



REQUEST FOR PROPOSAL

PEER REVIEW SERVICES

THE CORPORATION OF THE COUNTY OF
PRINCE EDWARD

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July 23, 2018

Confidential

Prince Edward County
332 Main Street
Picton, ON
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Attention: Mr. Paul Walsh, Manager of Planning
Subject: Proposal for Services (Revised)
Peer Review of Aggregate Resources Act and Planning Act Applications
RE: Greenridge Farm Pit

Dear Sir:

Thank you for awarding this project to WSP Canada Inc.

As discussed (Walsh/Fuhrmann) at your meeting of July 16, 2018, we understand that the County has decided to reduce the amount of technical Reports to be reviewed.

As a result, we have attached a revised proposal. If you could please sign and date the retainer portion and return it to us, we will commence our review.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Stephen Ash', is written over a faint, circular watermark or stamp.

Stephen Ash
Director of Environment

WSP ref.: P18-11002-54



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1 PROJECT UNDERSTANDING

WSP understands that the County requires an experienced and professional consulting firm, to conduct a peer review of various technical studies associated with the applications, made under both the Planning Act and Aggregate Resources Act. The applications have been filed by Paul and Sandi Greer (operating as Paul Greer & Sons Excavating Ltd.) in order to obtain Municipal and Provincial approval to develop a gravel pit.

WSP understands that the *Consultants Terms of Reference* (TOR) for this project is a comprehensive document, which outlines the extent of services to be provided by a prospective peer reviewer. We recognize that the TOR sets out specific documents to be reviewed, and in which order of sequence, and also includes more generalized requirements. These additional tasks require broader professional services for such items as: the review of additional technical components, a review of planning policies, a review of public feedback, and the preparation of required planning documents, among others.

In our experience, and confirmed by an enquiry to County staff, WSP understands that the County is seeking comprehensive assistance with the overall development application.

With this understanding, the following summarizes the approach envisioned by WSP for this peer review process:

- A peer review of the various technical documents associated with the Planning Act and Aggregate Resources Act applications is to be undertaken (excluding the Archaeological Level 1 and 2 Assessment which has received approval from the Ministry of Culture, Natural Environment Report, Landscape Plan).
- While the peer review of technical documents is underway, the peer reviewer will be involved in the ongoing processes associated with the review of the Planning Act application (ex. Attending statutory Public Meetings, understanding public concern, providing technical assistance to County staff as required etc.)
- Peer review comments will be summarized and provided to the County, and the applicant for review and response if/as required.
- The peer reviewer will conduct a follow-up review of any additions/amendments, prompted by the peer review process for any applicable technical component.
- A Summary Report will be provided to the County to advise of the outcome of the technical review in which it will be confirmed that either the technical components are satisfactory, and meet with both Provincial and Municipal Standards, or that outstanding issues may exist.
- Upon acceptance of our final Summary Report, the peer reviewer will assist Planning staff with the preparation of suitable Planning Act documents. These will contribute to a final submission to County Council for review and ultimate decision-making. Additional services with respect to a draft municipal agreement may also be required, as applicable. Additional planning assistance is to be provided as needed.
- Once/if general planning acceptance is gained, then the peer reviewer will review the proposed approval documents (i.e. the Aggregate Resources Act Site Plan) to ensure adequate implementation of technical recommendations, controls and/or appropriate conditions, as applicable.
- Other service tasks may be required to respond to issues as they arise.

2 WSP QUALIFICATIONS

WSP and its predecessor companies have more than 30 years of combined experience in geotechnical, engineering and ecological assessments. Additional corporate information can be found in Appendix A.

In addition to various technical specialists, WSP's Aggregate Development Specialist has detailed knowledge and experience of aggregate resource development in Ontario. As well, our planning staff have direct experience in Municipal planning.

WSP understands that aggregate development applications are often controversial. With that in mind, we believe it's critical to select appropriate experts who can efficiently complete the project work, but also support any appropriate findings should an Ontario Municipal Board, or other relevant hearing be required.

2.1 TABLE OF KEY RESOURCES

Table 1: Key Personnel

NAME	FUNCTION
Stephen Ash, P.Eng., P. Geo.	Director of Environment – Project Lead/Hydrogeologist
Lisa Gardiner, B.Sc., A.ScT.	Environmental Scientist
Bernie Fuhrmann, BES.	Aggregate Development Specialist – A.R.A. Review
Nadia De Santi, MCIP, RPP	Planner
Adam Howell, P. Eng.	Traffic Technical Reviewer
Don Stephens, P.Eng.	Traffic Review Senior Advisor
Douglas Yahn, MES	Archaeologist
Samuel Pendyala, M.Sc., M.Eng.	Acoustic Technical Reviewer
Kana Ganesh, M.Sc., PhD, P.Eng.	Acoustic Noise and Vibration Engineer QA/QC Reviewer

2.2 PROPOSED TEAM AND RESOURCES

2.2.1 PROJECT TEAM AND INTERNAL RESOURCES

The proposed WSP Project Team is outlined in the following sections. The Project Coordinator (Stephen Ash) will oversee the overall project and provided support and senior review of the hydrogeological assessment if required.

For your convenience, the experience of all WSP team members proposed for servicing this project is summarized as follows:

J. Stephen Ash, P.Eng., P.Geo. QP_{ESA}, is a designated consulting engineer and has been working in the fields of geotechnical engineering, hydrogeology, and environmental site assessment since 1994. Prior to this he worked as an exploration geologist supervising rock drilling programs in the mining industry. His experience includes hundreds of geotechnical investigations and assessments for new site development, hydrogeological assessments of private, commercial and municipal water supplies and sewage system design, building foundations (including industrial, commercial, shallow and deep foundations), stability of excavations and slopes, design of pits and quarries, dam safety reviews, seepage analyses and seismicity assessments for dams/dykes, and numerous environmental evaluations for contaminated sites. Steve has participated in several aggregate resource evaluations for the Ontario Provincial Government and corporate clients, and formerly was a field geologist for the Ontario Geological Survey (rock mapping in the Canadian Shield). He has been an expert witness at several Ontario Municipal Board hearings.

Lisa J. Gardiner, B.Sc. A.Sc.T., will be available to conduct the on-site reconnaissance and participate in the review of the Hydrogeological Evaluation, if required. Ms. Gardiner is an Environmental Scientist with WSP and has been involved with hydrogeological studies at numerous rural development sites for more than 16 years. Lisa has experience with several hydrogeological and environmental assessments for private, public and government clients.

Bernie A. Fuhrmann, B.E.S. will provide general coordination among the technical specialists and provide specific review of the Aggregate Resources Act Site Plan and Summary Statement. Mr. Fuhrmann is an Aggregate Development Specialist with WSP and has extensive experience with the development and operation of pits and quarries. Bernie has extensive, both in government and in the private sector, in the development of pits and quarries within the City of Kawartha Lakes and County of Peterborough, among others. He has acted as project coordinator in the successful licencing of over 20 pits and quarries and has been qualified as an expert witness before the Ontario Municipal Board. Bernie annually participates in the compliance monitoring of over 90 individual pit and quarries.

Nadia De Santi, MCIP, RPP is a Senior Project Manager with WSP's Planning and Design practice in Ottawa and will be the Lead Planner for this assignment. Nadia will be leading the review of the Planning Act compliance and will prepare the required planning documents. Nadia has over 17 years of professional planning experience including extensive experience working on development approvals in the City of Ottawa and surrounding areas. She is adept at building client relationships, managing multi-disciplinary project teams, working with approval agencies and engaging the public. Her experience includes preparing Official Plans and Zoning By-law reviews for municipalities in Eastern and Northern Ontario which includes updating mineral aggregate policies to ensure consistency with the 2014 Provincial Policy Statement, and conformity with upper tier governments, and ensuring Schedules illustrate the mineral aggregate areas and potential resource areas in accordance with the available mapping from the MNRF. She has provided planning services to numerous municipalities, including: The Town of Cochrane, Township of Dubreuilville, City of Kenora, Municipality of Red Lake, Township of Chapple, and Township of Emo. She has also provided municipal planning services to the Town of Hawkesbury, and consolidated over 100 amendments to the Town's OP and Zoning By-law. Nadia's development approval work for private sector clients includes the preparation of Planning Rationales, highest and best use analysis on private sector lands that were contemplated for development, and discussions with municipalities regarding proposed amendments to the Official Plan and Zoning By-law.

Adam Howell, P.Eng., Project Manager, will lead the peer review of the traffic impact assessment report, as well as provide detailed comments related to traffic operations arising from the public consultation phase of the project. Mr. Howell joined WSP (formerly MMM) in 2008, and has been based in the Ottawa Office serving Eastern Ontario, since 2011. Adam has an extensive expertise in conducting and managing the preparation of traffic impact assessments for residential, commercial and institutional developments largely within the City of Ottawa and the surrounding municipalities. Adam's recent experience includes key roles including traffic engineer for the Federal

government; the Parliament Hill West Sector Area Master Plan Traffic Study, Design Build assignments; Confederation Line LRT, as well as for the traffic review and assessment of South Keys Community Design Plan and 2013 Cycling and Pedestrian Master Plan Updates, as well as a number of Transportation Corridor and Network Studies, Transportation Site Impact Studies and Transportation Demand Management (TDM) Plans. **Don Stephens, P.Eng.**, Director, Transportation Planning Ontario and Atlantic Canada will serve as the senior project advisor for the review of the traffic impact assessment and related comments. Don has more than 30 years of experience in transportation planning and operations and is based in our Ottawa Office. His extensive project experience includes managing traffic operational reviews and transportation planning studies, including the recent comprehensive study of the Revitalization of Ottawa's Lansdowne Park which included event planning for attendance levels of 45,000 persons.

Douglas A. Yahn, M.E.S., is currently a Project Manager and Senior Archaeological Consultant for WSP. If required, Douglas will complete a peer review of the Archaeological Assessment. He holds a Master's Degree in Environmental Studies from Lakehead University. Mr. Yahn is a specialist in archaeological assessment, excavation project management and archaeological, historical and heritage research. His experience includes Stage 1, Stage 2, and Stage 3 Archaeological Assessment and Stage 4 Mitigation of Development Impacts carried out in accordance with the *Standards and Guidelines for Consultant Archaeologists* (2011) and federal guidelines in association with First Nations groups, municipal, industrial and government agencies. He has also performed historical research for various organizations and individuals. He has experience with both pre-contact archaeology and urban historical archaeology. Mr. Yahn is listed as the Ontario Ministry of Transportation RAQS Specialist in Archaeology/Heritage for WSP.

Samuel Pendyala, M.Sc., M.Eng., is an environmental noise specialist with WSP and will be the technical peer reviewer of the Acoustic Assessment Report. Sam possesses over 6 years of experience in acoustic assessment, acoustic audit, and peer review for various industry sectors. Recently he completed peer review for City of Toronto; he has completed Environmental Compliance Approvals (ECAs), acoustic assessment reports, as well as and project management services for a wide variety of developers, industrial, commercial and government clients. Sam is an expert on the Provincial noise related regulatory compliance requirements.

Dr. Kana Ganesh, B.A.Sc, (Eng.), M.A.Sc, Ph.D. is a Senior Acoustics, Noise and Vibration Engineer with over 17 years of consulting and research experience in Acoustics, Noise and Vibration. Kana will be responsible for the overall quality assurance / quality control (QA/QC) planning and implementation of the acoustic portion of the project. Kana's environmental experience includes Aggregate, road transportation (regional roads, and MTO roads), rail transportation (GO Transit, CN, CP and VIA RAIL) as well as Air transportation (for GTAA). Kana has lead several regulatory environmental permitting (EA, ECA, Class EA, and REA) and master plan studies. Kana's environmental permitting experience includes municipal planning class EA's for transportation corridors, baseline studies, long and short term environmental noise and vibration monitoring, environmental compliance approval for power, health care and industrial/commercial facilities, and renewable energy sectors.

We trust that the above noted summary of our team demonstrates WSP's commitment to providing highly qualified staff to undertake this project. Mr. Ash's (see Appendix B for CV). If required, individual CVs can be provided upon request.

3 SCOPE OF WORK

3.1 TERMS OF REFERENCE REQUIREMENTS

WSP has reviewed the Terms of Reference and obtained some clarifications from County Planning staff.

As WSP's expertise extends to coordinating licence applications under the Aggregate Resources Act, we understand that the municipal planning and provincial licencing approvals are connected. Simply, land use approval granted under the Planning Act is required before a licence can be issued by the Ministry of Natural Resources and Forestry under the Aggregate Resources Act (A.R.A.). While at times Planning Act approvals are deferred until a Municipality fully understands and supports the A.R.A. licence application, many municipalities prefer to conclude the planning process before providing acceptance of the A.R.A application.

WSP is prepared to proceed with this peer review at the direction of the County.

As discussed in Section 1 of this submission (Project Understanding), the TOR sets out which technical documents are to be reviewed, and in which order. The TOR also provides a number of general requirements. WSP has considered all tasks and deliverables outlined in the TOR.

We further understand from discussions with County staff, that the following technical components will be peer reviewed:

- Noise Impact Study, prepared by Freefield Ltd.
- Traffic Impact Study, prepared by G. D. Jewell Engineering Ltd.
- Hydrogeologic Evaluation, prepared by Malroz Engineering Inc.
- Aggregate Resources Site Plan, prepared by MHBC

All the above documents are integral to understanding both the nature of the development, compliance with Provincial and Municipal policies and standards, and the adequacy of any mitigation measures or operational controls. As such, WSP advocates for a comprehensive review.

In addition to the technical review component, WSP understands that the peer reviewer will also assist County Planning Staff in the review of the Planning Act process, and ultimately provide additional support services. The following list of general services to be provided have been taken directly from the TOR:

Section 1.3

- *The Consultant selected to undertake the peer review will be responsible for assessing the Aggregate Resources Act and Planning Act applications and technical materials submitted in support of the proposed aggregate pit operation to ensure that the proposed operation is compatible with surrounding land uses and will have no negative impacts on the environment, adjacent land uses or the County's road system.*
- *The Consultant selected to undertake the peer review will be responsible for reviewing the proposed zoning by-law amendment and recommending appropriate zoning standards.*

Section 2

- *To complete a comprehensive peer review of the Official Plan Amendment and Zoning By-law Amendment applications and supporting technical materials (Natural Environment Technical Report Level 1 & Level 2, Noise Impact Study and Traffic Impact Study) to assess the conformity of the applications to the intent of the Provincial Policy Statement Official Plan policies, good Zoning By-law standards and generally acceptable best planning practices.*

- *To evaluate the possible effect of the proposed operation of the pit on the environment, nearby communities, ground and surface water resources, agriculture resources, main haulage routes and to recommend potential mitigation mechanisms that can be incorporated into the Official Plan Amendment and Zoning By-law.*
- *To evaluate the suitability of the progressive rehabilitation and final rehabilitation plans for the site to determine if the plans are consistent the Extraction in Prime Agricultural Areas (Policy 2.5.4) policies of the 2014 Provincial Policy Statement.*
- *To identify the scope and focus of any agreements that the County may require to be entered into with the applicant, in order to implement conditions within the scope of the Municipality's jurisdiction.*
- *Assist Municipal Staff in their review of the Aggregate Resources Act Application to ensure appropriate conditions are prescribed in the aggregate license to appropriately address municipal concerns regarding haulage routes and other matters that are considered appropriate.*

Section 2.1

- *Review this Terms of Reference and make recommendations for any changes as appropriate to ensure efficient project management and good outcomes in land use planning;*
- *Review and understand the applications and supporting technical materials received under the Aggregate Resources Act and Planning Act;*
- *Review public comments from the Public Open House conducted by the proponent under the Aggregate Resources Act to evaluate and understand the public's concerns with the proposed aggregate pit.*
- *Visit the site and surrounding area with County Staff to become familiar with the area;*
- *Review relevant policies in the Provincial Policy Statement, County of Prince Edward Official Plan and the County of Prince Edward Comprehensive Zoning By-law 1816-2006 to develop comments on the applications received under the Planning Act and Aggregate Resources Act;*
- *Advise Municipal Staff regarding any supplementary application information, if required;*
- *Meet with the proponent for giving an orientation of the peer review process;*
- *Advise Municipal Staff as to appropriate comments to be given to the Ministry of Natural Resources and Forestry (MNRF) that would ensure that County's interest in road infrastructure and land use compatibility is maintained;*
- *Make recommendations to Municipal Staff regarding an appropriate Official Plan Amendment including any special policies;*
- *Make recommendations to Municipal Staff regarding an appropriate Zoning By-law Amendment including any special provisions; and,*
- *Advise Municipal Staff regarding recommendations to the Ministry of Natural Resources and Forestry (MNRF) for ensuring a good site plan including a license change management provision if appropriate.*

The scope of the technical work proposed by WSP is outlined as follows:

3.1.1 PHASE 1 – INFORMATION GATHERING AND SITE INSPECTION

Our Aggregate Development Specialist will meet with County staff to obtain all necessary documentation and conduct an initial site visit. At the discretion of the County, this could include both County staff and the applicant. This initial reconnaissance will assist WSP in providing direction to the various peer review specialists and assist in efficient project planning.

3.1.2 PHASE 2 – TECHNICAL REVIEW

WSP specialists will commence a review, as directed by the County, of all associated technical documents, which, at this time, include:

- Natural Environment Technical Report Level 1 and Level 2, prepared by Ecological Services (Limited to ensuring recommendations have been incorporated into the Site Plan)
- Noise Impact Study, prepared by Freefield Ltd.
- Traffic Impact Study, prepared by G. D. Jewell Engineering Ltd.
- Hydrogeologic Evaluation, prepared by Malroz Engineering Inc.
- Aggregate Resources Site Plan, prepared by MHBC
- Aggregate Resources Act Summary Statement, prepared by MHBC

On completion, a summary of the individual peer review technical assessments will be provided to the County, and forward our comments to the applicant when directed to by County staff.

3.1.3 PHASE 3 – PEER REVIEW RESPONSE FOLLOW-UP

As required, should the applicant amend, enhance or otherwise alter the technical documents resulting from WSP's peer review comments, WSP will respond, as needed, by carefully re-evaluating any new information and assessing the response to our initial peer review comment.

3.1.4 CONCURRENT SERVICES

Concurrent to the above noted phases, WSP will assist the County in the public review process, as outlined in Section 2.1, by providing planning support. This could include, but not be limited to, attending statutory Public Meetings, reviewing agency comment letters, reviewing public comments etc.

WSP's Planner will provide on-going monitoring and response services as required to assist County Planning staff.

4 REPORTING

A draft version of our Summary Report will be provided to the client in PDF format, sent via email. Upon receipt of all consolidated review edits, the final reports will be prepared. The final reports will be sent to the client in PDF format via email. Two (2) hardcopy versions of each report will be provided to the client.

Additional communications will be provided to the client as and when appropriate to ensure effective and open information transfer.

5 PROJECT FEES

WSP is prepared to initiate work on this project upon notification of acceptance of this proposal. Our anticipated fees to provide services is separated into two categories: Fixed Fee and Time and Materials.

To complete the assessments of specific technical components, a fixed fee will be required for the component reviews as summarized in the table below.

Table 2: Project Fees and Expenses.

	TOTALS
Information Gathering and Preliminary site inspection	\$1000
Preliminary A.R.A. Site Plan and Summary Statement Review	\$1,000
Hydrogeological Report Review	\$2,950
Traffic Report Review	\$2,300
Noise Impact Analysis Review	\$3,200
Initial Planning/Policy Review, O.P.A and Z.B.L.A. applications and technical materials	\$3,520
Overall Project Oversight (S. Ash/B. Fuhrmann), Senior review of Hydrogeological Assessment	\$4,000
Reporting	\$2,500
TOTAL	\$20,470.00**

*Optional/TBD by County staff

**Prices subject to HST.

Additional services will be based on a Time and Materials basis. This is provided to account for possible future work, which is unknown and unpredictable, and could be protracted. Examples, among potential others, include:

- Peer review follow-up as part of Phase 3 work
- Concurrent and ongoing Planning assistance
- Reviewing public comments from Open House, or other meetings, evaluating and understanding concerns
- Advising Municipal staff regarding any supplementary information required
- Additional site visits or meetings
- Making/re-drafting recommendations
- Drafting the OPA and ZBLA documents

WSP does caution that a preliminary assessment of the time, effort and related projected expense of providing these services, and others not yet known, could range from \$10,000 to \$30,000. Fees will be based on a time and materials basis, depending on the specific reviewer, based on the standard hourly rates indicated in the following table.

Table 3: Standard Hourly Rates.

STAFF	ROLE	HOURLY RATE
Stephen Ash	Project Coordinator/Hydrogeologist	\$190.00
Lisa Gardiner	Hydrogeological Report Reviewer	\$95.00
Bernie Fuhrmann	Aggregate Development Specialist	\$110.00
Nadia De Santi	Planner	\$160.00
Adam Howell	Traffic	\$140.00
Don Stephens	Traffic	\$240.00
Samuel Pendayala	Noise	\$110.00
Kana Ganesh	Noise	\$200.00

6 PROJECT SCHEDULE

WSP is prepared to initiate work on this project upon notification of acceptance of this proposal.

Table 4: Project Schedule.

WORK TASK	ANTICIPATED SCHEDULE AND COMPLETION DATES*
Phase 1 – Information gathering and site inspection	Upon award date
Phase 2 – Technical Review	Award Date – September 14, 2018
Phase 3 – Draft Report	September 30, 2018
Final Reports	To be determined

7 CLOSURE

WSP sincerely appreciates the opportunity to provide this proposal.

We trust our proposal satisfies the required Terms of Reference for this project.

If you have any questions, or require further information, please contact us at 705-743-6850, ext. 229, or by email at steve.ash@wsp.com.

8 CLIENT APPROVAL

Notice of Agreement

(Please return one signed copy to WSP for our records)

We agree to the terms and conditions in the accompanying (revised) proposal (P18-11022-54, dated July 23, 2018) and authorize WSP to proceed in accordance with these terms. WSP will not perform other work or exceed the stated budgets without written consent from the Client Representative.

Client Signature

Prince Edward County

332 Main Street
Picton, ON
K0K 2T0

Date

Contact

Title

Email

Phone