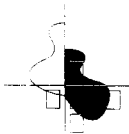


## **APPENDIX 'A'**

### **Terms of Reference and Authorization**



To: Planning Committee  
Township of Springwater

From: Rick Hunter, Planscape  
Township Planning Consultant

Date: June 9, 2009

Re: Proposed Time Lines:  
Midhurst Secondary Plan  
Midhurst Water, Wastewater and Roads Master Plan Class Environmental  
Assessment with regard to the County of Simcoe Growth Management Official  
Plan Amendment

---

**Recommendation:**

It is recommended that:

1. This Planning Report be received;
  2. That Staff and the Township's consultants implement the public consultation program as directed.
- 

**Background:**

The Township continues to move forward on the Midhurst Secondary Plan through the Planning Partnership, and has initiated the Class EA Master Plan for Water, Wastewater and Roads, through Ainley Group. At the same time, the County of Simcoe is moving forward on preparation of its official plan amendment (OPA) related to Growth Management, Transportation and Natural Heritage.

The ongoing work on the Secondary Plan, in conjunction with the generation of the Class EA Master Servicing Plan, is intended to provide the Township with a comprehensive planning and servicing review of the future potential for growth and development in Midhurst, based on the guidance provided in the Provincial Policy Statement, the Greater Golden Horseshoe Growth Plan, the County Official Plan, the Township Official Plan and other sound planning principles (including commitments to sustainable development, complete serviced communities and superior urban design).

Planning Committee has intended that the Midhurst Secondary Plan provide input to the County's Growth Management discussions, and has been working on time lines that would see the Secondary Plan potentially adopted prior to the adoption of the County of Simcoe Growth Management Official Plan Amendment.

The following time-lines are currently proposed by the County of Simcoe for its process. It is recognized that this time frame may be altered depending on the results of the public process associated with the amendment. The time-frame works backwards from a County adoption date of September 23, 2008.

County of Simcoe Adoption of the Official Plan Amendment	Tuesday, September 23, 2008
OPA before Corporate Services Committee	September 9, 2008
Statutory Public Meeting	August 13, 2008
Public Open House	Thursday, July 23, 2008 and Tuesday, July 28, 2008
Draft Official Plan Amendment released for review	July 10, 2008
Release of draft new natural heritage policies	June 24, 2008

In order for the Township to be in a position to consider a possible adoption date for the Secondary Plan prior to the adoption of the County's OPA, the following time lines are proposed:

	Schedule Targeted at September 22	Alternate Schedule
Township adoption of the Midhurst Secondary Plan	Monday, September 22, 2008	Monday September 22, 2008
Statutory Public Meeting	September 3, 4 or 9, (at least two weeks prior to the adoption to give time to review and revise the draft Secondary Plan)	Week of August 25, September 3 or 4
Statutory Public Open House (in conjunction with Master Servicing Plan Open House)	August 25, 26, 27, 28 or September 2 (needs to be at least one week prior to the statutory public meeting),	Week of August 11
Draft Secondary Plan available for public review	August 12 - 18 (needs to be available for review at the same time as notice of the open house and statutory public meeting is distributed, at least 20 days prior to the public meeting)	August 5
Public Open House – Issues, Options and Directions	July 30, 31 or August 5 (should be at least two weeks prior to the release of the draft secondary plan)	Week of July 28
Planning Committee review of issues, options and directions	July 28, 2008 (ideally should be at least one week prior to the public open house)	July 21 (Requires switching regular Council and Planning Committee meetings)

The Class EA Master Plan schedule included consideration that the public process coincide as much as possible with the public process for the secondary plan. The intention is to have the first Public Information Centre occur at the same time as the public open house, tentatively considered not later than September 2nd.

The above timelines are fairly tight and the schedules would require that public open houses occur in the summer (August). The alternate schedule contemplates the statutory public meeting also being in August. If the meetings occur later than those proposed in the above schedule, the potential adoption date for the Secondary Plan would have to be postponed accordingly. The alternate schedule does build in a little more flexibility and provides for more



time for revisions, but it would require switching the regular Council meeting scheduled July 21<sup>st</sup> with the regular Planning Committee of July 28<sup>th</sup>.

Respectfully submitted

*Rick Hunter*

Rick Hunter, MCIP, RPP  
Planning Consultant for the Township of Springwater



**CLASS ENVIRONMENTAL ASSESSMENT STUDY  
FOR THE  
MIDHURST WATER, WASTEWATER AND TRANSPORTATION  
MASTER PLAN**

***Final - TERMS OF REFERENCE***  
**FOR THE PROVISION OF CONSULTING SERVICES**

**TOWNSHIP OF SPRINGWATER**

***June 3 2008***

**TABLE OF CONTENTS**

<b>1.0</b>	<b>OVERVIEW .....</b>	<b>1</b>
1.1	Introduction .....	1
1.2	Study Area .....	3
1.3	Service Area .....	3
1.4	Study Objectives .....	3
<b>2.0</b>	<b>PROJECT MANAGEMENT.....</b>	<b>4</b>
2.1	Project Team Management.....	4
2.2	Advisory Committee.....	5
2.3	Technical Agencies Consultation.....	5
2.4	Public Consultation .....	6
2.5	Project Reporting .....	6
2.6	Consultation .....	6
2.6.1	Advisory Committee .....	6
2.6.2	Technical Agencies Consultation .....	6
2.6.3	Public Consultation .....	7
2.7	Number of Meetings.....	7
2.8	Project Schedule .....	8
2.8	Project Schedule .....	8
2.9	Sub- Consultants.....	8
<b>3.0</b>	<b>STUDY TASKS.....</b>	<b>9</b>
3.1	Problem Statement (Class EA Phase 1) .....	9
3.2	Background Review and Analysis (Class EA Phase 2).....	9
3.3	Identification of Alternative Solutions (Class EA Phase 2) .....	10
3.4	Evaluation and Selection of Preliminary Preferred Solutions (EA Phase 2).....	12
3.5	Public Consultation (Class EA, Phase 2).....	13
3.6	Master Plan Documentation.....	14
3.7	Study Products .....	15
3.8	Consultant Requirements/ Response to Work Plan.....	16

## **1.0 OVERVIEW**

### **1.1 Introduction**

The Township of Springwater is proposing to retain Ainley & Associates Limited (Ainley) to undertake a Class Environmental Assessment Study (Class EA) to prepare the Midhurst Water, Wastewater and Transportation Master Plan for the Midhurst Secondary Plan area.

During the preparation of the Midhurst Secondary Plan, the Township of Springwater identified a need to undertake this Class EA study to address water, wastewater and transportation projects for future development in the Midhurst Secondary Plan Area. Building upon the recommendations of the Midhurst Secondary Plan Servicing Options Study prepared by R. J. Burnside in March 2004, water and wastewater servicing options must be studied to identify appropriate servicing solutions for future development in the Midhurst Secondary Plan Area. Arterial and collector road EA requirements must also be addressed.

The Midhurst Community in the Township of Springwater has a current population of approximately 3,500 people in 1,130 units with a small amount of industrial development along Snow Valley Road and commercial uses on Highway 26. Past studies have identified the existing servicing systems, roads system and needs for improvements as follows:

- **Water Supply** – There are two municipal water supply systems serving the Midhurst area. They are Midhurst and Del Trend with the specific details as follows:
  - The current rating for the Midhurst water supply (as per PTTW # 0507-6B9S5G) is 6,479m<sup>3</sup>/d from 4 wells. According to C. of A # 5775-6BNJ24, the capacity of the four Midhurst wells totals 7,102m<sup>3</sup>/d. This is the equipped (pumps etc.) capacity of the wells. The PTTW governs and therefore the MOE will consider the current rated capacity of the Midhurst supply to be 6,479m<sup>3</sup>/d.
  - The Del Trend PTTW (# 2372-75VHJ5) allows the Township to take 1,074m<sup>3</sup>/d from the three wells. C. of A. # 8729-72ERRS rates the three wells at a total equipped capacity of only 786m<sup>3</sup>/d. Therefore, the Del Trend well site could be increased from 786m<sup>3</sup>/d to 1074m<sup>3</sup>/d. However, that would involve new well pumps.
- Therefore the current combined capacity of the Midhurst and Del Trend wells is 6,479m<sup>3</sup>/d + 786m<sup>3</sup>/d = 7,265m<sup>3</sup>/d. It is anticipated that new development in Midhurst will require additional or new water supplies in excess of this additional available capacity.
- **Waste Water System** – The existing residents in Midhurst are serviced by private onsite sewage disposal systems (septic systems) owned and operated by individual

landowners. The development of the Midhurst Secondary Plan will require the analysis of alternative Municipal owned wastewater treatment, conveyance and disposal systems that would, in the future, be capable of the accommodating the sewage flows from the proposed development along with the existing residents. Alternative treatment systems identified for further study include small communal systems and municipal treatment facilities. Effluent discharge options range from subsurface discharge, spray irrigation and surface discharge.

- **Roads** – Past studies and Official Plan documents identify the need to consider requirements for new and/or improved Arterial and Collector roads in the Midhurst area. Such roads will be identified through traffic analysis of existing and growth needs in the Secondary Plan Area.

Based on the preliminary examination of the issues in the Midhurst Secondary Plan Area, the Township of Springwater anticipates that improvements in the Study Area could include the following projects:

- Construction of a new municipal wastewater collection system
- Construction of one or more new municipal wastewater treatment plants and disposal systems
- Construction of new and/or upgrading of the existing municipal water distribution system
- Construction of new and/or upgrading of the existing municipal wells, associated water treatment facilities and storage facilities
- Construction of new and/or upgrading of existing collector and arterial roads to integrate with the existing and proposed local, County and provincial roads

Based on the Township's assessment of the types of improvements required, the Township acting as proponent in conjunction with the participating Developers, proposes to carry out this project in compliance with Master Plan requirements of the *Municipal Engineers Association Class Environmental Assessment for Municipal Projects, 2000 as amended in 2007* (Class EA). The Township will be undertaking the Class EA Study in the form of a Master Plan process to meet the Phases 1 and 2 of the Class EA planning process.

The Township has set out a Class EA study process to conform to a level considered appropriate by the Township. The Township reserves the right to update the Class EA study process to accommodate additional information received during the course of the study, as appropriate.

This Master Plan will cover Phases 1 and 2 of the Class EA process and document the completion of these phases. Subsequent compliance with Phases 3 to 4 as set out in the Class EA will be required at a later date for specific projects.

## **1.2 Study Area**

The primary Study Area will consist of the Midhurst Secondary Plan area, as defined within Township Official Plan.

Upon the identification of alternatives or alternative design concepts, an enlarged Study Area must be selected in order to depict and assess the anticipated environmental impacts of the proposed alternatives. Ainley shall prepare the Study Area Map for review and discussion at the initiation meeting with the Project Team.

## **1.3 Service Area**

The Service Area will consist of the aforementioned Study Area plus the surrounding areas including Anten Mills, Centre Vespra and Snow Valley. The various alternatives to resolve the Water, Wastewater & Transportation issues (i.e. the Problem Statement) within the aforementioned Study Area will be contained within this Service Area. Ainley shall prepare the Service Area Map for review and discussion at the initiation meeting with the Project Team.

## **1.4 Study Objectives**

The purpose of this study is to identify water, wastewater and transportation solutions in the Service Area for existing development and future growth in the Midhurst Secondary Plan Area and to do so in a comprehensive, environmentally sound planning process with public participation to facilitate dialogue between parties with a number of competing interests. The following Township objectives must be achieved:

1. Protection of the environment, as defined in the Environmental Assessment Act, through the wise management of resources. This goal will be met through study, consultation with the general and affected public, monitoring and mitigation.
2. Result in a project, which can meet Township servicing and transportation needs with minimal disruption to the existing residents, business owners and to the natural environment.
3. Participation of a broad range of stakeholders in the study process to allow for sharing of ideas, education, testing of creative solutions and developing alternatives.
4. Documentation of the study process in compliance with all phases of the Class Environmental Assessment process.

Several previous studies undertaken by the Town of Springwater, County of Simcoe and Province of Ontario have identified the need for capacity improvements within the Midhurst Secondary Plan area. As noted above, the ongoing Midhurst Secondary Plan process and previous studies have examined numerous broad alternative scenarios for the

development of water, wastewater and transportation projects in Midhurst. This Class EA Study will build on these alternatives, introduce additional alternatives where appropriate and provide an examination/evaluation of alternatives to identify ultimate servicing requirements for the Midhurst Secondary Plan area. A reasonable range of alternative solutions will be carried forward for consideration as required to comply with the Class EA planning process.

In consultation with the County of Simcoe, MTO, MOE, NVCA and other provincial and municipal bodies, the Township of Springwater has identified a number of issues to be examined as part of this study. These issues include, but are not limited to:

- environmental and natural heritage considerations;
- social and economic considerations;
- viability/effectiveness of municipal servicing alternatives;
- road safety;
- interface of Township roads to County roads and/or MTO roads;
- maintenance and operating requirements; and,
- phasing of construction of new works.

The goal of the Phase 1-2 Master Plan will be to establish the general location and the type of facilities which best address the Township's problem statement. Individual study tasks to meet this goal are set out in Section 3.0.

## **2.0 PROJECT MANAGEMENT**

### **2.1 Project Team Management**

This project is being undertaken by the Township of Springwater who will enter into a consulting services contract with a selected Consultant. The proposed structure of the study will involve a project team consisting of Township staff and Consultants. Providing comments to the Project Team will be the Advisory Committee, technical agencies and the public.

The Project Team will meet approximately six times over the course of the study. The Project Team will consist of:

- Mr. Brad Sokach, P. Eng.  
*Public Works Department*
- Mr. Andrew Fyfe  
*Planning Department*
- Mr. Rick Hunter, MCIP, RPP, Planscape  
*Township Planning Consultant*
- Mr. Joe Mullan, P. Eng., Ainley and Associates  
*Ainley's Project Manager*

In addition to administering the project, the Project Team will provide liaison amongst the Council and Senior Management of the Township and Ainley Team.

It is anticipated that Ainley's team will include additional persons representing various areas of expertise (i.e., environment, water, wastewater and transportation) on an as-needed basis. Ainley's Project Manager will liaise with the Township and with consulting team staff for the purpose of completing specific tasks. The Project Team will lead the project and guide the tasks and functions of any other affected groups.

## **2.2 Advisory Committee**

The Advisory Committee will meet at four key points in the course of the study. The Committee will consist of the following:

- The Project Team members,
- Representative of Council, if desired
- Mr. Greg Gemmell, Gemmell Project and Construction Management  
*Landowners' representative*
- Ms. Nancy Mather, P. Eng. Stonybrook Consulting  
*Landowners' representative*

The duties of the Advisory Committee will include:

- Assisting with project direction;
- Providing landowners' input;
- Sounding board for ideas;
- Assisting the Project Team with technical input; and,
- Providing comments to the Project Team on the project schedule.

## **2.3 Technical Agencies Consultation**

Agencies to be consulted include, but are not limited to:

- Ministry of Transportation
- Ministry of Natural Resources
- Ministry of Environment
- Ministry of Municipal Affairs
- Ministry of Aboriginal Affairs
- Nottawasaga Valley Conservation
- Department of Fisheries and Oceans as needed
- County of Simcoe
- Major utility companies

The role of the technical agencies will be to provide technical input and guidance per their mandate to the Project Team.

## **2.4 Public Consultation**

In addition to the Advisory Committee and the technical agencies' consultation, other groups who will be contacted directly include:

- Residents and businesses who are potentially affected;
- Those who have already contacted the Township during the Midhurst Secondary Plan; and,
- The general public.

## **2.5 Project Reporting**

After each group of study tasks (set out in section 3.0) is completed, Ainley will prepare a Progress Report outlining the progress including a summary of the data collected, analyses completed, and any input or comments received. If applicable, these reports will also include responses to external comments made and any revisions to the process required to respond to external comments made. These reports will be used primarily to monitor study progress by Township of Springwater's Project Team. The format should be reflective of the final content of the relevant sections of the Master Plan, with references to other study documents as needed. These progress reports, taken together, will form the basis of the Master Plan. These progress reports should be in a form suitable for reproduction, in whole or in part, by the Township for use in a public forum and be provided electronically.

At regular intervals including project commencement, Public Open House and Notice of Completion, the Township website will be updated with relevant public documents. Ainley will supply the Township with these materials in consultation with the Project Team.

## **2.6 Consultation**

### **2.6.1 Advisory Committee**

The Advisory Committee will meet five times with the Project Team during the study. Ideally, these meetings will provide a smaller forum for discussion and dialogue than a public meeting. A format for these meetings has not yet been determined and Ainley will be expected to provide input on an appropriate format.

### **2.6.2 Technical Agencies Consultation**

Ainley, on instructions from the Project Team, will maintain a high level of contact with key technical agencies at an appropriate level to reflect their interests. Early involvement of technical agencies such as the Ministry of Transportation, Ministry of the Environment, Nottawasaga Valley Conservation Authority and County of Simcoe is critical to the successful completion of the study. The purpose of the contact with these key technical

agencies is to involve directly affected technical agencies, in an in-depth manner as the study progresses. This contact will assist the Township to engage these agencies in a positive way and maintain open lines of communication.

### 2.6.3 Public Consultation

Public consultation is important to the success of this study. Gaining public input through a public participation process that provides opportunities for learning, sharing and responses will be paramount.

Township of Springwater staff is committed to participating at all public forums on this project. Ainley will be expected to lead and to provide support and technical services for the Project Team in this regard. That is, the Project Team and Ainley will together do such tasks as facilitate public forums, review mailing lists and advertisements and respond to inquiries. Ainley will be responsible for the taking and distributing of minutes, preparing agendas, preparing technical summaries, creating display materials and providing professional staff to assist at public forums.

The general public will have the opportunity to learn about and provide input at three points in the study process, as identified in the Class Environmental Assessment. These points of public contact will take the following forms:

- Notice of Commencement - to solicit public comments on the study;
- One public meeting - to review evaluation and recommended preferred solutions (Phase 2); and,
- Notice of Completion
  - to publish the Master Plan for public review and comments, and
  - to provide an opportunity for review of Schedule B projects and elicit any requests for Part II Orders for Schedule B projects.

## 2.7 Number of Meetings

Ainley will be required to attend meetings to provide for more detailed consultation during the study with directly affected parties. The Consultant should budget time allotted for:

- 6 meetings of the Project Team
- 5 meetings of the Advisory Committee
- 3 meetings with the Township's consultant preparing the Midhurst Secondary Plan
- 4 meetings with key technical agencies (MTO, MOE, County, NVCA)
- 4 updates/presentations (i.e. monthly) to Township of Springwater Planning Committee and/or Council
- 3 additional meetings (to be determined as study progresses)

## **2.8 Project Schedule**

The attached Table 2 identifies the updated Project Schedule. In preparing this schedule it is assumed that Ainley will receive the full cooperation of all parties involved and that all of the technical documentation that has been or is being prepared by the consultants working on the Secondary Plan for the Township and by the consultants working on the various development applications with the Community of Midhurst will be made immediately available to Ainley.

## **2.9 Project Fees**

The attached Table 1 identifies the Engineering Fees associated with the completion of the Master Plan.

## **2.10 Sub- Consultants**

Ainley anticipates that sub-consultants will be required for the following components of the overall project

- A Geotechnical assessment will be necessary to complete the evaluation of the Preferred Solution only. The geotechnical consultant will investigate and comment on soil conditions along the proposed routes of any major pipelines and at the proposed sites of any water supply and storage facilities as well as at potential wastewater treatment plant sites. The investigation will include the drilling of sufficient boreholes for preliminary purposes (not final design).
- A Hydrogeological assessment will also be necessary to confirm the location of previously identified municipal well sites and, if necessary, consider other potential well sites for the Preferred Solution only. The Hydrogeological consultant will review previously completed hydrogeological work and to assess potential well sites. The assessment may require the drilling of additional test wells at the Preferred Site only to compliment previously completed studies or provide a new study. The assessment will also address impacts to groundwater as a result of both the development of future wells and the installation of pipelines for the Preferred Solution only. The Hydrogeologist will be required to comment on the need for a Permit to Take Water for any aspect of the future works, however will not required to obtain a Permit To Take Water as part of this project.
- An Archaeological Assessment (Stage 1 and possibly Stage 2) may be necessary depending on the location of future wells, pumphouses, sewage pump stations, wastewater treatment plants and/or river crossings.
- An assessment of the Natural Environment may be necessary depending on the location of future wells, pumphouses, sewage pump stations, wastewater treatment plants and/or river crossings.

- An assessment of the local power supply and or availability to ensure that there is 3 phase power to the well and wastewater sites.
- A Noise Study will be required to assess the impact of the proposed increased traffic on existing or proposed roads that are exterior to the proposed developments. This would include an assessment of the projected noise during construction.

Ainley will include allowances in the Project Estimated Costs for each of the aforementioned sub-consultants.

### **3.0 STUDY TASKS**

The tasks associated with the completion of the Master Plan are listed below. They have been grouped into main headings each representing decision points or areas of similar types of tasks/analyses. The study tasks/process has been structured to achieve compliance with the Environmental Assessment process of the Class EA. Any proposed revisions to the study tasks/process outlined herein should address this objective. Unless otherwise specified, Ainley will complete each task listed below.

#### **3.1 Problem Statement (Class EA Phase 1)**

1. Refine the project schedule for the Class EA study and confirm Study Tasks in consultation with Project Team and Advisory Committee.
2. Prepare the draft problem statement in consultation with the Project Team.
3. Attend Advisory Committee Meeting #1 to review and provide comments to the Project Team input into:
  - the problem statement/opportunities/purpose of the study;
  - project schedule;
  - availability of background reports;
  - proposed population and growth areas (to be obtained from the Township's consultant preparing the Midhurst Secondary Plan);
  - draft notice of commencement.
4. The Project Team will publish a Notice of Study Commencement and send letter to Technical Agencies to solicit initial comments.

#### **3.2 Background Review and Analysis (Class EA Phase 2)**

1. Review all available background studies and document/characterize existing conditions in the Study Area including land uses, topography, existing servicing systems, roads and natural features. This Study Area Profile will rely primarily on existing sources provided by the staff of the Township of Springwater Planning and Public Works departments, previous studies and development applications. However, fieldwork, as needed, will be completed to provide necessary information to prepare the Study Area Profile.
2. Based on input from the Project Team and Advisory Committee on population projections and growth areas, Ainley will:
  - a) Identify proposed service areas, water demands and wastewater generation rates. Based on historical water and wastewater data from Midhurst and other similar communities, wastewater effluent limits must be confirmed with MOE and NVCA to ensure that only reasonable wastewater alternatives are considered. Similarly, existing and proposed potable water sources must be confirmed.
  - b) Identify proposed traffic demands based on transportation models and summarize new/improved road requirements.
3. Attend Advisory Committee Meeting #2 to review and provide input into:
  - profile of the study area;
  - study area issues and data collection;
  - assumed population projections, water demands, wastewater generation rates, traffic demands and road requirements; and,
  - initial identification of alternative solutions.
4. Prepare Progress Report #1 and submit it to the Project Team and Advisory Committee for comment describing the problem statement, background studies and their findings, assumed population and growth areas, Profile of the Study Area, water demands, wastewater generation rates, traffic demands and roads needs, other design criteria, and initial alternative identification.

### **3.3 Identification of Alternative Solutions (Class EA Phase 2)**

1. The Project Team will identify alternatives including combinations of alternatives which would meet the problem statement and address the study objectives. Only reasonable alternatives and combinations of alternatives which meet the study objectives will be carried forward. Ainley will provide descriptions of each alternative solution and maps and other supporting materials for review by the Project Team and Advisory Committee.

In considering the preparation of the Class EA Study, the Township is required to fully assess all reasonable alternatives to address the identified problem. Many of these alternative solutions, as noted above, were identified in previous studies. As required by the Class EA process, this Class EA study will address the following activities (singly or in combination) as part of the possible alternatives:

- **Water**
  - New water source(s)
  - Existing water source(s)
  - New water treatment facility(ies)
  - Existing water treatment facility(ies)
  - Type and location of treatment
  - Water Storage
  - Conveyance of water supply to new/existing population
  
- **Wastewater**
  - New wastewater treatment facility(ies)
  - Existing wastewater treatment facility(ies)
  - Type and location of treatment
  - Collection of wastewater from new/existing population
  - Disposal of wastewater
  
- **Arterial and Collector Roads**
  - new roadway(s) on new alignment(s)
  - non-structural improvements (signing, traffic optimization or traffic control)
  - diversion of traffic to other roads
  - other traffic management measures (e.g., truck lanes)
  - improvements on existing roads
  - traffic demand management measures
  - the need for a new interchange with Highway 400

In each of the series of possible solutions, the Master Plan will address the “Do Nothing” alternative to provide a baseline comparison for solutions and the “Limit Community Growth” alternative.

2. The Project Team will develop social/environmental/technical criteria for the evaluation of alternatives.

As a key part of assessing the viability of proposed alternatives, the Study will identify a series of criteria by which to measure each alternative. These will include, but not be limited to, the following topics:

- **Social Environment**
  - Land Use
  - Community cohesiveness

- Noise
  - Construction Impacts
  - Heritage
  - Archaeology
  - Agricultural land
  - Quality of Life - Health and Safety
  
  - **Natural Environment**
    - Environmentally sensitive areas
    - ANSI's
    - Woodlots
    - Creeks
    - Fisheries
    - Wetlands
    - Wildlife and Birds
    - Vegetation
    - Air quality
  
  - **Technical**
    - Ability to satisfy design criteria
    - Capacity
    - Geometrics (vertical and horizontal)
    - Reliability
    - Approvability
    - Land Requirements
    - Structural Considerations
    - Maintenance and operating needs
  
  - **Cost**
    - Capital
    - Operating
3. Attend Advisory Committee #3 to review and provide input into:
- alternatives and combinations of alternatives, and
  - criteria by which alternatives will be evaluated.

### **3.4 Evaluation and Selection of Preliminary Preferred Solutions (EA Phase 2)**

1. Ainley will assess alternatives using the selected evaluation criteria and prepare preliminary preferred solutions. This will be an iterative evaluation process, including refinement of alternatives, new options and combinations as they arise. A matrix evaluation method may be employed to ensure that each alternative is assessed against the same criteria.

2. Based on the Profile of the Study Area and selected evaluation criteria, the Project Team will assess the potential impacts and net effects (after mitigation) of each of the alternative water, wastewater and transportation solution. At this stage, the location of each alternative will be presented in sufficient detail so that mitigation methods can be assessed and environmental impacts addressed.
3. Ainley will identify the preliminary preferred alternatives or combination of alternatives. This assessment will address the advantages and disadvantages of each alternative solution and clearly state the reasons for the selection of the preliminary preferred alternatives. This assessment may use a single project-by-project method or take a systems approach.
4. Attend Advisory Committee #4 to review and provide input into:
  - alternatives and combinations of alternatives;
  - evaluation of alternatives;
  - preliminary preferred solutions; and,
  - public open house information.
5. Prepare Progress Report #2 and submit it to the Project Team and Advisory Committee for comment. It will include documentation of all alternatives, evaluation criteria, the evaluation of alternatives and the preliminary preferred solutions.

### **3.5 Public Consultation (Class EA, Phase 2)**

1. Ainley will prepare a letter to all technical agencies and put a notice in local newspapers advertising the Public Open House and soliciting comments on the Master Plan.
2. The Project Team will host a public meeting to solicit public comments and suggestions on the following:
  - Problem statement;
  - Existing conditions/background/Study Area Profile;
  - Alternative solutions;
  - Evaluation criteria;
  - Evaluation of alternative solutions, and
  - Preliminary preferred solutions.

This public meeting in the form of an open house will be scheduled, if feasible, at the same date and time as the meeting for the Township's Midhurst Secondary Plan public open house.

3. Ainley will prepare Progress Report #3 to document the results of the public open house by compiling a summary of the comments and questions received along with a listing of the Township's responses to same. The Project Team will distribute this summary to all persons on the mailing list (including technical agencies).

### **3.6 Master Plan Documentation**

1. Ainley will document the results of the study by compiling Progress Reports #1-3 into a single Master Plan document.
2. The Master Plan will identify all water, wastewater and roads projects required to address the problem statement and satisfy Phases 1 and 2 of the Class EA planning process. Along with this project listing, the Master Plan will provide detailed information about the following for each project:
  - Type
  - Location
  - Dimensions
  - Functions
  - Anticipated construction date required
  - Capital cost estimate
3. The Master Plan will also include mitigation measures for the proposed preferred solutions outlining the steps necessary to reduce or eliminate environmental impacts of the proposed projects (e.g., best management practices included in the consideration of the net effects). The Master Plan will also address implementation measures in which all the required permits and approvals are clearly listed for each project (e.g., Certificate of Approval, Permit To Take Water, etc.) This section will address any commitments made by the Project Team during the Class EA study.

This Master Plan will include results of the Advisory Committee, technical agencies and public consultation.

4. Given the nature of the Class EA process, the outcome of the evaluation cannot be predicted. However, for the purposes of the terms of reference for this project, the Township has assumed that one or more projects will be subject to Schedule C.

The Township notes that subsequent tasks will be required for such Schedule C projects. These tasks, not part of this Master Plan process, involve the review of alternative design concepts. The Project Team will identify the components of the preliminary preferred solutions which will require additional Class EA planning (i.e., Schedule C projects).

5. Advisory Committee #5 will be held to review and provide input into the draft Master Plan.

6. The Project Team will review the draft Master Plan and provide comments prior to the finalization of the report to ensure that it incorporates the comments of the public, technical agencies and Advisory Committee. Ainley will finalize the Master Plan and provide 25 copies to the Township along with an electronic version.
7. The Project Team will make presentations to the Township of Springwater Planning Committee and/or Council, as required.
8. The Township will publish a Notice of Completion for the Schedule B Projects for the required 30 day review period and release the final Master Plan for review and comments.
9. Ainley will identify a specific number of hours of time for the Project Manager to review and comment on written public or agency questions or comments resulting from the Notice of Completion.

### **3.7 Study Products**

The total budget prepared by Ainley for this study shall include all fees and disbursements including sub-consultants to complete all of the tasks listed in these Terms of Reference.

The Consultant's fees will include the following products:

- all progress reports (1-3);
- background materials for use by Project Team, Advisory Committee and technical agencies;
- terms of reference for the Advisory Committee;
- materials for publication on the Township website;
- minutes for all meetings (technical agencies meetings (4), Advisory Committee meetings (5), Public Open House (1) and Project Team meetings (6));
- 4 updates/presentations (i.e. monthly) to Township of Springwater Planning Committee and/or Council;
- public meeting (1) materials for display and distribution, handouts, comment sheets;
- letters to agencies, public, Public Open House summary with Township responses to comments from the public meeting;
- all notices and correspondence with parties on the Master Plan;
- draft and final versions of the Master Plan; and,
- written follow up from the Notice of Completion to address public or agency questions/comments.

Fees should include time for preparation and attendance at all noted meetings and additional meeting time for up to 3 additional meetings with stakeholders beyond the above noted meetings.

All printed materials, including the display materials for the Public meetings, must be fully reproducible and available to the Township in electronic format suitable for use on the website. Costs of newspaper advertisements and room charges for the public meeting will be the responsibility of Ainley.

### **3.8 Consultant Requirements/ Response to Work Plan**

#### **1. Consultants to be Retained**

Ainley to identify all other firms that may be involved (sub-contracted) and the projected scope of their involvement. Ainley to provide a brief summary expertise of the Project Manager and consulting team members that would be directly involved in the project, indicating office location, experience, credentials and notable achievements in the area of the work assignment.

#### **2. Schedule of Work**

Confirm understanding of the work plan and noting the sequence and timing of the phasing as listed following and their time allocation for each (see proposed Project Schedule attached). Provide a detailed work plan that includes start and finish dates each task, potential meeting dates, other key events and timeframe for major project deliverables.

#### **3. Progress Reporting**

Provide a sample of the detailed progress report of the costs (fees and expenses) associated with each task that will be completed and maintained throughout the preparation of the Master Plan to permit task and fee tracking by the Township.

**TABLE 1 - UPDATED ESTIMATED ENGINEERING FEES**

S:\208017\Other\Midhurst Master Plan Estimated Engineering Fees (Jan 7 2009)

Updated: January 7, 2009

TASK	Ainley Personnel & Per Hour Charge out Rate							Disbursements	Estimated Fees (Excl GST)	
	Joe Mullan	Mike Neumann	Reid Mitchell	Norman Sandberg	Nicole Sartor	Technical Assistants	CAD Operator			
	\$160	\$140	\$120	\$110	\$85	\$75	\$75			
<b>1</b>	<b>PHASE 1</b>									
2	Review Terms of Reference	2	2	2		2			\$100	\$1,110
3	Project Team meeting # 1	4	4	8		4			\$100	\$2,600
4	Refine Project Schedule	1					3		\$0	\$385
5	Confirm Work Plan	2					3		\$0	\$545
6	Prepare Base Maps						5	10	\$50	\$1,175
7	Prepare Study Area Map			1				10	\$50	\$920
8	Confirm Service Area - Map	1						10	\$50	\$960
9	Obtain Background Reports	1							\$0	\$160
10	Analysis of existing water supply system	1		5					\$0	\$760
11	Midhurst Secondary Plan meeting # 1	4					8		\$50	\$1,290
12	Confirm future population range and phasing	1							\$0	\$160
13	Draft Problem Statement - Objectives	1	1	5		1			\$0	\$985
14	Draft Notice of Commencement	1					5		\$0	\$535
15	Project Team meeting # 2	4	4	8		4			\$100	\$2,600
16	Advisory Committee meeting # 1	4	4	4			8		\$50	\$2,330
17	Publish Notice - two editions of newspaper						2		\$0	\$150
	<i>Sub-Total Phase 1</i>	<i>27</i>	<i>15</i>	<i>33</i>	<i>0</i>	<i>11</i>	<i>34</i>	<i>30</i>	<i>\$550</i>	<i>\$16,665</i>
<b>18</b>	<b>PHASE 2</b>									
19	Review Background Reports	2	4	4		4			\$0	\$1,700
20	Prepare "Study Profile"	2	4	4		4	4		\$0	\$2,000
21	Identify water supply demands - range			2			2		\$0	\$390
22	Identify water storage requirements			2			2		\$0	\$390
23	Identify wastewater flows - range					2	2		\$0	\$320
24	Meeting with County of Simcoe	4					8		\$50	\$1,290
25	Meeting with NVCA	4					8		\$50	\$1,290
26	Discuss effluent criteria with MOE	8				12			\$200	\$2,500
27	Identify traffic volumes - range	1	4				8		\$0	\$1,320
28	Summarize road requirements		4				4		\$0	\$860
29	Identify water supply options	1		3			8	8	\$100	\$1,820
30	Identify water distribution options	1		3			8	8	\$100	\$1,820
31	Identify water storage options	1		3			8	8	\$100	\$1,820
32	Identify wastewater treatment options	1				3	8	8	\$100	\$1,715
33	Identify wastewater collection options	1				3	8	8	\$100	\$1,715
34	Identify transportation options	1	2				8	8	\$100	\$1,740
35	Agency Meeting - MOE, MTO, NVCA	12					8		\$500	\$3,020
36	Midhurst Secondary Plan meeting # 2	4					8		\$50	\$1,290
37	Project Team meeting # 3	4					8		\$50	\$1,290
38	Advisory Committee meeting # 2	4					8		\$50	\$1,290
39	Prepare Progress Report #1	2	8	8		8	20	20	\$500	\$6,580
40	Project Team and Adv Com review	2							\$0	\$320
41	Confirm all Alternative Solutions	4	2	4		2			\$0	\$1,570
42	Describe all Alternative Solutions	2	8	8		8	24	48	\$100	\$8,580
43	Develop evaluation criteria	2		4					\$0	\$800
44	Archaeological Assessment - Stage 1						2		\$0	\$150

TABLE 1 - UPDATED ESTIMATED ENGINEERING FEES

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Updated: January 7, 2009

TASK	Anley Personnel & Per Hour Charge out Rate							Disbursements	Estimated Fees (Excl GST)	
	Joe Mullan	Mike Neumann	Reid Mitchell	Norman Sandberg	Nicole Sartor	Technical Assistants	CAD Operator			
	\$160	\$140	\$120	\$110	\$85	\$75	\$75			
45	Natural Environment Assessment					8		\$0	\$600	
46	Power supply assessment					8		\$0	\$600	
47	Noise Study					2		\$0	\$150	
48	Geotechnical and Hydrogeological Study					20		\$0	\$1,500	
49	Project Team meeting # 4	4				8		\$50	\$1,290	
50	Advisory Committee meeting # 3	4				8		\$50	\$1,290	
51	Assess all Alternatives	2	16	16		16	40	\$0	\$8,840	
52	Prepare Evaluation Matrices	2	8	8		8	40	\$0	\$6,080	
53	Identify mitigation measures	2	8	8		8	20	\$0	\$4,580	
54	Project Team meeting # 5	4				8		\$50	\$1,290	
55	Prepare PIC Material and Notice	2	8	8		8	20	\$500	\$8,080	
56	Advisory Committee meeting # 4	4				8		\$50	\$1,290	
57	Midhurst Secondary Plan meeting # 3	4				8		\$50	\$1,290	
58	Prepare Progress Report # 2	2	8	8		8	20	\$500	\$6,580	
59	Project Team and Adv Com review	2						\$0	\$320	
60	Publish Notice of PIC					2		\$0	\$150	
61	Send Notice to all Review Agencies					8		\$100	\$700	
62	Host Public Information Centre (PIC)	6	8	8		8	20	\$1,000	\$6,220	
63	Prepare Communication Plan summary			8		20		\$0	\$2,460	
64	Suggest Recommended Solutions	2	4	4		4		\$0	\$1,700	
65	Prepare Progress Report # 3	2	8	8		8	20	\$1,000	\$7,080	
66	Project Team and Adv Com review	2						\$0	\$320	
67	Distribute Summary to mailing list					8		\$100	\$700	
	<i>Sub-Total Phase 2</i>	<i>107</i>	<i>104</i>	<i>121</i>	<i>0</i>	<i>114</i>	<i>480</i>	<i>176</i>	<i>\$5,600</i>	<i>\$110,690</i>
68	<b>MASTER PLAN DOCUMENTATION</b>									
69	Compile Master Plan Document		8	16		8	40	20	\$200	\$8,420
70	Identify permits and approvals		2	2		2			\$0	\$690
71	Identify Applicable Class EA Schedules		2	2		2			\$0	\$690
72	Identify commitments made	2				10			\$0	\$1,070
73	Prepare DRAFT Notice of Completion	4	1	1		1	2		\$0	\$1,135
74	Project Team meeting # 6	4				8		\$50	\$1,290	
75	Advisory Committee meeting # 5	4				8		\$50	\$1,290	
76	Presentation to Twp. # 1	2						\$50	\$370	
77	Submit DRAFT Master Plan to Project Team	2	8	8		8	20	20	\$1,000	\$7,080
78	Project Team review	4							\$0	\$640
79	Finalize DRAFT Master Plan - 25 copies	4	8	8		8	20	10	\$5,000	\$10,650
80	Presentation to Twp. # 2 (If Required)	4							\$50	\$690
81	Publish Notice of Completion					2			\$0	\$150
82	Send Notice to all Review Agencies					4			\$100	\$400
83	Send Notice to mailing list	4				4			\$100	\$1,040
84	30 day public review	1	5	5		5			\$0	\$1,885
85	Review comments	1	5	5		5			\$0	\$1,885
86	Respond to comments	4	5	5		5	20		\$100	\$3,965
87	Finalize Master Plan		8	8		8	20	10	\$0	\$5,010
88	Master Plan Summary to MOE			2		8			\$0	\$840
	<i>Sub-Total Master Plan Documentation</i>	<i>40</i>	<i>52</i>	<i>62</i>	<i>0</i>	<i>52</i>	<i>166</i>	<i>60</i>	<i>\$6,700</i>	<i>\$49,190</i>

**TABLE 1 - UPDATED ESTIMATED ENGINEERING FEES**

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Updated: January 7, 2009

TASK	Anley Personnel & Per Hour Charge out Rate							Disbursements	Estimated Fees (Excl GST)
	Joe Mullan	Mike Neumann	Reid Mitchell	Norman Sandberg	Nicole Sartor	Technical Assistants	CAD Operator		
	\$160	\$140	\$120	\$110	\$85	\$75	\$75		
<b>MIDHURST WATER MODEL</b>									
89	Project Meetings (3)							\$200	\$2,420
90	Obtain and Review Pump Curves System Data from OCWA							\$200	\$2,205
91	Collect System Data from existing drawings with elevations from OBM mapping at 2.0 m intervals							\$0	\$2,680
92	Prepare Base Model							\$0	\$5,005
93	Calibrate Model							\$0	\$3,880
	<i>Sub-Total Midhurst Water Model</i>							<i>\$400</i>	<i>\$16,190</i>
<b>MOE RE: EFFLUENT DISPOSAL</b>									
94	Project Meetings (3)							\$150	\$5,310
95	Technical Review							\$200	\$4,300
	<i>Sub-Total Midhurst Water Model</i>							<i>\$350</i>	<i>\$9,610</i>
<b>PROVISIONAL</b>									
	Additional meetings - 3 (Provisional)							150	\$5,310
	Archaeological Stage 2 (Provisional)							0	\$300
	<i>Sub-Total Provisional</i>							<i>\$150</i>	<i>\$5,610</i>
<b>SUB-CONSULTANTS</b>									
	Hydrogeology & Geotechnical (Jagger Hims Limited)								\$42,250
	Archaeological - Stage 1 <sup>1</sup>								\$6,050
	Natural & Socio-economic Environments <sup>2</sup> (SENES Consultants Limited)								\$12,000
	Noise <sup>3</sup> (Coulter & Associates)								\$8,000
	Transportation Assessment (URS)								\$21,000
	Water System Calibration (A1 Hydrant)								\$2,500
	<i>Sub-Total Sub consultant</i>								<i>\$91,800</i>
<b>TOTAL ESTIMATED FEES (Excluding GST)</b>									<b>\$299,755</b>

**NOTES**

- 1 Archaeological Stage 1 assessment covers the entire study area. The cost for a Stage 2 is \$5,350/ha.
- 2 The fee for Senes' consultant includes the cost to review a previously completed Natural Environmental Assessment and to complete a Natural Environmental Assessment on a new site 1 ha. in area. The cost for each additional site is \$10,000/ha.
- 3 The fee for the Noise consultant includes attending one (1) PIC.

**Reid Mitchell**

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**From:** "Joe Mullan" <mullan@ainleygroup.com>  
**To:** "Reid Mitchell" <mitchell@ainleygroup.com>; "Mike Neumann" <neumann@ainleygroup.com>; "Mark Guthrie" <guthrie@ainleygroup.com>; "Ken Kaden" <kaden@ainleygroup.com>; "Courtney Titanic" <titanic@ainleygroup.com>  
**Cc:** "Claude Marchand" <marchand@ainleygroup.com>; "Bill Butler" <butler@ainleygroup.com>  
**Sent:** Thursday, May 22, 2008 9:20 AM  
**Subject:** Fw: Midhurst EA

Hi Everyone:

Now that we received authorization to start the Midhurst Sewage Water & Transportation EA (see below) I would like to arrange an in house meeting with RM, MN, MG, KEK on Tue if possible.

Please let me know if you are available to meet @ 9:00 am on Tue.

Regards

J. A. Mullan, P. Eng

Sent from my BlackBerry device on the Rogers Wireless Network

-----Original Message-----

From: "Sokach, Brad" <[Brad.Sokach@springwater.ca](mailto:Brad.Sokach@springwater.ca)>

Date: Thu, 22 May 2008 08:40:38

To: <[mullan@ainleygroup.com](mailto:mullan@ainleygroup.com)>

Subject: Midhurst EA

Hi Joe,

We have received the securities for the Midhurst EA and as such ou can formally commence work on the project. I understand

Brad L. Sokach, P.Eng.

Director of Public Works

Township of Springwater

Phone - 705-728-4784 X2034

Fax - 705-728-6957

My email address is changing to [brad.sokach@springwater.ca](mailto:brad.sokach@springwater.ca) <<mailto:brad.sokach@springwater.ca>>