and Hyman - McCharles Street reconstruction, including pavement design, roadside drainage improvements and site review services.

We recognize the project's key objective is the project schedule. Hence, timely completion of the design for the construction of the project to commence in Spring of 2023, as outlined in the RFP, is paramount.

Our approach has been specifically geared towards meeting these objectives through addressing some key issues:

Mitigating Potential Delays: Our focus will be to provide solutions to mitigate delays and achieve cost efficiencies. For example, we would engage with the regulatory bodies early in the design process to help reduce approval delays. This approach will also save time and costs. The Town can expect other efficiencies due to our experience and familiarity with similar issues, stakeholders and agencies for completed projects, such as the Spruce Street reconstruction and Highway 6 in Espanola.

Coordinating with Multiple Stakeholders: Our experience and existing contacts will enable us to bring the Township and various Stakeholders (property owners, utility companies, regulatory bodies) to a common understanding through discussion and timely consensus on

various issues and opinions and keeping the owners informed about the project and addressing related concerns.

Controlling the Project Budget and Schedule: Our Project Management Team consists of Project Manager, Denis Lamontagne C.E.T., and Project Director, Candice Green P.Eng. The nominated project team has a long history of working together on similar improvement projects. This approach would help to improve communication between team members, helping to avoid delays in bringing other staff members up to speed in familiarity with the Township's high expectations.

Our experienced team, in collaboration with the Township staff, would help to streamline communications, reducing the learning curve and keeping the schedule on track by allowing us to ramp up quickly and push the schedule ahead.

We look forward to assisting the Township to complete another successful infrastructure improvement project. RVA has no conflict of interest with respect to this project. In the meantime, please contact the undersigned should you have any questions.

We look forward to the opportunity to continue our professional relationship with Billings Township. Please contact the undersigned at 705-560-5555 for any questions.

Yours very truly,

R.V. ANDERSON ASSOCIATES LIMITED



Zoran M. Filinov, P.Eng.
Chief Operating Officer



Denis Lamontagne, C.E.T.
Associate, Project Manager



REQUEST FOR PROPOSAL

Old Mill Road Watermain Replacement

Prepared for:
Township of Billings



September 20, 2022 @ 2:00 p.m.



R.V. Anderson Associates Limited
436 Westmount Avenue, Unit 6
Sudbury, ON, P3A 5Z8
T 705 560 5555 www.rvanderson.com

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Appendix A – Project Time Task / Project Schedule

Appendix B – Geotechnical Investigation Proposal

Appendix C – Option – Geotechnical Construction Services Proposal

Appendix D – Completed Proposal Form (Appendix A of the RFP)

1.0 Understanding of Scope of Work and Project Objectives

R.V. Anderson Associates Limited (RVA) is pleased to submit this proposal in response to The Township of Billings Request for Proposal: “Old Mill Rd. Waterline Replacement”, dated August 15, 2022.

1.1 Objectives and Scope of Work

The Township of Billings (Township) is seeking engineering services to reconstruct Old Mill Road, including replacement of the existing watermain, from Main Street to the junction of Old Mill Road and Graham Road, for a total approximate length of 850m.

We understand that the key project objective is to construct a new watermain within the Old Mill Road Right-of-Way to replace the existing water distribution infrastructure that is located within the shoreline of Mudge Bay. The construction of the watermain along Old Mill Road will result in disturbance of the road structure, therefore the project will also include the reconstruction of Old Mill Road within the proposed project limits, as outlined above.

Based on the review of RFP, and the mandatory site meeting of August 30th, 2022 we understand that:

- The current 50mm watermain is currently a shallow-buried conduit within the Mudge Bay shoreline requiring ongoing maintenance and is continuously flushing to mitigate freezing of the system.
- The proposed watermain replacement is to be within Old Mill Road at a standard depth of a minimum of 2.2m below finished road grade.
- The proposed watermain within Old Mill Road will include crossing of the Kagawong River adjacent to the Kagawong River bridge.
- Old Mill Road is currently a rural cross section with little to no drainage issues. Minor drainage concerns at the Main Street intersection as well as the North end of the project limits were identified during the site meeting.
- The reconstruction of Old Mill Road will be a reconstruction of the existing road within the existing right-of-way.
- The Township identified two concerns that the successful proponent is to include in their engineering services scope of work;
 - Review of the road alignment in the corner directly east of the bridge over the Kagawong River to assess potential changes to the alignment of the corner.
 - Review of the road integrity and remediation of Old Mill Road at approximately 350m Northeast of the Kagawong river bridge as the road shoulder is currently showing signs of distress and potential slope failure.

1.2 Exceptions of Deviations

R.V. Anderson Associates Limited notes the following items regarding the Request for Proposal.

1. Per the condition of requirement 32 – Third Party Claim; R.V. Anderson Associates Limited has assumed that the Township will allocate an engineering fee allowance for RVA to address any third-party claims, should such arise.

2.0 Approach & Methodology

Based on the RFP, the following table discusses our methodology for successful completion of the project.

2.1. 30% Completion

Key Task	Methodology & Discussion
Topographic Survey	<p>RVA will conduct a topographic survey of the project area to prepare base plans for the project design drawings.</p> <p>It is our understanding that the scope of work does not include legal survey of the Municipal boundary. The Township will provide available legal boundary drawings that will form basis for the design.</p>
Base Plan Circulation, DTM, and Updates	<p>RVA will prepare the base plan drawings and Digital Terrain Model (DTM) for the proposed project based on survey data obtained from our survey team. Base plans will be circulated to utility companies to obtain their existing and future requirements in the project area. Ideally, utilities companies will provide hard copies or digital information on the location of their planned installations.</p>
Geotechnical Investigation	<p>EXP, our subconsultant for the geotechnical component of the project will deliver, through RVA, the draft and final geotechnical reports, the recommendations for watermain construction, including the proposed trenchless crossing of the Kagawong River, road construction and disposal of excess materials.</p> <p>EXP has been operating in the Sudbury area since 1967. Over the past 52 years their Sudbury office has become a multi-disciplinary firm capable of undertaking geotechnical materials testing, environmental assessment, infrastructure, and surveying.</p> <p>For more details about EXP's scope and methodology please refer to Appendix B for their complete proposal.</p>
Preliminary Design	<p>RVA will prepare the preliminary design for Old Mill Road including a preliminary watermain design and develop plan, profile and cross section drawings. RVA will identify any impact on properties and the areas that may require modifications to the roadway and/or other existing municipal infrastructure. Typical road cross-sections will be developed to address various scenarios within the project.</p> <p>As outlined in the RFP, a detailed geotechnical investigation will be undertaken by our sub-consultants, in conjunction with detailed design of this project. We will incorporate the geotechnical recommendations and pavement design. And we will prepare high level (Class C) cost estimates, which will be refined further during the detail design. This preliminary design will be the base plan for advancing into detail design</p>
Water Distribution System Review	<p>During the site review meeting, the Township requested that the proposed watermain be a minimum of 150mm diameter to replace the existing 50mm diameter watermain. Also, it was noted that there are currently no fire hydrants along Old Mill Road.</p> <p>The Township has requested that an option be included with this proposal submission to review the distribution system along old Mill Road for fire flows that would determine the potential of including fire hydrants.</p> <p>RVA will provide these services and will produce a brief technical memorandum for an additional engineering fee of \$7,500. This estimate is based on the assumption that the</p>

	<p>Township and the Ontario Clean Water Agency (OCWA) can provide pressure and flow testing data of the existing distribution system.</p> <p>We would also be interested in discussing with the Township expanding this optional work to provide water modeling for the Township’s distribution system to better understand the pressure and flows within the system. This can also be useful for future work on the Township’s system among other benefits. Our team has extended capabilities in water modelling and could provide a comprehensive outlook of the Township’s distribution system should you be interested. This can be reviewed during project initiation should we be successful in this proposal.</p>
Utility/ Stakeholder Coordination	<p>We will prepare the preliminary utility conflict plans at 30% design stage to initiate the relocation process for the utility pole as discussed on site as early as possible. Early engagement with key regulatory agencies and utility companies would guide the project through the approval processes to mitigate potential approval delays.</p> <p>RVA in conjunction with the Township will prepare the list of various stakeholders for permit approvals.</p>
Design Report	<p>At this stage the design report will include the basis of design based on the design criteria which would include geometric design standards, road classification, sight distance, design speeds and lane widths.</p>
Quality Assurance Audit	<p>Prior to the 30% design submittal, a site review, constructability reviews, risk assessments, and QA audits would be performed by senior specialists at RVA.</p>
30% Deliverables	<p>30% Deliverables will include- preliminary plan and profile drawings including watermain design; Class C cost estimates, Design Report, Stakeholder list.</p>

2.2. 60% Completion

Key Task	Methodology & Discussion
Road Design and Design Drawings	<p>Plan and profile and intersection tie-in drawings would be developed, as well as cross-sections at critical locations. Other drawing elements that would be developed at this stage include updated typical sections, removals, pavement markings and signage following Ontario Traffic Manual (OTM) Book, side street profile, construction staging and construction days estimate.</p>
Drainage	<p>RVA will review the Topographic Survey, and the drainage patterns within the project limits to improve any current drainage issues. This will include review of the drainage issues at the North limit of the project as well as at the Main Street intersection as identified by the Township.</p> <p>Potential drainage improvements will be discussed with the Township and upon collaborative agreement, the improvements will be incorporated into the road design.</p>
Kagawong River Crossing	<p>Upon completion of the Geotechnical Investigation work, RVA and the Geotechnical Sub-consultant will review the feasibility of horizontal directional drilling (HDD) methodology for the proposed Kagawong River Watermain Crossing.</p> <p>If for any reason the HDD crossing is not feasible, RVA will review alternative crossing methods. Any methodology other than the trenchless technologies would require that an</p>

	<p>Class Environmental Assessment be completed, which is not. part of this proposal's scope of work.</p> <p>Also, if a Class EA is required, the project schedule would be significantly impacted. RVA would work with the Township to update the project scope, request additional fees and update the project schedule.</p>
Regulatory Agencies	<p>RVA will coordinate with regulatory agencies such as the Department of Fisheries and Oceans (DFO) and Ministry of Natural Resources and Forestry (MNRF) for the proposed Kagawong River HDD WM Crossing to inform them of the proposed works and determine if any approvals are required for the trenchless river crossing works.</p> <p>Any additional requirements or permits as set out by the regulatory agencies do not form part of the scope of work, as set out in the proposal. Additional scope and corresponding fees can be negotiated to satisfy any additional requirements, as required.</p>
Utilities	<p>RVA will coordinate with utility companies and proposed relocation plans from the utility companies will be reviewed for Conflicts with the new construction and forwarded to the Municipal for approval.</p>
Quality Assurance Audit	<p>Prior to the 60% design submittal, a site review, constructability reviews, risk assessments, and QA audits will be performed by senior specialists at RVA.</p>
60% Design Submission	<p>RVA will prepare the 60% design package, incorporating the design completed to-date and comments received from the Township and stakeholders as well as quantities and Class B cost estimates. The package would also include a preliminary design report with updated design criteria, utility plans and Draft Contract Drawings. The design would be presented to the Township and applicable comments would be incorporated into the next submission.</p>

2.3. 90% Completion

RVA will review and implement feedback from 60% design submission before advancing to final detail design.

Key Task	Methodology & Discussion
Final Detail Design & 90% Submission	<p>RVA will address applicable comments/concerns from 60% submission package while advancing to final detail design. The final contract drawings will consist of 1:250 scale plan and profile drawings prepared. 90% Design Submission Deliverables, drawings:</p> <ul style="list-style-type: none"> • Title page with key plan and drawing index, legend drawing; • General plan at an appropriate scale detailing the scope of work; • Typical Sections; • Plan / Profiles • Construction details drawings; Construction staging plan including traffic control details • Road grading / elevations drawings • Tender documents and specifications using OPSS and OPSD's. • Construction staging plan • Quantity breakdown sheets and Class A cost estimates
Quality Assurance Audit	<p>Prior to the 90% design submittal, a site review, constructability reviews, risk assessments, and QA audits would be performed by senior specialists at RVA.</p>

2.4. 100% Completion

Key Task	Methodology & Discussion
100% Design Submission	RVA will meet with Municipal staff to receive any comments and an approval of the final design drawings, which will incorporate comments from 90% design. This submission package will also include the final tender package in pdf format, the cost estimate for construction and the relevant Word, Excel and CAD files.
Regulatory Approvals	RVA will prepare MECP Form 1 – Record of Watermains Authorized as a Future Alteration

2.5. Meetings

Key Task	Methodology & Discussion
Design Meetings	We have accounted for total of 2 design meetings with Municipal staff. We have included design review meetings at both 60% and 90% design stages.

2.6. Construction Phase

Key Task	Methodology & Discussion
Contract Administration And Site Services	<p>RVA will provide overall contract administration services, as well as inspection for the project. For the purposes of pricing our proposal as outlined in the RFP, we have included a full-time inspector for a total of 10 hours a day for 5 days a week for a period of 10 weeks, totalling 500 hours of site inspection services.</p> <p>Site inspection will be provided on a full-time basis for all underground servicing and critical components of the project and part-time as required for other site work. Typical inspection tasks will be completed to ensure the project is completed to the project specifications and to minimize the impact to local residents, businesses, and organizations. Some of the typical site services:</p> <ul style="list-style-type: none"> ➤ As-constructed measurements recorded on “as-constructed” drawings; ➤ Verification of layout; ➤ Daily records of progress and any changes from the original plans; ➤ Attend pre-construction and bi- weekly construction meetings; ➤ Daily correspondence with Township Staff, residents, business, etc.; and ➤ Coordination with testing services, OCWA, contractor and the geotechnical material testing. <p>We have also included 5 hours per week for 10 weeks of contract administration as baselined in the RFP document. Inspectors will report directly to the RVA Project Manager, Denis Lamontagne; however, they will work in cooperation with municipal Staff.</p>

	<p>Our Contract Administrator will perform administration duties, including: review of invoices and preparation of monthly progress payments certificates (PPCs); claims management; tracking of schedule, quantities, and budget; and coordination of shop drawing reviews.</p> <p>Mr. Lamontagne will chair bi-weekly virtual Construction Progress and Coordination Meetings with the Contractors and Municipal Staff and will develop meeting agendas and notes. If the Township would prefer in-person meetings, we could definitely discuss additional fees and disbursements associated with this at time of construction.</p>
<p>Geotechnical Site Services</p>	<p>The construction of this project will require Quality Assurance (QA) testing of materials utilized on site. We have included in our fee proposal for your consideration, an inspection and materials testing proposal for the geotechnical engineering services for the construction period. This includes inspection and testing of materials such as granular bedding, road granular and asphalt for the proposed watermain and road construction.</p> <p>See Appendix C for more detail.</p>
<p>As-Built Drawings</p>	<p>RVA will keep good records of as-constructed features during the construction of the project and can provide the services of completing digital as-built drawings of the project if this is desired by the Township. We are including for your consideration an option of preparing the as-built drawings for the entirety of the project for your files. Our proposed fees for these services would be an additional \$12,000.00 should the Township decide to accept this option. We can discuss these services in detail should RVA be successful in this proposal submission.</p>

3.0 Experience and Qualifications

3.1. Corporate Profile

R.V. Anderson Associates Limited (RVA) has been engaged in the provision of professional engineering, architecture, operations, and management services since 1948. Our firm now comprises over 400 engineering, architectural, environmental and infrastructure specialists in water and wastewater, municipal services, structures, buildings, transportation, and urban development.



Our company is wholly owned by our principals and associates, providing services to the public and private sectors in Canada and internationally. Our operating philosophy is based on a “culture of ownership”—ownership of projects, ownership of quality delivery, and ownership of the company. This culture of ownership commits RVA’s employees to executing a corporate strategy that achieves a vision of service excellence, good workplace, continuing growth and development, and financial stability.



RVA’s history of providing quality services for sustainable infrastructure development has been nationally and internationally recognized. The firm has been named one of Canada’s Best Managed Companies since 2008, and recently obtained “Platinum” status. RVA was also crowned one of the Greater Toronto Area’s Top Employers 2020, which is a subsidiary of The Globe and Mail’s Canada’s Top 100 Employers (2020).



RVA has all the directly applicable experience required for this project. The example projects provided below involve similar scope, magnitude and complexity as identified in this RFP.

3.2. Team Organization

RVA has set a project group that has extensive experience in road reconstruction projects in the North. The group includes Project Manager, Denis Lamontagne, C.E.T. with over 17 years of construction

experience and Project Engineer, Candice Green, P.Eng., LEED with over 15 years of experience in design/engineering of municipal infrastructure. Combined diverse experiences of Denis and Candice will be a key factor completing the project on time and budget.

3.3. Project Team Members

Our Project Manger Denis Lamontagne, will be the designated contact person and can be reached by email at dlamontagne@rvanderson.com or by phone at 705-560-5555 ext. 2220. Please find below brief bios outlining Experience and Qualifications of Key Personnel and an Organization Chart for the project.

Project Manager: Denis Lamontagne, C.E.T.	17 Years of Experience
Responsibilities: <ul style="list-style-type: none"> • Client Contact • Design and Coordination 	<p>Denis is an Associate and Project Manager of RVA's Sudbury office. He has over 17 years of experience in municipal projects, which involves extensive work in road reconstruction, road design, and watermains and storm and sanitary sewer installation. Denis has been involved in all aspects of project development from initiation to completion. His capabilities include project management, preliminary and detailed designs, approval /permit acquisition and contract administration with respect to municipal infrastructure, subdivision, site servicing and site plans.</p> <p>Denis has significant experience in working on road and infrastructure improvement projects with various Northern Ontario Towns and Small Communities. His work throughout Northern Ontario provides him with an in-depth understanding of requirements and expectations when working in communities outside the Sudbury area.</p>

Project Engineer & Director: Candice Green, P.Eng., LEED AP., ENV. SP.,	15 Years of Experience
Responsibilities: <ul style="list-style-type: none"> • Staff Coordination 	<p>Candice is an associate and project manager of the firm with over 15 years of experience in urban development and municipal projects. Her capabilities include project management, preliminary and detailed designs, approval/permit acquisition, and contract administration with respect to municipal infrastructure, subdivisions, site servicing, and site plans for industrial, commercial, institutional and multi-unit residential projects.</p>

Roads & Watermain: Quality Assurance (QA): Jason Bergeron	23 Years of Experience
Responsibilities: <ul style="list-style-type: none"> • QA of Road Design 	<p>Jason has been with R.V. Anderson Associates Limited for more than 23 years. He has vast civil engineering experience on various municipal, transportation, urban development, institutional and telecommunication projects. His experience includes project management and coordination, preliminary and detailed design, approvals, contract preparation, contract administration, and inspection. His computer proficiencies include AutoCAD Civil 3D and Microsoft Office.</p>

3.4. Reference Projects

Highway 6, Town of Espanola

Joel Yusko, Manager, Public Works

jyusko@town.espanola.on.ca | (705) 869 1751

In 2016 RVA was retained by the Town of Espanola to complete preliminary and detailed design, coordination, contract preparation approvals in preparation for a 2.8 km of upgrades for the Highway 6 Reconstruction. This exercise included condition assessment of all existing infrastructure within the Hwy 6 corridor to replace aging infrastructure. In the Spring of 2018, the project moved forward with tendering for the reconstruction of Phase 1 (Station Rd. to Second Ave.). This phase included replacement of watermain, storm sewer, sanitary sewer and 550 m complete road reconstruction including new granular, concrete curb and asphalt. It also included replacement of traffic signals at Second Avenue.



Project Value: \$3,497,935.00

Kelly Lake Road Bridge to CP Rail Tracks, City of Greater Sudbury

Akli Ben-Anteur, Project Engineer/Water/Wastewater

Akli.ben-anteur@greatersudbury.ca | (705) 674 4455

In 2016 RVA was retained by the City of Greater Sudbury. To provide engineering design and construction services for the reconstruction of Kelly Lake Road in the City of Greater Sudbury.

The project included approximately 650 meters of underground infrastructure improvements and road reconstruction including new curbs and sidewalks. It also consisted of the replacement of sanitary and storm, including the design and construction of new storm sewers to improve drainage in the area.

As a result of the reconstruction, restoration was required on all adjacent properties, including driveways and front yards. Regrading of several properties was required to match into the new road elevation.



Project Value: \$8,128,322.00

Spruce Street Reconstruction, City of Greater Sudbury

Akli Ben-Anteur, Project Engineer/Water/Wastewater

Akli.ben-anteur@greatersudbury.ca | (705) 674 4455

The City of Greater Sudbury retained R.V. Anderson Associates Limited to provide engineering design and construction services for the reconstruction of Spruce Street in the City's west end.

The project included approximately one kilometer of underground infrastructure improvements and road reconstruction including new curbs and sidewalks. It also consisted of the replacement of approximately 750 meters of sanitary sewer, and 500m of storm sewers, including the design and construction of new storm sewers to improve drainage in the area.

As a result of the reconstruction, restoration was required on all adjacent properties, including driveways and front yards. Regrading of several properties was required to match into the new road elevation.



Project Value: \$5,562,614.00

4.0 Project Management and Schedule

RVA's standard project management process is in general conformance with those developed by the Project Management Institute. To achieve the project management objectives, the following controls would be used: scope control, internal cost control, schedule management, monthly progress reports, and communications and meetings. For the Third Line East project, we also consider risk to be a key area, specifically to the schedule, which requires the project to go to construction in Spring 2021.

RVA's plan shall serve to accomplish the work and meet the project schedule by staffing the project with abundant and competent resources, based primarily in our local Sudbury office; Our **Time Task Matrix** and **Project Schedule** are included in Appendix A of the proposal. The schedule will be finalized after discussions with the Township at the project kick-off meeting.

5.0 Quality Management

Our Project Manager, Denis Lamontagne would be responsible for preparing and overseeing implementation of the project's official Quality Management Plan, which follows RVA's Project Quality Management System (PQMS).

Quality Assurance Reviews would be undertaken by senior individuals not otherwise involved in the project. Each discipline would have a dedicated senior staff member for QA reviews. Denis will oversee the overall QA/QC process, conduct reviews regularly and see that documentation is being prepared, and that deficiencies (in deliverables and process) are being corrected. QA Reports would be submitted at key milestones of 30%, 60%, 90%, and 100%. The QA/QC reports and a QA/QC tracking spreadsheet would document the review process, deficiencies identified, and corrective measures proposed. The Township would be informed on follow-up items, such as actions taken to correct deficiencies

6.0 COVID Policy

RVA is committed to reducing the spread of COVID-19 and protecting the healthcare system. As always, our primary focus is on the well-being and protection of our employees and the community while still maintaining service continuity for our valued clients. Our staff has the capabilities to work remotely while coordinating and communicating on current and new projects. To keep everyone safe during meetings, RVA has been utilizing the virtual meeting platform Microsoft Teams, which enables video conferencing, screen sharing, and other collaboration tools. Our construction sites continue to be staffed and attended to by our construction services team (Site Inspectors and Contract Administrators). RVA staff in all offices have been trained in the restrictions and guidelines for safe personal hygiene practices and Covid-19 prevention.

APPENDIX A

PROJECT TIME TASK /

PROJECT SCHEDULE



TOWNSHIP OF BILLINGS
RFP : OLD MILL ROAD WATERLINE REPLACEMENT
TIME TASK MATRIX

Task Description	Staff	Candice Green Project Director	Quality Assurance Reviews	D.Lamotagne: Project Manager / Contract Documents	Project Designer/Road/ Drainage	Christine Tarr: CAD Designer (Civil 3D)	Leah Z : Drafting	Contract Administration	Site Representative	Hours / Task	Fees / Task
	Rate	\$220	\$205	\$185	\$125	\$140	\$105	\$125	\$100		
1 Project Startup											
Project Kickoff Meeting with the City				2						2	\$370
Topo Survey				1	30					31	\$3,935
Project Management		1		1						2	\$405
Survey Disbursements (assumed \$200 per day x 2 days)											\$400
Project Startup Total		1	0	4	30	0	0			35	\$ 5,110.00
2 Preliminary Design (30% Submission)											
Prepare Base Plans and DTM				4	5	5	25			39	\$4,690
Utility Coordination (circulate base plans to utility companies)					5		5			10	\$1,150
Preliminary Typical sections and Cross Sections				4	15	3	20			42	\$5,135
Preliminary Plan and Profile Drawings			2	3	15	5	25			50	\$6,165
Preliminary Road, Drainage and Watermain Design & Drawings					15		10			25	\$2,925
Class C Cost Estimates			2	5	5					12	\$1,960
Design Report			2	2	5					9	\$1,405
Identify Stakeholders for Various Approvals				1	2					3	\$435
Project Management				2						2	\$370
Geotechnical Investigation (EXP Services Inc.)											\$24,690
30% Subtotal		0	6	21	67	13	85			192	\$ 48,925.00
3 Design (60% Submission)											
Road, Drainage and Watermain Design & Drawings			3	7.5	15	3	20			48.5	\$6,398
Grading				4	7.5	4	15			30.5	\$3,813
Typical Sections				1	2	2	7.5			12.5	\$1,503
Cross Sections			3		5	2	7.5			17.5	\$2,308
Preliminary Specifications and Class B Cost Estimates			3	5	7.5					15.5	\$2,478
Stakeholder (Agency) Coordination				2	5					7	\$995
Client Meeting (1) (In Person)				7.5						7.5	\$1,388
Project Management		2		10						12	\$2,290
Internal QA and Constructability Reviews		4		5						9	\$1,805
60% Design Disbursements (Mileage - 1 Client Meeting)											\$200
60% Subtotal		6	9	42	42	11	50			160	\$ 23,178.00
4 90% Design Submission											
Road, Drainage and Watermain Design & Drawings			8	10	15	5	15			53	\$7,640
ECA Form 1		0.5			2					2.5	\$360
Class A Cost Estimates			2	2	8	2				14	\$2,060
Tender Documents and Specifications				10	25					35	\$4,975



TOWNSHIP OF BILLINGS
RFP : OLD MILL ROAD WATERLINE REPLACEMENT
TIME TASK MATRIX

Task Description	Staff	Candice Green Project Director	Quality Assurance Reviews	D.Lamotagne: Project Manager / Contract Documents	Project Designer/Road/ Drainage	Christine Tarr: CAD Designer (Civil 3D)	Leah Z : Drafting	Contract Administration	Site Representative	Hours / Task	Fees / Task
	Rate	\$220	\$205	\$185	\$125	\$140	\$105	\$125	\$100		
Internal QA and Constructability Review		4	4	7.5	7.5					23	\$4,025
Client Meeting (1) (In Person)				7.5						7.5	\$1,388
Project Management		4		15						19	\$3,655
90% Design Disbursements (Mileage - 1 Client Meeting)											\$200
90% Subtotal		8.5	14	52	57.5	7	15			154	\$ 24,103.00
5 100% Design Submission (Tender Ready Documents)											
Compile Final Contract Drawings			1	2	7.5		15			25.5	\$3,088
Final Quantities and Cost Estimate			1	2	5					8	\$1,200
Final Contract / Tender Documents			2	2	4					8	\$1,280
Internal Quality Assurance Final Design Reviews		4	3							7	\$1,495
Tendering				10	10					20	\$3,100
Project Management		4		15						19	\$3,655
100% Subtotal		8	7	31	26.5	0	15			87.5	\$ 13,818.00
6 Site Services											
Site Inspection - 500 hrs (assumed 5 days / week, 10hr / day for 10 weeks)									500	500	\$50,000
Contract Administration (assumed 5hrs / week, 10 weeks)							50			50	\$6,250
Project Management				24						24	\$4,440
Disbursements (assumed \$190 per day x 5 days for 10 weeks)											\$9,500
Site Services Subtotal			0	24	0	0	0	50	500	\$574	\$ 70,190.00

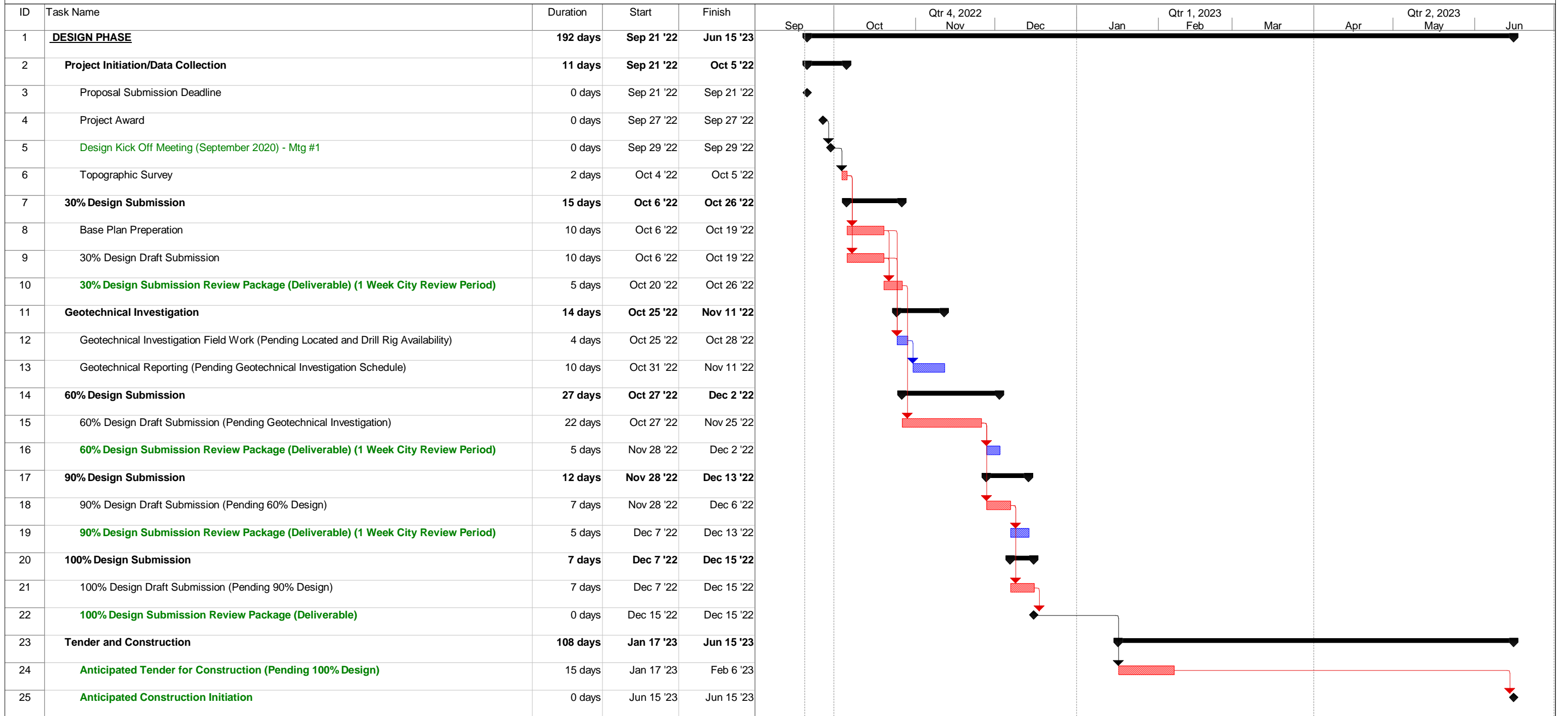
Total Fee for all Services Including all Allowances \$ 185,324.00



Starting September 27, 2022

RFP - BILLINGS TOWNSHIP OLD MILL ROAD WATERLINE REPLACEMENT

Billings Township
RVA 226620



Project: Old Mill Road Date: Sep 20 '22	Task █ Critical Task █ Milestone ◆ Summary ▬ Rolled Up Task ▬ Rolled Up Critical Task ▬	Rolled Up Milestone ◇ Rolled Up Progress ▬ Split ⋮ External Tasks ▬ Project Summary ▬ Group By Summary ▬	Inactive Task ▬ Inactive Milestone ◆ Inactive Milestone ⋮ Inactive Summary ▬ Manual Task ▬ Duration-only ▬	Manual Summary Rollup ▬ Manual Summary ◆ Start-only ▬ Finish-only ▬ External Tasks ◇ External Milestone ⋮	Progress ▬ Deadline ↓ Progress ▬ Progress ▬
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APPENDIX B

GEOTECHNICAL INVESTIGATION

PROPOSAL



Geotechnical Investigation and Design Proposal

R.V. Anderson Associates Limited

Type of Document:

Proposal

Project Name:

Old Mill Road, Waterline Replacement
Township of Billings, ON

Proposal Number:

22/151/GP

Prepared By:

Yves Beauparlant, P.Eng.
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Date Submitted:

2022-09-13

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1. Introduction

With a heritage dating back to 1928, EXP Services Inc. (EXP) has grown into one of Canada's largest and most successful engineering and consulting firms. With projects around the globe, EXP offers its clients in both the private and public sectors a full range of services provided by a dedicated team of over 3,400 professionals, including specialist engineers, project managers, and technical experts from over 100 Canadian, U.S. and international locations. At EXP, we provide professional, technical and strategic services to the world's built and natural environments in six key practice areas: Buildings, Earth & Environment, Energy, Industrial, Infrastructure, and Sustainability.

Our commitment to excellence has enabled us to constantly create value for our clients and has significantly contributed to EXP's dynamic growth on a global scale. Moving ahead, clients will now have easier access to the highly experienced and creative professionals available at EXP to ensure that right people provide the right solution. Whether the project is big or small, we can deliver global expertise from a local presence - for any project - anywhere in the world.

EXP has considerable experience and extensive subsoil information pertaining to Northern Ontario communities. EXP is familiar with the surficial geology in the Manitoulin Area area and has worked on numerous projects related to roads, bridges, buildings, and infrastructure

Additional information about EXP, the markets we serve, and the services we provide is available on our website at www.exp.com.

2. Project Understanding

It is understood that the watermain along Old Mill Road in the Township of Billings on Manitoulin Island is to be replaced and re-aligned. As part of the replacement road upgrades are to be undertaken. It is further understood that a geotechnical investigation is required for watermain, specific to the proposed trenchless crossing of the Kagawong River, as well as complete a slope stability review of a potentially failing slope along the road alignment. As part of the geotechnical investigation, it is understood that initial excess soil works will also be required.

To assist with the design of the proposed works, EXP has prepared this proposal to provide geotechnical investigation services. Included within this proposal is EXP's proposed scope of work, key staff, estimated costs, and proposed schedule.

3. Statement of Quality

Most firms offering consulting engineering services stress their abilities in terms of time and cost. In many instances, time/cost objectives have been realized by sacrificing quality. We believe that standards or quality must be included in the basic objectives and that managers include quality in their decision matrix.

The policies of EXP are to provide high quality services to its clients; to consistently produce what the client needs; to meet the requirements of sound technical practices; and to ensure that the work is in accordance with recognized standards, procedures, codes and applicable laws. EXP has a system in place by which internal milestone reviews and checks are conducted to ensure that applicable standards and procedures are followed in accordance with the strict requirements of the project. In particular, during a review process a checklist of items will be maintained for each task involved. This checklist will sign off by all assigned staff and kept in the project files for future reference.

The analysis of data and recommendations are independently reviewed by the Senior Staff including the Designated Contact. Emphasis is placed at every stage for accuracy of data, scientific interpretation, relevancy of conclusions, and value engineering.

High quality is achieved by good performance; high quality is assured by good performance, review, verification, and monitoring.

4. Quality Management

EXP has developed a very stringent quality management system that includes:

- Double signature representing the review process, and where appropriate, seals on all documentation including proposals, letters, reports, and drawings.
- The management of projects to include the use of appropriate staff to carry out and to review work including documentation.
- The employment of a Technical Director in each principal area of work to provide technical direction, leadership, policies and support for the quality of service delivered to clients.
- The provision of professional services to the current Standard of Practice as defined in recognized Codes, Standards, Manuals and generally accepted practices.
- The use of third-party certification and accreditation of EXP facilities, equipment and procedures.
- The use of a peer review process and verification of quality procedures and practices.
- The measurement of client satisfaction by a client evaluation performance program.

Technical reviews will be undertaken prior to the submission of any proposed Scope of Work and prior to the submission of any draft of final technical report.

The emphasis of EXP's quality control program is to obtain the best solution for the Client's dollar.

5. Project Management

EXP Services Inc. is uniquely qualified to perform work for the project because of our strong, experienced, multi-disciplinary engineering team. While the policy of our firm is to encourage all team members to take responsibility for their respective components of the project and communicate with each other to discuss issues and resolutions of concerns, the overall responsibility rests with the Project Manager.

The Project Manager for this project will be Mr. Yves Beuparlant, P.Eng. As Project Manager, Mr. Beuparlant will oversee all aspects of the project, monitor the QA/QC programs, and assume overall responsibility for the successful completion of the project on time and on budget. Mr. Beuparlant will be the key liaison with the design team and will attend any/all meetings related to the project, where required. Mr. Beuparlant joined the EXP group in 2010 and has worked as a geotechnical consultant as well as a field quality control inspector during his professional career. He has broad experience in managing a wide range of geotechnical/environmental projects for clients including federal, provincial, and municipal governments; residential and commercial developers; mining companies; and, energy companies. He has substantial field and management experience with staff sizes ranging from 7 to 30 individuals and is currently the Manager of Earth and Environmental Services for Northern Ontario.

EXP, upon being awarded a project and under the leadership of the project manager, will provide all professional and technical services for the successful completion of the assignment. The key to a successful conclusion is project management.

Each specialty has a designated team leader responsible to the project manager and the other team members for delivery of their respective deliverables in their specialty. The project manager monitors the progress within each specialty and ensures the interlocking specialty groups are communicating with each other to ensure each team member is aware of the progress of

other specialties and is fully aware of what the impacts of any delay in one specialty will have on the ability of others to deliver, and on the overall delivery of the project. It is the project manager's responsibility to bring the team leaders together at the start of the project to ensure the interrelationships of the specialties and how the deliverables of the specialties are understood. This will be followed up with scheduled team meetings and frequent communications using a combination of face to face meetings, teleconferences, emails, and telephone.

EXP will administer this assignment during each phase, keeping the client and their design team fully aware of all issues and status at all times. We will undertake to identify issues that require client and/or their design team's decision or input as early as practical. Our scheduling chart will reflect these issues, if they have the potential to impact the overall schedule.

By bringing the teams together at the start of the project the project manager can identify the critical path consisting of the critical tasks that must be delivered on given dates or other approaches developed to meet the completion dates. The project manager will hold regular meetings with the team and present the actual progress against planned schedules progress, along with any delays' reasons and proposed solutions. The project manager will maintain regular dialogue with the team supervisors. As mentioned above, constant communication between teams and with team members with respect to expected delivery dates will keep all team members aware of what task is currently critical and what task is becoming critical.

The minutes of the regular and other unscheduled meetings will be circulated to the team members to encourage all team members to be involved and bring potential delays or problems to light early. The team members are encouraged to maintain communications with each other and such dialogue will help to solve smaller issues before they become problems.

6. Key Project Team

Provided below are EXP's key staff identified for this project in addition to the Project Manager noted above. Detailed Curriculum Vitae for each staff member and Project Manager can be provided upon request.

Mr. Ian MacMillan, P.Eng. – Senior Geotechnical Engineer

Mr. Ian MacMillan, P.Eng. will provide geotechnical engineering services for this project. Mr. MacMillan will co-ordinate all field staff during the geotechnical investigation and will review all field work and laboratory data compilations. In addition, Mr. MacMillan will prepare the preliminary geotechnical report for review. Since joining EXP's Sudbury Office in 2006, Mr. MacMillan has completed numerous geotechnical engineering projects for buildings and infrastructure throughout Ontario.

Mr. Andy Schell, M.Sc., P.Eng. – Senior Technical Reviewer

Mr. Schell has over 38 years of experience on a wide variety of projects located throughout Ontario. As a consultant in Northern Ontario for much of his career and as a former Branch Manager for EXP's predecessor Trow Associates Inc., Mr. Schell has a vast knowledge of the subsurface conditions, and has completed numerous projects throughout Manitoulin Island.

Mr. Shane Tobias – Field Supervisor/Senior Field Technician

Mr. Shane Tobias has over 15 years of experience as a Senior Geotechnical and Environmental Field Technician and will act as supervisor during field operations for this project. Mr. Tobias has acted as field supervisor and safety supervisor on numerous geotechnical investigations for school boards; developers; mining companies; federal, provincial, and municipal governments; contractors, etc. throughout Ontario. Mr. Tobias will oversee all site operations, field staff, and subcontractors; be in daily communication with required contact(s); complete all safety reporting/audits; and deliver daily toolbox safety meetings with field staff.

7. Geotechnical Scope of Work

Prior to site mobilization, EXP will layout all proposed borehole locations and contact all public underground utilities to provide clearances. Please note that during the Summer of 2022, significant delays have been encountered while ordering public utility locates. Such delays may extend well into the Fall and Winter and should be expected.

EXP's geotechnical engineer will attend the site to review the slope stability area and document site conditions for reporting purposes. It has been assumed that a detailed topographical survey of the slope area will be provided to EXP for use as part of the slope stability assessment.

EXP proposes to complete the following scope of work based on our assumptions and understanding of what may be required to support the overall design works. The scope below is only valid for the assumptions made by EXP.

Work Group	Area	Number of Boreholes	Depth of Boreholes (m)
A	Watermain Alignment and Road Upgrades	4	2
B	Trenchless Crossing	2	8
C	Slope Stability Assessment	2	6

The boreholes will be advanced to the recommended depths noted above or to auger refusal on suspected bedrock, whichever occurs first. Soil samples will be obtained at 0.75 m intervals in conjunction with Standard Penetration Tests (SPT). The SPT "N" values will be recorded at each sample interval. If cohesive soils are encountered, field vane tests will be performed at selected locations and depths to establish the undrained shear strength of the material. Bedrock coring does not form part of the current scope of work.

The boreholes will be backfilled with soil cuttings and sealed with bentonite pellets as per the latest regulations. Groundwater levels, if encountered, will be measured in open holes prior to backfilling. One (1) borehole at the trenchless crossing will be fitted with groundwater piezometers as well as one (1) borehole for the slope stability. Groundwater levels will be obtained prior to leaving site and one to two weeks following the completion of the field work.

All boreholes will be laid out in the field by EXP's geotechnical staff. All borehole locations and elevations will be obtained by means of hand-held GPS.

Traffic control as outlined in Ministry of Transportation Book 7 will be in place at all times during the investigation, and that road closures/lane closures will not be required.

During the field investigation, a Sr. Technician from our office will be on site to supervise the boreholes and collect and log the soil samples. All samples will be carefully packaged and transported to our laboratory for further examination and testing.

If unexpected or problematic soil conditions are encountered during the field investigation, which may affect the scope of work, you will be notified prior to the removal of the drill from site in order to determine a suitable plan of action.

7.1 Laboratory Testing

A laboratory testing program will be completed on the select samples obtained from the field investigation. The testing will consist of Sieve Analysis, Particle Size Analysis, Atterberg Limits and Moisture Content Analysis. Complex laboratory testing such as triaxial and oedometer testing is not anticipated for this project.

7.2 Geotechnical Office Program

At the completion of the field investigation and laboratory testing, EXP will conduct an evaluation of subsurface conditions and prepare a comprehensive geotechnical report. The report will provide the following, as required:

- A plan showing the locations of the boreholes;
- Borehole logs;
- Detailed descriptions and properties of soil and groundwater conditions encountered and associated design parameters;
- Laboratory test results;
- Trenchless crossing recommendations;
- Slope stability assessment;
- Recommended options for slope stabilization;
- Frost considerations;
- Excavation and dewatering requirements;
- Buried service recommendations;
- Asphalt/Gravel pavement recommendations;
- Recommendations for the re-use of excavated soil;
- Backfilling requirements including types of imported fill and levels of compaction; and,
- General construction recommendations.

All design recommendations shall be in accordance with the appropriate codes and legislation. The final report will be signed and sealed by a qualified geotechnical engineer registered in the Province of Ontario.

8. Cost Estimate

The estimated cost to provide the proposed geotechnical scope of work has been separated into Fees and Disbursements and outlined below.

Fees

Utility Clearances Coordination.....	\$150.00
Borehole Layout and Slope Review	\$1,335.00
Borehole Supervision (including travel)	\$1,890.00
Groundwater Level Measurements.....	\$945.00
Routine Geotechnical Laboratory Testing	
Moisture Testing (all samples)	\$125.00
Wash Grain Size Analysis (8 samples).....	\$680.00
Hydrometer Grain Size Analysis (8 samples)	\$1,080.00
Atterberg Limit Determination (2 samples)	\$270.00
Drafting	\$290.00
Geotechnical Reporting.....	\$2,500.00
Slope Stability Assessment.....	\$5,000.00
Project Management.....	\$585.00
Report Publishing (pdf copy)	<u>\$No-Charge</u>
	Total Estimated Fees (excluding HST) \$14,850.00

Disbursements

Drill Crew Mobilization and Demobilization.....	\$1,800.00
Borehole Drilling.....	\$4,240.00
Groundwater Monitoring Wells	\$1,500.00
Borehole Drilling expenditures (bentonite, sand, hole patch, etc.)	\$900.00
Traffic Control	\$200.00
Drill Crew Per Diem	\$500.00
EXP Per Diem	\$250.00
Service Vehicle	<u>\$450.00</u>
	Total Estimated Disbursements (excluding HST) \$9,840.00

ESTIMATED PROJECT COST (excluding HST) \$24,690.00

Cost Estimate Notes:

1. The above rate is based on the assumption that the field program will not extend beyond 2.0 business days. Should the drilling program require additional days due to unforeseen circumstances beyond EXP's control, the estimated cost will be adjusted to reflect the additional depth and time of drilling required.

9. Unit Rates

If additional works, delays, meetings, conference calls, etc. are required beyond the scope of work outlined in this proposal, the following unit rates will also apply. The EXP rates noted below will be valid through to the end of 2023 and may be subject to adjustment thereafter. Disbursements are currently valid through to the end of 2022, and may be subject to change thereafter.

EXP Staff Unit Rates

Sr. Geotechnical Engineer	\$195.00/hour
Senior Technical Reviewer	\$205.00/hour
Geotechnical Engineer	\$185.00/hour
Laboratory Team Lead.....	\$105.00/hour
Sr. Field Technician.....	\$90.00/hour
Laboratory Technician.....	\$65.00/hour
Draftsperson.....	\$90.00/hour
Administrative Assistant.....	\$55.00/hour

Disbursements Unit Rates

Borehole Drilling.....	\$265.00/hour
Traffic Control (cones and signs only)	\$100.00/day
Service Vehicle	\$250.00/occurrence
Groundwater Monitoring Well).....	\$750.00/well
All Other Disbursements	Cost +10%

10. Project Schedule

The geotechnical investigation can commence within 10 business days of written authorization to proceed, pending receipt of underground service locates and equipment availability.

The drilling field work will be completed in 2.0 business days. The final report will be available within 2 week of receipt of laboratory analysis.

11. Insurance

EXP is a Professional Consulting Engineering firm, as such, Professional Liability insurance for any actual or alleged error, omission, or negligent act arising out of the professional services provided by EXP, including environmental services, will be provided.

The insurance includes coverage for liability arising out of the actual, alleged or threatened discharge, dispersal, release or escape of pollutants, including, but not limited to, any solid, liquid, gaseous or thermal irritants, toxic or hazardous substances, and contaminants.

Increased liability limits may be negotiated upon the Client’s written request, prior to commencement of services, and agreement to pay an additional fee.

12. Closure

We thank you for the opportunity to submit this proposal and look forward to working with you on this project. Should you have any further questions concerning the above, please do not hesitate to contact the undersigned directly.

Yours truly,

EXP Services Inc.

Yves Beauparlant, P.Eng.
Manager, Earth & Environmental Services
Northeastern Ontario

Legal Notification

This proposal is CONFIDENTIAL INFORMATION and the PROPERTY of EXP Services Inc. until such time as an agreement for the services/system outlined herein has been completed with the prospective customer and/or recipient to whom it is specifically addressed. Customer/Recipient may only disclose or indirectly cause disclosure of the CONFIDENTIAL INFORMATION to its directors, officers, employees, or consultants necessary for the limited purpose of evaluating the proposal for the specific project identified, provided that, before such disclosure, each such director, officer, employee, or consultant is made aware of and agrees to the CONFIDENTIAL NATURE and limited use of the proposal and its contents.

Customer/Recipient may use the CONFIDENTIAL INFORMATION for the limited purpose of developing and understanding the project with EXP Services Inc. and for no other purpose whatsoever.

Disclosure of the CONFIDENTIAL INFORMATION to Customer/Recipient shall not be construed in any way whatsoever as granting to Customer/Recipient a license or any other right in the CONFIDENTIAL INFORMATION.

Contents of this document are not to be used in any way detrimental to the interests of EXP Services Inc., and it is not to be reproduced in whole or in part without the Company's prior permission. In the event that this proposal is not accepted, all copies are to be returned to EXP Services Inc. within 30 days of the date of rejection of this proposal. Thereafter, Customer/Recipient shall maintain in confidence all the CONFIDENTIAL INFORMATION and shall cease all use of the CONFIDENTIAL INFORMATION.

APPENDIX C

GEOTECHNICAL CONSTRUCTION SERVICES

PROPOSAL - OPTIONAL



September 15, 2022

Denis Lamontagne
R. V Anderson and Associates Limited
436 Westmount Ave, Unit 6
Sudbury, Ontario
P3A 5Z8

**RE: 22-151-GP
Old Mill Road, Waterline Replacement
Inspection and Testing Proposal
Township of Billings, Ontario**

Further to your request, EXP Services Inc. is pleased to submit to you scope of work and estimate of costs to undertake materials inspection and testing during the reconstruction of Old Mill Road in the Township of Billings. It is understood that the works will be completed in 2023, as such the rates provided herein are valid until January 1, 2024 and may be subject to increase beyond that date.

1.0 SCOPE OF WORK

It is understood that R. V. Anderson will be the contract administrator during the road reconstruction projects. During the reconstruction of the roadway, EXP Services will review the following construction aspects during the reconstruction as outlined below;

- Subgrade soils review after the contractor has sub-excavated to the desired grade, prior to the installation of the road sub-base and base granulars;
- Compaction review of the Granular B Type II or B Type I material using hand probing methods;
- In-situ nuclear density testing of the Granular A base material;
- In-situ nuclear density testing of the asphalt binder and surface course during the paving operations;
- Concrete field and laboratory testing of sidewalks and curbs;
- Associated laboratory testing of the granulars and asphalt

2.0 PROJECT COST ESTIMATE

2.1 Part Time Subgrade Review

EXP Services will supply a senior geotechnical technician to the project site once the contractor has exposed the underlying subgrade soils. Our field staff will review the bearing capacity of the subgrade soils, prior to the installation of the new granular sub-base and base granulars. Our estimate of costs will allow for a maximum of 1.5 hours on site travel time, mileage and reporting. We have allotted 1.5 hours on site.

Allow\$905.00/visit

2.2 Granular B Type II Compaction Testing

We have estimated that a typical compaction visit would entail our field staff to be on site for a maximum of 1.0 hour in order to review the compaction of the Granular B II material using hand probing methods. Price includes travel time, mileage, field technicians time on site and a compaction report.

Allow.....\$625.00/visit (note#1)

2.3 Granular A and Service Trench Backfill Compaction Testing

We have estimated that a typical compaction visit would entail our field staff to be on site for a maximum of 2.0 hours in order to review the compaction of the Granular A base material using a nuclear densometer. Price includes travel time, mileage, field technicians time on site and a compaction report.

Allow.....\$695.00/visit (note#1)

2.4 Asphalt Binder and Surface Compaction Testing

We have estimated that a typical compaction visit would entail our field staff to be on site for a maximum of 4.0 hours in order to review the compaction of the Asphalt binder and surface material using a nuclear densometer. Price includes travel time, mileage, field technicians time on site and a compaction report.

Allow.....\$835.00/visit (note#1)



2.5 Concrete Testing

We have estimated that each concrete visit would entail our field staff to be on site for a maximum of 2.0 hours in order to review the properties of the fresh concrete (i.e. slump, air entrainment, temperature) and the casting of a set of 3 cylinders per visit. Price includes travel time, mileage and 2 hours on site as well as cylinder pick up the following day and compressive strength testing of 3 cylinders, at our Category 1 CCIL certified laboratory.

Allow\$1,230.00/visit^(note 1)

Note#1- If any of the above noted testing requires additional hours on site the rates in Section 3.0 will apply

2.6 Associated Laboratory Testing

Concrete Compressive Strength Testing\$30.00/cylinder
 Gilson Sieve Analysis.....\$125.00/sample
 Standard Proctor Density Test\$165.00/sample
 Asphalt Marshall and /or Superpave testing.....\$385.00/sample

3.0 Hourly Rates of Technical Staff

Senior Geotechnical Engineer\$195.00/hour
 Team Lead, Material Testing\$115.00/hour
 Senior Geotechnical Technician Technical Staff\$95.00/hour
 Compaction Technician (granulars and asphalt)\$70.00/hour
 Administrative Staff.....\$60.00/hour
 Mileage to and from Site.....\$185/visit

3.1 TOTAL ESTIMATE OF COSTS

- Subgrade Reviews (5 visits)\$4,525.00
- Granular B II and Granular A compaction
 - (5-service trenches, 3-B Type II, and 3-A visits) \$7,295.00
- Asphalt Testing on site (4 visits)\$3,340.00
- Concrete Testing on site (3 visits)\$3,690.00
- Associated Laboratory Cost Summary
 - (2 sieves, 2 proctors and 6 Asphalt tests) \$2,890.00

Total Estimate.....\$21,740.00



4.0 STATEMENT OF QUALITY

Most firms offering consulting engineering services stress their abilities in terms of time and cost. In many instances, time/cost objectives have been realized by sacrificing quality. We believe that standards or quality must be included in the basic objectives and that managers include quality in their decision matrix.

The policies of EXP are to provide high quality services to its clients; to consistently produce what the client needs; to meet the requirements of sound technical practices; and to ensure that the work is in accordance with recognized standards, procedures, codes and applicable laws. EXP has a system in place by which internal milestone reviews and checks are conducted to ensure that applicable standards and procedures are followed in accordance with the requirements of the project. In particular, during a review process a checklist of items will be maintained for each task involved. This checklist will sign off by all assigned staff and kept in the project files for future reference.

The analysis of data and recommendations are independently reviewed by the Senior Staff including the Designated Contact. Emphasis is placed at every stage for accuracy of data, scientific interpretation, relevancy of conclusions, and value engineering.

High quality is achieved by good performance; high quality is assured by good performance, review, verification, and monitoring.

5.0 QUALITY MANAGEMENT

EXP has developed a very stringent quality management system that includes:

- Double signature representing the review process, and where appropriate, seals on all documentation including proposals, letters, reports, and drawings.
- The management of projects to include the use of appropriate staff to carry out and to review work including documentation.
- The employment of a Technical Director in each principal area of work to provide technical direction, leadership, policies and support for the quality of service delivered to clients.
- The provision of professional services to the current Standard of Practice as defined in recognized Codes, Standards, Manuals and generally accepted practices.
- The use of third party certification and accreditation of EXP facilities, equipment and procedures.
- The use of a peer review process and verification of quality procedures and practices.
- The measurement of client satisfaction by a client evaluation performance program.

Technical reviews will be undertaken prior to the submission of any proposed Scope of Work and prior to the submission of any draft of final technical report.

The emphasis of EXP's quality control program is to obtain the best solution for the Client's dollar.

Upon award of the contract a detailed Quality Management Program can be made available, if requested.

6.0 ENVIRONMENT, HEALTH AND SAFETY POLICY

At EXP, we are committed to fostering excellence in environment, health and safety (EHS) performance in all aspects of our business. We strive to create an injury-free and environmentally responsible workplace for the benefit of our employees, our clients, our business partners and the communities where we work. Excellence in the management of EHS responsibilities and issues is a fundamental corporate responsibility and part of the EXP way of doing business.

EXP's Executive Committee has overall responsibility for EHS matters and leads the strategic direction and performance monitoring of activities carried out by the EHS function in the company. Our business unit leaders also have overall accountability for EHS matters within their businesses and are responsible for implementing organizational arrangements to ensure compliance with this policy and applicable laws.

EXP's employees, at all levels, have a personal responsibility to take due care and follow the company's EHS rules. They also have a responsibility to warn others of potential hazards and unsafe behaviors. Fulfilling these responsibilities is an employment obligation and is consistent with EXP's Worldwide Code of Ethics and Business Conduct.

EXP conducts its business in accordance with the following key EHS principles and is dedicated to creating effective management systems that are based on the following:

- Meeting or exceeding all applicable laws, regulations and other requirements to which EXP is subject and monitoring compliance with such requirements through periodic assessment.
- Commitment to an injury-free workplace through employee involvement and continual improvement in EHS performance and hazard reduction.
- Robust training systems to ensure that all persons working for or on behalf of the company are competent to fulfill their EHS responsibilities.
- Promotion of health and wellness of our employees.
- Consideration of EHS issues during acquisitions and divestitures.
- Selecting competent subcontractors who commit to comply with EXP's EHS standards and requirements.
- Communicating with persons working for, or on behalf of, exp and other stakeholders regarding EXP's EHS policies, programs and performance.

- Update and report to the Executive Committee, on a periodic basis, performance in respect of EHS goals and related metrics for continuous improvement.

Overall, EXP is committed to continually improving our EHS standards, culture and performance and will continue to maintain appropriate controls to ensure compliance with this policy.

7.0 INSURANCE

EXP Services Inc. is a Professional Consulting Engineering firm, as such, Professional Liability insurance for any actual or alleged error, omission, or negligent act arising out of the professional services provided by EXP, including environmental services will be provided.

EXP will provide our generic insurance certificates upon request.

The insurance includes coverage for liability arising out of the actual, alleged or threatened discharge, dispersal, release or escape of pollutants, including, but not limited to, any solid, liquid, gaseous or thermal irritants, toxic or hazardous substances, and contaminants.

Increased liability limits may be negotiated upon the Client's written request, prior to commencement of services, and agreement to pay an additional fee.

8.0 CLOSURE

We trust that this information is sufficient for your present needs. Should you require any additional information for other testing such as geotechnical, concrete testing, etc., please do not hesitate to contact the undersigned at this office.

Sincerely,
EXP Services Inc.

Yves Beauparlant, P.Eng.
Manager, Earth and Environmental
Northeastern Ontario

APPENDIX D

**COMPLETED PROPOSAL FORM,
IRREVOCABLE OFFER &
ADDITIONAL FEE DETAIL
(APPENDIX A, B & C OF THE RFP)**

APPENDIX A: PROPOSAL FORM

The Corporation of The Township of Billings, Request for Proposal for Design of the Old Mill Road Waterline Replacement and Old Mill Road Re-Instatement.

RFP Number: 2022-05

The Proponent has carefully examined the conditions and specifications attached and referred to in this contract and has examined the site and work locations and understands and accepts the said conditions and specifications, and for the prices set forth in this tender, hereby offers to furnish all labour, equipment, and materials, except as otherwise specified in the contract, to complete the work in strict accordance with said conditions and specifications.

Proponents must complete this form and include with the quotation submission. Please ensure all information is legible:

Company Name:	R.V. Anderson Associates Limited
Contact Individual:	Denis Lamontagne
Office Phone #:	705-560-5555 Ext. 2220
Cellular Phone #:	705-561-1634
Fax #:	855-833-4022
E-Mail Address:	dlamontagne@rvanderson.com

Postal Address:

Street # or PO Box #	436, Unit 6
Street Name	Westmount Avenue
Community	Sudbury, Ontario
Postal Code	P3A 5Z8

1. I/We hereby submit the attached quotation documents to satisfy the requirements as described in this proposal issued by The Township.
2. I/We agree that we have reviewed and understood the quotation documents and I/We are capable and qualified to perform the requirements of the contract and enter into a legal agreement with The Township in regard thereto and where the quotation is submitted by a corporation, it shall be signed and duly authorized officer of the company. Should the quotation be submitted by a partnership or proprietor, it shall be signed by the partners or owner.
3. It is also agreed that, upon acceptance in writing by The Township, the quotation documents need to be signed by The Township and become the "Agreement for the performance of the work" between the Contractor and The Township.
4. I/We agree that this offer shall be irrevocable from the time the quotations are opened and for a period of 60 calendar days.
5. I/We (the Proponent) promise to perform the work without undue delay and complete the Design and Tender Development by January 15, 2023.

6. The Proponent offers to provide the services detailed within the quotation package to the acceptance of The Township for the following upset cost limit.

Professional Fees	\$165,184.00
Disbursements	\$20,140.00
Subtotal	\$185,324.00
HST	\$24,092.12
Total Upset Cost	\$209,416.12

Note: In addition to this summary above, the Proponent is required to provide a detailed cost breakdown by major work component (Appendix C).

QUOTATION SUBMITTED BY:

The undersigned affirms that he/she is duly authorized to execute this bid and that all costs associated with this quotation have been submitted.

BIDDER'S SIGNATURE AND



Digitally signed by
Zoran M. Filinov
Date: 2022.09.21
06:47:41 -04'00'

NAME AND POSITION (print):

Zoran M. Filinov, P.Eng.
Chief Operating Officer

(If corporate seal is not available, documentation should be witnessed)

WITNESS SIGNATURE:



WITNESS NAME & POSITION

Carol Derrick, Administrative Assistant

DATED AT (location):

Toronto, Ontario

DATE:

September 21, 2022

APPENDIX B: IRREVOCABLE OFFER

Form of Irrevocable Offer

The signing of this quotation for and on behalf of The Township shall constitute a binding contract between The Township and the Proponent signing below.

I hereby offer to provide the requirements under this RFP to The Township in accordance with 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 Township. I also agree that this irrevocable offer shall be open to acceptance by The Township for a period of sixty (60) days from the closing date for the receipt of quotations.

This agreement may be delivered by fax or email upon acceptance of quotation. Each party can sign a separate copy of this Agreement:

Signatures

The Proponent:

Zoran M. Filinov, P.Eng.

By: Chief Operating Officer (enter name and title) Date: September 21, 2022

I have the authority to bind the Corporation

And (if required/applicable),

By: _____ (enter name and title) Date: _____

I have the authority to bind the Corporation

The Corporation of The TOWNSHIP OF BILLINGS

By: _____ Ian Anderson, Mayor. Date: _____

By: _____ Kathy McDonald, CAO/Clerk. Date: _____

APPENDIX C: ADDITIONAL FEE DETAIL

Professional Fees by Component

Component	Prof Fees
Design Phase	\$90,676.00
Tender Phase: Development, Preliminary Cost Estimates, Tender Admin	\$13,818.00
Construction Mgmt.: Contract Admin and Site Inspection	\$60,690.00
Total Fees	\$165,184.00

Disbursements by Component

Component	Disbursements
Design Phase	\$10,640.00
Tender Phase: Development, Preliminary Cost Estimates, Tender Admin	_____
Construction Mgmt.: Contract Admin and Site Inspection	\$9,500.00
Total Disbursements	\$20,140.00



Prepared for:
The Township of Billings



R.V. Anderson Associates Limited
436 Westmount Avenue, Unit 6
Sudbury, ON, P3A 5Z8
T 705 560 5555 www.rvanderson.com

**The Corporation of
the Township of Billings**

**Administrative Monetary Penalty Bylaw
Bylaw 2022-50**

Being a Bylaw to implement an Administrative Monetary Penalty System in Billings Township

WHEREAS Section 102.1 of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, (the "Municipal Act") and *Ontario Regulation 333/07* (the "Regulation") authorize The Corporation of the Township of Billings (the "Township") to require a person to pay an administrative penalty for a contravention of any Designated Bylaw

AND WHEREAS Section 434.1 of the *Municipal Act* authorizes the Township to require a person, subject to such conditions as the municipality considers appropriate, to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with a by-law of the municipality;

AND WHEREAS paragraph 151(1)(g) of the *Municipal Act* authorizes the Township to require a person, subject to such conditions as the municipality considers appropriate, to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with any part of a system of licences established by the municipality;

AND WHEREAS Sections 23.2, 23.3 and 23.5 of the *Municipal Act* authorize the Township to delegate its administrative and hearing powers;

AND WHEREAS the Council for the Township is of the opinion that the delegations of legislative power under this By-law to the CAO, to Hearings Officers and to Screenings Officers are of a minor nature having regard to the number of people, the size of the geographic area, and the time period affected by the exercise of such delegated power;

AND WHEREAS Section 391 of the *Municipal Act* authorizes the Township to pass by-laws imposing fees or charges for services or activities provided or done by or on behalf of it;

AND WHEREAS the Council for the Township considers it desirable and necessary to provide for a system of administrative penalties and administrative fees for the designated Township by-laws, or portions of the designated Township by-laws;

NOW THEREFORE the Council of The Corporation of the Township of Billings enacts as follows:

1.0 DEFINITIONS

In this By-law:

- 1.1 “Administrative Fee” means any fee specified in this By-law or set out in Schedule “B”;
- 1.2 “Administrative Penalty” means an administrative penalty established by this By-law or set out in the attached Schedules
- 1.3 “AMPS” means Administrative Monetary Penalty System;
- 1.4 “Authorized Representative” means someone appearing on behalf of a Person in accordance with a written authorization provided upon request to the CAO or Designate, and who is not required to be licensed by any professional body;
- 1.5 “Township” means The Corporation of the Township of Billings;
- 1.6 “CAO” means the Township CAO, or any person delegated by them;
- 1.7 “Council” means the Council of the Township of Billings;
- 1.8 “Day” means any calendar day.
- 1.9 “Designate” means a person chosen for a special job or purpose by Council.
- 1.9 “Designated By-law” means a by-law, or a part or provision of a by-law, that is designated under this or any other by-law, and is listed in the attached Schedule “A-1” to which the AMPS applies;
- 1.10 “CAO or Designate” means the City’s CAO or Designate or any person delegated by Council;
- 1.11 “Hearing Non-appearance Fee” means an Administrative Fee established by Council from time to time in respect of a Person’s failure to appear at the time and place scheduled for a review before a Hearing Officer and listed in Schedule “B”;
- 1.12 “Hearing Decision” means a notice that contains a decision made by a Hearing Officer;
- 1.13 “Hearing Officer” means a person who performs the functions of a Hearing Officer in accordance with Section 6 of this By-law, and pursuant to the Township’s Hearing Officer By-law, as amended from time to time;
- 1.14 “Holiday” means a Saturday, Sunday, any statutory holiday in the Province of Ontario or any Day the offices of the Township are officially closed for business;

1.16 “Late Payment Fee” means an Administrative Fee established by Council from time to time in respect of a Person’s failure to pay an Administrative Penalty within the time prescribed in this By-law and listed in Schedule “B”;

1.17 “MTO Fee” means an Administrative Fee established by Council from time to time for any search of the records of, or any inquiry to, the Ontario Ministry of Transportation, or related authority, and listed in Schedule “B”;

1.18 “NSF Fee” means an Administrative Fee established by Council from time to time in respect of payment by negotiable instrument or credit card received by the Township from a Person for payment of any Administrative Penalty or Administrative Fee, for which there are insufficient funds available in the account on which the instrument was drawn, as listed in Schedule “B”;

1.19 “Officer” means a Provincial Offences Officer of the Township or other person appointed by or under the authority of a Township by-law to enforce Township by-laws;

1.20 “Penalty Notice” means a notice given to a Person pursuant to section 3.0 of this By-law;

1.21 “Penalty Notice Date” means the date of the contravention specified on the Penalty Notice, in accordance with section 3.2 of this By-law;

1.22 “Penalty Notice Number” means the reference number specified on the Penalty Notice that is unique to that Penalty Notice, in accordance with section 3.3 of this By-law;

1.23 “Person” includes an individual or a business name, sole proprietorship, corporation, partnership, or limited partnership, or an authorized representative thereof, and, in relation to vehicle, parking or traffic-related contraventions, whose name appears on the vehicle permit as provided by the Ontario Ministry of Transportation. If the vehicle permit consists of a vehicle portion and licence plate portion, and different Persons are named on each portion, the Person whose name appears on the licence plate portion, as provided by the Ontario Ministry of Transportation, is the Person for the purposes of this By-law;

1.24 “Plate Denial Fee” means an Administrative Fee established by Council from time to time in respect of a Person’s failure to pay within the time prescribed prior to a request for plate denial and listed in Schedule “B”;

1.25 “Regulation” means Ontario Regulation 333/07 under the Municipal Act;

1.26 “Request for Review by Hearing Officer” means the request which may be made in accordance with section 6 of this By-law for the review of a Screening Decision;

1.27 “Request for Review by Screening Officer” means the request made in accordance with section 5 of this By-law for the review of a Penalty Notice;

1.28 “Review by Hearing Officer” and “Hearing” mean the process set out in section 6 of this By-law;

1.29 “Review by Screening Officer” and “Screening Review” mean the process set out in section 5 of this By-law;

1.30 “Screening Decision” means a notice which contains the decision of a Screening Officer, delivered in accordance with Section 5.13 of this By-law;

1.31 “Screening Non-appearance Fee” means an Administrative Fee established by Council from time to time in respect of a Person’s failure to appear at the time and place scheduled for a review before a Screening Officer and listed in Schedule “B”; and,

1.32 “Screening Officer” means a person who performs the functions of a Screening Officer in accordance with section 5 of this By-law, appointed by the Township as per Schedule “C”.

2.0 APPLICATION OF THIS BY-LAW

2.1 The Township bylaws, or portions of Township bylaws, listed in the attached Schedule “A” of this Bylaw shall be Designated Bylaws for the purposes of sections 102.1 and 151 of the *Municipal Act* and paragraph 3(1)(b) of the Regulation. The attached set out the Administrative Penalties, and may include short form language to be used on Penalty Notices, for the contraventions of Designated Bylaws.

2.2 Schedule “B” of this By-law shall set out Administrative Fees imposed for the purposes of this Bylaw. The attached set out the Administrative Penalties, and may include short form language to be used on Penalty Notices, for the contraventions of Designated Bylaws B1, B2, B3, B4, B5, B6, B7, B8, B9, B10, B11.

2.3 The *Provincial Offences Act*, R.S.O. 1990, c. P.33, as amended, will continue to apply to contraventions of a Designated By-law, except that no person that is required to pay an administrative penalty under this By-law in respect of a contravention of a Designated Bylaw shall be charged with an offence in respect of the same contravention under the Provincial Offences Act.

3.0 PENALTY NOTICE

3.1 Every Person who contravenes a provision of a Designated By-law shall, upon issuance of a Penalty Notice, be liable to pay the Township an Administrative Penalty in the amount specified in the attached” Schedules to this By-law which include B1, B2, B3, B4, B5, B6, B7, B8, B9, B10, B11.

The attached set out the Administrative Penalties, and may include short form language to be used on Penalty Notices, for the contraventions of Designated Bylaws.

a) An Officer has the discretion to apply an escalated penalty as prescribed in Schedules B1, B2, B3, B4, B5, B6, B7, B8, B9, B10, B11 if the same violation is repeated by the same person. If the violation is related to a property, the Officer must ensure the property ownership has not changed before applying the escalated penalty. Escalating penalties for the same violation apply to a property in perpetuity as long as the owner of the property has not changed.

3.2 An Officer who has reason to believe that a Person has contravened any Designated By-law may issue a Penalty Notice as soon as reasonably practicable.

3.3 A Penalty Notice shall include the following information, as applicable:

a) The Penalty Notice Date;

b) A Penalty Notice Number;

c) The date on which the Administrative Penalty is due and payable, fifteen (15) days from service of the Penalty Notice;

d) The identification number and signature of the Officer;

e) The contravention wording as listed in the attached Schedules, or other particulars reasonably sufficient to indicate the contravention;

f) The amount of the Administrative Penalty;

g) Such additional information as the CAO or Designate determines is appropriate, respecting the process by which a Person may exercise the right to request a Screening Review of the Administrative Penalty; and

h) A statement advising that an unpaid Administrative Penalty, including any applicable Administrative Fee(s), will constitute a debt of the Person to the Township unless cancelled pursuant to Screening Review or Hearing process.

3.4 In addition to the service methods provided in section 7 "Service of Documents" of this By-law, an Officer may serve the Penalty Notice on a Person by:

a) affixing it to the vehicle in a conspicuous place at the time of a parking or traffic-related contravention; or

b) delivering it personally to the Person,

i) when relating to a parking or traffic-related contravention, the Person having care and control of the vehicle at the time of the contravention, within seven (7) days of the contravention; or

ii) for all other contraventions, within thirty (30) days of the contravention.

3.5 No Officer may accept payment of an Administrative Penalty or Administrative Fee.

3.6 A Person who is served with a Penalty Notice and who does not pay the amount of the Administrative Penalty on or before the date on which the Administrative Notice is due and payable, shall also pay the Township any applicable Administrative Fee(s).

4. VOLUNTARY PAYMENT OF PENALTY NOTICE

4.1 Where a Penalty Notice has been paid, the Penalty Notice shall not be subject to any further review.

4.2 A Penalty Notice shall be deemed to have been paid when the amount and all fees prescribed in Schedule "B" have been paid.

5. REVIEW BY SCREENING OFFICER

5.1 A Person who is served with a Penalty Notice may request that the Administrative Penalty be reviewed by a Screening Officer and shall do so on or before the date on which the Administrative Penalty is due and payable, and in accordance with the process set out in Section 5.4.

5.2 If a Person has not requested a Screening Review on or before the date on which the Administrative Penalty is due and payable, the Person may request that the CAO or Designate extend the time to request a Screening Review to a date that is no later than forty-five (45) days after the Penalty Notice Date, in accordance with the process set out in Section 5.4.

5.3 A Person's right to request an extension of time for a Screening Review expires, if it has not been exercised, on or before forty-five (45) days after the Penalty Notice Date, at which time:

a) The Person shall be deemed to have waived the right to request a Screening Review or request an extension of time for a Screening Review;

b) The Administrative Penalty shall be deemed to be confirmed; and

c) The Administrative Penalty shall not be subject to any further review, including a review by any Court.

5.4 A Person's Request for Review by Screening Officer or request for an extension of time to request a Screening Review are exercised by a submission in writing, in the prescribed form and in accordance with the directions on the prescribed form.

5.5 A Request for Review by Screening Officer or request for an extension of time to request a Screening Review shall be served in accordance with the provisions of Section 7 of this By-law.

5.6 A Request for Review by Screening Officer or a request for an extension of time to request a Screening Review shall only be scheduled by the CAO or Designate if the Person makes the request on or before the dates established by Sections 5(1) or 5(2) of this By-law.

5.7 The CAO or Designate may grant a request to extend the time to request a Screening Review where the Person demonstrates, to the satisfaction of the CAO or Designate in his/her sole discretion, that the existence of extenuating circumstances prevented the filing of the request within the prescribed timeline.

5.8 Where an extension of time to request a Screening Review is not granted by the CAO or Designate, the Administrative Penalty and any applicable Administrative Fee(s) are deemed to be confirmed. Notice of this decision will be provided by the CAO or Designate to the Person in accordance with Section 7.

5.9 Where an extension of time to request a Screening Review is granted by the CAO or Designate, or when a Screening Review has been requested in accordance with this Section, Notice of an Appointment for Screening Review will be provided in accordance with Section 7.

5.10 On a Screening Review of an Administrative Penalty, the Township will direct that the Screening Review proceed by way of written screening unless, in the City's discretion, an in-person or telephone appointment is required.

5.11 Where a Person fails to attend at the time and place scheduled for a Screening Review of an Administrative Penalty, or fails to provide requested documentation in accordance with a request by a Screening Officer:

- a) The Person shall be deemed to have abandoned the request for a Screening Review of the Administrative Penalty;
- b) The Administrative Penalty as set out in the Penalty Notice shall be deemed to be confirmed;
- c) The Administrative Penalty shall not be subject to any further review, including a review by any Court; and
- d) The Person shall pay to the Township a Screening Non-appearance Fee, MTO fee, if applicable, and any other applicable Administrative Fee(s). See Schedule "C".

5.12 On a review of an Administrative Penalty, the Screening Officer may:

a) affirm the Administrative Penalty if the Person has not established on a balance of probabilities that Designated Bylaw(s) was not contravened as described in the Penalty Notice; or

b) cancel, reduce the penalty and/or extend the time for payment of the Administrative Penalty, including any Administrative Fee(s), where, in the sole discretion of the Screening Officer that doing so would maintain the general intent and purpose of the Designated By-law, and/or any of the following circumstances exist:

i. defective form or substance on the Penalty Notice;

ii. service of the Penalty Notice did not occur in accordance with Section 7;

iii. undue financial hardship;

5.13 After a Review by Screening Officer, the Screening Officer shall issue a Screening Decision to the Person, delivered in accordance with Section 7 of this By-law.

5.14 A Screening Officer has no authority to consider questions relating to the validity of a statute, regulation or by-law or the constitutional applicability or operability of any statute, regulation or by-law.

6. REVIEW BY HEARING OFFICER

6.1 A Person may Request a Review by Hearing Officer within thirty (30) days of issuance of a Screening Decision in accordance with the Hearings Officer By-law, as amended from time to time (the "Hearings Officer By-law").

6.2 If a Person has not requested a Review by Hearing Officer on or before the date on which the Administrative Penalty is due and payable, the Person may request that the CAO or Designate extend the time to request a Review by Hearing Officer to a date that is no later than forty-five (45) days after the Screening Decision date, in accordance with the process set out in Section 6(4).

6.3 A Person's right to request an extension of time for a Hearing Review expires, if it has not been exercised, on or before forty-five (45) days after the Screening Decision date, at which time:

a) the Person shall be deemed to have waived the right to request a Review by Hearing Officer or request an extension of time for a Review by Hearing Officer;

b) the Screening Decision is confirmed; and

c) the Administrative Penalty shall not be subject to any further review, including a review by any Court.

6.4 A Person's Request for Review by Hearing Officer or request for an extension of time to request a Review by Hearing Officer are exercised by a submission in writing, in the prescribed form and in accordance with the directions on the prescribed form.

6.5 A Request for Review by Screening Officer or request for an extension of time to request a Screening Review shall be served in accordance with the provisions of Section 7 of this By-law.

6.6 A Request for Review by Hearing Officer or a request for an extension of time to request a Review by Hearing Officer shall only be scheduled by the CAO or Designate if the Person makes the request on or before the dates established by Sections 6(1) or 6(2) of this By-law.

6.7 The CAO or Designate may grant a request to extend the time to request a Review by Hearing Officer only where the Person demonstrates, to the satisfaction of the CAO or Designate in his/her sole discretion that they were not served in accordance with Section 7.

6.8 Where an extension of time to request a Review by Hearing Officer is granted by the CAO or Designate, or when a Review by Hearing Officer has been requested in accordance with this Section, Notice of a Hearing will be provided in accordance with Section 7.

6.9 Where a Person fails to appear at the time and place scheduled for a Hearing:

a) the Person shall be deemed to have abandoned the Request for review of a Hearing;

b) the Screening Decision and the Administrative Penalty and any Administrative Fee(s) shall be deemed to be confirmed;

c) the Screening Decision and the Administrative Penalty and any Administrative Fee(s) shall not be subject to any further review, including a review by any Court; and

d) the Person shall pay to the Township a Hearing Non-appearance Fee, Late Payment Fee, MTO Fee if applicable and any other applicable Administrative Fee(s).

6.10 A Hearing Officer shall conduct a de novo Hearing in accordance with the Statutory Powers and Procedures Act, R.S.O. 1990, c. S.22, as amended and the Hearings Officer By-law, as amended from time to time.

6.11 The Parties to a Hearing shall be the Person seeking review and the City, who may attend through the CAO or Designate, a Screening Officer, an Officer, the Township Solicitor, or a delegate of any of the above persons.

6.12 Any information contained in the Penalty Notice is admissible in evidence as proof of the facts certified in it, in the absence of evidence to the contrary. If a Person wishes to challenge the facts contained in the Penalty Notice, they will be required to mark the prescribed form accordingly.

6.13 Upon the conclusion of a Hearing, the Hearing Officer may:

a) confirm the Screening Decision; or

b) cancel, reduce the penalty and/or extend the time for payment of the Administrative Penalty, including any Administrative Fee(s), on the following grounds:

i. where the Person establishes on a balance of probabilities that the Designated By-law(s) as described in the Penalty Notice was not contravened; or

ii. where the Person establishes on a balance of probabilities that the cancellation, reduction or extension of time for payment of the Administrative Penalty, including any Administrative Fee(s), is necessary to relieve any undue financial hardship.

6.14 A Hearing Officer has no authority to consider questions relating to the validity of a statute, regulation or by-law or the constitutional applicability or operability of any statute, regulation or by-law.

6.15 After a Hearing is complete, the Hearing Officer shall issue a Hearing Decision to the Person, and deliver in accordance with the Hearings Officer By-law.

6.16 The decision of a Hearing Officer is final.

7. SERVICE OF DOCUMENTS

7.1 The service of any document, notice or decision, including a Penalty Notice, pursuant to this By-law, when served in any of the following ways, is deemed effective:

a) immediately, when a copy is delivered by personal service to the Person to whom it is addressed or, in the case of a Penalty Notice relating to a parking or traffic-related contravention, by affixing it to the vehicle in a conspicuous place at the time of the contravention;

b) on the seventh (7th) Day following the date a copy is sent by registered mail or by regular mail to the Person's last known address;

c) immediately upon the conclusion of a copy by facsimile transmission to the Person's last known facsimile transmission number; or

d) immediately upon sending a copy by electronic mail (i.e., email) to the Person's last known electronic mail address.

7.2 For the purposes of subsections 7(1) (b), (c) and (d) of this By-law, a Person's last known address, facsimile number, and electronic mail address includes an address, facsimile number and electronic mail address provided by the Person to the Township as may be required by a form, practice or policy under this By-law.

7.3 If a notice document that is given or delivered to a Person under this By-law is mailed to the Person at the Person's last known address appearing on the records of the townships part of a proceeding under this By-law, or sent electronically to an email address that was provided by the Person, there is an irrebuttable presumption that the notice or document is given or delivered to the person.

7.4 A Person shall keep their contact information for service current by providing any change in address, facsimile, or electronic mail address to the CAO or Designate, immediately. Failure to comply with this section will negate consideration for an extension of time to Request a Review by Hearing Officer pursuant to Section 6(4).

7.5 Where this By-law requires service by a Person on the City, service shall be addressed to the CAO or Designate, and shall be deemed effective:

a) immediately, when a copy is delivered by personal service to the CAO or Designate at the location prescribed on the applicable form or notice;

b) on the seventh (7th) Day following the date a copy is sent by registered mail or by regular mail to the location prescribed on the applicable form or notice;

c) immediately with respect to electronic mail or upon the conclusion of a copy by facsimile transmission to the facsimile number listed on the applicable form or notice.

8. ADMINISTRATION

8.1 The CAO or Designate shall administer this By-law and establish any additional practices, policies, penalties and procedures necessary to implement this By-law and may amend such practices, policies, penalties and procedures from time to time as the CAO or Designate deems necessary, without amendment to this By-law.

8.2 The CAO or Designate shall prescribe all forms and notices, including the Penalty Notice, necessary to implement this By-law and may amend such forms and notices from time to time as the CAO or Designate deems necessary, without amendment to this By-law.

8.3 Any Administrative Fee(s) prescribed within Schedule "B" of this By-law shall be added to and be deemed part of the penalty amount unless otherwise rescinded by the Hearings Officer.

8.4 Where an Administrative Penalty is not paid by the date on which the Administrative Penalty is due and payable, the Person shall pay to the Township a Late Payment Fee, in addition to the Administrative Penalty and any applicable Administrative Fee(s).

8.5 Where a Person makes payments to the Township of any Administrative Penalty, Administrative Fee(s) or Late Payment Fee(s), by negotiable instrument or credit card, for which there are insufficient funds available in the account on which the instrument was drawn, the Person shall pay to the Township the NSF Fee set out in the Fees Schedule.

8.6 An Administrative Penalty, including any Administrative Fee(s), that is confirmed or reduced, or in respect of which the time for payment has been extended, remaining unpaid after the date when it is due and payable, constitutes a debt to the Township owed by the Person.

8.7 Where an Administrative Penalty, and any applicable Administrative Fee(s) or Late Payment Fee(s), are not paid by the date on which they are due and payable, the Township shall enforce the payment of such fees in accordance with the applicable legislation and regulations, including but not limited to the ability to notify the Registrar of Motor Vehicles, resulting in plate denial. At the time that plate denial is requested a plate denial fee will be added in accordance with Schedule "B" of this by-law and shall be added to the total debt owed to the Township.

8.8 Where an Administrative Penalty is cancelled by a Screening Officer or Hearing Officer, any Administrative Fee(s) are also cancelled.

8.9 An Authorized Representative is permitted to appear on behalf of a Person at a Screening Review or Review by Hearing Officer, or to communicate with the Township on behalf of a Person in accordance with a written authorization satisfactory to the CAO or Designate.

8.10 Any time limit that would otherwise expire on a Holiday is extended to the next day that is not a Holiday.

8.11 A Person claiming financial hardship under this By-law shall provide documented proof of the financial hardship to the CAO or Designate, the Screening Officer or the Hearing Officer, as applicable.

8.12 Any schedule attached to this By-law forms part of this By-law.

9. SEVERABILITY

9.1 Should any provision, or any part of a provision, of this By-law be declared invalid, or to be of no force and effect by a court of competent jurisdiction, it is the intent of Council that such a provision, or part of a provision, shall be severed from this By-law, and every other provision of

this By-law shall be applied and enforced in accordance with its terms to the extent possible according to law.

10. INTERPRETATION

10.1 The provisions in Part VI of the Legislation Act, 2006, S.O. 2006, c.21, Sched. F, shall apply to this By-law.

10.2 Where words and phrases used in this By-law are defined in the Highway Traffic Act, but not defined in this By-law, the definitions in the Highway Traffic Act shall apply to such words and phrases.

11. SHORT TITLE

11.1 This By-law may be referred to as the AMP By-law.

12. EFFECTIVE DATE

This Bylaw will become effective upon the final reading and passing.

Read a first and second time this ___ day of _____, 20__.

Read a third time, finally passed, signed, and sealed this ___ day of _____, 20__ th.

Ian Anderson, Mayor

Kathy McDonald, CAO/Clerk

**The Corporation of
the Township of Billings**

**Administrative Monetary Penalty Bylaw
Bylaw 2022-50**

**Being a Bylaw to implement an Administrative Monetary Penalty System in Billings Township
Schedule "A"**

Designated By-laws under the Administrative Monetary Penalty System By-Law

The following by-laws are listed as Designated By-laws as defined in the AMPs By-law:

Bylaw Name	Bylaw Number
Obstruction of Township Roads	2019-06
Open-Air Burning	2020-16
Control of Dogs	2020-24
Parking	2020-28
Illegal Dumping	2020-30
Property Standards	2020-31
Noise	2021-12
Enforcement of Bylaws	2021-28
Domestic Animals/Exotic Pets	2021-31
Trailers	2021-48

**The Corporation of
the Township of Billings**

**Administrative Monetary Penalty Bylaw
Bylaw 2022-50**

**Being a Bylaw to implement an Administrative Monetary Penalty System in Billings Township
Schedule "B"
Set Fines Schedules for Designated Bylaws**

Schedule "B-1"

**Administrative Monetary Penalty System By-Law
Penalty Schedule for Obstruction of Township Roads Bylaw**

1. Column 1 in the following tables set out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 3.
2. Column 2 in the following tables lists the provisions in the Designated By-law identified in the Schedule, as amended.
3. Column 3 in the following tables set out the Administrative Penalty amount that is payable for contraventions of the designated provisions listed in Column 3.

ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 PROVISION CREATING OR DEFINING OFFENCE	COLUMN 3 Set Administrative Penalty
1	Park a Motor Vehicle or Trailer when prohibited	Section 2 a) Section 2 b)	\$200.00
2	Obstruct a Highway	Section 2 c)	\$200.00

Schedule "B-2"

**Administrative Monetary Penalty System By-Law
Penalty Schedule for Open-Air Burning Bylaw**

1. Column 1 in the following tables set out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 3.
2. Column 2 in the following tables lists the provisions in the Designated By-law identified in the Schedule, as amended.
3. Column 3 in the following tables set out the Administrative Penalty amount that is payable for contraventions of the designated provisions listed in Column 3.

Item	Column 1 Short Form Wording	Column 2 Provision creating offence	Column 3 Set Administrative Penalty
1	Set fire in unsafe conditions.	2.1	\$200.00
2	Set fire within 8 metres of structures	2.2	\$200.00
3	Set fire in Burn Barrel	2.3	\$200.00
4	Set fire without Burn Permit	2.4	\$300.00
5	Burn prohibited materials	2.5	\$200.00
6	Set fire between 8:00 AM-8:00 PM	2.6	\$200.00
7	Leave or abandon unextinguished fire	2.8	\$300.00
8	Fire control tools or extinguisher not available	2.9	\$200.00
9	Causing reduced visibility on a highway	2.10.1	\$300.00
10	Causing a fire that spreads	2.10.2	\$300.00

Schedule "B-3"
Administrative Monetary Penalty System By-Law
Penalty Schedule for Dog Control Bylaw

1. Column 1 in the following tables set out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 3.
2. Column 2 in the following tables lists the provisions in the Designated By-law identified in the Schedule, as amended.
3. Column 3 in the following tables set out the Administrative Penalty amount that is payable for contraventions of the designated provisions listed in Column 3.

Item	Column 1 Short form wording	Column 2 Provision Creating Offence	Column 3 Set Administrative Penalty
1	Failure to take proper care of Dog	Section 2.1	\$500.00
2	Failure to provide proper enclosure.	Section 2.2	\$100.00
3	Use inappropriate tether.	Section 2.3	\$50.00
4	Failure to remove excrement from Town property.	Section 2.4	\$100.00
5	Not removing excrement in a timely manner.	Section 2.5	\$100.00
6	Possessing more than 3 Dogs.	Section 2.7	\$200.00
7	Failure to properly fence a Vicious Dog	Section 3.2 (a) (b)	\$250.00
8	Failure to muzzle and properly secure a Vicious Dog on a leash.	Section 3.3	\$250.00
9	Nuisance Dog creating a disturbance.	Section 4.2	\$100.00
10	Allowing a Dog to Run At Large.	Section 7.1	\$100.00
11	Allowing Dog to trespass on private property.	Section 7.2	\$100.00
12	Dog not on a leash on Town property.	Section 7.3	\$100.00
14	Hinder or Obstruct	Section 9.2	\$500.00
15	Attempt to hinder or Obstruct	Section 9.2	\$500.00

Schedule "B-4"
Administrative Monetary Penalty System By-Law
Penalty Schedule for Parking Bylaw

1. Column 1 in the following tables set out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 3.
2. Column 2 in the following tables lists the provisions in the Designated By-law identified in the Schedule, as amended.
3. Column 3 in the following tables set out the Administrative Penalty amount that is payable for contraventions of the designated provisions listed in Column 3.

Item	Column 1 Sort Form Wording	Column 2 Provision Creating Offence	Column 3 Set Administrative Penalty
1	Parked Outside Designated Space	3.1(a)	\$55.00
2	Parked Facing Wrong Way	3.1(b)	\$55.00
3	Fail to Park on an Angle	3.1(c)	\$55.00
4	Parked on a Sidewalk	3.1(d)	\$55.00
5	Parked Obstructing a Driveway	3.1(f)	\$55.00
6	Parked in an intersection	3.1(g)	\$55.00
7	Parked within 20 feet of a hydrant	3.1(h)	\$55.00
8	Parked that will prevent safe exit	3.(i)	\$55.00
9	Parked obstructing traffic	3.1(j)	\$55.00
10	Stopped on a Sidewalk	4.1(b)	\$55.00

11	Stopped on the roadway beside any stopped vehicle	4.1(c)		\$55.00
12	Stopped on a highway	4.1(a)		\$55.00
13	Stopped on a bridge	4.1(d)		\$55.00
14	Stopped creating an obstruction	4.1(e)		\$55.00
15	Stopped in accessible parking space	4.1(f)		\$55.00
16	Parked in a fire route			\$125.00
17	Parked in excess of time limit	5.1(e)		\$55.00
18	Parked overnight	5.1(d)		\$55.00
19	Parked in accessible parking space	5.1(c)		\$300.00
20	Parked in a Fire Route	5.1(b)		\$200.00
21	Parked where there is a no parking sign.	5.1(a)		\$55.00
22	Overnight camping in a township parking lot or boulevard.	9.0		\$250.00
23	Obstruct or hinder an Officer	10 (c)		\$500.00
24	Attempt to obstruct or hinder	10 (C)		\$500.00

Schedule "B-5"

**Administrative Monetary Penalty System By-Law
Penalty Schedule for Illegal Dumping Bylaw**

- Column 1 in the following tables set out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 3.
- Column 2 in the following tables lists the provisions in the Designated By-law identified in the Schedule, as amended.
- Column 3 in the following tables set out the Administrative Penalty amount that is payable for contraventions of the designated provisions listed in Column 3.

Item	Column 1 Short form wording	Column 2 Provision creating or defining the offence	Column 3 Set Administrative Penalty
1	Dump refuse on Township or private property	2.1	\$350.00
2	Littering on Township or private property	2.2	\$350.00
3	Dumping at landfill when closed/unattended.	2.3	\$350.00
4	Dumping outside landfill gates.	2.4	\$350.00
5	Littering in park areas	2.5	\$350.00
6	Non-resident dumping at Township Landfill	2.6	\$350.00
7	Dispose of waste generated outside of Township.	2.7	\$350.00
8	Obstruct or hinder an officer	3.3	\$500.00
9	Attempt to obstruct or hinder an Officer	3.3	\$500.00

Schedule "B-6"

**Administrative Monetary Penalty System By-Law
Penalty Schedule for Property Standards Bylaw**

- Column 1 in the following tables set out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 3.
- Column 2 in the following tables lists the provisions in the Designated By-law identified in the Schedule, as amended.
- Column 3 in the following tables set out the Administrative Penalty amount that is payable for contraventions of the designated provisions listed in Column 3.

Item	Column 1 Short Form Wording	Column 2 Provision creating or defining offence	Column 3
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			Set Administrative Penalty
1	Use or occupy non-conforming property.	3.1	\$300.00
2	Permit the use or occupancy of non-conforming property	3.1	\$300.00
3	Improperly stored rubbish or garbage.	3.2.1	\$200.00
4	Stored rubbish or garbage creating safety hazard.	3.2.3	\$200.00
5	Stored building materials, waste materials visible from roadway	3.2.3	\$200.00
6	Stored putrescible garbage, dead animals or excrement.	3.2.4	\$200.00
7	Storage of wrecked, inoperative vehicles or equipment.	3.3.1	\$200.00
8	Allow excessive growth of noxious plants	3.3.2	\$200.00
9	Allow bush area to be a safety hazard.	3.3.3	\$200.00
10	Hinder or obstruct an officer	5.3	\$500.00
11	Attempt to hinder or obstruct an officer	5.3	\$500.00
12	Fail to comply with an order/notice	8.1	\$1000.00

Schedule "B-7"
Administrative Monetary Penalty System By-Law
Penalty Schedule for the Noise Bylaw

1. Column 1 in the following tables set out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 3.

2. Column 2 in the following tables lists the provisions in the Designated By-law identified in the Schedule, as amended.

3. Column 3 in the following tables set out the Administrative Penalty amount that is payable for contraventions of the designated provisions listed in Column 3.

Item	Column 1 Short Form Wording	Column 2 Provision creating or defining offence	Column 3 Set Administrative Penalty
1	Cause/Permit Noise- racing a motorized conveyance	2.1.1	\$125.00
2	Cause/Permit Noise- squealing motor vehicle tires	2.1.2	\$125.00
3	Cause/Permit Noise- operate motor vehicle without effective muffler	2.1.3	\$125.00
4	Cause/Permit Noise- operate motorized equipment without effective muffler	2.1.3	\$125.00
5	Cause/Permit Noise- operate pneumatic device without effective exhaust/muffler	2.1.3	\$125.00
6	Cause/Permit Noise- operate combustion engine without effective exhaust/muffler	2.1.3	\$125.00
7	Cause/Permit Noise- operate vehicle causing noise	2.1.4	\$125.00
8	Cause/Permit Noise- operate vehicle and trailer causing noise	2.1.4	\$125.00

9	Cause/Permit Noise- operate loudspeaker or electro-mechanical transducer	2.1.5	\$125.00
10	Cause/Permit Noise- playing musical or other sound producing instrument	2.1.5	\$125.00
11	Permit Noise- noise caused by domestic animal	2.1.6	\$125.00
12	Cause/Permit Noise- detonation of fireworks or explosive devices during prohibited times	2.1.7	\$125.00
13	Cause/Permit Noise- operate combustion engine associated with model or toy during prohibited times	2.2.1	\$125.00
14	Cause/Permit Noise- handling of materials during prohibited times	2.2.3	\$125.00
15	Cause/Permit Noise- singing, shouting, hooting or whistling during prohibited times	2.2.3	\$125.00
16	Cause/Permit Noise- operate motorized conveyance during prohibited times	2.2.4	\$125.00
17	Cause/Permit Noise- operate tool for domestic purposes during prohibited times	2.2.5	\$125.00
18	Cause/Permit Noise- construction work during prohibited times	2.2.6	\$125.00
19	Cause/Permit Noise- operate generator during prohibited times	2.2.7	\$125.00
20	Cause/Permit Noise- operate engine in excess of five minutes during prohibited times	2.2.8	\$125.00
21	Breach condition or exemption granted by Council	6.3.2	\$125.00
22	Hinder or obstruct Officer	8.3	\$500.00

Schedule "B-8"
Administrative Monetary Penalty System By-Law
Penalty Schedule for the Enforcement of Bylaws Bylaw

1. Column 1 in the following tables set out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 3.
2. Column 2 in the following tables lists the provisions in the Designated By-law identified in the Schedule, as amended.
3. Column 3 in the following tables set out the Administrative Penalty amount that is payable for contraventions of the designated provisions listed in Column 3.

ITEM	Column 1 Short Form Wording	Column 2 Provision Creating or Defining Offence	Column 3 Set Administrative Penalty
1	Attempt to obstruct or hinder an Officer	4.2	\$500.00
2	Hinder or obstruct an Officer	4.2	\$500.00

Schedule "B-9"

**Administrative Monetary Penalty System By-Law
Penalty Schedule for the Enforcement of Domestic/Exotic Pet Bylaw**

- . Column 1 in the following tables set out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 3.
- 2. Column 2 in the following tables lists the provisions in the Designated By-law identified in the Schedule, as amended.
- 3. Column 3 in the following tables set out the Administrative Penalty amount that is payable for contraventions of the designated provisions listed in Column 3.

ITEM	Column 1 SHORT FORM WORDING	Column 2 PROVISION CREATING OR DEFINING OFFENCE	Column 3 Set Administrative Penalty
1	Did keep a prohibited exotic pet	2.1	\$500.00
	Did feed wildlife on Township Property.	2.2	\$250.00
2	Failure to follow identified set conditions	3.1	\$500.00
3	Hinder or obstruct an officer	5.2	\$500.00
4	Attempt to hinder or obstruct an officer	5.2	\$500.00

Schedule "B-10"

**Administrative Monetary Penalty System By-Law
Penalty Schedule for the Enforcement of the Trailer Bylaw**

- . Column 1 in the following tables set out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 3.
- 2. Column 2 in the following tables lists the provisions in the Designated By-law identified in the Schedule, as amended.
- 3. Column 3 in the following tables set out the Administrative Penalty amount that is payable for contraventions of the designated provisions listed in Column 3.

item	Column 1 Short Form Wording	Column 2 Provision Creating/Defining the Offence	Column 3 Set MonetaryAdministrative Penalty
1	Use/locate recreational trailer/ vehicle on Township property	Section 3.1	\$400.00
2	Use Recreational Trailer/Vehicle on Vacant Lot without a Class "A" Permit.	Section 3.2	\$400.00
3	Use Recreational Trailer/Vehicle on Vacant Lot without a Class "B" Permit	Section 3.2	\$400.00
4	Use Recreational Trailer/Vehicle on a Principal/Seasonable Property without a Class "C" Permit	Section 3.3	\$400.00
5	Use Recreational Trailer/Vehicle on a Principal/ Seasonal Property without a "Class" D" Permit.	Section 3.4	\$400.00
5	Use a Recreational Trailer/Vehicle on property without a Class" E" Permit	Section 3.6	\$250.00
6	Exceed maximum allowed number of Recreational Trailers/Vehicles	Section 3.5	\$400.00
7	Append thing or device to recreational trailer/vehicle.	Section 3.7	\$400.00
8	Store Recreational Trailer/Vehicle on Vacant Property or Property with Seasonal Residence Nov. 1 st to April 30 th .	Section 3.8	\$400.00
9	Fail to remove trailer by prescribed date.	Section 3.9	\$400.00
10	Failure to display a Permit	Section 3.10	\$50.00

11	Use recreational trailer/vehicle for short-term rental or commercial operation purposes.	Section 3.11	\$500.00
11	Improper disposal of sewage or greywater.	Section 3.12	\$400.00
12	Obstruct or hinder an Officer	Section 4.2	\$500.00
13	Attempt to obstruct or hinder an Officer.	Section 4.2	\$500.00

Schedule "B-11"

Administrative Monetary Penalty System By-Law

Penalty Schedule for the Enforcement of the Short-Term Accommodation Rentals Bylaw

1. Column 1 in the following tables set out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 3.

2. Column 2 in the following tables lists the provisions in the Designated By-law identified in the Schedule, as amended.

3. Column 3 in the following tables set out the Administrative Penalty amount that is payable for contraventions of the designated provisions listed in Column 3.

Item	Column 1 Short Form Wording	Column 2 Provision Creating Offence	Column 3 Set Administrative Penalty
1	Operate STAR business without a License	3.1	\$1000.00
2	Promote, broker or offer for rental unit without a License	3.2	\$500.00
3	Alter or modify a License or allowing altering or modifying of a License	3.3	\$500.00
4	Use or attempt to use License not issued to property address	3.4	\$500.00
5	Fail to post emergency contact information to renters	3.5	\$200.00
7	Fail to post copy of STAR license	3.7	
7	Fail to post emergency exit diagram in rental unit	3.6	\$200.00
8	Fail to post Renters Code of Conduct	3.8	\$200.00
8	Failure to allow service animal	3.9	\$500.00
9	Allow more than the maximum number of guests in a rental unit.	3.10	\$750.00
10	Operate STAR while license is suspended	3.11	\$1000.00
11	Operate more than one STAR on a property	3.12	\$1000.00
12	Allow renter to cause a nuisance	3.14	\$250.00
13	Hider or obstruct an officer	3.16	\$500.00
14	Attempt to hinder or obstruct an officer	3.16	\$500.00

The Corporation of
the Township of Billings

Administrative Monetary Penalty Bylaw
Bylaw 2022-50

Being a Bylaw to implement an Administrative Monetary Penalty System in Billings Township
Schedule "C"

Administrative Fees for Designated By-laws under the Administrative Monetary Penalty
System By-Law

Administrative Fee Description	Fee Amount
MTO Fee	\$10.00
Late Payment Fee	\$25.00
NSF Fee	\$50.00
Screening Non-appearance Fee	\$50.00
Hearing Non-appearance Fee	\$100.00
Plate Denial Request Fee	\$20.00

**The Corporation of
the Township of Billings**

**Hearing Officer(s) Bylaw
Bylaw 2022-51**

Being a Bylaw to A by-law to establish the position(s) of Hearings Officer.

WHEREAS the *Ontario Municipal Act, S.O. 2001 c. 25 section 10* provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on the municipalities to govern its affairs as it considers appropriate and enhance the municipality's ability to respond to municipal issues; and

WHEREAS Council of The Corporation of the Township of Billings considers it necessary and desirable to establish the positions of Hearings Officer(s) to whom may be delegated quasi-judicial and legislative authority under various Township By-laws; AND WHEREAS Section 23.2 of the *Municipal Act, 2001* permits a municipal Council to delegate its powers and duties to an individual who is an officer of the municipality;

NOW THEREFORE the Council of The Corporation of the Township of Billings enacts as follows:

1.0 Definitions

In this by-law,

1.1 "Child" means a child born within or outside marriage and includes an adopted child and a person whom a parent has demonstrated a settled intention to treat as a child of her or his family;

1.2 "Township" means The Corporation of the Township of Billings;

1.3 "Council" means the Council of the Township.

1.4 "Delegated Power of Decision" means a power or right, conferred by or under a Township By-law, to make a decision deciding or prescribing,

- i) the legal rights, powers, privileges, immunities, duties or liabilities of any person or party, or
- ii) the eligibility of any person or party to receive, or to the continuation of, a benefit or licence, whether the person is legally entitled thereto or not;

1.5 "Designate" means a person chosen for a special job or purpose by Council.

1.6 "Hearing" means any Hearing in a Proceedings;

1.7 "Hearings Officer" means each person from time to time appointed by Council pursuant to section 3 of this By-law;

1.8 "Parent" means a person who has demonstrated a settled intention to treat a child as a member of her or his family whether or not that person is the natural parent of the child;

1.9 "Proceedings" means any matter brought before a Hearings Officer for a Hearing; and
1.10 "Spouse" means a person to whom the person is married or with whom the person is living in a conjugal relationship outside marriage.

2.0 General

2.1 The positions of Hearings Officer(s) are hereby established for the purpose of exercising Delegated Powers of Decision.

2.2 Hearings Officer(s) shall be appointed by Council on the recommendation of the Township CAO or Designate which recommendation shall give preference to eligible candidates:

- a) with knowledge and prior experience in administrative law;
- b) of good character;
- c) able to carry out a fair and impartial Hearing;
- d) able to write a clear and concise decision;
- e) able to communicate effectively with the public;
- f) with excellent written and oral communication skills;
- g) with an understanding of the *Statutory Powers Procedure Act, R.S.O. 1990, c. S.22*;
- h) with an understanding of the *Municipal Act, 2001, S.O. 2001, c. 25*;
- i) who are Canadian citizens;
- j) who can provide a satisfactory Police records check.

2.3 The following are not eligible for appointment as Hearings Officer:

- a) an employee or member of Council of the Township;
- b) the Child of a person referenced in 4(a);
- c) the Parent of a person referenced in 4(a);
- d) the Spouse of a person referenced in 4(a); or
- e) a person indebted to the Township other than:
 - i) in respect of current real property taxes; or
 - ii) pursuant to an agreement with the Township the terms with which the person is in compliance.

2.4 Each Hearings Officer shall hold office at the pleasure of the Municipal Council.

2.5 The Rules of Practice and Procedure governing all Proceedings before a Hearings Officer are set out in Schedule 1 to this By-law unless they are sitting as a Member of the Property Standards Committee.

2.6. A decision by a Hearings Officer is a statutory power of decision within the meaning of the *Statutory Powers Procedure Act, R.S.O. 1990, c. S.22* and that Act, except for Sections 17.1 (power to award costs), 18 (requirement to send copies of final decision and order) and 19 (enforcement of order by filing with Superior Court of Justice), applies to a Hearings Officer and any Hearing conducted by her or him.

2.7 The Township CAO or Designate or his or her Designate, shall determine the scheduling of Hearings before any Hearings Officer having regard to the efficiency and timeliness of Hearings processes and to the availability of Hearings Officer(s).

2.8 No person shall attempt, directly or indirectly, to communicate with or influence a Hearings Officer respecting the determination of an issue respecting a Delegated Power of Decision in a Proceedings that is or will be pending before the Hearings Officer except a person who is entitled to be heard in the Proceedings or the person's lawyer or licensed paralegal and only by that person or the person's lawyer or licensed paralegal during the Hearing in which the issue arises. Failure to comply with this section constitutes an offence.

2.9 Section 2.8 does not prevent a Hearings Officer from seeking and receiving legal advice including from the Township's Solicitor.

2.10 The Township CAO or Designate shall provide administrative support related to Proceedings before a Hearings Officer, including without limitation, the making and keeping of minutes and records of all requests for Hearings and appeals and decisions arising therefrom and of all other official business of Hearings Officer(s).

2.11 Section 253 of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended (Inspection of Records) applies with necessary modifications to documents made or kept pursuant to section 2.10.

3.0 SEVERABILITY

3.1 If any provision or part of this Bylaw is declared by any court or tribunal of competent jurisdiction to be illegal or inoperative, in whole or in part in particular circumstances, the balance of the bylaw or its application in other circumstances, shall not be affected or shall continue in full force and effect.

4.0 Administration

4.1 This by-law may be referred to as the "Hearings Officer By-law".

4.2 This By-law is in force and effect on the date it is passed.

Read a first and second time this ___ day of _____, 20__.

Read a third time, finally passed, signed, and sealed this ___ day of _____, 20__.

Ian Anderson, Mayor

Kathy McDonald, CAO/Clerk

DRAFT

**The Corporation of
the Township of Billings
Hearing Officer(s) Bylaw
Bylaw 2022-51
Being a Bylaw to A by-law to establish the position(s) of Hearings Officer.**

SCHEDULE 1

RULES OF PRACTICE AND PROCEDURE FOR HEARINGS BEFORE A HEARINGS OFFICER

1. DEFINITIONS

1.1 In these Rules, unless the context otherwise requires, the following terms have the following meanings:

1.2 "Appellant" means a person making an appeal under any by-law of the Township which permits an appeal to a Hearings Officer;

1.3 "CAO or Designate" means the Township CAO or Designate of The Corporation of the Township of Billings;

1.4 "Document" includes a written document, sound recording, videotape, file, photograph, chart, graph, map, plan, survey, book of account and information recorded or stored by means of any device;

1.5 "Electronic Hearing" means a Hearing held by conference telephone call or some other form of electronic technology allowing persons to hear one another;

1.6 "Hearing" means any Hearing in a Proceedings;

1.7 "Hearings Officer" means a Hearings Officer appointed under the Township's Hearings Officer By-law;

1.8 "Holiday" means:

(i) any Saturday or Sunday;

(ii) New Year's Day;

(iii) Family Day;

(iv) Good Friday;

(v) Easter Monday;

(vi) Victoria Day;

(vii) Canada Day;

(viii) Civic Holiday;

(ix) Labour Day;

(x) Thanksgiving Day;

(xi) Christmas Day;

(xii) Boxing Day; and extended holiday closure, and

(xiii) Any special holiday proclaimed by the Governor General of Canada or the Lieutenant Governor of Ontario, and where New Year's Day or Canada Day falls on a Saturday or Sunday, the following Monday is a holiday, and where Christmas Day falls on a Saturday or Sunday, the following Monday and Tuesday are holidays, and where Christmas Day falls on a Friday, the following Monday is a holiday;

1.9 "Motion" means a request for a decision, order or direction of the Hearings Officer made during a Proceedings;

1.10 "Oral Hearing" means a Hearing at which the parties or their counsel, agents or other representatives attend in person;

1.11 "Party" means a party specified as a party by law, the person who is the subject of a Hearing, a person who has requested a Hearing pursuant to law and any person who has been given party status by a Hearings Officer, and shall where applicable, include the Township;

1.12 "Proceedings" means a matter brought before a Hearings Officer for a Hearing;

1.13 "Rules" means these rules;

1.14 "Township" means The Corporation of the Township of Billings;

1.15 "Written Hearing" means a Hearing held by means of the exchange of documents whether in written form or by electronic means.

2. APPLICATION

2.1 These Rules apply to all Proceedings before a Hearings Officer exercising a delegated power of decision under the Township's Hearings Officer By-law.

2.2 These Rules do not apply if a statute or by-law provides for a different procedure to govern Proceedings of a Hearings Officer in the exercise of his or her duties.

3. INTERPRETATION

3.1 These Rules shall be broadly interpreted so as to ensure the most just and expeditious determination of a Hearing on its merits.

3.2 Where procedures are not provided for in these Rules, a Hearings Officer may do whatever is necessary and permitted by law to effectively determine the matter before him or her.

3.3 A Hearings Officer may exercise any of his or her powers under these Rules on his or her own initiative or at the request of a party.

3.4 A defect in form or other technical breach will not make a Proceedings invalid.

3.5 Where a party to a Proceedings has not complied in full with any Rule or procedural order, the Hearings Officer may:

(a) grant all necessary amendments or other relief, subject to such conditions as the Hearings Officer considers just;

(b) adjourn the Proceedings until it is satisfied that such Rule or procedural order has been complied with; or

(c) take such other steps as the Hearings Officer considers just and reasonable.

4. CALCULATION OF TIME

4.1 To calculate time under these Rules or a procedural order:

(a) where there is a reference to a number of days between two events, they shall be counted by excluding the day on which the first event happens and including the day on which the second event happens;

(b) where the time for doing an act under these Rules expires on a holiday, the act may be done on the next day that is not a holiday;

(c) where a time of day is mentioned in these Rules or in any order in a Proceedings, the time referred to shall be the time observed locally in the Township of Billings; and

(d) Where a document is filed or served after 4:00 p.m. on any day or at any time on a holiday, the document shall be deemed to have been filed or served on the next day that is not a holiday.

5. EXTENDING OR ABRIDGING TIME

5.1 A Hearings Officer may extend or abridge any time prescribed in these Rules or established by a procedural order during a Proceedings, on such terms as are just. Where a party cannot meet a time limit prescribed by the Rules, the party shall promptly notify the CAO or Designate and apply for an extension of time by motion.

6. FILING

6.1 Filing of any document by any party to a Hearing with the CAO or Designate may be affected by personal delivery, by ordinary or registered mail, by fax transmission, by courier, by email or otherwise as the Hearings Officer may order.

6.2 All written documents filed shall be legible.

6.3 All documents filed with the CAO or Designate by a party shall be served on all other parties by the party forthwith after filing.

6.4 Where a document is filed, the CAO or Designate shall date stamp the document. Subject to Rule 4.1, the date of the receipt stamp on the document shall be deemed to be the date of filing, unless the Hearings Officer orders otherwise. A party may request confirmation from the CAO or Designate that a document filed was properly received.

6.5 Where the Hearings Officer and the CAO or Designate have no record of the receipt of a document alleged to have been filed, the documents shall be deemed not to have been filed, unless the Hearings Officer orders otherwise.

6.6 Where a filing is made by fax, the document shall include a cover page containing the following items:

- (a) the name, address and telecommunication numbers of the sender;
- (b) the date and time the document is transmitted;
- (c) the telephone number from which the document is transmitted;
- (d) the total number of pages transmitted including the cover page; and
- (e) the name and telecommunication numbers of a person to contact if a problem arises with the transmission of the fax.

6.7 The Hearings Officer may direct that where a document is filed by electronic transmission, by email, or by fax, the original and all copies required shall be delivered by a specified time.

7. SERVICE OF DOCUMENTS

7.1 Service means the effective delivery of a document to a person or to the representative of that person. Service may be made by:

- (a) personal delivery by delivering the document to the person;
- (b) courier service to the person's last known address;
- (c) ordinary or registered mail to the person's last known address;

- (d) email to the person's last known email address;
- (e) fax to the person's last known fax transmission number; or
- (f) otherwise as the Hearings Officer may order.

7.2 Without limiting the ability of the Hearings Officer to order service in some other manner, the Hearings Officer may direct service be made by public advertisement.

7.3 Where an oral or electronic Hearing is in progress, service may also be made by:

- (a) providing the document to the parties present at the Hearing;
- (b) serving the document on any other party who is not present and requests a copy of the document;
or
- (c) any other means directed by the Hearings Officer.

7.4 Where a service is made by fax, the document shall include a cover page containing the following items:

- (a) the name, address and telecommunication numbers of the sender;
- (b) the name of the person to be served;
- (c) the date and time the document is transmitted;
- (d) the telephone number from which the document is transmitted;
- (e) the total number of pages transmitted including the cover page; and
- (f) the name and telecommunication numbers of a person to contact if a problem arises with the transmission of the fax.

7.5 A document that is more than 20 pages may not be served by fax on other parties unless prior consent from the intended recipient is obtained.

7.6 Subject to Rule 4.1, service will be effective:

- (a) if the document is delivered by personal delivery, courier, email or fax, on the same day that delivery is made;
- (b) if the document is delivered by regular or registered mail, on the 5th day after the date of mailing;
- (c) if service is made by public advertisement, on the last day of publication where there is more than one day of publication or the day of publication where there is only one day of publication; or

(d) if service is made by any other means, within the time frames directed by the Hearings Officer.

7.7 The Hearings Officer may direct a party who has served a document to file an affidavit of service that indicates how, when and to whom service was made.

8. NOTICE OF APPEAL / REQUEST FOR HEARING

8.1 Where an appellant requests a Hearing before a Hearings Officer, the notice of appeal shall be in writing, shall be filed with the CAO or Designate and shall include:

(a) an identification of the appellant and any other party;

(b) the addresses, telephone numbers, email address and, where available, fax number for each person identified in clause (a);

(c) the name, address telephone number and email address of any agent, representative or lawyer representing the appellant or any other party identified in clause (a);

(d) whether special services or accommodation are required, including translation services or services for the visually or hearing impaired;

(e) the reasons in support of the appeal; and

(f) the signature of the appellant or representative.

8.2 Within 5 days after receiving a notice of appeal, the CAO or Designate shall notify the appellant or the appellant's representative, if:

(a) the documents are incomplete;

(b) the documents are received after the time required for filing a notice of appeal has elapsed; or

(c) there is some other technical defect in the notice of appeal.

8.3 Where the CAO or Designate decides not to process the notice of appeal due to a deficiency listed in Rule 8.2, the CAO or Designate shall provide the party filing the request for Hearing notice of such decision, specifying the deficiencies which need to be corrected. Such notice shall advise that the notice of appeal may be commenced upon the party correcting the deficiencies listed in the notice except if the notice has been received after the time required for commencing the Proceedings has elapsed.

8.4 Subject to Rules 8.2 and 8.3, upon receipt of a request for Hearing pursuant to Rule 8.1, the CAO or Designate shall set the Hearing date and determine the location and format of the Hearing. Upon setting the Hearing date and determining the location and format of the Hearing, the CAO or Designate shall, provide a written notice of Hearing to the parties and others as required by law and as the CAO or Designate considers necessary.

8.5 A Notice of Hearing shall contain:

(a) a reference to the statutory authority or by-law authority under which the Hearing is being held:

(b) a statement of the time and the purpose of the Hearing;

(c) a statement that if the party does not participate in the Hearing in accordance with the notice, the Hearings Officer may proceed without the party's participation and the party will not be entitled to any further notice in the Proceedings;

(d) any other information the CAO or Designate considers necessary for the proper conduct of the Hearing.

8.6 In addition to the requirements for a notice of Hearing set out in Rule 8.5, a notice of Hearing for an oral Hearing shall contain:

(a) the location of the Hearing; and

(b) a statement that the Hearing will be open to the public unless the Hearings Officer directs otherwise.

8.7 In addition to the requirements for a notice of Hearing set out in Rule 8.5, a notice of Hearing for an electronic Hearing shall contain:

(a) details about the manner in which the Hearing will be held; and

(b) a statement that a Hearings Officer shall not hold an electronic Hearing if a party satisfies the Hearings Officer that holding an electronic rather than an oral Hearing is likely to cause the party significant prejudice.

8.8 In addition to the requirements for a notice of Hearing set out in Rule 8.5, a notice of Hearing for a written Hearing shall contain:

(a) a statement that the parties will be required to exchange documents with other parties;

(b) a statement that the parties will have an opportunity to ask questions in writing on the documents, which the other parties will be required to answer, and will have an opportunity to make submissions; and

(c) a statement that the Hearings Officer shall not hold a written Hearing if a party satisfies the Hearings Officer that there is good reason for not doing so.

9. DISMISSING PROCEEDINGS WITHOUT A HEARING

9.1 The Hearings Officer may dismiss a Proceedings without a Hearing if:

(a) the Proceedings is frivolous, vexatious or is commenced in bad faith;

(b) the Proceedings relates to matters that are outside the jurisdiction of the Hearings Officer; or

(c) some aspect of the statutory requirements for bringing the Proceedings has not been met.

9.2 Before dismissing a Proceedings under this Rule, the Hearings Officer shall give notice of his or her intention to dismiss the Proceedings to all parties setting out the reasons for the dismissal and informing the parties of their right to make written submissions to the Hearings Officer within 10 days of notice being given.

10. PROCEDURAL ORDERS

10.1 In any Proceedings, the Hearings Officer may issue procedural orders which shall govern the conduct of the Proceedings.

10.2 The Hearings Officer may, at any time during a Proceedings, amend any procedural order which he or she has issued.

10.3 The Hearings Officer may, where satisfied that the special circumstances of the Proceedings so require, vary or waive compliance with all or any part of any Rule at any time by making a procedural order.

10.4 Where a provision of these Rules is inconsistent with a procedural order, the procedural order shall prevail.

10.5 Subject to any procedural order issued by the Hearings Officer, the parties to a Proceedings may, on consent, waive any of the provisions of these Rules.

10.6 A party seeking a waiver of any of the provisions of these Rules shall do so on a timely basis.

11. MOTIONS

11.1 The party bringing the motion shall file with the CAO or Designate a copy of the notice of motion setting out the relief sought, the grounds for the motion, the evidence to be relied upon, and the relief sought and serve a copy of the material filed on the other parties.

11.2 The Hearings Officer shall direct the procedure to be followed for Hearing the motion and may set applicable time limits.

11.3 A motion may be made during a Hearing, with or without notice, and shall be disposed of in such manner as the Hearings Officer considers appropriate.

12. DISCLOSURE

12.1 The Hearings Officer may, at any stage in a Proceedings make orders for:

(a) the exchange of documents;

(b) the oral or written examination of a party; or

(c) any other form of disclosure.

12.2 The Hearings Officer's power to make orders for disclosure is subject to any statute or regulation that applies to the Proceedings and nothing in this Rule requires the disclosure of any document which is privileged by law.

12.3 Where the good character, propriety of conduct or competence of a party is an issue in a Proceedings, the party is entitled to be furnished prior to the Hearing with reasonable information of any allegations with respect thereto.

13. SUMMONSES

13.1 The Hearings Officer may require any person, including a party, to attend at the Hearing to give evidence under oath or affirmation and to produce in evidence documents and things as specified by the Hearings Officer relevant to the subject matter of the Hearing and admissible at a Hearing.

13.2 A party may request a summons to witness which may be issued by the Hearings Officer provided that he or she is satisfied by the party requesting the summons that the person to be summoned is able to give material evidence in the Proceedings.

13.3 A summons issued under Rule 13.1 or 13.2 shall be in the form prescribed by the Statutory Powers Procedure Act, R.S.O. 1990, c. S.22 and signed by the Hearings Officer and shall be served personally on the person summoned.

13.4 A person summoned under Rule 13.1 is entitled to receive from the Township and a person summoned under Rule 13.2 is entitled to receive from the party who summoned him/her the fees or allowances for attending at or otherwise participating in the Hearing as are paid to a person in accordance with Tariff 'A' of the Rules of Civil Procedure.

14. HEARINGS

14.1 The Hearings Officer may hold:

- (a) an oral Hearing;
- (b) a written Hearing;
- (c) an electronic Hearing; or
- (d) a Hearing which combines one or more of the above formats.

14.2 A party to a Proceedings may be represented by counsel, agent or another representative. A representative may act on behalf of and represent a person in respect of a Proceedings or Hearing before the Hearings Officer where the Hearings Officer is satisfied that:

- (a) the person is entitled to be heard by the Hearings Officer;

(b) the representative is a lawyer, a licensed paralegal or a person who is exempt from the requirement to be licensed by By-law passed pursuant to the Law Society Act, R.S.O. 1990, c. L.8;

(c) the person has authorized in writing the representative to act on behalf of and to represent the person in the particular Proceedings or Hearing;

(d) the written authorization specifies the representative's qualification for the purpose of paragraph 6.3(b) including, in the case of a representative who claims to be exempt from the requirement to be licensed, the particular ground prescribed by By-law passed pursuant to the Law Society Act, R.S.O. 1990, c. L.8 upon which the representative purports to be exempt; and

(e) the written authorization has been filed in the Proceedings or Hearing before the Hearings Officer and remains in effect.

14.3 If a person requires a translator at any time during a Proceedings, the person must provide the translator at the person's own expense.

14.4 Hearings shall be open to the public except where the Hearings Officer is of the opinion that,

(a) matters involving public security may be disclosed; or

(b) intimate financial or personal matters or other matters may be disclosed at the Hearing of such a nature, having regard to the circumstances, that the desirability of avoiding disclosure thereof in the interests of any person affected or in the public interest outweighs the desirability of adhering to the principle that Hearings be open to the public, in which case the Hearings Officer may hold the Hearing in the absence of the public.

14.5 No person shall take or attempt to take a photograph, motion picture, video recording, or other recording capable of producing visual or aural representations by electronic means or otherwise, at any Hearing otherwise open to the public, except in the following circumstances:

(a) No fewer than three (3) days prior to the Hearing, the person gives written notice to the CAO or Designate of the person's intention to request the Hearings Officer for permission to record the Hearing which notice specifies the proposed means of recording;

(b) The person bears all costs related to the proposed recording;

(c) Where the person proposes verbatim transcription:

i) the recording is undertaken by a qualified verbatim reporter;

ii) all testimony and submissions respecting the Hearing are recorded; and

iii) the person delivers to the CAO or Designate no fewer than two (2) certified copies of the transcript prepared by the qualified verbatim reporter within three (3) days of the reporter's completion of the transcript;

- (d) the Hearings Officer determines that the Hearing will not be disrupted or delayed if approval is given;
- (e) the Hearings Officer determines that the approval will not result in any prejudice to any party to the Proceedings;
- (f) prior to the commencement of the Hearing, the Hearings Officer authorizes the recording and has not revoked the authorization; and
- (g) the recording is undertaken only in accordance with the Hearings Officer's approval including any terms or conditions to such approval.

14.6 A party may:

- (a) at any Hearing, present evidence and submissions; and
- (b) at an oral or electronic Hearing, call and examine witnesses and conduct cross-examinations of witnesses reasonably required for a full and fair disclosure of all matters relevant to the issues in the Proceedings.

14.7 Unless the Hearings Officer directs otherwise, the process for all Hearings shall be as follows:

- (a) the Hearings Officer will call the Hearing to order and may advise the parties of the Hearing process;
- (b) the Hearings Officer may decide which of the parties it wished to hear from first, but it is customary that the Township proceed first;
- (c) a party may make a brief opening statement;
- (d) the Hearings Officer will swear or affirm the witnesses;
- (e) each party will present its case by calling witnesses. The process for each witness to give evidence is: direct examination, cross-examination and re-examination, if any;
- (f) the Hearings Officer may ask questions of the witnesses at any time;
- (g) a party may make a brief closing statement;
- (h) this process is subject to change by the Hearings Officer if he or she finds that there is a fairer way of Proceedings.

14.8 All parties to a Hearing shall bring to the Hearing legible copies of all documents they intend to rely on during the Hearing for the Hearings Officer and the other parties.

14.9 The Hearings Officer may adjourn a Hearing at any time on such conditions as he or she considers just.

14.10 Where a person is properly notified of a Hearing and does not attend at the time and place appointed, the Hearings Officer may proceed in that person's absence and without further notice to that person.

15. EVIDENCE AT HEARINGS

15.1 The Hearings Officer may admit as evidence at a Hearing, whether or not given or proven under oath or affirmation or admissible in a court,

(a) any oral testimony; and

(b) any document or other thing, relevant to the subject matter of the Proceedings and may act on such evidence, but the Hearings Officer may exclude anything unduly repetitious.

15.2 Nothing is admissible in evidence at a Hearing, that would be inadmissible in a court by reason of any privilege under the law of evidence or that is inadmissible by the statute or by-law under which the Proceedings arises or any other statute.

15.3 Nothing in Rule 15.1 overrides the provisions of any act expressly limiting the extent to or purposes for which any oral testimony, documents or things may be admitted or used in evidence in any Hearing.

15.4 Where the Hearings Officer is satisfied as to its authenticity, a copy of a document or other thing may be admitted as evidence at a Hearing.

15.5 Where a document has been filed in evidence at a Hearing, the Hearings Officer may, or the person producing it or entitled to it may with the leave of the Hearings Officer, cause the document to be photocopied and the Hearings Officer may authorize the photocopy to be filed in evidence in the place of the document filed and release the document filed, or may furnish to the person producing it or the person entitled to it a photocopy of the document filed certified by the Hearings Officer.

15.6 In any Hearing before the Hearings Officer, a statement respecting a matter related to the Hearing purporting to be signed by any of the following individuals in relation to their respective individual areas of responsibility is receivable in evidence as proof, in the absence of evidence to the contrary, of the facts stated in the statement for all purposes in the Hearing:

(a) the Township Planner

(b) the Township's Licence Manager

(c) the Township's Manager of By-law Enforcement

(d) an Animal Control Officer of the Township of Billings

(e) a person authorized by a Township by-law to undertake inspections.

15.7 The Hearings Officer may, in making a decision in any Hearing,

(a) take notice of facts that may be judicially noticed; and

(b) take notice of any generally recognized scientific or technical facts, information or opinions within his or her scientific or specialized knowledge.

16. WITNESSES

16.1 Unless these Rules provide otherwise, witnesses at a Hearing shall be examined orally and the examination may consist of direct examination, cross-examination and re-examination. The Hearings Officer may determine whether or not evidence from a witness needs to be under given under oath or affirmation.

16.2 There shall be no undue harassment or embarrassment of a witness as he or she is giving evidence. The Hearings Officer may disallow a question put to the witness that is vexatious or irrelevant to any matter that may be properly inquired into at the Hearing.

16.3 The Hearings Officer may at any time during a Hearing direct that a witness be recalled for further examination.

16.4 Where a witness appears unwilling or unable to give answers to the questions being asked, the Hearings Officer may permit the party calling the witness to examine the witness by means of leading questions.

16.5 A witness has the right to be advised by counsel or an agent as to his or her rights. Such counsel shall take no other part in the Hearing without the permission of the Hearings Officer.

17. EVIDENCE WRITTEN HEARINGS

17.1 Where a Proceedings is conducted in writing, the evidence of a witness shall be given by affidavit or, subject to the approval of the Hearings Officer, as agreed upon by the parties.

17.2 All parties are entitled to receive copies of every document that the Hearings Officer receives in a written Hearing.

18. DECISIONS

18.1 The Hearings Officer will determine the issues before him or her as he or she considers just. All decisions of a Hearings Officer shall be in writing.

18.2 The Hearings Officer does not have the power to award costs of the Proceedings to a party.

18.3 The Hearings Officer will provide his or her decision with his or her reasons in support of the decision, if any, to the CAO or Designate and the CAO or Designate shall send a copy of the decision to the parties.

18.4 The Hearings Officer may at any time correct a typographical error, error of calculation, misstatement, ambiguity, technical error or other similar error made in his or her decision, direction or order.

19. RECORD OF PROCEEDINGS

19.1 The CAO or Designate shall compile a record of any Proceedings before a Hearings Officer which shall include:

(a) the notice of the Hearing;

(b) all orders and decisions made by the Hearings Officer;

(c) all documentary evidence filed at the Hearing subject to any limitation expressly imposed by any other Act on the extent to or the purposes for which any such documents may be used in evidence in any Proceedings;

(d) any other documents that in the opinion of the CAO or Designate or the Hearings Officer should be included in the record of Proceedings.

20. STATUTORY POWERS OF PROCEDURE ACT

20.1 These Rules have been approved by the Council of the Corporation of The Township of Billings and are intended to be rules contemplated by section 25.1 of the *Statutory Powers Procedure Act, R.S.O. 1990, c. S.22*.

21. SEVERABILITY

21.1 If any provision of these Rules is or becomes illegal, invalid or unenforceable, the illegality, invalidity or enforceability of that provision shall not affect the legality, validity or enforceability of the remaining provisions of these Rules.