Time-Task-Fee Matrix

Stayner Secondary Plan - Township of Clearview - Fill in Project Number

BURNSIDE

Column can be hidden if not in use

Role	Project Manager	Water and Wastewater Lead	Engineering Support	Hydraulic WWW Modeling	Storm Watermanagement Lead	Transportation Planning Lead	Transporation Engineer	Environmental Coordinator	EA Support	Senior Ecologist	Ecologist	Technical Support	CADD	GIS	Administrative Support	Total Staff Hours	Total Staff Fees	Allowances	Ontario Traffic Data Collection Inc.	Total Sub-Consultant Hours	Total Sub-Consultant Fees	Total Disbursements	Total Hours	Grand Total	Notes / Assumptions
Name	Jeff Langlois	Daniel Koetsier	Rachel Dalton	Dilusha Kankanamge	Rachel Walton	Gordon Hui	Soha Sayed	Deanna De Forest	Crystal Ferguson	Kevin Butt	Mackenzie Dawson														
Designation	P.Eng., MBA	P.Eng.	B.Eng.	M.A.Sc., EIT	M.A.Sc., P.Eng.	P.Eng.	M.A.Sc., P.Eng., RSP1	B.Sc.	MES, HBASc.	B.Sc. (Env). Eco. Rest. Cert.	H.B.Sc. (Forestry)	N/A	N/A	N/A	N/A										
Years of Experience:	36	11	1	8	9	13	5	26	10	26	8	N/A	N/A	N/A	N/A				20						
Hourly Rate ($/hr):	$300.00	$205.00	$112.00	$146.00	$205.00	$245.00	$155.00	$225.00	$126.00	$209.00	$136.00	$112.00	$126.00	$126.00	$115.00										
Phase 1																									
1.0	**Background Review, Mapping & Land Needs Assessment**																								
1.01a	Project Team Coordination Meetings (2025)															0.0	$ -			0.0	$ -	$ -	0.0	$ -	
1.01b	Project Team Coordination Meetings (2026)	12.0	2.0			2.0	2.0		2.0							20.0	$ 5,360.00			0.0	$ -	$ 268.00	20.0	$ 5,628.00	
1.2	Communications Plan (RJB review of plan and contact list)	1.0							6.0	6.0						13.0	$ 2,406.00			0.0	$ -	$ 120.30	13.0	$ 2,526.30	
1.3	Data Collection & Mapping Review	1.0									4.0			2.0		7.0	$ 1,096.00			0.0	$ -	$ 54.80	7.0	$ 1,150.80	
1.4	Council Report / Presentation - Work Plan, Timeline	4.0														4.0	$ 1,200.00			0.0	$ -	$ 60.00	4.0	$ 1,260.00	
1.5	Notice of Study Commencement, Agency Meetings (RJB review draft)	3.0	2.0			2.0	2.0		1.0	2.0						12.0	$ 2,687.00			0.0	$ -	$ 134.35	12.0	$ 2,821.35	
1.6	Population and Employment Forecasts Review	1.0	4.0													5.0	$ 1,120.00			0.0	$ -	$ 56.00	5.0	$ 1,176.00	
1.7	Agricultural Land & MDS Assessment															0.0	$ -			0.0	$ -	$ -	0.0	$ -	
1.8	Constraints Analysis															0.0	$ -			0.0	$ -	$ -	0.0	$ -	
1.9	Preliminary Servicing & Transportation Input	2.0	16.0	16.0	16.0	20.0	8.0	40.0						16.0		134.0	$ 22,284.00			0.0	$ -	$ 1,114.20	134.0	$ 23,398.20	
1.10	Land Needs Assessment															0.0	$ -			0.0	$ -	$ -	0.0	$ -	
1.11	Public Information Centre #1 (Introduction and background/existing conditions input, attend 1 or 2 people)	4.0							4.0	12.0		2.0		2.0		24.0	$ 4,136.00			0.0	$ -	$ 206.80	24.0	$ 4,342.80	
1.12	Draft Planning Summary Report	4.0	4.0			4.0	4.0		4.0							20.0	$ 4,720.00			0.0	$ -	$ 236.00	20.0	$ 4,956.00	
	Background Review, Mapping & Land Needs Assessment Subtotal Hours	32.0	28.0	16.0	16.0	28.0	16.0	40.0	17.0	20.0	0.0	6.0	0.0	2.0	18.0	0.0	239.0			0.0			239.0		
	Background Review, Mapping & Land Needs Assessment Subtotal Costs	$ 9,600.00	$ 5,740.00	$ 1,792.00	$ 2,336.00	$ 5,740.00	$ 3,920.00	$ 6,200.00	$ 3,825.00	$ 2,520.00	$ -	$ 816.00	$ -	$ 252.00	$ 2,268.00	$ -		$ 45,009.00	$ -	$ -		$ -	$ 2,250.45		$ 47,259.45	
	Phase 1 - Total Staff Hours	32.0	28.0	16.0	16.0	28.0	16.0	40.0	17.0	20.0	0.0	6.0	0.0	2.0	18.0	0.0	239.0			0.0			239.0		
	Phase 1 - Total Cost	$ 9,600.00	$ 5,740.00	$ 1,792.00	$ 2,336.00	$ 5,740.00	$ 3,920.00	$ 6,200.00	$ 3,825.00	$ 2,520.00	$ -	$ 816.00	$ -	$ 252.00	$ 2,268.00	$ -		$ 45,009.00	$ -	$ -		$ -	$ 2,250.45		$ 47,259.45	
Phase 2																									
2.0	**Study Area Assessments & Land Use Options**																								
2.1	Natural Heritage Assessment (5 stakeholder meetings + 2 meeting with Township)	4.0							4.0		20.0	70.0		32.0		4.0	134.0	$ 20,292.00			0.0	$ -	$ 1,014.60	134.0	$ 21,306.60	
2.2	Cultural Heritage / Archaeology Assessment	8.0							4.0								12.0	$ 3,300.00	$ 64,800.00		0.0	$ -	$ 165.00	12.0	$ 68,265.00	
2.3	Land Use Compatibility Assessment																0.0	$ -			0.0	$ -	$ -	0.0	$ -	
2.4	Water, Wastewater & SWM Assessment (5 stakeholder meetings + 2 meeting with Township)	21.0	200.0	200.0	200.0	270.0							40.0	24.0	24.0	16.0	995.0	$ 166,618.00			0.0	$ -	$ 8,330.90	995.0	$ 174,948.90	
2.5	Transportation Assessment (5 stakeholder meetings + 2 meeting with Township)	7.0					15.0	80.0							24.0	4.0	130.0	$ 21,659.00		$ 8,640.00	0.0	$ 8,640.00	$ 1,082.95	130.0	$ 31,381.95	
2.6	Land Use Plan Options (plus infrastructure options conceptual servicing layouts)	16.0	4.0			4.0	20.0	105.0	24.0			4.0					177.0	$ 33,559.00			0.0	$ -	$ 1,677.95	177.0	$ 35,236.95	
2.7	Presentation to Council - Status Update	4.0	2.0							2.0					2.0		10.0	$ 2,114.00			0.0	$ -	$ 105.70	10.0	$ 2,219.70	
2.8	Public Information Centre #2 (topic-alternatives for infrastructure)	4.0	8.0			6.0	6.0		4.0	12.0							40.0	$ 7,952.00			0.0	$ -	$ 397.60	40.0	$ 8,349.60	
2.9	Key Directions Summary		4.0	4.0		4.0	1.0	8.0									21.0	$ 3,573.00			0.0	$ -	$ 178.65	21.0	$ 3,751.65	
	Study Area Assessments & Land Use Options Subtotal Hours	64.0	218.0	204.0	200.0	284.0	42.0	193.0	36.0	14.0	20.0	74.0	40.0	56.0	50.0	24.0	1519.0			0.0			1519.0		
	Study Area Assessments & Land Use Options Subtotal Costs	$ 19,200.00	$ 44,690.00	$ 22,848.00	$ 29,200.00	$ 58,220.00	$ 10,290.00	$ 29,915.00	$ 8,100.00	$ 1,764.00	$ 4,180.00	$ 10,064.00	$ 4,480.00	$ 7,056.00	$ 6,300.00	$ 2,760.00		$ 259,067.00	$ 64,800.00	$ 8,640.00		$ 8,640.00	$ 12,953.35		$ 345,460.35	
	Phase 2 - Total Staff Hours	64.0	218.0	204.0	200.0	284.0	42.0	193.0	36.0	14.0	20.0	74.0	40.0	56.0	50.0	24.0	1519.0			0.0			1519.0		
	Phase 2 - Total Cost	$ 19,200.00	$ 44,690.00	$ 22,848.00	$ 29,200.00	$ 58,220.00	$ 10,290.00	$ 29,915.00	$ 8,100.00	$ 1,764.00	$ 4,180.00	$ 10,064.00	$ 4,480.00	$ 7,056.00	$ 6,300.00	$ 2,760.00		$ 259,067.00	$ 64,800.00	$ 8,640.00		$ 8,640.00	$ 12,953.35		$ 345,460.35	
Phase 3																									
7.0	**Final Supporting Studies & Secondary Plan**																								
7.1	Preferred Land Use Plan															0.0	$ -			0.0	$ -	$ -	0.0	$ -	
7.2	Finalize Component Studies	24.0	35.0	20.0	20.0	35.0	4.0	30.0	30.0						16.0		214.0	$ 41,106.00			0.0	$ -	$ 2,055.30	214.0	$ 43,161.30	
7.3	Financial Impact Study	4.0															4.0	$ 1,200.00			0.0	$ -	$ 60.00	4.0	$ 1,260.00	
7.4	Design Guidelines																0.0	$ -			0.0	$ -	$ -	0.0	$ -	
7.5	Draft Secondary Plan																0.0	$ -			0.0	$ -	$ -	0.0	$ -	
7.6	Presentation to Council - Status Update	4.0	2.0							2.0					2.0		10.0	$ 2,114.00			0.0	$ -	$ 105.70	10.0	$ 2,219.70	
7.7	Public Information Centre #3 & 30-day Review Period (preferred concept and implementation, draft secondary - input and mapping from RBJ	4.0	8.0			6.0	6.0		8.0	12.0							44.0	$ 8,852.00			0.0	$ -	$ 442.60	44.0	$ 9,294.60	
7.8	Draft Official Plan Amendment and Draft EA Report Incl Identifcation of Future MCEA Study	8.0	16.0	8.0	8.0	8.0	8.0		12.0	24.0	8.0	4.0	8.0	4.0		12.0	128.0	$ 22,064.00			0.0	$ -	$ 1,103.20	128.0	$ 23,167.20	
7.9	Final Secondary Plan																0.0	$ -			0.0	$ -	$ -	0.0	$ -	
7.10	Statutory Public Meeting																0.0	$ -			0.0	$ -	$ -	0.0	$ -	
7.11	Council Presentation - OPA Adoption																0.0	$ -			0.0	$ -	$ -	0.0	$ -	
7.12	Notice of Study Completion	4.0							4.0	4.0							12.0	$ 2,604.00			0.0	$ -	$ 130.20	12.0	$ 2,734.20	
7.13																	0.0	$ -			0.0	$ -	$ -	0.0	$ -	
	Final Supporting Studies & Secondary Plan Subtotal Hours	48.0	61.0	28.0	28.0	49.0	18.0	30.0	54.0	42.0	8.0	4.0	8.0	4.0	18.0	12.0	412.0			0.0			412.0		
	Final Supporting Studies & Secondary Plan Subtotal Costs	$ 14,400.00	$ 12,505.00	$ 3,136.00	$ 4,088.00	$ 10,045.00	$ 4,410.00	$ 4,650.00	$ 12,150.00	$ 5,292.00	$ 1,672.00	$ 544.00	$ 896.00	$ 504.00	$ 2,268.00	$ 1,380.00		$ 77,940.00	$ -	$ -		$ -	$ 3,897.00		$ 81,837.00	
	Phase 3 - Total Staff Hours	48.0	61.0	28.0	28.0	49.0	18.0	30.0	54.0	42.0	8.0	4.0	8.0	4.0	18.0	12.0	412.0			0.0			412.0		
	Phase 3 - Total Cost	$ 14,400.00	$ 12,505.00	$ 3,136.00	$ 4,088.00	$ 10,045.00	$ 4,410.00	$ 4,650.00	$ 12,150.00	$ 5,292.00	$ 1,672.00	$ 544.00	$ 896.00	$ 504.00	$ 2,268.00	$ 1,380.00		$ 77,940.00	$ -	$ -		$ -	$ 3,897.00		$ 81,837.00	
	Grand Total Staff Hours	144.0	307.0	248.0	244.0	361.0	76.0	263.0	107.0	76.0	28.0	84.0	48.0	62.0	86.0	36.0	2170.0			0.0			2170.0		
	Grand Total Cost Excluding Taxes	$ 43,200.00	$ 62,935.00	$ 27,776.00	$ 35,624.00	$ 74,005.00	$ 18,620.00	$ 40,765.00	$ 24,075.00	$ 9,576.00	$ 5,852.00	$ 11,424.00	$ 5,376.00	$ 7,812.00	$ 10,836.00	$ 4,140.00		$ 382,016.00	$ 64,800.00	$ 8,640.00		$ 8,640.00	$ 19,100.80		$ 474,556.80	
	Taxes	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -	$ -		$ -	$ -		$ -	
	Grand Total Cost Including Taxes	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -	$ -		$ -	$ -		$ -	

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