



STAFF REPORT

DEPARTMENT: Planning and Building Services

CHAIR: Councillor J. Attwood

DATE: April 23, 2014

SUBJECT: Source Protection Plan Implementation Study RFP Process
Consultant Selection

RECOMMENDATION:

That Council accepts the proposal from MHBC Planning dated April 10, 2014 for maximum upset limit of \$19,337.13 (taxes included) to prepare the Source Protection Plan Implementation Study.

BACKGROUND:

A Request for Proposal (RFP) for the Source Protection Plan Implementation Study was advertised and circulated to relevant consulting firms on March 14th, 2014. On or before the deadline of April 11th, 2014 the following three (3) firms submitted detailed proposals.

Table 1 – Source Protection Plan Implementation Study			
Consultant	MHBC Planning	Jones Consulting	The Planning Partnership
Total Cost	\$19,337.13	\$18,051.75	\$19,909.19
Project Timing	6 months	5 months	11 months

ANALYSIS:

The proposals were provided to staff (Wes Crown, Shawn Berriault, Jamie Galloway and Andrea Betty) for review in accordance with Council direction. The Staff Committee met on April 14, 2014 to review the proposals, determine a selected consultant for recommendation to Council.

After much discussion, staff selected the proposal from MHBC Planning as best meeting the terms and conditions of the RFP. MHBC is an established planning firm with significant resources to apply to the project from its Barrie and other offices. MHBC staff has prepared source protection plans and have had direct involvement in developing planning policies to implement these plans. MHBC has a strong understanding and familiarity with the Town and

its planning documents as a result of its recent work for the Municipality. While not the lowest proposal, MHBC has the highest man-hours assigned to the project at 168.75 hrs.

FINANCIAL IMPACT:

The selected proposal from MHBC Planning is within the overall Budget as contained within the RFP. Funds have been allocated from a portion of the monies provided to the Municipality through the *Clean Water Act* implementation fund.

Prepared by: Andrea Betty, Planner

Reviewed by: Wes Crown, Director of Planning and Building Services

Reviewed by: Carolyn Tripp, CAO

Attachment:

Proposal from MHBC Planning

P:\D09 Official Plan Amendment Applications\2014\OPA-01-14 SPP OPA\Staff Reports & Memos\Staff Report PL-2014-23 RE: Consultant Selection

April 10, 2014

Wesley R. Crown, MCIP, RPP
Director of Planning and Building Services
Town of Midland
575 Dominion Avenue
Midland, ON
L4R 1R2

Dear Mr. Crown:

RE: SOURCE PROTECTION PLAN IMPLEMENTATION STUDY
OUR FILE: 12113D

MHBC Planning appreciates the opportunity to provide a detailed work program to complete a Source Protection Plan Implementation Study for the Town of Midland. In this proposal we believe it will be evident that we are a firm that is good at what we do, likes what we do, and is able develop the necessary policy and regulatory framework to effectively implement the Source Water Protection Plan.

Based on our experience working in north Simcoe County, we believe this Source Protection Plan Implementation Study requires a planning consultant that has experience preparing similar studies, and has experience in Midland and the North Simcoe Area. MHBC Planning has prepared, and is currently completing, Source Protection implementation documents for a number of municipalities. MHBC Planning is excited to assist the Town with this exercise and in doing so, will deliver quality and professional planning services.

We would appreciate an opportunity to discuss our work program in more detail.

If you have questions relating to this proposal, do not hesitate to call.

Yours truly,
MHBC Planning,



Jamie Robinson, BES, MCIP, RPP
Associate
705-728-0045 x 222



Brian Zeman, BES, MCIP, RPP
Partner
705-728-0045 x 226

Encl.

PROPOSAL

TOWN OF MIDLAND

Source Protection Plan Implementation and Implementation Study
April 10, 2014

Our File: 12113D



MHBC
P L A N N I N G
U R B A N D E S I G N
& L A N D S C A P E
A R C H I T E C T U R E

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ATTACHMENT A: Project Work Plan with Timelines

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MacNaughton Hermsen Britton Clarkson Planning Limited

1 MHBC Planning

MHBC has been delivering a full range of planning services for over 40 years, since the company founding in 1973. Our firm is headquartered in Kitchener, Ontario with five offices located within Southern Ontario and the Greater Toronto Area including Barrie, Vaughan, London, Kingston, and Kitchener.

The varying scope and geographic extent of our projects has provided us with the opportunity to develop an approach that incorporates detailed research, analytical review and consultation, and to develop balanced and creative solutions for both private and public sector clients. As a result, MHBC has been recognized by the Ontario Professional Planners Institute (OPPI) with two awards of Professional Merit, two Southwest Ontario Awards of Professional Merit, and a Province of Ontario Outstanding Planning Award.

MHBC has provided planning services to municipalities throughout Ontario on a range of community level planning projects including source water protection plan implementation, official plan reviews, secondary plans, community improvement plans, comprehensive zoning by-laws, urban design policies and guidelines, economic and industrial strategies, heritage conservation district plans, growth management and intensification strategies and others.

MACNAUGHTON HERMSEN BRITTON
CLARKSON PLANNING LIMITED (MHBC)

Contact:

Mr. Jamie Robinson
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705-728-0045 Ext. 222 (T)
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jrobinson@mhbcpplan.com

In addition to our public sector experience, MHBC has prepared numerous residential and commercial applications for our private sector clients including official plan amendments, zoning by-law amendments, multiple plans of subdivision, secondary plans, site plans, and urban design briefs.

2 Experience

MHBC has been actively involved in the implementation of Source Water Protection Plans, including the development of source water protection policies and zoning for the Chippewas of Rama First Nation Land Use Plan and Source Water Protection By-law. We have worked closely with the local Conservation Authority to develop a tailored approach to Source Water Protection on the Reserve lands. This experience has provided us with a clear understanding of how to implement a Source Water Protection Plan through a local policy and zoning document.

In preparing the City of Orillia Zoning By-law, we have also implemented the policies of the Lake Simcoe Protection Plan.

We have also prepared two Source Protection Plans within the Lake Erie Source Protection Region. Work was completed for a number of local municipalities in the Grand River watershed and the Grand River Conservation Authority. MHBC continues to be involved in source protection planning within the Lake Erie Region.

AN AWARD WINNING FIRM

MHBC has recently been awarded the following awards:

City of Kitchener Urban Design Award of Excellence for 3 Separate Projects, including the Ira Needles Boardwalk Design

The Margaret Nicholas Hill Cultural Heritage Landscape Award, Oil Heritage Conservation District Plan

Canadian Association of Heritage Professionals Award of Merit for Heritage Planning: Dundurn National Heritage Site Hamilton, and Oil Heritage Conservation District

City of Hamilton Urban Design and Architecture Award of Merit, Hamilton City Hall Renovations

BILD Low Rise Community of the Year, Mason Homes Avonlea (Peterborough)

University of Toronto, Dept. of Geography, Outstanding Service Award

The Canadian Associate of Certified Planning Technicians, Private Sector Employer of the Year Award

Merit Award by the Canadian Association of Certified Planning Technicians (CACPT) for the Trillium Community Design Brief

3 Project Understanding and Approach

This project involves the implementation of the South Georgian Bay Lake Simcoe Source Protection Plan through the development of an Official Plan Amendment and Zoning By-law Amendment that will implement the Source Water Protection Plan.

We understand that the Study has two Phases, which include:

1. Phase 1 involves the background review and consideration of supporting information and will include:
 - a) Determining the relevant significant threat policies that should be implemented via the Town of Midland planning documents.
 - b) Assessing and reviewing existing best practices regarding source water protection, well head protection, and significant threat policies in jurisdictions across the Province.
 - c) Consultation with Town staff (including the Risk Management Inspector (RMI), Public Works, and Engineering staff), and the Severn Sound Environmental Association (SSEA).
 - d) Preparation of an Issues Background Report to summarize the information gathered in Phase 1.
 - e) Presentation of the Background Report to Planning and Development Committee.
2. Phase 2 involves the Preparation of the Proposed Official Plan and Zoning By-law Amendments and will include:
 - a) Development of the draft amendments based on the direction of the Issues Background Report.
 - b) Refine the draft amendments in consultation with Town and County Staff.
 - c) Presentation of the Draft Official Plan and Zoning Amendments at a Public Open House and statutory Public Meeting.
 - d) Revise the Amendments based on input received from the public consultation process and prepare final documents for Council consideration.

It is our understanding the Town will be responsible for the drafting of any mapping/schedules required for the Official Plan and Zoning By-law Amendments.

Given that the primary objective of this project is to implement the Source Water Protection Plan we suggest that Council consider delaying the adoption of the Official Plan Amendment and Zoning Amendment until the Source Water Protection Plan has been approved by the Ministry of the Environment. Notwithstanding the timing of the Provincial approval, we commend the Town for being proactive in the implementation of the Source Water Protection Plan. The preparation of the Official Plan Amendment and Zoning By-law Amendment puts Midland in a position for timely implementation when the Source Water Protection Plan is approved. We note that because the Town's drinking water is sourced from ground water wells, there is a significant range of possible threats. Land use planning tools such as the proposed Official Plan Amendment and Zoning By-law Amendment will play an

important role in managing significant drinking water threats within the Wellhead Protection Areas.

Our approach for this project is to utilize our experience and knowledge of Source Water Protection in Ontario to develop effective implementation tools that reflect the needs of the Town. We will ensure timely and regular communications with the Town to assist in meeting the desired project timeline.

4 Methodology and Work Plan

4.1 Study Details

This Section outlines the tasks that will be completed in accordance with the requirements set out in the Request for Proposal. **Attachment A** provides a breakdown of this work plan and the associated timeline for each task.

PHASE ONE

Task 1 – Project Initiation Meeting with staff, Background Data Collection

We will meet with Town Staff to develop protocols and establish project timing and deliverable dates. Prior to this meeting with will collect and review the Source Water Protection Background data.

Task 2 – Review of Source Protection Plan and Tier 3 Report

We will review the Source Water Protection Plan and Tier 3 Report to identify the components to be implemented though the Official Plan and Zoning By-law. It will be important to development land use controls that limit and mitigate threats within Well head Protection Areas and adjacent lands. It is likely that the policies will require studies to be completed where development is proposed in Wellhead Protection Areas or on adjacent lands.

Task 3 – Meeting with Planning and Development Committee

We will meet with the Planning and Development Committee to review the background information and summarize the requirements and expectations for the study. At this meeting we will educate the Committee on the SWPP and how the areas of implementation will be included though the Official Plan Policies and Zoning By-law. We will also canvas the Committee for other implementation opportunities based on their local knowledge of potential threats in the community.

Task 4 – Best Management Practices Research

We will undertake a review of Best Practices as they relate to implementation of SPP at the municipal level. We will research existing practices used by Conservation Authorities and upper/lower/single tier municipalities. The Region of York has drafted a series of information tools, including flow charts and explanatory text to aid in the implementation of their SPP. The Lake Simcoe Region Conservation Authority has also published an Implementation Resource Guide for Source Water Protection. The review of these and other documents is a critical component to inform the development of the draft Town Official Plan and Zoning By-law Amendments.

The Best Practices will be summarized in the Issues Background Report.

Task 5 – Stakeholder Consultation Meeting

The goal of this meeting would be to gather comments and suggestions from Stakeholders (including Town Staff such as the Risk Management Inspector, Public Works and Engineering staff, and the Severn Sound Environmental Association), on how to incorporate Source Protection Planning into existing planning and building processes. The expectation would be that staff and stakeholders would be able to provide local knowledge and identify risk management opportunities to be managed and regulated through the Official Plan policies and Zoning By-law regulations.

Task 6 – Preparation of Draft Issues Background Report

We will prepare an initial draft of the Issues Background Report. The Report will summarize the Sections of the SPP to be implemented through the Official Plan and Zoning By-law, as well as the Tier 3 Report. The Report will also summarize the Best Practices research that is completed in Task 4. We will rely on the Town to complete any mapping required as part of the Draft Issues Background Report.

Task 7 – Meeting with Staff to Review Issues Background Report

The draft Issues Background Report will be provided to Staff at least one week in advance of this meeting to ensure sufficient time is provided to allow the critical review of the Report. This meeting will focus on discussing revisions to the draft and any materials that are required in preparation for Task 8 (the presentation of the Background Report to the Planning and Development Committee).

Task 8 – Presentation of Issues Background Report to Planning and Development Committee

The presentation will review the key issues, best practices, and other information contained within the Issues Background Report. There will be an opportunity to receive input from the Committee to assist with the finalization of the Report.

Task 9 – Finalization of Issues Background Report

The Issues Background Report will be finalized based on the comments received from Staff and the Planning and Development Committee.

PHASE TWO

Task 10 – Working Meeting with Staff to Develop Parameters for Amendments

We will meet with Wes Crown to review the requirements for the Official Plan Amendment and Zoning By-law Amendment.

Task 11 & 12 – Preparation of Draft Official Plan Amendment and Zoning By-law Amendment

We will prepare an Official Plan Amendment and Zoning By-law Amendment to update the Town's planning documents to conform to the Source Water Protection Plan. We will rely on the Town to undertake any mapping required as part of the amendment.

Task 13 – Discussions with the Town and County to Review Draft Amendments

We will meet with County and Town Staff to review the Draft Amendment and consider any modifications that may be required.

Task 14 – Finalization of Draft Amendments for Public Review

We will finalize the draft amendments based on the discussions with County and Town Staff. The draft amendments would be provided prior to the Open House and Public Meeting in accordance with the requirements of the Planning Act.

Task 15 – Public Open House Meeting

An Open House will be conducted to solicit comments from the public on the proposed Official Plan Amendment and Zoning By-law Amendment. The documents will be made available on the Town's website and at the Town Office prior to the meeting in accordance with the Planning Act. We will rely on the Town to provide the notices for the Public Open House and Public Meeting.

Task 16 – Statutory Public Meeting

We will attend the statutory Public Meeting and present the proposed Official Plan and Zoning By-law Amendments and observe public comments and Council comments related to the proposal.

Task 17 – Finalization of Amendments for Consideration by Council

The Amendments would be revised based on the results of the Open House and Statutory Public Meeting. The Amendments would then be provided to Council for adoption and approval.

5 Schedule

Our project schedule is based on a six month timeframe providing for completion of the project by the end of October 2014. This timing is based on the assumption that the project will be awarded in April, 2014 with project initiation in May, 2014. The timeline assumes that any additional materials requested from the Town or Working Group will be provided to the Project Team in a timely manner. The timeline would be refined early in the process to address Town Council schedule and internal timelines. We have the ability to complete the project in less than six months if required. The workplan and associated timeline are provided as a Gantt chart and are included as **Attachment A**.

It is noted that the Source Water Protection Plan has yet to be approved by the Ministry of Environment (MOE). The timing of this Study assumes approval prior to the completion of this Study. Should Source Water Protection Plan not be approved before the scheduled conclusion of this Study, we recommend that Council delay the adoption of the Official Plan Amendment and Zoning By-law Amendment until the Source Water Protection Plan has been approved by the MOE.

6 Project Team Expertise

We have assembled a Project Team with extensive expertise in Source Water Protection and municipal policy implementation. CV's of Project Team Members are included as **Attachment B** of this proposal.

6.1 Project Manager / Project Planner

JAMIE ROBINSON, BES, MCIP, RPP is an Associate with MHBC and will act as the Project Lead for this project. He is currently retained by the Town of Midland to assist with the RSI OPA and ZBA Application and is an expert in policy and regulatory development. Jamie is currently working with the Chippewas of Rama First Nation to implement a Source Water Protection Plan through the Reserve's Environmental Plan and Source Water Protection By-law. Jamie is very familiar with the Town of Midland, North Simcoe County and has worked with the SSEA on a number of occasions.

Jamie will be the main representative of the Project Team and will be the primary contact with the Town. He will attend and facilitate all meetings.

6.2 Project Advisor

PIERRE CHAUVIN, BSc(Agr), MA, MCIP, RPP is a Partner with MHBC and will act as a special Project Advisor for this project. He has over 15 years of experience in municipal planning, land development and public participation/facilitation.

Pierre specializes in source water protection as well as agricultural and rural planning. He has prepared agricultural impact assessments on behalf of a number of private sector clients and is currently involved in undertaking a LEAR Study and MDS Review for the Region of Peel. On behalf of a number of local municipalities in the Grand River watershed and the Grand River Conservation Authority, he was also responsible for developing source water protection policies for two Source Protection Plans within the Lake Erie Source Protection Region. Pierre continues to be involved in source protection planning within the Lake Erie Region.

- Technical studies and development of proposed SPP policies for municipalities within the Lake Erie Source Protection Region (LESPR).
- Development of Source Water Protection policies for the individual municipalities in the Grand River Watershed, including the Counties of Perth, Wellington, Brant, Norfolk, Oxford and Townships of Southgate, Amaranth, East Luther Grand Valley, East Garafraxa. The policies now form part of the Grand River and Long Point Source Protection Plans (MHBC, 2011-13).
- Development and implementation of the County of Wellington groundwater policies in the County Official Plan. These policies were the first of its kind in the County and were developed and to implement the recommendations of a County-wide groundwater management study (MHBC, 2008).

6.3 Planner

KEVIN JARUS, H.BA, M.PL is a planner with MHBC Kevin and will assist Jamie in conducting research, preparing the Background Report and preparing the implementing Official Plan Amendment and Zoning By-law Amendment.

Kevin has recently joined MHBC following a position as Planner with the Ministry of Municipal Affairs and Housing (MMAH), where he was responsible for reviewing municipal Official Plans for conformity with Provincial Planning Documents.

7 Proposal Specifics

7.1 Fee Structure

Our proposed fee of \$19,337.13 (including HST) is based on the requirements of the Request for Proposal and our proposed project approach, including disbursements. **Attachment C** provides a detailed fee schedule that is separated by task.

Any services beyond those provided in our workplan and/or included in the budget will be on a per diem basis and will not be undertaken until agreed upon by the Project Team and Town. We invoice monthly based on a time-spent basis.

7.2 Permits and Licenses

If awarded this contract, MHBC will secure and maintain valid and appropriate permits and licenses, meet all codes, rules, regulations, pay promptly all charges and fees and give notices necessary and incidental to Niagara Region.

7.2.1 Satisfactory Clearance under the Workplace Safety and Insurance Board (WSIB)

MHBC operates under the policies of the Workplace Safety and Insurance Board and has completed and paid all membership fees to the satisfactory of the Board. A copy of a WSIB clearance certificate with Niagara Region listed as Principal Legal Trade will be provided if MHBC is selected as the successful bidder.

7.2.2 Insurance

We confirm that MHBC has Commercial General Liability Insurance Policy of not less than \$2,000,000.00. Copies of our insurance policy certificates with Niagara Region as a named insured will be provided to the Region upon award of contract.

7.2.3 Accessibility for Ontarians with Disabilities Act 2005 (AODA)

MHBC certifies that our staff have been trained under the Accessibility for Ontarians with Disabilities Act 2005 (AODA).

7.3 Conflict of Interest

MHBC does not have any conflicts of interest in Midland, nor do we have any unfair advantage in submitting this proposal.

8 References

Fred Jahn, B.Sc., P. Eng,

Director of Facilities & Operations
Chippewas of Rama First Nation
705-325-3611 x 1540

Jamie Robinson has lead a team to undertake the implementation of the Source Water Protection Plan on the Reserve through the development of a Source Water Protection By-law which will be enacted under the Indian Act. The Source Water Protection By-law incorporates information typically found in a lower tier Official Plan and Zoning By-law.

MHBC has also completed an Environmental Protection Plan for the Reserve and provides Planning Services to the Chippewas of Rama First Nation.

Gary Cousins

Director of Planning
County of Wellington
(519) 837-2600 (ext 2190)

Pierre Chauvin worked with the County of Wellington to develop and implement groundwater policies in the County Official Plan. These policies were the first of its kind in the County and were developed to implement the recommendations of a County-wide groundwater management study.

Martin Keller

Source Protection Program Manager
Grand River Conservation Authority
(519) 620-7595

Pierre Chauvin worked with the Grand River Conservation Authority on behalf of the Counties of Perth and Wellington to develop the Source Water Protection policies and Explanatory Document as part of the Development of the Grand River Source Protection Plan.

On behalf of the Grand River Conservation Authority, Pierre has also undertook the same task for the Counties of Oxford, Brant, Norfolk and the Townships of East Luther Grand Valley, Amaranth, East Garafraxa and Southgate.

The project also involved working with other jurisdictions (e.g. Regions of Halton, Waterloo and the City of Guelph) and adjacent Source Protection Authorities (e.g. Credit Valley, Saugeen, Maitland, Halton) to ensure consistency in policy approaches across municipal boundaries. Pierre is currently working with the County of Wellington with the implementation of the Source Protection Plan policies.

9 Conclusions

On behalf of MHBC Planning, I would like to thank the Town of Midland for providing the opportunity to respond to this Request for Proposal.

Respectfully submitted,



MHBC PLANNING,

Mr. Jamie Robinson, Associate
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ATTACHMENT A: Project Work Plan with Timelines

ATTACHMENT B: Project Team Curriculum Vitae



CURRICULUM VITAE

Jamie Robinson BES, MCIP, RPP

EDUCATION

2003
Bachelor of Environmental Studies,
University of Waterloo

Jamie Robinson, BES, MCIP, RPP is an Associate with MHBC and brings a unique blend of planning and mapping skills. Mr. Robinson has provided planning services to private and public sector clients. Mr. Robinson's experience ranges from the preparation of Official Plans, Zoning By-laws, Development Charge Studies to submissions for Plan of subdivisions, consents, and minor variance. He is familiar with the latest mapping tools available to planners and is capable of viewing planning issues from both a planning and technical perspective. Mr. Robinson has prepared functional Official Plan and zoning mapping for numerous municipalities across the Province.

Mr. Robinson has worked for a number of municipal clients in his time at MHBC including the Township of Oro-Medonte where his duties included answering daily planning enquiries and the processing of development applications.

Mr. Robinson also has reviewed development applications for the Township of Seguin including consent, minor variance and zoning by-law amendments. The Township's unique topography and sensitive landscapes including steep slopes, environmentally sensitive areas, fish habitat areas and at capacity lakes provide many challenges to land use planning.

Mr. Robinson has been involved in a number of different Official Plan and Zoning By-law projects which include:

- City of Greater Sudbury
- Township of Amaranth
- Town of Blind River
- Township of East Garafraxa
- Town of Gravenhurst
- Township of East Luther
- Town of St. Joseph Island
- Township of Seguin

Mr. Robinson submitted a variety of development applications including cottage expansions, lot severances, plan of subdivision applications, releases of part-lot-control, and condominium applications.

Mr. Robinson has worked extensively with Development Charge Studies, and has working knowledge of the Development Charges Act and its applications for municipalities. He has been involved in the preparation of Development Charges for a number of municipalities which include:

CONTACT

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CURRICULUM **VITAE**

Jamie Robinson BES, MCIP, RPP

- County of Dufferin
- Municipality of Callandar
- Municipality of Sioux Lookout
- City of Owen Sound
- Municipality of Grey Highlands
- Township of Clearview
- Township of Melancthon
- Township of Mulmur

PROFESSIONAL HISTORY

2012 - Present	Associate , MacNaughton Hermsen Britton Clarkson Planning Limited (MHBC), Barrie
2011 -2012	Associate , Meridian Planning Consultants
2006 –2011	Senior Planner , Meridian Planning Consultants.
2004 –2006	Planner , Meridian Planning Consultants
2002	Assistant Planner , Township of Tay

CONTACT

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jrobinson@mhbcplan.com
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CURRICULUM VITAE

Pierre Chauvin, BSc(Agr.), MA, MCIP, RPP

EDUCATION

1997

Masters of Arts, Regional Planning and Resource Development
University of Waterloo

1993

Bachelor of Science in Agriculture
University of Guelph

Pierre Chauvin joined the firm as a Planner in 1998. Mr. Chauvin provides urban planning analysis and research services for public and private sector projects across Ontario.

His professional activities include project management, community planning, and land development. Pierre's experience ranges from residential and commercial development, environmental and recreational planning and resource management.

Pierre also has specific expertise in rural and agricultural planning. He has prepared agricultural impact assessments as part of settlement area expansions and development proposals. He also has experience with MDS and the Nutrient Management Act, and has provided expert agricultural evidence at the Ontario Municipal Board.

Pierre holds a Masters degree in Regional Planning and Resource Development and a Bachelor of Science in Agriculture degree with a major in Natural Resources Management. Pierre is also a full member of the Canadian Institute of Planners and Ontario Professional Planners Institute.

PROFESSIONAL ASSOCIATIONS

Full Member, Canadian Institute of Planners
Full Member, Ontario Professional Planners Institute
Board Member, Guelph Homebuilders Association
Past Member, Committee of Adjustment for the Township of Centre Wellington
Past Member (Build Committee), Habitat for Humanity - Centre Wellington
Past Member, Grand River Conservation Authority, Recreation Working Group
Past Vice-Chair, Village of Elora Planning Advisory Committee
Past Member, Heritage Centre Wellington Committee (LACAC)

PROFESSIONAL HISTORY

2004 - Present	Associate, MacNaughton Hermsen Britton Clarkson Planning Limited
1998 - 2004	Planner / Senior Planner, MacNaughton Hermsen Britton Clarkson Planning Limited
1997 - 1998	Assistant Planning Officer, Upper Grand District School Board
1993 - 1995	Research Assistant (Nutrient Management), Land Resource Science Department, University of Guelph

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www.mhbcpplan.com

CURRICULUM VITAE

Pierre Chauvin, BSc(Agr.), MA, MCIP, RPP

SELECTED PROJECT EXPERIENCE

Project planner for the preparation of an agricultural assessment of potential growth areas as part of the City of Brantford Growth Strategy/Official Plan Review.

Planning evidence at the Ontario Municipal Board regarding the interpretation of agriculturally-related industrial uses.

Consultant to the Upper Grand District School Board regarding the justification and approval of a new secondary school in the Township of Centre Wellington. A settlement area expansion was required as part of this project.

Consultant to the Huron-Perth Catholic District School Board regarding the justification and approval of a new elementary school in the Town of North Perth, including an agricultural impact assessment relative to a proposed expansion of settlement boundaries to accommodate the school.

Review and provided opinion to the Township of Guelph-Eramosa regarding the revised Minimum Distance Separation Formulae circulated by OMAFRA.

Preparation of agricultural impact statements/assessments including MDS I & II assessments on behalf of various private sector clients in support of development applications.

Preparation of an agricultural assessment on behalf of the Township of Guelph/Eramosa to explore the feasibility and potential of a dual Agricultural/Rural designation approach in the Official Plan.

Justification of an urban expansion in the former Town of Listowel (Municipality of North Perth) and preparation of a Plan of Subdivision for a 50 acre property. The justification included an assessment of agricultural impacts and servicing considerations.

Review and/or preparation of numerous planning approvals relating to draft plan of subdivisions, site plans, Official Plan amendments, Zoning By-law amendments, consents and minor variances in the Cities of Kitchener and Waterloo, the Counties of Perth and Oxford, and surrounding areas.

Prepared Official Plan Amendment and policies to implement the Groundwater Protection Strategy for the County of Wellington.

Consultant to the City of Woodstock regarding the justification and approval of the East Woodstock Secondary Plan & Design Study. Prepared Official Plan Amendment and policies to implement the Secondary Plan.

Consultant to the Town of North Perth on the Southeast Listowel Community Plan.

CONTACT

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www.mhbcplan.com



CURRICULUM VITAE

Kevin Jarus H.BA, M.PI

EDUCATION

2012
Master of Urban and Regional Planning
School of Urban and Regional Planning
Queen's University

2010
Honour Bachelor of Arts
Urban, Economic & Social Geography
& Geographic Information Systems
University of Toronto

Kevin Jarus, H.BA, M.PI is a Planner with MHBC and brings a broad array of planning knowledge to the firm. Mr. Jarus has worked in planning environments at the provincial and municipal level. His experience includes the review of official plan, official plan amendment, consent and minor variance applications, performing quantitative analysis of real estate development projects, conducting public consultations, and experience in municipal and provincial policy development. Mr. Jarus has worked on both urban and rural planning projects within a wide of social, economic and physical environments, including northern, central, and southern Ontario.

Mr. Jarus' experience has involved working on planning projects related to a wide range of economic, social and environmental matters. This has included growth management, natural heritage & water resource protection, cultural & built heritage, agricultural preservation, aggregate resources, healthy communities planning and servicing/infrastructure planning.

PROFESSIONAL HISTORY

- | | |
|----------------|---|
| 2014 - Present | Planner , MacNaughton Hermsen Britton Clarkson Planning Limited (MHBC), Barrie |
| 2012 - 2014 | Planner , Ministry of Municipal Affairs and Housing, Municipal Services Office North |
| 2012 | Planner Intern , Municipality of Clarington |

Mr. Jarus has been involved in the provincial review and approval of a number of Official Plans and Official Plan Amendments while working for the Ministry of Municipal Affairs and Housing. He also undertook a project management role in the provincial 'one-window' review and approval of these documents.

Mr. Jarus was also the provincial planner responsible for over 24 municipalities throughout central and northern Ontario. This included assisting municipalities with general planning policy inquiries, providing guidance in the processing of planning applications, and facilitating the training of municipal staff in the review and processing of *Planning Act* applications.

CONTACT

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www.mhbcplan.com



CURRICULUM **VITAE**

Kevin Jarus H.BA, M.PI

Mr. Jarus also has significant experience conducting planning research overseas. He has travelled to China, South Korea, and Iceland to study planning challenges and processes in those locales, with a focus on best management practices for planning within both growing and declining economies. He also studied the impacts of rapid development on agricultural lands within China.

Mr. Jarus is a candidate member of the Ontario Professional Planners Institute and the Canadian Institute of Planners.

CONTACT

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ATTACHMENT C: Fee Schedule

**ATTACHMENT C - COST ESTIMATE AND FEE SCHEDULE
MIDLAND SOURCE WATER PROTECTION PLAN IMPLEMENTATION**

TASK	TASK	JR	PC	KJ	Total Days	JR	PC	KJ	Total By Task
		Days	Days	Days		Fees	Fees	Fees	
Phase 1	Requirements and Issues Report								
1	Project Initiation Meeting with Staff, Background Data Collection	0.5		0.5	1	\$ 412.50	\$ -	\$ 300.00	\$ 712.50
2	Review of Source Protection Plan and Tier 3 Report	0.25		1	1.25	\$ 206.25	\$ -	\$ 600.00	\$ 806.25
3	Meeting with Planning and Development Committee	0.5			0.5	\$ 412.50	\$ -	\$ -	\$ 412.50
4	Best Management Practices Research	0.25	0.25	1	1.5	\$ 206.25	\$ 262.50	\$ 600.00	\$ 1,068.75
5	Stakeholder Consultation	1			1	\$ 825.00	\$ -	\$ -	\$ 825.00
6	Preparation of Issues Background Report	1	0.25	3	4.25	\$ 825.00	\$ 262.50	\$ 1,800.00	\$ 2,887.50
7	Meeting with Staff to Review Issues Background Report	0.5			0.5	\$ 412.50	\$ -	\$ -	\$ 412.50
8	Presentation of Issues Background Report to Planning and Development Committee	0.75		0.5	1.25	\$ 618.75	\$ -	\$ 300.00	\$ 918.75
9	Finalization of Issues Background Report	0.25	0.25	1	1.5	\$ 206.25	\$ 262.50	\$ 600.00	\$ 1,068.75
Phase 2	Proposed Official Plan and Zoning By-law Amendments								
10	Working Meeting with Staff to Develop Parameters for Amendments	0.5			0.5	\$ 412.50	\$ -	\$ -	\$ 412.50
11	Preparation of Draft Official Plan Amendment	0.75	0.5	1	2.25	\$ 618.75	\$ 525.00	\$ 600.00	\$ 1,743.75
12	Preparation of Draft Zoning By-law Amendment	0.75	0.25	1	2	\$ 618.75	\$ 262.50	\$ 600.00	\$ 1,481.25
13	Discussions with the Town and County to Review Draft Amendments	0.5		0.25	0.75	\$ 412.50	\$ -	\$ 150.00	\$ 562.50
14	Finalization of Draft Amendments for Public Review	0.25		0.5	0.75	\$ 206.25	\$ -	\$ 300.00	\$ 506.25
15	Public Open House Meeting	0.75		0.5	1.25	\$ 618.75	\$ -	\$ 300.00	\$ 918.75
16	Statutory Public Meeting	0.75		0.25	1	\$ 618.75	\$ -	\$ 150.00	\$ 768.75
17	Finalization of Amendments for Consideration by Council	0.25		1	1.25	\$ 206.25	\$ -	\$ 600.00	\$ 806.25
Total		9.5	1.5	11.5	22.5	\$ 7,837.50	\$ 1,575.00	\$ 6,900.00	\$ 16,312.50

Team Member	Initial	Hourly
Jamie Robinson	JR	\$ 110.00
Pierre Chauvin	PC	\$ 140.00
Kevin Jarus	KJ	\$ 80.00

Total Cost	
Fees	\$ 16,312.50
Expenses	\$ 800.00
Sub-Total	\$ 17,112.50
HST	\$ 2,224.63
Total	\$ 19,337.13