

Proposal

Official Plan Five Year Review & Update

May 9, 2022



Submitted by:

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Submitted to:

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1 Company Profile

Jp2g Consultants Inc. is an employee owned, multi-discipline consulting firm providing civil, mechanical, electrical, and structural engineering; land use planning; environmental services; and project management. Jp2g was formed in September 2000 through the merger of Greer Galloway Group Inc.'s Pembroke (established 1971) and Ottawa (established 1996) offices with Janota Patrick & Associates Ltd. (established 1986) in Pembroke. Jp2g has offices in Pembroke, Ottawa and Arnprior, employing more than 85 staff members (30+ professionals; 50+ technical and support staff). As a locally owned company, we care about doing work that enhances our communities.

We work with municipalities, school boards, hospitals, First Nations, and postsecondary institutions throughout Eastern Ontario. We fully appreciate the history and sensitivities of local communities as well as the financial challenges faced by many of our rural/small town clients within Eastern Ontario. A copy of our corporate brochure can be found in Appendix A.

2 Experience

2.1 Project Experience

Jp2g has completed projects of similar scope and size to the Township of South Algonquin Official Plan Review & Update. Our team has extensive municipal experience throughout Eastern Ontario in the preparation and update of Official Plans and Zoning By-laws.

The following projects have been selected to demonstrate the Jp2g Team's ability and experience in completing projects of similar type and complexity to the Township of South Algonquin Official Plan Review.

2.1.1 Example 1: Township of Montague – Official Plan Review & Update

Description: The Township of Montague retained Jp2g Consultants Inc. to undertake a review and update of their 2011 Official Plan. The scope of work involved Official Plan review for compliance with the 2020 PPS and Lanark County (Sustainable Communities Official Plan (SCOP)). The project included agency consultation and outreach, public consultation, holding of the special meeting of Council to receive input from the public, preparation of an Issues and Options Report, and the draft of the OPA to update the Official Plan. The exercise also involved the preparation of Natural Heritage Systems Mapping and the creation of new Official Plan Schedules in a GIS ready format. Timeline: 2020 – current (project ongoing).

Relevance: Although Montague is a smaller municipality, the Official Plan review components related to 2020 PPS conformity is similar to the South Algonquin scope of work. The community engagement and agency consultation will be very similar to the scope of work associated with this proposal. The similarity between the Township of Montague work and the review and update of the South Algonquin Official Plan include scope of work, agency, and public consultation, and ensuring conformity to the PPS.

Reference: Allison Vereyken, Clerk Administrator, Township of Montague
6547 Roger Steven Dr, Smith Falls, ON, K7A 4W6
Direct Line 613-283-7478, x250,
Email: clerkadministrator@township.montague.on.ca

2.1.2 Example 2: Deep River New Official Plan 2017

Description: Jp2g Consultants Inc. was retained by the Town of Deep River to complete a new Official Plan in May 2017. The Official Plan established an overall pattern that directed developed within the Town for a 20-year planning period. It set out policies and guidelines to direct future development and redevelopment in a logical and orderly manner, and to protect existing development from the intrusion of incompatible land uses. The Official Plan also implemented the community vision for achieving long-term prosperity, environmental health, and social



wellbeing, unique to the community. Jp2g worked closely with an Official Plan Review Steering Committee comprised of representatives from Council and the public to implement a work plan involving extensive public consultation. The Deep River Official Plan is very much a community-based Official Plan with goals, objectives, and policies designed to implement the community's vision for the municipality. Timeline: 2017.

Relevance: The Deep River Official Plan review is relevant to the Township of South Algonquin Official Plan Review and Update since it is a new official plan which has been updated to comply with the Provincial Policy Statement and other matters of provincial interest such as secondary dwelling units, natural heritage policies, growth, and settlement. These are two key elements of the Township of South Algonquin Official Plan Review and Update.

Reference: Sean Patterson, CAO, Town of Deep River
100 Deep River Road, Deep River, ON, K0J 1P0
Direct Line 613-584-2000 x 108
Email spatterson@deepriver.ca

2.1.3 Example 3: Lanark Highland Official Plan Review & Update 2020

The Township of Lanark Highlands retained Jp2g Consultants Inc. to undertake a review and update of their 2012 Official Plan. The scope of work involved an Official Plan review for compliance with the 2020 PPS and Lanark County SCOP. The project included agency consultation and outreach, public consultation, holding of a special meeting of Council to receive input from the public, preparation of an Issues and Options Report, and the draft of the OPA to update the Official Plan. The exercise also involves the preparation of Natural Heritage Systems Mapping and the creation of new Official Plan Schedules in a GIS ready format. Timeline: 2020 – current (project ongoing).

Relevance: Lanark Highlands is a similar size as South Algonquin and the Official Plan review components related to 2020 PPS conformity is similar to the South Algonquin scope of work. The community engagement and agency consultation are also very similar to the scope of work associated with this proposal. The similarity between the Lanark Highland work and the review and update of South Algonquin Official Plan include scope of work, agency, public consultation, and ensuring conformity to the PPS.

Reference: Amanda Noël, Dipl. M.M.
Clerk
Township of Lanark Highlands
75 George Street/ P.O. Box 340, Lanark, ON K0G 1K0
Direct Line 613-259-2398 Ext-231
Email planningdc@lanarkhighlands.ca

2.2 Team Experience

Jp2g Consultants will provide the Township of South Algonquin with a competent, capable, and experienced team to complete the Official Plan Review. Jp2g offers high quality, cost effective, and responsive service from our fully staffed offices in Pembroke, Ottawa and Arnprior. The Jp2g Project Team identified below have successfully completed similar studies either as a key member of municipal staff, or through consulting services to the municipalities. We believe that our experience, combined with a project team practiced in Planning, is an important advantage in being able to complete the assignment successfully and expeditiously.

The Jp2g Project Team that has been assembled for this assignment is fully qualified, available, and committed to completing the assignment within the identified schedule. In the following section we provide a brief overview of the experience of the key personnel that will form the Project Team. In addition to those listed below, we have a full



complement of technical staff who will help, when necessary, on this assignment. Detailed CVs are included in Appendix B.

2.2.1 Project Manager – Senior Planner - Forbes Symon, B.Sc., MCIP, RPP

Jp2g's project management approach is to appoint a single, senior, staff member to be the main liaison with the Town for the duration of the contract. The Jp2g designated 'one window' point of contact is Forbes Symon, B.Sc., MCIP, RPP, Senior Planner. As Project Manager, Forbes will bring his unique expertise gained through 34 years employed by small town/rural municipalities as a Land Use Planner and senior staff member responsible for the management of growth and community development. His project management experience also includes working with interdisciplinary teams of planners, engineers, and project specialists. Forbes has worked as a municipal director and land use planner throughout Eastern Ontario for the past 20 years.

Forbes will be responsible for the management of the project team. He will be the main client contact responsible for the on-time and on-budget delivery of the project. Forbes will oversee the delivery of comprehensive, reliable, and effective service in a responsive, orderly, and surprise-free manner. Forbes is a senior member of our firm and has a vested interest in ensuring the successful completion of this project to the Township of South Algonquin's satisfaction, in the hopes of building on our existing business relationship and potential for future procurement opportunities.

2.2.2 Senior Planner – Anthony Hommik, M.Pl., MCIP, RPP

Anthony Hommik will also be part of the project team. Anthony is the Senior Planner currently providing the day-to-day planning services to the Township. Anthony is a registered professional planner who recently joined the Jp2g Planning team in early 2022. He brings with him 10 years of professional planning experience gained while working for a large municipality and a real estate developer, both in southern Ontario. Anthony is well-versed in planning policy and legislation and has extensive project management experience working with inter-disciplinary teams involving planners, engineers, architects, and transportation consultants. Anthony also has significant experience working alongside solicitors who specialize in land use planning and real estate law. Anthony has experience working on secondary plans, special planning studies and urban design guidelines.

2.2.3 Planning Technician/GIS Specialist – Paul Lavoie

Paul is a GIS professional with 2 years of experience working with professional service firms. Paul has a background in land use planning and GIS. He is skilled in data analysis and management, including statistical and geospatial analysis of large datasets. He is proficient in the use of ArcGIS Pro, ArcMap, QGIS, and statistical software (Excel, SPSS, R, etc.) to examine trends and perform spatial analysis. Paul has experience in Official Plan Reviews and Updates, primarily focused on providing up-to-date GIS compatible land use schedules.

2.2.4 Biologist/Planner – Bryana Kenny

Bryana is a Biologist/Planner with 7 years of public and private sector experience in planning and environmental projects. Bryana has experience in Species at Risk (SAR) surveys, habitat mapping, wetland evaluations and wetland boundary delineation according to the Ontario Wetland Evaluation System (OWES), natural heritage systems mapping, environmental water quality monitoring, preparing maps using Geographic Information Systems (GIS), and report writing. Bryana will be the key staff member involved in the preparation of the Natural Heritage System Plan and policy.



2.2.5 Project Administrator and Document Control – Sara Wallen

Sara Wallen has 7 years of professional experience in project coordination in the Architectural/Construction/Engineering industry. She is skilled in coordinating multiple projects simultaneously, relying on her strong organizational and time management skills. Sara possesses a keen understanding of the construction process and is adept at monitoring project progress, milestones, and budgets. Sara's background includes more than ten years providing customer service. She has excellent interpersonal skills, understanding how to work efficiently and productively with a variety of personality types. Sara will coordinate project activities, resources, equipment, and information. She will assist in preparing project proposals, timeframes, schedules, and budgets. Throughout the project, Sara will receive and track documents and project progress. Sara will also be involved with billing by coordinating monthly invoices with the client.

The assigned backup for Sara Wallen is Kristie Bromley, who will fill in for Sara should she be unavailable. Kristie has 5 years of experience working in the Architectural/Engineering industry as an administrative assistant. She has excellent interpersonal, organizational, and time management skills, and is proficient in assisting with a variety of administrative tasks on numerous projects at a time. Kristie's resume is available upon request.

3 Approach, Methodology, and Project Schedule (30 Points)

3.1 Project Understanding

The Township of South Algonquin requires professional planning services to conduct an "Official Plan Review" in order to bring the Township's Official Plan into conformity with the 2020 PPS, and to reflect local planning matters.

Section 26 (1.1) of the Ontario Planning Act, RSO 1990, requires that a local municipality "revise its (official) plan no less frequently than 10 years after it comes into effect." The Act requires that the local municipality consult with the Approval Authority (i.e., MMAH) and prescribed agencies (MTO, Ministries, etc.). The Act also requires that the local Council hold at least one special meeting open to the public to allow them to comment on the need to update the Official Plan. Section 3 (5) of the Planning Act also requires that local Official Plans "be consistent with" the Provincial Policy Statement (PPS). It is understood that the South Algonquin Official Plan was approved in 2012 and now is an appropriate time to undertake the review.

It is understood that the PPS (2020) has added several new requirements for local official plans, including policies related to indigenous consultation, climate change, wildfires, and natural heritage planning.

Our proposal breaks this project into two phases, the first being the "Official Plan Review" element that determines what, if anything, needs to be updated in the Township's Official Plan. This phase will involve consultation with Township Staff and Council, a Special Public Meeting and general public engagement, as well as consultation with MMAH (the approval authority), and other public agencies. The resulting deliverable will be an "Official Plan Review Issues and Options Report", containing a comprehensive list of the elements of the current Official Plan which should be updated, assessing the elements against the requirements of the PPS 2020.

The second phase is the "Official Plan Update" which will draw from the direction provided by Council on the Official Plan Review Issues and Options Report and shall include the necessary research into the preferred policy options. The resulting product will be a draft Official Plan Amendment which captures the elements of the Official Plan to be updated, including a new land use schedule. This part of the work plan will focus on the preparation of the draft Update Official Plan Amendment, processing the OPA in accordance with the Planning Act, RSO 1990, managing the public and agency engagement through the OPA process, presenting a final Update OPA for Council's consideration and adoption, assisting with the filing of the necessary documents for the approval of the updated OPA with the MMAH approval authority, and presentation of the updated OPA to MMAH, as required.



3.2 Scope of Work

3.2.1 Phase 1 – Official Plan Review

Working with Township staff, the proposed scope of work for Phase 1, Official Plan Review shall include the following:

1. Review of past development activity (Official Plan Amendments, Zoning Amendments, Minor Variances) to determine if there are any Official Plan policies which are causing unnecessary barriers to development.
2. Review the Provincial Policy Statement (2020) to identify elements where the Township Official Plan needs to be updated to “be consistent with” this document.
3. Review of key municipal documents such as the existing official plan and zoning by-law, official plan amendments, asset management plan, any Transportation Master Plan, Development Charges Background Studies, Fire Master Plan, Recreation Master Plan and Strategic Plan, along with others.
4. Conduct interviews with Township Staff and Council to determine if the existing Plan Objectives of the Official Plan are still relevant. Also determine if there are any specific areas of the Official Plan that either Staff or Council believe require updating.
5. Conduct interviews with key planning staff from various agencies and MMAH. With the assistance of MMAH Planner, all prescribed agencies will be notified of project commencement and requested to participate in the project.
6. Conduct a Special Meeting inviting the public to provide comment on elements of the current Official Plan that they believe require updating. This would include a presentation to the public explaining the project and providing them with a timeline to be able to submit comments.
7. Present a list of elements of the Official Plan that should be updated in an Official Plan Review Issues and Options Report. The Issues and Options report will identify relevant PPS 2020 policies, current Township Official Plan policies, and suggestions for updating the Township of OP. It is understood that the Issues and Options report will provide rationale for why specific elements require updating, and a scope of work for the update of the Official Plan.

Assuming this project starts by September 2022, this work will be completed and delivered to Township of South Algonquin no later than February 2023.

3.2.2 Phase 2 – Official Plan Update

The scope of work for Phase 2, Official Plan Update will include all the elements identified in the Issues and Options Report to be considered. The process to be followed for updating the Official Plan will include:

1. The Phase 2 Official Plan Update will draw from the direction provided by Council on the Issues and Options Report, resulting in a draft Official Plan Amendment (OPA) intended to update the Township Official Plan.
2. It is anticipated that there are going to be elements of the draft OPA that may require research and/or consultation with various agencies. This phase will include the necessary research into the preferred policy options.
3. Undertake the preparation of new land use schedules and base map.
4. This proposal includes the work necessary to process the draft OPA in accordance with the Planning Act, RSO 1990, including the statutory public and open house and agency engagement through the OPA process, presentation of the final Update OPA for Council’s consideration and adoption, filing the necessary documents for the approval of the Update OPA with the MMAH approval authority, and presentation of the Update OPA to MMAH (if required).



Assuming this project starts by February 2023, the draft of the Official Plan Amendment will be completed and presented to Township Council by May 2023.

3.2.3 Reporting and Deliverables

1. On a bi-weekly basis, the Project Manager shall provide a written update by email to the Township contact person. Topics to be covered in the update shall include but not be limited to; schedule, progress of contract, challenges, outstanding information, and budget, including any claims for funds being required/requested beyond the scope of the contract which must be requested and approved in advance.
2. The consultant shall provide any meeting agendas five (5) working days in advance and provide meeting records and minutes within three (3) working days following any meeting.
3. Provide one (1) digital and one (1) electronic pdf (not scanned) version of any reports, preliminary reports, drafts, or other deliverable. Email or electronic transfer is acceptable.
4. Provide five (5) bound hardcopies of the draft updated Official Plan, and ten (10) bound hard copies of the final OP for adoption and approval.
5. Provide GIS ready digital Schedules and PDF of original approved Schedules.
6. All reports are to conform to Ontario with Disabilities Act, 2005 requirements.

3.3 Work Plan

3.3.1 Work Plan: Phase 1 Official Plan Review

The following outlines the Work Plan to be followed by Jp2g Consultants Inc. to achieve the project objectives:

1. Phase 1 Kick-off meeting with Project Team
 - a. Project Manager to meet with client's Project Team to confirm scope of work, project proposal, deliverables, proposed work plan and timelines, and communication strategy, while also ensuring all roles are clearly defined, responsibilities are understood, and reporting relationship/protocol is established.
2. Data Collection
 - a. Collection of past development activity records, specifically all Official Plan Amendments, Zoning Amendments, and Minor Variances, plus any additional information identified at Kick-off Meeting. The Project Team will be responsible for providing hard copies and/or digital records of the documents.
 - b. Conduct a critical review of the Provincial Policy Statement (2020) to identify areas where the Township Official Plan needs to be updated to "be consistent with" these documents.
 - c. Conduct a review of key municipal documents such as the existing official plan and zoning by-law, official plan amendments, asset management plan, Transportation Master Plan, Development Charges Background Studies, Fire Master Plan, Recreation Master Plan and Strategic Plan, along with others to identify local, unique issues which would benefit from a policy in the Official Plan.
 - d. Obtain the Township's existing GIS database/layers and existing Official Plan Schedules (in original digital format if possible).
3. Consultation
 - a. Interview the Township and MMAH Planners for their insight into specific areas of the Township Official Plan that require updating. This work would also confirm the prescribed agencies to be consulted and coordinate this consultation with MMAH.
 - b. Initiate agency engagement with a letter of project commencement and request for involvement in the Official Plan Review process.

- c. Conduct formal interviews with Township Staff and Council to determine if the existing Plan Objectives of the Official Plan are still relevant. Also determine if there are any specific areas of the Official Plan that either Staff or Council believe require updating.
 - d. Work with Township Staff to create an “Official Plan Review & Update” portal to be accessed through the Township’s existing website. This portal will contain information on the nature of the project, ways to get involved, and supporting information.
 - e. Hold a Special Meeting inviting the public to provide comment on elements of the current Official Plan that they believe requires updating. This would include a presentation to the public explaining the project and providing them with a timeline to be able to submit comments. Working with Staff, efforts should be made to extend invitations to active community groups to engage in the Official Plan Review.
 - f. Provide the public with 30 days from the date of the Special Meeting to provide written comments to the Township. Comments received within this timeline would be incorporated into the Issues and Options Report.
4. Issues and Options Report (Deliverable)
- a. The “Township of South Algonquin Official Plan Review Issues and Options Report” will be the primary deliverable for this undertaking. The Report will summarize the results of the review of the Official Plan and data/reports provided, along with a critical assessment of the 2020 PPS. It will also contain the results of the consultation with prescribed agencies, staff, Council, and the public. The report will provide an inventory of the elements of the Official Plan that should be updated, including a clear rationale for why specific elements of the Official Plan require updating and possible policy options for consideration.
 - b. The “Township of South Algonquin Official Plan Review Issues and Options Report” will identify if there are any studies/research necessary to support any of the elements of the Update.
 - c. The report will identify the scope of work for the update of the Official Plan to be completed.

3.3.2 Work Plan: Phase 2 Official Plan Update

As noted, the scope of work for Phase 2, Official Plan Update will be largely determined by the results of the Phase 1 work. The process for updating the Official Plan is known and shall include the following:

- 1. Research and Consultation
 - a. It is anticipated that there are going to be elements of the draft OPA that may require research and/or consultation with various agencies. This phase will include the necessary research into the preferred policy options.
- 2. Draft Update OPA
 - a. Prepare draft of Update OPA for Council’s review and consideration, including the new Official Plan Schedules.
 - b. Once Council is satisfied that the draft Update OPA is consistent with their wishes, they will provide direction to formally initiate the OPA process in accordance with the Planning Act, RSO 1990.
 - c. Circulate draft Update OPA to prescribed agencies for review and comment.
 - d. Hold the statutory open house and public meeting to present and consider the draft Update OPA.
 - e. Present a Planning Report to Council with a revised Update OPA including any changes resulting from the consultation.
 - f. Council to adopt final Update OPA.



- g. File OPA application with the MMAH approval authority, along with the necessary supporting documentation for consideration and approval.
 - h. Assist the Township in the negotiations with the MMAH regarding modifications to the final Update OPA, and present modifications to the Township Council for consideration.
3. The consultant will make every effort to present a draft OPA for Council's consideration by May 2023.

3.4 Methodology

3.4.1 Approach to Ensure Project Delivery on Time & on Budget

The Jp2g Project Manager will use the Project Workplan in Appendix C to help ensure the project is delivered on-time and on-budget. The schedule demonstrates a commitment to conduct all aspects of the project, meet with the Client's Project Team, conduct necessary analysis, and deliver the "Township of South Algonquin Official Plan Update OPA" by May 2023.

3.4.2 Time Management

The undertaking of key municipal strategic activities such as an "Official Plan Review" should involve participation from most of the senior municipal staff. Buy-in to the Project Schedule from all parties is critical. We would recommend that at the kickoff meeting all key parties agree on the timeline for comments and meeting dates and agree that these timelines will be respected. If no comments are received or a representative cannot make a meeting date, then a back-up representative will attend. In our experience a full commitment by all will result in all parties respecting schedule. The Jp2g Project Manager will use the Workplan outlined in Appendix C to monitor the efforts of the project.

3.4.3 Approach to COVID-19

Jp2g continues to operate at full capacity during the COVID-19 pandemic. Our staff are provided with flexible work options to accommodate their personal, health, and family needs. This includes options for working remotely, working in-office (while maintaining physical distancing requirements), or a hybrid approach. Our staff who work from home have full IT capability and secure VPN access to our network. All Jp2g staff use Microsoft Teams and OneDrive to facilitate communication and virtual meetings. The result is business as usual.

3.5 Quality Assurance

3.5.1 Commitment to Quality

Jp2g Consultants Inc. is proud to have achieved ISO 9001:2015 certification. Since Jp2g's founding in 2000, we have always focused on providing personalized service and maintaining client satisfaction. ISO 9001:2015 certification is evidence of Jp2g's continued commitment to customer satisfaction, standardized processes, and continual improvement. To achieve these objectives, Jp2g has implemented and will continually improve our Quality Management System (QMS). Through our QMS, Jp2g sets and achieves quality standards that enable the provision of high-quality products and services to clients on time, to the applicable requirements, and within budget. A copy of Jp2g's ISO 9001:2015 certificate is available upon request.

4 Pricing (40 Points)

The budget for Official Plan Review and Update, including all fees and disbursements is \$49,455 not including HST. A cost breakdown of the workplan is located in Appendix C.

5 Information to be Provided by Client

This proposal includes the assumption that the Client will provide:



1. Hard copies and/or digital copies of all Official Plan Amendments, Zoning Amendments, and Minor Variances, since 2012 (Official Plan adoption date);
2. Identification of key staff to be part of the Project Team;
3. Responses/feedback back to the Project Manager in a timely manner in order to meet identified timelines;
4. Digital GIS data/layers;
5. Digital (Word) copy of existing Official Plan; and
6. Digital copy of existing Official Plan Land Use Schedules (in original format if possible)



Appendix A

Corporate Brochure



Jp2g Consultants Inc.

ENGINEERS • PLANNERS • PROJECT MANAGERS



South March Public School, Ottawa, ON



Tulip Bar and Wine Lounge - Ottawa International Airport, Ottawa, ON



Township of Laurentian Valley Public Works Facility, Pembroke, ON



Limestone Trail Subdivision, Petawawa, ON

More than 45 years of consulting experience in Eastern Ontario

Who We Are

Jp2g Consultants Inc. is an employee owned, multi-discipline consulting firm providing a comprehensive range of in-house expertise, including:

- Civil engineering
- Electrical engineering
- Mechanical engineering
- Structural engineering
- Planning
- Environmental
- Project management

Jp2g was formed in September 2000 through the merger of Greer Galloway Group Inc.'s Pembroke (established 1971) and Ottawa (established 1996) offices with Janota Patrick & Associates Ltd. (established 1986) in Pembroke. Jp2g employs more than 70 staff members (25+ professionals; 45+ technical and support staff) from offices in Pembroke and Ottawa.

What We Do

Jp2g offers a complete suite of in-house services for all phases of a typical project including planning, design development, contract documents, tender phase services, construction/contract administration, and project close out.

We work with municipalities, private developers, school boards, hospitals, First Nations, federal organizations, and post-secondary institutions throughout Eastern Ontario. As a locally owned company, we fully appreciate the history and sensitivities of local communities as well as the financial challenges faced by many of our rural clients within Eastern Ontario.

What We Care About

Jp2g is committed to providing personalized service, maintaining client satisfaction, encouraging employee growth, and enhancing the communities we live in.

We focus on building strong, long-lasting relationships with our clients. Our team appreciates the importance of steady, ongoing communication throughout all phases of a project. We understand the value of continuity of personnel for our clients, and we are proud of our low staff turn-over.

Why Us?

Local Presence

Jp2g employs more than 30 staff members in Pembroke and more than 40 staff members in Ottawa. We have an active presence in these communities, and our projects benefit from the local contacts that we readily provide.

Long-Term Vision

We care about developing long-lasting relationships with our clients based on honesty, trust, and dependability. With over 45 years of consulting experience in Eastern Ontario, Jp2g is committed to a long-term vision for the region. Our clients know they can count on us.

Caring for our Communities

As a locally owned company, we care about doing work that enhances our communities. We are passionate about giving back, and over the years we've developed strong ties to the communities where we live and work through corporate sponsorships and staff involvement in local volunteer activities.

To learn more about us, visit www.Jp2g.com



How We Help

Civil / Municipal Engineering

- Road design
- Parking lot layout and design
- Sanitary and storm sewer design
- Sewage and water treatment plants and pumping stations
- Water supply and distribution
- Subdivision servicing and design
- Infrastructure studies
- Concrete rehabilitation and restoration
- Site grading and drainage
- Stormwater management
- Topographical surveying
- Trenchless technologies

Planning and Land Development

- Land use planning and development
- Site plan development, approvals, and review
- Official plans and zoning by-laws
- Capital planning and infrastructure studies
- Feasibility studies
- Policy planning
- Municipal advisory services
- Subdivision and severance applications
- Presentations to council, public consultation / participation
- Representation at Ontario Municipal Board (OMB) hearings
- Geographic Information Systems (GIS)
- Urban planning
- Water resources / watersheds

Environmental Services

- Environmental Assessments (EA)
- Environmental Site Assessments (ESA)
- Water supply evaluations
- Groundwater and surface water monitoring
- Landfill site design and management
- Waste transfer site design
- Landfill site closure planning
- Wood waste management
- Nutrient management
- Aggregate pit approvals

Electrical Engineering

- Normal and emergency power
- Lighting
- Fire detection and alarm
- Communications
- Grounding / lightning protection
- Alternative energy systems

Mechanical Engineering

- Heating, Ventilation and Air Conditioning (HVAC)
- Building infrastructure (heating and cooling plants)
- Distributed heating and cooling systems
- Plumbing
- Fuel systems
- Fire protection and life safety systems
- Energy conservation programs
- Feasibility studies and engineering reports
- Sustainable and LEED designs
- Building Automation Systems (BAS)
- Direct Digital Controls (DDC)

Structural Engineering

- Base building
 - Concrete
 - Foundation
 - Masonry
 - Timber
 - Retaining walls
 - Seismic analysis
 - Structural steel
- Non-standard structural services
 - Seismic restraint
 - Metal studs
- Temporary support



UofO Roger Guindon Hall - Biology Lab Renovation, Ottawa, ON



Petawawa Centennial Family Health Centre, Petawawa, ON



Carleton University - Various Projects, Ottawa, ON



Cyr Distribution Centre, Ottawa, ON



Black Bay Culvert, Petawawa, ON

Contact Us

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To learn more about us, visit www.Jp2g.com



Appendix B

Resumes



M. Forbes Symon, B.Sc., RPP, MCIP

Senior Planner
Project Manager



Professional Profile

Forbes is a Registered Professional Planner with 34 years' experience providing planning services to municipalities throughout Ontario. He has expertise in community land use planning, resource management, public consultation, economic development, heritage resource management, project management, development charges, and long-term financial planning. Forbes' past initiatives include serving as Project Manager for the award-winning Kemptville College Renewal initiative, Project Lead for ground-breaking North Grenville Development Review Team, and Planner for the North Grenville Official Plan.

Role and Responsibilities

As **Project Manager** and **Senior Planner**, Forbes is responsible for the research, preparation, and amendment of planning documents, reports, and special planning studies for Jp2g's public and private sector clients. He prepares planning documents such as Planning Justification Reports and both Official Plan and Zoning By-law Amendments, as well as managing complex development applications. Forbes is skilled in reviewing and processing applications for official plan amendment, rezoning, site plan approval, and plans of subdivision or condominium. He has been the project manager for a number of new Official Plans and Zoning By-laws. He is adept at acting as a liaison between clients and approval authorities, as well as liaising with stakeholders to ensure completed work meets Jp2g's quality standards and client expectations.

Relevant Project Experience

Forbes has a wide range of professional experience preparing a variety of planning studies and reports for municipalities throughout Ontario. In doing so, he has collaborated with diverse municipal personnel including Planning, Economic Development, Building Services, By-law Enforcement, Emergency Management, and Fire, Health & Safety Services. The following summary examples are representative of the wide assortment of Forbes' planning expertise.

OFFICIAL PLAN PROJECTS

Township of Montague Official Plan Review & Update (2020 – ongoing)

Retained by the Township of Montague to undertake their Official Plan Review and Update. Work involved establishing policies which promote development within hamlets, minimizes the negative impacts of scattered rural residential development and created the first natural heritage system mapping in Lanark County.

Town of Perth Urban Settlement Expansion OPA (2019)

While Director of Development & Protective Services for the Town of Perth, Forbes designed and initiated the planning process for expanding the urban settlement area for the Town of Perth. Based on current

Experience

34 years as a professional planner in the Province of Ontario

January 2020 – Present: Jp2g Consultants Inc., Senior Planner

September 2017 – October 2019: Town of Perth, Director of Development & Protective Services

March 2017 – September 2017: Township of South Frontenac, Manager of Development Services

February 2008 – October 2016: Municipality of North Grenville, Director of Planning & Development

July 1999 – January 2008: Town of Mississippi Mills, Planner

June 1988 – June 1999: Bruce County, Planner - Planning and Economic Development Department

October 1987 – May 1988: County of Peterborough, Planning Technician - Planning Department

Languages

English

Education

Bachelor of Science (Honours), Geography, Trent University, Peterborough, Ontario, 1985

Associations

Canadian Institute of Planners (CIP)

Ontario Professional Planners Institute (OPPI)

Association of Municipal Clerks and Treasurers (AMCT)

Certificates

Crisis Communication - Stanton & Associates (2006)

Basic Emergency Management Instructor – Ontario Association of Emergency Management (2006)

Alternative Dispute Resolution – OPPI (2002)

Awards / Recognition

Creation of the *Kemptonville Centre for Rural Advancement*, Municipality of North Grenville/McSweeney & Associates, Economic Developers Council of Ontario (EDCO), Collaboration and Partnership Awards - Strategic Plans & Initiatives category (2014)

*Indicates project experience gained prior to Jp2g



M. Forbes Symon, B.Sc., RPP, MCIP

Senior Planner

Project Manager



population projects and supported by servicing feasibility assessments, the expansion of the Perth Settlement Area was the first successful urban expansion in Lanark County.

PLANNING STUDIES & REPORTS

- Town of Gananoque Municipal Marina Master Plan (2020)
- Town of Perth Urban Expansion/Growth Strategy (2019)*
- Town of Perth Development Charges Background Study (2019)*
- South Frontenac Subdivision Review Process (2017*)
- Kemptville College Renewal Business Feasibility Assessment (2016)*
- North Grenville Development Charges Background Study (2009 & 2014)*
- North Grenville Long Term Financial Plan (2014)*
- Burritts Rapids Heritage Conservation District Study (2013)*
- North Grenville Noise By-law (2013)*
- North Grenville Industrial Investment Strategy (2013)*
- North Grenville Strategic Plan (2013)*
- North Grenville Tourism Development Strategy (2012)*
- North Grenville Zoning By-law (2011)*
- North Grenville BR&E Strategy (2010)*
- Kemptville Downtown Parking Strategy (2010)*
- North Grenville Official Plan (2009)*
- Mississippi Mills Official Plan (2006)*
- Almonte Downtown Parking Strategy (2006)*
- Establishment of Group Homes in Mississippi Mills (2002)*
- Mississippi Mills Zoning By-law (2001)*
- Four Bruce County Economic Development Projects (1996 - 1999)*
- Three Bruce County Local Municipal Official Plans (1992-1998)*
- Three Bruce County Local Municipal Zoning By-laws (1993-1999)*

Contact Information:

M. Forbes Symon, RPP, MCIP

Senior Planner

Jp2g Consultants Inc.

Email: Forbess@jp2g.com | Web: www.jp2g.com

T: 613.735.2507 x121 | C: 613.281.9894 | F: 613.735.4513

1150 Morrison Drive, Suite 410, Ottawa, Ontario, K2H 8S9

12 International Drive, Pembroke, Ontario K8A 6W5

Home Office: 565 Glen Tay Rd, Perth, Ontario, K7H 3C6



Bryana Kenny, B.Sc. (Hons.)

Junior Planner/Biologist



Professional Profile

Bryana is a Biologist / Planner with 7 years of public and private sector experience in environmental projects. Bryana has experience in Species at Risk (SAR) surveys, habitat mapping, wetland evaluations and wetland boundary delineation according to the Ontario Wetland Evaluation System (OWES), environmental water quality monitoring, preparing maps using Geographic Information Systems (GIS), and report writing.

Proposed Role and Responsibilities

Mrs. Kenny will carry out the Natural Heritage System mapping and policy development for the Project. She will be available to conduct fieldwork and reporting required to complete any site-specific Environmental Impact Assessment (EIA). In addition, Bryana will assist with community consultation efforts throughout the project.

Relevant Project Experience

MUNICIPAL INFRASTRUCTURE

Whitewater Region Asset Management, Township of Whitewater Region, Whitewater Region, ON, 2011-2015

Jp2g provided civil engineering services assessing road, water system, sanitary sewer, storm sewer, drainage, and the applicable needs. Jp2g worked closely with the Township of Whitewater Region to produce its Asset Management Plan, including strategic and detailed capital planning recommendations. As Junior Planner, Bryana assisted the Senior Planner in the development of maintenance and capital rehabilitation / replacement policies and priorities which are linked to a sustainable, long-term capital funding strategy.

SPECIES AT RISK

SAR Report for Ogilvie Multi-Use Pathway, City of Ottawa, Ottawa, Ontario, 2018 (ongoing)

Jp2g was commissioned by the City of Ottawa as prime consultant to provide civil engineering services for the design and construction of a 1.9 km long multi-use pathway, to replace the existing sidewalk between Blair and Montreal Roads. Scope of work included civil engineering design, tender package, and contract administration services. As Technical Support, Bryana conducted the Species at Risk (SAR) report during the preliminary design phase.

Environmental Impact Study for The Grove Long-term Care Home, Arnprior Regional Health, Arnprior, ON, 2017-2019

The Grove is a 60-bed nursing home providing long-term care to residents. In August 2017, the provincial government announced funding for 36 additional beds. Jp2g, in association with Muncaster Environmental Planning Inc., was retained to carry out a Species at Risk (SAR) assessment in support of the redevelopment. The SAR assessment was also prepared in response to a memorandum from the Ministry of Natural Resources and Forestry (MNRF) dated October 31, 2017. Bryana was the

Experience

7 years (all with Jp2g)

2014 - Present: Jp2g Consultants Inc., Junior Planner / Biologist

Summer 2013: Jp2g Consultants Inc., Summer Student

Summer 2012: Jp2g Consultants Inc., Summer Student

Location

Pembroke, Ontario

Languages

English

Education

Bachelor of Science Honours Specialization: Biology,
Nipissing University, 2014

Courses/Training

Ontario Wetland Evaluation Training, 2015



Bryana Kenny, B.Sc. (Hons.)
Junior Planner/Biologist



Junior Biologist responsible for field investigation, Species at Risk assessment, and development of mitigation measures.

Pickarel Bay Lodge Species at Risk and Environmental Impact Assessment, Pickarel Bay Lodge Inc., White Lake, ON, 2017-2019

Jp2g was retained to carry out a Species at Risk (SAR) assessment in support of the application to expand the existing Pickarel Bay Lodge campground. The SAR assessment was in addition to the Environmental Impact Statement criteria as outlined in Section 8.4.6 of the Lanark Highlands Official Plan. Bryana was the Junior Biologist responsible for field investigation, Species at Risk assessment, and development of mitigation measures.

Barn Swallow Mitigation Plan for Meadow Drive Bridge Rehabilitation, City of Ottawa, Ottawa, ON, 2015-2017

Jp2g was retained by the City of Ottawa to carry out an annual Barn Swallow monitoring and maintenance program over a three-year period. An existing barn swallow nest cup was removed for bridge construction. To compensate for loss of habitat, two nest cups were installed on another nearby structure. Bryana was the Junior Biologist responsible for field investigation, Species at Risk assessment, and development of mitigation measures. Activities included site visits during the breeding period, assessment of nest cup structures, maintenance (as required), and a summary of the assessment which was included in the annual reports.

Environmental Impact Studies & Assessments for Waterfront Properties, Renfrew, Ontario

Bryana has prepared Environmental Impact Studies and Assessments including the necessary fieldwork. Her reports determined if site conditions were suitable for waterfront residential development on highly and moderately sensitive lakes in Renfrew County and also determined the appropriate mitigation measures. Locations included:

- Flegal: Environmental Impact Study to permit development on an existing lot of record on Lake Clear in the Township of Bonnechere Valley.
- Steinman: Environmental Impact Assessment to permit development on an existing lot of record on Trout Lake, Township of Madawaska Valley.
- Trader: Environmental Impact Study to support the creation of two (2) waterfront residential lots on Kaministiquia Lake in the Township of Madawaska Valley.
- Little Bark Bay Subdivision: Environmental Impact Study to support the creation of thirteen (13) waterfront residential lots on Bark Lake in the Township of Madawaska Valley. This report also provided details on breeding bird surveys, existence and extent of turtles (Blanding's turtle and Wood Turtle), bats, butternut trees and Eastern Whip-poor-will.

Environmental Impact Studies & Preliminary Ecological Site Assessments for Proposed Residential & Commercial Lots, Various Locations, Ontario

Bryana prepared Environmental Impact Studies and Preliminary Ecological Site Assessments for proposed residential and commercial lots in Renfrew County and the Village of Merrickville-Wolford. She completed the fieldwork that was necessary for the completion of these reports in order to determine if Species at Risk (SAR) were present on the subject lands. Surveys for SAR followed MNRF protocols and delineation of wetland boundaries followed the Ontario Wetland Evaluation System (OWES).

Cobden Wastewater Treatment Plant Upgrades – Environmental Impact Study, Cobden, Ontario

Bryana completed an Environmental Impact Study as part of a Municipal Class Environmental Assessment for upgrades to the Cobden Wastewater Treatment Plant.

Environmental Impact Study for Rantz Property, Petawawa, Ontario

Bryana prepared an Environmental Impact Study for the Rantz property in support of a proposal for four rural residential lots in the Town of Petawawa. She evaluated the existence of Species at Risk habitat, specifically Wood Turtle, Blanding's Turtle, and Eastern Whip-poor-will habitat on the subject lands.

DFO Request for Review Form for Work Within a Waterbody, Town of Deep River, Deep River, Ontario



Bryana Kenny, B.Sc. (Hons.)
Junior Planner/Biologist



Bryana assisted the Town of Deep River in the assembly of a Department of Fisheries and Oceans Request for Review form to permit work within a waterbody.

PLANNING

- Assisted in the production and assembly of a Downtown Municipal Servicing Study, 2013 for the City of Belleville and a Cannifton Municipal Servicing Study, 2013 in order to determine the maximum development potential for the purposes of calculating sanitary sewer servicing capacity.
- Assisted in the preparation of an Aggregate Impact Assessment for two (2) residential land severances along Black Bay Road in the Town of Petawawa.
- Assisted in the preparation of multiple consent and zoning by-law amendment applications for various land severances within Renfrew County as well as a zoning by-law amendment in the Municipality of Brighton.
- Conducted traffic counts for two proposed subdivisions in Renfrew County.
- Assisted in the preparation of Planning Justification Reports for various rural residential and waterfront residential land severances:
 - Bury: One (1) waterfront residential lot together with a right-of-way, Township of Madawaska Valley.
 - Foy: One (1) waterfront residential lot and one (1) lot addition, Township of North Algona Wilberforce.
 - Powell: One (1) rural residential lot, Township of Admaston/Bromley.
 - Weckworth: Two (2) waterfront residential lots, Township of Bonnechere Valley.
 - Bark Lake: One (1) seasonal waterfront residential lot, Township of Madawaska Valley.
 - Gavin/Lauderdale: One (1) waterfront residential lot, Township of Killaloe, Hagarty & Richards.
 - Pecoskie: Three (3) waterfront residential lots, Township of Killaloe, Hagarty & Richards.
 - Crozier: Two (2) residential lots, Township of Admaston/Bromley.
 - Pecarski: One (1) residential lot, Township of Madawaska Valley.
 - Timm/Lapointe: Three (3) waterfront residential lots together with a right-of-way, Township of Whitewater Region.
 - Horizon Homes: Two (2) residential lots, Township of Horton.
 - Petzold: Four (4) waterfront residential lots, Township of Brudenell, Lyndoch & Raglan.
 - Thompson: Four (4) rural residential lots along Whitton Road in the Township of Horton.

GEOGRAPHIC INFORMATION SYSTEMS (GIS) MAPPING

Ms. Musson has prepared various maps using Geographic Information Systems (GIS) software for both municipal and private projects including:

- Township of Montague, Official Plan Review, 2020
 - Bryana was responsible for creating a Natural Heritage Map Schedule to the Township of Montague Official Plan.
- The Town of Deep River Official Plan, 2016
 - Bryana was responsible for creating the Map Schedules to the Town of Deep River Official Plan.
- The County of Frontenac, Private Roads Study, 2016



Bryana Kenny, B.Sc. (Hons.)
Junior Planner/Biologist



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Bryana Kenny, B.Sc. (Hons.)
Junior Planner/Biologist



- Bryana was responsible for creating multiple maps to show all of the private roads in the County of Frontenac as well as any constraints that would limit the development potential on existing private roads.



Paul Lavoie, BA (Hons) Planning Technician



Professional Profile

Paul Lavoie is a Planning Technician and GIS Specialist with experience in data analysis and management, and urban planning strategies. He is skilled in curating geo-spatial databases for projects including the collection, entry, and statistical and geospatial analysis of large datasets. Paul is proficient in the use of ArcGIS Pro, ArcMAP, QGIS, and statistical software (Excel, SPSS, etc.) to examine trends and perform spatial analyses. He also has experience using web services in QGIS (WMS/WFS) to test and provide feedback on Federal Government climate data, as well as testing and providing feedback on a Government-created QGIS plugin.

In his current role with Jp2g, Paul is expanding his skillset to include urban and rural land use planning, municipal development review, policy development, development charges, stakeholder consultation and population growth and land needs modeling.

Role and Responsibilities

As **Planning Technician | GIS Specialist**, Paul coordinates a variety of land development applications including site plan applications, plans of subdivision, minor variances and consents, rezoning, and official plan amendments. Paul researches and compiles information on a variety of planning issues from multiple sources, and prepares planning reports including highest and best use, acquisition due diligence, and planning justification. Paul assists with the review and preparation of applications for official plan amendment, rezoning, site plan approval, and plans of subdivision or condominium. As GIS Specialist, Paul has worked extensively with geospatial data across a variety of projects. Examples include asset management, data transformation and validation, etc. Paul is responsible for creating, maintaining, and updating all GIS databases related to any Jp2g Consultants Inc. project.

Software Experience

Paul has experience with the following software:

- Esri ArcGIS Pro
- Esri ArcMap
- QGIS
- PCI Geomatica
- 'R'
- AutoCAD
- Microsoft Office 365

Relevant Project Experience

ASSET MANAGEMENT

Canadian Land Ownership and Price Database, Carleton University, Ottawa, Ontario, 2019*

Paul created a database of approximately 30,000 entries (Approx. 12 columns) in ArcGIS Pro to establish a record of Canadian land ownership from the early to mid-1800's. The research focused on the statistical analyses of the data using a suite of ArcGIS tools, including trend surface analysis and other external software including SPSS. The geodatabase was continually built upon over the course of approximately three years.

Experience

5 years (2 years with Jp2g)

2019 – Present: Jp2g Consultants Inc., Planning Technician | GIS Specialist

2016 – 2019: Carleton University, Research Assistant to Dr. John Clarke

2018: Natural Resources Canada, Practicum Student at Canada Centre for Mapping and Earth Observation

Languages

English (primary)

French (Intermediate fluency)

Education

BA (Hons), Geomatics (Major), Urban Studies (Minor), Carleton University, 2019

Security

Secret (Level II)

*Indicates project experience gained prior to Jp2g



Paul Lavoie, BA (Hons)

Planning Technician



CAD to Feature Dataset ArcGIS Tool, Carleton University, Ottawa, Ontario, 2019*

With a team, created a tool using ArcPy and ModelBuilder to break down and sort Ottawa dwg files into feature datasets for use within GIS. The project automated the process of converting the CAD data to GIS, and sorted the outputs based on type (points, annotation, etc.) and the newly assigned identification.

INFRASTRUCTURE

Winnipeg Asset Management and Data Consolidation, CFB Winnipeg, Manitoba, 2020

Jp2g was retained to provide GIS and civil engineering services in order to consolidate all of CFB Winnipeg's data into a single geodatabase. As GIS Specialist, Paul consolidated all of CFB Winnipeg's geospatial data into a standard template, to be used across Canada.

City of Ottawa Underground Asset Management and Data Consolidation, City of Ottawa, Ontario, 2020

Jp2g was retained to provide GIS and civil engineering services in order to survey new and existing infrastructure in the City of Ottawa and consolidate the data to the City of Ottawa in a geodatabase. As GIS Specialist, Paul converted and updated the existing geodatabase with survey data in order to ensure all underground infrastructure/assets were up to date and accurate.

Frost Lane Culvert Crossing Rehabilitation, Township of Greater Madawaska, Ontario, 2019

This project involved the replacement of three 900 mm (36") CSP culverts in parallel, on Frost Lane located on the northwest side of Dempsey's Lake, approximately 250 m southwest of Highway 511. There is an upstream catchment area of approximately 13.22 km² which drains into Dempsey's Lake, through the culvert crossing, and is directed to the west into Stoughton's Creek. As Planning Technician, Paul assisted with the preliminary investigation to assess existing site conditions including topographic survey. During preliminary design, he prepared plan and profile drawings including removal and reinstatement limits.

Recreational/Resort Cottage Development, Township of Whitewater Region– In Progress

Jp2g was retained to provide planning services in order to develop a detailed concept plan for a 'tiny home' development along the Ottawa River. The proposed development included approximately 300 recreational dwelling units (tiny homes) on small, medium and large sized lot areas and 120 trailer units in a high-density development concept. The development concept also included a wide range of recreational/resort amenities intended to make the development concept an attractive destination. A full constraint analysis of the concept plan is currently underway in order to showcase the feasibility of the project to developers. Paul used GIS and planning practices in the creation of the constraint analysis/concept plan.

Assembly Hall Rezoning and Concept Plan, Township of McNab/Braeside – In Progress

Jp2g was retained to provide planning services in order to assist with a pre-consultation and detailed concept plan for a single residential development with accessory assembly hall (Wedding Venue). Paul completed the detailed concept plan which assessed the feasibility of the project and supplied an approximate building envelope and overall scale for the development.

Cottage Establishment Rezoning, Township of McNab/Braeside – In Progress

Jp2g was retained to provide planning services in order to develop a cottage establishment along the Madawaska River/Lake Madawaska. Jp2g prepared a detailed concept plan for the cottage establishment and is currently in the process of rezoning the 25.7-hectare (63.5 acre) parcel of land for tourism commercial use. As planning Technician, Paul completed the application and all required sketches, in conjunction with a Planning (letter) Report.

Seasonal Residential Severances, Township of Whitewater Region – In Progress

This project involved a series of land severances along the Ottawa River. Jp2g was retained to provide planning services in order to develop a series of seasonal residential lots. As Planning Technician, Paul was tasked with completing the consent application, including all required sketches.

*Indicates project experience gained prior to Jp2g



Sara Wallen

Project Coordinator | Document Controller



Professional Profile

Sara has 7 years of professional experience in project coordination in the Architectural/Construction/Engineering industry. She is skilled in coordinating multiple projects simultaneously, relying on her strong organizational and time management skills. Sara possesses a keen understanding of the construction process and is adept at monitoring project progress, milestones, and budget. Sara's background includes more than ten years providing customer service. She has excellent interpersonal skills, understanding how to work efficiently and productively with a variety of personality types.

Role and Responsibilities

Sara will coordinate project activities, resources, equipment, and information. She will assist in preparing project proposals, timeframes, schedules, and budgets. Throughout the project, Sara will receive, track, and monitor drawings and documentation. She will input drawing information for reports and log information into a database for tracking. Sara will also be involved with billing by coordinating monthly invoices with clients and subconsultants.

Relevant Project Experience

CANADIAN NUCLEAR LABORATORIES

Non-Nuclear New Builds (Business Hub, Support Facility, Logistics Facility) Canadian Nuclear Laboratories, Chalk River Laboratories, Ontario 2018 – Current

Canadian Nuclear Laboratories (CNL) retained Jp2g Consultants Inc. to poly-partner on the Non-Nuclear New Builds Project to implement Vision 2026 and the revitalization of the Chalk River Laboratories (CRL) Campus. As the Discipline Leads for the civil and electrical designs, Jp2g is a key member of the IPD and Poly Party Team. The Non-Nuclear New Builds Project is comprised of three buildings: the Business Hub, which includes office space, a library, health centre, conference rooms, and data centre; the Logistics Facility, which will act as the main entry gate for the site. All visitors, contractors and staff will enter and exit through this secure gate; and the Support Facility, which includes office space, shops, and support areas. Sara provides project coordination, document control and invoicing management.

Advanced Nuclear Materials Research Centre - ANMRC (B370) Canadian Nuclear Laboratories, Chalk River Laboratories, Ontario 2018- Current

Canadian Nuclear Laboratories (CNL) retained Jp2g Consultants Inc. to poly-partner on the Advanced Nuclear Material Research Centre project to implement Vision 2026 and the revitalization of the Chalk River Laboratories (CRL) Campus. This project is the intended to replace and accommodate four existing building that house Hot Cell and laboratory facilities. The new building will also include office space, intended to foster innovated ideas and solutions. Sara provides project coordination, document control and invoicing management.

Experience

7 years (4 years with Jp2g)

2017 - Present: Jp2g Consultants Inc., Project Coordinator | Document Controller

2015 - 2017: Pro-Bel Enterprises LTD., Project Coordinator

2014 - 2015: Pro-Bel Enterprises LTD., Sales Administrator

Languages

English

Education

College Diploma, Business, Georgian College, 2008



Sara Wallen

Project Coordinator | Document Controller



Site Utilities Refurbishment Project (SURP), Canadian Nuclear Laboratories, Chalk River Laboratories, Ontario, 2017 - Current

The Site Utilities Refurbishment Project (SURP) involves coordinating on-site investigative efforts and providing engineering input to the implementation plan for the redevelopment of the CNL campus utility layout. The work includes reviews of building mechanical and electrical service usage to "right size" the implementation plan. Utility work includes identifying schedule and spatial conflicts between existing utilities, proposed utilities, and proposed new builds to deliver a consistent utility corridor, while meeting site utility needs. Jp2g is providing both design and Engineer of Record services. Sara provides project coordination, document control and invoicing management.

Haul Road Options Analysis, Chalk River Laboratories, Ontario, 2019 – 2020

Jp2g was retained to prepare an options analysis for a on lane, 8 km, gravel haul road, through a portion of site that has little to no previous development. This road will be designed to accommodate large dump trucks and various equipment. The road will have turn-outs at key location to allow two-way traffic to pass each other. The options analysis provides CNL with 8 route options, including a recommended route. Sara was the Project Coordinator and Document Controller for this project.

B320X Hydronic and Controls System Upgrades, Design Build, 2019- Current

Jp2g was retained to provided design services for the revitalization of the hydronic and controls system in the B320X complex. This complex is made up of four buildings, containing unique and highly specialized equipment used to preform chemistry on highly radioactive materials. The complex is to remain active, with minimal service disruption on this design build project. Jp2g Consultants Inc. is the Engineer of Record, while M. Sullivan and Son is the contractor. Sara is the Project Coordinator and Document Controller for this project.

Chalk River Laboratories Site Master Plan (SMP) Update, 2020 – Current

Jp2g has been retained to provide a site master plan for the controlled area at Chalk River Laboratories. The intent of SMP is to design the campus and buildings to support leading edge research, enhance the work environment and attract new businesses. The Site Master Plan will function as a tool providing comprehensive linkage between infrastructure and business needs. It will be used to facilitate decision making based on business choices to meet the wide range of operational needs. Guiding principle of the SMP is to promote responsible land and asset stewardship and respect for the environment. Sara is the Project Coordinator and Document Controller for this project.

MUNICIPAL

Townline and Mackay Lift Station Upgrades, City of Pembroke, Pembroke, Ongoing

Upgrades of pumps, grinders, duct work, confined space retrieval and gas monitoring system in the sewage pump stations. Sara provided support in project progress meeting by completing meeting minutes and document coordination. Sara was involved in coordination of the design brief, specification, and tender documents. Client – City of Pembroke.

GOVERNMENT

200 First Ave W, Study – Site Development, BGIS, North Bay, Ontario, 2020 - Current

Sara is the Jp2g Project Coordinator for this comprehensive study that was initiated to address issues related to capital renewal, regulatory compliance, operational efficiency and performance improvements of the surrounding hard landscaping of an Ontario Government Building in North Bay, Ontario. This included all pedestrian pavement, exterior stairs, exterior ramps, retaining walls, and parking lots. The existing hard landscaping components were generally believed to be past the end of their expected lifetimes. The interlock pavement in particular was heaving at the older section of the property, which was creating tripping hazards. The building is considered a heritage asset (PHPPS) and the main entrance is considered a key heritage attribute.

Consumer Financial Protection Bureau, U.S. Government, Washington, DC 2017 *

Complete renovation of existing building including interior and exterior restoration, with Grunley Construction Company. Role - Project Coordinator - submittal coordination, RFI issue and follow up, closeout documentation including O & M's, issue and create purchase orders. Coordinate delivery and installation of equipment. Client – Grunley Construction. Project value: \$200M

*Indicates project experience gained prior to Jp2g



Appendix C

Work Plan and Budget



WORKPLAN & FEES						TOTAL PERSON- HOURS	FEE ESTIMATE	DISBURSEMENT	TOTAL COSTS
Township of South Algonquin Official Plan Review & Update									
Work Plan Description	Project Manager (\$150/hr)	Senior Planner (\$125/hr)	Planning Tech (\$70/hr)	Biologist (\$95/hr)	Project Administrator (\$80/hr)				
Phase 1: Official Plan Review									
1 Kick-Off Meeting	3	1	0	0	1	5	\$540	\$0	\$540
Confirmation of Scope of Work, Proposal, Deliverables, Work Plan, Schedule, Roles and Responsibilities, and Communication	3	1			1				
2 Data Collection	14	12	8	18	0	52	\$5,800	\$0	\$5,800
Review of past development activity records (OPAs, ZBAs & MMs)	4	4							
Review of existing Township OP against the new 2020 PPS to determine gaps in compliance that require updating - both text and mapping to be assessed	8	8		16					
Transfer of existing GIS data and land use schedule mapping for review	2		8	2					
3 Consultation	31	11	0	0	0	42	\$5,270	\$500	\$5,770
MMAH Planner Interview - elements that require updating and agency engagement	2	2							
Staff & Council Interviews - confirm basis of OP and elements that require updating	16	0							
Agency engagement - notice of commencement of project and request for identification of issues, policies, and new information to assist in the update of the OP	3	3							
Provide digital notice of Special Public Meeting of Council - first opportunity for public to provide comments - Township Staff to arrange for notice in paper and general distribution	2	0							
Preparation of Special Meeting Report	4	4							
Special Meeting will include Planner presentation of report explaining the project, deliverables, timelines, and opportunities for public participations - request for formal public comments to be submitted within 30 days of Special meeting	4	2						\$500	
4 Issues & Options Report	40	40	4	12	1	97	\$12,300	\$250	\$12,550
I&O Report to summarize the results of the OP Review - 2020 PPS, Staff/Council, Agencies, Public comments	16	16		8	1				
Identification of elements of OP that require updating and possible policy options - include in report	8	8	2	2					
Identification of scope of work for OP Update - include in report	8	8	2						
Digital I&O Report presented to Council for their consideration - Council to provide direction on elements that require updating	8	8		2				\$250	
PHASE 1 SUMMARY OF HOURS	88	64	12	30	2	196			
PHASE 1 SUMMARY OF COSTS	\$13,200	\$8,000	\$840	\$2,850	\$160		\$25,050	\$750	\$25,800
Phase 2: Official Plan Update									
1 Research & Agency Consultation	8	8	8	8	0	32	\$3,480	\$0	\$3,480
Undertake research into specific elements of the OP Update - policy examples, approaches, situations unique to South Algonquin	8	8	8	8					
2 Draft Update OPA	34	31	96	16	0	177	\$17,045	\$500	\$17,545
Prepare new Land Use Schedules (GIS compatible)	2	2	96						
Prepare digital draft Update OPA to Council for consideration by February 2023 and accept the draft Update OPA for the purpose of public and agency review and authorize the formal OPA process under the Planning Act to proceed	12	12		16					
Provide notice to Public of Draft Update OPA available for review and comment - OPA introduced at formal Open House	2	2							
Public Meeting for consideration of Draft Update OPA - includes presentation of Planning Report by Consultant and recommendation for Council's consideration	6	3							
Present revised OPA based on comments to Township Council for Adoption	2	2						\$500	
Assist with submission of application to MMAH for approval of local OPA	4	4							
Participate in negotiations with MMAH regarding any modifications to Update OPA	4	4							
Provide direction to Council and Staff on modifications recommended by MMAH	2	2							
4 Update Township Official Plan	8	8	2	0	1	19	\$2,380	\$0	\$2,380
Provide Township with updated digital version of Township Official Plan based Update OPA and modifications - Word Document with Track Changes	6	6			1				
Provide Township with updated digital Official Plan Schedules in a GIS ready format	2	2	2						
PHASE 2 SUMMARY OF HOURS	50	47	106	24	1	228			
PHASE 2 SUMMARY OF COST	\$7,500	\$5,875	\$7,420	\$2,380	\$80		\$23,155	\$500	\$23,655
TOTAL: Phase 1 & 2	\$20,700	\$13,875	\$8,260	\$5,130	\$240		\$48,205	\$1,250	\$49,455

