

**Proposal for
Stage 1-2 Archaeological Assessment
Ripley-Huron Cemetery (License No. CM-00204)
1 Park Street, Ripley, Ontario**



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SENT BY EMAIL

September 15, 2023



PROPOSAL SUMMARY

Thank you for contacting TMHC Inc. (TMHC) about this project. We are pleased to provide a proposal for the Stage 1 & 2 Archaeological Assessment the Ripley-Huron Cemetery property, located at 1 Park Street, Ripley, Ontario.

It is understood that you require the services of TMHC for this project to determine archaeological potential for the area around the original cemetery entrance road. The proposed work involves repaving and widening the original cemetery entrance road from 3 m to 4.5 m; the impact area will include 75 cm north and 75 cm south of the existing laneway. The cemetery was established in 1905 and is well-laid out with surveyed boundaries. No marked graves are located within 17 m of the proposed work.

Table 1: Proposal Summary

Item	TMHC Proposal	Section
Assessment Activities	<p>Stage 1 Archaeological Assessment</p> <ul style="list-style-type: none"> • Compile previous archaeological assessments in the vicinity; • Evaluate the features of archaeological potential; • Identify existing archaeological sites; • Identify the active limits of the cemetery to evaluate the risk of unmarked graves within the area of concern; • Consult with the MCM and BAO; and • Make recommendations for the property. <p>Stage 2 Archaeological Assessment</p> <ul style="list-style-type: none"> • Confirm approach with the BAO and MCM; • Test pit survey of the study area (approx. 0.3 ac); • Record any identified archaeological sites; • Conduct intensification if can be handled within the budget; • Make recommendations for the property; • Consult with the MCM and BAO; and, • Prepare and submit the Technical Report. 	Section 4
Fees and Expenses	<ul style="list-style-type: none"> • \$9,080.00 • Excludes HST. 	Section 5
Assessment Duration	<ul style="list-style-type: none"> • Background and Fieldwork: Fall 2023. • Report Drafting and Submission: Winter 2023. 	Section 6



It is understood that the work is ideally completed by April 2024, with construction beginning May/June 2024. Although efforts will be taken to achieve these timelines, current wait times with the Ministry of Citizenship and Multiculturalism (MCM) and Bereavement Authority of Ontario (BAO) may exceed these estimates.

If you have any questions about this proposal, please contact Katherine Bishop at kbishop@tmhc.ca.

If you would like to accept this proposal and authorize TMHC to begin work, please complete and return [Section 8](#) of this document.

We thank you for the opportunity to quote on this project and we look forward to working with you.



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I ABOUT TMHC

Established in 2003 with a head office in London, Ontario, TMHC Inc. (TMHC) provides a broad range of archaeological assessment, heritage planning and interpretation, cemetery, and community consultation services throughout the Province of Ontario. We specialize in providing heritage solutions that suit the past and present for a range of clients and intended audiences, while meeting the demands of the regulatory environment. Over the past two decades, TMHC has grown to become one of the largest privately-owned heritage consulting firms in Ontario and is today the largest predominately woman-owned Cultural Resource Management (CRM) business in Canada.

Since 2004, TMHC has held retainers with Infrastructure Ontario, Hydro One, the Ministry of Transportation, Metrolinx, the City of Hamilton, and Niagara Parks Commission. In 2013, TMHC earned the Ontario Archaeological Society's award for Excellence in CRM. Our seasoned expertise and practical approach have allowed us to manage a wide variety of large, complex, and highly sensitive projects to successful completion. Through this work, we have gained corporate experience in helping our clients work through difficult issues to achieve resolution.

TMHC is skilled at meeting established deadlines and budgets, maintaining a healthy and safe work environment, and carrying out quality heritage activities to ensure that all projects are completed diligently and safely. Additionally, we have developed long-standing relationships of trust with Indigenous and descendent communities across Ontario and a good understanding of community interests and concerns in heritage matters, which assists in successful project completion.

TMHC is a Living Wage certified employer with the [Ontario Living Wage Network](#) and a member of the [Canadian Federation for Independent Business](#).



2 KEY STAFF BIOGRAPHIES

2.1 Principal

Matthew Beaudoin, PhD – Principal

Matthew received a PhD in Anthropology from Western University in 2013 and has a professional archaeological license with the Province of Ontario (P324). During his archaeological career, Matthew has conducted extensive field research and artifact analysis in Labrador and Ontario, and has taught the Field Methods Course and Principals of archaeology courses as a part-time faculty member at Western University. Matthew has also conducted ethnographic projects in Labrador, and has volunteered with the OAS to provide archaeological training to several Indigenous communities throughout the province.

Over the course of his career, Matthew has supervised over 600 archaeological assessments in Ontario, including Stages 1-4, under a variety of regulatory triggers including provincial and municipal Environmental Assessments, Green Energy projects, development projects under the *Planning Act*, and as due diligence process. Matthew has extensive experience managing large and complex archaeological projects in conjunction with other disciplines, specialists, and Indigenous communities including Enbridge Line 10 Westover Segment, Imperial Oil from Waterdown to Finch, and Highway 3 Widening in Kingsville. Since joining TMHC in 2008, Matthew has also been involved with several notable projects, such as the archaeological assessment of Stoney Point/Camp Ipperwash. For these and other projects, Matthew works closely with heritage staff at TMHC and with heritage staff employed by clients and stakeholder communities.

Matthew is an active member of the Canadian Archaeological Association, the Ontario Archaeological Society, the Society for American Archaeology, and the Society for Historical Archaeology.

2.2 Project Manager

Katherine Bishop, PhD – GPR and Cemetery Projects Lead

Katherine Bishop earned a PhD from the University of Alberta based on her research of human-animal relationships in the archaeological record. During her archaeological career, Dr. Bishop has participated in extensive field and lab research projects of ancient and modern burial grounds in Ontario, Peru, Italy, and Greece. She has taught courses on human osteology in the field and lab settings in Alberta, Ontario, and Greece. She has been part of modern human remains recovery teams for the RCMP and assisted in analysis of materials for the Office of the Chief Medical Examiner in Alberta. In Ontario, Katherine has assisted in multiple burial relocation and mitigation projects as part of municipal programs and Indigenous-led mitigation procedures. Her experience with cemetery projects extends to Ground Penetrating Radar (GPR) survey as a non-destructive assessment strategy. She has conducted GPR survey of modern and ancient cemetery sites and suspected interment areas globally. In 2022, Katherine took on the role of TMHC's GPR and Cemetery Projects Lead. She has extensive experience managing the field component of ground penetrating radar surveys on cemeteries, conducting cemetery background research, and the analysis of human remains.

Katherine's expertise in human and animal bone grew from working with more than 50 assemblages over the past 14 years, including multiple projects as part of her doctoral research. Katherine's role at TMHC has involved extensive field and lab work, report production and now includes project management. She continues to be an active member of the Canadian Association for Biological Anthropology, the Canadian Archaeological Association, and the Ontario Archaeological Society.



3 INDIGENOUS ENGAGEMENT

This project is located within an area of interest to Indigenous communities and they have indicated that they want to be engaged for any archaeological projects in the area. TMHC has successfully worked with these communities in the past. This usually involves the participation of community representatives in the archaeological fieldwork; however, they may only want to receive copies of the archaeological reports. We have not included the cost of any engagement or participation in the proposal, but TMHC would be happy to coordinate their participation if you wish. It should be noted that the Ministry of Citizenship and Multiculturalism (MCM) provides notification to local Indigenous communities of archaeological work being undertaken in their area of interest.

The following is a list of Indigenous communities most likely to expect active engagement in the development project, up to and including the in-field participation of their representatives during the archaeological assessment, as well as key contacts for those communities.

Table 2: Indigenous Communities and Key Contacts for the Purposes of Engagement

Indigenous Community	Community Contact	Job Title or Position	Contact Information
Saugeen Ojibway Nation	Robert J. Martin, PhD	Archaeology Coordinator	519-534-5507 x112 archaeology@saugeenojibwaynation.ca
Saugeen Ojibway Nation	Karen Heisler, PhD	Resources & Infrastructure Associate	associate.ri@saugeenojibwaynation.ca

The above represents the present community standings to the best of our knowledge and experience and is not meant to be an exhaustive list. TMHC makes no other representations, guarantees, or warranties whatsoever, whether express or implied, with respect to the information contained within Section 3: Indigenous Engagement.

4 SCOPE OF WORK

4.1 Project Location and Description

For further clarity, our understanding of the scope of work required for this project is based in part on the detailed property information provided in your email on August 3, 2023, and our discussion on August 15, 2023. That is, a Stage 1 archaeological assessment is required for the proposed repaving and widening of the main entrance of Ripley Cemetery and the continuation of Park Street through the cemetery. The laneway is located along the eastern edge of Lot 17, Concession 7, Geographic Township of Huron, Bruce County (Image 1). Our understanding of the scope of work required for this project is also based on the County of Bruce Maps provided via email on August 3, 2023.

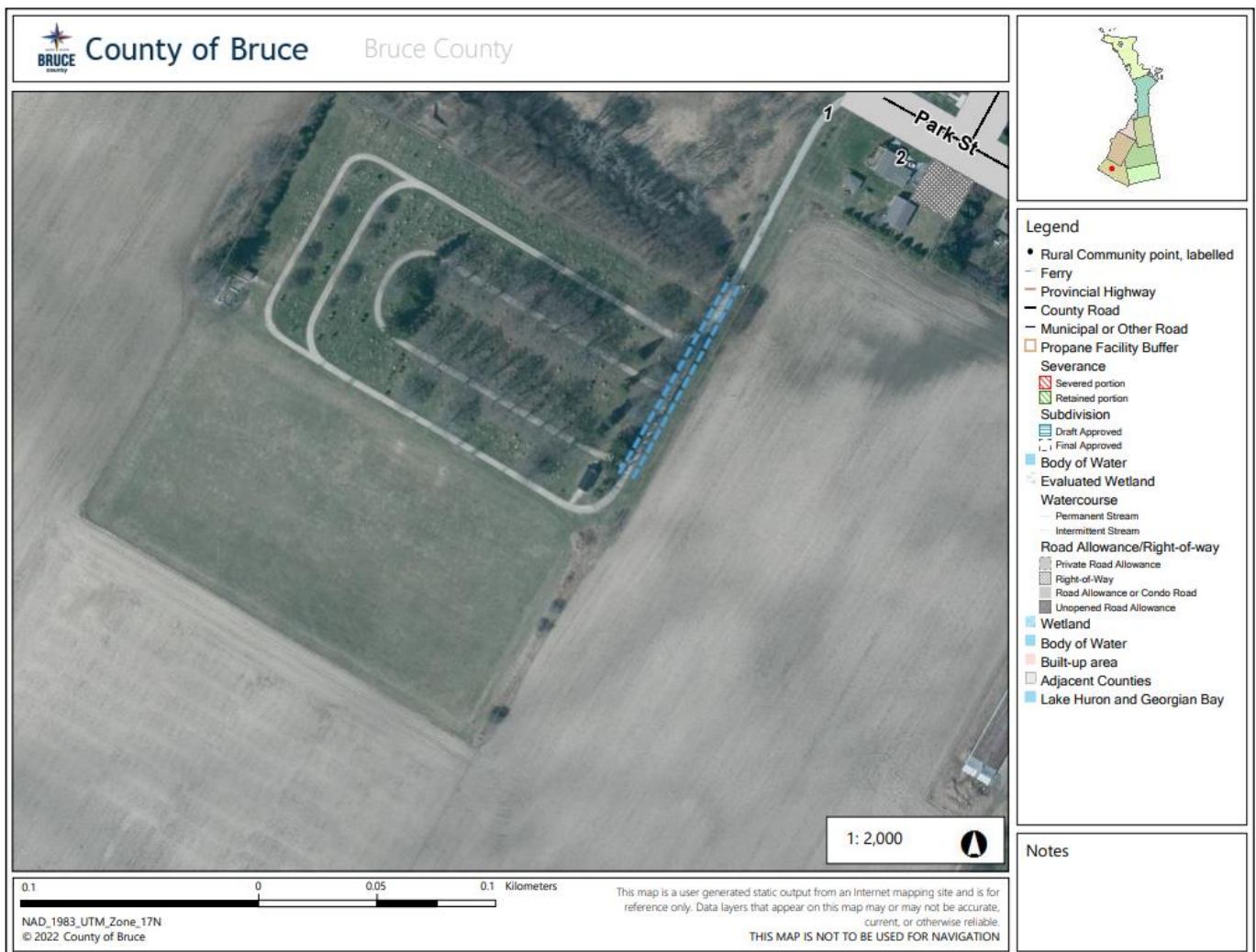


Image 1: Laneway (Impact Area) at the Ripley Cemetery

Preliminary research of the cemetery indicates that it was established in 1905. The original 1941 survey indicates that the cemetery is split into 15 ranges (southeast-northwest), with 46 (Range A-B) or 44 (Range 1-14) plots in each range. A central laneway enters the cemetery at the main gates at Park Street, and splits into access laneways running between Ranges A and 1, Ranges 3 and 5, Ranges 10 and 12, and along the southern edge of the cemetery parcel. An accessory building is depicted in the southern corner of the property (Ranges 12-14). Newer interments are located at the westernmost portion of the cemetery, with a utility shed and burial interment soil pile depicted in the southwest corner. In 2020, a columbarium was constructed adjacent to the accessory building, roughly 5 m east of the closest burials (Ranges 10-9). The laneway is currently gravel-packed and roughly 3 m wide.

The proposed work involves repaving and widening the original cemetery entrance road from 3 m to 4.5 m; the impact area includes a 75 cm strip west and east of the existing laneway. It is understood that the closest marked burials are located 17 m northwest of the proposed area of impact (Image 2). The Columbarium is located roughly 5 m northwest of the proposed area of impact. A row of trees lines the southeastern row of burials (Row 1). A row of mature trees lines the western edge of the laneway. The cemetery boundaries appear well-defined.

Based on preliminary discussion with the BAO, you have indicated that a Cemetery Investigation Authorization is not required for this project. Based on preliminary discussion with the MCM, you have indicated that a Stage 1 archaeological assessment is required rather than a cemetery investigation.

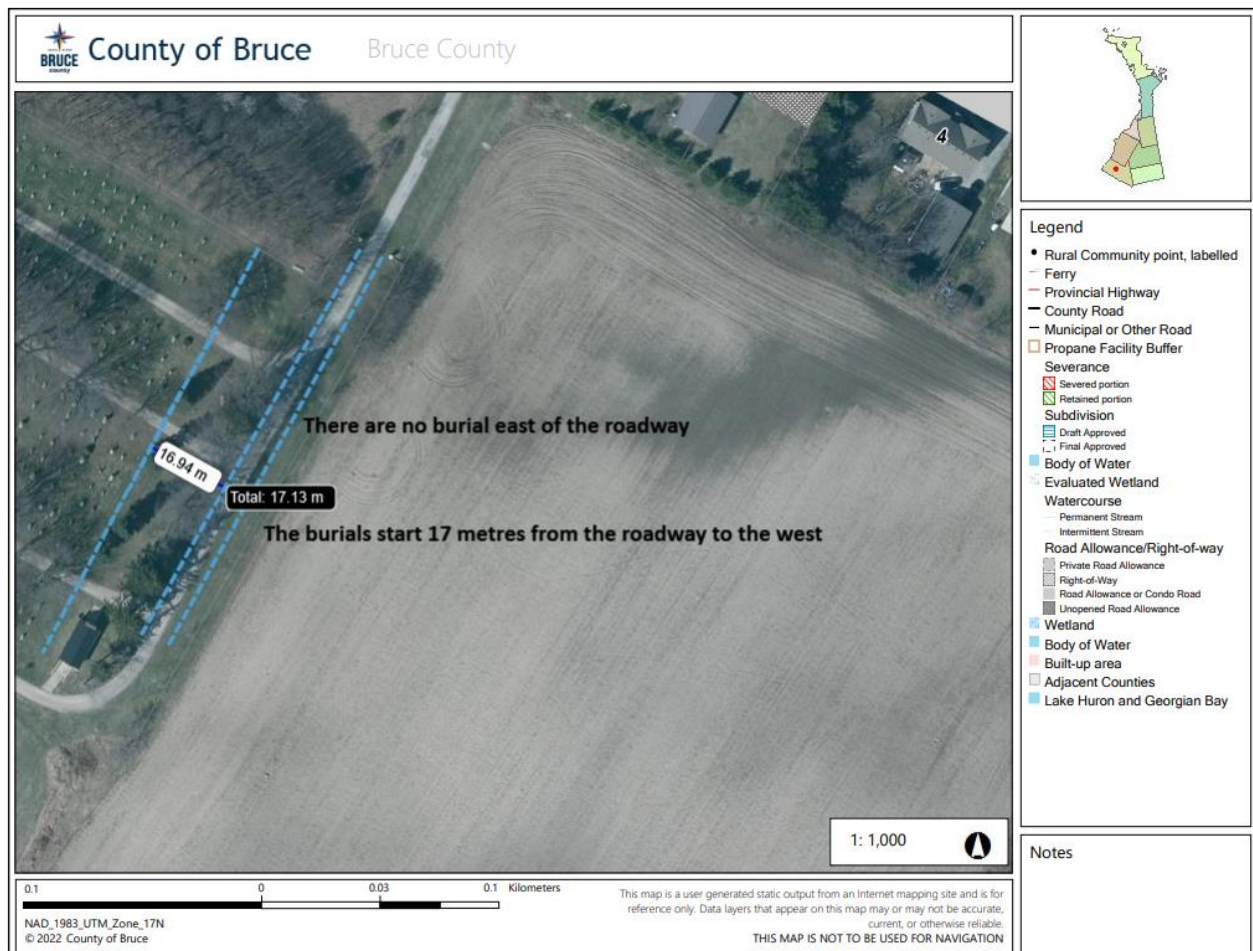


Image 2: Proximity of Burials to Proposed Impact Area

4.2 Summary of the Archaeological Assessment Process

Archaeology is mandated and protected by the Ontario Heritage Act, R.S.O. 1990, c. 0.18. All archaeological assessments must be conducted in accordance with the technical standards, as defined in the [Standards and Guidelines for Consultant Archaeologists, 2011](#), set out by the MCM. All archaeological assessments must be completed by a consultant archaeologist with a license from the Ontario government.

There are four Stages of archaeological assessment, for which TMHC has provided a brief overview below.

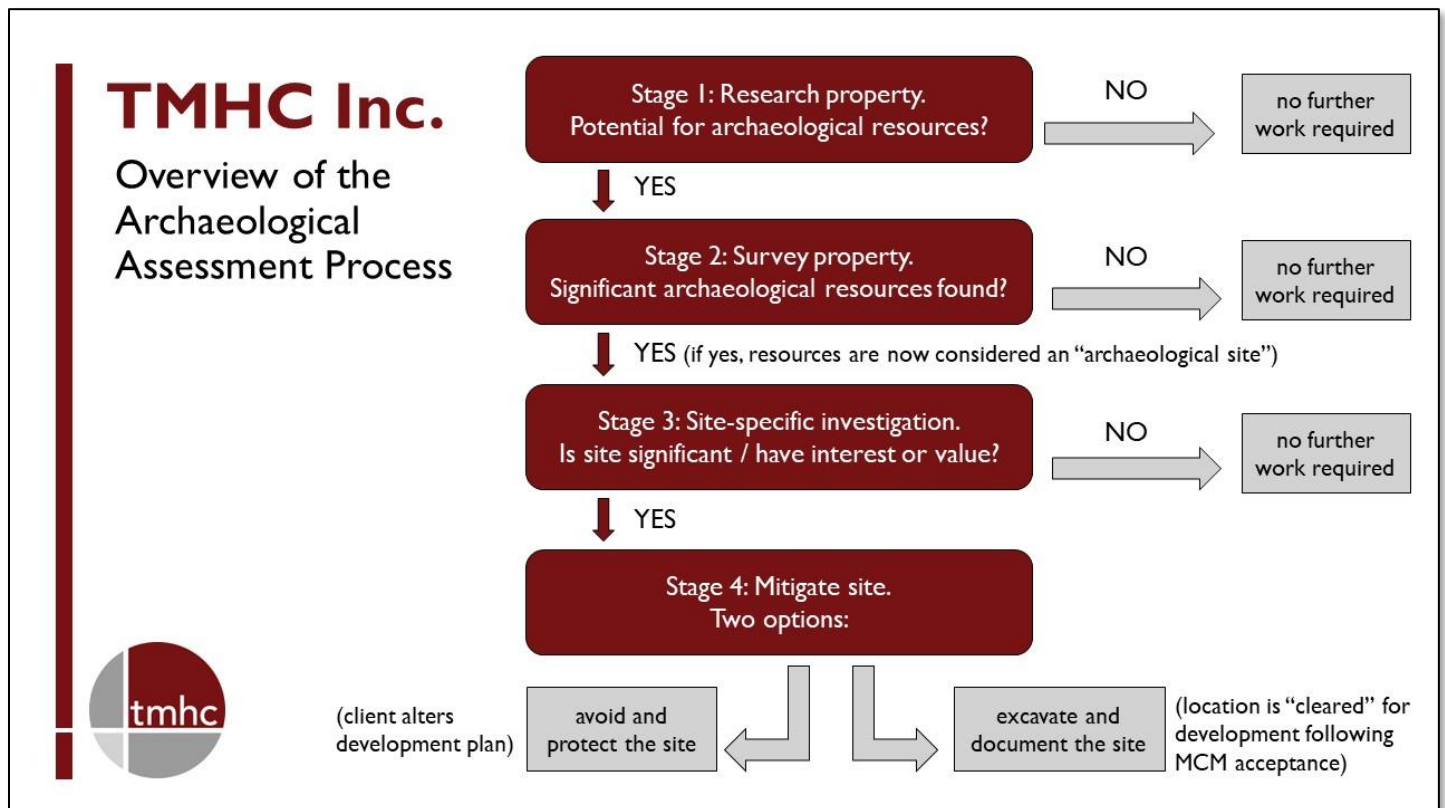


Image 1: Overview of the Archaeological Assessment Process



4.2.1 Stage 1: Background Study

This Stage of the archaeological assessment process is to define the archaeological potential of a property. This is completed by reviewing nearby registered archaeological sites and previously-completed assessments, land use history, and landscape features (both natural and modern) to confirm and define the potential for archaeological remains to be present.

As outlined in the *Standards and Guidelines for Consultant Archaeologists, 2011*, a Stage 1 archaeological assessment analyses the archaeological potential of a property based on its recorded historical uses and its potential for nineteenth century and earlier occupations of Indigenous and non-Indigenous origin. The objectives of a Stage 1 background study are:

1. to provide information about the property's geography, history, previous archaeological fieldwork and current land condition;
2. to evaluate in detail the property's archaeological potential which will support recommendations for Stage 2 property assessment for all or parts of the property if warranted; and
3. to recommend appropriate strategies for Stage 2 property assessment.

If a property is determined to have archaeological potential, Stage 2 archaeological assessment is required.

4.2.2 Stage 2: Field Assessment

This Stage of the archaeological assessment process is to determine if archaeological sites exist on the property. This is completed by undertaking a surface and subsurface inspection of the property for archaeological resources.

As outlined in the *Standards and Guidelines for Consultant Archaeologists, 2011*, a Stage 2 archaeological assessment provides an overview of archaeological resources on the property and determines whether any of the resources might be artifacts and archaeological sites with cultural heritage value or interest. The objectives of a Stage 2 field assessment are:

1. to document all archaeological resources on the property;
2. to determine whether the property contains archaeological resources requiring further assessment; and
3. to recommend appropriate Stage 3 assessment strategies for archaeological sites identified.

If archaeological sites are identified that have further cultural heritage value or interest, Stage 3 archaeological assessment is required.



4.2.3 Stage 3: Evaluation

This Stage of the archaeological assessment process is to evaluate the information from an identified site and decide on mitigation. This is completed by undertaking a systematic surface collection and sample excavation to define the age, cultural affiliation, and extent of the archaeological site.

As outlined in the *Standards and Guidelines for Consultant Archaeologists, 2011*, a Stage 3 archaeological assessment assesses the cultural heritage value or interest of each archaeological site identified in Stage 2 to determine whether it has been sufficiently documented or if further measures are required to protect or document the site fully. The objectives of a Stage 3 evaluation are:

1. to determine the extent of the archaeological site and the characteristics of the artifacts;
2. to collect a representative sample of artifacts;
3. to assess the cultural heritage value or interest of the archaeological site; and
4. to determine the need for mitigation of the development impacts and recommend appropriate strategies for mitigation and further conservation.

If the archaeological site is identified to have further cultural heritage value or interest, Stage 4 archaeological assessment is required.

4.2.4 Stage 4: Mitigation

This Stage of the archaeological assessment process is to preserve the archaeological site. This is completed by undertaking the extensive excavation and documentation of the archaeological site or implementing an avoidance and protection strategy for the archaeological site.

As outlined in the *Standards and Guidelines for Consultant Archaeologists, 2011*, a Stage 4 archaeological assessment includes implementing long-term protection strategies for archaeological sites to be impacted by the project or, if protection is not a viable option, the consultant archaeologist conducts an excavation to document the site and remove the artifacts before construction begins. For the latter, the objectives of a Stage 4 excavation are:

1. to document the archaeological context, cultural features, and artifacts for all parts of the archaeological site;
2. to document the removal of the archaeological site; and
3. to preserve the information about the archaeological site for future study.

After the archaeological site has been successfully mitigated from development impacts through either excavation or avoidance and protection, the archaeological assessment process is complete.



4.3 Stage 1 and 2 Archaeological Assessment Project Specific Scope

The Stage 1 and 2 archaeological assessment will be conducted in accordance with the technical standards, as defined in the [Standards and Guidelines for Consultant Archaeologists, 2011](#), set out by the MCM, and with the Ontario Heritage Act, R.S.O. 1990, c. 0.18.

The scope of work for the Stage 1 and 2 assessment of the subject property will consist of the following tasks:

- Notify MCM of project commencement.
- Research any recorded archaeological sites within or adjacent to the property, through a search of the Ontario Archaeological Sites Database maintained by MCM.
- Research any previous archaeological assessments within or adjacent to the property.
- Review the study area's physical setting, including its physiographic and hydrographic situation, soils, vegetation, and proximity to important resources and transportation routes.
- Research and analyse available historical documentation on the history of land use within and adjacent to the property.
- Research and analyse available historical documentation on the history and boundaries of the Ripley Cemetery (including correspondence with the BAO).
- Obtain utility locates through Ontario One Call prior to beginning the fieldwork.
- Assess and document any parts of the property that do not require Stage 2 survey.
- Conduct Test Pit Survey (approx. 0.3 acres)
 - Any unploughable lands must be assessed through test pitting. The standard shovel test pit survey will be conducted at 5 m intervals. Each test pit will measure roughly 30 cm (shovel-width) in diameter and will be excavated to subsoil (roughly 30 cm below surface), with soil screened to look for artifacts.
 - We have accounted for 1 day of fieldwork with a crew of 3 within the budget.
 - If additional fieldwork is necessary, it would require a budget reassessment.
- Intensify survey if archaeological resources are found.
 - If time and budget permits, additional investigation via the controlled surface collection of sites found in pedestrian survey and/or unit excavation in sites found during test pitting may be conducted to further the evaluation of Cultural Heritage Value or Interest (CHVI). The archaeological resources will be recorded and plotted on an aerial photograph.
- Register all archaeological sites meeting provincial requirements.
 - Note: any archaeological sites deemed potentially significant by provincial standards will warrant follow up Stage 3 testing and potentially Stage 4 mitigation (through avoidance and preservation or excavation).
- Process and analyse artifacts to determine the significance of the archaeological resource.
 - We have not accounted for the recovery of any artifacts within the current budget. If artifacts are recovered, it may require a budget reassessment.
- Prepare a summary of results.
 - A summary of the archaeological assessment will be provided to the Client within 2 business days of the completion of the work.
 - Progress updates will be provided as necessary throughout the assessment.
- Prepare and submit the Technical Report.
 - A technical report will be prepared and submitted to MCM to satisfy the legal requirement and demonstrate the archaeological assessment's compliance with MCM standards including recommendations for any further archaeological fieldwork that may be required.



- A discussion with the MCM and BAO about concurrence with the recommendations.
- The draft report describing the results of the Stage 2 archaeological assessment will be submitted to you prior to submission to MCM.
- Long-term care of artifacts and associated documentation.
 - We have not accounted for the recovery of any artifacts within the current budget. If artifacts are recovered, it may require a budget reassessment.



5 PROJECT BUDGET

Our proposed budget for the Stage 1 & 2 assessment is as follows. This proposal is valid for 60 days from the date of the letter.

Table 3: Proposed Budget

Professional Fees	Hourly Rate	Estimated Hours	Total
Principal	\$150.00	4	\$600.00
Project Manager	\$125.00	16	\$2,000.00
Report Writer	\$85.00	30	\$2,550.00
GIS Technician	\$75.00	18	\$1,350.00
Field Coordinator	\$75.00	1	\$75.00
Health & Safety Coordinator	\$50.00	1	\$50.00
Administration	\$50.00	2	\$100.00
Field Director	\$75.00	10	\$750.00
Field Technician	\$65.00	8	\$520.00
Mapping Technician	\$70.00	8	\$560.00
		<i>Subtotal</i>	\$8,555.00
Expenses	Daily Rate	Estimated Days	Total
Transportation (per day)	\$350.00	1	\$350.00
Topcon (per day)	\$175.00	1	\$175.00
		<i>Subtotal</i>	\$525.00
		TOTAL	\$9,080.00

5.1 Exclusions

Our proposal does not include the following:

- HST
- Liaising and meeting with the MCM, Indigenous community/communities, or approval authority beyond those outlined in our scope of work. If required, these activities will be billed at our hourly rate.
- Revisions of our reports as a result of project changes or changes in scope of work beyond what is outlined above.
- More than 1 round of report review from the proponent.
- Services of other consultants including specialists.
- Any costs for the utility locates.
- Cost of any Indigenous archaeological liaisons. If the client wishes to have liaisons on site for this project, arrangements for payments of liaisons must be made between the client and Indigenous community/communities.
- Any additional archaeological assessment/fieldwork that may result from the recommendations made in the final report following the completion of the scope of work above.
- Costs for fieldwork and intensification if it takes longer than 1 day for a crew of 3.
- Costs for processing, analyzing, and curation of artifacts.



5.2 Reimbursable Expenses

Reimbursable expenses will be charged in addition to fees, at cost, against the upset allowance included within our proposal. Reimbursable expenses may include (but are not limited to):

Table 4: Reimbursable Expenses and Costs

Reimbursable Expense	Cost Per Item
Transportation (per day)	\$350.00
Topcon (per day)	\$175.00

5.3 Extra Services

It is recognized that extra services may be required that are not currently within the scope of work for the project. Extra services which TMHC is instructed to undertake beyond the scope of work outlined above will be charged at the hourly rates outlined below plus expenses. A supplementary budget with a detailed breakdown of fees will be submitted to the Client for approval before any extra services are undertaken. Please note that these rates are subject to periodic review.

If a consultant or specialist is hired to undertake work that is not included in our proposal and TMHC is required to coordinate this work, then our services to coordinate the work will be billed as an Additional Service.

Table 5: Hourly Rates

Professional Fees	Hourly Rate
Principal	\$150.00
Project Manager	\$125.00
Report Writer	\$85.00
GIS Technician	\$75.00
Field Coordinator	\$75.00
Health & Safety Coordinator	\$50.00
Administration	\$50.00
Field Director	\$75.00
Field Technician	\$65.00
Mapping Technician	\$70.00
Lab Technician	\$60.00
Faunal Specialist	\$85.00
Floral Specialist	\$85.00
Osteologist	\$85.00
Artifact Specialist	\$85.00
AODA Compliance Review ¹	\$75.00

¹ TMHC reports are completed in such a way as to ensure that the documents comply as much reasonably possible with the Accessibility of Ontarians with Disabilities Act (AODA). If additional report revisions are required beyond our standard report preparation, an additional fee for AODA compliance review and edits will be charged.



5.4 Additional Information

Permission to Enter (PTE)

TMHC is not responsible for arranging permission to enter (PTE) in order to conduct the required archaeological assessment of the property. The client is responsible for making the necessary PTE arrangements to allow TMHC to carry out the archaeological assessment.

Test Pit Survey - Post Assessment Restoration

When screening is completed, test pits will be filled in as best as possible. Please note that test pits may slump through time, particularly with rain, and therefore if pedestrian traffic is a concern, it will be necessary for you to inspect for slumpage and make necessary reparations. TMHC is not liable for any accident or injury resulting from post-assessment slumpage.

Utility Locates

As ground disturbance is required, TMHC will need to obtain locates through Ontario One Call before conducting test pit survey and/or unit excavation. Please anticipate at least ten days, possibly more, for Ontario One Call to complete locates.

Winter Conditions

In accordance with MCM standards, fieldwork cannot be conducted when the ground is saturated, frozen or snow covered. In light of this, we will conduct fieldwork in the spring, as soon as field conditions permit.



6 PROJECT SCHEDULE

Our understanding of the schedule is as follows:

Table 6: Project Schedule

Task	Date
Project Award	Fall 2023
Ontario OneCall Utility Locates	Estimated 10 business days
Confirm Approach with BAO and MCM	14 Business Days
Stage 2 Fieldwork	Fall 2023
Draft Report for Review	Within 3 week(s) of completing fieldwork
BAO and MCM Advice on Recommendations	Within 2 weeks of Draft Review
Final Report Completion	Within 3 weeks of receiving comments
MCM Review	30 business days from submission

Additional items of note regarding project schedule:

- Assessment findings may affect the duration of these periods.
- There may be delays if there are difficulties in getting the previous reports from the MCM.
- If the report is to be circulated to Indigenous communities for review, there may be additional time required.
- If the BAO decides that a Cemetery Investigation Authorization is required, they require at least 30 business days to issue; however it has been our experiences that this process can take up to 6 months.
- The MCM and BAO generally require 10 business days for their advice or guidance on recommendations.
- The MCM generally requires a minimum of 30 business days for their review from the date of submission. However, we have no control over the MCM review periods or outcomes and they can often take a significantly longer period of time.



7 GENERAL TERMS AND CONDITIONS

7.1 Accessibility

TMHC is committed to providing a barrier-free and accessible workplace, where every employee, client, volunteer and members of the public whom we provide services to are treated fairly, equitably, and with dignity. In compliance with the Accessibility for Ontarians with Disabilities Act (AODA, 2005) Customer Service Standard and the Information and Communication Standard, information about TMHC's services, facilities, company profile, policies, practices, procedures governing the provision of services to persons with disabilities, and information/records on TMHC Health and Safety training programs will be made available in accessible formats upon request.

In addition, TMHC welcomes feedback from employees, clients, volunteers and members of the public about its service delivery. All feedback is important and may be given verbally, in person or by telephone, in writing by letter or email, or by filling out our onsite feedback forms. If none of these methods are acceptable, TMHC will work with the individual giving the feedback to find an acceptable accessible format or communication support. Upon receipt of feedback, TMHC will respond within 10 business days, and will respond, if possible, in the same format that the feedback was received.

Feedback, as well as general questions or concerns about TMHC practices, can be submitted to:

TMHC Inc.
1108 Dundas Street, Unit 105
London ON | N5W 3A7
Tel: 519-641-7222
Email: screighton@tmhc.ca

7.2 Client

A Client is a person or entity that is the proponent or is authorized by the proponent to represent them for the purposes of securing the work outlined above. By signing this contract, the individual acknowledges that they are legally authorized to bind the corporation.

7.3 Consultant

A consultant is a person or entity engaged by the Client or TMHC to provide services in addition to TMHC's services. In instances when TMHC is the primary consultant and the cost to retain a subconsultant is included in our proposal, the consultant's fees will be itemized in our invoices.

In instances when the Client hires a consultant or specialist to undertake work that is not included in our proposal, then it is the Client's responsibility to manage this consultant or specialist's costs directly.

If a consultant or specialist is hired to undertake work that is not included in our proposal and TMHC is required to coordinate this work, then our services to coordinate the work will be billed as an Additional Service.



7.4 Insurance

TMHC carries professional errors and omissions liability insurance coverages. The policy is available to the Client upon request. The current limit of our professional liability insurance is \$5,000,000. The limit of our Commercial General Liability Insurance is \$10,000,000 and Non-owned Automobile Insurance is \$10,000,000.

7.5 Governing Law and Jurisdiction

TMHC and the Client agree that this proposal will be undertaken in accordance with the laws in force in the Province of Ontario. Each party submits to the exclusive jurisdiction of the Courts of Ontario with respect to any matter arising hereunder or related hereto.

The Client agrees that any archaeological fieldwork completed by a licensed archaeologist TMHC is required to follow the terms and conditions of their archaeological licence set forth by the MCM under the Ontario Heritage Act including the provision of a report for the purposes of determining compliance with the *Standards and Guidelines for Consultant Archaeologists (2011)*.

7.6 Limits of Liability

The Client agrees that any and all claims, whether in contract or tort, which the Client has or hereafter may have against TMHC in any way arising out of or related to TMHC's duties and responsibilities pursuant to this contract shall be limited to coverage and amount of professional liability insurance carried and available to TMHC for the payment of such claims at the time the claim is made.

The Client acknowledges that either TMHC or the Client may engage consultants on behalf of and for the benefit and convenience of the Client; and agrees that TMHC shall not be liable to the Client, in contract or in tort, for the acts, omissions or errors of such consultants whether retained by TMHC or the Client.

The Client shall not commence any claim or proceeding in contract, tort, breach of statutory duty or otherwise against any current or former TMHC employee, officer or director arising out of acts, omissions or errors of such person pursuant to this contract.

7.7 Severability

If any provision of this contract is held by a court of competent jurisdiction to be invalid, void, illegal or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

7.8 Payment Terms

Invoices will be sent on a bi-weekly payment schedule for work completed in the preceding 2-week period. Payment terms are 30 days and interest will be payable at 2% per month on all accounts more than 30 days overdue. TMHC reserves the right to stop work if payment remains outstanding. TMHC will not be liable for any loss, cost, damage or expense incurred by the Client for work stopped due to non-payment.

7.9 Schedule Delays

If the schedule of work is extended past the timeline quoted above additional fees may be requested to cover the extra time spent on the project caused by the delay.



7.10 Promotional Use

TMHC promotes its services through its website and social media platforms. We also share information about our projects at workshops, conferences and other events. Please provide notice to us in writing of any potential confidentiality concerns. We also ask that you credit TMHC as appropriate when/if developing your own promotional materials for this project. We can provide you with our logo for these purposes.

7.11 Confidentiality

This document contains trade secrets or scientific, technical, commercial, financial and labour or employee relations information which is considered to be confidential to TMHC. TMHC does not consent to the disclosure of this information to any third party or person not in your employ. Additionally, you should not disclose such confidential information to anyone in your organization except on a “need-to-know” basis and after such individual has agreed to maintain the confidentiality of the information and with the understanding that you remain responsible for the maintenance of such confidentiality by people within your organization.

If the head or any other party within any government institution intends to disclose this information, or any part thereof, then TMHC requires that it first be notified of that intention. Such notice should be addressed to:

TMHC Inc.
1108 Dundas Street, Unit 105
London ON | N5W 3A7
519-641-7222



8 PROPOSAL ACCEPTANCE

We thank you for the opportunity to quote on this project and we look forward to working with you. We will begin work on receipt of the signed proposal and project data form. This letter is to be signed back to us for approval of our proposal. At that time, we will provide you with the required project data form to be completed. TMHC uses the project data form to collect project-specific information to ensure an efficient and successful project start and completion.

Should you have any questions about our proposal, please feel free to contact us.

Please return this signed proposal to Katherine Bishop at kbishop@thmc.ca.

As proponent, I hereby confirm TMHC Inc. is to proceed with the tasks outlined in the above proposal. By signing this form, I acknowledge that I am legally authorized to bind the corporation.

Accepted by:

Signed:

Company:

Date:
