



Staff Report

Report Title: Bruce Beach Municipal Drain Engineer Appointment / Dietrich Engineering Drainage Projects

Prepared By: Emily Dance, Clerk

Department: Drain

Date: May. 3, 2021

Report Number: DRAIN-2021-05-7

File Number:

E09 BBD

Attachments: DEL letter dated April 1, 2021, Headway Engineering Letter dated April 12, 2021

Recommendation:

THAT the Township of Huron-Kinloss Committee of the Whole hereby approves report No. DRAIN-2021-05-7 prepared by Emily Dance, Clerk AND in accordance with Section 8 of the Drainage Act transfers the appointment of the two Bruce Beach Petitions from Dietrich Engineering Limited to Headway Engineering to prepare drainage reports under Section 4 of the Drainage Act.

Background:

On April 1, 2021 the Township received notification that Stephen Brickman, P.Eng would be no longer employed with Dietrich Engineering (DEL) after April 2, 2021 and further that as per Section 8 (2) of the Drainage Act that the file for the Bruce Beach Municipal Drainage Works Petition would be transferred to Stephen Brickman of Headway Engineering from Dietrich Engineering the original appointee.

Following on April 12, 2021 the Township received a letter from Stephen Brickman acknowledging the transfer of the Bruce Beach Municipal Drain projects to Headway Engineering from its previous appointed and as per Section 8 (2) appointed Stephen Brickman P.Eng to have charge of the projects until the reports are completed.

Discussion:

Township staff has sent a letter to DEL authorizing the transfer of the supporting materials from DEL to Headway Engineering in order to keep the project moving forward.

Unfortunately, this change has caused some delay in preparing the reports; however, staff is confident once Mr. Brickman receives the required supporting materials for the projects, we will be able to continue to move forward.

Bruce Beach Phase 1: As reported in January 2021 the engineer has received the geotechnical report for the ravine reconstruction as required by SVCA.

Once all the materials are received the Engineer can finalizing the final report for presentation to Council in the upcoming months

Bruce Beach Phase 2: The design in progress. An information meeting will be scheduled in the upcoming months.

Other Projects

Staff is currently scheduling a meeting with DEL to get an update on the other municipal drains projects which they have been appointed including: Black Creek, MacIntyre, Pennell and Robert MacDonald.

Financial Impacts:

There are no financial impacts associated with this report.

Strategic Alignment / Link:

We are an environmentally conscious community that are good stewards of our natural environment by being aware and taking responsibility.

Respectfully Submitted By:

Emily Dance, Clerk

Approved By:

Mary Rose Walden, Chief Administrative Officer

April 12, 2021

Mr. Grant Collins
Drainage Superintendent
Township of Huron-Kinloss
21 Queen Street
P.O. Box 130
Ripley ON, N0G 2R0

Dear Grant,

**Re: Bruce Beach – Phase I & Phase II Municipal Drains
(Former Township of Huron)
Our Reference No. HK-001**

This letter is sent to acknowledge the transfer of the Bruce Beach Municipal Drain projects to Headway Engineering from its previous appointee.

Per Section 8(2) of the Drainage Act, we have selected Stephen Brickman, P.Eng. to have charge of this project until the reports are filed.

Please find enclosed the following preliminary information.

1. Contact Information Form
2. Request/Record of Supporting Materials. **Headway Engineering cannot guarantee that previously completed engineering work will be used/accepted in completing final reports for the municipal drains.**

We wish to thank the Township of Huron-Kinloss for this opportunity to be of service, and if you have any questions, or require any further information, please let us know.

Yours truly,



Stephen Brickman, P.Eng.
Project Engineer and Manager
HEADWAY ENGINEERING

SB/



23-500 Fairway Road South
Suite 308
Kitchener, Ontario N2C 1X3
226 212 4316
www.headwayeng.ca

CONTACT INFORMATION FORM

Please review the below Form and provide any missing information or corrections, as necessary.

General Project Information	
Project Name	Bruce Beach Municipal Drain – Phase I Bruce Beach Municipal Drain – Phase II
Authorization for the Drainage Works	Section 4(1)(c) and Section 4
Headway Engineering Contact Information	
Project Reference Number	HK-001
Project Engineer and Manager	Stephen Brickman P.Eng. Phone: (226) 212 4316 Email: Stephen.brickman@headwayeng.ca Mailing Address: 23-500 Fairway Road South Suite 308 Kitchener, Ontario N2C 1X3
Alternate Contact	info@headwayeng.ca
Accounting Contact	accounting@headwayeng.ca
Township of Huron-Kinloss Contact Information	
Project Reference Number (if applicable)	
Primary Contact	Grant Collins Phone: (519) 395 3735 Email: gcollins@huronkinloss.com Mailing Address: Township of Huron-Kinloss 21 Queen Street P.O. Box 130 Ripley ON, NOG 2R0
Alternate Contact	Emily Dance Phone: (519) 395 3735 Email: edance@huronkinloss.com
Accounting Contact	Jodi MacArthur (jmacarthur@huronkinloss.com) and Emily Dance

REQUEST/RECORD OF SUPPORTING MATERIALS

Please review the below table and provide any missing information or corrections, as necessary.

Description	Format	Source	Received?
Ownership Information	Excel/CSV	Huron-Kinloss	Not Received
Parcel Fabric	Shape file	Previous Appointee, or Bruce County	Not Received
Aerial Photography	geoTIFF or alternative	Previous Appointee, or Bruce County	Not Received
Survey Data	CSV, Field Notes, Photos	Previous Appointee, or Huron-Kinloss	Not Received
Survey Drafting	dwg	Previous Appointee, or Huron-Kinloss	Not Received
Design work to date (Drafting, design working sheets, notes, etc.)	dwg, excel, PDF, pcswmm packages	Previous Appointee, or Huron-Kinloss	Not Received
Previous Public Meeting Notes and Presentation Materials	pdf, powerpoint	Previous Appointee, or Huron-Kinloss	Not Received
As Recorded Dwgs (watermain)	PDF	Previous Appointee, or Huron-Kinloss	Not Received
Life to Date Costs (to be accounted for in final report)		Huron-Kinloss	Not Received
Other relevant materials			

We have prepared a shared folder with the below credentials to exchange data.

Link: [Bruce Beach Municipal Drains](#)

Password: rx5CR03&!M

Expiry: April 30, 2021



DIETRICH ENGINEERING LIMITED
CONSULTING ENGINEERS

10 Alpine Court, Kitchener, ON, N2E 2M7 | T: (519) 880-2708 | F: (519) 880-2709 | E: mail@dietricheng.com

April 1, 2021

Ms. Emily Dance
Clerk
Township of Huron-Kinloss
P.O. Box 130
21 Queen St
Ripley, Ontario
N0G 2R0

Dear Emily,

Re: Bruce Beach Municipal Drain
Township of Huron-Kinloss
(Former Township of Huron)
Our Reference No. 1856 & 1964

Dietrich Engineering Limited provided notification to the Township of Huron-Kinloss on November 29th, 2018 that Stephen Brickman, P.Eng. will have charge of this project. Stephen will no longer be employed with Dietrich Engineering after April 2nd 2021.

Per Section 8(2) of the Drainage Act, R.S.O. 1990 the file for the Bruce Beach Municipal Drainage Works Petition will be transferred to Stephen Brickman of Headway Engineering.

Please find enclosed an Invoice for Engineering Services up to April 2nd.

Yours truly,

DIETRICH ENGINEERING LIMITED

A handwritten signature in blue ink, appearing to read 'W. Dietrich'.

William J. Dietrich, P.Eng.

WJD:sm



DIETRICH ENGINEERING LIMITED
CONSULTING ENGINEERS

10 Alpine Court, Kitchener, ON, N2E 2M7 | T: (519) 880-2708 | F: (519) 880-2709 | E: mail@dietricheng.com

DATE: April 2, 2021

PROJECT No.: 1856

INVOICE No.: 1849

Bill To:

Township of Huron-Kinloss
P.O. Box 130
21 Queen St
Ripley, Ontario
N0G 2R0

Attn:

Ms. Jodi MacArthur
Treasurer

For Engineering services rendered in connection with the Bruce Beach Municipal Drain

These engineering services include:

- Preliminary draft & design work

Sub-Total	\$ 22,000.00
13% H.S.T.	\$ <u>2,860.00</u>
Total Amount Payable to Dietrich Engineering Limited	\$ <u>24,860.00</u>

H.S.T. REGISTRATION No. R867614208



DIETRICH ENGINEERING LIMITED
CONSULTING ENGINEERS

10 Alpine Court, Kitchener, ON, N2E 2M7 | T: (519) 880-2708 | F: (519) 880-2709 | E: mail@dietricheng.com

DATE: April 2, 2021

PROJECT No.: 1964

INVOICE No.: 1850

Bill To:

Township of Huron-Kinloss
P.O. Box 130
21 Queen St
Ripley, Ontario
N0G 2R0

Attn:

Ms. Jodi MacArthur
Treasurer

For Engineering services rendered in connection with the Bruce Beach Municipal Drain – Additional Drainage Works

These engineering services include:

- Preliminary draft & design work

Sub-Total	\$ 4,500.00
13% H.S.T.	\$ <u>585.00</u>
Total Amount Payable to Dietrich Engineering Limited	\$ <u>5,085.00</u>

H.S.T. REGISTRATION No. R867614208