



**REQUEST FOR PROPOSAL
 WATER QUALITY MONITORING IN GATINEAU PARK
 AND QUEBEC URBAN LANDS**

NCC FILE NO. **MA022**
 NO DE DOSSIER DE LA CCN:

ADDRESS ENQUIRIES TO: Micheline Al-Koutsi Senior Contract Officer Email : micheline.al-koutsi@ncc-ccn.ca	INVITATION DATE/DATE DE L'APPEL D'OFFRES: December 16, 2020
	BID CLOSING/CLÔTURE DE L'OFFRE: January 22, 2021 à 15h00 , heure standard de l'est
SUBMIT BIDS BY EMAIL ONLY TO:	Bids-Soumissions@ncc-ccn.ca Submission to refer to tender file # MA022 Note: the email attachment size is set at a maximum of 150 MB.

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.

We hereby OFFER to sell and/or supply to the NCC 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) including all issued Addenda.

Contractor's Name and Address Tel: Fax:	Print Name	Date
	Signature	

Your Bid is accepted to supply to the NCC 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) including all issued Addenda.

_____ Name and title of the person authorized to sign on behalf of the NCC	_____ Signature	_____ Date
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1 BID PREPARATION INSTRUCTIONS

1.1 Your offer must be sent in two (2) separate emails:

EMAIL #1

Mandatory requirements

- Laboratory accreditation

Technical Proposal

- One (1) Adobe pdf of the Technical Proposal which must include all the elements identified in Annex P

And

Page 1 of this RFP

- Page 1 is to be dated and signed, thereby acknowledging having read, understood and accepted the Terms of reference of this RFP which includes the General Conditions and any/all other attachments referred to within the NCC tender package

EMAIL #2

Fee proposal

To be submitted in a separate email. It must include:

- One (1) original of the signed Financial Proposal, Annex Q

The Financial Proposal must be submitted in a separate email from email #1 and clearly marked email #2 (do not insert any other documents in this email). The Fixed Fee and cost breakdowns and any other financial information identified in the said Financial Proposal must not appear in the Technical Proposal or anywhere else in the Proposal.

2 EVALUATION PROCEDURES AND BASIS OF SELECTION

2.1 EVALUATION PROCEDURES

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of NCC representatives will evaluate the bids.

2.2 TECHNICAL EVALUATION

2.2.1 Mandatory Technical Criteria

STAGE 1 : LABORATORY ACCREDITATION

All Detailed Proposals that are received on time will be reviewed to ensure that the mandatory RFP requirements identified have been submitted. Detailed Proposals complying with the mandatory requirement shall be considered compliant and will proceed to stage 2 of the evaluation process. Detailed Proposals that are not in compliance with the mandatory requirement shall be treated as non-compliant and will receive no further consideration.

STAGE 1 – Annex P	Requirement	Value
Bidder must be a certified laboratory by Quebec’s Ministère de l’Environnement et de la Lutte contre les changements climatiques (MELCC)	Mandatory	Pass/fail

2.2.2 Point Rated Technical Criteria (refer to Annex P)

Each technical proposal in compliance with stage 1 will be evaluated and rated according to the criteria.

STAGE 2 (100 POINTS):

- Ability of the company to undertake the project (50 points)
- Quality and Experience of Staff (15 points)
- Project Understanding (35 points)

Proposals that meet the mandatory requirement and receive a minimum score of 70 points out of 100 of the technical element will be considered technically eligible.

2.3 Financial Evaluation (email #2)

STAGE 3 : FINANCIAL EVALUTATION (REFER TO ANNEX Q)

The financial proposal email of each technical proposal passing stage 1 and stage 2 shall be opened and evaluated.

The fixed costs and breakdowns of costs and any other financial information identified in the said financial proposal shall not be included in the technical proposal or elsewhere in the proposal.

Bidders must submit an all-inclusive flat-rate price for all costs associated with all operations related to sample collection and transport, sample analysis, production and submission of tables of results, interpretation of the results, production of the annual report, supervision of the contract, equipment and materials required, travel of personnel and all other overhead and miscellaneous expenses.

Bidders will also be required to include the unit price of the analysis used to calculate the financial offer (unit price for the analysis of all microbiological and chemical parameters for drinking water, beach water, lagoon, lakes and streams; costs for removals and shipping; costs for the annual report; costs for data processing at Ministère de l'Environnement et de la Lutte contre les changements climatiques (MELCC) and the NCC.). These costs will be used for additional requests from the NCC, excluding, resampling or sampling required to investigate recurring problems of network overruns.

2.4 BASIS OF SELECTION – Best Value

All bids will be evaluated and rated according to the mandatory requirement, the rated requirements and the evaluation criteria described in Annex P.

The bidder must meet the mandatory requirement and obtain 70% or more to qualify. The selection will be based on the highest responsive combined rating of technical merit and price. The technical score will be weighted 60% and the financial score will be weighted 40%.

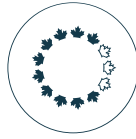
Proposal	weighting
Percentage of proposal points - Technical	60%
Percentage of proposal points – Financial	40%

3 OTHER INSTRUCTIONS

1. Questions and requests for clarification from proponents will be accepted until 12:00 noon on **January 14, 2021**. 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 Micheline Al-Koutsi at email micheline.al-koutsi@ncc-ccn.ca
2. The proposal is to include all relevant information as defined in the Terms of Reference (TOR).
3. 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.
4. 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
5. The NCC reserves the right not to award the contract until the Contractor's personnel have obtained the required level of security screening, as indicated by NCC Head Office. In this case, the required level of security will be **Reliability** *The NCC Security Office will conduct security screening.

*For operational requirements, with NCC security advice or assistance, the security level can be upgraded based on the sensitivity of the information and assets to be accessed.
6. The attached General & Supplementary Conditions, the Occupational Health & Safety Requirements and Security Requirements will also form part of the resulting contract.
7. 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.
8. 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

9. Facsimile or mail transmittal of proposals are not acceptable.
10. 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.
11. 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.
12. 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.
13. 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.



COMMISSION DE LA CAPITALE NATIONALE
NATIONAL CAPITAL COMMISSION

TERMS OF REFERENCE

WATER QUALITY MONITORING PROGRAM FOR
GATINEAU PARK AND QUEBEC URBAN LANDS

Fiscal Years 2021-22, 2022-23, 2023-24, 2024-25, 2025-26

Fiscal Year = 1 April to 31 March

Quebec Urban Lands and Gatineau Park
National Capital Commission

Canada

TABLE OF CONENTS

1. Background
2. Purpose
3. Term of Contract
4. Sampling Sites
5. Contact Person
6. Contractual obligations
 - 6.1 Drinking Water
 - 6.1.1 Bacteriological & Physico-chemical Controls: Parameters, Frequency and Sampling Points
 - 6.1.2 Sampling and Analysis
 - 6.1.3 Communications with the NCC
 - 6.1.4 Communications with the MELCC
 - 6.1.5 Procedure in the Event of Standard Exceedance
 - 6.2 Swimming Water
 - 6.2.1 Water Quality Control at Beaches
 - 6.2.2 Sampling Frequency
 - 6.2.3 Communications with the NCC
 - 6.3 Philippe Lake Wastewater Treatment Lagoon
 - 6.3.1 Water Quality Control at Retention Pond 2 and Outflow
 - 6.4 Water Quality Monitoring at 8 Lakes
 - 6.5 Water Quality Monitoring at 10 Watercourses
7. Material and Equipment
8. Other Requirements
 - 8.1 Reports
 - 8.2 Staff
 - 8.3 Disclosure of Information
 - 8.4 Safety Control Requirements (see separate attachment)
 - 8.5 Occupational Health and Safety Requirements (see separate attachment)
9. Briefing Session
10. Financial Proposal
11. Terms of Payment

APPENDICES

Appendix A	Overview map of water quality monitoring sites in Gatineau Park and on Quebec Urban Lands managed by the NCC
Appendix B1	Drinking water - Philippe Lake campground - Overview map of the Philippe Lake campground system and Map of the Philippe Lake campground administration buildings system
Appendix B2	Drinking water – Mackenzie King Estate – Map of MacKenzie King Estate water supply systems
Appendix B3	Drinking water – Drinking fountains – Maps of drinking fountain locations supplied by Chelsea and Gatineau municipal systems
Appendix C	Drinking water – Identification codes for each sampling point
Appendix D	Drinking water – Annual bacteriological and physico-chemical controls (2021-22 and later)
Appendix E	Drinking water – Sampling schedule for bacteriological and physico-chemical water controls (2021-22)
Appendix F	Drinking water - Table of parameters for inorganic and other substances
Appendix G	Drinking water – Certificates for bacteriological and physico-chemical analyses
Appendix H	Beach water quality – Location of sampling sites for each beach
Appendix I	Beach water quality – Official beach analysis certificate
Appendix J	Beach water quality – 2021-22 sampling schedule
Appendix K	Philippe Lake Wastewater Treatment Lagoon – Map of wastewater treatment lagoon and ponds, parameters analyzed, sample certificate of analysis and summary table
Appendix L	Water in lakes and watercourses – Overview map of monitoring site locations
Appendix M	Lake Water - Maps of sampling sites and sample analysis certificate
Appendix N	Watercourse Water - Maps of sampling sites and sample analysis certificate
Appendix O	Table of Contents, List of tables and appendices of the annual report
Appendix P	Mandatory requirements, rated requirements and evaluation criteria
Appendix Q	NCC pricing form

TABLE

Table 1

Drinking water supply systems included in the Water Quality Monitoring Program

1. BACKGROUND

The National Capital Commission (NCC) is a Crown corporation of the Government of Canada dedicated to ensuring that Canada's Capital is a dynamic and inspiring source of pride for all Canadians, and a legacy for generations to come. The NCC manages Gatineau Park, the Greenbelt, the Rideau Canal Skateway, urban lands and parks, pathways, scenic parkways, real property and heritage buildings, agricultural and research facilities, and commemorative monuments. It is also the custodian of the Capital's six official residences.

Since 1996, the Gatineau Park Water Quality Monitoring Program has been managed exclusively by the NCC. This includes monitoring the quality of drinking water and beach water and various parameters at recreational lakes and waterways in the Park, as well as monitoring a wastewater treatment lagoon serving the campground and beaches at Philippe Lake. Since then, additional water monitoring has been added to the program, such as the Leamy Lake beach and drinking fountains located on Quebec Urban Lands under NCC management.

2. PURPOSE

The NCC is looking for a laboratory accredited by the Ministère de l'Environnement and de la Lutte contre les changements climatiques (MELCC) that can provide all of the professional, technical and writing services required to perform the following activities:

- Sampling as well as bacteriological and physico-chemical analysis of drinking water quality using water samples taken at various sites in Gatineau Park and Quebec Urban Lands managed by the NCC;
- Sampling and bacteriological analysis of water at beaches on NCC property (Gatineau Park and Leamy Lake in Gatineau);
- Bacteriological and physico-chemical analysis of water from the wastewater treatment lagoon and effluent at Philippe Lake, Gatineau Park;
- Analysis of various bacteriological and physico-chemical parameters for water samples from lakes in Gatineau Park and two lakes outside the Park;
- Analysis of various bacteriological and physico-chemical parameters for water samples from watercourses located in Gatineau Park and Quebec Urban Lands;
- Interpretation of and communication with staff of Quebec Urban Lands and Gatineau Park concerning all analysis results obtained;
- Submission of recommendations concerning the functioning and operation of existing drinking water systems and the lagoon (based on analysis findings);
- Drafting of an annual report.

3. TERM OF CONTRACT

This contract will remain in effect for a term of five (5) years starting on April 1, 2021 and ending on March 31, 2026. A fixed annual amount will be calculated from the bidder's financial proposal for years 1 to 5.

At the end of the 5 year term and at its sole discretion, the NCC may extend the contract for three (3) separate years. If the NCC wishes to exercise this option, it shall submit written notice (by electronic means) to the laboratory (the selected firm) no later than three (3) months prior to expiry of the term, informing such laboratory of its intention to extend the contract, in other words, on or before:

- December 31, 2025
- December 31, 2026
- December 31, 2027

- The amount of the 1st optional year will be based on the amount of 5th year of the initial term increased by 2%.
- The amount of the 2nd optional year will be based on the amount of 1st optional year increased by 2%.
- The amount of the 3rd optional year will be based on the amount of 2nd optional year of the initial term increased by 2%.

The contractor will confirm its intentions within one (1) month. If the parties reach agreement by the end of this month, the contract will be extended for an additional year, i.e., until March 31, 2027 for the first optional year, and until March 31, 2028 for the second optional year, and until March 31, 2029 for the third optional year under the same terms and conditions. Any adjustments required (more or fewer items to be sampled and analyzed following changes in the program) will be discussed on a case-by-case basis and the budget will be adjusted accordingly.

If the parties do not reach agreement by the end of the month in question, the contract will terminate as scheduled on March 31 of the year in progress and the parties will have no recourse one against the other with respect to price adjustments or non-renewal.

4. SAMPLING SITES

The area covered by the Water Quality Monitoring Program includes Gatineau Park (approx. 36,131 hectares), certain locations on Quebec Urbans Lands including Leamy Lake, as well as Mud Lake in Ottawa. More specifically, the sampling sites include: 6 drinking water supply systems, 9 drinking fountains serviced by the municipal systems of Gatineau and Chelsea, 8 beaches (1 beach outside the Park), 1 waste water treatment lagoon, 8 lakes (2 lakes outside the Park), and 10 watercourses (1 outside the Park).

The map in Appendix A provides an overview of the sites where the various water quality monitoring activities are located.

5. CONTACT PERSON

Unless otherwise specified, the contact person and project manager is the Senior Biologist, Quebec Urban Lands and Gatineau Park. All correspondence and reports must be sent to the Senior Biologist, Quebec Urban Lands and Gatineau Park directly. The project

manager's contact information will be forwarded to the laboratory at the beginning of the contract. The Senior Biologist will also advise the laboratory of other persons to be included in the transmittal of analysis results and other communications.

6. CONTRACTUAL OBLIGATIONS

The laboratory shall be responsible for the sampling activities mentioned in these specifications, as well as laboratory analysis, the interpretation of results in accordance with the laws, regulations, policies and guides in force, in particular, the Regulation respecting the quality of drinking water (RQDW) of Quebec and any others that apply (e.g., *Guidelines for Canadian Drinking Water Quality - Summary Table* (Health Canada; September 2020); *Guidelines for Canadian Recreational Water Quality* (Health Canada; 2012)). The laboratory shall comply with any amendments to federal or provincial legislation (e.g., new methodologies, new maximum levels of substances, etc.). Coliform counts shall be performed in accordance with guidelines and water analysis standards accepted by the MELCC Centre d'expertise en analyse environnementale du Québec. Among others, *E. coli* and *total coliforms* analyses shall be performed using the methodology set out in *Standard Methods for the Examination of Water and Wastewater* (23rd edition).

The laboratory and the staff of the company selected to gather the samples (see section 6.1.2) shall also comply with the *National Capital Commission Traffic and Property Regulations* (C.R.C., c.1044).

6.1 DRINKING WATER

The Quebec RQDW, in force since June 2001, prescribes drinking water standards and controls. Drinking water quality monitoring for establishments in Gatineau Park and on Quebec Urban Lands is managed by the NCC and meets the standards set out in this Regulation. Therefore, the selected laboratory must be accredited for drinking water sampling and analysis services in compliance with the *Regulations*.

Gatineau Park has six (6) drinking water supply systems, including two (2) surface water systems: the Mackenzie King Estate and Philippe Lake Campground. Four (4) systems use well water: administration buildings at Philippe Lake, the two summer residences of the Prime Minister of Canada at Mousseau Lake (PM's main residence and Farmhouse residence) and the official residence of the Speaker of the House of Commons (The Farm) (see Table 1 for details).

Two drinking water supply systems connect to popular tourist establishments in the Park, serving more than twenty people: **Mackenzie King Estate (MKE) and Philippe Lake Campground (PLC). These two supply systems are accredited and subject to the RQDW. These systems also include drinking fountains.**

The other drinking water supply systems are not subject to the same requirements of the RQDW. More specifically, the series of buildings known as the **Philippe Lake Administration Buildings (PLAB)** are supplied by a well. The system includes 1 garage, 1 administrative building and a camper registration booth. Since this system connects to a seasonal tourist building and two buildings open year-round (garage and administrative office) but serves

less than 20 people, the Regulation allows the continued use of "non-potable water" pictograms for this network. However, water quality is monitored as a preventive measure. The NCC is also considering the possibility of having this system accredited. Samples taken on an alternating basis at all system end-points are required. Wells supply systems of the three official residences: the **Prime Minister's summer residence (PMSR) and the Farmhouse residence (PMSR-FM) located on the same site** (2 systems), as well as the **official residence of the Speaker of the House of Commons (The Farm or TF)** (1 system). The provisions of the *Regulation respecting the quality of drinking water* do not apply to these systems because they supply private residences used by fewer than 20 people each. However, water quality is monitored on a regular basis as a preventive measure in accordance with RQDW standards. Furthermore, the **Kingswood Cottage** (MKE-Kingswood), located on the Mackenzie King Estate site, is not connected to the water quality control system serving this site. The "non-potable water" pictograms therefore remain in place. Periodic sampling is required as a precautionary measure.

The Program includes preventive monitoring at 9 drinking fountains since they are supplied by the Gatineau and Chelsea municipal systems. Seven drinking fountains are located on Ville de Gatineau land, one at the southern entrance to Gatineau Park and the last one outside the Gatineau Park Visitor Centre in Chelsea.

Appendix A contains a map of all water quality monitoring sites, including sites with drinking water supply systems. Appendix B1 contains a map showing the sampling sites for the Philippe Lake campground drinking water system and the Philippe Lake Administrative Building (PLAB) system. Appendix B2 provides an overview of the Mackenzie King Estate and its drinking water system, which includes Moorside Cottage and its tea room, snack bar, drinking fountain and washroom facilities, as well as the non-potable water system at Kingswood Cottage. Appendix B3 contains maps showing the location of the 9 water fountains supplied by the municipal systems in Gatineau and Chelsea, which are included in the monitoring activities.

Table 1 – Drinking water Supply Systems Included in the Water Quality Monitoring Program

SYSTEM NAME	TYPE OF ESTABLISHMENT	SUPPLY TYPE	CLIENTELE SERVED	SYSTEM SUPPLYING 20 PERSONS OR MORE	GOVERNED BY RQDW	FILTERED WATER	DISINFECTED WATER (chlorinated)	NUMBER AND DESCRIPTION OF SAMPLING SITES
Mackenzie King Estate (MKE)	Tourism – seasonal (supply system for Tea Room at Moorside Cottage and other buildings connected to the system)	Surface water (Kingsmere Lake)	# seats (Tea Room) + # visitors on site + # employees	Yes	Yes ¹	Yes	Yes	4 sites for rotational sampling: Tea Room, outdoor drinking fountain, snack bar, comfort station
	Tourism – seasonal (Kingswood Cottage system)	Surface water (Kingsmere Lake)	# visitors on site + # employees	Yes	Yes ² (“non-potable water” pictogram in use for this system)	No	No	1 sampling site (raw water only)
Philippe Lake Campground (PLC)	Tourism - seasonal	Surface water (Philippe Lake)	2.5 X 300 + beaches (drinking fountains) + # employees	Yes	Yes ³	Yes	Yes	2: PLC-110 (site in middle of system at main campground); PLC-CG3 (site at end of system located at the Renaud Lake group campground, and 2 drinking fountains)

¹ Seasonal tourist facilities can take advantage of the option to display pictograms at spigots to show that the water is not potable. However, since this site is associated with a Tea Room, it must operate in accordance with the *Regulation respecting the quality of drinking water*. The exact number of people served by the system is not available. Additional details about the different sites where water is used for drinking or personal hygiene are provided on the system map.

² Kingswood Cottage on the Mackenzie King Estate site is not part of the water quality monitoring system serving this site. Seasonal tourist facilities can take advantage of the option to display pictograms at spigots indicating that the water is not potable. “Non-potable water” pictograms are used for this system. However, water quality is monitored as a precautionary measure. Additional details on the use of water for personal hygiene are provided on the system map.

³ Seasonal tourist facilities can take advantage of the option to display pictograms at spigots indicating that the water is not potable. However, this site has a water supply system accredited by the MELCC and operated in accordance with the regulation on the quality of drinking water. The exact number of people served by the system is not available. Additional details on the various sites where water is used for drinking or personal hygiene purposes are provided on the system map.

SYSTEM NAME	TYPE OF ESTABLISHMENT	SUPPLY TYPE	CLIENTELE SERVED	SYSTEM SUPPLYING 20 PERSONS OR MORE	GOVERNED BY RQDW	FILTERED WATER	DISINFECTED WATER (chlorinated)	NUMBER AND DESCRIPTION OF SAMPLING SITES
Philippe Lake Administrative Buildings (PLAB)	Tourism - seasonal (camper registration booth); Philippe Lake Administrative Buildings (20 persons or less)	Ground water (Well)	# of Philippe Lake registration booth visitors + # of employees	Yes	Yes ³ ("non-potable water" pictogram use for this system)	No	No	3 sites for rotational sampling: (registration booth, garage, administrative office) 1 well (raw water)
Prime Minister of Canada's Summer Residence (PMSR)	Private residence	Ground water (Well)	Residents and visitors	No	No ⁴	Yes	Yes (<u>no chlorine</u> , but UV light, carbon filter and softener)	1 site: inside residence 1 well (raw water)
Prime Minister of Canada's Summer Residence, Farmhouse (PMSR-FH)	Private residence	Ground water (Well)	Residents and visitors	No	No ⁴	Yes	Yes (<u>no chlorine</u> , but UV light, carbon filter and softener)	1 site: inside residence 1 well (raw water)
The Farm (TF) (official residence of the Speaker of the House of Commons)	Private residence	Ground water (Well)	Residents and visitors	No	No ⁴	Yes	Yes (<u>no chlorine</u> , but UV light, carbon filter and softener)	1 site: inside residence 1 well (raw water)

⁴ At The Farm, bottled water alone is used for drinking and food preparation, but system water is used for personal hygiene. Water from the two systems for the Prime Minister's official summer residences is used for all purposes (drinking, food preparation and personal hygiene).

6.1.1 Bacteriological and physico-chemical controls: parameters, frequency and sampling points

The required sampling and laboratory controls are described below with consideration for the number of persons served and the type of supply system, as required by the *Regulation respecting the quality of drinking water*. Given that the contract begins in April, sampling activity has been divided into three periods:

April 1 to April 30 (prior to opening of Philippe Lake Campground and Mackenzie King Estate campgrounds);

May 1 to the to the end of October (while systems at Philippe Lake Campground and Mackenzie King Estate are in operation);

November 1 to March 31 (following closure of the Philippe Lake Campground and Mackenzie King Estate systems).

Appendix C contains a table with identification codes for each sampling site in the water supply and drinking fountain system, while details about bacteriological and physico-chemical controls required by the *Regulation respecting the quality of drinking water* are presented in Appendix D. Appendix E contains the 2021-22 sampling schedule. **The laboratory will take charge of preparing a similar schedule for each subsequent year of the contract and forward it to the Senior biologist by March 1, annually, for his approval.**

BACTERIOLOGICAL CONTROL

A) *Escherichia coli* (fecal coliforms), total coliforms (TC) and atypical colonies

- At the opening in April, and from May 1 to the end of October, test weekly (**27 weeks**) 2 sampling points for the following supply system:
 - Philippe Lake Campground (points PLC-110 and PLC-CG3).
- At the opening in April, and from May 1 to the end of October, test **every 2 weeks (14 weeks)** 1 sampling point for the following supply system:
 - Mackenzie King Estate (portions of system with rotational sampling: MKE-TR-CM, MKE-Snack, MKE-Comfort, MKE-ODF);
- **From May 1 to end of October**, test **every les 2 weeks (13 weeks)** 1 sampling point at the 4 following systems:
 - System serving Philippe Lake Administrative Buildings (portions of system with rotational sampling: points PLAB-Admin, PLAB-Garage, PLAB-Registration);
 - Prime Minister of Canada's summer residence and Farmhouse residence at Mousseau Lake (Points PMSR and PMSR-FH);
 - The Farm official residence (TF).
- **From April 1 to April 30 and from November 1 to March 31**, test **every 2 weeks (13 weeks)** one sampling point for each of the 4 following systems:

- The system supplying Administrative Buildings at Philippe Lake (points on portions of the system open on a rotating basis);
 - Prime Minister of Canada’s summer residence and the Farmhouse residence (Points PMSR and PMSR-FH);
 - The Farm (TF) official residence.
- At opening (approx. late April-early May, and mid July, test 1 sample for the following outdoor drinking fountains):
 - The 2 drinking fountains at Philippe Lake Campground beaches (PLC-ODFBB and PLC-ODFPB)
 - The drinking fountain at the Gatineau Park Visitor Centre (DF-VC)
 - The drinking fountain at the Gatineau Park entrance on Gamelin Street (DF-Gamelin)
 - The 7 outdoor drinking fountains located on urban lands in the Ville de Gatineau (DF-Guertin, DF-Rédempteur, DF-Marina, DF-Charron, DF-Vélo, DF-LeamyH, DF-LeamyF)
 - The drinking fountain at the Mackenzie King Estate (MKE-ODF) (not specifically tested in mid-July given that is one of the rotational sampling sites included in the Estate system)

B) *Escherichia coli* (fecal coliforms) – raw water

- **Year-round**, test raw water used for the water supply system at the following sites **once a month**:
 - Philippe Lake Administrative Buildings (PLAB-Brute);
 - The Farm (TF-raw);
 - Prime Minister of Canada’s summer residence and Farmhouse residence at Mousseau Lake (PMSR-Untreated and PMSR-FH-Untreated).
- **From May 1 to the first Saturday after Thanksgiving**, test raw water used for the following water supply systems **once a month**:
 - Mackenzie King Estate (1 sampling point au chalet Kingswood: MKE-Kingswood);

DISINFECTION CONTROL

A) Residual chlorine (on-site measurement required*)

- At the opening and from **May 1 to the end of October**, perform on-site testing **every week (27)** at 2 sampling points for the following supply system:
 - Philippe Lake Campground (PLC-110 and PLC-CG3)
- At the opening and from **May 1 to the end of October**, test **every two weeks (14 weeks)** 1 sampling point for the following supply system:
 - Mackenzie King Estate.

- Twice a year, **at opening and in mid-July**, test 1 sample at the following outdoor drinking fountains:
 - 2 drinking fountains at the Philippe Lake Campground beaches (PLC-ODFBB and PLC-ODFPB)
 - The outdoor drinking fountain du Gatineau Park Visitor Centre (DF-VC)
 - The outdoor drinking fountain at the Gatineau Park entrance sur la rue Gamelin (DF-Gamelin)
 - The 7 outdoor drinking fountains on urban lands in the Ville de Gatineau (DF-Guertin, DF-Rédempteur, DF-Marina, DF-Charron, DF-Vélo, DF-LeamyH, DF-LeamyF)

***NOTE: Measurement to be entered on the analysis request form**

PHYSICO-CHEMICAL CONTROL

The inorganic substances to be tested are listed in Appendix F.

A) Inorganic substances

- Test **once a year, in July**, 1 single sampling point located at the centre of the following five water supply systems:
 - Mackenzie King Estate;
 - Philippe Lake Campground;
 - Prime Minister of Canada's summer residence and Farmhouse residence (PMSR and PMSR-FH);
 - The Farm (TF).

B) Nitrates + nitrites (total NO₂+NO₃), nitrites (an inorganic substance) and pH (on-site pH measurement required)

- Test **four times a year, in April, July, October and January**, one single sampling point located at the centre of the following four water supply systems:
 - Philippe Lake Administrative Buildings (PLAB);
 - Prime Minister of Canada's summer residence and Farmhouse residence (Points PMSR and PMSR-FH)⁵;
 - The Farm⁸ (TF)
- Test **three times a year (at opening in April or in May, July and October)**, one single sampling point located at the centre of the following 2 water supply systems:
 - Mackenzie King Estate (MKE);

⁵ No pH measurement is required at the following sites since they are not legally bound by the *Regulation respecting the quality of drinking water* (2012): the two summer residences of the Prime Minister of Canada (PMSR and PMSR-FH) and the Farm (FH).

- Philippe Lake Campground (PLC).

C) Trihalomethanes (THM) (an organic substance)

- Test **one time a year, in July**, one single sampling point located at the end of the following two supply systems:
 - Mackenzie King Estate;
 - Philippe Lake Campground;

D) Turbidity

- **From May 1 to the end of October**, test **once a month**, one single sampling point located at the centre of the following six water supply systems:
 - Mackenzie King Estate;
 - Philippe Lake Campground;
 - Philippe Lake Administrative Buildings;
 - Prime Minister of Canada's summer residence and the Farmhouse residence;
 - The Farm.
- **From April 1 to April 30** and from November 1 to **March 31**, test **once a month**, one single sampling point located at the centre of the following four water supply systems:
 - Philippe Lake Administrative Buildings;
 - Prime Minister of Canada's summer residence and the Farmhouse residence;
 - The Farm.

6.1.2 Sampling and Sample Analysis

Throughout the year, the laboratory will take charge of collecting samples from drinking water supply systems on NCC lands and their bacteriological and physico-chemical analysis. For operational, safety and public health reasons, the laboratory must hire the company responsible for operating water supply systems in Gatineau Park and on NCC urban lands in Quebec to perform all water sampling and on site measures. The operator of the drinking water supply systems shall in turn hire staff with the necessary qualifications and skills to collect the requested samples. The laboratory shall ensure that samples are collected, stored and shipped in accordance with the applicable standards in force in Quebec. For all samples, the sample-taker must complete and sign the analysis request form provided by the MELCC as required by the RQDW, as well as any other analysis request form provided by the laboratory in the sampling kits. The duly completed forms must be sent to the laboratory together with the water samples. The laboratory will be responsible for quality control and for any necessary follow-up with the water supply system operator. The laboratory is responsible for any violations (e.g., additional costs incurred by failure to comply with sample conservation timeframes).

All sampling charges, and the cost of shipping material and samples will be paid by the laboratory, including:

- The shipment of sampling kits required for monitoring by NCC staff, staff at official residences, and the company hired by the laboratory to collect the samples (the operator of drinking water supply systems in Gatineau Park and NCC Urban Lands in Quebec);
- The shipment of water samples to the laboratory, including samples collected on behalf of the laboratory by NCC staff during certain monitoring activities, by staff at official residences, by employees of the water system operator;
- The shipment of repeat -sampling kits and samples in the case of results showing non-compliance with water quality standards, re-tests for voided samples or tests required for the investigation of network problems.

The lab must provide an account number for a reliable messenger service located in the Municipality of Chelsea or in the Hull area of the Ville de Gatineau for samples taken by NCC staff. Efficient shipping service arrangements will also be required between the Laboratory and the Operator of the drinking water supply systems.

The laboratory must keep a digital copy of the requests for analysis and other sampling certificates / requests for analysis sent to the laboratory for at least 2 years (under section 30 of the Regulation).

The laboratory must provide a secure online tool where all documents can be accessed, including requests for analysis, official certificates of analysis and other relevant information such as sample numbers and official certificates, the name of the monitoring and sampling point, the date of sampling and date that samples were received, non-standard results. These data must be accessible for the term of the contract.

All bacteriological analyses must begin promptly upon receipt of the samples by the laboratory to minimize turnaround times and meet the timelines for submitting results to the NCC. Same-day confirmation of receipt of samples by the laboratory must be sent by email to the Senior Biologist and other persons identified by the NCC (official residences and other staff).

6.1.3 Communications with the NCC

The results of bacteriological and physico-chemical analyses must be recorded on official certificates of analysis generated by the laboratory's computer system and transmitted electronically to the NCC (see sample in Appendix G). The laboratory must offer services and products in French. Communications with the NCC, analytical documents and results, sampling equipment and annual reports must be prepared and submitted in French.

Results for *E. coli*, total coliforms and residual chlorine should be emailed to the Senior Biologist within no more than 5 hours following the 24-hour incubation period. In addition, given the variable analysis times for the physico-chemical parameters (from a few hours to a few weeks), the results must be sent by e-mail to the Senior Biologist within a maximum of 5 hours following the time required for the analysis of the parameter.

All results must be reported within these timeframes, at all times, including weekends and holidays. In the case of the official residences, the results must also be sent to the person responsible for these sites (information to be confirmed by the Senior Biologist).

The results obtained must be reported and interpreted in the annual report prepared by the laboratory.

6.1.4 Communications with the MELCC

For MELCC-accredited water supply systems, in this case, the Philippe Lake Campground and Mackenzie King Estate, the laboratory must forward the results to MELCC in accordance with the procedures set out in the RQDW.

The sampling points selected for transmitting results to the MELCC are as follows:

- Philippe Lake Campground
 - Campground 110 (PLC-110) (center point of system)
 - Group Campground #3 (PLC-CG3) (system end) ⁶
- Mackenzie King Estate
- Sites sampled in rotation of the accredited network (MKE-TR-CM, MKE-ODF, MKE-Snack, MKE-Comfort).

6.1.5 Procedure in the Event of Standard Exceedance

a) MELCC-accredited water supply networks

For accredited networks, when *E. coli* (or other microorganisms mentioned in Section 35 of the Regulation) limits are exceeded, the laboratory must immediately notify the Senior Biologist or its representative by telephone (person-to-person, with no message left on an answering machine) (the list of contact persons will be distributed to the selected laboratory). The laboratory must also immediately inform the authorities mentioned in the Regulation (the Ministère, i.e., the MELCC Regional Branch, the Regional Public Health Branch, the Ministère de l'Agriculture, des Pêcheries and de l'Alimentation) of any exceedance. It must also notify the NCC and these authorities as soon as possible if any of the following micro-organisms or substances are detected: total coliform bacteria, THM in concentrations greater than 80 µg/l. Other exceedances must also be reported to the NCC and the authorities mentioned in the Regulations within an appropriate time frame.

All results must be forwarded within these time frames without fail, regardless of weekends and statutory holidays. Clarifications concerning the communication procedures to follow outside regular hours will be forwarded to the selected laboratory.

When *E. coli* and total coliform standards are exceeded, the company hired by the laboratory (the water system operator) must, as required by the Regulation, take two samples per day (plus measure chlorine residual levels for each sample), at least two hours apart, for two consecutive days for exceedances that occur at the Mackenzie King Estate. For Philippe Lake Campground, two samples per day (plus residual chlorine measurement), at least two 2 hours apart, will be taken on 2 consecutive days within a maximum of 72 hours (as per the RQDW). Subsequent samples must be taken daily until the standards are again met. Therefore, at least 4 samples are required to retrieve bacteriological compliance at the Mackenzie King Estate while at least 8 samples are required for the Philippe Lake campground. In the event that the other standards are exceeded, the laboratory must take one sample a day for at least 2 consecutive days and every day

⁶ See table in Appendix C and Map available in the Appendix.

thereafter until the standards are once again met. The results will be sent by e-mail or by telephone to the Senior Biologist and other authorities named in the Regulation, depending on whether the standards are met or exceeded. The laboratory is responsible for coordinating these sampling activities with drinking water supply system operator, and for notifying the Senior Biologist when sampling is scheduled.

b) Non-MELCC accredited water supply systems

For non-accredited systems, if water does not meet bacteriological or physico-chemical standards, the laboratory must immediately inform the Senior Biologist or their representative and the person in charge of the official residences, by telephone (person-to-person, no message left on the answering machine), in the event of non-compliance at one of the sampling points (the list of representatives will be distributed to the selected laboratory).

The company hired by the laboratory (the water system operator) will then be required to collect samples according to the same requirements set out in the section above as a precautionary measure. The laboratory is responsible for coordinating this sampling activity with the water supply system operator and staff at the official residences. The laboratory must notify the Senior Biologist when such sampling is scheduled. For official residence sites, sampling will be carried out by NCC staff and samples will be forwarded to the laboratory.

6.2 BEACH WATER QUALITY

The sites studied for water quality monitoring at NCC beaches in Quebec are as follows:

- 6 public beaches in Gatineau Park: Meech Lake (O'Brien and Blanchet beaches), Philippe Lake (Breton, Parent, Smith beaches) and La Pêche Lake beach;
- 1 private beach in Gatineau Park (Harrington Lake beach);
- 1 public beach at Leamy Lake (NCC urban lands in the City of Gatineau).

General beach locations are available in Appendix A.

6.2.1 Water Quality Control at Beaches

The laboratory is responsible for sampling activities, bacteriological analysis (*E. coli*/100ml) and the interpretation of water quality results at beaches. All costs for sampling and shipping bottles and water samples to the laboratory will be paid by the laboratory. The laboratory must employ the operator of the drinking water supply systems to collect these samples.

Samples from a total of 45 sampling points will be taken by qualified personnel at each date identified in the sampling calendar. The sampling points at each of the beaches are mapped in Appendix H. Three sampling points located at Harrington Lake (on the site of the Prime Minister's summer residence) will be sampled by staff of the official residences (with samples shipped at the laboratory's expense). The samples will be collected in sterile bottles contained in kits provided by the laboratory and performed according to the sampling method recognized by the MELCC. The analysis of the 48 samples must begin promptly to minimize turnaround times and meet the time frame for submission of results

to the NCC. Sampling must be carried out preferably on Monday and no later than Tuesday in order to obtain the results of the analyses by Thursday of the same week at the latest.

The laboratory must email an official certificate of analysis containing the results of the bacteriological analysis at each sampling point as well as the geometric mean of all sampling points for each beach and the corresponding beach water quality rating (see Appendix I for an example). The quality of water for swimming is determined according to bacteriological quality (fecal coliforms) at each beach: A (excellent), B (good), C (fair) or D (polluted), in reference to the MELCC procedure).

Sample quality		Geometric average of fecal coliforms/100 ml of samples from a beach
A	Excellent	0 to 20
B	Good	21 to 100
C	Fair	101 to 200
D	Polluted	201 or more or if more than 10% of samples in a sampling exceed 400

Where the bacteriological standards are not met (D rating), a second sampling must be repeated by the laboratory on the same day as the results are obtained and then daily until the results meet the water quality standards for swimming or as required by the Commission.

6.2.2 Sampling Frequency

The laboratory must collect samples at the 45 sampling points every 2 weeks, preferably in the morning. Sampling will begin in late May/early June, at least 1-2 weeks before the official opening of the beaches, and will conclude by the end of August. Sampling of the beach at Harrington Lake will be carried out by the staff of the official residences and will follow the same schedule (this may sometimes vary depending on the accessibility of the site).

Appendix J contains the 7 sampling dates for the year 2021-22. A similar schedule will be prepared by the NCC for subsequent of the contract.

6.2.3 Communications with the NCC

The complete sampling results must be sent by email to the Senior Biologist and their representative no later than the Thursday after the sample was collected. In the case of Harrington Lake, they must also be sent to the person in charge of the official residences (details will be provided by the Senior biologist).

In addition, whenever water quality standards for swimming are not met, the laboratory must immediately notify the Senior Biologist or their representative by telephone (person-to-person, no message left on the answering machine) and conduct a second sampling on the same day or the next day and every day thereafter until water standards for swimming are met. Results must be communicated verbally and emailed to the Senior Biologist and their representative within 48 hours of the sampling, and so on. In the case of Harrington Lake, they will also be communicated to the person in charge of the official residences.

The results obtained for each beach should be reported and interpreted in the annual report using a summary chart covering the year and all years of monitoring (seasonal and annual averages for each range). Data from previous years will be provided by the NCC.

6.3 PHILIPPE LAKE WASTEWATER TREATMENT LAGOON

Wastewater from the Philippe Lake sector is channeled through a drainage system to a water treatment lagoon composed of, among other things, two retention ponds (see Appendix K). Water does not flow between the two ponds, except when manual valves are opened between ponds 1 and 2. The water from pond 2 is discharged into the collector creek each fall when federal standards identified in the *Wastewater Systems Effluent Regulation* (WSER) are met. An additional discharge may be required during heavy rainfalls in summer.

6.3.1 Water Quality Control at Retention Pond 2 and Outflow

NOTE: The water sampling required under this component of the program as well as routine monitoring and the determination of sludge thickness is to be carried out under a separate contract for wastewater pond operations. The laboratory will provide the necessary sampling equipment. Samples collected will be shipped at the laboratory's expense. Pond valve control (opening/closing) will also be carried out as part of the said operating contract.

Before the water in Pond 2 is emptied for the year into the collector creek, various water sample parameters must be analyzed in mid-September to ensure that water quality meets the standards prescribed by Environment Canada (and/or MELCC, when these two authorities have entered an agreement). The following parameters must be analyzed: temperature, pH, CBOD (mg/L) and suspended solids (TSS) (mg/L), ammonia nitrogen (mg/L) and fecal coliforms (/100ml. Determination of the parameters for emptying the water in Pond 2 into the collector creek begin in the second week of September and continue, **every week**, until the results meet standards.

Once the water quality meets standards, the Senior Biologist will give the authorization for it to be released into the collector stream. Mid-way through the time period for emptying the water from Pond 2 into the collector creek, either in early or mid-October, the lab will analyze the same parameters for a water sample of effluent in Pond 2. In special circumstances, if the water is released over two calendar months (e.g., October and November), one sample must be taken for each month. During period of heavy summer precipitation, an additional discharge may be required. In this case, samples taken before and during emptying operations must be taken, following the same steps mentioned above.

Complete test results should be emailed to the Senior Biologist based on the example in Appendix K and interpreted in the annual report.

6.4 WATER QUALITY MONITORING AT 8 LAKES

Every 2 years, starting in 2022 (followed by 2024, 2026, etc.), sampling will be carried out by the NCC during the second week of May and in mid-July at each of the following 8 lakes: Des Fées, Pink, Meech, Kingsmere, Philippe and La Pêche lakes (in the Park) as well as Leamy and Mud lakes (outside the Park) (see location map in Appendix L). All samples will be collected by NCC staff. Cost of shipping sampling kits and samples will be covered by the laboratory.

The laboratory will be required to perform total phosphorus and chlorophyll *a* analysis for the sample taken at each lake. The analysis of these parameters will be done according to standard and recognized water analysis methods and within required timeframes. The results will be sent by email to the Senior Biologist by May 30 and August 1 (certificate in Appendix M).

See Appendix M for maps showing the location of the water sampling station for each of the lakes for the purpose of comparing results.

The results obtained should be reported and interpreted in the annual report. Among other things, the results will allow for an assessment of trophic levels based on the MDDEFP (MELCC) (2012) benchmark level, and the general water quality of the lake under study. In addition, the laboratory will receive water clarity data, as well as dissolved oxygen and temperature data obtained in May and August by the NCC for interpretation in the annual report.

6.5 WATER QUALITY MONITORING AT 10 WATERCOURSES

Every 2 years, starting in 2022 (then in 2024, 2026, etc.), sampling will be carried out by NCC staff for each of the following watercourses: Des Fées, Fortune, Chelsea, Meech, De la Chute, Leamy, La Loutre, Du lac Bourgeois, Renaud and La Pêche (see Overview map of sites in Appendix L). The laboratory will be responsible for analyzing water samples from these watercourses. All samples will be collected by NCC staff and shipped at the laboratory's expense. The laboratory will also cover shipping costs for sampling kits and re-tests kits required if samples are voided.

More specifically, the NCC will provide 10 water samples per month between May and August (1 per watercourse) for an analysis of the following parameters: total phosphorus, ammoniacal nitrogen, nitrites and nitrates, total chlorophyll *a*, pH, turbidity, suspended solids and *E. coli* (fecal coliforms). Temperature readings will be taken on site during NCC sampling at the same time as dissolved oxygen measurements.

The NCC will also be taking a sample of C10-C50 petroleum hydrocarbons for analysis at Fortune Creek in May. These parameters will be analyzed according to standard and accepted water analysis methods.

See maps in Appendix N showing the watercourse sampling points.

Results should be sent by email to the Senior Biologist within one week of receiving the water samples, except for the C10-C50 petroleum hydrocarbon results which will be sent as soon as they become available.

The results obtained should be reported and interpreted in the annual report.

7. MATERIAL AND EQUIPMENT

The laboratory is responsible for providing all of the materials and equipment required to carry out this contract.

Shipping costs for sampling kits (empty bottles, ice packs, insulated boxes, forms), as well as forwarding the samples collected to the laboratory will be paid by the laboratory. A sufficient quantity of ice packs must be included in the sample kits to keep samples at the temperature required by existing standards. The laboratory must ensure that sample kits for all requested samples are received at least 2 weeks in advance and that the established sampling schedule is respected.

Additional back-up sampling kits for bacteriological testing required in situations of noncompliance with the RQDW or cancellation of sampling (for all supply systems, including non-accredited systems) will be sent to the water system operator responsible for sampling to allow for rapid repeat sampling of the systems. Additional back-up kits for bacteriological exceedances at beaches will also be sent in advance by the laboratory to the water system operator. Back-up sampling kits will also be provided by the laboratory to the NCC for the lake and the watercourse water monitoring surveys to allow for rapid re-testing if samples are voided by the laboratory, The NCC also reserves the right to request additional sampling kits at the laboratory's expense for follow-up sampling by NCC staff. All analyses must be performed at the laboratory's expense.

The NCC will provide the laboratory with keys to access the sites if required.

8. OTHER REQUIREMENTS

8.1 REPORTS

Each year, the laboratory will provide an annual report describing monitoring activities, analytical methods, results, interpretation and recommendations for all analyses requested during the period from April 1 to March 31. A draft report will be forwarded by email in MS Word to the Senior Biologist for review by March 1 each year. Electronic copies of the final report in MS Word and Adobe PDF must be sent to the Senior Biologist by April 20 each year. The report must comply with professional standards in terms of its content, presentation and terminology, including mapping documents. The report is the property of the NCC. The table of contents, list of tables and appendices in the report are provided in Appendix O (subject to changes). The NCC may provide a copy of the previous report by request. The NCC will provide all data from previous years to be reported in the different sections of the report.

The report will begin with a summary. Among other things, it will include highlights of times that drinking water quality and swimming standards were exceeded. Details about sampling points not conforming to drinking water and beach water quality standards will also be provided. It will also detail the highlights of water quality in the waste water

treatment pond and collector creek, as well as lakes (trophic level) and watercourses in the Park.

The report will include the following information and data:

DRINKING WATER

- A summary description of the drinking water monitoring and analysis methodologies used;
- The results of bacteriological analyses in table form for each sampling point and for each sampling date (highlighting results that do not meet RQDW standards). Standards will be specified in one column of the table;
- The results of physico-chemical analyses in table form for each sampling point and for each sampling date (highlighting results that do not meet RQDW standards). Standards will be specified in one column of the table;
- A discussion of the results obtained for the year including, among other things, the number of times drinking water quality standards were exceeded and problem sites;
- New regulatory changes, as applicable;
- The conclusion and recommendations related to drinking water sampling and analysis.

BEACH WATER QUALITY (SWIMMING):

- A summary description of the monitoring and analysis methodologies used for beach water;
- The results of bacteriological analyses in table form for each of the beaches sampled at each sampling date, as well as the geometric seasonal average of *E. coli analysis (/100 ml)* for each;
- A comparative table of geometric seasonal *E. coli* seasonal averages for each of the beaches since 1978 (except for Leamy Beach, since 1995). The NCC will provide the laboratory with data covering 1978 to 2020;
- A discussion of the results obtained including, but not limited to, the number of times the beach water quality was rated D, and problem sites;
- New regulatory changes, as applicable;
- The conclusion and recommendations related to beach water (for swimming) sampling and analysis.

WASTEWATER TREATMENT LAGOON:

- A summary description of the monitoring, the analytical methodologies used and tabular results for the parameters identified for the lagoon (including the limits prescribed by ECCC);
- A discussion of the results obtained;
- New regulatory changes, as applicable;
- The conclusion as well as recommendations related to sampling and analysis of the various parameters of the lagoon.

LAKE WATER:

- A summary description of the monitoring and analysis methodologies used;
- The results of the analysis of the parameters in table form for each of the lakes;
- A summary table containing total phosphorus analysis results for each lake since 1990 (as of May). The NCC will provide the laboratory with data since 1990.

- A summary table of the chlorophyll *a* and transparency results for each of the lakes (current and previous year's data will be provided by the NCC).
- A discussion of the results obtained;
- The conclusion and recommendations related to the sampling and analysis of parameters for the lakes under study.

WATERCOURSE WATER:

- A summary description of the monitoring and analysis methodologies used;
- The results of the parameter analysis for each watercourse in table form by sampling date. The standards will be indicated in a column in the table for the criteria for aquatic life (chronic toxicity) and the criteria for recreational and aesthetic activities. Non-conforming parameter results will be highlighted in the table.
- A discussion of the results obtained;
- The conclusion and recommendations related to the sampling and analysis of parameters for the watercourses under study.

8.2 STAFF

The laboratory must provide the necessary qualified personnel for the full term of the contract. The person responsible for analyzing and interpreting the results must be a university educated biochemist or bacteriologist with at least 2 years experience in water analysis or the equivalent. The laboratory will also be required to assign an additional qualified person to be responsible for the contract who will be the point of contact for the NCC. This person must:

- monitor and ensure that the contract is properly carried out and that the requirements of the contract are met,
- ensure that sampling kits are sent in advance (at least 2 weeks in advance) to NCC staff and to the supply system operator responsible for sampling, and follow up with them upon delivery,
- ensure that samples are collected according to the established schedule and that analyses are performed without fail (despite illness, vacations, etc.) within the requested timeframe,
- ensure that results are transmitted within the requested timeframe,
- and ensure that coordination is made between the laboratory and the water system operator regarding sampling requirements and needs, including re-testing (e.g. return to RQDW standards, voided samples that need to be redone).

The laboratory must also provide all the equipment and competent secretarial services needed to prepare the annual report.

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

8.3 DISCLOSURE OF INFORMATION

The laboratory agrees to provide all necessary technical information to NCC employees responsible for media liaison.

8.4 SAFETY CONTROL REQUIREMENTS (SEE SEPARATE ATTACHMENT)

Required security level: Reliable

8.5 OCCUPATIONAL HEALTH AND SAFETY REQUIREMENTS (SEE SEPARATE ATTACHMENT ALSO)

The Contractor or personnel hired by the Contractor under this contract shall not be considered in any way whatsoever to be employees of the Crown or of the NCC. The Contractor shall unilaterally ensure the health and safety of its employees in all activities related to their employment. The Contractor will enforce all occupational health and safety regulations in effect.

The Contractor must, at all times, supervise the methods and training necessary to protect the occupational health and safety of its employees. The Contractor shall offer its employees acceptable conditions in the area of occupational health, safety and hygiene.

8.6 GEOGRAPHIC POSITIONING

To minimize the cancellation of samples and expedite analysis, the laboratory responsible for the analyses must be located within a 350-km radius of the Municipality of Chelsea to ensure that samples are received within a 24-hour window following collection and preferably on the same day.

9. BRIEFING SESSION

Once the contract is signed, the Senior Biologist will meet with the laboratory and the water system operator responsible for the sampling to review and discuss the various contract obligations. At the laboratory's request, the Senior Biologist may arrange a visit to the sampling site locations and provide further information.

10. TERMS OF PAYMENT

Net payments will be made 30 days after receipt of an invoice. The invoice must be sent to: payables@ncc-ccn.ca. Payments, each year, are made in 5 installments as follows:

15%, June 15 of each year

15%, August 15 of each year

15%, October 15 of each year

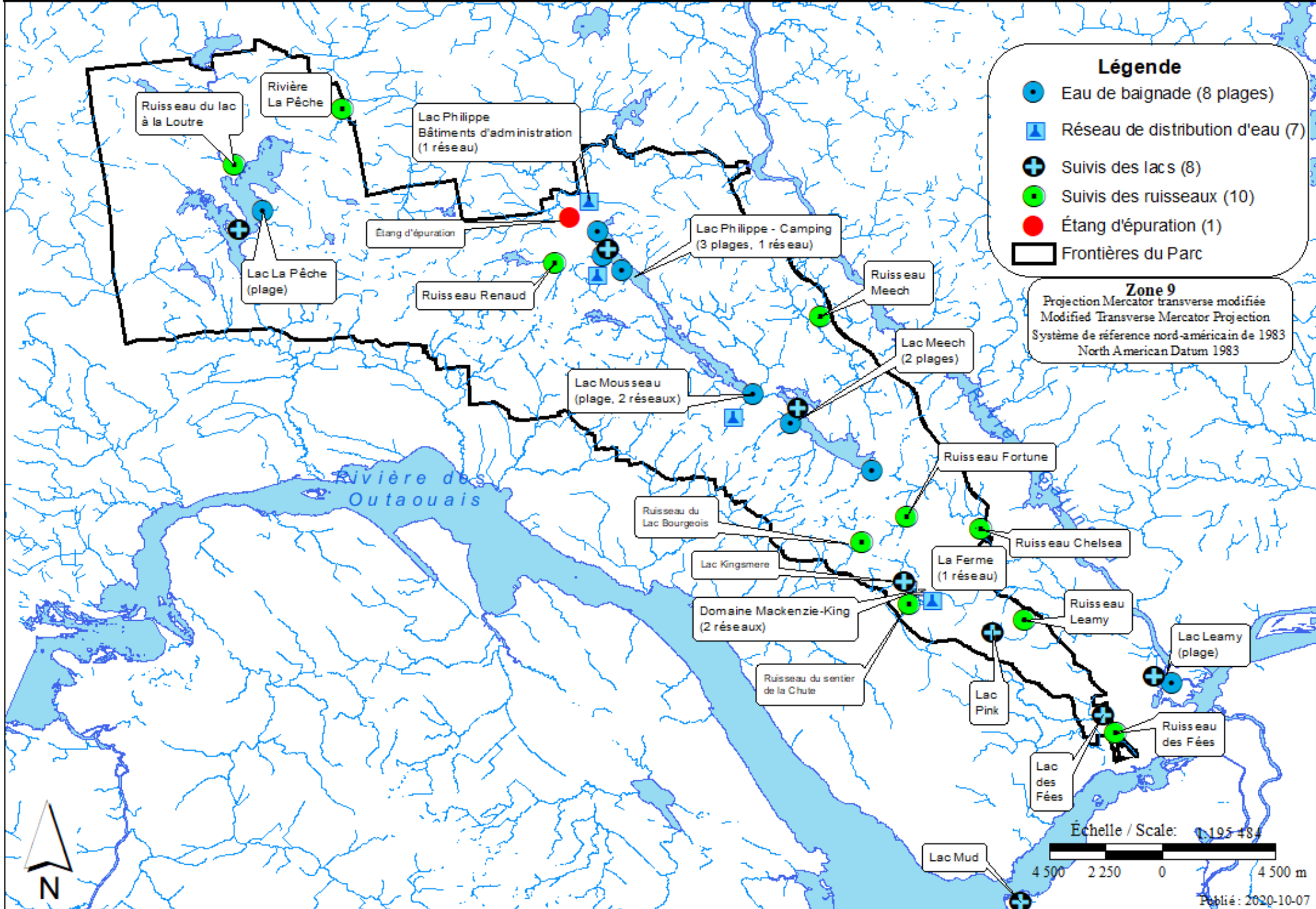
15%, November 15 of each year

40%, following acceptance of the annual report (draft version), due March 1 of each year.

APPENDIX A

Overview Map of Water Quality Monitoring Sites in Gatineau Park
and on Quebec Urban Lands Managed by the NCC

Carte générale des suivis de la qualité des eaux

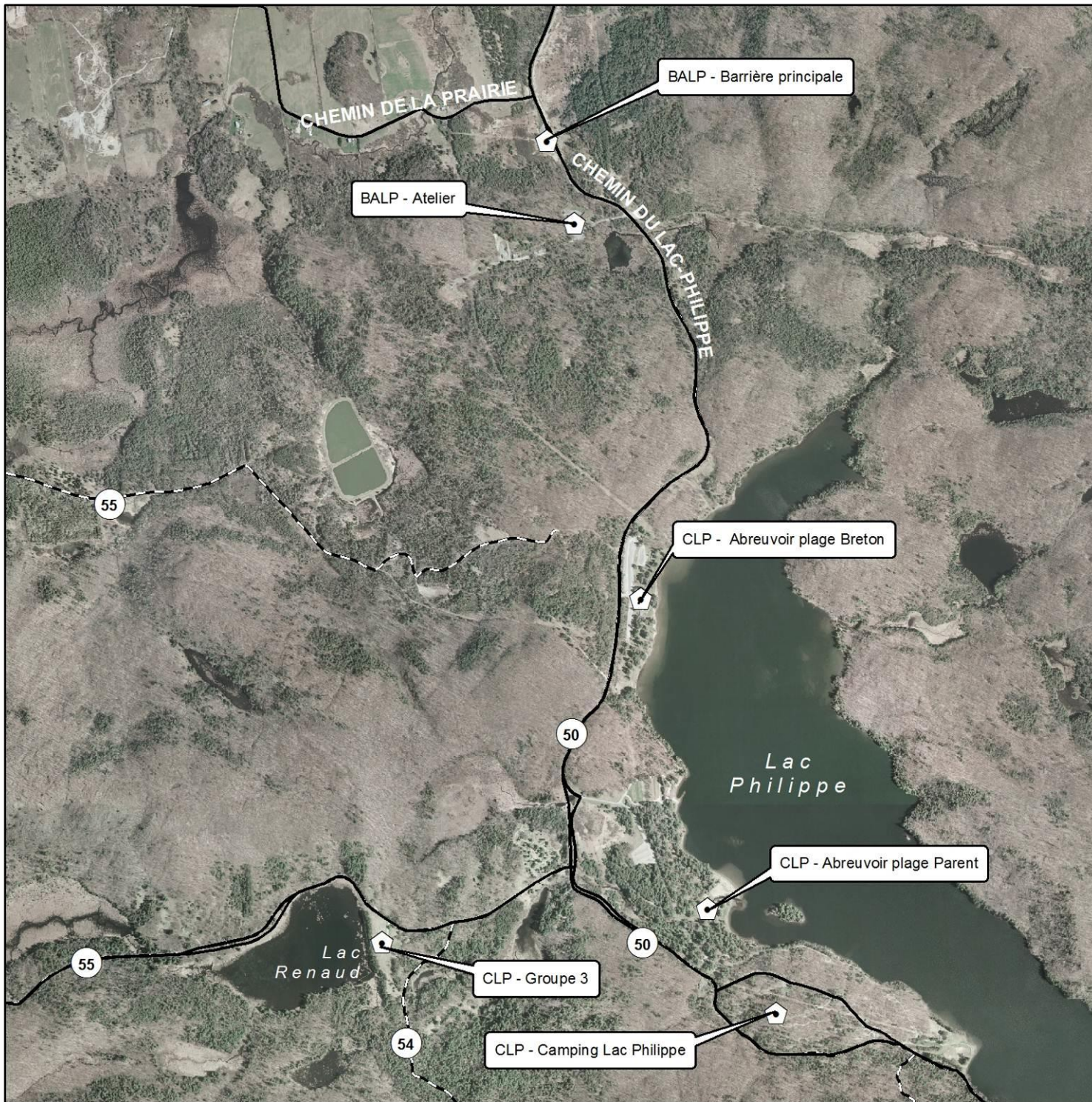


APPENDIX B1

DRINKING WATER

PHILIPPE LAKE CAMPGROUND




Overview map of the Philippe Lake Campground system and
map of the Philippe Lake Campground administrative buildings system



Suivi de la qualité des eaux du parc de la Gatineau

Camping du lac
Philippe
(Eau Potable)

Légende

-  Sites d'échantillonnages
-  Routes
-  Sentiers récréatifs



Échelle / Scale: 1:18,100



Projection Mercator transverse modifiée
Modified Transverse Mercator Projection

Zone 9

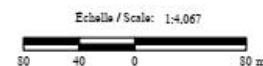
Système de référence nord-américain de 1983
North American Datum 1983

Publié : 2013-10-25



Systèmes de distribution d'eau Parc de la Gatineau

 Conduite – eau potable



Projection Mercator transverse modifiée
Modified Transverse Mercator Projection

Zone 9

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

Publié : 2019-12-17






APPENDIX B2

DRINKING WATER
MACKENZIE KING ESTATE

Map of MacKenzie King Estate water supply systems



Systèmes de distribution d'eau Parc de la Gatineau

-  Conduite – eau non potable
-  Conduite – eau potable
-  Conduite – eau sanitaire



Projection Mercator transverse modifiée
Modified Transverse Mercator Projection

Zone 9

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

Publié : 2019-12-17



APPENDIX B3

DRINKING WATER

Maps of drinking fountain locations supplied by Chelsea and Gatineau municipal systems

APPENDIX C

DRINKING WATER

Identification codes for each sampling point

Name and Description of Water Supply Systems

PLAB-Registration	Philippe Lake Administrative Buildings - Registration
PLAB-Garage	Philippe Lake Administrative Buildings - garage
PLAB-RAW	Philippe Lake Administrative Buildings - well outlet
PLAB-Admin	Philippe Lake Administrative Buildings – Administrative Office
PLC-CG3	Philippe Lake Campground – Group campsite #3 – outdoor water spigot (system end point)
PLC-110	Philippe Lake Campground - Site 110 – outdoor water spigot (system centre)
PLC-ODFBB	Philippe Lake Campground – Outdoor drinking fountain, Breton Beach
PLC-ODFPB	Philippe Lake Campground – Outdoor drinking fountain, Parent Beach
MKE-ODF	MacKenzie King Estate – Outdoor drinking fountain
MKE-TR-CM	MacKenzie King Estate – Tea room – Indoor water spigot near coffee machine
MKE-Snack	MacKenzie King Estate – SnackBar
MKE-Comfort	MacKenzie King Estate – Comfort Station
MKE-KINGSWOOD-RAW	MacKenzie King Estate - Kingswood Cottage – untreated (raw)
TF	The Farm official residence
TF-Raw	The Farm - well outlet
PMSR	Prime Minister’s summer residence
PMSR-Raw	Prime Minister’s summer residence - well outlet
PMSR-FH	Farmhouse summer residence
PMSR-FH-Raw	Farmhouse summer residence - well outlet
DF-Guertin	Drinking fountain on Arthur-Guertin Street, near Saint-Étienne and Laval Street
DF-Rédempteur	Drinking fountain on Saint-Rédempteur Street opposite the Polyvalente de l'Ile
DF-Marina	Drinking fountain in Jacques-Cartier Park South, near the Marina and Alexandra bridge (Laurier Street)
DF-Charron	Drinking fountain in Jacques-Cartier Park South, close to Charron House (Laurier Street)
DF-Vélo	Drinking fountain Jacques-Cartier Park North, close to the Maison du Vélo (Laurier Street)
DF-LeamyH	Lac Leamy: Drinking fountain, men’s side
DF-LeamyF	Lac Leamy: drinking fountain, women’s side
DF-Gamelin	Drinking fountain on Gamelin Street at Gatineau Park entrance
DF-CV	Drinking fountain outside Visitor Centre – Outdoor drinking fountain

APPENDIX D

DRINKING WATER

Annual bacteriological and physico-chemical controls (YEAR 2021-22 and later)

YEAR 2021-22: Drinking water quality control **from May 1 to October 31, 2021**

	BACTERIOLOGICAL CONTROL						PHYSICO-CHEMICAL CONTROL						
	1 X a week (Monday)			Every 2 weeks (Monday)			1 X month	1 X month	Quarterly May <i>(See notes)</i>	Quarterly July 6 (Monday)			Quarterly October 5 (Monday)
	<i>E. coli</i>	CT&atyp	Cl ₂	<i>E. coli</i>	CT&atyp	Cl ₂	<i>E. coli</i>	Turbidity (Centre)	Nitrates&Nitrites, Nitrites and pH (Centre)	Inorg.subst. (Centre)	THM (End)	Nitrates&Nitrites, Nitrites and pH (Centre)	Nitrates&Nitrites, Nitrites and pH (Centre)
MKE * (alternate sampling sites between the outdoor drinking fountain, tea room, comfort station and snackbar)				X	X	X		X	X & pH (when the system becomes operational in April or May)	X	X	X & pH	X & pH
MKE-KINGSWOOD-RAW (Personal hygiene only - from opening to closure)							X (non- potable water)						
MKE-ODF (test once prior to opening and then based on system rotation MKE*)	X	X	X										
PLC-110	X	X	X					X	X & pH (when the system becomes operational in April or May)	X		X & pH	X & pH
PLC-CG3	X	X	X							X			
PLC-ODFBB (2 times: on opening and in mid-July)	X	X	X										
PLC-ODFPB (2 times: on opening and in mid-July)	X	X	X										
PLAB** (alternate sampling site between the registration booth, administrative building and garage)				X	X			X		X		X & pH	X & pH
PLAB-RAW PMSR-Raw PMSR-FH-RAW TF-Raw							X (non- potable water)						
TF***				X	X			X				X (no pH)	X (no pH)
PMSR***				X	X			X				X (no pH)	X (no pH)
PMSR-FH***				X	X			X				X (no pH)	X (no pH)

NOTES:

In April or May, after the MKE opens, sample for nitrites, nitrates, pH and turbidity (included in April 1 to April 30 schedule)

In April or May, after the PLC opens, sample for nitrites, nitrates, pH and turbidity (included in April 1 to April 30 schedule)

* For MKE, tests are to be performed at 4 locations on a rotating basis: the tea room, the outdoor drinking fountain, the comfort station and the snackbar. The exact sampling location must be entered in the analysis requests to meet RQDW requirements.

** A rotation between sample sites (registration booth, administration building and garage) is required based on the portions of system in service throughout the season. The sampling site must be clearly identified on the sampling certificates.

*** Sampling will be performed by staff of the Official Residences and is subject to change without notice.

2021-22: Drinking water quality control from April 1 to April 30, 2021 and from November 1, 2021 to March 31, 2022

	BACTERIOLOGICAL CONTROL			PHYSICO-CHEMICAL CONTROL		
	Every 2 weeks (Monday)		1 X month	1 X month	Quarterly – April 6 (Monday) (See notes)	Quarterly – January 6 (Monday)
	<i>E. coli</i>	CT&atyp	Cl2	<i>E. coli</i>	Turbidity (Centre)	Nitrates&Nitrites, Nitrites and pH (Centre)
PLAB *	X	X			X	X & pH
PLAB-RAW				X (non-potable water)		
MKE **	X 1 time/ opening	X 1 time/ opening	X 1 time/ opening			X & pH (when the system becomes operational in April or May)
PLC **	X 1 time/ opening	X 1 time/ opening	X 1 time/ opening			X & pH (when the system becomes operational in April or May)
TF ***	X	X			X	X (no pH)
PMSR ***	X	X			X	X (no pH)
PMSR-FH *** PMSR-Raw PMSR-FH-RAW TF-Raw	X	X		X	X	X (no pH)

NOTES:

In April or May, after the MKE opens, sample for nitrites, nitrates, pH and turbidity (scheduled from May to October)

In April or May, after the PLC opens, sample for nitrites, nitrates, pH and turbidity (scheduled from May to October)

* A rotation between sample sites (registration booth, administration building and garage) is required based on the portions of system in service throughout the season.

The sampling site must be clearly indicated in the sampling certificates.

** In late April, a bacteriological test may be required before MKE opens. The same applies to the PLC, which must be sampled for bacteriological control before the campground opens. Timing depends on the date that supply systems become operational.

*** Sampling activities will be performed by staff of the Official Residences and are subject to change without notice.

APPENDIX E

DRINKING WATER

Sampling schedule for bacteriological and physico-chemical water controls (year 2021-22)

LEGEND: DRINKING WATER SYSTEM SAMPLING CALENDAR - 2021-22

Names and descriptions of water supply systems

See APPENDIX C.

BACTERIOLOGICAL CONTROLS



Bacteriological (Regular sampling year-round)

- PLAB – Personal hygiene only until registered in RQDW (alternate between system sampling points)
- PMSR (1 sampling point)
- TF (1 sampling point)
- PMSR-FH (Farmhouse) (1 sampling point)

① Bacteriological + on-site chlorine for each sample (Regular seasonal sampling)

- PLC (2 sampling points)

② Bacteriological + on-site chlorine for each sample (Regular seasonal sampling)

- PLC (2 sampling points)
- MKE (1 sampling point, system sampling point rotation)

RAW WATER *

- PLAB, PMSR, PMSR-FH, TF: Br1
- PLAB & MKE-Kingswood, PMSR, PMSR-FH, TF: Br2

*NOTE: Raw water sampling on the first Monday of each month for PLAB, PMSR, PMSR-FH and TF (year-round);
pour MKE-Kingswood: first Monday in May to first Monday in October

PHYSICO-CHEMICAL CONTROLS

**Nitrates+nitrites, nitrites, pH (on site), turbidity
(Centre) (April, October, January)**

- PLAB
- PMSR (no pH)
- PMSR-FH (no pH))
- TF (no pH)

**Nitrates+nitrites, nitrites, pH (on site), turbidity
(Centre) (April or early May, October)**

- MKE
- PLC

**Turbidity
(Centre) (May, June, August, September)**

- MKE (for May and October see above)
- PLC (for May and October see above)
- PLAB
- PMSR
- PMSR-FH
- TF

**Turbidity
(Centre) (Nov, Dec, February, March)
(For January see above)**

- PLAB
- PMSR
- PMSR-FH
- TF

(Test required in July)

Inorganic substances (Centre)

- MKE
- LPC
- LPAB
- PMSR
- PMSR-FH
- TF

**Nitrates+nitrites, nitrites, pH on site
(Centre)**

- MKE
- LPC
- LPAB
- PMSR (no pH)
- PMSR-FH (no pH)
- TF (no pH)

Trihalomethanes (THM) (End point)

- MKE
- LPC

Turbidity (Centre)

- MKE
- LPC
- LPAB
- PMSR
- PMSR-FH
- TF

The PMSR, PMSR-FH and TF sites are sampled by staff of the Official Residences.

DRINKING WATER SAMPLING SCHEDULE (2021-22)
(1 of 2)

April			May			June			July			August			September			October		
1	J		1	S		1	M		1	J		1	D		1	M		1	V	
2	V		2	D		2	M		2	V		2	L	2 ☹️ Br2	2	J		2	S	
3	S		3	L	1 Br2	3	J		3	S		3	M		3	V		3	D	
4	D		4	M		4	V		4	D		4	M		4	S		4	L	1 Br2
5	L	Br1	5	M		5	S		5	L	2 ☹️ Br2	5	J		5	D		5	M	
6	M		6	J		6	D		6	M		6	V		6	L	1 Br2	6	M	
7	M		7	V		7	L	2 ☹️	7	M		7	S		7	M		7	J	
8	J		8	S		8	M		8	J		8	D		8	M		8	V	
9	V		9	D		9	M		9	V		9	L	1	9	J		9	S	
10	S		10	L	2 ☹️	10	J		10	S		10	M		10	V		10	D	
11	D		11	M		11	V		11	D		11	M		11	S		11	L	2 ☹️
12	L	☹️	12	M		12	S		12	L	1	12	J		12	D		12	M	
13	M		13	J		13	D		13	M		13	V		13	L	2 ☹️	13	M	
14	M		14	V		14	L	1	14	M		14	S		14	M		14	J	
15	J		15	S		15	M		15	J		15	D		15	M		15	V	
16	V		16	D		16	M		16	V		16	L	2 ☹️	16	J		16	S	
17	S		17	L	1	17	J		17	S		17	M		17	V		17	D	
18	D		18	M		18	V		18	D		18	M		18	S		18	L	1
19	L	(MKE + PLC – pre-opening)	19	M		19	S		19	L	2 ☹️	19	J		19	D		19	M	
20	M		20	J		20	D		20	M		20	V		20	L	1	20	M	
21	M		21	V		21	L	2 ☹️	21	M		21	S		21	M		21	J	
22	J		22	S		22	M		22	J		22	D		22	M		22	V	
23	V		23	D		23	M		23	V		23	L	1	23	J		23	S	
24	S		24	L	2 ☹️	24	J		24	S		24	M		24	V		24	D	
25	D		25	M		25	V		25	D		25	M		25	S		25	L	2 ☹️
26	L	☹️	26	M		26	S		26	L	1	26	J		26	D		26	M	
27	M		27	J		27	D		27	M		27	V		27	L	2 ☹️	27	M	
28	M		28	V		28	L	1	28	M		28	S		28	M		28	J	
29	J		29	S		29	M		29	J		29	D		29	M		29	V	
30	V		30	D		30	M		30	V		30	L	2 ☹️	30	J		30	S	
			31	L	1 Br2				31	S		31	M					31	D	

DRINKING WATER SAMPLING SCHEDULE (2021-22)
(2 of 2)

November			December			January			February			March		
1	L	Br1	1	M		1	S		1	M	Br1	1	M	
2	M		2	J		2	D		2	M		2	M	
3	M		3	V		3	L	☹ Br1	3	J		3	J	
4	J		4	S		4	M		4	V		4	V	
5	V		5	D		5	M		5	S		5	S	
6	S		6	L	☺ Br1	6	J		6	D		6	D	
7	D		7	M		7	V		7	L		7	L	Br1
8	L	☺	8	M		8	S		8	M		8	M	
9	M		9	J		9	D		9	M		9	M	
10	M		10	V		10	L		10	J		10	J	
11	J		11	S		11	M		11	V		11	V	
12	V		12	D		12	M		12	S		12	S	
13	S		13	L		13	J		13	D		13	D	
14	D		14	M		14	V		14	L	☹	14	L	☹
15	L		15	M		15	S		15	M		15	M	
16	M		16	J		16	D		16	M		16	M	
17	M		17	V		17	L	☹	17	J		17	J	
18	J		18	S		18	M		18	V		18	V	
19	V		19	D		19	M		19	S		19	S	
20	S		20	L	☹	20	J		20	D		20	D	
21	D		21	M		21	V		21	L		21	L	
22	L	☹	22	M		22	S		22	M		22	M	
23	M		23	J		23	D		23	M		23	M	
24	M		24	V		24	L		24	J		24	J	
25	J		25	S		25	M		25	V		25	V	
26	V		26	D		26	M		26	S		26	S	
27	S		27	L		27	J		27	D		27	D	
28	D		28	M		28	V		28	L	☺	28	L	☹
29	L		29	M		29	S					29	M	
30	M		30	J		30	D					30	M	
			31	V		31	L	☺				31	J	

APPENDIX F

POTABLE WATER

Table of parameters for inorganic and other substances

Physico-chemical parameters for inorganic and other substances

Inorganic substances

Total cyanide

Fluorides

Arsenic

Antimony

Barium

Boron

Cadmium

Chromium

Mercury

Selenium

Uranium

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

Copper

Lead

Nitrates+Nitrites (NO₂NO₃) + pH

Nitrites (NO₂)

THM

Turbidity

APPENDIX G

DRINKING WATER

Certificates bacteriological and physico-chemical analysis

(Examples from previous contract)

(EXAMPLE FROM A PREVIOUS CONTRACT)

LABORATORY NAME

Certificate of Analysis

No.

Issued: 2013-07-10

Client: **CCN (Gatineau Park)**
Mme Jocelyne Jacob

Client no.:
Tel.:
Fax:
Project no.:
Purchase order:
MDDEP file no.:

Carbon copy:
Isabelle Beaudoin Roy

Project: Analyses according to RQDW - Camping Philippe Lake
Subproject: Microbiology - PLC

Sample type: Potable water

Sample #.	Description	Result	Unit	Standard	Analyzed on
1977974	/ PLC-xxx				
	Taken on: 2013-07-07	By: G. Castonguay	Received: 2013-07-08		
	Total coliforms	0	UFC/100 mL	10	2013-07-08
	Atypical colonies Escherichia coli	0	UFC/100 mL	200	2013-07-08
	Free chlorine (on site)	0.80	UFC/100 mL mg/L	0	2013-07-08

1977975	/ PLC-xxx				
	Taken on: 2013-07-07	By: G. Castonguay	Received: 2013-07-08		
	Total coliforms	0	UFC/100 mL	10	2013-07-08
	Atypical colonies	0	UFC/100 mL	200	2013-07-08
	Escherichia coli	0	UFC/100 mL	0	2013-07-08
	Free chlorine (on site)	0.63	mg/L		

Analytical method	Description	Outside referral	Internal procedure
Residual chlorine	DPD colorimetric method Filtering	HACH	ILCE-048
Total coliforms / Escherichia coli	membrane - CCA	---	ILME-040

Chromes (Cr)	<0.005	mg/L	<0.050	2013-07-10	3-07-10
Cuivre (Cu)	0.037	mg/L	<1.0	2013-07-10	3-07-10
Mercure (Hg)	<0.0002	mg/L	<0.001	2013-07-10	3-07-10
Plomb (Pb)	0.001	mg/L	<0.010	2013-07-10	3-07-10
Sélénium (Se)	<0.001	mg/L	<0.010	2013-07-10	3-07-10
Uranium (U)	<0.001	mg/L	<0.020	2013-07-10	interne

Méthode d'analyse	Description	Référence externe	Procédure Interne	
pH par l'exploitant	pH-mètre Chromatographie	St.Methods	Externe	17
Anions	ionique Distillation et	MA.300-Ion 1.3	ILCE-060	19
Cyanure	AquaKem 200	MENVIQ 88, 10/304.	ILCE-007	
Balayage de métaux	ICPMS	MA.200-Mét 1.1	ILCE-069	

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 Besudoin 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
1978149	<u>L-CLP-xxx</u>				
	Prélevé le: 2013-07-07	Par: G.C.	Reçu le: 2013-07-08		
	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	-	<u>entre</u> 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
	Chromes (Cr)	<0.005	mg/L	<0.050	2013-07-10
	Cuivre (Cu)	0.037	mg/L	<1.0	2013-07-10
	Mercure (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

BEACH WATER QUALITY




Location of sampling sites for each beach



Suivi de la qualité des eaux du parc de la Gatineau

Lac Meech
Plage O'Brien
(Eau de baignade)

Légende

-  Sites d'échantillonnage
-  Routes
-  Sentiers récréatifs



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

Publié : 2013-10-25

Suivi de la qualité des eaux du parc de la Gatineau

Lac Meech
Plage Blanchet
(Eau de baignade)

Légende

- Sites d'échantillonnage
- Routes
- - - Sentiers récréatifs



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

Publié : 2013-10-25







Suivi de la qualité des eaux du parc de la Gatineau

Lac Mousseau
(Eau de baignade)

Légende

-  Sites d'échantillonnage
-  Routes



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




Publié : 2013-10-25



Suivi de la qualité des eaux du parc de la Gatineau

Lac Philippe
Plage Breton
(Eau de baignade)

Légende

-  Sites d'échantillonnage
-  Routes
-  Sentiers récréatifs



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




Publié : 2013-10-25



Suivi de la qualité des eaux du parc de la Gatineau

Lac Philippe
Plage Parent
(Eau de baignade)

Légende

-  Sites d'échantillonnage
-  Routes
-  Sentiers récréatifs



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




Publié : 2013-10-25



Suivi de la qualité des eaux du parc de la Gatineau

Lac Philippe
Plage Smith
(Eau de baignade)

Légende

-  Sites d'échantillonnage
-  Routes
-  Sentiers récréatifs



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



Publié : 2013-10-25



Suivi de la qualité des eaux du parc de la Gatineau

Lac La pêche
Plage La Pêche
(Eau de baignade)

Légende

-  Sites d'échantillonnage
-  Routes



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




Publié : 2013-10-25



Suivi de la qualité des eaux du parc de la Gatineau

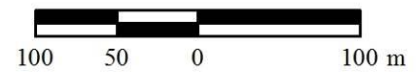
Lac Leamy
(Eau de baignade)

Légende

-  Sites d'échantillonnage
-  Routes
-  Sentiers récréatifs



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

APPENDIX I

BEACH WATER QUALITY

Official certificate of analysis for beach water (example from a previous contract)

CERTIFICAT D'ANALYSES OFFICIEL

CCN (Parc de La Gatineau)
Jean-François Gobeil
33, Chemin Scott
Chelsea, Québec
J9B 1R5
Tél.: (613) 239-5678

Certificat : 2725861
Demande d'analyse : 100098330
Date du rapport : 2020-08-29
Projet client : Eau de baignade - PLAGE
Bon de commande : 588782
Chargé de projets : N
Adresse courriel : N

Données sur le prélèvement
Échantillon : 5037354
Identification client : Smith 1
Nature : Eau de surface
Nom du préleveur : G. C.
Date de prélèvement : 2020-08-25
Date de réception : 2020-08-26
Lieu du prélèvement : Lac Philippe
Info. supplémentaires : NA

Chlore résiduel libre : NA
Chlore résiduel total : NA
Chloramine : NA
Résultat pH : NA
Température à la réception (°C) : 17.0

Paramètres	Accr.*	Méthode Interne	Résultats	Unités	Critères	
					Date d'analyse	Min Max Laboratoire
Dénombrement d'Escherichia coli	Oui	MB1003JLME4	0		2020-08-26	LG
Escherichia Coli	0	UFPC100mL				200

Commentaires de l'échantillon

■ Avertissement ■ Hors critères

CERTIFICAT D'ANALYSES OFFICIEL

CCN (Parc de La Gatineau)
Jean-François Gobeil
33, Chemin Scott
Chelsea, Québec
J9B 1R5
Tél.: (613) 239-5678

Certificat : 2725861
Demande d'analyse : 100098330
Date du rapport : 2020-08-29
Projet client : Eau de baignade - PLAGE
Bon de commande : 588782
Chargé de projets : N
Adresse courriel : N

Données sur le prélèvement
Échantillon : 5037355
Identification client : Smith 2
Nature : Eau de surface
Nom du préleveur : G. C.
Date de prélèvement : 2020-08-25
Date de réception : 2020-08-26
Lieu du prélèvement : Lac Philippe
Info. supplémentaires : NA

Chlore résiduel libre : NA
Chlore résiduel total : NA
Chloramine : NA
Résultat pH : NA
Température à la réception (°C) : 17.0

Paramètres	Accr.*	Méthode Interne	Résultats	Unités	Critères	
					Date d'analyse	Min Max Laboratoire
Dénombrement d'Escherichia coli	Oui	MB1003JLME4	0		2020-08-26	LG
Escherichia Coli	1	UFPC100mL				200

Commentaires de l'échantillon

■ Avertissement ■ Hors critères

A noter : dans certains cas, les valeurs

CERTIFICAT D'ANALYSES OFFICIEL

CCN (Parc de La Gatineau)
Jean-François Gobeil
33, Chemin Scott
Chelsea, Québec
J9B 1R5
Tél.: (613) 239-5678

Certificat : 2725861
Demande d'analyse : 100098330
Date du rapport : 2020-08-29
Projet client : Eau de baignade - PLAGE
Bon de commande : 588782
Chargé de projets : N
Adresse courriel : N

Données sur le prélèvement
Échantillon : 5037356
Identification client : Smith 3
Nature : Eau de surface
Nom du préleveur : G. C.
Date de prélèvement : 2020-08-25
Date de réception : 2020-08-26
Lieu du prélèvement : Lac Philippe
Info. supplémentaires : NA

Chlore résiduel libre : NA
Chlore résiduel total : NA
Chloramine : NA
Résultat pH : NA
Température à la réception (°C) : 17.0

Paramètres	Accr.*	Méthode Interne	Résultats	Unités	Critères	
					Date d'analyse	Min Max Laboratoire
Dénombrement d'Escherichia coli	Oui	MB1003JLME4	0		2020-08-26	LG
Escherichia Coli	1	UFPC100mL				200

Commentaires de l'échantillon : Moyenne arithmétique : 1 / 100ml
Cote de la plage : A, excellente pour la baignade.

Commentaires du certificat : C.C.
Isabelle Beaudoin Roy : isabelle.beaudoin-roy@ccn-ccn.ca
Sandra Cook : sandra.cook@ccn-ccn.ca



■ Avertissement ■ Hors critères

LM1 (Méthodes LG)
Les paramètres sont le résultat de la norme
MPLA.

APPENDIX J

BEACH WATER QUALITY
2021-22 sampling schedule

2021-22 Beach water quality sampling schedule

Beaches for sampling:

Meech Lake: O'Brien and Blanchet beaches

Philippe Lake: Breton, Parent and Smith beaches

La Pêche Lake beach

Leamy Lake beach (outside Parc)

An initial sampling must be completed in late May / early June before beach opening and every two weeks thereafter.

48 samples will have to be taken during each round of sampling.*

2021-22 season sampling dates:

May: 31

June: 14, 28

July: 12, 26

August: 9, 23

Note:

*Sampling at Mousseau Lake beach (3 sampling points) will be performed by staff of the Official Residences on approximately the same dates.


APPENDIX K

Philippe Lake Wastewater Treatment Lagoon



1. Map of Philippe Lake wastewater treatment lagoon and ponds
2. Parameters analyzed before and during pond #2 emptying operations
3. Sample certificate of analysis (from a previous contract) and criteria
4. Sample summary table for the annual report

1. Map of Philippe Lake waste water treatment lagoon and ponds




**Suivi de la qualité
des eaux du
parc de la Gatineau**
Étang d'épuration

Légende
● Sites d'échantillonnage


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
Publié : 2013-10-25

2. Parameters analyzed before and during waste water treatment pond #2 emptying operations

- Parameters measured:
- pH
- DBOC (mg/L)
- Suspended solids (SS) (mg/L)
- Ammoniacal nitrogen (mg/L)
- Fecal coliforms (/100ml)

3. Sample certificate of analysis (from a previous contract) and criteria

CERTIFICAT D'ANALYSES OFFICIEL

CCN (Parc de La Gatineau)
Jean-Francois Gobeil
33, Chemin Scott
Chelsea, Québec
J6B 1R5
Tél.: (613) 239-5678

Certificat : 2493931
Demande d'analyse : 100072945
Date du rapport: 2019-11-11
Projet client : Suivi étang épuration
Bon de commande : 588782
Chargé de projets : 7
Adresse courriel :

Données sur le prélèvement

Echantillon : 4444867
Identification client : avant vidage, bassin no.2
Nature : Eau de surface
Nom du préleveur : Guillaume Castonguay
Date de prélèvement: 2019-10-22
Date de réception: 2019-10-23
Lieu du prélèvement: Voir Référence
Info. supplémentaires : NA

Chlore résiduel libre : NA
Chlore résiduel total : NA
Chloramine : NA
Résultat pH : NA
Température à la réception (°C) : 16.0

Paramètres	Accr. *	Méthode Interne	Résultats	Unités	Date d'analyse	Laboratoire
Matières en suspension	Oui	CHM03/ILCE12			2019-10-28	QC
Résultat			12	mg/L		
Demande biochimique en oxygène carbonée- 5 jours	Oui	CHM08/ILCE08			2019-11-05	QC
Résultat			3	mg/L		
Dénombrement des coliformes fécaux	Oui	MBIO11/ILME40			2019-10-24	LG
Coliformes fécaux			0	UFC/100mL		
Azote ammoniacal	Oui	PC-EN-CHI-PON003			2019-10-24	LG
Résultat			0.29	mg/L		
pH EU	Oui	CHM14/ILCE15			2019-10-23	LG
pH mesuré			7.46			

Commentaires de l'échantillon : La demande biochimique en oxygène a été congelée à la réception par le laboratoire

CERTIFICAT D'ANALYSES OFFICIEL

CCN (Parc de La Gatineau)
Jean-Francois Gobeil
33, Chemin Scott
Chelsea, Québec
J6B 1R5
Tél.: (613) 239-5678

Certificat : 2493931
Demande d'analyse : 100072945
Date du rapport: 2019-11-11
Projet client : Suivi étang épuration
Bon de commande : 588782
Chargé de projets : 7
Adresse courriel :

Données sur le prélèvement

Echantillon : 4444867

Commentaires du certificat : C.C :
Isabelle Beaudoin Roy : isabelle.beaudoin-roy@ncc-ccn.ca
Sandra Cook : sandra.cook@ncc-ccn.ca

Approuvé par :

Chimiste



Approuvé par :

Microbiologiste,



4. Sample summary table for the annual report

Collector creek analysis during emptying of pond #2 Parameters	Concentrations	Environment Canada prescribed limits ***
2019-11-18		
DBOC ₅ (mg O ₂ /L)	<1	25
Suspended solids (mg/L)	5	**note
pH	7.4	6 - 9
Fecal coliforms (UFC/100mL)	0	400
Ammoniacal nitrogen (mg/L)	0.26	1.25

*Note: If water is released under special circumstances over two months of the schedule (e.g., in October and November), a sample must be taken and analyzed for each month.

**Note: No standard exceedance constraint for SS between July and October. Limit 25 mg/L for intermittent emptying in winter or on an emergency basis in summer.

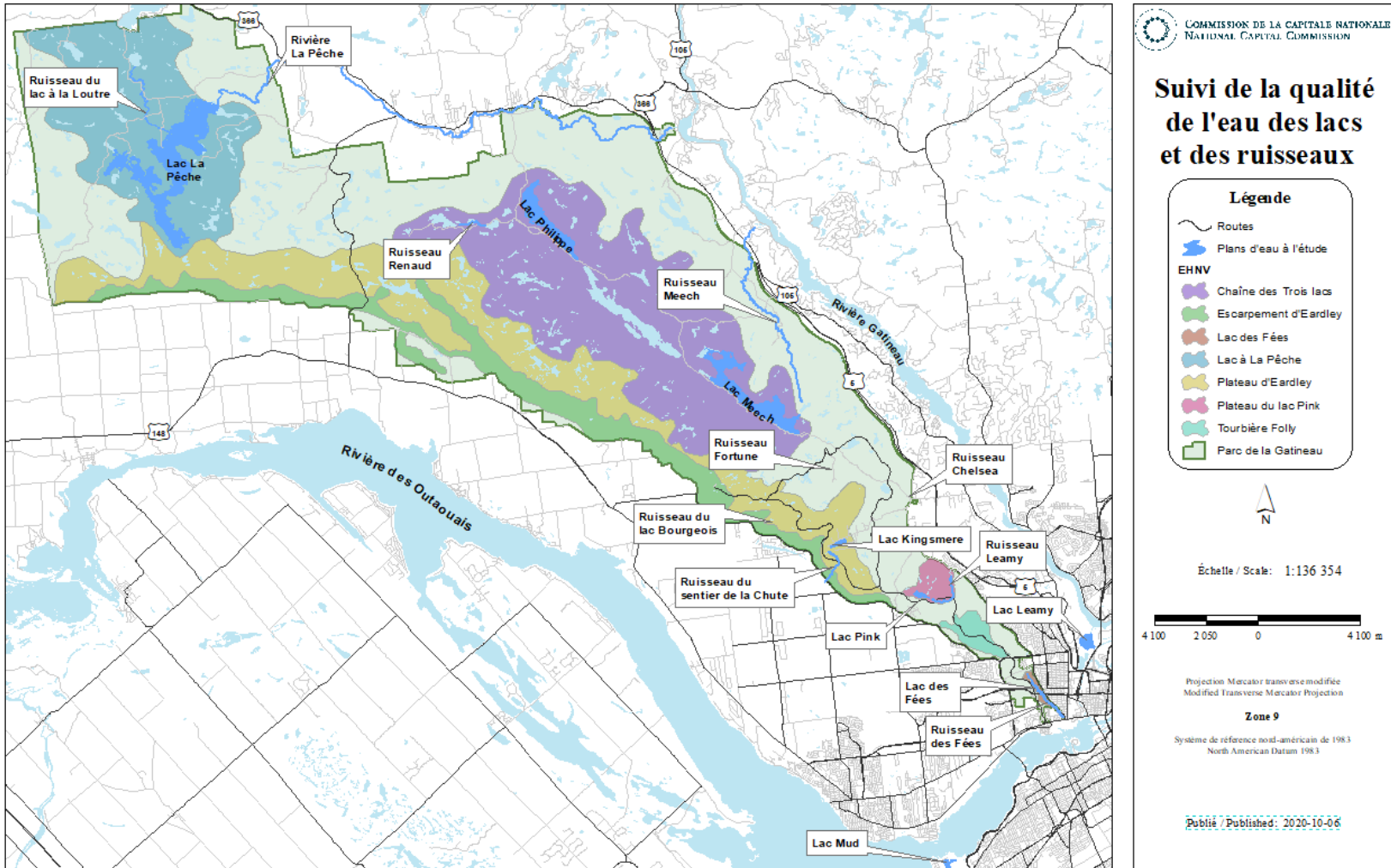
*** Under the Wastewater Systems Effluent Regulations (WSER)

APPENDIX L

WATER IN LAKES AND WATERCOURSES

Overview map of monitoring site locations

Overview map of lake and watercourse surface water quality monitoring locations



APPENDIX M

LAKE WATER

Maps of sampling sites and sample analysis certificate



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NATIONAL CAPITAL COMMISSION

Suivi de la qualité des eaux du parc de la Gatineau

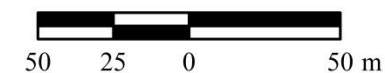
Lac des Fées

Légende

- ☆ Site d'échantillonnage
- H Belvédères
- ~ Routes
- - Sentiers récréatifs



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




Publié : 2018-08-30



Suivi de la qualité des eaux du parc de la Gatineau

Lac Leamy

Légende

-  Sites d'échantillonnage
-  Routes
-  Sentiers récréatifs



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

Publié : 2018-08-30



Suivi de la qualité des eaux du parc de la Gatineau

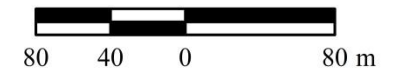
Lac Kingsmere

Légende

- ☆ Site d'échantillonnage
- ~ Routes
- ~ Sentiers récréatifs



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

Publié : 2018-08-30





Suivi de la qualité des eaux du parc de la Gatineau

Lac Pink

Légende

- ☆ Site d'échantillonnage
- Ⓜ Belvédères
- ~ Routes
- - Sentiers récréatifs



Échelle / Scale: 1:5,000



Projection Mercator transverse modifiée
Modified Transverse Mercator Projection

Zone 9

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Suivi de la qualité des eaux du parc de la Gatineau

Lac Meech

Légende

- ☆ Site d'échantillonnage
- ~ Routes
- ~ Sentiers récréatifs



Échelle / Scale: 1:28,000



Projection Mercator transverse modifiée
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Suivi de la qualité des eaux du parc de la Gatineau

Lac La Pêche

Légende

- ☆ Site d'échantillonnage
- ~ Routes



Échelle / Scale: 1:41,100



Projection Mercator transverse modifiée
Modified Transverse Mercator Projection

Zone 9

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

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Suivi de la qualité des eaux du parc de la Gatineau

Lac Philippe

Légende

- ☆ Site d'échantillonnage
- ~ Routes
- ~ Sentiers récréatifs



Échelle / Scale: 1:20,000



Projection Mercator transverse modifiée
Modified Transverse Mercator Projection

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Système de référence nord-américain de 1983
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Suivi de la qualité des eaux du parc de la Gatineau

Lac Mud

Légende

- ☆ Site d'échantillonnage
- ~ Routes
- ~ Sentiers récréatifs



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

Publié : 2018-08-30

CERTIFICAT D'ANALYSES OFFICIEL

CCN (Parc de La Gatineau)
Jean-Francois Gobeil
109 avenue des pivoinés
Gatineau, Québec
J9J 2M4
Tél.: (813) 239-5678

Certificat : 2663404
Demande d'analyse : NA
Date du rapport: 2020-06-29
Projet client : Contrôle des lacs
Bon de commande : 588782
Chargé de projets :
Adresse courriel :

Données sur le prélèvement

Échantillon :	4772201	Chlore résiduel libre :	NA
Identification client :	NA	Chlore résiduel total :	NA
Nature :	Eau de surface	Chloramine :	NA
Nom du préleveur :		Résultat pH :	NA
Date de prélèvement :	2020-06-16	Température à la réception (°C) :	20.0
Date de réception :	2020-06-17		
Lieu du prélèvement :	Lac Meech		
Info. supplémentaires :	NA		

Paramètres	Accr. *	Méthode Interne	Résultats	Unités	Date d'analyse	Laboratoire
Phosphore Total Trace	Oui	ILCE-069			2020-06-18	LG
Résultat			0.003	mg/L		
Chlorophylle A	Non	ILCE-071			2020-06-23	SH
Chlorophylle A			1.2	µg/L		

Commentaires de l'échantillon

Le point d'échantillonnage exact n'a pas été fourni par le client.

L'information concernant le nom du préleveur n'a pas été fournie par le client.
La date de prélèvement est la date qui était inscrite sur la bouteille.

Commentaires du certificat :

Approuvé par : _____

Chimiste,



■ - Avertissement ■ - Hors critères

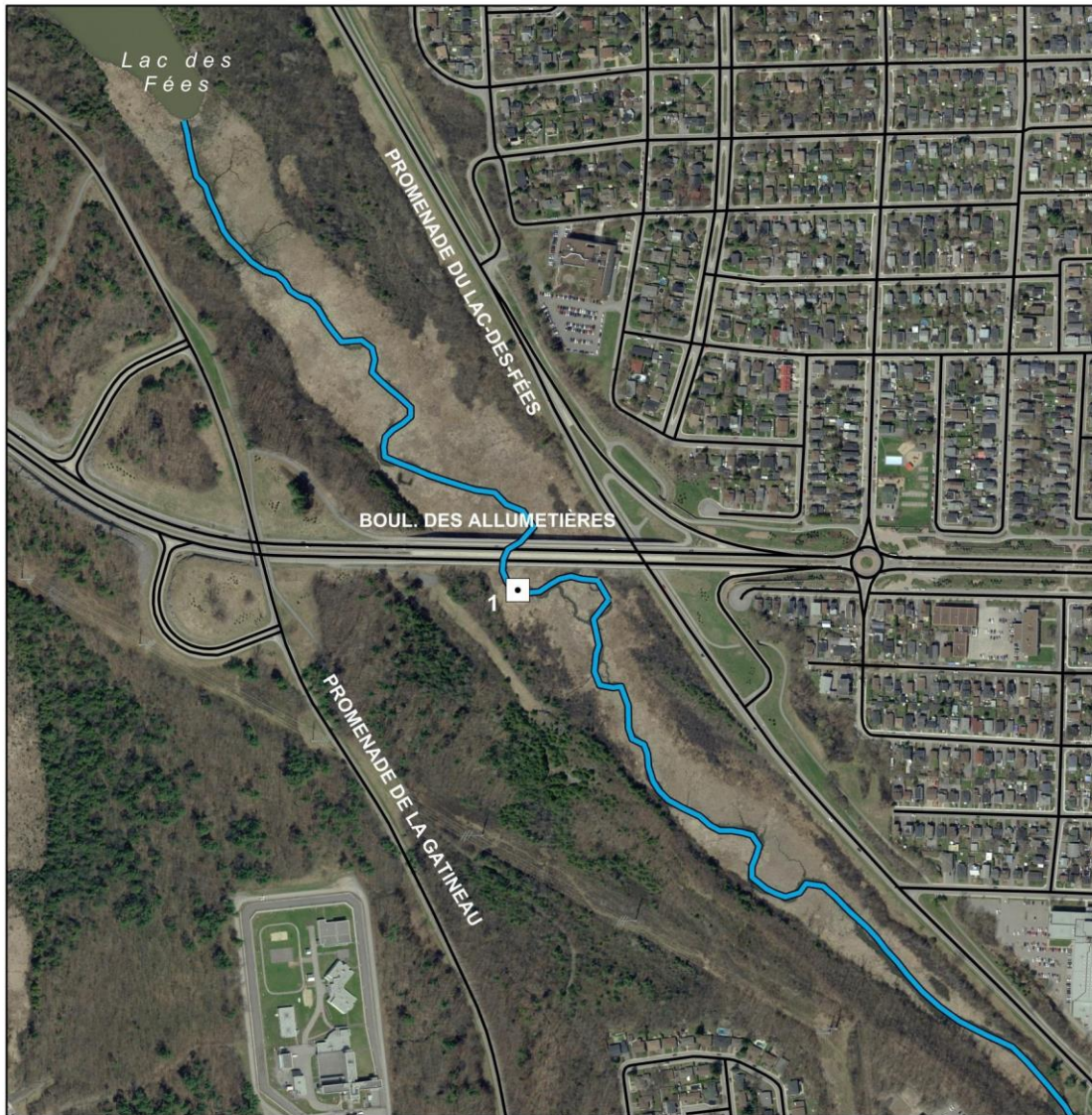
Accr. * : Accréditation du MELCC – NA : Non-Applicable – TNI : Colonies trop nombreuses pour être identifiées – TNC : Colonies trop nombreuses pour être comptées
Méthode Interne : CHM ou MBIO (méthodes QC) ; ILCE ou ILME (méthodes LG)

À moins d'une demande explicite du client, les échantillons d'analyse chimiques seront entreposés au maximum 21 jours après l'émission du certificat pour les paramètres dont le délai analytique le permet.
Ce certificat ne peut être reproduit, sinon en entier, sans l'autorisation écrite du laboratoire. Résultats applicables qu'aux échantillons soumis à l'analyse.
Tous les résultats d'analyse provenant de matrice solide sont calculés sur une base sèche, à moins d'avis contraires.

APPENDIX N

Watercourse Water

1. Maps of sampling sites
2. Sample certificate of analysis









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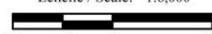
**Suivi de la qualité
 des eaux du
 parc de la Gatineau**

**Ruisseau du
 Lac des Fées**

Légende

-  Site d'échantillonnage
-  Cours d'eau
-  Ruisseau du Lac des Fées
-  Routes


 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

Publié : 2018-08-30

1. Sampli



Suivi de la qualité des eaux du parc de la Gatineau

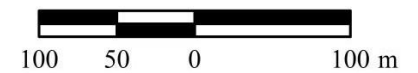
Ruisseau Leamy

Légende

- Site d'échantillonnage
- ~ Cours d'eau
- ~ Ruisseau Leamy
- ~ Sentiers récréatifs
- Frontières du Parc



Échelle / Scale: 1:4,784

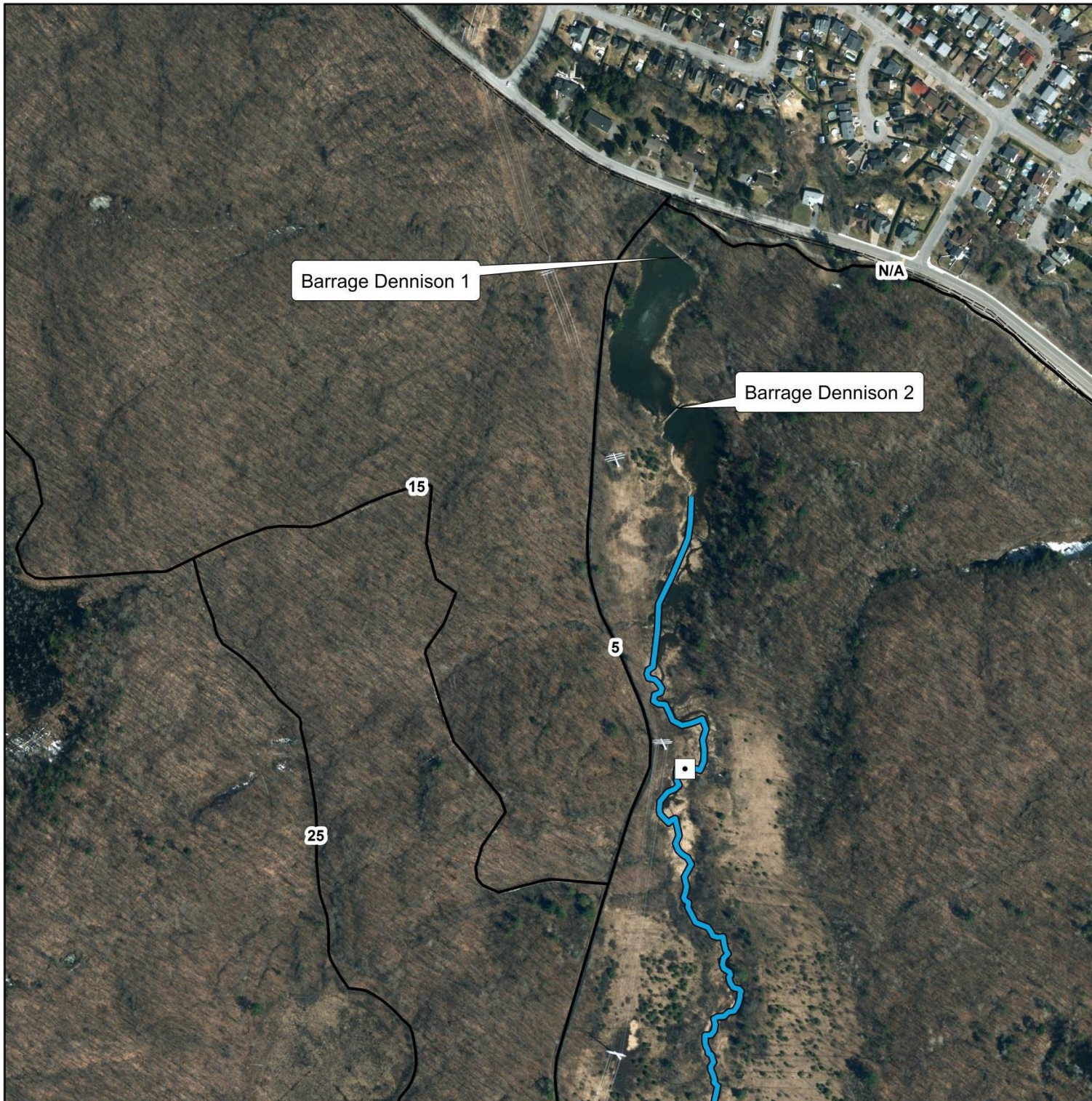


Projection Mercator transverse modifiée
Modified Transverse Mercator Projection

Zone 9

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Suivi de la qualité des eaux du parc de la Gatineau

Ruisseau du Sentier de la Chute

Légende

-  Site d'échantillonnage
-  Cours d'eau
-  Ruisseau du Sentier de la Chute
-  Routes
-  Frontières du Parc



Échelle / Scale: 1:11,510



Projection Mercator transverse modifiée
Modified Transverse Mercator Projection

Zone 9

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

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






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Suivi de la qualité des eaux du parc de la Gatineau

Ruisseau du lac Bourgeois

Légende

-  Site d'échantillonnage
-  Cours d'eau
-  Ruisseau du Lac Bourgeois
-  Routes
-  Frontières du Parc



Échelle / Scale: 1:9,208



Projection Mercator transverse modifiée
Modified Transverse Mercator Projection

Zone 9

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

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Suivi de la qualité des eaux du parc de la Gatineau

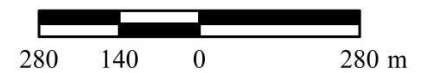
Ruisseau Fortune

Légende

- Site d'échantillonnage
- Cours d'eau
- Ruisseau Fortune
- Routes
- Sentiers récréatifs



Échelle / Scale: 1:13,000

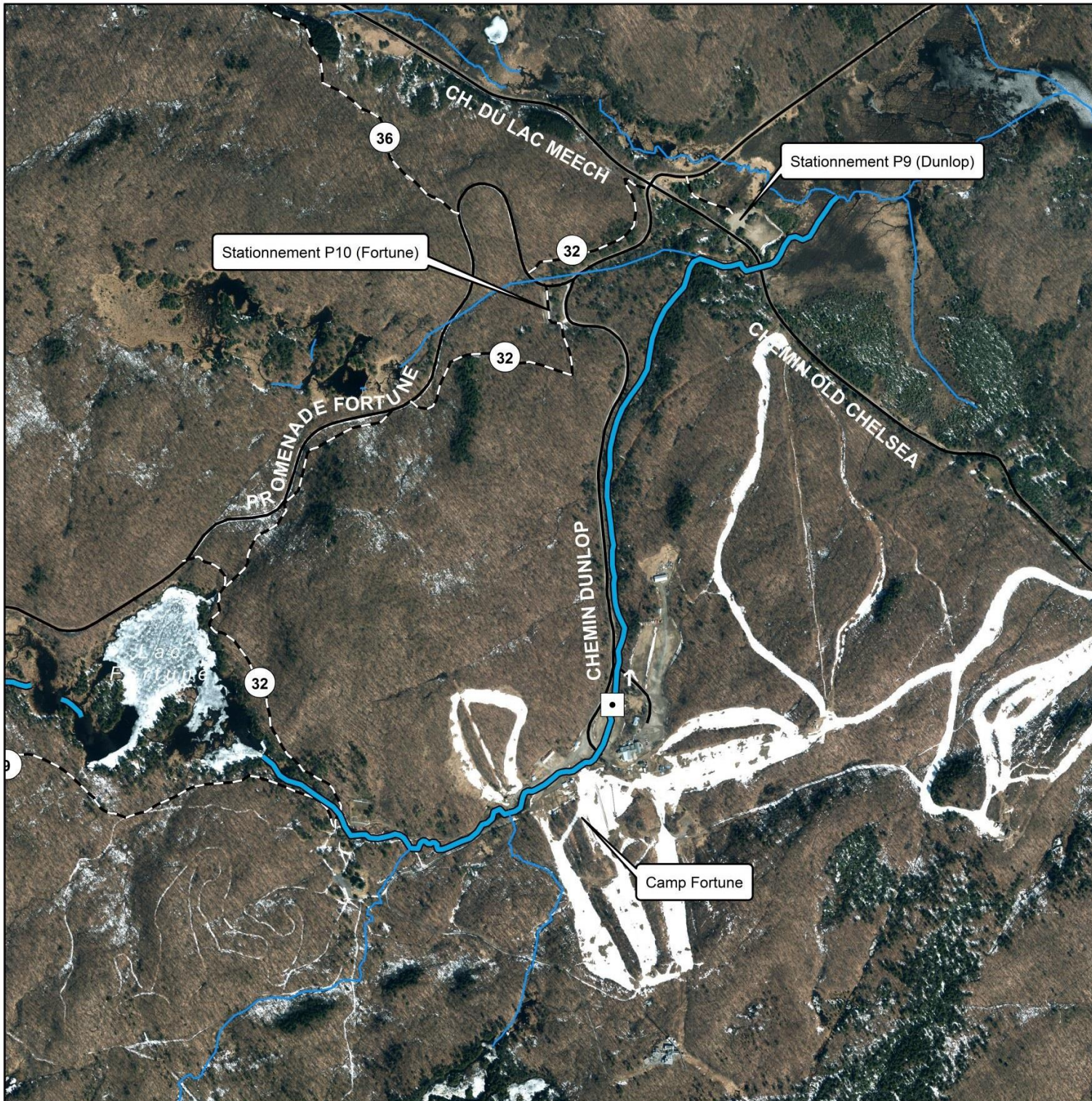


Projection Mercator transverse modifiée
Modified Transverse Mercator Projection

Zone 9

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

Publié : 2018-08-30





Suivi de la qualité des eaux du parc de la Gatineau

Ruisseau Chelsea

Légende

-  Site d'échantillonnage
-  Cours d'eau
-  Ruisseau Chelsea
-  Routes
-  Sentiers récréatifs



Échelle / Scale: 1:5,500



Projection Mercator transverse modifiée
Modified Transverse Mercator Projection

Zone 9

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

Publié : 2018-08-30



Suivi de la qualité des eaux du parc de la Gatineau

Ruisseau Meech

Légende

- Site d'échantillonnages
- ~ Cours d'eau
- ~ Ruisseau Meech
- ~ Routes
- ~ Sentiers récréatifs



Échelle / Scale: 1:19,000



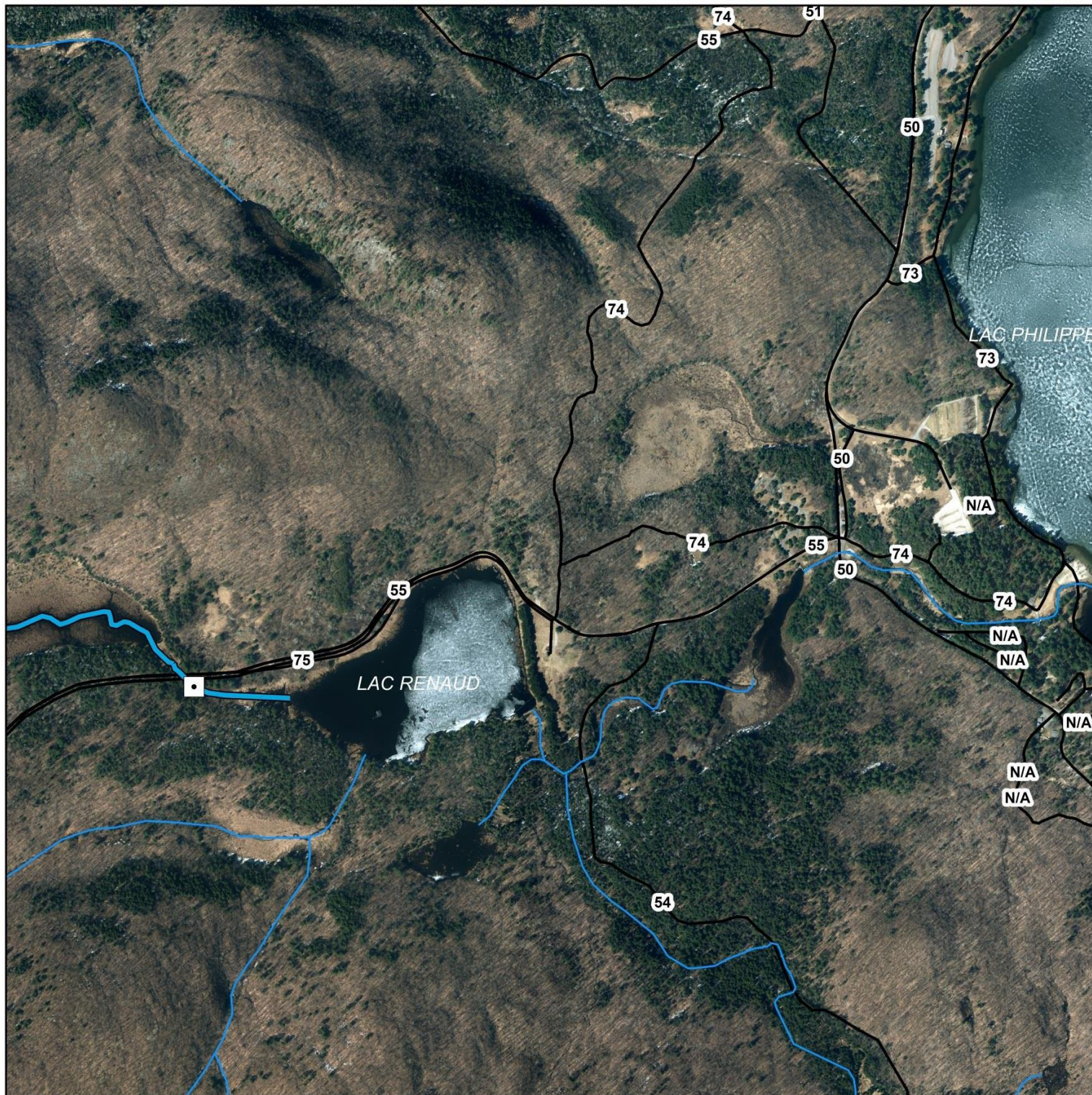
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Modified Transverse Mercator Projection

Zone 9

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

Publié : 2018-08-30










Suivi de la qualité des eaux du parc de la Gatineau

Ruisseau du lac Renaud

Légende

-  Site d'échantillonnage
-  Cours d'eau
-  Ruisseau du lac Renaud
-  Sentiers récréatifs
-  Frontières du Parc



Échelle / Scale: 1:11,639



Projection Mercator transverse modifiée
Modified Transverse Mercator Projection

Zone 9

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

Publié : 2018-08-30



Suivi de la qualité des eaux du parc de la Gatineau

Rivière La Pêche

Légende

- Sites d'échantillonnages (2)
- Cours d'eau
- Rivière La Pêche
- Routes
- Frontières du Parc



Échelle / Scale: 1:78,000

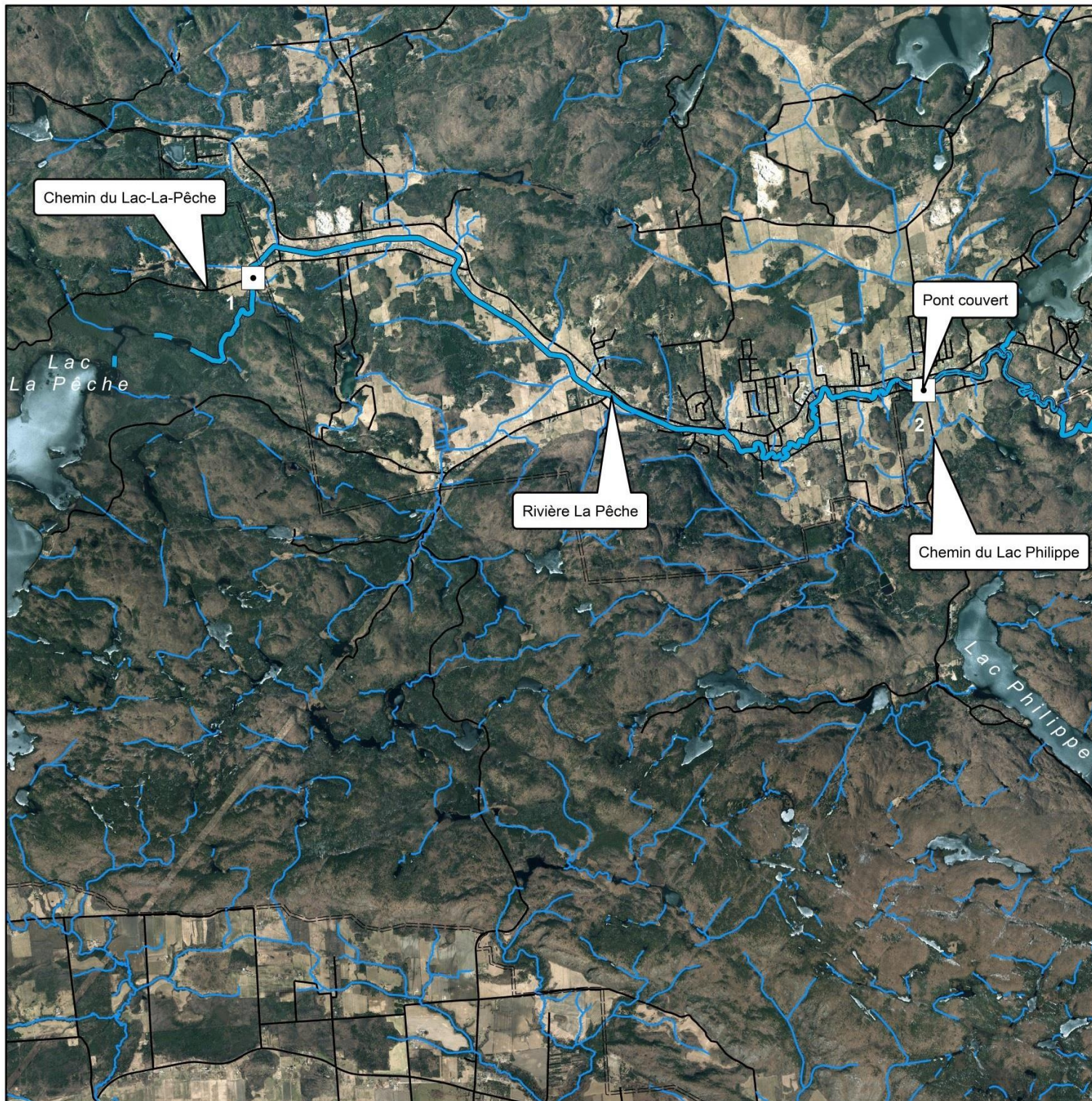


Projection Mercator transverse modifiée
Modified Transverse Mercator Projection

Zone 9

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

Publié : 2018-08-30










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NATIONAL CAPITAL COMMISSION

Suivi de la qualité des eaux du parc de la Gatineau

Ruisseau du lac à la Loutre

Légende

-  Site d'échantillonnage
-  Cours d'eau
-  Ruisseau du lac à la Loutre
-  Routes
-  Frontières du Parc



Échelle / Scale: 1:14,258



Projection Mercator transverse modifiée
Modified Transverse Mercator Projection

Zone 9

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

Publié : 2018-08-30

2. Sample certificate of analysis

(Sample taken from a previous contract)

CERTIFICAT D'ANALYSES OFFICIEL

CCN (Parc de La Gatineau) Jean-Francois Gobeil 109 avenue des pivoines Gatineau, Québec J9J 2M4 Tél.: (613) 239-5678	Certificat : 2719198 Demande d'analyse : NA Date du rapport : 2020-08-22 Projet client : Contrôle des ruisseaux Bon de commande : 588782 Chargé de projets : Adresse courriel :
---	---

Données sur le prélèvement
Échantillon : 4772180
Identification client : NA
Nature : Eau de surface
Nom du préleveur : Olivia P.
Date de prélèvement : 2020-08-08
Date de réception : 2020-08-07
Lieu du prélèvement : Rivière du Lac à la Loure
Info. supplémentaires : NA

Chlore résiduel libre : NA	Chlore résiduel total : NA
Chloramine : NA	Résultat pH : NA
Température à la réception (°C) : 16.0	

Paramètres	Accr. *	Méthode Interne	Résultats	Unités	Date d'analyse	Laboratoire
Matières en suspension	Oui	ENVX-CHM-03			2020-08-11	QC
Résultat			<1	mg/L		
Dénombrement des coliformes fécaux	Oui	MBIO11/ILME4 0			2020-08-07	LG
Coliformes fécaux			29	UFC/100mL		
Azote ammoniacal	Oui	CHM05/ILCE02			2020-08-11	LG
Résultat			0.05	mg/L		
pH EP	Oui	CHM14/ILCE15			2020-08-07	LG
pH mesuré			7.62			
Phosphore Total Trace	Oui	ILCE-069			2020-08-07	LG
Résultat			0.029	mg/L		
Turbidité	Oui	CHM01/ILCE18			2020-08-07	LG
Résultat			1.0	UTN		

■ - Avertissement ■ - Hors critères

CERTIFICAT D'ANALYSES OFFICIEL

CCN (Parc de La Gatineau) Jean-Francois Gobeil 109 avenue des pivoines Gatineau, Québec J9J 2M4 Tél.: (613) 239-5678	Certificat : 2719198 Demande d'analyse : NA Date du rapport : 2020-08-22 Projet client : Contrôle des ruisseaux Bon de commande : 588782 Chargé de projets : Adresse courriel :
---	---

Données sur le prélèvement
Échantillon : 4772180

Nitrites	Oui	PC-EN-CHI-PON028			2020-08-08	LG
Résultat			<0.02	mg/L		
Nitrates EU	Oui	PC-EN-CHI-PON028			2020-08-08	LG
Résultat			<0.02	mg/L		
Nitrates & Nitrites EU	Oui	PC-EN-CHI-PON028			2020-08-08	LG
Résultat			<0.02	mg/L		
Chlorophylle A	Non	ILCE-071			2020-08-15	SH
Chlorophylle A			2.0	µg/L		

Commentaires de l'échantillon :

■ - Avertissement ■ - Hors critères

APPENDIX O

TABLE OF CONTENTS, LIST OF TABLES AND APPENDICES FOR THE ANNUAL REPORT

TABLE OF CONTENTS

Summary

- 1.0 INTRODUCTION
- 2.0 METHODOLOGY
 - 2.1 Sampling
 - 2.1.1 Drinking water
 - 2.1.2 Beach water
 - 2.1.3 Philippe Lake waste water treatment lagoon
 - 2.1.4 Total lake phosphorus, clarity and chlorophyll – lake eutrophication level
 - 2.1.5 Stream monitoring
 - 2.2 Analyses
 - 2.2.1 Bacteriological analyses
 - 2.2.2 pH
 - 2.2.3 Suspended solids (SS)
 - 2.2.4 Dissolved oxygen and temperature
 - 2.2.5 Biochemical oxygen demand (BOD5)
 - 2.2.6 Total phenolic compounds or phenol index
 - 2.2.7 Petroleum hydrocarbons C10-C50
 - 2.2.8 Free Residual chlorine
 - 2.2.9 Metals (including total low concentration phosphorus) by ICP-MS
 - 2.2.10 Cyanides
 - 2.2.11 THM and volatile organic compounds
 - 2.2.12 Ammoniacal nitrogen
- 3.0 RESULTS
 - 3.1 Drinking water
 - 3.2 Beach water
 - 3.3 Wastewater treatment pond
- 4.0 INTERPRETATION OF RESULTS
 - 4.1 Potable water
 - 4.2 Beach water
 - 4.3 Wastewater treatment pond
- 5.0 CONCLUSION
- 6.0 REFERENCES

LIST OF TABLES

- Table 1: Bacteriological analyses of potable water
- Table 2: Physico-chemical analyses of potable water
- Table 3a: Bacteriological analysis - O'Brien beach, Meech Lake
- Table 3b: Bacteriological analysis - Blanchet beach, Meech Lake
- Table 3c: Bacteriological analysis - Breton beach, Philippe Lake
- Table 3d: Bacteriological analysis - Parent beach, Philippe Lake
- Table 3e: Bacteriological analysis - Smith beach, Philippe Lake
- Table 3f: Bacteriological analysis - La Pêche Lake beach
- Table 3g: Bacteriological analysis - Mousseau Lake beach
- Table 3h: Bacteriological analysis - Leamy Lake beach
- Table 4: Annual average of beach bacteriological analyses
- Table 5: Analysis of waste water treatment pond #2 – before emptying
- Table 6: Collector creek analysis – during emptying of waste water treatment pond #2
- Table 7: Compilation of drinking water bacteriological analysis results

LIST OF APPENDICES

- APPENDIX 1: General monitoring site locations
- APPENDIX 2: Philippe Lake campground sampling site locations
- APPENDIX 3: Drinking fountain sampling site locations
- APPENDIX 4: Beach sampling site locations
- APPENDIX 5: Waste water treatment lagoon diagram

APPENDIX P

Mandatory requirement,
rated requirements and assessment criteria

MANDATORY REQUIREMENT

1. Bidders must ensure full compliance with the following mandatory requirement
2. Bidder's must indicate the location of the information relevant to the mandatory requirement. Ensure that the page number are indicated in the column entitled "Page Number" for all information included.
3. **Failure to clearly demonstrate full compliance or provide documents requested will result in the disqualification of the proposal.**

Mandatory Item		Page Number	Mandatory Item Met? Yes or No
Laboratory accreditation	Bidder must be a certified laboratory by Quebec's Ministère de l'environnement et de la lutte contre les changements climatiques (MELCC) in accordance with the Regulation respecting the quality of drinking water. Provide proof of accreditation		

RATED REQUIREMENTS AND TECHNICAL EVALUATION CRITERIA

The Technical Proposal will be evaluated according to the following criteria. Please provide and address each criterion individually.

- I. Although price is an important factor, it is only one criterion in the evaluation of proposals. The NCC is seeking best overall value and will evaluate proposals on a point rating system based on the following Evaluation Criteria and assigned weight factors.
- II. Bidders **must** include all information relating to the Evaluation Criteria in their proposal. All information contained within the Proposal must be complete and clear in order to be evaluated. Failure to include all information may result in disqualification of the proposal.
- III. Bidder's **must** indicate the location of the information relevant to the Evaluation Criteria. Failure to clearly indicate the location of information (page number) in the Evaluation Criteria table may result in the disqualification of the proposal.

The bidder must score 70% of the overall total or higher to qualify. The technical proposal will be weighted for 60% of the score, and the financial bid will be weighted for 40%.

	Rated requirements	Page number	Points awarded
1	<u>The company's ability to undertake the project (Total: 50)</u>		
1.1	Summary of specializations, skills and areas of expertise, and the company's experience with similar projects and analyses		/20
1.2	Demonstration of the company's ability to collect and analyze samples and to forward the results within the prescribed time frames		/10
1.3	Ability to react quickly: availability (days and times) to work; flexibility		/10
1.4	Description of computer portal providing access to monitoring data and certificates of analysis		/5
1.5	Description of messenger service used to ship samples		/5
2	<u>Quality and experience of staff (Total: 15)</u>		
2.1	Staff and Project Managers Qualifications		/15
3	<u>Comprehension of project's scope (Total: 35)</u>		
3.1	Compliance with terms of reference, accuracy of work plan and allocation of resources, methodology		/25
3.2	Knowledge of applicable standards and regulations		/10
	TOTAL POINTS		/100

Weighted Scoring Factors

Excellent. Exceeds all of our expectations (100% weighted factor)

Good proposal. Thoroughly consistent with our requirements (80% weighted factor)

Minimum acceptable. (60% weighted factor)

Does not meet our basic expectations (50% weighted factor)

This proposal does not meet our needs (20% weighted factor)

This response is totally unacceptable or is simply missing information (0 % weighted factor)

APPENDIX Q

NCC Pricing Form

APPENDIX Q: PRICE FORM (part of email #2)

LUMP SUM PRICE is all inclusive, covering all costs inherent in all activities related to sampling and sample shipment, sample analysis, table of findings production and transmittal, interpretation of findings, annual report production, contract supervision, the necessary equipment, staff movement and all other overhead and miscellaneous costs.

YEAR 1, APRIL 1, 2021 TO MARCH 31, 2022. LUMP SUM PRICE	\$
YEAR 2, APRIL 1, 2022 TO MARCH 31, 2023. LUMP SUM PRICE	\$
YEAR 3, APRIL 1, 2023 TO MARCH 31, 2024. LUMP SUM PRICE	\$
YEAR 4, APRIL 1, 2024 TO MARCH 31, 2025. LUMP SUM PRICE	\$
YEAR 5, APRIL 1, 2025 TO MARCH 31, 2026. LUMP SUM PRICE	\$
SUBTOTAL OF FIVE (5) YEARS	\$
GST/QST (14.975%)	\$
GRAND TOTAL	\$

The responsive bid with the lowest overall price will receive 40 points (maximum pricing score). The other responsive bids will be allocated pricing points prorated against the lowest evaluated price. For example, if the lowest overall fee proposed by a bidder is \$ 100,000 and another bidder's fee submission is \$ 120,000, the \$ 120,000 fee proposal would be awarded 33.2 points ($\$ 100,000 / \$ 120,000 \times 40 \text{ points} = 33.2 \text{ points}$).

APPENDIX Q

Bidders will also be required to include the unit cost of testing, used to calculate the financial offer (unit costs for the analysis of all microbiological and chemical parameters for drinking water, for beach water, for wastewater treatment pond, for lakes and streams; costs for sampling; costs for annual reporting; costs for data processing at MELCC and the NCC). These costs will be used for additional applications

Unit cost to analyze all microbiological and chemical parameters for potable water	\$
Unit cost to analyze all microbiological parameters for beach water	\$
Unit cost to analyze all microbiological and chemical parameters for the wastewater treatment pond	\$
Unit cost to analyze all microbiological and chemical parameters for lakes	\$
Unit cost to analyze all microbiological and chemical parameters for watercourses	\$
Unit cost for samples	\$
Unit cost for the annual report	\$
Unit cost for data transmission to the MELCC and NCC	\$

We are OFFERING to sell and (or) provide to the National Capital Commission, subject to the conditions listed herein and at the price(s) submitted, the items and/or services listed above and on any sheet attached hereto.		
Contractor's name and address	Name (printed)	Date
Tel:	Authorized signature	
Fax:		

INSTRUCTIONS TO TENDERERS

1. Address

The tender shall be sent **By email** : Bids-Soumissions@ncc-ccn.ca

2. Delivery of Tenders

Tenders must be received by the National Capital Commission on or before the exact time and date set for their reception. Care must be taken to email tenders in good time as tenders received after the specified time and date will not be accepted or considered.

3. Unacceptable Tenders

Tenders not submitted on the accompanying Tender/Contract form.

Faxed tenders unless otherwise stated.

Tenders and amendments received after the tender closing date and time.

Incomplete tenders may be rejected.

Unsigned tenders shall be subject to disqualification.

In the event that security is required under these instructions and is not provided with the tender, the tender is subject to disqualification.

4. Revision of Tenders

The tenderer may revise his tender by email received before the tender closing date and time.

Changes must be clearly identified.

5. Security Requirements

1. Security with Tender - In the event that security is required as indicated under section 2 of the Tender/Contract, the tender when submitted must be accompanied by the security in the amount as indicated.

2. Acceptable Security
i) deleted intentionally.

OR

ii) deleted intentionally.

OR

iii) deleted intentionally.

INSTRUCTIONS TO TENDERERS

OR

iv) deleted intentionally

3. Upon notification of acceptance of tender :

1. deleted intentionally.
2. deleted intentionally.

6. Acceptance of Offer

The lowest or any tender not necessarily accepted.

7. Completion of Tender/Contract Form

Insert prices for units of measure and estimated quantities as shown on the Tender/Contract form or insert the lump sum of the tender in Clause 3.

If description, units of measure and estimated quantities are shown on the Tender/Contract form, insert the price per unit against each item, multiply by the respective estimated quantity, extend the answers to the Total column and add the Total column. Calculate the GST and QST (if applicable) on the total amount.

Type or legibly print the tenderer's full business name, address and telephone number under the spaces provided for the Contractor's Full Business Name and Contractor's Business Address respectively.

Sign the Tender/Contract form in the space provided as indicated below.

The tender must be signed by a duly authorized signing officer of the Company in his/her normal signature designating against his/her signature the official capacity in which the signing officer acts. The corporate seal of the company must also be affixed to the tender.

Do not make any entry in the signature section marked for Commission use only.

The tenderer should retain a copy of the tender for his record.

8. Insurance

The Contractor shall maintain such insurance or pay such assessments as will protect him and the National Capital Commission from claims under the Worker's Compensation Acts and from any other claims for damages for personal injury including death, and from claims for property damage which may arise from his operations under this contract. Certificates of such insurance shall be filed with the National Capital Commission for protection. Such insurance certificates shall be maintained until the National Capital Commission certifies that the work is complete.

INSTRUCTIONS TO TENDERERS

Liability insurance naming the National Capital Commission as co-insured shall be maintained by the Contractor for Public Liability and Property Damage in an amount of not less than \$5,000,000.00. Insurance is to cover damage resulting from accident as well as negligence. A copy of the policy must be given to the National Capital Commission prior to commencing work.

NOTE: These Instructions need NOT be submitted with your tender.

9. Applications for Approval Certificates

Wherever materials are specified by trade names or by manufacturers' names, the tender shall be based on the use of such materials. During tendering period, alternative materials will be considered if full descriptive data are submitted in writing at least seven days before the tender closing date. Approval of submission will be signified by the issuance of an addendum to the tender documents.

GENERAL CONDITIONS

1. Definition of Terms

In the Contract,

1. the "Project Manager/Officer" means such person as may be specifically designated by or on behalf of the Chief Executive Officer and/or Executive Director upon the award of this contract.
2. "work" includes the whole of the works, Labour and materials, matters and things to be done, furnished and performed by the Contractor under the contract.

2. Assignment and Subcontracting

This contract may not be assigned without the written consent of the National Capital Commission, and neither the whole nor any part of the work may be subcontracted by the Contractor without the consent of the Project Manager/Officer. Every subcontract shall incorporate all the terms and conditions of this contract which can reasonably be applied thereto.

3. Indemnification

The Contractor shall indemnify, and save harmless the National Capital Commission from and against all claims, losses, costs, damages, suits, proceedings, or actions arising out of or related to the Contractor's activities in executing the work, other than those arising from a defect in title to the site of the work or the infringement of a patent arising from a design supplied by the National Capital Commission, but including his omissions improper acts or delays in executing the work under the contract.

4. Property of the National Capital Commission

The Contractor shall be responsible for any loss of or damage, excluding reasonable wear and tear, to any property of the National Capital Commission arising out of the performance of the work whether or not such loss arises from causes beyond his control. Such property shall only be used by the Contractor as may be directed by the Project Manager/Officer and the Contractor shall, at any time when requested to do so, account to the Project Manager/Officer for the use of such property.

GENERAL CONDITIONS

5. Permits and By-Laws

The Contractor shall comply with all laws and regulations, relating to the work whether federal, provincial or municipal, as if the work was being constructed for a person other than the National Capital Commission and shall pay for all permits and certificates required in respect of the execution of the work.

6. Canadian Labour and Materials

Insofar as is practicable the Contractor shall employ and use Canadian labour and materials in the execution of the work and utilize the services of the Canada Manpower Centre in the recruitment of such labour.

7. Publicity

1. The Contractor will neither permit any public ceremony, nor erect or permit the erection of any sign or advertising, in connection with the work without the approval of the Project Manager/Officer.
2. All exterior signs erected by the contractor will be in both official languages and subject to NCC approval.

8. Materials, Equipment, etc. to become Property of the National Capital Commission

All materials and plants used or provided for the work shall be the property of the National Capital Commission, shall not be removed from the site of the work and shall be used only for the purpose of the work, until the Project Manager/Officer shall certify that they are, if not incorporated in the work, no longer required for the purpose of the work. The Contractor shall be liable for all loss or damage to materials or plants that are the property of the National Capital Commission by virtue of this section.

9. Contractor's Superintendent and Workers

The Contractor will keep a competent superintendent on the site of the work at all times during the progress of the work unless otherwise authorized by the Project Manager/Officer. The superintendent must be acceptable to the Project Manager/Officer and have the authority to receive on behalf of the Contractor any order or communication in respect of the contract. Any superintendent and workers not acceptable to the Project Manager/Officer because of incompetency, improper conduct or security risk will be removed from the site of the work and replaced forthwith.

GENERAL CONDITIONS

10. Co-operation with other Contractors

The Contractor will co-operate fully with other contractors or workers sent onto the site of the work by the Project Manager/Officer. If the sending onto the work of other contractors and workers could not have been reasonably foreseen by the Contractor when entering into the contract, and if, in the opinion of the Project Manager/Officer the Contractor has incurred additional expense by such action, and if the Contractor has given written notice of claim within thirty days of such action, the National Capital Commission will pay the cost of such additional expense to the Contractor calculated in accordance with Section 20.

11. Claims Against and Obligations of the Contractor or Subcontractor

1. The Contractor shall ensure that all his lawful obligations and lawful claims against him arising out of the execution of the work are discharged and satisfied, at least as often as this contract requires the National Capital Commission to discharge its obligations to the Contractor and shall supply the Project Manager/Officer with a Statutory Declaration deposing to the existence and condition of such claims and obligations when called upon to do so.
2. The National Capital Commission may, in order to discharge lawful obligations and satisfy lawful claims against the Contractor or a subcontractor arising out of the execution of the work, pay any amount, which is due and payable to the Contractor under the contract and from a conversion or a negotiation of the security referred to in Section 18 hereof, if any, directly to the obligees of and the claimants against the Contractor or the subcontractor.

12. Project Manager/Officer's Rights and Obligations

The Project Manager/Officer shall:

1. have access to the work at all times during its execution and the Contractor will provide the Project Manager/Officer with full information and assistance in order that he may ensure that the work is executed in accordance with the contract;
2. decide any question as to whether anything has been done as required by the contract or as to what the Contractor is required by the contract to do, including questions as to the acceptability of, the quality or quantity of any labour, plant or material used in the execution of the work, and the timing and scheduling of the various phases of the work;
3. have the right to order additional work, dispense with, or change the whole or any part of the work provided for in the plans and specifications. The Project Manager/Officer shall decide whether anything done or not done as a result of directions given under this subsection has increased or decreased the cost of the work to the Contractor and the amount payable under the contract to the Contractor will be increased or decreased accordingly by an amount calculated in accordance with Section 20 hereof.

The Contractor shall comply with any decision or direction of the Project Manager/Officer given under this section.

GENERAL CONDITIONS

13. Delay, Non-compliance, or Default by the Contractor

If the Contractor delays in the commencement, execution or completion of the work, fails to comply with a direction or decision of the Project Manager/Officer properly given, or is in default in any other manner under the contract, the Project Manager/Officer may do such things as he deems necessary to correct the Contractor's default.

The Contractor will reimburse the National Capital Commission for all costs, expenses and damages incurred or sustained by the National Capital Commission, by reason of the Contractor's default, or in correcting the default. In addition to the aforementioned remedies in this section, the National Capital Commission may, if the default continues for 6 days after notice in writing of default has been given to the Contractor by the Project Manager/Officer, terminate the contract in accordance with Section 17.

14. Changes in soil conditions, National Capital Commission delays

1. The Contractor will receive no additional payment for additional costs incurred due to loss, damage or any other reason whatsoever, without the express certification of the Architect/Engineer that the additional cost, loss or damage is directly attributable to:
 - i) in the case of a flat-rate contract, a significant difference between the soil condition information contained in the plans and specifications and actual on-site soil conditions;
 - ii) negligence or delay on the part of the National Capital Commission, following the contract signing date, in providing complete information or in executing its full contract responsibilities or, according to current trade practice, the Contractor has submitted to the Architect/Engineer a written notice of claim for additional costs, loss or damages, not later than thirty (30) days following the date on which the varying soil conditions were noticed, or the date on which said negligence or delay commenced. The amount of any additional payments to be issued under this article will be calculated as per Article 20.
2. If, in the opinion of the Architect/Engineer, the Contractor has ensured a savings due to the differing soil conditions cited above, the amount of this savings will be deducted from the total price of the Contract stated in Article 1 of the Offer and Agreement.

15. Protest of Project Manager/Officer's Decision

If the Contractor, within 10 days of receiving any decision or direction of the Project Manager/Officer, gives written notice to the Project Manager/Officer that the decision or direction is accepted under protest, the National Capital Commission will pay to the Contractor the cost, calculated according to Section 20, of anything that the Contractor was required to do, as a result of the decision or direction, beyond what the contract correctly understood would have required him to do.

16. Suspension or Termination of the Contract

GENERAL CONDITIONS

1. The National Capital Commission may upon notice in writing to the Contractor suspend or terminate the contract at any time. The Contractor will comply with such notice immediately.
2. If the National Capital Commission suspends the work for 30 days or less the Contractor must, subject to his remedy under Section 15 hereof, complete the work when called upon to do so. If the National Capital Commission suspends the work for a period in excess of 30 days the Contractor may request the National Capital Commission to terminate the work under sub-section 4 hereof.
3. If the National Capital Commission terminates the contract because of default by the Contractor, the insolvency of or the commission of an act of bankruptcy by the Contractor, the obligations of the National Capital Commission to make payments to the Contractor shall cease and no further payments shall be made to the Contractor or less the Project Manager/Officer shall certify that no financial prejudice will result to the National Capital Commission from such further payments. Termination under this sub-section shall not relieve the Contractor of any legal or contractual obligations other than the physical completion of the work. In such circumstances the Project Manager/Officer may complete or have the work completed as he sees fit and all costs and damages incurred by the National Capital Commission due to the non-completion of the work by the Contractor shall be payable by the Contractor to the National Capital Commission.
4. If the National Capital Commission terminates the work other than in accordance with sub-section 3 hereof, the National Capital Commission will pay to the Contractor an amount calculated in accordance with Section 20 hereof subject to any additions or deductions otherwise provided by the General Conditions or Labour Conditions less any payments made pursuant to Section 25.3, hereof. In no event, however, shall such amount be greater than the amount which would have been payable to the Contractor had the contract been completed.

17. Security Deposit

If any security deposit is provided by the Contractor pursuant to this contract it shall be dealt with in accordance with the Government Contracts Regulations, provided that if the Contractor is in breach or default under the contract the National Capital Commission may convert or negotiate such security to its own use. If a Labour and Material Payment Bond is provided pursuant to the contract the Contractor shall post on the site of the work a notice to that effect which shall include the name and address of the Surety, definition of those persons protected therein and an outline of the procedure for submitting a claim.

18. No Additional Payment

The amount payable to the Contractor under this contract will not be increased or decreased by reason of any increase or decrease in the cost of the work brought about by any increase or decrease in the cost of plant, labour or material, except that, in the event of a change in any tax, that affects the cost of any materials incorporated or to be incorporated in the work, imposed under the Excise Act, the Excise Tax Act, the Old Age Security Act, the Customs Act or Customs Tariff, made public after the date of the submission of the tender, an appropriate adjustment may be made.

GENERAL CONDITIONS

19. Determination of Costs

For the purposes of Section 11, 13.3, 15, 16 and 17.4, the amount payable to the Contractor shall, subject to the provisions of Section 25.2.ii) hereof, be based on the unit prices, if any, set out in Clause 4 of the Offer and Agreement. If such unit prices are not applicable the Project Manager/Officer and the Contractor may mutually agree on the amount payable. Failing such agreement the amount payable shall be the reasonable and proper expenses paid or legally payable by the Contractor directly attributable to the work plus 10% of such expenses to cover overhead, including finance and interest charges, and profit, as certified by the Project Manager/Officer.

20. Records to be Kept by Contractor

1. The Contractor shall maintain full records of his estimates of and actual cost to him of the work together with all proper tender calls, quotations, contracts, correspondence, invoices, receipts and vouchers relating thereto, shall make them available to audit and inspection by the National Capital Commission, or by persons acting on its behalf, shall allow them to make copies thereof and to take extracts therefrom, and shall furnish them with any information which they may require from time to time in connection with such records.
2. The records maintained by the Contractor pursuant to this section shall be kept intact until the expiration of two years from the date of issuance of the Final Certificate of Completion under sub-section 24 of the General Conditions or until the expiration of such other period as the National Capital Commission may direct.
3. The Contractor shall require all subcontractors and all firms, corporations and persons directly or indirectly having control of the Contractor to comply with Sections 1 and 2 as if they were the Contractor.

21. Extension of Time

The National Capital Commission may, on the application of the Contractor, made before the day fixed for the completion of the work, extend the time for completion of the work. The Contractor shall pay to the National Capital Commission an amount equal to the National Capital Commission's expenses and damages incurred or suffered by reason of the delay in completion of the work unless in the opinion of the National Capital Commission such delay was due to causes beyond the control of the Contractor.

22. Cleaning of Work

The Contractor will upon completion of the work, clear and clean the work and its site to the satisfaction of and in accordance with any directions of the Project Manager/Officer.

GENERAL CONDITIONS

23. Project Manager/Officer's Certificates

On the day that the work has been completed and the Contractor has complied with the contract and all orders and directions pursuant thereto to the satisfaction of the Project Manager/Officer, the Project Manager/Officer will issue to the Contractor a Final Certificate of Completion. In the case of a unit price contract, the Project Manager/Officer will at the same time issue a Final Certificate of Measurement setting out the final quantities used or employed in respect of the classes and units set out in the Unit Price Table, and any subsequent amendments thereto, under Clause 4 of the Offer and Agreement, such certificate to be binding upon the Contractor and the National Capital Commission.

24. Payment

1. The National Capital Commission will pay and the Contractor will accept as full consideration for the work performed and executed an amount by which the amount referred to in Clause 1 of the Offer and Agreement together with the aggregate of the amounts payable by the National Capital Commission under Section 11, 13.3, 15.1, 16 and 19 minus the aggregate of any payments by the National Capital Commission under Section 12 and indemnification and amounts payable to or costs and damages incurred by the National Capital Commission under Sections 4, 5, 9, 13.3, 14, 15.2, 17.3, 19 and 22.
2. In the case of a unit price contract:
 - i) The amount referred to in Clause 1 of the Offer and Agreement will be deemed to be the amount computed by totalling the products of the unit prices set out in Clause 4 of the Offer and Agreement, as amended pursuant to sub-paragraph ii) hereof, if applicable, and the actual quantities of such units as set out in the Project Manager/Officer's Final Certificate of Measurement, subject to and, adjustment provided for in sub-paragraph ii) of this sub-section.
 - ii) The Project Manager/Officer and the Contractor may, by agreement in writing, add to the aforesaid Unit Price Table other classes of labour, etc., units of measure, estimated quantities and prices per unit, and may if the actual quantities as set out in the aforesaid Final Certificate of Measurement exceed or fall short of the estimated quantities in respect of any item(s) shown in the aforesaid Unit Price Table by more than 15% amend the unit prices shown in the Unit Price Table for such items, provided that in the event the actual quantities exceed the estimated quantities by more than 15% the aforementioned amendment to the unit prices shall apply only to the actual quantities in excess of 115% of the estimated quantities. Where the Project Manager/Officer and the Contractor fail to agree on the amount of any adjustment as contemplated by this sub-section the revised or new prices per unit shall be determined in accordance with Section 20 hereof.

GENERAL CONDITIONS

3. If the amount of the Contract is in excess of \$5,000 the Contractor shall be entitled to receive progress payments upon submitting Progress Claims which must be approved by Progress Reports issued by the Project Manager/Officer at monthly intervals. The amount to be paid to the Contractor for a progress payment shall be 90% of the value of the work certified by the Project Manager/Officer in the Progress Report as having been completed since the date of the immediately preceding Process Claim, if any, when a Labour and Material Payment Bond has been furnished under the contract the amount to be paid under this sub-section shall be 95% of the value certified by the Project Manager/Officer.
4. Sixty (60) days after the issue by the Project Manager/Officer of the Final Certificate of Completion there shall become due and payable to the Contractor the amount described in sub-section 1 of this section less the aggregate of the amounts, if any, paid pursuant to sub-section 3 of this section.
5. Notwithstanding sub-sections 3 and 4 of this section, no payments shall be due or payable to the Contractor if he has failed to supply any Statutory Declaration pursuant to Section 12, surety bond or security deposit pursuant to Clause 5 of the Offer and Agreement.
6. A payment by the National Capital Commission pursuant to this section shall not be construed as evidence that the work is satisfactory or in accordance with the contract.
7. Delay in making a payment by the National Capital Commission under this section shall not be deemed to be breach of the contract. However, subject to sub-section 5 of this section, if payment of any Progress Claim under sub-section 3 of this section is not made within 60 days of the date of receipt of the Contractor's Progress Claim, such Progress Claim shall be deemed to be overdue and the Contractor shall be entitled to interest at the rate of 5% per annum of the amount overdue for the period commencing at the end of the forty-fourth day after the said date of receipt of the Progress Claim and ending on the date paid.
8. The National Capital Commission may set-off against any amount payable or debt due by the National Capital Commission under this contract the amount of any debt due to the National Capital Commission under this contract or any other contract between the Contractor and the National Capital Commission.

25. Correction of defects

Should the Contractor receive notice from the Architect/Engineer requiring the correction, at the Contractor's expense, of any defect or vice, regardless the cause, the Contractor will complete the necessary corrections on or before the deadline specified in said notice, in the event that the defect or vice becomes evident not later than twelve (12) months following the date of the Final Certificate of Completion.

GENERAL CONDITIONS

26. Liability Insurance

The Contractor shall, at its own expense, purchase, provide and maintain in force for the duration of the contract comprehensive general public liability insurance, naming the National Capital Commission as additional insured, against claims for personal injury (including death) or property damage or public liability claims due to any accident or occurrence, arising out of or in connection with the execution of the contract, indemnifying and protecting the National Capital Commission to a limit of not less than five million (\$5 000 000.00) per occurrence. There shall be no right of subrogation of the Contractor or the insurer and the policy of insurance shall contain a severability of interests clause. The Contractor shall provide the National Capital Commission with a copy of the certificate of insurance no less than five (5) days after the award of the contract. The National Capital Commission reserves the right to cancel the contract if the National Capital Commission does not receive the said certificate in which event the contract shall be null and void.

27. Workers Compensation

Successful construction project Contractors shall be required to provide evidence of compliance with workers' compensation legislation applicable to the place of the work including payments due thereunder, prior to award of the contract. Every successful construction project Contractor shall be required to provide evidence of such compliance at the time of submitting its first progress claim, at the time of substantial performance of the Work, and prior to issuance of the Certificate of Completion.

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 that 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

Security Requirements

The NCC complies with Treasury Board's *Policy on Government Security* and consequently, it will require that the contractor's personnel 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.

Personal information associated with these clearances is retained in the following information bank: Personnel Security Screening _ PSU 917.

The NCC reserves the right to not award the Contract until such time as the contractor's personnel 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 **Reliability***

****For operation needs, with advice or assistance from NCC Corporate Security, the security level can be upgraded (Confidential, Secret or Top Secret) on the basis of the sensitivity of the information and assets that need to be accessed.***

Additional information

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.

The NCC reserves the right to refuse access to personnel who fail to obtain the required level of security screening.

The NCC reserves the right to impose additional security measures with respect to this contract as the need arises.

When warranted by a Security threat and risk assessment (TRA) or any type of Security Assessment, physical security safeguards can be recommended by NCC Corporate Security to reflect changes in the threat environment or for operational purposes.

The NCC also reserves the right to request that the Contractor submit to a *Designated Organization Screening* and/or *Facility Security Clearance* – depending on the nature of the information it will be entrusted with.

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's firm;

SECURITY REQUIREMENTS

- 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 personnel 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 Security status (**Reliability-Site Access-Secret**), 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.

Access to site

Unless otherwise indicated, all visits to "secure" sites (official residences) shall be coordinated with, and approved through NCC Corporate Security.

References

[Security of Information Act](#)

[Access to Information Act](#)

[Privacy Act](#)

[Policy on Government Security](#)