



## Rural Municipality of West River Resolution

**Title:** Excavation Pit Administration Add-on

<b>Motion Carried</b>	_____	<b>Motion No</b>	2023-48
<b>Motion Lost</b>	_____	<b>Date</b>	May 25, 2023
<b>Motion Withdrawn</b>	_____	<b>Council Meeting No</b>	2023-05
<b>Moved by</b> Councillor Shaun MacArthur	_____		
<b>Seconded by</b> Councillor Lillian MacCannell	_____		

### WHEREAS

According to the Environmental Protection Act Chapter E-9, Excavation Pits Regulations Section (2) (A), these regulations apply to the design, development, operation, and restoration of all excavation pits except an excavation pit (a) located within the boundaries of any municipality which has enacted bylaws to regulate excavation pits, and

### WHEREAS

According to the adopted Land Use Bylaw, Bylaw # 2022-04, Schedule G of the Rural Municipality of West River Land Use Bylaw regulated the Excavation Pits, and

### WHEREAS

This resolution bears the recommendation of the Planning Board Committee as discussed at a meeting held on May 15, 2023,

**BE IT RESOLVED**

The Council for the Rural Municipality of West River accepts the proposed add-on component for Excavation Pit Administration (Appendix A, attached hereto, forming a part of these minutes) to the Official Plan and Land Use Bylaw project contract with SJ Murphy Planning & Consulting (Motion#2021-37) at the cost of \$8,301.56 HST included and authorized the CAO to execute it.

I certify that this is a true copy of the resolution.

Helen Smith-MacPhail

Laala Jahanshahloo

Mayor \_\_\_\_\_

Chief Administrative Officer \_\_\_\_\_

# Appendix A



## Official Plan & Bylaw Estimate: Excavation Pit Administration Add-on

May 1, 2023  
Rural Municipality of West River  
PO Box 309, Cornwall, PE, C0A 1H0  
c/o Laala Jahanshahloo,  
Chief Administrative Officer

Dear Ms. Jahanshahloo:

Please find below an estimate for an add-on component to the Official Plan and Bylaw project that would involve the development of the components to support the administration of applications for excavation pits permits and permit renewals. This work through SJ Murphy Planning and Consulting would involve consulting with subject matter experts as I deem appropriate or required. The components of this project would include:

- Forms and Checklists
- Process flows
- Waivers and other specific language or content requirements
- Templates

My estimate for the level of effort and associated costs, including any subcontracting or consultation with subject matter experts, is as follows:

Fees (including subject matter experts)	\$6,875.00
Fixed rate disbursements/ Administration and Handling (5%)	\$343.75
<b>Subtotal</b>	<b>\$7,218.75</b>
HST	\$1,082.81
<b>Total</b>	<b>\$8,301.56</b>

### Considerations and Terms

As this work will involve research and the development of new resources, providing an exact figure for the cost is challenging, but I propose the above as an upper limit and would consult with the municipality should I find that there would be difficulty in completing the work within the level of effort and cost set out above. Work would be billed based on the actual level of effort dedicated to this project. The municipality be responsible for all expenses incurred by SJ Murphy Planning & Consulting associated with the project and any expenses outside of fees would be billed at cost.

It would be understood that the tools provided would not remove the general responsibility of the municipality to seek legal or other professional advice in relation to specific situations.

Should you have any questions on any of the above or would like to discuss in further detail, please do not hesitate to reach out.

Respectfully submitted,

Samantha Murphy, RPP, LPP, MCIP  
SJ Murphy Planning & Consulting

