

**REQUEST FOR PROPOSAL  
GATINEAU PARK WATER QUALITY MONITORING**

NCC FILE NO.  
NO DE DOSSIER DE LA CCN:

**AL1483**

|   |   |
|---|---|
| <p>ADDRESS ENQUIRIES TO:<br/>Allan Lapensée<br/>TEL: 613-239-5678 ext/poste 5051<br/>FAX : 613-239-5007<br/>Email: <a href="mailto:allan.lapensee@ncc-ccn.ca">allan.lapensee@ncc-ccn.ca</a></p> | <p>INVITATION DATE/DATE DE L'APPEL D'OFFRES:<br/>November 28, 2013</p>  |
|   | <p>BID CLOSING/CLÔTURE DE L'OFFRE:<br/>January 8, 2014 at 3 p.m. Ottawa time</p>  |
| <p>RETURN TO: →</p>   | <p>National Capital Commission<br/>3rd floor service centre<br/>40 Elgin Street<br/>Ottawa, Ontario<br/>K1P 1C7<br/>Submission to refer to NCC tender file # AL1483</p> |

**This page of these RFP instructions is to be dated, signed and returned with your proposal, thereby acknowledging having read, understood and accepted the Request for Proposal which includes the Terms of Reference (TOR), and any/all other attachments referred to herein**

|   |                               |             |
|---|-------------------------------|-------------|
| <p>We hereby OFFER to sell and/or supply to the National Capital Commission upon the terms and conditions set out herein, the supplies and/or services listed above and on any attached sheets at the submitted price(s).</p> |                               |             |
| <p>Contractor's Name and Address</p><br><br><br><br><br><br><p>Tel:</p> <p>Fax:</p>   | <p>Print Name</p>             | <p>Date</p> |
|   | <p>Signature</p> <p>_____</p> |             |

|   |   |
|---|---|
| <p>ADDENDUM ACKNOWLEDGEMENT: I/We acknowledge receipt of the following addenda and have included for the requirement of it/them in my/our tendered price.</p> | <p>_____</p> <p>Bidder to enter number of addenda issued, if any.</p> |
|---|---|

1. Submit four (4) duplicate copies of the technical proposal and one (1) sealed envelope of your financial proposal (appendix Q of the TOR) to provide services to the National Capital Commission (referred to as the "Commission" or the "NCC"), as per the attached Terms of Reference (TOR). Also include within your technical proposal a direct deposit and tax information form.
2. As a green initiative, the NCC requests that the Technical Proposal follow these green practices:
  - use recycled paper products
  - print double sided
  - use a maximum font of 11
  - no binders and/or plastic sheets (note plastic/metal spirals are acceptable)
3. Questions and requests for clarification from proponents will be accepted until 12:00 noon on December 24, 2013. Throughout the RFP bidding process, the NCC shall endeavour to provide responses to inquiries (by the issuance of addenda) deemed relevant by the NCC and received in writing by the Contracting Authority. Only information provided in addenda shall be considered to be an integral part of the RFP and any resulting contract. Your questions and requests for clarifications must be submitted in writing and addressed to Allan Lapensee at email [allan.lapensee@ncc-ccn.ca](mailto:allan.lapensee@ncc-ccn.ca).
4. The proposal is to include all relevant information as defined in the Terms of Reference (TOR).
5. Appendix Q of the TOR must be completed in its entirety, signed and submitted in a sealed price envelope separate from the technical proposal documents.
6. Proposals meeting the mandatory requirement and then obtaining a total minimum score of 80 pts out of 100 pts of the technical component will be considered as technically admissible. Appendix Q must be submitted in a separately sealed envelope and will be opened only for all technically admissible proposals. Appendix Q will be weighed with the technical evaluation score for the basis of award. Appendix Q must include all professional fees and other related expenses and disbursements. The selected proposal will be the one that presents the highest overall value between technical and price. The overall value will be based on a weighted factor of 50% for technical and a weighted factor of 50% for price (total amount of 5 years including taxes). The NCC is subject to all applicable federal and provincial taxes. Note the NCC will self-assess applicable provincial taxes if the bidder is not registered to collect those taxes.
7. A debriefing of a Proponent's Technical Proposal will be provided, if requested to the NCC Project Manager identified in the letter of notification of contract award, within 15 days of receipt of this notice. The debriefing will include an outline of the reasons the submission was not successful.

8. The NCC is a Federal Crown Corporation subject to the Federal Goods and Services Tax (GST), the Ontario Harmonized Sales Tax (OHST), and the Quebec Sales Tax (QST). The successful firm will be required to indicate separately, with the request for payment, the amount of GST, OHST and QST, to the extent applicable, that the Commission will pay. These amounts will be paid to the successful Contractor who will be required to make the appropriate remittances to Revenue Canada and the respective provincial governments.
9. The attached General & Supplementary Conditions, the Occupational Health & Safety Requirements and Security Requirements will also form part of the resulting contract.
10. In order to avoid any misunderstanding and be fair to all firms, please note that proposals received after the closing time and date will not be accepted.
11. The Commission reserves the right to not accept the lowest or any of the proposals submitted, to cancel the Request for Proposal, and/or to reissue the Request for Proposal in its original or revised form. The Commission also reserves the right to negotiate with the successful proponent and/or any/all proponents.
12. Facsimile or e-mail transmittal of proposals are not acceptable.
13. Proposals will be held in strict confidence. There will not be a public opening of the proposals submitted for this project. Notwithstanding the foregoing, proponents are advised that as a Crown Corporation, the Commission is subject to the provisions of the Access to Information Act (ATI Act). Information submitted by third parties will only be exempted from disclosure if the records or part of them qualify for an exemption under the ATI Act.
14. This Request for Proposal and any contract resulting there from is to be interpreted, construed, governed by, and the relation between parties is to be determined in accordance with the laws of the Province of Ontario and such Federal laws applicable therein.
15. The Commission shall not be obligated to reimburse or compensate any proponent, its sub-contractors or manufacturers in Request for Proposal way for any costs incurred in connection with the preparation of a response to this Request for Proposal. All copies of proposals submitted in response to this Request for Proposal shall become the property of the Commission and will not be returned.
16. The successful Contractor shall indemnify and save harmless the Commission from and against all claims, damages, costs and expenses sustained or incurred by the Commission resulting from any action or legal proceeding on infringement, made, sustained, brought, prosecuted, threatened to be brought or prosecuted, by any person that was under the direction and control of the Contractor during the term of the resulting contract and which person is claiming or claims a moral right, as set out under the Copyright Act. The obligation to indemnify under this clause survives termination of the resulting contract and will remain in force for the duration of the copyright in the work created under the resulting contract. This obligation to indemnify relative to alleged moral rights infringement(s) is in addition to the Contractor's other obligations to indemnify and save harmless which are set out in the Commission General Conditions for Professional and Consulting Services.

**TERMS OF REFERENCE**  
**GATINEAU PARK**  
**WATER QUALITY MONITORING**

**Fiscal Years 2014-2015, 2015-2016, 2016-2017, 2017-2018 and 2018-2019**

**Fiscal Year = April 1 to March 31**

**Gatineau Park**  
**Capital Lands and Parks**  
**National Capital Commission**



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## **1. BACKGROUND**

The National Capital Commission (NCC) is a Crown corporation of the Government of Canada. Our goal is to ensure that Canada's Capital Region is a source of national pride and significance.

Since 1996, the Gatineau Park water quality monitoring program has been entirely managed by the NCC. This program includes monitoring the quality of drinking water and swimming water, various parameters at recreational lakes and watercourses in Gatineau Park, and the water in a treatment pond serving the Philippe Lake campground and beaches.

## **2. PURPOSE**

The NCC is seeking a laboratory certified by Quebec's Ministère du développement durable, de l'environnement, de la faune et des parcs (MDDEFP) that can provide all the professional, technical and reporting services required to carry out the following activities:

- sampling and bacteriological and physical-chemical analysis of the quality of drinking water from various sites in Gatineau Park;
- sampling and bacteriological analysis of the swimming water at beaches on NCC land (Gatineau Park, and Leamy Lake in Gatineau);
- bacteriological and physical-chemical analysis of the water at the treatment pond and outflow at Philippe Lake in Gatineau Park;
- analysis of various bacteriological and physical-chemical parameters of water samples from lakes in Gatineau Park as well as two lakes outside the Park;
- analysis of various bacteriological and physical-chemical parameters for water samples from watercourses in Gatineau Park;
- interpretation, and communication to Gatineau Park staff, of all analysis results obtained;
- on the basis of the analysis results, recommendations on the structure and operation of existing drinking water systems and the treatment pond;
- produce annual reports.

## **3. CONTRACT DURATION**

The present contract shall be for a duration of five (5) years, starting on April 1, 2014 and ending on March 31, 2019.

At the end of the contract, the NCC will have the option, at its sole discretion, to extend the contract for two (2) years under the same terms and conditions except the price, which shall be subject to minor adjustments as set out below.

If the NCC wishes to exercise this option, it shall send the laboratory written notice no later than three months before the end of the contract (that is, no later than December 31, 2018), informing the laboratory of its intention to extend the contract. The NCC shall also send a written notice no later than three months before the end of the first optional year

(that is, no later than December 31, 2019), informing the laboratory of its intention to extend the contract for the second optional year.

The price for the optional extension years shall be adjusted to take inflation into account, it being agreed that:

- the index used shall be the Statistics Canada Consumer Price Index (CPI) by city (monthly) for the city of Ottawa-Gatineau;<sup>1</sup>
- the price increase during the first optional extension year shall not exceed the percentage increase of the CPI during the 12-month period from November 2017 to November 2018 over the price of the fifth year of the contract;
- the price increase during the second optional extension year shall not exceed the percentage increase of the CPI during the 12-month period from November 2018 to November 2019 over the price of the first optional extension year.

The parties shall have one (1) month from the date of receipt of the written notice from the NCC to discuss adjustments to the above-mentioned price and reach a written agreement on the price for each of the two optional extension years.

If, at the end of that month, the parties have reached an agreement, the contract shall be extended for an additional year, that is, until March 31, 2020 for the first optional extension year, and until March 31, 2021 for the second optional extension year, under the same terms and conditions except the price, which shall be the price set out in the agreement. If adjustments are required (addition or removal of sampling and analysis components), these adjustments shall be discussed on a case-by-case basis, and budget adjustments shall be made accordingly.

If, at the end of the month, the parties have not reached an agreement, the contract shall end as planned on March 31 of that year, and the parties shall have no recourse against each other for unproductive negotiations with regard to the price adjustment or for the absence of an extension.

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<sup>1</sup> The CPI, by city (monthly) for Ottawa-Gatineau, is available at <http://www.statcan.gc.ca/tables-tableaux/sum-som/101/cst01/cpis02a-eng.htm>.

#### **4. SAMPLING SITES**

The territory to be monitored includes the following NCC lands: Gatineau Park, with a total area of approximately 36,131 hectares, as well as Leamy Lake and Mud Lake, both located outside the Park, one in the City of Gatineau and the other in the City of Ottawa. Specifically, the sampling sites include: seven drinking water distribution systems;<sup>2</sup> eight beaches, one of them outside the Park; one treatment pond; seven lakes, two of them outside the Park; and five watercourses.

Appendix A provides a map of all sampling site locations.

#### **5. CONTACT PERSON**

At all times, unless otherwise specified, the contact person shall be the Senior Biologist, Land Management and Natural Resources, Gatineau Park. All correspondence and reports shall be sent directly to this person. The project manager's contact information is: 40 Elgin Street, room 202, Ottawa ON K1P 1C7; telephone 613-239-5678, extension 6018; email [jocelyne.jacob@ncc-ccn.ca](mailto:jocelyne.jacob@ncc-ccn.ca)

#### **6. CONTRACTUAL OBLIGATIONS**

It is agreed that the laboratory shall be responsible for carrying out the sampling as set out in the present Terms of Reference, the analyses of water in Gatineau Park, and the interpretation of the results in compliance with the legislation, regulations, policies and guidelines in effect (including Quebec's *Regulation to amend the Regulation respecting the quality of drinking water* (O.C. 70-2012, February 8, 2012); *Guidelines for Canadian Drinking Water Quality, Summary Table* (Health Canada, August 2012); *Guidelines for Canadian Recreational Water Quality* (Health Canada, 2012)). If federal or provincial legislation is amended, the laboratory shall respect these amendments (for example, on new methodologies, and new maximum concentrations of substances). The number of coliforms shall be determined in accordance with the water analysis standards recognized by the Centre d'expertise en analyse environnementale du Québec. In particular, the *Escherichia coli* (*E. coli* or fecal coliforms) and total coliforms (TC) analyses shall be conducted in accordance with the methodology set out in *Standard Methods for the Examination of Water and Wastewater* (21st edition).

It is also agreed that the the laboratory shall comply with the *National Capital Commission Traffic and Property Regulations* (C.R.C., c. 044).

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<sup>2</sup> The municipality of Chelsea has initiated a waste water and drinking water infrastructure project for the village centre area. Once this system is up and running at the Gatineau Park Visitor Centre, the contract amount will be adjusted by subtracting the amount budgeted for the sampling and analysis of parameters for this system.

## 6.1 DRINKING WATER

Quebec's *Regulation respecting the quality of drinking water* (the *Regulation*), in force since June 2001 and amended in 2002, 2004, 2005, 2008 and 2012, sets out drinking water quality standards and monitoring. The drinking water quality monitoring program for establishments in Gatineau Park is managed by the NCC and is in accordance with the standards set out in this *Regulation*. As a result, the laboratory selected shall be certified to provide drinking water sampling and analysis services under Quebec's *Regulation to amend the Regulation respecting the quality of drinking water* (O.C. 70-2012, February 8, 2012).<sup>3</sup>

Gatineau Park has seven drinking water distribution systems, three of which are supplied by surface water (Mackenzie King Estate, the Philippe Lake campground, and the Summer Residence of the Prime Minister of Canada) and four of which are supplied by underground water (wells) (the Visitor Centre, the Philippe Lake administration buildings, the Official Residence of the Speaker of the House of Commons (The Farm), and the Guest Cottage of the Summer Residence of the Prime Minister of Canada (see Table 1).

There are three drinking water distribution systems at establishments in Gatineau Park that experience high visitor traffic and serve over 20 persons: **the Mackenzie King Estate, the Visitor Centre, and the Philippe Lake campground. These three distribution systems are subject to the *Regulation*.**

The four other systems are not subject to the *Regulation*. Specifically, a well supplies water to the **Philippe Lake administration buildings** and to the camper registration booth. Water from this well is untreated. Since this system relies on one seasonal building for visitors and one building (a garage) that is open year-round but serves fewer than 20 persons, under the *Regulation* Not Drinking Water pictograms may be posted and maintained on this system. Water quality is nevertheless monitored here as a precautionary measure. As well, three systems provide water to two official residences: the **Summer Residence of the Prime Minister of Canada** (two systems); and the **Official Residence of the Speaker of the House of Commons** (The Farm) (one system). Since these systems form part of the official residences, their water quality is monitored regularly as a precautionary measure. That said, the *Regulation* does not apply to these three systems because they supply a single residence and serve fewer than 20 persons. As well, since **Kingswood Cottage** on the Mackenzie King Estate is not connected to the drinking water distribution systems, Not Drinking Water pictograms are posted and maintained there, even though periodic sampling is carried out as a precautionary measure.

All drinking water sampling sites are shown on the map in Appendix A; selected sampling sites for the Philippe Lake campground are shown on the map included with the folder on campgrounds in Gatineau Park (Appendix B).

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<sup>3</sup> In the present Terms of Reference, the 2012 *Regulation* also refers to Quebec's *Regulation respecting the quality of drinking water*.



**Table 1: Drinking water distribution systems covered by the Gatineau Park water quality monitoring program**

| SYSTEM NAME                                    | ESTABLISHMENT TYPE  | WATER SOURCE                   | CLIENT GROUPS   | SYSTEM SERVING 20 OR MORE PERSONS | SUBJECT TO QUEBEC'S REGULATION RESPECTING THE QUALITY OF DRINKING WATER | FILTERED WATER | DISINFECTED (CHLORINATED) WATER |
|--|---|--------------------------------|---|-----------------------------------|---|----------------|---------------------------------|
| Visitor Centre (VC)                            | Visitor, year-round; administrative: one building and one outdoor fountain  | Underground water (well)       | Number of persons served + number of employees                        | Yes                               | Yes   | No             | Yes                             |
| Mackenzie King Estate (MKE)                    | Visitor seasonal (Tea Room); seasonal (MKE administration office)   | Surface water (Kingsmere Lake) | Number of seats (Tea Room) + number of visitors + number of employees | Yes                               | Yes <sup>4</sup>  | Yes            | Yes                             |
|  | Visitor, seasonal (Kingswood Cottage)   | Surface water (Kingsmere Lake) | Number of visitors + number of employees                              | Yes                               | Yes <sup>5</sup><br>(Not Drinking Water pictogram on system)            | No             | No                              |
| Philippe Lake campground (PLC)                 | Visitor, seasonal   | Surface water (Philippe Lake)  | 2.5 X 300 + beaches (fountains) + number of employees                 | Yes                               | Yes <sup>6</sup>  | Yes            | Yes                             |
| Philippe Lake administration buildings (PLABs) | Visitor, seasonal (camper registration booth); administrative (Philippe Lake administration buildings, 20 or fewer persons) | Underground water (well)       | Number of registered users (Philippe Lake) + number of employees      | Yes                               | Yes <sup>5</sup><br>(Not Drinking Water pictogram on system)            | No             | No                              |

<sup>4</sup> Although seasonal visitor establishments may opt to post Not Drinking Water pictograms at taps, since this site is associated with a Tea Room, it must be operated in compliance with Quebec's *Regulation respecting the quality of drinking water*.

<sup>5</sup> Seasonal visitor establishments may opt to post Not Drinking Water pictograms at taps. Although Not Drinking Water pictograms are posted on this system, water quality is monitored as a precautionary measure.

<sup>6</sup> Although seasonal visitor establishments may opt to post Not Drinking Water pictograms at taps, this site has a water distribution system certified by the MDDEFP and operated in compliance with Quebec's *Regulation respecting the quality of drinking water*.



|   |                   |                               |                      |     |                  |     |  |
|---|-------------------|-------------------------------|----------------------|-----|------------------|-----|--|
| Summer Residence of the Prime Minister of Canada (SRPMC)                          | Private residence | Underground water (well)      | Residents and guests | Yes | Yes <sup>7</sup> | Yes | Yes<br>(no chlorine but UV light, carbon filter, and water softener) |
| Guest Cottage of the Summer Residence of the Prime Minister of Canada (GC, SRPMC) | Private residence | Surface water (Mousseau Lake) | Residents and guests | Yes | Yes <sup>7</sup> | Yes | Yes  |
| The Farm (TF) (Official Residence of the Speaker of the House of Commons)         | Private residence | Underground water (well)      | Residents and guests | Yes | Yes <sup>7</sup> | Yes | Yes<br>(no chlorine but UV light, carbon filter, and water softener) |

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<sup>7</sup>Although only bottled water is used for drinking and food preparation at all official residences, since these systems are part of the official residences, water quality is regularly monitored as a precautionary measure.

### **6.1.1 Bacteriological and physical-chemical monitoring: parameters, frequency and sampling sites**

The monitoring procedures to be carried out in compliance with the *Regulation* at sampling sites and in the laboratory, taking into account the number of persons served and the type of distribution system, are set out below. Since the contract begins in April, samplings are divided into three periods:

**From April 1 to 30** (before the Philippe Lake campground and the Mackenzie King Estate open);

**From May 1 to the Saturday after Thanksgiving** (while the Philippe Lake campground and the Mackenzie King Estate are open);

**From mid-October to March 31** (after the Philippe Lake campground and the Mackenzie King Estate close).

Appendix C provides the sampling site identification codes. Appendix D provides details of the bacteriological and physical-chemical monitoring required under the *Regulation*. Appendix E provides the sampling schedule, 2014-2015. The laboratory shall be responsible for preparing a similar sampling schedule for the subsequent years of the contract and sending them each to the NCC before March 1 of each year. The sampling schedules shall be submitted to the project manager for approval.

#### **BACTERIOLOGICAL MONITORING**

##### **A) *E. coli*, TC and atypical colonies**

- **From May 1 to the Saturday after Thanksgiving, every week (24 times)**, test two sampling sites at the following distribution system:
  - the Philippe Lake campground.
  
- **From May 1 to the Saturday after Thanksgiving, every two weeks (12 times)**, test one sampling site at each of the five following distribution systems:
  - the Visitor Centre;
  - the Mackenzie King Estate;
  - one Philippe Lake administration building;
  - the Summer Residence of the Prime Minister of Canada;
  - The Farm.

- **From April 1 to 30 and from mid-October to March 31, every two weeks (14 times),** test one sampling site at each of the four following distribution systems:
  - the Visitor Centre;
  - one Philippe Lake administration building;
  - the Summer Residence of the Prime Minister of Canada;
  - The Farm.
- Once a year, **when the establishments open,** test one sample from the outdoor fountains at:
  - the Visitor Centre;
  - the Mackenzie King Estate;
  - the Philippe Lake campground (Breton and Parent beaches).

***B) E. coli in raw water***

- **Year-round, once a month,** test the raw water supplying each of the two following distribution systems:
  - the Visitor Centre;
  - one Philippe Lake administration building.
- **From May 1 to the Saturday after Thanksgiving, once a month,** test the raw water supplying each of the two following distribution systems:
  - the Mackenzie King Estate (one sampling site at Kingswood Cottage);
  - the Philippe Lake campground.
- **From May 1 to the end of August, once a month,** test one sampling site at the following distribution system:
  - the Guest Cottage, Summer Residence of the Prime Minister of Canada (open four months a year).

**DISINFECTION MONITORING**

**A) Free available residual chlorine (onsite measurement required)**

- **From May 1 to the Saturday after Thanksgiving, every week (24 times),** test onsite two sampling sites at the following distribution system:
  - the Philippe Lake campground.
- **From May 1 to the Saturday after Thanksgiving, every two weeks (12 times),** test one sampling site at the following distribution system:
  - the Mackenzie King Estate.
- Once a year, **when the establishments open,** test one sample from each of the three following outdoor fountains:
  - the Visitor Centre
  - the Mackenzie King Estate
  - the Philippe Lake campground (Breton and Parent beaches).

- **Year-round, every two weeks (26 times)**, test one sampling site at the following distribution system:
  - the Visitor Centre.

*N.B.: The results shall be recorded on the proper analysis request form.*

## **PHYSICAL-CHEMICAL MONITORING**

Appendix F provides the parameters to be tested for inorganic and other substances.

### **A) Inorganic substances**

- **Once a year, in July**, test one sampling site located in the middle of each of the following distribution systems:
  - the Visitor Centre;
  - the Mackenzie King Estate;
  - the Philippe Lake campground;
  - the Summer Residence of the Prime Minister of Canada;
  - The Farm.

### **B) Total nitrates and nitrites (NO<sub>2</sub>+NO<sub>3</sub>), nitrites (inorganic substances) and pH (onsite testing required)**

- **Four times per year, in April, July, October and January**, test one sampling site located in the middle of each of the four following distribution systems:
  - the Visitor Centre;
  - one Philippe Lake administration building;
  - the Summer Residence of the Prime Minister of Canada;<sup>8</sup>
  - The Farm.<sup>5</sup>
- **Three times per year, in May, July and October**, test one sampling site located in the middle of each of the two following distribution systems:
  - the Mackenzie King Estate;
  - the Philippe Lake campground.
- **Once a year, in July**, test one sampling site located in the middle of the following distribution system:
  - the Guest Cottage, Summer Residence of the Prime Minister of Canada.

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<sup>8</sup> No pH measurement is required for the following establishments since they are not subject to Quebec's 2012 *Regulation respecting the quality of drinking water*: the Summer Residence of the Prime Minister of Canada, The Farm, and the Guest Cottage of the Summer Residence of the Prime Minister of Canada.

### C) Trihalomethanes (THMs) (an inorganic substance)

- **Once a year, in July**, test one sampling site located at the end of each of the four following distribution systems:
  - the Mackenzie King Estate;
  - the Visitor Centre;
  - the Philippe Lake campground;

### D) Turbidity

- **From May 1 to the Saturday after Thanksgiving Day, once a month**, test one sampling site located in the middle of each of the six following distribution systems:
  - the Mackenzie King Estate;
  - the Visitor Centre;
  - the Philippe Lake campground;
  - one Philippe Lake administration building
  - the Summer Residence of the Prime Minister of Canada;
  - The Farm.
- **From April 1 to 30 and from mid-October to March 31, once a month**, test one sampling site located in the middle of each of the four following distribution systems:
  - the Visitor Centre;
  - one Philippe Lake administration building;
  - the Summer Residence of the Prime Minister of Canada;
  - The Farm.

#### 6.1.2 Sampling and analysis

Throughout the year, the laboratory shall be responsible for taking samples from the drinking water distribution systems located on NCC land, and for conducting bacteriological and physical-chemical analyses of these samples. The samples shall be taken by a person recognized to be competent, and stored in compliance with the *Regulation*. The person authorized by the laboratory to take the samples shall sign the analysis request form provided by the MDDEFP, certifying that the samples have been taken, stored and sent to the laboratory in compliance with the *Regulations*. The completed form shall be sent to the laboratory with the samples. All costs of transporting the empty bottles from the laboratory to the Park and vice-versa shall be assumed by the laboratory.

In compliance with the *Regulations*, the laboratory shall keep one electronic copy of the form sent to the laboratory for at least two years.

**Official Residences staff shall be responsible for taking samples at the two official residence sampling sites in Gatineau Park (SRPMC and TF), and for sending the samples at the laboratory's expense.**

Analysis of the samples shall begin on the same day the samples are taken, or on the following day before noon.

### **6.1.3 Communication with the NCC**

The results of the bacteriological and physical-chemical analyses shall be recorded on a form generated by the laboratory's computer system, and sent electronically to the NCC; Appendix G provides this form.

The results of the *E. coli*, TC, and free available residual chlorine analyses shall be sent by email to the Park's Senior Biologist no later than three hours following the 24-hour incubation period. As well, given the variable analysis deadlines for the physical-chemical parameters (ranging from a few hours to a few weeks), the results shall be sent by email to the Park's Senior Biologist no later than five hours following the analysis deadline for each parameter concerned.

All results shall be sent within these deadlines at all times, including on weekends and statutory holidays. In addition, results for the official residences shall be sent to the person responsible for each site.

The results shall be interpreted in the annual report.

### **6.1.4 Communication with Quebec's MDDEFP**

For water distribution systems certified by the MDDEFP – here the Visitor Centre, the Philippe Lake campground and the Mackenzie King Estate – the laboratory shall send results to the MDDEFP under the same terms and conditions, and according to the same schedule, as for communication with the NCC.

Results from the following sampling sites are to be sent to the MDDEFP:

- Visitor Centre
  - Indoor fountain (VC-IF) (middle of distribution system)
  - Kitchen tap (VC-KT) (end of distribution system);
- Philippe Lake campground
  - Campsite 110 (PLC-110) (middle of distribution system)
  - Group campsite 3 (PLC-GC3) (end of distribution system);
- Mackenzie King Estate
  - Coffee machine (MKE-CM) (distribution system).

### **6.1.5 Procedure if standards are exceeded**

#### **a) Distribution systems certified by the MDDEFP**

For the certified distribution systems, if the standards for *E. coli* (or other micro-organisms set out in section 35 of the *Regulation*) are exceeded, the laboratory shall immediately and by telephone (speaking to the person, not leaving a message on the answering machine) inform the Park's Senior Biologist or that person's representative (the list of representatives will be distributed to the selected laboratory). In addition, the laboratory shall without delay inform the authorities set out in the *Regulation* that these standards have been exceeded (the MDDEFP regional directorate; Quebec's Santé publique regional directorate; and Quebec's Ministère de l'agriculture, des pêcheries and de l'alimentation). In addition, the laboratory shall communicate to the NCC without delay and to these authorities as soon as possible the presence of the following micro-organisms or substances: TC, THM concentrations greater than 80 µg/l. If other standards are exceeded, that situation shall be communicated within an appropriate time to the NCC and the authorities set out in the *Regulations*.

All results shall be sent within these deadlines at all times, including on weekends and statutory holidays.

When the standards for *E. coli* and TC are exceeded, as set out in the *Regulation* the person authorized by the laboratory shall take two specimens from one sample per day (and shall measure the free available residual chlorine for each sample), at least two hours apart, for two consecutive days at the Visitor Centre and the Mackenzie King Estate. For the Philippe Lake campground, two specimens shall be taken from two samples per day (and the free available residual chlorine measured for each sample), at least two hours apart, for two consecutive days. The laboratory shall then take specimens every day until the standards have been met. Thus four specimens are required for a satisfactory bacteriological finding at the Visitor Centre and the Mackenzie King Estate; eight specimens are required at the Philippe Lake campground. If other standards are exceeded, the laboratory shall take one specimen per day for at least two consecutive days, and then every day until the standards have been met. The results shall be then be sent by email or telephone to the Park's Senior Biologist and to the other authorities set out in the *Regulation* depending on whether the standards have been met or exceeded.

#### **b) Distribution systems not certified by the MDDEFP**

For the non-certified distribution systems, when a bacteriological or physical-chemical standard is exceeded, the laboratory shall immediately and by telephone (speaking to the person, not leaving a message on the answering machine) inform the Park's Senior Biologist or that person's representative (the list of representatives will be distributed to the selected laboratory), as well as the person responsible for the official residences when a sample from one of the sampling sites at the official residences is concerned.

The person authorized by the laboratory, or the official residences staff, as appropriate, shall then take specimens as set out in the previous section, as a precautionary measure. At the sampling sites at the official residences, the specimens shall be taken by NCC staff and sent to the laboratory.

## 6.2 SWIMMING WATER

The swimming water at the following beaches is to be monitored:

- six public beaches in Gatineau Park (Meech Lake (O'Brien and Blanchet beaches), Philippe Lake (Breton, Parent and Smith beaches), La Pêche Lake beach);
- one private beach in Gatineau Park (Mousseau Lake beach);
- one public beach, at Leamy Lake (NCC land within the city of Gatineau).

Appendix A provides a map of the locations of these lakes.

### 6.2.1 Monitoring of water quality

The laboratory shall conduct the sampling, data gathering (air and water temperatures, estimated numbers of swimmers and persons on the beach, weather conditions), bacteriological analyses (*E. coli* per 100 ml), and results interpretation for swimming water. All costs of sampling and sample transportation from the Park to the laboratory shall be assumed by the laboratory.

A total of 45 sites shall be sampled by the laboratory at each visit. Appendix H provides a map of the sampling site locations at each beach. As well, three sampling sites at Mousseau Lake (at the Summer Residence of the Prime Minister of Canada) shall be sampled by official residences staff, and the samples sent to the laboratory at the laboratory's expense. The samples shall be taken using sterile bottles provided by the laboratory and the sampling methodology recognized by the MDDEFP. Analysis of the samples shall begin the day the samples are taken, or the next day at the latest.

The laboratory shall send by email a form indicating the bacteriological analysis results for each sampling site, as well as the geometric average and the rating for each beach (Appendix I).

In accordance with the MDDEFP procedure, on the basis of the bacteriological quality of the sample (number of *E. coli*), a rating of A (excellent), B (good), C (fair) or D (polluted) shall be given to each beach.

| Sample Quality |           | Geometric Average of <i>E. coli</i> per 100 ml                                |
|----------------|-----------|---|
| A              | Excellent | 0 to 20   |
| B              | Good      | 21 to 100   |
| C              | Fair      | 101 to 200  |
| D              | Polluted  | 201 and more<br>OR more than 10% of specimens from a sample higher than 400.* |

The persons taking the samples shall complete an observation form for each beach including sampling time, air and water temperatures, and numbers of swimmers and persons on the beach.



When bacteriological standards are exceeded, the laboratory shall take a second sample on the same day the results are obtained, and every day thereafter until the results meet the quality standards for swimming water, or with the NCC's requirements.

### **6.2.2 Sampling frequency**

The laboratory shall take samples from the 45 sampling sites every two weeks, on Tuesdays and preferably in the morning. The samplings shall begin during the first week of June each year (at least one week before the beaches open) and shall be completed at the end of August. At the three sampling sites at Mousseau Lake, the samples shall be taken by official residences staff, on the same schedule.

Appendix J provides the seven sampling dates for 2014-2015. The NCC will prepare a similar schedule for each subsequent year of the contract.

### **6.2.3 Communication with the NCC**

The full results of the samplings shall be sent by email to the Park's Senior Biologist no later than the Thursday following the sampling. In addition, the results for the sampling sites at Mousseau Lake shall be sent to the person responsible for the official residences.

As well, each time the quality standards for swimming water are exceeded, the laboratory shall immediately and by telephone (speaking to the person, not leaving a message on the answering machine) inform the Park's Senior Biologist or that person's representative, and shall take a second sample on the same day the results are obtained, and every day thereafter until the results meet the quality standards for swimming water. The results shall be communicated orally and sent by email to the Park's Senior Biologist within 48 hours of the day following each sampling. In addition, the results from the sampling sites at Mousseau Lake shall be sent to the person responsible for the official residences.

The results shall be interpreted in the annual report.

### 6.3 PHILIPPE LAKE TREATMENT POND

In the Philippe Lake area, wastewater is channelled through a disposal system to a treatment pond with two retention pools (see Appendix K). There is no water movement between the two retention pools unless manual valves between them are opened. Each fall, the water from retention pool 2 is released into the receiving watercourse, once the federal standards set out in the *Wastewater Systems Effluent Regulations* (WSER) have been complied with. If there has been torrential rainfall during the summer, a second release may be required.

#### 6.3.1 Monitoring of water quality parameters at treatment pond and retention pool 2 outflow

*N.B.: The water sampling required for this aspect of the program, as well as routine follow-up and sludge thickness determination, will be conducted under an independent operating contract for the treatment pond. However, the samples taken will still be sent at the laboratory's expense. Monitoring (opening and closing) of the valves between the retention pools will also be conducted under that operating contract.*

Before retention pool 2 is emptied into the receiving watercourse, in mid-September analyses of various parameters of a water sample shall be conducted to ensure that the water quality meets the standards set out by Environment Canada (and the MDDEFP, or both if an agreement has been reached between these two authorities). The following parameters shall be analyzed: temperature, pH, carbonaceous biochemical oxygen demand (CBOD) (mg/L) and suspended matter (SM) (mg/L), ammonia (mg/L) and *E. coli* (per 100 ml). Analysis of these parameters for the release of wastewater from retention pool 2 into the receiving watercourse shall begin in the second week of September and shall continue, **every week**, until the results meet the standards.

Once the water quality meets the standards for being released into the receiving watercourse, the results shall be sent to the Park's Senior Biologist, who will obtain the authorizations required to release the wastewater. Halfway through the period of wastewater release from retention pool 2 into the receiving watercourse, that is, in early or mid-October, a sample of water from the outflow from retention pool 2 shall be analyzed by the laboratory for the following parameters: temperature, pH, CBOD (mg/L) and SM (mg/L), ammonia (mg/L) and *E. coli* (per 100 ml). If, exceptionally, wastewater is released during two calendar months, for example in October and November, one sample shall be analyzed each month. As well, if there has been torrential rainfall during the summer, a second release may be required. If so, pre-release and post-release samples shall be analyzed using the steps set out above.

The full results of the analyses shall be sent by email to the Park's Senior Biologist in accordance with Appendix K, and shall be interpreted in the annual report.

#### **6.4 MONITORING OF WATER QUALITY PARAMETERS AT SEVEN LAKES**

Every two years (in 2014, 2016, 2018 and so forth), during the second week of May and the first week of August, the NCC will take a sample from five lakes inside Gatineau Park (Fairy Lake, Pink Lake, Meech Lake, Philippe Lake and La Pêche Lake) and from two lakes outside Gatineau Park (Leamy Lake and Mud Lake). These samples shall be sent by the NCC to the laboratory at the laboratory's expense.

The laboratory shall analyze total phosphorus and chlorophyll *a* in each sample from each lake. This analysis shall be conducted using standard recognized methodologies. The results shall be sent by email to the Park's Senior Biologist no later than May 30 and August 30 (see form in Appendix M).

The NCC will provide the laboratory with data on water transparency, dissolved oxygen and temperature in May and August, for interpretation purposes.

Appendix L provides maps of sampling site locations in each lake, for the purposes of comparing results.

The results shall be interpreted in the annual report. Among other things, they will be used to assess the trophic level of lakes, in accordance with the 2012 MDDEFP reference levels and with reference to the overall water quality in each lake.

## **6.5 MONITORING OF WATER QUALITY PARAMETERS AT FIVE WATERCOURSES**

Every two years (in 2014, 2016, 2018, and so forth), the NCC will take samples at each of the following watercourses: Des Fées, Fortune, Chelsea, Meech, and La Pêche. The laboratory shall conduct the analysis of the samples from these watercourses.

Specifically, the NCC will provide, once a month from May through August, six samples from these watercourses (including two samples from the La Pêche watercourse), for analysis of the following parameters: total phosphorus, ammoniacal nitrogen, nitrites and nitrates, total chlorophyll *a*, pH, turbidity, MS, and *E. coli*. At the time of sampling, the NCC will note the onsite temperature as well as the dissolved oxygen.

As well, in May, the NCC will provide a sample from the Fortune watercourse for analysis of C10 to C50 petroleum hydrocarbons.

These parameters shall be analyzed in accordance with standard recognized water analysis standards.

Appendix N provides a map of the sampling sites at these watercourses.

The results shall be sent by email to the Park's Senior Biologist within one week following reception of the samples (Appendix O provides the form to be used), except for the results of the C10 to C50 petroleum hydrocarbons analysis, which shall be sent as soon as they are available.

The results shall be interpreted in the annual report.

## **7. SUPPLIES AND EQUIPMENT**

The costs of all supplies and equipment required to complete the contract shall be assumed in their entirety by the laboratory.

Transportation of empty bottles and samples to the laboratory shall be at the laboratory's expense. All tests shall be carried out at the laboratory's expense, in specialized certified laboratories.

The NCC will provide the laboratory with keys to open barriers when necessary.

## **8. OTHER REQUIREMENTS**

### **8.1 REPORTS**

Each year, the laboratory shall provide an annual report setting out results, interpretation and recommendations from all the requested analyses for the period from April 1 to March 31. A draft of the report shall be sent by email to the Park's Senior Biologist for correction no later than March 1 of each year. Two paper copies of the final report shall be sent to the Park's Senior Biologist no later than April 20 of each year; as well, a Word version and a PDF version of the annual report shall be sent to the Park's Senior Biologist. The report, including maps, shall meet professional standards in terms of content, presentation and terminology. The report shall be the property of the NCC.

A **summary** shall be included at the beginning of the annual report, including highlights of the number of times the quality standards for drinking water and swimming water have been exceeded; sampling sites that have not met these standards; and water quality at the treatment pond, the receiving watercourse, and the lakes and watercourses in Gatineau Park.

The report shall include the following data.

#### **DRINKING WATER**

- A brief description of the drinking water analysis methodologies used
- The results of the bacteriological analyses at each sampling site on each sampling date
- The results of the physical-chemical analyses at each sampling site on each sampling date
- A discussion of the results for the year, including the number of times the drinking water quality standards have been exceeded and the sites concerned
- Amendments to the regulations, when applicable
- Conclusion and recommendations on drinking water sampling and analysis

#### **SWIMMING WATER**

- A brief description of the swimming water analysis methodologies used
- The results of the bacteriological analyses at each beach on each sampling date: air and water temperatures, estimated numbers of swimmers and persons on the beach, weather conditions, and the seasonal geometric average of *E. coli* (per 100 ml)

- A comparative table of the seasonal geometric averages of *E. coli* for each beach since 1978 (except for the Leamy Lake beach, since 1995). The NCC will provide the laboratory with the data from 1978 to 2013.
- A discussion of the results, including the number of times the swimming water quality standards have been exceeded and the sites concerned
- Amendments to the regulations, when applicable
- Conclusion and recommendations on swimming water sampling and analysis

#### **TREATMENT POND**

- A brief description of the analysis methodologies used for the parameters identified for the treatment pond
- A discussion of the results
- Amendments to the regulations, when applicable
- Conclusion and recommendations on sampling and analysis of the parameters for the treatment pond

#### **LAKE WATER**

- A brief description of the analysis methodologies used
- The results of the analysis of the parameters for each lake
- A summary table of the results of the analysis of total phosphorus for each lake since 1990. The NCC will provide the laboratory with the data since 1990.
- A summary table of the results of the analysis of chlorophyll *a* and transparency for each lake. The NCC will provide the laboratory with the data from previous years.
- A discussion of the results
- Conclusion and recommendations on sampling and analysis of the parameters for the lakes concerned

#### **WATER IN WATERCOURSES**

- A brief description of the analysis methodologies used
- The results of the analysis of the parameters for each watercourse
- A summary table of the results of the analysis for each sampling site since 1990 for the Fortune watercourse and since 1998 for the Chelsea watercourse. The NCC will provide the laboratory with the data from previous years.
- A discussion of the results
- Conclusion and recommendations on sampling and analysis of the parameters for the watercourses in Gatineau Park

### **8.2 LABORATORY STAFF**

The laboratory shall provide the qualified staff required for the entire duration of the contract. The person responsible for sample analysis and the interpretation of results must be a biochemist or bacteriologist with a university degree and a minimum of two (2) years' experience in water analysis or equivalent. As well, the laboratory shall provide additional qualified staff to ensure that the samples are taken and the analyses conducted without exception (for example, in case of staff illness or vacation).

In addition, the laboratory shall provide all the supplies and competent secretarial services required to write the annual report.

Any employees of the laboratory who, in the opinion of the NCC or its representative, are not acceptable because they are unqualified, constitute a risk, or act in a manner contrary to the interests of the NCC or its tenant, shall be relieved of their duties and replaced by the laboratory within 24 hours.

### **8.3 DISCLOSURE OF INFORMATION**

The laboratory shall provide all the technical information required by NCC employees responsible for media relations.

### **8.4 SECURITY CLEARANCE REQUIREMENTS – REFER TO SEPARATE ATTACHMENT**

Security level required: Reliability

### **8.5 OCCUPATIONAL HEALTH & SAFETY REQUIREMENTS – ALSO REFER TO SEPARATE ATTACHMENT**

The Contractor or the personnel hired by the Contractor for this Contract will not be considered, at any time, a Crown or NCC employee. The Contractor is solely responsible for the health and safety of his employees and for all actions that they undertake during their employment. The Contractor will ensure to respect all pertinent regulations regarding Health and Safety.

The Contractor is responsible for providing at all times, the appropriate supervision, procedures and training required to ensure the workplace health and safety of his employees. The Contractor must ensure that his employees work in acceptable conditions with respect to the employees' safety, health and hygiene.

The duties required by the present contract occur over a large natural area (36,131 hectares) which present the Contractor with the challenge of having employees working from time to time at nights, in remote or isolated areas with specialized equipment and in severe climatic conditions. The Contractor will ensure that his employees possess the appropriate skills, protective clothing, tools and equipment to perform the tasks assigned.

## **9. BRIEFING SESSION**

On the first day of duty, the laboratory shall attend a briefing session explaining the role and objectives of the NCC and Gatineau Park and the services provided to the public. During the day of the briefing session, the Park's Senior Biologist shall conduct a visit of the facilities and sampling sites in Gatineau Park, and shall explain the customary procedures and the laboratory's role and responsibilities as a representative of the NCC.

## **10. PRICE BID (Appendix Q to be sealed and separate from the technical proposal)**

Bidders shall complete, sign and submit the NCC price form including, for the duration of the contract, the all-inclusive lump sum price for costs associated with of all sampling, sample transportation, sample analysis, production and sending of tables of results, interpretation of results, production of annual reports, contract supervision, supplies and equipment required, staff travel, and all other overhead and miscellaneous costs.

Bidders shall also indicate the unit costs of analyses used to calculate the price bid (the unit costs for the bacteriological and chemical analyses of the parameters for the drinking water, for the swimming water, for the treatment pond, for the lakes and watercourses; the costs for the samplings, the costs for the annual report, the costs for the transmission of the results) . These costs will be used in case of additional requests.

All bids will be evaluated and scored using the mandatory requirement, the rated requirements and evaluation criteria set out in Appendix P. To qualify, bidders must meet the mandatory requirement and then obtain a score of 80% or more on the rated requirements. Once qualified, bidders will be rated 50% on the technical proposal and 50% on price.

## **11. CONDITIONS OF PAYMENT**

Payments will be made net 30 days following reception of invoices. Send invoices at: [payables@ncc-ccn.ca](mailto:payables@ncc-ccn.ca) . Each year, payment will be made in five installments, as follows:

- 15% on June 15 of each year
- 15% on August 15 of each year
- 15% on October 15 of each year
- 15% on November 15 of each year
- 40% following acceptance of the draft annual report on March 1 of each year.

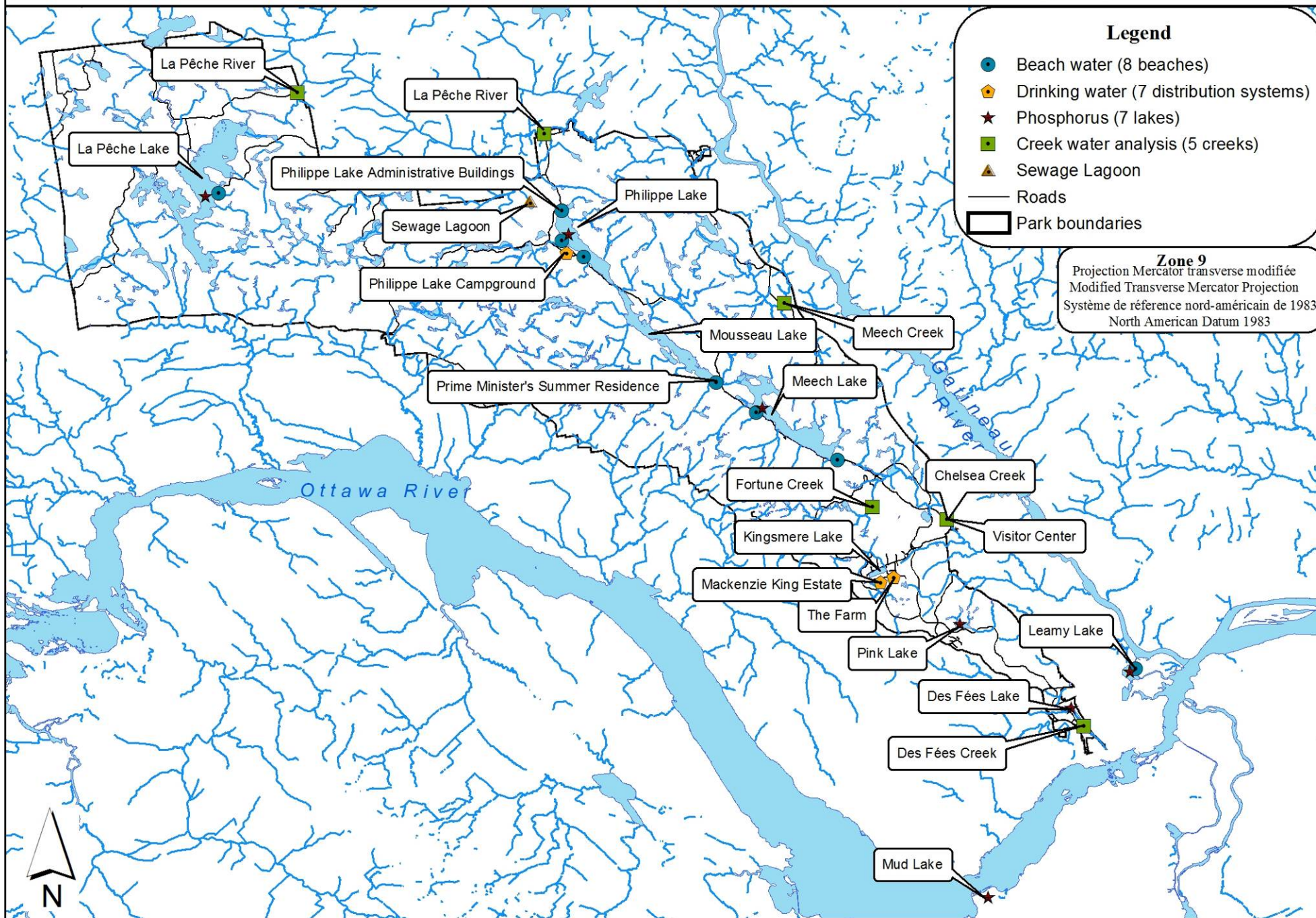


**APPENDIX A**  
**Sampling site locations**

# Gatineau Park Water Quality Monitoring

## Sampling Sites General Location

Échelle / Scale: 1:193,000



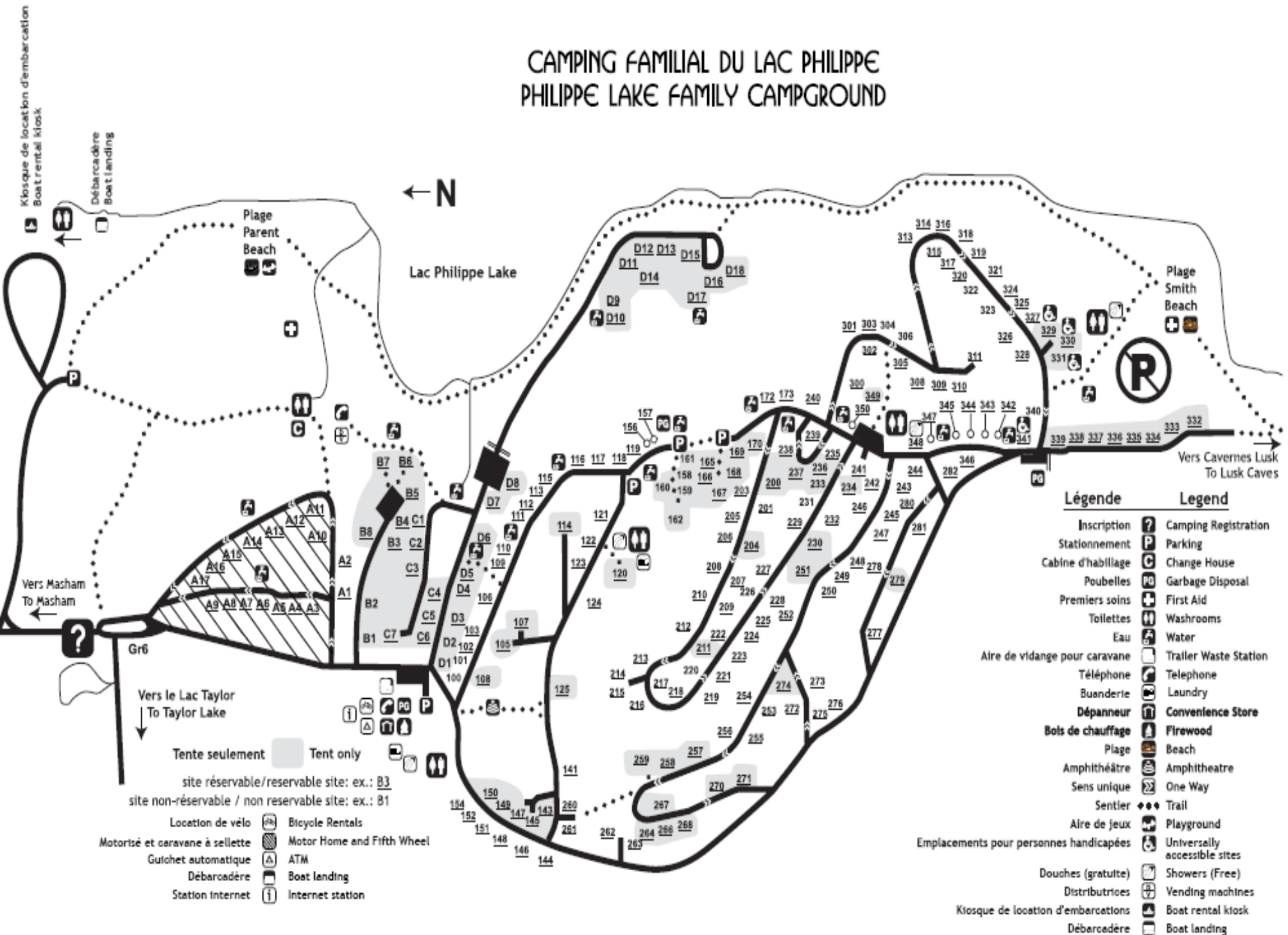
**APPENDIX B**

**DRINKING WATER**

**Sampling site locations, Philippe Lake campground**



# CAMPING FAMILIAL DU LAC PHILIPPE PHILIPPE LAKE FAMILY CAMPGROUND



| Légende                                 | Legend                       |
|---|------------------------------|
| Inscription                             | Camping Registration         |
| Stationnement                           | Parking                      |
| Cabine d'habillage                      | Change House                 |
| Poubelles                               | Garbage Disposal             |
| Premiers soins                          | First Aid                    |
| Toilettes                               | Washrooms                    |
| Eau                                     | Water                        |
| Aire de vidange pour caravane           | Trailer Waste Station        |
| Téléphone                               | Telephone                    |
| Buanderte                               | Laundry                      |
| Dépanneur                               | Convenience Store            |
| Bois de chauffage                       | Firewood                     |
| Plage                                   | Beach                        |
| Amphithéâtre                            | Amphitheatre                 |
| Sens unique                             | One Way                      |
| Sentier                                 | Trail                        |
| Aire de jeux                            | Playground                   |
| Emplacements pour personnes handicapées | Universally accessible sites |
| Douches (gratuite)                      | Showers (Free)               |
| Distributrices                          | Vending machines             |
| Kiosque de location d'embarcations      | Boat rental kiosk            |
| Débarcadère                             | Boat landing                 |

Kiosque de location d'embarcation  
Boat rental kiosk

Débarcadère  
Boat landing

Vers Masham  
To Masham

Vers le Lac Taylor  
To Taylor Lake

Vers Cavernes Lusk  
To Lusk Caves

Tente seulement Tent only  
 site réservable/reservable site: ex.: B3  
 site non-réservable / non reservable site: ex.: B1  
 Location de vélo Bicycle Rentals  
 Motorisé et caravane à selle Motor Home and Fifth Wheel  
 Guichet automatique ATM  
 Débarcadère Boat landing  
 Station internet Internet station








## Gatineau Park Water Quality Monitoring

Philippe Lake  
Campground  
(Drinking Water)

### Legend

-  Sampling sites
-  Roads
-  Paths and trails



Échelle / Scale: 1:18,100



Projection Mercator transverse modifiée  
Modified Transverse Mercator Projection

### Zone 9

Système de référence nord-américain de 1983  
North American Datum 1983

Published: 2013-10-25

**APPENDIX C**

**DRINKING WATER**

**Sampling site identification codes**



### Identification codes for the sampling sites

|                     |   |
|---------------------|---|
| BALP-BP             | Bâtiment administratif du Lac Philippe - barrière principale - robinet intérieur      |
| BALP-AT (si requis) | Bâtiment administratif du Lac Philippe - atelier - robinet extérieur                  |
| BALP-BRUTE          | Bâtiment administratif du Lac Philippe – sortie du puits                              |
| CLP-CG3             | Camping du lac Philippe - camping de groupe no.3 - robinet extérieur (bout de réseau) |
| CLP-110             | Camping du lac Philippe - site 110 - robinet extérieur (centre de réseau)             |
| CLP-BRUTE           | Camping du lac Philippe – avant traitement  |
| CLP-APB (1X par an) | Camping du lac Philippe – abreuvoir extérieur plage Breton                            |
| CLP-APP (1X par an) | Camping du lac Philippe – abreuvoir extérieur plage Parent                            |
| CV-BRUTE            | Centre des visiteurs - eau brute  |
| CV-AE (1X par an)   | Centre des visiteurs - abreuvoir extérieur  |
| CV-AI               | Centre des visiteurs - abreuvoir intérieur  |
| CV-RC               | Centre des visiteurs - robinet de la cuisine (bout de réseau)                         |
| DMK-AE (1X par an)  | Domaine Mackenzie King - abreuvoir extérieur  |
| DMK-ST-MC           | Domaine Mackenzie King - salon de thé – Robinet intérieur près de la machine à café   |
| DMK-KINGSWOOD-BRUTE | Domaine Mackenzie King – chalet Kingswood – sans traitement (brute)                   |
| <b>LF</b>           | La Ferme  |
| REPM                | Résidence d'été du premier ministre   |
| REPM-CI             | Résidence d'été du premier ministre - chalet des invités                              |

**APPENDIX D**

**DRINKING WATER**

**Bacteriological and physical-chemical monitoring, 2014-2015**



YEAR 2014-2015: Drinking water quality parameters **May 1<sup>st</sup> to October 11<sup>th</sup>** (Saturday following Thanksgiving Day) (24 weeks)

|                     | BACTERIOLOGICAL PARAMETERS |                       |                       |                            |         |     | PHYSICAL-CHEMICAL PARAMETERS <b>(see NOTE)</b> |                       |                                   |              |   |  |
|---------------------|----------------------------|-----------------------|-----------------------|----------------------------|---------|-----|--|-----------------------|-----------------------------------|--------------|---|--|
|                     | Weekly<br>(Tuesday)        |                       |                       | Every 2 weeks<br>(Tuesday) |         |     | Every<br>month                                 | Every<br>month        | (Tuesday – July 8 <sup>th</sup> ) |              |   | (Tuesday – October 7 <sup>th</sup> )   |
|                     | <i>E. coli</i>             | CT+atyp               | Cl2                   | <i>E. coli</i>             | CT+atyp | Cl2 | <i>E. coli</i>                                 | Turbidity<br>(Center) | Inorg.<br>subst.<br>(Center)      | THM<br>(End) | NO2+NO3, nitrites<br>and pH<br>(Center) | NO2+NO3, nitrite<br>and pH<br>(Center) |
| CV-BRUTE            |                            |                       |                       |                            |         |     | X  |                       |                                   |              |   |  |
| CV-RC               |                            |                       |                       |                            |         |     |  |                       |                                   | X            |   |  |
| CV-AI               |                            |                       |                       | X                          | X       | X   |  | X                     | X                                 |              | X + pH                                  | X + pH                                 |
| CV-AE               | X<br>once/<br>opening      | X<br>once/<br>opening | X<br>once/<br>opening |                            |         |     |  |                       |                                   |              |   |  |
| DMK-ST-MC           |                            |                       |                       | X                          | X       | X   |  | X                     | X                                 | X            | X + pH                                  | X + pH                                 |
| DMK-KINGSWOOD-BRUTE |                            |                       |                       |                            |         |     | X  |                       |                                   |              |   |  |
| DMK-AE              | X<br>once/<br>opening      |                       |                       |                            |         |     |  |                       |                                   |              |   |  |
| CLP-110             | X                          | X                     | X                     |                            |         |     |  | X                     | X                                 |              | X + pH                                  | X + pH                                 |
| CLP-CG3             | X                          | X                     | X                     |                            |         |     |  |                       |                                   | X            |   |  |
| CLP-BRUTE           |                            |                       |                       |                            |         |     | X  |                       |                                   |              |   |  |
| CLP-AEPB            | X<br>once/<br>opening      | X<br>once/<br>opening | X<br>once/<br>opening |                            |         |     |  |                       |                                   |              |   |  |
| CLP-AEPP            | X<br>once/<br>opening      | X<br>once/<br>opening | X<br>once/<br>opening |                            |         |     |  |                       |                                   |              |   |  |
| BALP-BP             |                            |                       |                       | X                          | X       | X   |  |                       |                                   |              |   |  |
| BALP-CA             |                            |                       |                       |                            |         |     |  | X                     |                                   |              | X + pH                                  | X + pH                                 |
| BALP-BRUTE          |                            |                       |                       |                            |         |     | X  |                       |                                   |              |   |  |

|                             |                       |                       |                       |                      |                      |          |          |          |          |          |                 |                |
|-----------------------------|-----------------------|-----------------------|-----------------------|----------------------|----------------------|----------|----------|----------|----------|----------|-----------------|----------------|
| <i>LF*</i>                  |                       |                       |                       | X                    | X                    |          |          | X        | X        |          | X               | X              |
| <i>REPM*</i>                |                       |                       |                       | X                    | X                    |          |          | X        | X        |          | X               | X              |
| <i>REPM-CI*<sup>#</sup></i> |                       |                       |                       | 1/month <sup>#</sup> | 1/month <sup>#</sup> |          | included |          |          |          | X               |                |
| <b>TOTAL</b>                | <b>2</b>              | <b>2+2</b>            | <b>2</b>              | <b>5</b>             | <b>5+5</b>           | <b>3</b> | <b>4</b> | <b>6</b> | <b>5</b> | <b>3</b> | <b>7 + 4 pH</b> | <b>6 + 4pH</b> |
|                             | X<br>once/<br>opening | X<br>once/<br>opening | X<br>once/<br>opening | 1/month              | 1/month              |          |          |          |          |          |                 |                |

**NOTE :**

In May, after DMK opening, sample nitrites-nitrates, pH and turbidity

In May, after CLP, opening, sample nitrites-nitrates, pH and turbidity

\* The sampling will be performed by the Official Residences staff and it is subjected to modifications without notice.

# The Guest Cottage (REPM-CI) is open 5 months per year, from late May to late October. The sampling will be done in consideration to this period.

YEAR 2014-15: Drinking Water Quality parameters from April 1<sup>st</sup>-30<sup>th</sup> and from October 12<sup>th</sup> to March 31<sup>st</sup> (approx.28 weeks)

|            | BACTERIOLOGICAL PARAMETERS |                       |                       |                | PHYSICAL-CHEMICAL PARAMETERS |  |                                   |
|------------|----------------------------|-----------------------|-----------------------|----------------|------------------------------|--|-----------------------------------|
|            | Every 2 weeks (Tuesday)    |                       |                       | Every month    | Every month                  | April 1st (Tuesday)  | January 13th (Tuesday)            |
|            | <i>E. coli</i>             | CT+atyp               | Cl2                   | <i>E. coli</i> | Turbidity (Center)           | NO2+NO3, nitrites and pH (Center)                                      | NO2+NO3, nitrites and pH (Center) |
| CV-BRUTE   |                            |                       |                       | X              |                              |  |                                   |
| CV-AI      | X                          | X                     | X                     |                | X                            | X + pH   | X + pH                            |
| BALP-BP    | X                          | X                     |                       |                |                              |  |                                   |
| BALP-CA    |                            |                       |                       |                | X                            | X + pH   | X + pH                            |
| BALP-BRUTE |                            |                       |                       | X              |                              |  |                                   |
| DMK-ST-MC  | X<br>once/<br>opening      | X<br>once/<br>opening | X<br>once/<br>opening |                |                              | X + pH<br>(at the operationalization of the system<br>in April or May) |                                   |
| CLP-110    | X<br>once/<br>opening      | X<br>once/<br>opening | X<br>once/<br>opening |                |                              | X + pH<br>(at the operationalization of the system<br>in April or May) |                                   |
| LF*        | X                          | X                     |                       |                | X                            | X  | X                                 |
| REPM*      | X                          | X                     |                       |                | X                            | X  | X                                 |
| TOTAL      | 4                          | 4 + 4                 | 1                     | 2              | 4                            | 4 + 2 pH   | 4 + 2 pH                          |

**NOTE :**

It is possible that in late April, bacteriological sampling is required before the DMK opening. Same situation for CLP, which must be sampled for bacteriological parameters beforehand to the camping. It all depends on the operationalization of the distribution systems. NO2+NO3, nitrites and pH will be also sampled following the opening of these systems.

\* The sampling will be performed by the Official Residences staff and it is subjected to modifications without notice.

**APPENDIX E**

**DRINKING WATER**

**Bacteriological and physical-chemical monitoring, sampling schedule, 2014-2015**

## DRINKING WATER SAMPLING SCHEDULE LEGEND

### A) BACTERIOLOGICAL PARAMETERS

☺ **Bactériologique + chlore sur place pour le CV et le DMK seulement (Prélèvement régulier sur toute l'année sauf pour le DMK pour lequel il y a un prélèvement régulier saisonnier)**

- CV (Le Centre des visiteurs) (1 point d'échantillonnage)
- BALP (Le bâtiment d'administration du lac Philippe) (1 point d'échantillonnage)
- DMK (Le Domaine Mackenzie King) (1 points d'échantillonnage)
- **REPM (La Résidence d'été du Premier ministre) (1 point d'échantillonnage)**
- **LF (La Ferme) (1 point d'échantillonnage)**

☺ **Bactériologique + chlore sur place pour chaque échantillon (Prélèvement régulier saisonnier)**

- CLP (Le camping du lac Philippe) (2 points d'échantillonnage)

☼ **Bactériologique (Prélèvement mensuel)**

- **REPM-CI (La Résidence d'été du Premier ministre - chalet des invités) (1 point d'échantillonnage (chalet ouvert pendant 5 mois, soit de la fin mai à la fin octobre))**

■ ***E. coli* (eau brute) (Prélèvement mensuel sur toute l'année pour le CV et le BALP et mensuel saisonnier pour le DMK, CLP REPM-CI)**

- CV-brute (1 point d'échantillonnage)
- BALP – brute (1 point d'échantillonnage)
- DMK\_Kingswood – brute (1 point d'échantillonnage)
- CLP – brute (1 point d'échantillonnage)
- REPM-CI - brute (1 point d'échantillonnage)

## B) PHYSICAL-CHEMICAL PARAMETERS

### Nitrates-nitrites, pH (si requis), turbidité (Centre) (Avril, octobre, janvier)

- CV
- BALP
- **REPM (pas de pH)**
- **LF (pas de pH)**



### Nitrites-nitrates, pH, turbidité (Centre) (Mai, octobre)

- DMK
- CLP

### Nitrites-nitrates (Centre) (Juillet)

- **REPM-CI (pas de pH)**

### Turbidité (Centre) (Mai, juin, août, septembre)

- DMK (pour mai voir )
- CLP (pour mai voir )
- CV
- BALP
- **REPM**
- **LF**

### Turbidité (Centre) (Nov, déc, février, mars)

- CV
- BALP
- **REPM**
- **LF**

### Substances inorganiques (Centre) (Juillet)

- CV
- DMK
- CLP
- **REPM**
- **LF**

(Pas le BALP)

### Nitrites-nitrates et pH (si requis) (Centre)

- CV
- BALP (pas de pH)
- DMK
- CLP
- **REPM (pas de pH)**
- **LF (pas de pH)**

### Trihalométhanes (THM) (Extrémité)

- CV
- DMK
- CLP
- **LF**

### Turbidité (Centre)

- CV
- DMK
- CLP
- BALP
- **REPM**

**Sites in red : The sampling will be performed by the Official Residences staff**

**DRINKING WATER SAMPLING SCHEDULE – GATINEAU PARK, 2014-2015**

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
|--------|--------|---------|-----------|----------|--------|----------|

**APRIL 2014**

|    |    |                               |    |    |    |    |
|----|----|-------------------------------|----|----|----|----|
|    |    | 1 ☺ ◻                         | 2  | 3  | 4  | 5  |
| 6  | 7  | 8                             | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 ☺ (+ DMK – pré-ouverture)  | 16 | 17 | 18 | 19 |
| 20 | 21 | 22                            | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 ☺ ☹ ( CLP – pré-ouverture) | 30 |    |    |    |

**MAY 2014**

|    |    |         |    |    |    |    |
|----|----|---------|----|----|----|----|
|    |    |         |    | 1  | 2  | 3  |
| 4  | 5  | 6 ☺ ☹ ◻ | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 ☹    | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 ☺ ☹  | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 ☹    | 28 | 29 | 30 | 31 |

**JUNE 2014**

|    |    |          |    |    |    |    |
|----|----|----------|----|----|----|----|
| 1  | 2  | 3 ☹ ☀    | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 ☺ ☹ ◻ | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 ☹     | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 ☺ ☹   | 25 | 26 | 27 | 28 |
| 29 | 30 |          |    |    |    |    |

**JULY 2014**

|    |    |           |    |    |    |    |
|----|----|-----------|----|----|----|----|
|    |    | 1 ☹       | 2  | 3  | 4  | 5  |
| 6  | 7  | 8 ☺ ☹ ◻ ☀ | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 ☹      | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 ☺ ☹    | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 ☹      | 30 | 31 |    |    |

**AUGUST 2014**





|    |    |           |    |    |    |    |
|----|----|-----------|----|----|----|----|
|    |    |           |    |    | 1  | 2  |
| 3  | 4  | 5 ☺ ☹ ◻ ☀ | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 ☹      | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 ☺ ☹    | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 ☹      | 27 | 28 | 29 | 30 |
| 31 |    |           |    |    |    |    |

**SEPTEMBER 2014**



|    |    |           |    |    |    |    |
|----|----|-----------|----|----|----|----|
|    | 1  | 2 ☺ ☹ ◻ ☀ | 3  | 4  | 5  | 6  |
| 7  | 8  | 9 ☹       | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 ☺ ☹    | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 ☹      | 24 | 25 | 26 | 27 |
| 28 | 29 | 30        |    |    |    |    |

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
|--------|--------|---------|-----------|----------|--------|----------|



### OCTOBER 2014

|    |    |   |    |    |    |    |
|----|----|---|----|----|----|----|
|    |    |   | 1  | 2  | 3  | 4  |
| 5  | 6  | 7     | 8  | 9  | 10 | 11 |
| 12 | 13 | 14  | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 ☺  | 22 | 23 | 24 | 25 |
| 26 | 27 | 28  | 29 | 30 | 31 |    |



### NOVEMBER 2014

|    |    |   |    |    |    |    |
|----|----|---|----|----|----|----|
|    |    |   |    |    |    | 1  |
| 2  | 3  | 4   | 5  | 6  | 7  | 8  |
| 9  | 10 | 11  | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 ☺  | 19 | 20 | 21 | 22 |
| 23 | 24 | 25  | 26 | 27 | 28 | 29 |
| 30 |    |   |    |    |    |    |



### DÉCEMBER 2014

|    |    |   |    |    |    |    |
|----|----|---|----|----|----|----|
|    | 1  | 2   | 3  | 4  | 5  | 6  |
| 7  | 8  | 9   | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 ☺  | 17 | 18 | 19 | 20 |
| 21 | 22 | 23  | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 ☺  | 31 |    |    |    |



### JANUARY 2015

|    |    |  |    |    |    |    |
|----|----|--|----|----|----|----|
|    |    |  |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13   | 14 | 15 | 16 | 17 |
| 18 | 19 | 20   | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 ☺   | 28 | 29 | 30 | 31 |

### FEBRUARY 2015

|    |    |  |    |    |    |    |
|----|----|--|----|----|----|----|
|    |    |  |    |    |    |    |
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10   | 11 | 12 | 13 | 14 |
| 15 | 16 | 17   | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 ☺   | 25 | 26 | 27 | 28 |

### MARCH 2015

|    |    |  |    |    |    |    |
|----|----|--|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10   | 11 | 12 | 13 | 14 |
| 15 | 16 | 17   | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 ☺   | 25 | 26 | 27 | 28 |
| 29 | 30 | 31   |    |    |    |    |



## **APPENDIX F**

### **DRINKING WATER**

**Chart of Parameters, inorganic and other substances**

## Parameters for inorganic substances

### Inorganic substances

Total cyanides

Fluorides

Arsenic

Antimony

Baryum

Boron

Cadmium

Chromium

Mercury

Selenium

Uranium

Chloramines (N/A), Chlorates (N/A), Chlorites (N/A), Bromates (N/A)- not required

Copper

Lead

Nitrates+Nitrites (NO<sub>2</sub>NO<sub>3</sub>) + pH

Nitrites (NO<sub>2</sub>)

---

THM

---

Turbidity

---

## **APPENDIX G**

### **DRINKING WATER**

**Results form, bacteriological and physical-chemical analysis**

**(Examples from a previous contract)**

**Certificat d'analyse**

No

Émis le: 2013-07-10

Client: **CCN (Parc de La Gatineau)**  
Mme Jocelyne Jacob

No client:  
Tél.:  
Télec.:  
No projet:  
Bon de commande:  
No dossier MDDEP:

Copie conforme:  
Isabelle Beaudoin Roy

Projet: Analyses selon RQEP - Camping Lac Philippe  
Sous-projet: Microbiologie - CLP

Nature de l'échantillon: Eau potable

| No éch.                              | Description                   | Résultat                  | Unité                      | Norme | Analysé le |
|--------------------------------------|-------------------------------|---------------------------|----------------------------|-------|------------|
| <b>1977974</b>                       | <b>/ CLP-xxx</b>              |                           |                            |       |            |
|                                      | <b>Prélevé le: 2013-07-07</b> | <b>Par: G. Castonguay</b> | <b>Reçu le: 2013-07-08</b> |       |            |
|                                      | Coliformes totaux             | 0                         | UFC/100 mL                 | 10    | 2013-07-08 |
|                                      | Colonies atypiques            | 0                         | UFC/100 mL                 | 200   | 2013-07-08 |
|                                      | Escherichia coli              | 0                         | UFC/100 mL                 | 0     | 2013-07-08 |
|                                      | Chlore libre (sur place)      | 0.80                      | mg/L                       |       |            |
| <b>1977975</b>                       | <b>/ CLP-xxx</b>              |                           |                            |       |            |
|                                      | <b>Prélevé le: 2013-07-07</b> | <b>Par: G. Castonguay</b> | <b>Reçu le: 2013-07-08</b> |       |            |
|                                      | Coliformes totaux             | 0                         | UFC/100 mL                 | 10    | 2013-07-08 |
|                                      | Colonies atypiques            | 0                         | UFC/100 mL                 | 200   | 2013-07-08 |
|                                      | Escherichia coli              | 0                         | UFC/100 mL                 | 0     | 2013-07-08 |
|                                      | Chlore libre (sur place)      | 0.63                      | mg/L                       |       |            |
| Méthode d'analyse                    | Description                   | Référence externe         | Procédure interne          |       |            |
| Chlore résiduel                      | Colorimétrie DPD              | HACH                      | ILCE-048                   |       |            |
| Coliformes totaux / Escherichia coli | Membrane filtrante - CCA      | ---                       | ILME-040                   |       |            |

# Certificat d'analyse

No

Émis le: 2013-07-16

Client: **CCN (Parc de La Gatineau)**

No client:

Tél.:

Télec.:

No projet:

Bon de commande:

No dossier MDDEP:

Copie conforme:

Isabelle Beaudoin Roy, -

Projet: Analyses selon RQEP - Camping Lac Philippe

Nature de l'échantillon: Eau potable

Sous-projet: Substances Inorganiques

| No éch.        | Description                   | Résultat         | Unité                      | Norme            | Analysé le |
|----------------|-------------------------------|------------------|----------------------------|------------------|------------|
| <b>1978149</b> | <b>/ CLP-xxx</b>              |                  |                            |                  |            |
|                | <b>Prélevé le: 2013-07-07</b> | <b>Par: G.C.</b> | <b>Reçu le: 2013-07-08</b> |                  |            |
|                | Cyanures totaux               | <0.020           | mg/L                       | <0.20            | 2013-07-10 |
|                | Fluorure                      | <0.10            | mg/L                       | <1.50            | 2013-07-10 |
|                | Nitrite & nitrate             | <0.10            | mg/L                       | <10.0            | 2013-07-10 |
|                | pH                            | 7.2              | -                          | entre 6.5 et 8.5 | 2013-07-07 |
|                | Antimoine (Sb)                | <0.001           | mg/L                       | <0.006           | 2013-07-10 |
|                | Arsenic (As)                  | <0.002           | mg/L                       | <0.010           | 2013-07-10 |
|                | Baryum (Ba)                   | <0.02            | mg/L                       | <1.0             | 2013-07-10 |
|                | Bore (B)                      | <0.10            | mg/L                       | <5.0             | 2013-07-10 |
|                | Cadmium (Cd)                  | <0.001           | mg/L                       | <0.005           | 2013-07-10 |
|                | Chrome (Cr)                   | <0.005           | mg/L                       | <0.050           | 2013-07-10 |
|                | Cuivre (Cu)                   | 0.037            | mg/L                       | <1.0             | 2013-07-10 |
|                | Mercuré (Hg)                  | <0.0002          | mg/L                       | <0.001           | 2013-07-10 |
|                | Plomb (Pb)                    | 0.001            | mg/L                       | <0.010           | 2013-07-10 |
|                | Sélénium (Se)                 | <0.001           | mg/L                       | <0.010           | 2013-07-10 |
|                | Uranium (U)                   | <0.001           | mg/L                       | <0.020           | 2013-07-10 |

| Méthode d'analyse   | Description              | Référence externe  | Procédure interne |
|---------------------|--------------------------|--------------------|-------------------|
| pH par l'exploitant | pH-mètre Chromatographie | St.Methods         | Externe           |
| Anions              | ionique Distillation et  | MA.300-Ion 1.3     | ILCE-060          |
| Cyanure             | Aquakem 200              | MENVIQ 88, 10/304. | ILCE-007          |
| Balayage de métaux  | ICPMS                    | MA.200-Mét 1.1     | ILCE-069          |

**APPENDIX H**




**SWIMMING WATER**

**Sampling site locations, at each beach**

# Gatineau Park Water Quality Monitoring

Meech Lake  
O'Brien Beach  
(Beach Water)

**Legend**

-  Sampling sites
-  Roads
-  Paths and trails



Échelle / Scale: 1:1,000



Projection Mercator transverse modifiée  
Modified Transverse Mercator Projection

**Zone 9**

Système de référence nord-américain de 1983  
North American Datum 1983

Published: 2013-10-25





# Gatineau Park Water Quality Monitoring

Meech Lake  
Blanchet Beach  
(Beach Water)

### Legend

- Sampling sites
- Roads
- Paths and trails



Échelle / Scale: 1:1,000



Projection Mercator transverse modifiée  
Modified Transverse Mercator Projection

**Zone 9**

Système de référence nord-américain de 1983  
North American Datum 1983

Published: 2013-10-25







## Gatineau Park Water Quality Monitoring

Mousseau Lake  
(Beach Water)

### Legend

-  Sampling sites
-  Roads



Échelle / Scale: 1:1,100



Projection Mercator transverse modifiée  
Modified Transverse Mercator Projection

**Zone 9**

Système de référence nord-américain de 1983  
North American Datum 1983

Published: 2013-10-25








## Gatineau Park Water Quality Monitoring

Philippe Lake  
Breton Beach  
(Beach Water)

### Legend

-  Sampling sites
-  Roads
-  Paths and trails



Échelle / Scale: 1:4,000



Projection Mercator transverse modifiée  
Modified Transverse Mercator Projection

**Zone 9**

Système de référence nord-américain de 1983  
North American Datum 1983




Published: 2013-10-25



# Gatineau Park Water Quality Monitoring

Philippe Lake  
Parent Beach  
(Beach Water)

### Legend

-  Sampling sites
-  Roads
-  Paths and trails



Échelle / Scale: 1:1,500



Projection Mercator transverse modifiée  
Modified Transverse Mercator Projection

### Zone 9

Système de référence nord-américain de 1983  
North American Datum 1983

Published: 2013-10-25










## Gatineau Park Water Quality Monitoring

Philippe Lake  
Smith Beach  
(Beach Water)

### Legend

-  Sampling sites
-  Roads
-  Paths and trails



Échelle / Scale: 1:1,400



Projection Mercator transverse modifiée  
Modified Transverse Mercator Projection

**Zone 9**

Système de référence nord-américain de 1983  
North American Datum 1983

Published: 2013-10-25





## Gatineau Park Water Quality Monitoring

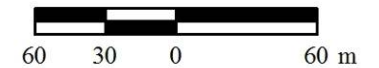
La Pêche Lake  
La Pêche Beach  
(Beach Water)

### Legend

-  Sampling sites
-  Roads



Échelle / Scale: 1:3,100



Projection Mercator transverse modifiée  
Modified Transverse Mercator Projection

### Zone 9

Système de référence nord-américain de 1983  
North American Datum 1983

Published: 2013-10-25








## Gatineau Park Water Quality Monitoring

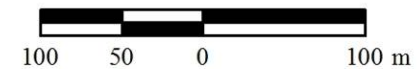
Leamy Lake  
(Beach Water)

**Legend**

-  Sampling sites
-  Roads
-  Paths and trails



Échelle / Scale: 1:4,500



Projection Mercator transverse modifiée  
Modified Transverse Mercator Projection

**Zone 9**

Système de référence nord-américain de 1983  
North American Datum 1983

Published: 2013-10-25

**APPENDIX I**

**SWIMMING WATER**

**Results form for a given lake,  
bacteriological analysis of swimming water,  
at each sampling site; summary form**

**(Examples from a previous contract)**

# Certificat d'analyse

No

Émis le: 2013-08-13

Client: **CCN (Parc de La Gatineau)**  
Mme Jocelyne Jacob

No client:  
Tél.:  
Télec.:  
No projet:  
Bon de commande:  
No dossier MDDEP:

Copie conforme:

Isabelle Beaudoin Roy, - Courriel: Isabelle.beaudoin-roy@ncc-ccn.ca;

Projet: Eau de baignade

Nature de l'échantillon: Eau de baignade

Sous-projet: Microbiologie - Plage

| No éch.        | Description  | Résultat | Unité      | Norme | Analysé le |
|----------------|--|----------|------------|-------|------------|
| <b>2014712</b> | <b>O'Brien, lac Meech 1</b><br>Prélevé le: 2013-08-11 Par: G. Castonguay Reçu le: 2013-08-12<br>Coliformes fécaux (Escherichia coli) | 6        | UFC/100 mL | 200   | 2013-08-12 |
| <b>2014713</b> | <b>O'Brien, lac Meech 2</b><br>Prélevé le: 2013-08-11 Par: G. Castonguay Reçu le: 2013-08-12<br>Coliformes fécaux (Escherichia coli) | <2       | UFC/100 mL | 200   | 2013-08-12 |
| <b>2014714</b> | <b>O'Brien, lac Meech 3</b><br>Prélevé le: 2013-08-11 Par: G. Castonguay Reçu le: 2013-08-12<br>Coliformes fécaux (Escherichia coli) | 2        | UFC/100 mL | 200   | 2013-08-12 |
| <b>2014715</b> | <b>O'Brien, lac Meech 4</b><br>Prélevé le: 2013-08-11 Par: G. Castonguay Reçu le: 2013-08-12<br>Coliformes fécaux (Escherichia coli) | 2        | UFC/100 mL | 200   | 2013-08-12 |
| <b>2014716</b> | <b>O'Brien, lac Meech 5</b><br>Prélevé le: 2013-08-11 Par: G. Castonguay Reçu le: 2013-08-12<br>Coliformes fécaux (Escherichia coli) | 4        | UFC/100 mL | 200   | 2013-08-12 |
| <b>2014717</b> | <b>O'Brien, lac Meech 6</b><br>Prélevé le: 2013-08-11 Par: G. Castonguay Reçu le: 2013-08-12<br>Coliformes fécaux (Escherichia coli) | 4        | UFC/100 mL | 200   | 2013-08-12 |
| <b>2014718</b> | <b>O'Brien, lac Meech 7</b><br>Prélevé le: 2013-08-11 Par: G. Castonguay Reçu le: 2013-08-12<br>Coliformes fécaux (Escherichia coli) | 2        | UFC/100 mL | 200   | 2013-08-12 |

Remarques: Cote de la plage : Classe A : Excellente pour la baignade  
Moyenne géométrique: 2.6 UFC/100 ml

Méthode d'analyse

Coliformes fécaux

Description

Membrane filtrante

Référence externe

MA.700-Fec. Ec 1.0

Procédure interne

ILME-040



**Results summary**  
**Bacteriological analysis**

**LA PÊCHE LAKE BEACH**

| <b>Sampling date</b> | <b>CF (/100 ml) average</b> | <b>Cote</b> | <b>Air temperature (°C)</b> | <b>Water temperature (°C)</b> | <b>Number of swimmers (approx.)</b> | <b>Number of People on the Beach (approx.)</b> |
|----------------------|-----------------------------|-------------|-----------------------------|-------------------------------|-------------------------------------|--|
| 2012-06-03           | 1.4                         | A           | 17                          | Non disponible                | 0                                   | 2  |
| 2012-06-17           | 103.4                       | C           | 25                          | 20                            | 10                                  | 50   |
| 2012-07-04           | 42.1                        | B           | 26                          | 22                            | 30                                  | 50   |
| 2012-07-15           | 16.5                        | A           | 25                          | 21                            | 0                                   | 3  |
| 2012-07-29           | 3.6                         | A           | Non disponible              | Non disponible                | Non disponible                      | Non disponible                                 |
| 2012-08-12           | 4.8                         | A           | 25                          | 22                            | 2                                   | 6  |
| 2012-08-26           | 1.3                         | A           | 27                          | 22                            | 10                                  | 30   |

|           |     |
|-----------|-----|
| Moyenne : | 6.4 |
| Cote :    | A   |

**APPENDIX J**  
**SWIMMING WATER**  
**Sampling dates, 2014-2015**

## Swimming water sampling schedule

SUMMER 2014

### Laboratory sampling

**Meech lake: O'Brien and Blanchet beaches**

**Philippe lake: Breton, Parent, Smith and Raby beaches**

**La Pêche lake beach**

**Leamy lake beach (out of the Parc)**

- A first sampling in June before opening of beaches and every 2 weeks thereafter.
- 45 samples to be sampled on Tuesdays, by the Laboratory

**June : 3, 17**

**July : 1 (or 2), 15, 29**

**August : 12, 26**

### NOTE :

*Mousseau Lake sampling (3 samples) will be done by the Official Residences staff at the same dates mentioned above.*

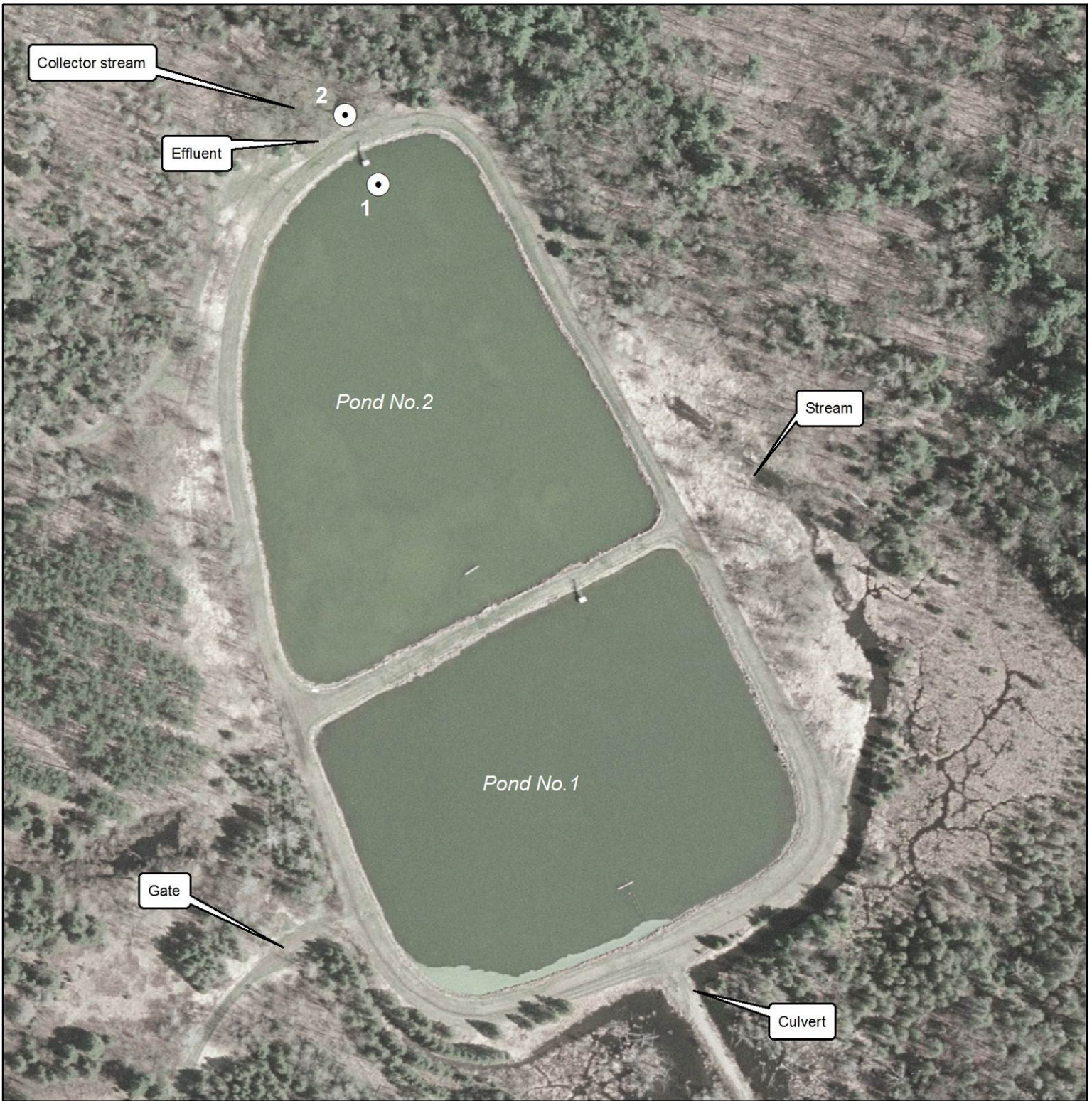
**APPENDIX K**



**PHILIPPE LAKE TREATMENT POND:**

**Map;**

**Water quality checklist at retention pool 2**

**Pre-release of waste water into receiving watercourse**








## Gatineau Park Water Quality Monitoring


Sewage Lagoon

**Legend**

 Sampling sites


  
N

Échelle / Scale: 1:2,000



Projection Mercator transverse modifiée  
Modified Transverse Mercator Projection

**Zone 9**

Système de référence nord-américain de 1983  
North American Datum 1983

Published : 2013-10-25

**Water quality inspection form of pond no. 2 (prior to emptying into the collector stream)**

| PARAMETERS               | SAMPLING DATE |           | ENVIRONMENT CANADA<br>LIMITS                       |
|--------------------------|---------------|-----------|--|
|                          | DATE NO.1     | DATE NO.2 |  |
| BOD (mg/L)               |               |           | 25.0 mg/L  |
| Suspended solids (mg/L)  |               |           | 25.0 mg/L  |
|                          |               |           | No limit in July, August, September<br>and October |
| Ammonia (NH3)            |               |           | <1,25 mg/L   |
| PH (1-14)                |               |           | (6 à 9)  |
| Fecal coliforms (/100ml) |               |           | (400.0)  |
| Temperature (°C)         |               |           | (=1 *)   |

**Water quality inspection form of the collector (mid-way through release)**

| PARAMETERS               | SAMPLING DATE |           | ENVIRONMENT CANADA<br>LIMITS                       |
|--------------------------|---------------|-----------|--|
|                          | DATE NO.1     | DATE NO.2 |  |
| BOD (mg/L)               |               |           | 25.0 mg/L  |
| Suspended solids (mg/L)  |               |           | 25.0 mg/L  |
|                          |               |           | No limit in July, August, September<br>and October |
| Ammonia (NH3)            |               |           | <1,25 mg/L   |
| PH (1-14)                |               |           | (6 à 9)  |
| Fecal coliforms (/100ml) |               |           | (400.0)  |
| Temperature (°C)         |               |           | (=1 *)   |

**APPENDIX L**  
**LAKES**  
**Sampling site locations**





# Gatineau Park Water Quality Monitoring

Des Fées Lake

**Legend**

- ☆ Sampling site
- H Lookouts
- Roads
- - - Paths and trails



Échelle / Scale: 1:2,500



Projection Mercator transverse modifiée  
Modified Transverse Mercator Projection

**Zone 9**

Système de référence nord-américain de 1983  
North American Datum 1983

Published: 2013-10-25



# Gatineau Park Water Quality Monitoring

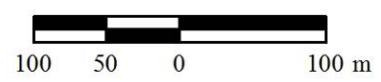
## Pink Lake

**Legend**

- ☆ Sampling site
- Ⓜ Lookouts
- Roads
- - - Paths and trails



Échelle / Scale: 1:5,000



Projection Mercator transverse modifiée  
Modified Transverse Mercator Projection

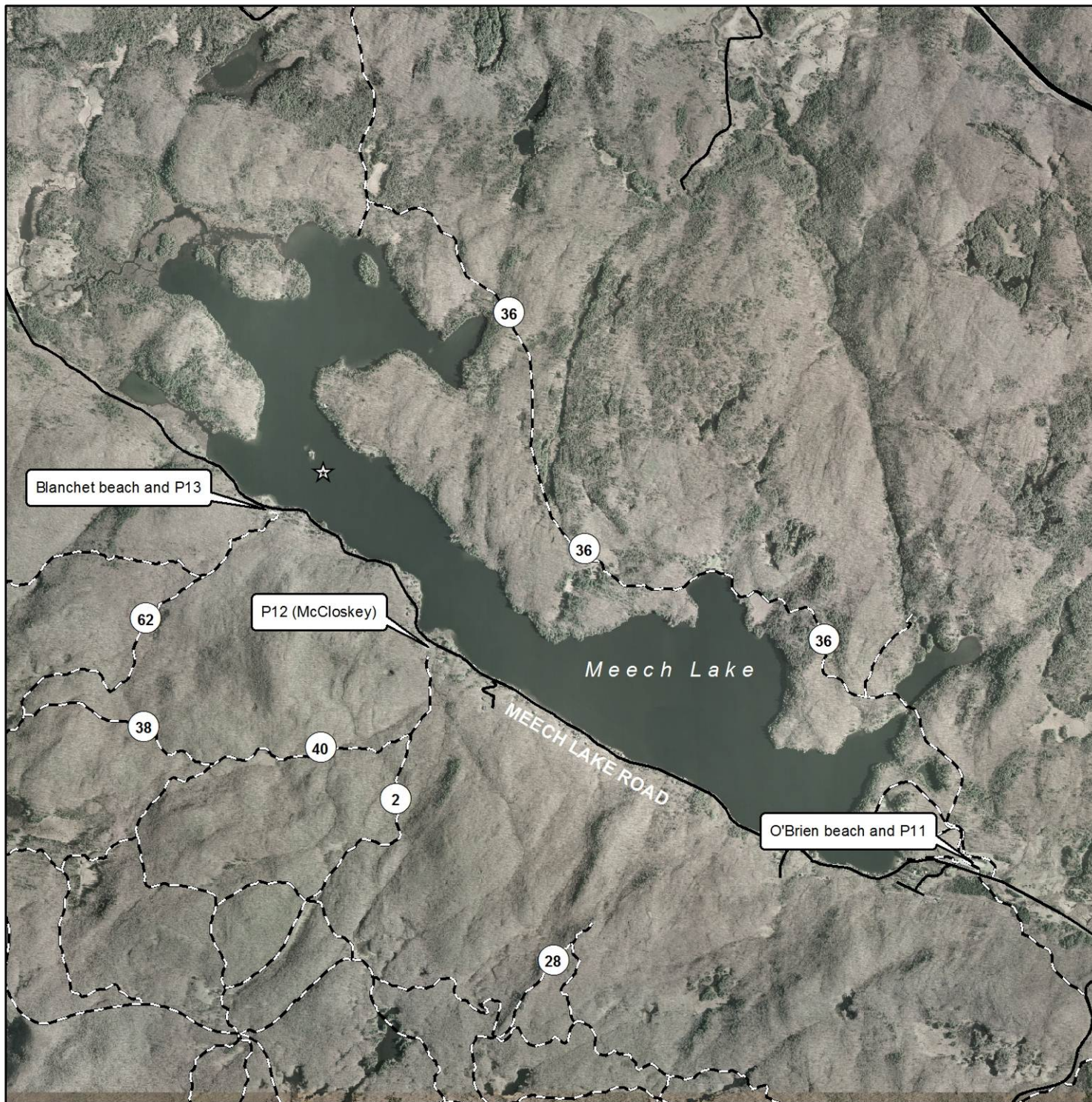
### Zone 9

Système de référence nord-américain de 1983  
North American Datum 1983

Published: 2013-10-25







## Gatineau Park Water Quality Monitoring

### Meech Lake

#### Legend

- ☆ Sampling site
- Roads
- - - Paths and trails



Échelle / Scale: 1:28,000



Projection Mercator transverse modifiée  
Modified Transverse Mercator Projection

#### Zone 9

Système de référence nord-américain de 1983  
North American Datum 1983

Published: 2013-10-25





# Gatineau Park Water Quality Monitoring

## Philippe Lake

### Legend

- ☆ Sampling site
- Roads
- - - Paths and trails



Échelle / Scale: 1:20,000



Projection Mercator transverse modifiée  
Modified Transverse Mercator Projection

### Zone 9

Système de référence nord-américain de 1983  
North American Datum 1983

Published: 2013-10-25





# Gatineau Park Water Quality Monitoring

## La Pêche Lake

**Legend**

- ☆ Sampling site
- Roads



Échelle / Scale: 1:41,000



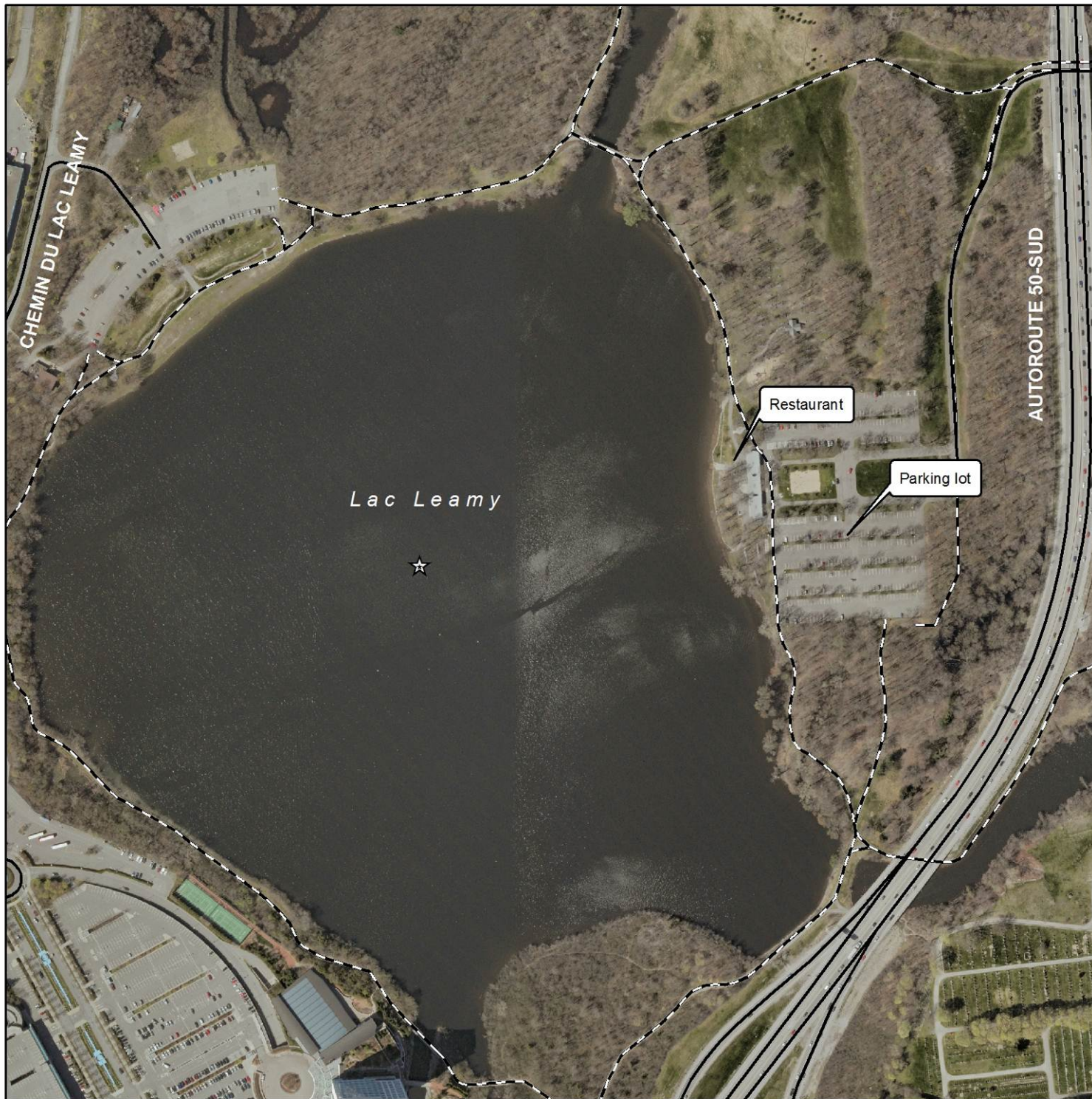
Projection Mercator transverse modifiée  
Modified Transverse Mercator Projection

**Zone 9**

Système de référence nord-américain de 1983  
North American Datum 1983

Published: 2013-10-25





# Gatineau Park Water Quality Monitoring

Leamy lake

**Legend**

- ☆ Sampling site
- Roads
- - - Path and trails



Échelle / Scale: 1:4,500



Projection Mercator transverse modifiée  
Modified Transverse Mercator Projection

**Zone 9**

Système de référence nord-américain de 1983  
North American Datum 1983

Published: 2013-10-25





## Gatineau Park Water Quality Monitoring

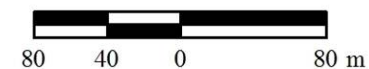
Mud lake

**Legend**

- ☆ Sampling site
- Roads
- - - Paths and trails



Échelle / Scale: 1:4,000



Projection Mercator transverse modifiée  
Modified Transverse Mercator Projection

**Zone 9**

Système de référence nord-américain de 1983  
North American Datum 1983

Published: 2013-10-25

**APPENDIX M**  
**LAKES**



**Results form**





**APPENDIX N**  
**WATERCOURSES**  
**Sampling site locations**









## Gatineau Park Water Quality Monitoring


Des Fées Creek

**Legend**

-  Sampling site
-  Roads

  
 N

Échelle / Scale: 1:6,000

  
 110 55 0 110 m

Projection Mercator transverse modifiée  
Modified Transverse Mercator Projection

**Zone 9**

Système de référence nord-américain de 1983  
North American Datum 1983

Published : 2013-10-25








## Gatineau Park Water Quality Monitoring

Chelsea Creek

### Legend

-  Sampling site
-  Roads
-  Paths and trails



Échelle / Scale: 1:5,000



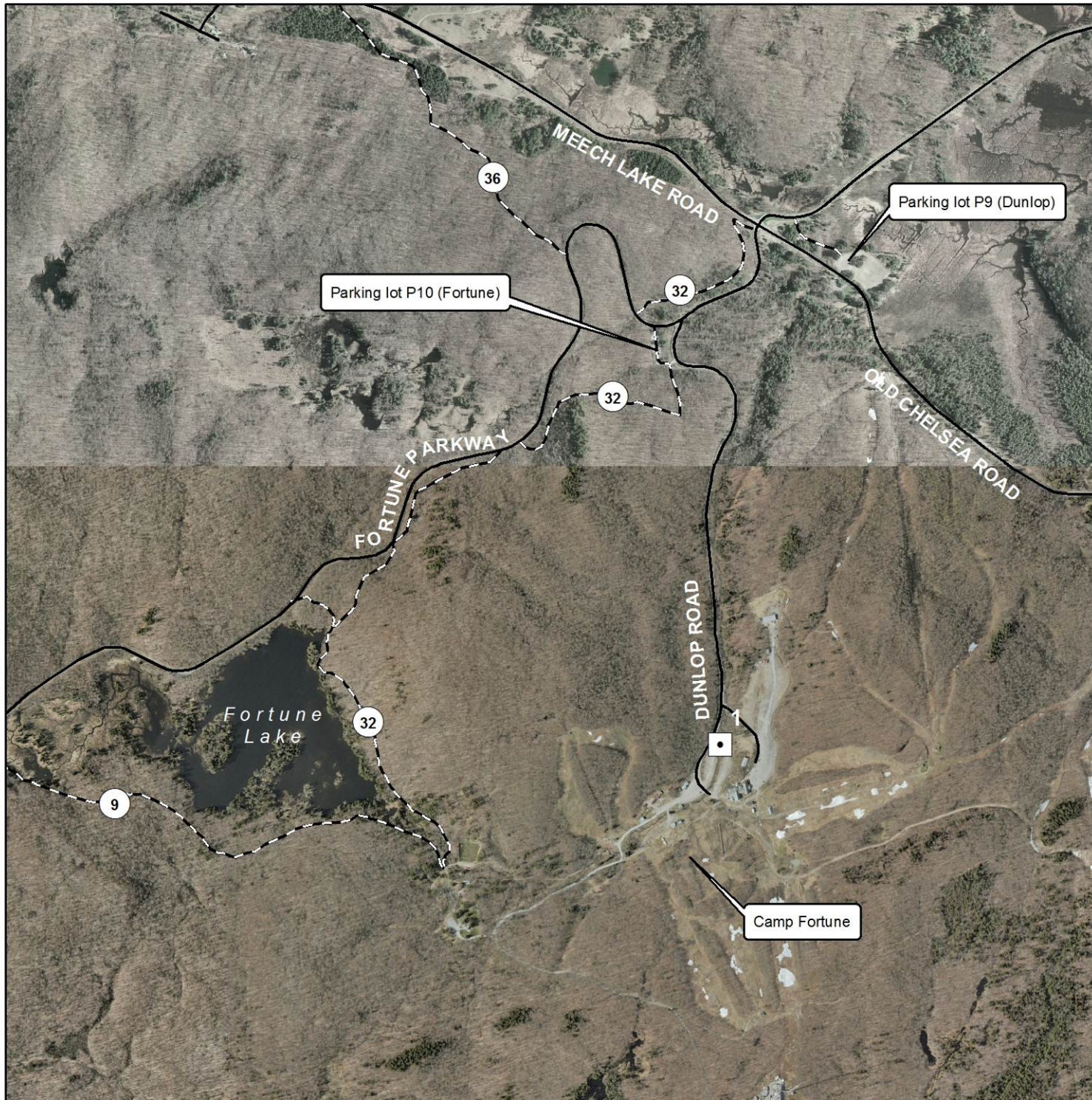
Projection Mercator transverse modifiée  
Modified Transverse Mercator Projection

**Zone 9**

Système de référence nord-américain de 1983  
North American Datum 1983

Published: 2013-10-25








# Gatineau Park Water Quality Monitoring

Fortune Creek

**Legend**

-  Sampling site
-  Roads
-  Paths and trails



Échelle / Scale: 1:13,000



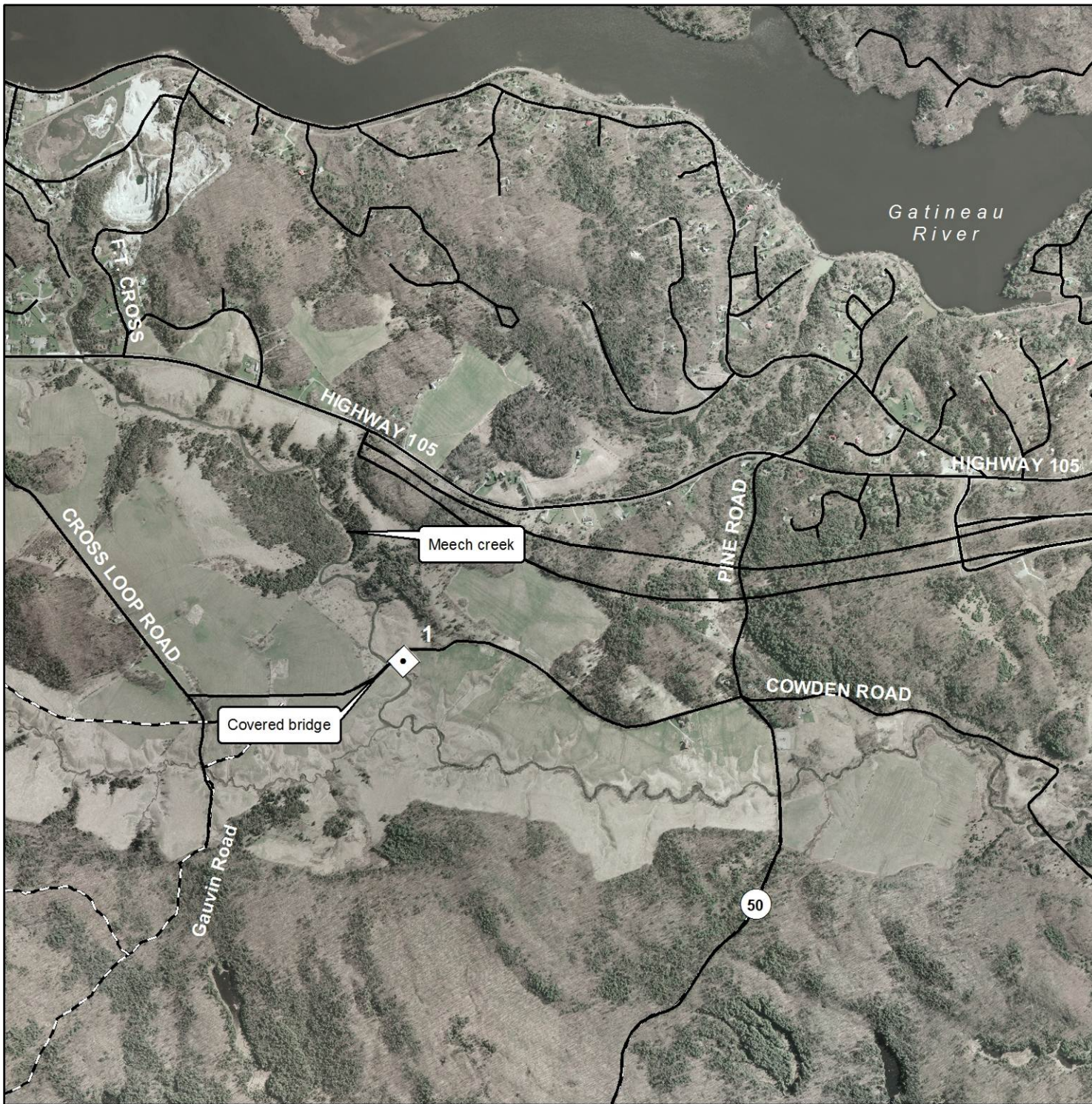
Projection Mercator transverse modifiée  
Modified Transverse Mercator Projection

**Zone 9**

Système de référence nord-américain de 1983  
North American Datum 1983

Published: 2013-10-25





# Gatineau Park Water Quality Monitoring

Meech Creek

**Legend**

- Sampling site
- Roads
- Paths and trails



Échelle / Scale: 1:19,000



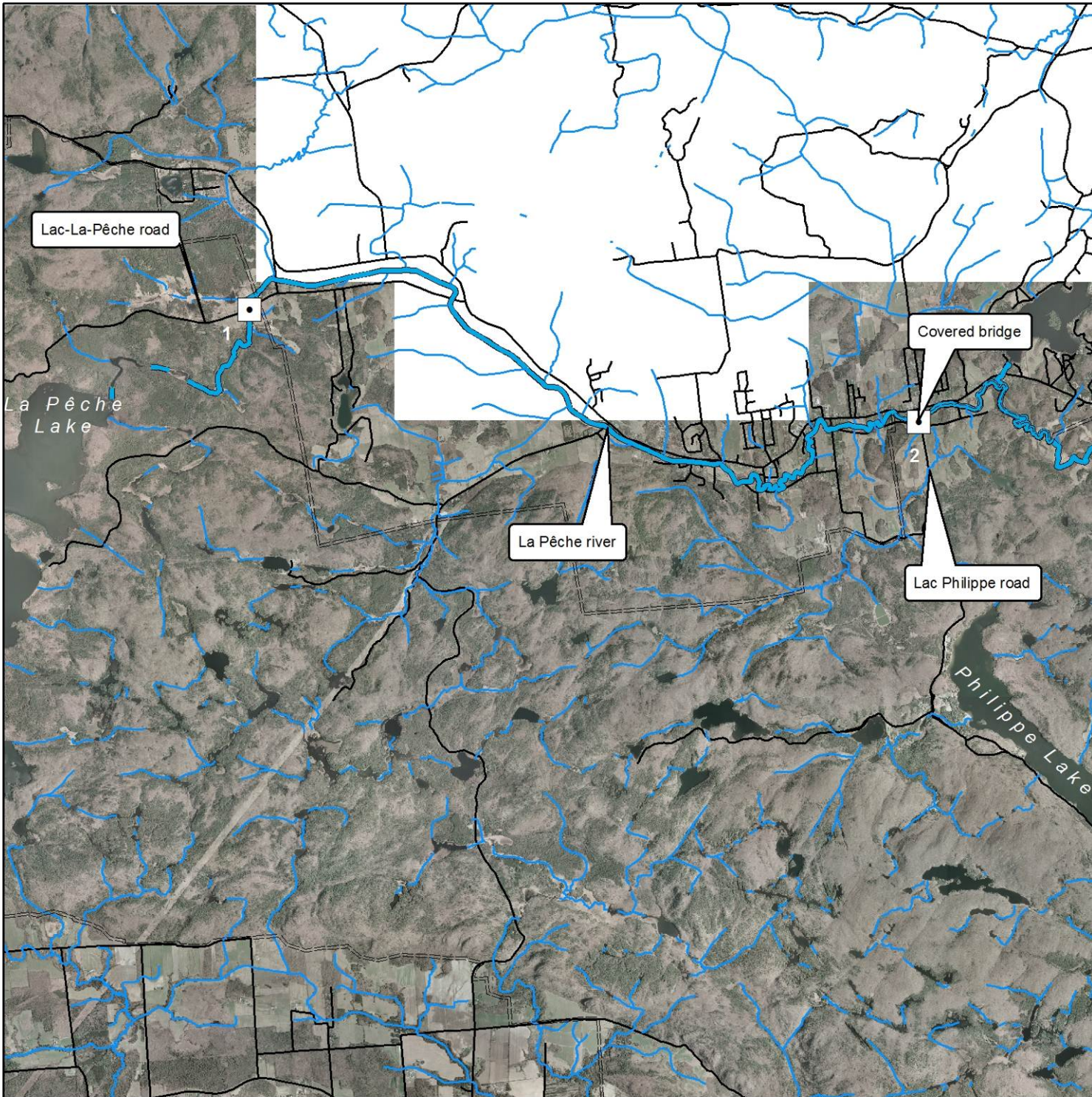
Projection Mercator transverse modifiée  
Modified Transverse Mercator Projection

**Zone 9**

Système de référence nord-américain de 1983  
North American Datum 1983

Published: 2013-10-25





# Gatineau Park Water Quality Monitoring

## La Pêche River

**Legend**

- Sampling sites (2)
- Streams
- La Pêche River
- Roads
- Park boundaries



Échelle / Scale: 1:78,000



Projection Mercator transverse modifiée  
Modified Transverse Mercator Projection

### Zone 9

Système de référence nord-américain de 1983  
North American Datum 1983

Published: 2013-10-25

**APPENDIX O**

**WATERCOURSES  
Results form**

(Examples from an existing contract)

# Certificat d'analyse

No

Émis le: 2013-08-08

Client: **CCN (Parc de La Gatineau)**  
Mme Jocelyne Jacob

No client:  
Tél.:  
Télec.:  
No projet:  
Bon de commande:  
No dossier MDDEP:

Copie conforme:

Isabelle Beaudoin Roy, - Courriel: Isabelle.beaudoin-roy@ncc-ccn.ca;

Projet: Fortune, Meech, Chelsea

Nature de l'échantillon: Eau de surface

Sous-projet: Chelsea

| No éch.        | Description                           | Résultat                                       | Unité                      | Norme | Analysé le |
|----------------|---------------------------------------|--|----------------------------|-------|------------|
| <b>2008470</b> | <b>Ruisseau Chelsea - Bouteille 1</b> |  |                            |       |            |
|                | <b>Prélevé le: 2013-08-05</b>         | <b>Par: A. Nyheim-Rivet/C. Collette-Hachey</b> | <b>Reçu le: 2013-08-06</b> |       |            |
|                | Coliformes fécaux                     | 60   | UFC/100 mL                 |       | 2013-08-06 |
|                | Coliformes totaux                     | 460  | UFC/100 mL                 |       | 2013-08-06 |
| <b>2008471</b> | <b>Ruisseau Chelsea - Bouteille 2</b> |  |                            |       |            |
|                | <b>Prélevé le: 2013-08-05</b>         | <b>Par: A. Nyheim-Rivet/C. Collette-Hachey</b> | <b>Reçu le: 2013-08-06</b> |       |            |
|                | Coliformes fécaux                     | 50   | UFC/100 mL                 |       | 2013-08-06 |
|                | Coliformes totaux                     | 470  | UFC/100 mL                 |       | 2013-08-06 |
| <b>2008472</b> | <b>Ruisseau Chelsea - Bouteille 3</b> |  |                            |       |            |
|                | <b>Prélevé le: 2013-08-05</b>         | <b>Par: A. Nyheim-Rivet/C. Collette-Hachey</b> | <b>Reçu le: 2013-08-06</b> |       |            |
|                | Coliformes fécaux                     | 40   | UFC/100 mL                 |       | 2013-08-06 |
|                | Coliformes totaux                     | 350  | UFC/100 mL                 |       | 2013-08-06 |



**APPENDIX P**

**Mandatory, Rated Requirements & Evaluation Criteria**

**GATINEAU PARK WATER QUALITY MONITORING  
MANDATORY, RATED REQUIREMENTS & CRITERIA FOR THE EVALUATION OF PROPOSALS**

|   |                          |
|---|--------------------------|
| <b>MANDATORY REQUIREMENT: Bidder must be a certified laboratory by Quebec's Ministère du développement durable, de l'environnement, de la faune et des parcs (MDDEFP)</b> | <b>Yes / No</b>          |
| <b>RATED REQUIREMENTS</b>   | <b>Weighted factor %</b> |
| <b><u>Capabilities of the company</u></b>   |                          |
| Number of similar projects  | /15                      |
| Specialization, competency  | /15                      |
|   | <b>/ 30</b>              |
| <b><u>Qualifications and experience of company employees</u></b>  |                          |
| Project manager's professional specialization   | /10                      |
| Adequate and sufficient resources allocated to the project  | /10                      |
|   | <b>/ 20</b>              |
| <b><u>Understanding of project scope</u></b>  |                          |
| Compliance with the terms of reference  | /10                      |
| Soundness of the work plan  | /10                      |
|   | <b>/20</b>               |
| <b><u>Methodology</u></b>   |                          |
| Balance of the overall methodology  | /10                      |
| Compliance with standards and regulations   | /10                      |
| Ability to react quickly: timetable; working days; flexibility  | /10                      |
|   | <b>/30</b>               |
| <b>TOTAL</b>  | <b>/100</b>              |

|   |
|---|
| <b>EVALUATION CRITERIA - TECHNICAL</b>                                      |
| Excellent: exceeds requirements (100% of weighted factor).                  |
| Good: fully satisfies all requirements (90% of weighted factor).            |
| <b>Acceptable: satisfies minimum requirements (80% of weighted factor).</b> |
| Does not satisfy minimum requirements (50% of weighted factor).             |
| Does not meet our needs (30% of weighted factor).                           |
| Is completely unacceptable or irrelevant (0% of weighted factor).           |

**A proposal must obtain 80% or more to qualify.**

APPENDIX Q

NCC price form (to be sealed in an envelope separate from the technical proposal)

**APPENDIX Q - PRICE FORM: GATINEAU PARK WATER QUALITY MONITORING.**

**All-inclusive lump sum prices for costs associated with of all sampling, sample transportation, sample analysis, production and sending of tables of results, interpretation of results, production of annual reports, contract supervision, supplies and equipment required, staff travel, and all other overhead and miscellaneous costs**

**FISCAL YEAR 1, APRIL 1, 2014 TO MARCH 31, 2015. LUMP SUM PRICE OF: \$ \_\_\_\_\_**

**FISCAL YEAR 2, APRIL 1, 2015 TO MARCH 31, 2016. LUMP SUM PRICE OF: \$ \_\_\_\_\_**

**FISCAL YEAR 3, APRIL 1, 2016 TO MARCH 31, 2017. LUMP SUM PRICE OF: \$ \_\_\_\_\_**

**FISCAL YEAR 4, APRIL 1, 2017 TO MARCH 31, 2018. LUMP SUM PRICE OF: \$ \_\_\_\_\_**

**FISCAL YEAR 5, APRIL 1, 2018 TO MARCH 31, 2019. LUMP SUM PRICE OF: \$ \_\_\_\_\_**

---

**FIVE (5) YEAR SUB-TOTAL: \$ \_\_\_\_\_**

**+ GST/QST (14.975% OF SUB-TOTAL): \$ \_\_\_\_\_**

**TOTAL PRICE: \$ \_\_\_\_\_**

**APPENDIX Q**

**Bidders shall also indicate the unit costs of analyses used to calculate the price bid (the unit costs for the bacteriological and chemical analyses of the parameters for the drinking water, for the swimming water, for the treatment pond, for the lakes and watercourses; the costs for the samplings, the costs for the annual report, the costs for the transmission of the results). These costs will be used in case of additional requests.**

|  |  |
|--|--|
| Unit rate for the bacteriological and chemical analyses of the parameters for the drinking water                       |  |
| Unit rate for the bacteriological analyses of the parameters for the swimming water                                    |  |
| Unit rate for the bacteriological and chemical analyses of the parameters for the treatment pond,                      |  |
| Unit rate for the bacteriological and chemical analyses of the parameters for the lakes                                |  |
| Unit rate for the bacteriological and chemical analyses of the parameters for the drinking water, for the watercourses |  |
| Unit rate for the samplings  |  |
| Unit rate for the annual report  |  |
| Unit rate for the transmission of the results to the MDDEFP and to the NCC   |  |

|  |  |   |
|--|--|---|
| <p><b>We hereby OFFER to sell and/or supply to the National Capital Commission upon the terms and conditions set out herein, the supplies and/or services listed above and on any attached sheets at the submitted price(s).</b></p> |  |   |
| <p>Contractor's Name &amp; Address</p><br><br><br><br><br><br><br><br><br><br><p>Tel:</p> <p>Fax:</p>  | <p>Print Name</p><br><br><br><br><br><br><br><br><br><br><p>Authorized Signature</p> | <p>Date</p><br><br><br><br><br><br><br><br><br><br> |



## **GC1 Interpretation**

### **1.1 In the contract**

- 1.1.1 “contract” means the contract documents referred to in the Articles of Agreement and every other document specified or referred to in any of them as forming part of the Contract, all as amended by agreement of the parties;
- 1.1.2 “invention” means any new and useful art, process, machine, manufacture or composition of matter, or any new and useful improvement in any art, process, machine, manufacture or composition of matter
- 1.1.3 “Contractor” means the person contracting with the NCC to provide or furnish all requirements for the execution of the Work under the Contract;
- 1.1.4 “work”, unless otherwise expressed in the contract, means everything that is necessary to be done, furnished or delivered by the Contractor to perform the Contractor’s obligations in accordance with the Contract;
- 1.1.5 “NCC” means the National Capital Commission
- 1.1.6 “NCC Representative” means the person designated in the Contract, or by written notice to the Contractor, to act as the Representative of the NCC for the purposes of the Contract and includes a person, designated and authorized in writing by the NCC Representative to the Contractor.
- 1.1.7 “prototypes” includes models, patterns and samples;
- 1.1.8 “technical documentation” means designs, reports, photographs, drawings, plans, specifications, computer software, surveys, calculations and other data, information and material collected, computed, drawn or produced, including computer print-outs.

## **GC2 Successors and Assigns**

- 2.1 The contract shall ensure to the benefit of and be binding upon the parties hereto and their lawful heirs, executors, administrators, successors and assigns.

## **GC3 Assignment**

- 3.1 The contract shall not be assigned in whole or in part by the Contractor without the prior written consent of the NCC. Any assignment made without that consent is void and of no effect.
- 3.2 No assignment of the contract shall relieve the Contractor from any obligation under the contract or impose any liability upon the NCC.

## **GC4 Time of the Essence**

- 4.1 Time is of the essence of the contract.
- 4.2 Any delay by the Contractor in performing the Contractor’s obligations under the contract which is caused by an event beyond the control of the Contractor, and which could not

have been avoided by the Contractor without incurring unreasonable cost through the use of work-around plans including alternative sources or other means, constitutes an excusable delay. Events may include, but are not restricted to: acts of God, acts of local or provincial governments, fires, floods, epidemics, quarantine restrictions, strikes or labour unrest, freight embargoes and exceptional weather conditions of extreme violence or intensity.

- 4.3 The Contractor shall give notice to the NCC immediately after the occurrence of the event that causes the excusable delay. The notice shall state the cause and circumstances of the delay and indicate the portion of the work affected by the delay. When requested to do so by the NCC Representative(s), the Contractor shall deliver a description, which is satisfactory to the NCC Representative of work-around plans including alternative sources and any other means that the Contractor will utilize to overcome the delay and endeavor to prevent any further delay. Upon approval in writing by the NCC Representative of the work-around plans, the Contractor shall implement the work-around plans and use all reasonable means to recover any time lost as a result of the excusable delay.
- 4.4. Unless the Contractor complies with the notice requirements set forth in the contract, any delay that would constitute an excusable delay shall be deemed not to be an excusable delay.
- 4.5 Notwithstanding that the Contractor has complied with the requirements of GC4.3, the NCC may exercise the right of termination contained in GC8.

#### **GC5 Indemnification**

- 5.1 The Contractor shall indemnify and save harmless the NCC from and against all claims, losses, damages, costs, expenses, actions and other proceedings, made, sustained brought, prosecuted, threatened to be brought or prosecuted, in any manner based upon, occasioned by or attributable to any injury to or death of a person or damage to or loss of property arising from any willful or negligent act, omission or delay on the part of the Contractor, the Contractor's servants or agents in performing the work or as a result of the work.
- 5.2 The Contractor shall indemnify the NCC from all costs, charges and expenses whatsoever that the NCC sustains or incurs in or about all claims, actions, suits and proceedings for the use of the invention claimed in a patent, or infringement or alleged infringement of any patent or any registered industrial design or any copyright resulting from the performance of the Contractor's obligations under the contract, and in respect of the use of or disposal by the NCC of anything furnished pursuant to the contract.
- 5.3 The Contractor's liability to indemnify or reimburse the NCC under the contract shall not affect or prejudice the NCC from exercising any other rights under law.

#### **GC6 Notices**

- 6.1 Where in the contract any notice, request, direction, or other communication is required to be given or made by either party, it shall be in writing and is effective if delivered in person, sent by registered mail, by facsimile or electronic mail, addressed to the party for whom it is intended at the address mentioned in the contract. Any notice, request, direction or other communication shall be deemed to have been given by registered mail, when the postal receipt is acknowledged by the other party; by facsimile or electronic mail 24 hours after was

transmitted. The address of either party may be changed by notice in the manner set out in this provision.

#### **GC7 Canadian Labour and Materials**

- 7.1 The Contractor shall use Canadian labour and material in the performance of the work to the full extent to which they are procurable, consistent with proper economy and the expeditious carrying out of the work.

#### **GC8 Termination or Suspension**

- 8.1 The NCC may, by giving written notice to the Contractor, terminate or suspend the work with respect to all or any part or parts of the work not completed.
- 8.2 All work completed by the Contractor to the satisfaction of the NCC before the giving of such notice shall be paid for by the NCC in accordance with the provisions of the contract and, for all work not completed before the giving of such notice, The NCC shall pay the Contractor's costs as determined under the provisions of the contract and, in addition, an amount representing a fair and reasonable fee in respect of such work.
- 8.3 In addition to the amount which the Contractor shall be paid under GC8.2, the Contractor shall be reimbursed for the Contractor's cost of and incidental to the cancellation of obligations incurred by the Contractor pursuant to such notice and obligations incurred by or to which the Contractor is subject with respect to the work.
- 8.4 Payment and reimbursement under the provisions of GC8 shall be made only to the extent that they are established to the satisfaction of the NCC Representative, that the costs and expenses were actually incurred by the Contractor, that the same are fair and reasonable and are properly attributable to the termination or suspension of the work or the part thereof so terminated.
- 8.5 The Contractor shall not be entitled to be reimbursed any amount which, taken together with any amounts paid or becoming due to the Contractor under the contract, exceeds the contract price applicable to the work or the particular part thereof.
- 8.6 The Contractor shall have no claim for damages, compensation, loss of profit, allowance or otherwise by reason of or directly or indirectly arising out of any action taken or notice given by the NCC under the provisions of GC8 except as expressly provided therein.

#### **GC9 Termination due to Default of Contractor**

- 9.1 The NCC may, by written notice to the Contractor, terminate the whole or any part of the work if:
- (i) the Contractor becomes bankrupt or insolvent, or a receiving order is made against the Contractor, or an assignment is made for the benefit of creditors, or if an order is made or resolution passed for the winding up of the Contract, or the Contractor takes the benefit of any statute for the time being in force relating to bankrupt or insolvent debtors, or



- (ii) the Contractor fails to perform any of the Contractor's obligations under the contract, or, in the NCC's view, so fails to make progress as to endanger performance of the contract in accordance with its terms.
- 9.2 In the event that the NCC terminates the work in whole or in part under GC9.1, the NCC may arrange, upon such terms and conditions and in such manner as the NCC deems appropriate, for the work to be completed that was so terminated, and the Contractor shall be liable to the NCC for any excess costs relating to the completion of the work.
  - 9.3 Upon termination of the work under GC9.1, the NCC may require the Contractor to deliver and transfer title to the NCC, in the manner and to the extent directed by the NCC, any finished work which has not been delivered and accepted prior to such termination and any materials or work-in-process which the Contractor has specifically acquired or produced for the fulfillment of the contract.  
  
The NCC shall pay the Contractor for all such finished work delivered pursuant to such direction and accepted by the NCC Representative, the cost to the Contractor of such finished work plus the proportionate part of any fee fixed by the said contract and shall pay or reimburse the Contractor the fair and reasonable cost to the Contractor of all materials or work-in process delivered to the NCC pursuant to such direction. The NCC may withhold from the amounts due to the Contractor such sums as the NCC determines to be necessary to protect the NCC against excess costs for the completion of the work.
  - 9.4 The Contractor shall not be entitled to be reimbursed any amount which, taken together with any amounts paid or becoming due to the Contractor under the contract, exceeds the contract price applicable to the work or the particular part thereof.
  - 9.5 If, after the NCC issues a notice of termination under GC9.1, it is determined by the NCC that the default of the Contractor is due to causes beyond the control of the Contractor, such notice of termination shall be deemed to have been issued pursuant to GC8.1 and the rights and obligations of the parties hereto shall be governed by GC8.

**GC10 Records to be kept by Contractor**

- 10.1 The Contractor shall keep proper accounts and records of the cost of the work and of all expenditures or commitments made by the Contractor including the invoices, receipts and vouchers, which shall at reasonable times be open to audit and inspection by the NCC who may make copies and take extracts therefrom.
- 10.2 The Contractor shall afford facilities for audit and inspection and shall furnish the NCC with such information it may from time to time require with reference to the documents referred to herein.
- 10.3 The Contractor shall not dispose of the documents referred to herein without the written consent of the NCC, but shall preserve and keep them available for audit and inspection for such period of time as may be specified elsewhere in the contract, in the absence of such specification, for a period of three years following completion of the work.

**GC11 Ownership of Intellectual and Other Property including Copyright**

- 11.1 Technical documentation and prototypes produced by the Contractor in the performance of the work under the contract shall vest in and remain the property of the NCC, and the

Contractor shall account fully to the NCC in respect of the foregoing in such manner as the NCC shall direct.

- 11.2 Technical documentation shall contain the following copyright notice:  
HER MAJESTY THE QUEEN IN RIGHT OF CANADA (YEAR)  
as represented by the National Capital Commission
- 11.3 Technical information and inventions conceived or developed or first actually reduced to practice in performing the work under the contract shall be the property of the NCC. The Contractor shall have no rights in and to the same. The Contractor shall not divulge or use such technical information and inventions, other than in performing the work under the contract, and shall not sell other than to the NCC any articles or things embodying such technical information and inventions.
- 11.4 The Contractor agrees to execute any further assignments or agreements as may be requested by the NCC for the purpose of registering the NCC's right of ownership recognized hereunder with the Industrial Design, Trademarks, Patents or Copyright Offices. The Contractor also agrees to arrange for any employees of the Contractor or any agent or sub-contractor of the Contractor who may be considered the author of any work which shall become the property of the NCC pursuant to this section, to sign a release form in a form satisfactory to the NCC, waiving the author's moral rights with respect to claiming authorship of the work and/or restraining the NCC's use, or modification of the work.

#### **GC12 Conflict of Interest**

- 12.1 The Contractor declares that the Contractor has no pecuniary interest in the business of any third party that would cause a conflict of interest or seem to cause a conflict of interest in carrying out the work. Should such an interest be acquired during the life of the contract, the Contractor shall declare it immediately to the NCC Representative(s).

#### **GC13 Contractor Status**

- 13.1 This is a contract for the performance of a service and the Contractor is engaged under the contract as an independent contractor for the sole purpose of providing a service. Neither the Contractor nor any of the Contractor's personnel is engaged by the contract as an employee, servant or agent of the NCC. The Contractor agrees to be solely responsible for any and all payments and/or deductions required to be made including those required for Canada or Quebec Pension Plans, Unemployment Insurance, Worker's Compensation, or Income Tax.

#### **GC14 Warranty by Contractor**

- 14.1 The Contractor warrants that the Contractor is competent to perform the work required under the contract in that the Contractor has the necessary qualifications including the knowledge, skill and ability to perform the work.
- 14.2 The Contractor warrants that the Contractor shall provide a quality of service at least equal to that which contractors generally would expect of a competent contractor in a like situation.

#### **GC15 Amendments**

- 15.1 No amendment of the contract nor waiver of any of the terms and provisions shall be deemed valid unless effected by a written amendment.

**GC16 Entire Agreement**

- 16.1 The contract constitutes the entire agreement between the parties with respect to the subject matter of the contract and supersedes all previous negotiations, communications and other agreements relating to it unless they are incorporated by reference in the contract.

**GC1 Hours and Place of Work**

- 1.1 When the Work is to be carried out in the NCC's offices, the Contractor shall, in the interests of co-ordination, adopt the same hours of work as the NCC's employees.

**GC2 No Additional Remuneration**

- 2.1 It is understood and agreed that the Contractor shall act as an independent Contractor and that he shall not be entitled to any payment or remuneration other than that provided for in clause 3.1 of the contract and set out in greater detail in the Terms of Payment of the present contract.

**GC3 Compliance with Legal Requirements**

- 3.1 The Contractor himself shall be solely responsible for complying with all federal and provincial laws and municipal by-laws applicable within the context of the services provided by him under the present contract.

**GC4 Responsibility of the NCC**

- 4.1 The NCC Representative shall provide the support, counsel, directives, instructions, acceptances, decisions and information that he shall consider necessary or appropriate in connection with this contract.

**GC5 Ownership of Documents**

- 5.1 All documents submitted or prepared by the Contractor under the terms of the contract shall become the property of the NCC, which shall become the owner of the copyright.
- 5.2 All documents and records, and the information contained therein, provided to the Contractor related to or for the purposes of this Contract shall be treated as confidential. The Contractor shall take all necessary steps to ensure that the documents and records, or any information contained therein, are not copied, provided to, discussed, or disclosed in any manner whatsoever, to any person or entity, other than the NCC, unless expressly authorized by the NCC. The Contractor shall ensure that only its authorized employees are given access to the said documents or records and that these employees treat these documents and records, and the information contained therein, as confidential.
- 5.3 As may be directed in writing by the NCC upon the expiry, termination or completion of the Contract, the Contractor shall either return to the NCC forthwith all documents or records provided to it by the NCC or destroy all documents and records, together with satisfactory proof of such destruction.
- 5.4 The NCC shall have unrestricted access to all documents and records provided to the Contractor during the term of the Contract.

**GC6 Copyright**

- 6.1 In accordance with section 12 of the Copyright Act, copyrights for all reports or documents prepared by the Contractor shall belong to the NCC from the date of its first publication, during the remainder of that calendar year and for a period of fifty (50) years from the end of that calendar year.

**GC7 Ownership of Inventions**



- 7.1 Pursuant to paragraph GC11.3 of the general conditions, the Contractor shall have no other claim than that which may be granted to him by the NCC, and he may not apply for a patent in connection with any inventions unless he has the written consent of the NCC.

### **GC8 Managers, Employees, Agents and Sub-contractors**

- 8.1 The Contractor shall take all reasonable measures and precautions to ensure that his managers, employees, agents and sub-contractors comply with the terms of the present Contract. Without limiting the general nature of the above, contractors shall include in all subcontracts arising from this contract, clauses which are similar to the general conditions and to these supplementary conditions, such clauses to be formulated in terms that are not less favorable to the NCC than their counterparts in the said general and supplementary conditions. The Contractor shall comply with these conditions and take any other actions required by the NCC in order to fulfill the terms of the present clause.

### **GC 9 Use of NCC Geometrics' Database**

- 9.1 The Contractor may request through the NCC Representative the use of the NCC owned database containing information on topography, underground services, certain building surveys, etc, for the purposes of this Contract.
- 9.2 The Contractor by using the NCC database acknowledges that it is owned by the NCC and no ownership rights are conferred. The Contractor will use the database only for the Contractor's own internal operations relating to approved NCC assignments.
- 9.3 The Contractor may adapt the data in their copy of the database or create derived works from such data provided such adapted data or derived works are used for the Contractor's own internal operations described in clause 9.2.
- 9.4 The use of the NCC owned database is granted on a royalty-free basis and therefore no fee is payable to the NCC.
- 9.5 The NCC makes no warranties, either expressed or implied, as to any matter, including without limitation, the condition, quality or freedom from error of the database or any part of the database or its fitness for any purpose.
- 9.6 The Contractor agrees to indemnify and save harmless the NCC from and against all claims, demands, suits, losses, costs, expenses (including reasonable legal fees) and damages arising out of or related to the Contractor's use of the database.
- 9.7 Upon expiration or early termination of the Contract, all rights and privileges granted to the Contractor for use of the database will immediately terminate and the Contractor shall immediately return all copies of the database and all related material including any derived works to the NCC, or provide proof to the NCC that all copies of the database and related material have been destroyed

## Occupational Health and Safety Requirements

### 1. General

- 1.1 In this Contract “OHS” means “occupational health and safety”.
- 1.2 With respect to the work to be performed under the Contract, the Contractor covenants and agrees to perform at, and to enforce conformity with, a standard equivalent to or greater than the best practices prevailing in the construction industry at that time.
- 1.3 The Contractor acknowledges that, to the extent that the following matters may be affected by conduct of the work, it is responsible for the:
- 1.3.1 health and safety of persons on site;
  - 1.3.2 safety of property on site;
  - 1.3.3 protection of persons adjacent to the site; and,
  - 1.3.4 protection of the environment.
- 1.4 Without limiting the generality of section 1.3, the Contractor acknowledges that it is required to, and covenants and agrees to, comply and to enforce compliance with all laws or regulations that may be applicable to the conduct of the work including, without limitation:
- (a) the provisions of the *Occupational Health and Safety Act* of Ontario and all regulations, policies or directives issued thereunder for work performed in Ontario;
  - (b) *La Loi sur la santé et la sécurité du travail* of Québec and all regulations, policies or directives issued thereunder for work performed in Québec;
  - (c) Applicable provisions of the *Canada Labour Code, Part II*;
  - (d) Employment standards legislation in the province(s) in which any part of the work is performed; and
  - (e) Any policies or directives issued by the NCC in respect of the subject matter of the contract.
- The NCC will present any such policies or directives referred to in paragraph (e) to the Contractor in written form by not later than the pre-construction meeting. The Contractor is obliged to ensure that the relevant policies and directives have been communicated to and acknowledged by all its employees and that they will be complied with. The NCC reserves the right to require the Contractor to produce evidence satisfactory to the NCC acting reasonably that the Contractor has discharged the foregoing obligations.
- 1.5 By entering into the Contract with the NCC, the Contractor represents and warrants to the NCC that it has informed itself of and is knowledgeable about the obligations imposed by the legislation referred to in 1.4. above.
- 1.6 For purposes of the relevant provincial OHS legislative regime the Contractor acknowledges and agrees that it is the “Constructor” and covenants to discharge and accept all liability for the performance of the obligations of the “Constructor” in respect of the work provided for in the Contract. Notwithstanding a determination by the relevant authority having jurisdiction that the NCC is the “Constructor” in the event of a dispute between the Contractor and the NCC, the Contractor acknowledges and agrees that the Contractor shall be financially responsible for the implementation of protective measures necessary to fulfill the obligations of the “Constructor”.
- 1.7 As between the NCC and the Contractor, the NCC’s decision as to whether the Contractor is discharging its obligations in respect of OHS issues shall be definitive. Without limiting the generality of the foregoing, in the event of any dispute with respect to instructions given by the NCC’s designated representative, the Contractor may note such dispute, but must nevertheless forthwith comply with any such instructions.

- 1.8** The Contractor hereby indemnifies and agrees to hold harmless the NCC, its agents and employees, from and against any and all claims, demands, losses, costs (including legal fees on a full indemnity basis), damages, actions, suits or proceedings (hereinafter collectively referred to as “claims”) by third parties that arise out of or are attributable to the Contractor’s errors or omissions in the performance of the Contract. Without limiting the generality of the foregoing, this indemnification extends to any claims related to any violation of any statute or regulation relating to OHS matters.
- 1.9** The NCC shall provide the contractor:
- 1.9.1 a written description of every known and foreseeable health and safety hazard to which persons employed in the performance of the work may be exposed because of the nature of the site;
- 1.9.2 a list of any prescribed materials, equipment, devices and clothing necessary because of the nature of the site;
- 1.9.3 with written information indicating the prescribed circumstances and manner to use all prescribed materials, equipment, devices and clothing listed pursuant to 1.9.2; and,
- 1.9.4 with a copy of any NCC policies and procedures that may be applicable in relation to the work site.
- 1.10** Without limiting the generality of 1.9, prior to the commencement of the work by the contractor, the contractor shall, at the contractor’s expense:
- 1.10.1 take all reasonable care to ensure that all persons employed in the performance of the work or granted access to the work or its site are informed of any health and safety hazard described pursuant to 1.9.1;
- 1.10.2 provide all persons employed in the performance of the work or granted access to the work or its site with prescribed materials, equipment, devices and clothing listed pursuant to 1.9.2;
- 1.10.3 take all reasonable care to ensure that all persons employed in the performance of the work or granted access to the work or its site are familiar with the prescribed circumstances and manner all prescribed materials, equipment, devices and clothing listed pursuant to 1.9.2; and
- 1.10.4 take all reasonable care to ensure that all persons employed in the performance of the work or granted access to the work or its site are familiar with policies and procedures referred to in 1.9.4.
- 2. Qualifications of Personnel**
- 2.1** By entering into this agreement the contractor represents and warrants the it has the requisite experience, training, formal certification and equipment to enable it to discharge the obligations enumerated in sections 1.3. 1.4, 1.5 and 1.6 above.
- 2.2** The Contractor represents and warrants that supervisory personnel employed by the Contractor in respect of performance of any part of the work have the requisite experience, authority, training, formal certification and equipment to ensure that the obligations enumerated in sections 1.3 1.4, 1.5 and 1.6 above are discharged and agrees to deliver such evidence as may be required by the NCC from time to time to verify same.

### **3. Certification**

- 3.1** After receiving notification that its bid has been retained and prior to and as a condition of contract award, the Contractor covenants and agrees to deliver a Worker's Compensation Clearance Certificate. Where the duration of the project is greater than sixty days, the Contractor covenants and agrees to deliver up-dated certificates at least every 60 days. In the event of a failure by the Contractor to deliver up-dated certificates, the NCC shall be entitled to immediately terminate the contract without notice and without incurring any liability to the Contractor.
- 3.2** After receiving notification that its bid has been retained and prior to and as a condition of contract award, the Contractor covenants and agrees to deliver historical information on its injury experience including any pertinent Worker's Compensation Experience Reports. Such historical information shall report data for the previous three years.

### **4. Plans Policies and Procedures**

- 4.1** After receiving notification that its bid has been retained and prior to and as a condition of contract award, the Contractor covenants and agrees to deliver for the review and approval of the NCC:
- (a) A copy of the contractor's OHS policy;
  - (b) A safety program and plan specific to the work to be performed pursuant to the Contract which plan shall include a risk assessment and analysis, a description of safe working methods, injury and incident reporting protocols, regular periodic reporting on compliance with OHS obligations including any policies, practices and procedures otherwise provided for herein, and a site-specific contingency and emergency response plan; and
  - (c) Health and safety training records of personnel and alternates responsible for OHS issues on site.

The Contractor covenants and agrees to deliver the necessary material safety data sheets for the review and approval of the NCC prior to entering the site to perform work related to the relevant material.

Approval by the NCC does not amend the provisions of the Contract with respect to the allocation of liability for discharging or failing to discharge OHS obligations. Such liability remains with the Contractor notwithstanding the granting of such approval.

- 4.2** The Contractor acknowledges and agrees that prior to commencement of work it must attend a pre-construction briefing at which any special or additional practices and procedures to be followed in completing the work are to be established. Without limiting the provisions of section 1.4(e) above, the representatives of the Contractor attending the briefing will be required to deliver a signed acknowledgement that the practices and procedures set out in the pre-construction briefing have been understood and will be complied with.
- 4.3** At any time and from time to time during the performance of the work, the NCC shall have the right to audit the manner in which the Contractor is discharging its OHS obligations and to determine whether the project specification and/or OHS policies, practices and procedures are being complied with. In the event that the audit discloses any failure by the Contractor to discharge such OHS obligations, the NCC shall be entitled to forthwith rectify at the Contractor's expense any such deficiency and the NCC shall have the further right to immediately terminate the contract without notice and without incurring any liability to the Contractor.
- 4.4** The Contractor covenants and agrees to conform with all requirements of the Workplace Hazardous Materials Information System.



- 4.5** The Contractor acknowledges and agrees that where required by any law or regulation applicable to the performance of the work it must establish and maintain a project health and safety committee. The contractor further acknowledges and agrees that it must enable staff to attend all relevant safety meetings, and that the cost of same, including costs attributable to standing down equipment is included in its bid price and is not independently recoverable.
- 4.6** Where required by the relevant provincial regulatory regime, the Contractor acknowledges and agrees that it is responsible for delivery of notice of the project to the relevant regulatory authority, and for the performance of any other administrative activity required to meet the obligations imposed in the pertinent provincial regulatory regime.
- 4.7 (Optional depending on hazard or scope of project).** The contractor covenants and agrees that it shall employ and assign to the work, a competent OHS professional as Health and Safety Coordinator that must:
- (a) have a minimum two (2) years' site-related working experience specific to activities associated with. (identify specific subject matter)
  - (b) have basic working knowledge of specified occupational safety and health regulations,
  - (c) be responsible for completing health and safety training session and ensuring that personnel not successfully completing the required training are not permitted to enter the site to perform the Work,
  - (d) be responsible for implementing, enforcing daily and monitoring the site-specific Health and Safety Plan, and
  - (e) be on site during execution of the Work.

The parties acknowledge that in lieu of employing an OHS professional, the Contractor may provide same by sub-contracting for such services.

- 4.8** Upon completion of the work the Contractor covenants and agrees to participate with the NCC in a post performance interview to evaluate the performance of the Contractor in respect of the OHS obligations under the contract. Without limiting the generality of the foregoing, the interview will identify areas of compliance and non-compliance in terms of:
- (a) actual performance of the work;
  - (b) reporting or procedural requirements;
  - (c) resolution of deficiencies.

The contractor acknowledges and agrees that the results of the post-completion interview may be relied upon by the NCC in evaluating bids subsequently submitted by the Contractor on other NCC projects.

| SECURITY REQUIREMENTS   | EXIGENCE EN MATIERE DE SECURITE  |
|---|--|
| <p><b>Security Requirements</b><br/> The NCC complies with Treasury Board’s <i>Policy on Government Security</i> and consequently, it will require that the Contractor’s employees submit to a personal security screening process (Security Clearance Form TBS/SCT 330-60E). The NCC may also perform a credit check when the duties or tasks to be performed require it or in the event of a criminal record containing a charge/offence of a financial nature.<br/> The NCC reserves the right to not award the Contract until such time as the Contractor’s core employees have obtained the required level of security screening as identified by the NCC’s Corporate Security. In this case the level of security required will be <b>Reliability/Site Access/Secret</b>.<br/> The NCC also reserves the right to request that the Contractor submit to a <i>Designated Organisation Screening</i> and/or <i>Facility Security Clearance</i>– depending on the nature of the information it will be entrusted with. In the event that the Contractor does not meet the requirements to obtain the requested clearance, the Contractor shall take the corrective measures recommended by the Canadian Industrial Security Directorate (of PWGSC) or by the NCC’s Corporate Security in order to meet these requirements. If no corrective measures are possible or if the Contractor fails to take the recommended measures, then the Contractor shall be in default of its obligations under this Contract and the NCC shall have the rights and remedies listed in section 2.14, including the right to terminate the Contract without further notice to the Contractor.</p> <p><b>Additional information</b><br/> As part of their personal screening, individuals may be required to provide evidence of their status as a Canadian citizen or permanent resident as well as any other information/documentation requested by the NCC’s Corporate Security in order to complete the screening.<br/> The NCC reserves the right to refuse access to personnel who fail to obtain the required level of security screening.<br/> The NCC reserves the right to impose additional security measures with respect to this Contract as the need arises.</p> | <p><b>Exigences relatives à la sécurité</b><br/> La CCN respecte la <i>Politique sur la sécurité du gouvernement</i> du Conseil du Trésor et, par conséquent, elle exigera que les employés de l’Entrepreneur se soumettent à une enquête de sécurité sur le personnel (Formulaire d’autorisation de sécurité SCT/TBS 330-60F). La CCN pourrait aussi procéder à une enquête de crédit lorsque les fonctions ou les tâches à exécuter l’exigent ou si un casier judiciaire contient une accusation ou une infraction de nature financière.<br/> La CCN se réserve le droit de ne pas octroyer le Contrat tant que les employés clés de l’Entrepreneur n’ont pas obtenu la cote de sécurité requise telle que définie par la sécurité de l’entreprise de la CCN. Dans le cas présent, le niveau de sécurité requis sera <b>Fiabilité/accès au sites/Secret</b>.<br/> La CCN se réserve aussi le droit de demander que l’Entrepreneur se soumette à une Vérification d’organisme désigné et/ou à une attestation de sécurité d’installations – selon la nature de l’information qui lui sera confiée. Dans le cas où l’Entrepreneur ne satisfait pas aux exigences d’obtention de la cote de sécurité requise, l’Entrepreneur devra prendre les mesures correctives recommandées par la direction de la sécurité industrielle canadienne (de TPSGC) ou par la sécurité de l’entreprise de la CCN afin de satisfaire à ces exigences. S’il n’est pas possible de prendre des mesures correctives ou si l’Entrepreneur ne prend pas les mesures recommandées, alors l’Entrepreneur sera en défaut de ses obligations en vertu du présent Contrat et la CCN pourra se prévaloir des droits et recours énumérés à la clause 2.14, incluant le droit de résilier le Contrat sans autre avis à l’Entrepreneur.</p> <p><b>Informations supplémentaires</b><br/> Dans le cadre de l’enquête de sécurité sur le personnel, les individus pourraient-être tenus de fournir une preuve de leur statut de citoyen canadien ou de résident permanent ainsi que toute autre information/documentation exigée par la sécurité de l’entreprise de la CCN pour compléter l’enquête de sécurité.<br/> La CCN se réserve le droit de refuser l’accès aux employés qui ne réussissent pas à obtenir la cote de sécurité requise.<br/> La CCN se réserve le droit d’imposer des mesures de sécurité supplémentaires dans le cadre du présent Contrat si le besoin s’en fait sentir.</p> |

**Company Security Representative**

The Contractor shall appoint one Company Security Representative (CSR) as well as one alternate (for companies who have more than five employees). Selection criteria for the CSR and the alternate are the following:

- They must be employees of the Contractor;
- They must have a security clearance (the NCC will process the clearances once the individuals have been identified).

**Responsibilities of the Company Security Representative**

The CSR's responsibilities are the following:

- Act as liaison between the NCC's Corporate Security and the Contractor to ensure coordination;
- In collaboration with the NCC's Corporate Security, identify the Contractor's employees who will require access to NCC information/assets/sites **as well as any recurring subcontractors** (and their employees) who will require similar access and may not be supervised by the Contractor at all times during such access. Ensure that accurate and complete Personnel Security Screening documentation is submitted to the NCC's Corporate Security for the employees/subcontractors who have been identified;
- Ensure that employees/subcontractors, upon notification of having been granted a reliability status, sign the *Security Screening Certificate and Briefing Form* and return to the NCC's Corporate Security;
- Ensure that only persons who have been security screened to the appropriate level and who are on a "need-to-know basis" will have access to information and assets;
- Maintain a current list of security screened employees/subcontractors;
- Ensure proper safeguard of all information and assets, including any information/assets entrusted to subcontractors;
- If a Security incident or suspected breach of security occurs, prepare and submit to the NCC an occurrence report as soon as possible.

**Représentant de l'entreprise en matière de sécurité**

L'Entrepreneur devra désigner un représentant de l'entreprise en matière de sécurité ainsi qu'un suppléant (pour les entreprises qui ont plus de cinq employés).

Les critères de sélection du représentant et de son suppléant sont les suivants :

- Ils doivent être des employés de l'Entrepreneur.
- Ils doivent posséder une cote de sécurité (la CCN traitera les cotes de sécurité une fois les individus désignés).

**Responsabilités du représentant de l'entreprise en matière de sécurité**

Les responsabilités du représentant sont les suivantes :

- Assurer la liaison entre la sécurité de l'entreprise de la CCN et l'Entrepreneur pour garantir une bonne coordination.
- En collaboration avec la sécurité de l'entreprise de la CCN, identifier les employés de l'Entrepreneur qui auront besoin d'accéder aux biens et sites de la CCN ou à de l'information détenue par la CCN **ainsi que tous les sous-traitants récurrents** (et leurs employés) qui auront besoin d'un accès similaire et ne pourront peut-être pas être supervisés par l'Entrepreneur en tout temps durant les périodes d'accès. S'assurer que la documentation de l'enquête de sécurité sur le personnel soit exacte et complète lorsque soumise à la sécurité de l'entreprise de la CCN, pour les employés et les sous-traitants identifiés.
- S'assurer que les employés et/ou les sous-traitants, après avoir été informés de l'obtention de leur cote de fiabilité, signent le certificat d'enquête de sécurité et profil de sécurité et les remettent à la sécurité de l'entreprise de la CCN.
- S'assurer que seules les personnes qui ont fait l'objet d'une enquête de sécurité au niveau approprié et qui obéissent au principe du besoin de savoir, auront accès aux informations et aux biens.
- Maintenir une liste à jour des employés et/ou des sous-traitants qui ont fait l'objet d'une enquête de sécurité.
- S'assurer de la bonne sauvegarde de tous les biens et informations, y compris tout bien ou information confié aux sous-traitants.
- Si l'on constate un manquement à la sécurité ou suspecte une infraction à la sécurité, préparer et soumettre un rapport d'événement à la CCN aussi tôt que possible.

**SUPPLIER – DIRECT PAYMENT AND TAX INFORMATION FORM**  
**FOURNISSEUR – FORMULAIRE DE PAIEMENT DIRECT ET RENSEIGNEMENTS POUR FINS D'IMPÔT**

**PART 'A' – IDENTIFICATION / PARTIE 'A' - IDENTIFICATION**

|  |  |  |
|--|--|--|
| Legal name of entity or individual / Nom légal de l'entité ou du particulier   | Operating name of entity or individual (if different from Legal Name) / Nom commercial de l'entité ou du particulier (s'il diffère du nom légal) |  |
| Former Public Servant in receipt of a PSSA Pension / Ancien fonctionnaire qui reçoit une pension en vertu de la LPFP   |  |  |
|  |  | <input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non |
| An entity, incorporated or sole proprietorship, which was created by a Former Public Servant in receipt of a PSSA pension or a partnership made of former public servants in receipt of PSSA pension or where the affected individual has a controlling or major interest in the entity. / Une entité, constituée en société ou à propriétaire unique, créée par un ancien fonctionnaire touchant une pension en vertu de la LPFP, ou un partenariat formé d'anciens fonctionnaires touchant une pension en vertu de la LPFP, ou les entités dans lesquelles ils détiennent le contrôle ou un intérêt majoritaire. |  |  |
|  |  | <input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non |
| Address / Adresse  | Telephone no. / No. de ☐elephone :   | Fax no. / No. De télécopieur :                                       |
| Postal code / Code postal  | (   )  | (   )  |

**PART 'B' – STATUS OF SUPPLIER / PARTIE 'B' – STATUT DU FOURNISSEUR**

|   |   |   |   |                    |
|---|---|---|---|--------------------|
| (1) Sole proprietor / Propriétaire unique <input type="checkbox"/>                  | If sole proprietor, provide / Si propriétaire unique, indiquez :                            | Last Name / Nom de famille  | First name / Prénom                         | Initial / Initiale |
| (2) Partnership / Société de personnes <input type="checkbox"/>                     | SIN – mandatory for (1) & (2) / NAS – obligatoire pour (1) & (2)                            | Corporation / Société <input type="checkbox"/>                                | Business No. (BN) / No de l'entreprise (NE) |                    |
| GST/HST / TPS et de TVH   |   | QST / TVQ (Québec)  |   |                    |
| Number / Numéro : _____   |   | Number / Numéro : _____   |   |                    |
| Not registered / non inscrit <input type="checkbox"/>                               |   | Not registered / non inscrit <input type="checkbox"/>                         |   |                    |
| Type of contract / Genre de contrat   |   |   |   |                    |
| Contract for services only / Contrat de services seulement <input type="checkbox"/> | Contract for mixed goods & services / Contrat de biens et services <input type="checkbox"/> | Contract for goods only / Contrat de biens seulement <input type="checkbox"/> |   |                    |
| Type of goods and/or services offered / Genre de biens et/ou services rendus :      |   |   |   |                    |

**PART 'C' – FINANCIAL INSTITUTION / PARTIE 'C' – RENSEIGNEMENTS SUR L'INSTITUTION FINANCIÈRE**

**Please send a void cheque with this form / Veuillez, s.v.p., envoyer un spécimen de chèque avec ce formulaire**

|   |   |                              |
|---|---|------------------------------|
| Branch number / No de la succursale       | Institution no. / No de l'institution : | Account no. / No de compte : |
| Institution name / Nom de l'institution : | Address / Adresse :                     |                              |
|   | Postal Code / Code postal :             |                              |

**PART 'D' – PAYMENT NOTIFICATION / PARTIE 'D' – AVIS DE PAIEMENT**

|                                     |
|-------------------------------------|
| E-mail address / Adresse courriel : |
|-------------------------------------|

**PART 'E' – CERTIFICATION / PARTIE 'E' – CERTIFICATION**

|   |  |           |       |
|---|--|-----------|-------|
| I certify that I have examined the information provided above and it is correct and complete, and fully discloses the identification of this supplier.  | Je déclare avoir examiné les renseignements susmentionnés et j'atteste qu'ils sont exacts et constituent une description complète, claire et véridique de l'identité de ce fournisseur.  |           |       |
| Where the supplier identified on this form completes part C, he hereby requests and authorizes the National Capital Commission to directly deposit into the bank account identified in part C, all amounts payable to the supplier. | Lorsque le fournisseur indiqué sur ce formulaire remplit la partie C, par la présente il demande et autorise la Commission de la capitale nationale à déposer directement dans le compte bancaire indiqué à la partie C, tous les montants qui lui sont dus. |           |       |
| _____   | _____  | _____     | _____ |
| Name of authorized person / Nom de la personne autorisée  | Title / Titre  | Signature | Date  |
| Telephone number of contact person / Numéro de téléphone de la personne ressource : (   )   |  |           |       |

**IMPORTANT**

|  |   |
|--|---|
| <b>Please fill in and return to the National Capital Commission with one of your business cheque unsigned and marked « VOID » (for verification purposes).</b> | <b>Veillez remplir ce formulaire et le retourner à la Commission de la capitale nationale avec un spécimen de chèque de votre entreprise non signé et portant la mention « ANNULÉ » (à des fins de vérification).</b>   |
| Mail or fax to : Procurement Assistant, Procurement Services<br>National Capital Commission<br>202-40 Elgin Street<br>Ottawa, ON K1P 1C7 Fax : (613) 239-5007  | Poster ou télécopier à : Assistant à l'approvisionnement<br>Services de l'approvisionnement<br>Commission de la capitale nationale<br>40, rue Elgin, pièce 202<br>Ottawa (Ontario) K1P 1C7 Télécopieur : (613) 239-5007 |



**SUPPLIER – DIRECT PAYMENT AND TAX  
INFORMATION FORM**

**FOURNISSEUR – FORMULAIRE DE PAIEMENT DIRECT  
ET RENSEIGNEMENTS AUX FINS D'IMPÔT**

**Supplier Tax Information**

Pursuant to paragraph 221(1) (d) of the Income Tax Act, NCC must declare form T-1204, contractual payments of government for services, all payments made to suppliers during the calendar year in accordance to related service contracts (including contracts for mixed goods and services).

The paragraph 237(1) of the Income Tax Act and the article 235 of the Income Tax Regulations require the supplier to provide all necessary information below to the organization who prepares the fiscal information forms.

Questions : Marcel Sanscartier, Manager, Accounts Payable and Receivable – (613) 239-5241.

**Direct payment information**

All amounts payable by NCC to the supplier will be deposited directly into the account you identified in part C. A NCC payment advice notice will also be sent to you by e-mail detailing the particularities of the payment.

Until we process your completed form, we will still pay you by check.

You must notify the NCC of any changes to your financial institution, branch or account number. You will then have to complete a new form.

The account you identified has to hold Canadian funds at a financial institution in Canada.

**The advantages of direct payment**

Direct payment is a convenient, dependable and timesaving way to receive your invoice payment. Direct payment is completely confidential.

There is less risk of direct payment being lost, stolen, or damaged as may happen with cheques.

Funds made by direct payment will be available in your bank account on the same day that we would have mailed your cheque.

**Renseignements sur les fournisseurs aux fins d'impôt**

En vertu de l'alinéa 221(1) (d) de la Loi de l'impôt sur le revenu, la CCN est tenu de déclarer, à l'aide du formulaire T-1204, Paiements contractuels de services du gouvernement, tous paiements versés aux fournisseurs pendant une année civile en vertu de marchés de services pertinents (y compris les marchés composés à la fois de biens et de services).

Le paragraphe 237 (1) de la Loi de l'impôt sur le revenu et l'article 235 du Règlement de l'impôt sur le revenu obligent les fournisseurs à fournir toutes les informations demandées ci-dessous à l'organisme qui prépare les formulaires de renseignements fiscaux.

Questions : Marcel Sanscartier, Gestionnaire, comptes fournisseurs et comptes clients – (613) 239-5241.

**Renseignements sur le paiement direct**

Tous les montants versés par la CCN au fournisseur seront déposés directement dans le compte identifié à la partie C. Un avis de paiement de la CCN détaillant les particularités du paiement vous sera envoyé par courriel.

Nous continuerons à vous payer par chèque jusqu'à ce que nous ayons traité votre formulaire.

Vous devez aviser la CCN de tout changement d'institution financière, de succursale ou de numéro de compte. Vous devrez donc remplir un nouveau formulaire.

Le compte que vous désignez doit être un compte en monnaie canadienne, détenu dans une institution financière au Canada.

**Avantages du paiement direct**

Le paiement direct est une méthode pratique, fiable, qui permet de gagner du temps dans la réception de vos paiements de factures. Le paiement direct est entièrement confidentiel.

Avec les paiements direct, il y a moins de risques de perte, de vol ou de dommage, comme cela peut se produire dans le cas des chèques.

Les paiements effectués par paiement direct sont versés dans votre compte le jour même où nous aurions posté votre chèque.