

March 9, 2023

Magda Badura  
CAO/Treasurer  
Municipality of West Elgin  
22413 Hoskins Line  
Rodney ON N0L 2C0

**Re: Consolidated Linear Infrastructure Environmental Compliance Approval (CLI-ECA)  
Application**

Dear Magda,

On behalf of the Ontario Clean Water Agency (OCWA), we are pleased to submit our proposal to undertake the completion of your Municipal Sewage Collection System CLI-ECA application for the Ministry of the Environment, Conservation and Parks (MECP). Based on our current understanding of your existing municipal wastewater infrastructure, OCWA will complete the necessary forms as described in the following sections. Please note, our proposal does not include costs associated with the completion of your Stormwater Collection System application at this time.

As a provincial crown Agency, OCWA provides a comprehensive range of reliable, cost-effective, and environmentally responsible water and wastewater operations, maintenance and engineering services to a large number of municipalities, First Nations, and industrial, commercial and institutional organizations in the Province of Ontario.

## **1 Deliverables**

- 1) Municipal Sewage Collection Systems CLI-ECA application:
  - Completing forms 00 to 08
  - Form 03 is an infrastructure map of assets currently owned and maintained by the Municipality. For purposes of this budget request, we have assumed we will be required to create this map from the available information, and provide it to both the Municipality and MECP in pdf format.

## 2 Budget

In reviewing the above scope of work, OCWA proposes a project budget of **\$7,100** (exclusive of HST) for our professional fees and disbursements. Note that this is an upset limit and only fees and disbursements used will be invoiced.

If additional services are required outside of the scope of this proposal, this cost would be in accordance with our Engineering Schedule of Rates attached in Appendix A.

Please note that this budget does not include:

- Digitizing any hard copy drawings. If digital copies are requested or necessary, this will be an additional cost based on time and materials.
- Site visits. If a site visit is required, this will be an additional cost based on time and expenses.

## 3 Schedule


We understand that time is of the essence. OCWA is ready to start the project in April 2023 upon approval. The full project is expected to take 7 weeks to complete assuming the project is approved to start by March 27, 2023. Table 1 contains a list of the key milestone dates for the project. We have assumed one week for the Municipality to provide necessary background information and another week to review the draft CLI-ECA documents. We recommend that the Municipality request an extension from the MECP for May 2023.

*Table 1: Milestones*

TASK	SCHEDULE	MILESTONE DATE
Project Approval to Start		March 27, 2023
Collect and Review Background Information	2 weeks	April 11, 2023
Draft CLI-ECA Documents	3 weeks	May 1, 2023
Final CLI-ECA Documents	2 weeks	May 15, 2023

We thank you again for your interest; please contact your local OCWA contact for more information.

Sincerely,



**Sonya M Semanuik**, P.Eng., PMP  
Senior Project Manager – Studies & Condition Assessments

cc: Sam Smith, OCWA

**COUNTERSIGNATURE:**

By signing below, I accept the scope of work described in the above proposal and provide permission on behalf of the Municipality to proceed.

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(Signature)

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Date

# **APPENDIX A**

## **Engineering Schedule of Rates**

## Engineering Schedule of Rates – 2023

CATEGORY	DESCRIPTION	HOURLY RATE
Director	Director	\$190.00
E04	Senior Specialist Engineer /Project Manager	\$180.00
E03	Senior Engineer/Project Manager	\$160.00
E02	Engineer/Project Manager	\$143.00
E01	Engineer In-Training	\$111.00
	Student Engineer	\$96.00
	Administrative Assistant	\$64.00
	Financial Analyst	\$92.00

**Currency:** Canadian Dollars, excluding HST

**Expenses and Disbursements:**

General office expenses including long distance, cellular/data charges, printing, office supplies and courier charges will be charged at 6% of Professional Fees.

Special expenses such as travel and living expenses, third party consultants, capital equipment, contractors fees, permitting fees and any other items not otherwise listed will be charged at cost plus 5% administration fee.

**Invoicing:**

Professional fees and expenses will be invoiced monthly unless otherwise stated and are payable within 30 days. Taxes will be added as applicable.

**Technology and Operations Expertise:**

Technology and Operations experts will be charged at specific individual rates to be provided as needed.

**Overtime:**

Overtime will be charged at 1.5 times the rates stated above, but only if pre-approved by client.

**Terms and Conditions:**

OCWA standard terms and conditions will apply.

**Revision:**

This Schedule of Rates is valid until December 2023 after which time it will be reviewed and updated for 2024.