



Environmental

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Building Sciences

Construction Quality
Verification

Telephone

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(705) 742.7907

Website

cambium-inc.com

Mailing Address

P.O. Box 325,
Peterborough, Ontario
Canada, K9J 6Z3



August 12, 2021

Tulloch
80 Main St. W.
Huntsville, ON, P1H 1W9

Attn: Mr. Stilwell
Principle

**Re: Municipal Waste Composition Studies - Temagami
Cambium Reference: 13561-P**

Dear Mr. Stilwell,

Cambium Inc. (Cambium) is pleased to provide Tulloch with this proposal to complete waste audits for the Municipality of Temagami (Municipality) to support waste management planning. Cambium has developed the scope of work based on discussions with Tulloch, the Waste Management Plan completed by Tulloch/GHD, and our experience completing similar types of work.

Cambium will be responsible to undertake all work necessary to meet the objectives specified by Tulloch. Cambium will consult with various auditing standards to create the most reasonable plan for the municipality including; Recycling Council of Ontario's (RCO) standard auditing methodology and best practices, and the Continuous Improvement Funds document entitled "Curbside Waste Audits – Considerations for Small Communities"(Curbside Audit Guide).

Scope of Work

Cambium has proposed three options for auditing in consideration of budgetary constraints. During all site visits Cambium will engage with on-site staff and gain a better understanding of current material tracking practices and make notes of any opportunities to improve data collection.

Option 1 – Curbside Audit with some Municipal Assistance

Curbside Audit (2 days)

Cambium proposes conducting a one-day curbside garbage and recycling audit to determine the composition and quantity of waste being set out at the curb. Based on the Curbside Audit Guide a 100-household sample size is recommended. However, a sample size of this magnitude is also used to assess larger municipalities and collection programs that operate 4 or 5 days a week. Since the Municipality only provides waste collection on Tuesday and Recycling Collection every other Thursday, Cambium recommends that 20 samples are collected (6 to 7 residents in 3 different curbside waste collection areas). Cambium recommends that on the audit sample collection dates, that all waste collection vehicles are sent to the nearest weigh station to obtain a total weight of garbage and recycling materials collected for that week (this is not included in the costs of the proposal and may require the municipality or contractor to travel to North Bay if weigh scales are not located closer).



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Cambium will assist with determining the sample collection locations. This option would require the Municipality to collect and label waste collected from the designed areas on Tuesday and place them in a secure location for Cambium to start auditing on the Wednesday. Cambium would be on-site for two days (Wednesday and Thursday).

Cambium will collect recycling sampling on Thursday morning, and coordinate as needed with the Recycling collection contractor. The designated collection areas would be the same as those collected on the previous Tuesday for garbage.

The curbside waste will be brought back to a central sorting location. All waste and recycling collected for each area will be weighed and then sorted into pre-determined waste categories as follows:

- Corrugated Cardboard
- News Print
- Mixed Paper
- Gable Top and Aseptic Containers
- Steel food and beverage containers
- Aluminum food and beverage containers
- Plastic #1 - PET
- Plastic #2 – HDPE
- Mixed plastics #3-7 – other recyclable plastics
- Other scrap metal (not in recycling program)
- Paper towel
- Organic waste from table scraps
- Pet waste
- Garden/leaf and yard waste
- Hazardous waste
- Electronics
- Wood
- Construction/demolition waste
- Textiles reusable
- Textiles

All data collected from the waste and recycling curbside audit will be entered into an excel format. Tulloch and the municipality will receive an excel copy of the results, as well as a pdf version which includes a brief report of the methodology and description of any specific observations made during the audit. The excel and pdf reports will include:

- Total sample weight
- Descriptions of the waste categories included in the audit
- Percent composition for each waste stream
- Capture rate of blue box materials
- Diversion rate of blue box materials from curbside waste
- Average weight of garbage and recycling generated per household/week.

The Audit Team will provide the following to complete the work:

1. One lead auditor and one or two sorters



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2. Equipment for collecting, handling, and labelling materials

3. PPE for the auditors

4. Tarps, scales, screens, labels, containers and other equipment as necessary for auditing materials

Option 2 – Transfer Station and Depot Audit (2 days)

Cambium can schedule an audit of waste being brought to a chosen transfer station and landfill. Cambium would schedule the work to occur over two consecutive days.

Cambium would weigh and audit samples of materials brought to the landfill or transfer station. Cambium will use standard auditing procedures to collect samples of materials brought in by residents, garbage and recycling. Materials in this category will be set aside to be weighed and sorted according to methodology listed in Option 1.

Loads of non-household waste will be assessed using volumetric estimates for the total load and its main components (i.e. % shingles, % wood, % drywall, % cardboard for a construction load or % organics, % paper packaging, % plastic packaging for a commercial load). Tulloch and the municipality will be consulted in advance to determine the appropriate categories for inclusion in the auditing program. Where possible loads will be weighed, if not feasible due to load size, estimates of load weight will be calculated using standard density measurements for the material types identified.

All data collected from the waste audit will be entered into an excel format. Tulloch and the municipality will receive an excel copy of the results, as well as a pdf version which includes a brief report of the methodology and description of any specific observations made during the audit. The excel and pdf reports will include:

- Total weight of sample weighed or estimated
- Descriptions of the waste categories included in the audit
- Percent composition for each waste stream
- Capture rate of blue box materials
- Diversion rate of blue box materials from depot waste

Option 3 – Curbside, Transfer Station and Landfill Audits (4 days)

Cambium recommends a four-day audit be considered to evaluate the curbside, transfer station and landfill waste composition. Cambium would schedule a combination of audits meeting the requirements outlined above over the course of four days.

This option would provide the municipality with a snapshot perspective on the waste quantities generated through the various services offered by the municipality.

Schedule

Cambium understands that the work is being requested for summer 2022 and will plan accordingly. Cambium can be available to complete the audits anytime with sufficient advance notice. Cambium will work with Tulloch and the municipality to schedule the audit.



August 12, 2021

Project Team

Ms. Dzurko will be the Project Manager for this Project and will be responsible to oversee and review all contract tasks, timelines, and deliverables. Sufficient time has been allocated for Ms. Dzurko such that she can be directly involved at all times throughout the project and can communicate regularly with Client staff as required. Cambium has experienced Project Managers available to assist if Ms. Dzurko is unexpectedly not available.

Environmental

Ms. Dzurko holds a Masters in Science degree from Trent University in Environmental and Life Sciences and completed her certification for Landfill Manager through SWANA. Ms. Dzurko is an experienced team leader and brings over 10 years of experience in waste management operations planning and a depth of knowledge related to waste management programs, waste auditing, landfill and transfer facility operation, data management, waste management budgeting and finance review, project management, and waste management master planning to this project.

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Ms. Dzurko has her Waste Audit Certification from the Recycling Council of Ontario (RCO) and in July 2020 became a certified TRUE zero waste advisor. Ms. Dzurko is Green Belt Certified with Lean Six Sigma and brings forward concrete ideas for prioritizing work and recommending key performance indicators that are both measurable and achievable.

Telephone

Becky Yarnell, B.A. Hons., Dipl., EPT – Lead Auditor

(866) 217.7900

Ms. Yarnell holds an Honours Bachelor of Arts Degree in Environmental Studies from Trent University and a Diploma from the Environmental Technician program at Fleming College. She has over 5 years of experience working in environmental consulting. Currently, Ms. Yarnell is employed at Cambium Inc. as a technologist. Ms. Yarnell supervises and conducts waste and recycling audits, working with various clients, and assists with preparing waste management related reports. Ms. Yarnell has been actively involved in and overseeing waste audits for the past year, and has completed her Waste Auditor Certification with Recycling Council of Ontario.

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Mike Pion, Nicole Morin, Joshua Munroe – Experienced Sorters

Mr. Pion, Ms. Morin, and Mr. Munroe are Senior Technologists working for Cambium. All three employees have significant experience sampling and auditing for both municipal and private clients and can act as backup lead auditor if required.

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Estimated Cost

The Estimated Cost is based on the identified scope of work and is exclusive of taxes and external fees, unless otherwise indicated. Schedules of Professional Services and Disbursement costs are provided as Table 1. Professional services costs include professional fees, consumables, communication, and printing. Although costs may vary between parts of the work program, the Estimated Cost for the items quoted will not be exceeded without Client authorization. The costs presented in this proposal are effective August 12, 2021 and will be honoured for 60 days.





August 12, 2021

Table 1 Professional Services Schedule of Costs

Service	Notes	Cost	
1	Travel	Per visit (2 employees)	\$2,440
2	Option 1	2-day audit curbside	\$4,955
3	Option 2	2-day audit depot	\$4,955
4	Option 3	4-day audit curbside and depot	\$9,885

If it is anticipated that the Estimated Cost will be exceeded as a result of a change in the program scope or additional services, Cambium will promptly notify and consult with Tulloch.

Summary of Assumptions

Cambium has developed the costs presented above based upon the best information available and previous experience conducting this type of work and the following assumptions:

- There will be a location at the Facility where Cambium can sort waste
- Waste will be disposed of at the Facility following the waste audit

Please note that this proposal, the work program and report (if awarded the assignment) are governed by the attached Qualifications and Limitations. It is possible that unforeseen or unknown conditions or occurrences will be encountered, which could alter the services described above. If this occurs, Cambium will promptly notify and consult with the proponent, but will act based on Cambium's sole judgement where risk to Cambium personnel is involved.

Closing

Cambium trusts that this proposal meets with your expectations and we look forward to working with you. Cambium will begin work on the project following receipt of a signed copy of the attached General Terms of Client Engagement, a completed Client Project Information Form, and payment of the retainer. If you have any questions or require clarification of any aspect of this submission, please do not hesitate to contact the undersigned at (705) 312-3867.

Best regards,

Cambium Inc.

Handwritten signature of Heather Dzurko

Heather Dzurko, M.Sc. Project Manager

- Encl. General Terms of Client Engagement
- Financial Terms of Engagement
- Statement of Qualifications and Limitations
- Contact Details Form
- How to Make Payments to Cambium

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General Terms of Client Engagement

We thank you for the opportunity to provide service to you and your business. It is Cambium's policy that our customers review and signed this General Terms of Client Engagement. Please review this document, which sets out our terms of engagement, to ensure you understand the scope of our business relationship and expectations. We feel this is a prudent exercise to make certain we have the resources necessary to maintain healthy working relationships with our service providers and suppliers; a critical component of Cambium's prompt delivery of service to clients such as you.

Purpose and Scope

Cambium is to provide Tulloch (the Client) with the scope of service described in the proposal *Municipal Waste Composition Studies - Temagami* dated 8/12/2021 and submitted to Mr. Stilwell. Subject to any written agreement to the contrary, the scope is limited to the services described therein.

Responsibilities

Clients are to arrange for reasonable access by Cambium to the subject site(s), relevant individuals, and documents, and shall be responsible for both the completeness and accuracy of the information supplied to us.

It is possible that unforeseen or unknown conditions or occurrences may be encountered at a site, which could alter the timing of the delivery of services. If this occurs, Cambium Inc. will promptly consult with Tulloch for a satisfactory resolution but will act on the sole judgement of Cambium where risk to study team personnel is identified.

Confidentiality

In conducting our scope of service, information acquired by us in the course of the engagement is subject to strict confidentiality requirements. We will not disclose that information to other parties except as required or allowed for by law or with your express consent.



Financial Terms of Engagement

Estimated Pricing

Unless otherwise stated in writing, any estimates that we provide to you of our anticipated fees, disbursements, and charges for any services are only indicative of the amounts you can expect to be charged. Estimates are not quotes and are not binding on us.

Professional Services Fees

The fee arrangement is based on the expected effort and the skill level of staff required within the presumed circumstances to complete the agreed scope of services. Where we have provided quotations for specific services within a proposal, the proposal will offer adequate detail of scope and schedule. In the event that circumstances of the services to be provided materially change from the original proposal, a revised quotation between the two parties will be agreed before any further work is undertaken.

Payment

Please refer to How to Make Payments to Cambium in the attached Client Project Information Form. The terms of payment are strictly 30 days from the invoice date. Overdue accounts (outstanding greater than 30 days) will incur a financing service fee of 1.5% per month. When Cambium is acting as a sub-consultant, the Client will honour our direct engagement and not convey any delays of payment experienced by the Client.

Should you not possess the current funds and/or are subject to a draw schedule that will impair your ability to meet your financial obligations with Cambium, we trust you will make the necessary arrangements to secure access to the appropriate funds independently. Cambium reserves the right, without penalty, to discontinue services in the event of non-payment that exceeds a reasonable limit of credit that we are able to extend to you.

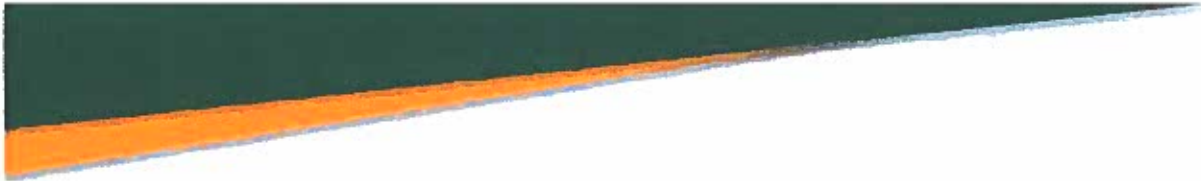
Retainer Requirement

Given the value of the proposed scope of services, Cambium will require the Client to provide prompt payment of a retainer in the amount of 50% of the project budget, prior to the start of work.

Acceptance of Obligations and Terms of Service

This engagement will start upon acceptance of the terms and obligations by Tulloch as noted by execution of this letter. Alternately, in cases where the Client has issued a Purchase Order Number, Cambium will consider this an acceptance of the terms of our engagement as per the proposal scope of services and estimate of fees. Where time is of the essence, Cambium staff may begin service by special request of the Client and/or the presence of Cambium staff at the project site. However, until this letter is executed, or a Purchase Order Number is issued, Cambium reserves the right to discontinue service.

Please confer with me immediately to clarify or discuss any aspect of the terms of this engagement. If the terms are acceptable, please sign this Engagement Letter and forward it to me as evidence of your acceptance of the terms of our engagement. We also ask that you also send a completed Client Project Information Form at the same time to ensure our contact information for this specific project is accurate and complete.



We, Tulloch, agree to all of the terms and conditions as noted in this letter.

Municipal Waste Composition Studies -
Temagami

13561-P

Project Name

Cambium Reference

Authorized Signature of Tulloch

Printed Name

Position

Date



Statement of Qualifications & Limitations

Limited Warranty

In performing work on behalf of a client, Cambium relies on its client to provide instructions on the scope of its retainer and, on that basis, Cambium determines the precise nature of the work to be performed. Cambium undertakes all work in accordance with applicable accepted industry practices and standards. Unless required under local laws, other than as expressly stated herein, no other warranties or conditions, either expressed or implied, are made regarding the services, work or reports provided.

Reliance on Materials and Information

The findings and results presented in reports prepared by Cambium are based on the materials and information provided by the client to Cambium and on the facts, conditions and circumstances encountered by Cambium during the performance of the work requested by the client. In formulating its findings and results into a report, Cambium assumes that the information and materials provided by the client or obtained by Cambium from the client or otherwise are factual, accurate and represent a true depiction of the circumstances that exist. Cambium relies on its client to inform Cambium if there are changes to any such information and materials. Cambium does not review, analyze or attempt to verify the accuracy or completeness of the information or materials provided, or circumstances encountered, other than in accordance with applicable accepted industry practice. Cambium will not be responsible for matters arising from incomplete, incorrect or misleading information or from facts or circumstances that are not fully disclosed to or that are concealed from Cambium during the provision of services, work or reports.

Facts, conditions, information and circumstances may vary with time and locations and Cambium's work is based on a review of such matters as they existed at the particular time and location indicated in its reports. No assurance is made by Cambium that the facts, conditions, information, circumstances or any underlying assumptions made by Cambium in connection with the work performed will not change after the work is completed and a report is submitted. If any such changes occur or additional information is obtained, Cambium should be advised and requested to consider if the changes or additional information affect its findings or results.

When preparing reports, Cambium considers applicable legislation, regulations, governmental guidelines and policies to the extent they are within its knowledge, but Cambium is not qualified to advise with respect to legal matters. The presentation of information regarding applicable legislation, regulations, governmental guidelines and policies is for information only and is not intended to and should not be interpreted as constituting a legal opinion concerning the work completed or conditions outlined in a report. All legal matters should be reviewed and considered by an appropriately qualified legal practitioner.

Site Assessments

A site assessment is created using data and information collected during the investigation of a site and based on conditions encountered at the time and particular locations at which fieldwork is conducted. The information, sample results and data collected represent the conditions only at the specific times at which and at those specific locations from which the information, samples and data were obtained and the information, sample results and data may vary at other locations and times. To the extent that Cambium's work or report considers any locations or times other than those from which information, sample results and data was specifically received, the work or report is based on a reasonable extrapolation from such information, sample results and data but the actual conditions encountered may vary from those extrapolations.

Only conditions at the site and locations chosen for study by the client are evaluated; no adjacent or other properties are evaluated unless specifically requested by the client. Any physical or other aspects of the site chosen for study by the client, or any other matter not specifically addressed in a report prepared by Cambium, are beyond the scope of the work performed by Cambium and such matters have not been investigated or addressed.

Reliance

Cambium's services, work and reports may be relied on by the client and its corporate directors and officers, employees, and professional advisors. Cambium is not responsible for the use of its work or reports by any other party, or for the reliance on, or for any decision which is made by any party using the services or work performed by or a report prepared by Cambium without Cambium's express written consent. Any party that relies on services or work performed by Cambium or a report prepared by Cambium without Cambium's express written consent, does so at its own risk. No report of Cambium may be disclosed or referred to in any public document without Cambium's express prior written consent. Cambium specifically disclaims any liability or responsibility to any such party for any loss, damage, expense, fine, penalty or other such thing which may arise or result from the use of any information, recommendation or other matter arising from the services, work or reports provided by Cambium.

Limitation of Liability

Potential liability to the client arising out of the report is limited to the amount of Cambium's professional liability insurance coverage. Cambium shall only be liable for direct damages to the extent caused by Cambium's negligence and/or breach of contract. Cambium shall not be liable for consequential damages.

Personal Liability

The client expressly agrees that Cambium employees shall have no personal liability to the client with respect to a claim, whether in contract, tort and/or other cause of action in law. Furthermore, the client agrees that it will bring no proceedings nor take any action in any court of law against Cambium employees in their personal capacity.



Contact Details Form

Primary Client Project Contact

Cambium Reference: 13561-P

Company: Tulloch

Contact: _____ Title: _____

Phone: _____ Fax: _____

Email: _____

Physical Address:

Mailing Address: Same as Physical

Street: _____	Street: _____
City: _____	City: _____
Province/State: _____	Province/State: _____
PC/ZIP: _____	PC/ZIP: _____
Country: _____	Country: _____

Billing / Payment Client Project Contact

Same as Primary

P.O. Number: _____

Company: _____

Contact Name: _____ Title: _____

Phone: _____ Fax: _____

Email: _____

Physical Address:

Mailing Address: Same as Physical

Street: _____	Street: _____
City: _____	City: _____
Province/State: _____	Province/State: _____
PC/ZIP: _____	PC/ZIP: _____
Country: _____	Country: _____

Please copy the Primary Contact on all billing correspondence.



Project Reporting Distribution List

In addition to Primary Contact, the following people should be copied on reporting:

Name: _____	Email: _____
Name: _____	Email: _____
Name: _____	Email: _____
Name: _____	Email: _____
Name: _____	Email: _____

Cambium Senior Management Contact Information

In addition to your Cambium Project Lead, should you ever feel the need to speak with any senior staff, below they may be reached as follows:

Phone: 866.217.7900

Email Format: *firstname.lastname@cambium-inc.com*

Name	Title	Email	Extension
John Desbiens	President/CEO	john.desbiens	202
Jim Bailey	Vice President, External Operations	jim.bailey	201
Dave Bucholtz	Director - Environmental	david.bucholtz	208
Stu Baird	Director - Geotechnical & CT&I	stuart.baird	332
Braden Glasbergen	Finance Manager	braden.glasbergen	242



How to Make Payments to Cambium

Retainer and invoice payments to Cambium can be made by cheque, credit card, email transfer, or wire transfer.

Cheque

Please make the cheque payable to "Cambium Inc." and send to our Main Office in Peterborough:

Postal Delivery:

PO Box 325, Peterborough, ON K9J 6Z3

Courier or Hand Delivery:

194 Sophia Street, Peterborough, ON K9H 1E5

Credit Card


When paying by credit card either in person or over the phone, please ask to speak with anyone from our accounting department; Evan Black at extension 231, Terri Crough at extension 206, and Braden Glasbergen at extension 242. Note that for your protection, we do not retain client credit card information on file.

Email Transfer

Transfers of funds via email from your banking platform sent to ar@cambium-inc.com. Please include the project # in the notes/message upon sending.

Wire Transfer

Payments sent by wire transfer (also known as Electronic Funds Transfer or EFT) should be sent to our RBC Royal Bank receiving account using the following information. Please include the proposal number (13561-P) in the Message section of the ETF.

Cambium Inc. P.O. Box 325, 52 Hunter Street East Peterborough, ON K9J 6Z3			
PAY TO THE ORDER OF _____		\$ _____	
		/DOLLARS	
	ROYAL BANK OF CANADA 401 George St. N. Peterborough, ON K9H 3R4	VOID	
MEMO _____	003 (Financial Institution#)		