



## The Corporation of the Town of Tecumseh

Public Works & Environmental Services

**To:** Mayor and Members of Council

**From:** Phil Bartnik, Director Public Works & Environmental Services

**Date to Council:** December 10, 2019

**Report Number:** PWES-2019-54

**Subject:** 2018 Water and Wastewater Master Plan Update  
Filing the Notice of Study Completion

---

### Recommendations

It is recommended:

**That** the Public Works & Environmental Services Report PWES-2019-54 Water and Wastewater Master Plan Update, Filing the Notice of Study Completion **be received**;

**And that** the Notice of Study Completion **be advertised** in the local newspaper and the Town's website and social media accounts to initiate the mandatory 30-day public review period.

### Background

At the December 8, 2015 Regular Council Meeting, Council approved the recommendations (Motion RCM-419/15) of PWES Report No. 63/15 titled "2016-2020 Public Works & Environmental Services Capital Works Plan" that authorized Administration to proceed with the Water and Wastewater Master Plan Update.

### Comments

The 2018 Master Plan Update builds on the previous work undertaken as part of the 2002 Master Plan, the 2005 Master Plan Addendum, and the 2008 Master Plan Update. This update is being undertaken in accordance with the Municipal Engineers Association (MEA) Class Environmental Assessment (EA) process for Master Plans. The update is a critical component in the committed approach to providing sustainable services and will form the new framework and vision for the water and wastewater servicing needs for the Town to 2038 and beyond.

The key 2018 Master Plan Update objectives were defined as:

- Review planning forecasts to 2038 and determine the impact on servicing needs for the Town;
- Evaluate and incorporate proposed water and wastewater servicing needs to 2038;
- Confirm or refine water and wastewater policies to provide guidelines to the process and to develop/evaluate servicing strategies;
- Integrate previous and concurrent related studies since the previous 2008 Master Plan Update;
- Complete and document the Master Planning process in accordance with the Class Environmental Assessment process;
- Update the water and wastewater servicing strategies; and
- Establish a preferred long-term servicing strategy and implementation plan to meet the existing and future servicing needs of the Town.

## **Municipal Class Environmental Assessment**

The *Ontario Environmental Assessment (EA) Act* recognized that certain municipal undertakings occur frequently, are small in scale, have a generally predictable range of effects or have a relatively minor environmental significance. To ensure that a degree of standardization in the planning process is followed throughout the Province, the EA Act contemplated the use of the Class Environmental Assessment (Class EA) procedure for projects which require approval under the Act but which are not considered to be major environmental works. The Municipal Engineers Association (MEA) document titled *Municipal Class Environmental Assessment* (October 2000 as amended in 2007, 2011 and 2015), describes the procedure for undertaking a Class EA for municipal projects.

Projects undertaken by municipalities vary in their environmental impact, and are classified within the Class EA document in terms of Schedules:

- **Schedule A** projects are limited in scale, have minimal adverse environmental effects and include a number of municipal maintenance and operational activities. These projects are preapproved and may proceed to implementation without following the full Class EA planning process. Schedule A projects generally include normal or emergency operational and maintenance activities.
- **Schedule A+** projects are similar to Schedule A projects in that they are considered pre-approved; however, the public is to be advised prior to project implementation.
- **Schedule B** projects have potential for some adverse environmental effects. The proponent is required to undertake a screening process, involving mandatory contact with directly affected public and relevant review agencies, to ensure that they are aware

of the project and that their concerns are addressed. If there are no outstanding concerns, then the proponent may proceed to implementation. Schedule B projects generally include improvements and minor expansions to existing facilities.

- **Schedule C** projects have the potential for significant environmental effects and must proceed under the full planning and documentation procedures specified in the Municipal Class EA document. Schedule C projects require that an Environmental Study Report (ESR) be prepared and filed for review by the public and review agencies. Schedule C projects generally include the construction of new facilities and major expansions to existing facilities.

The main elements of the Class EA planning process are incorporated in the following five phases, and further depicted on Attachment No.3:

- Phase 1: Identify the problem or opportunity.
- Phase 2: Identification and evaluation of alternative solutions to determine a preferred solution.
- Phase 3: Examination of alternative methods of implementation of the preferred solution.
- Phase 4: Documentation of the planning, design and consultation process.
- Phase 5: Implementation and monitoring.

The Municipal Class EA process includes an appeal period of 30-days for the public to review the EA document once it has been completed. The proponent is encouraged to work in cooperation with any member of the public who may have a concern to determine the preferred means of addressing a problem. If the concerns of the project cannot be resolved through discussions with the proponent, the member of the public may request the Minister of the Environment to require the proponent to comply with Part II of the EA Act before proceeding with the proposed undertaking. If no request is received by the Minister or delegate, the proponent is free to proceed with the implementation and construction.

## **The Master Plan Process**

Master Plans are long-range plans which integrate infrastructure requirements for existing and future land use with environmental assessment planning principles. The plans examine an infrastructure system(s) or group of related projects to outline a framework for planning for subsequent projects and/or developments. At a minimum, Master Plans address Phase 1 (Identify Problem/Opportunity) and Phase 2 (Alternative Solutions) of the Municipal Class EA process. Master Plans typically outline a set of specific projects across a geographic area that will be implemented over a period of time.

There are four different Approaches to undertaking a Master Plan, which include:

- Approach No.1
  - Preparation of a Master Plan document at the conclusion of Phases 1 and 2 of the Municipal Class EA process.
  - Broad level of assessment thereby requiring more detailed investigations at the project-specific level in order to fulfil the Municipal Class EA documentation requirements for the specific Schedule B and C projects identified within the Master Plan.
  - Schedule B projects would require filing of the Project File for public review.
  - Schedule C projects would have to fulfil Phases 3 and 4 of the Municipal Class EA prior to filing an Environmental Study Report (ESR) for public review.
- Approach No.2
  - Preparation of a Master Plan document at the conclusion of Phases 1 and 2 of the Municipal Class EA process.
  - Level of investigation, consultation and documentation are sufficient to fulfil the requirements for Schedule B projects.
  - The public notice for the Master Plan becomes the Notice of Completion for the Schedule B projects within it.
  - Schedule C projects would have to fulfil Phases 3 and 4 of the Municipal Class EA prior to filing an ESR for public review.
  - The Master Plan would provide the basis for future investigations for specific Schedule C projects identified within it.
- Approach No.3
  - Preparation of a Master Plan document at the conclusion of Phase 4 of the Municipal Class EA process.
  - The Master Plan would document Phases 1 to 4 of the Class EA process for Schedule B and/or Schedule C projects.
  - The final notice for the Master Plan becomes the Notice of Completion for the Schedule B and C projects within it.
- Approach No.4
  - Possible integration with approvals under the *Planning Act* (i.e. Official Plans, Official Plan Amendments).
  - A master servicing plan prepared in this fashion establishes need and justification in a very broad context.
  - This approach would satisfy early phases of the Class EA including Phases 1 and 2 for Schedule B projects and may satisfy, in addition, Phases 3 and 4 for Schedule C projects.
  - This approach is best suited when planning for a significant geographical area in the long term.

The 2018 Water and Wastewater Master Plan Update was completed following Approach No.2 to ensure that the level of investigation, consultation and documentation were sufficient to fulfill the requirements for Schedule B projects.

## **Recommended Servicing Strategies**

The general servicing concepts from the 2008 Master Plan have been revised to incorporate updated information on servicing requirements, capacity allocations, scheduling, alignments and costing. Wherever possible, the alignments of new trunk facilities have been planned based on the location of existing road allowances and/or servicing corridors in order to ensure that servicing can proceed without undue delays resulting from the need to acquire property.

### **Updated Water System Servicing Strategy**

In 2005, the Town completed an Addendum to the 2002 Master Plan based on the terms and conditions of the 2004 Water Servicing Agreement with the Windsor Utilities Commission (WUC). The 2008 Master Plan Update further developed and refined the water servicing strategy based on the supply of potable water from WUC. Since the 2008 Master Plan Update, the Town has proceeded to implement various components of the planned system. The 2018 Master Plan Update refines the water servicing strategy but does not change its overall intent.

The water system servicing strategy updates include:

- Implementation of a new Pressure Zone 2 (for the South Service Area - south of Highway 401) to ensure that adequate system pressure is provided during all future demand scenarios;
- The preliminary locations of the Booster Pumping Station and Elevated Storage Tank in Pressure Zone 2 have been relocated to Oldcastle Hamlet;
- Proposed development with the Manning Road Secondary Plan Area has resulted in the need to advance the timing of water servicing projects within the area; and
- As a result of the relocation of the primary supply point for the South Service Area to Provincial Road, trunk watermain supplying water to the Maidstone Hamlet were revised.

Further information on the capital projects identified within the updated water system servicing strategy, including costs estimates, their associated Municipal Class EA Schedule and a map depicting their location are contained within Attachment No.2.

### **Updated Wastewater System Servicing Strategy**

The 2008 Master Plan developed a wastewater servicing strategy based on the 2004 Wastewater Servicing Agreement with the City of Windsor. All wastewater from the Town is directed to the Windsor collection system for ultimate treatment and disposal at either the Little River Pollution Control Plant (PCP) or the Lou Romano Water Reclamation Plant (WRP).

Refinements to the strategy have been incorporated based on various studies that have been recently completed by the Town. Some of the recommendations flowing from these studies

have been implemented (as noted below). The wastewater system servicing strategy updates include:

- Sanitary Sewer Assessment Report, 2011 – recommended various measures to address reductions in extraneous flows in the sanitary collection system (implementation on-going);
- Sanitary Sewage Collection System Improvements Class EA, 2013 – recommended various improvements within the sanitary collection system including replacement of the Hayes Sanitary Pump Station (completed) and provision of on-line peak flow storage through the Lakewood Park Trunk Sewer (completed) and the Riverside Drive Trunk Sewer;
- Manning Road Secondary Plan Area, Functional Servicing Report, 2015 – identified the sanitary servicing scheme for this area;
- Oldcastle Hamlet Sanitary Servicing, 8<sup>th</sup> Concession Road Trunk Sanitary Sewer Outlet, Preliminary Design Report, 2018 – identified the sanitary servicing scheme for the Oldcastle Hamlet Area;
- The location of the Tecumseh Hamlet Diversion Sewer has been adjusted to Intersection Road, which will divert flows to the West Tecumseh Trunk Sanitary Sewer and reduce the risk of surcharging in the Lesperance Road Trunk Sanitary sewer during wet-weather events;
- The servicing strategy for the Highway Commercial Lands and Maidstone Hamlet have been revised to eliminate the need for a large trunk sewer and replaced with sanitary pumping stations and a discharge forcemain into the West Tecumseh Trunk Sanitary Sewer on County Road 42; and
- The Skyway Plaza WWTP in Oldcastle Hamlet has been decommissioned, and the flows diverted (temporarily) into the North Talbot Road trunk sewer.

Further information on the capital projects identified within the updated wastewater system servicing strategy, including costs estimates, their associated Municipal Class EA Schedule and a map depicting their location are contained within Attachment No.3.

## **Public Consultation**

The public consultation throughout the study satisfied the requirements of the Municipal Class EA. These included:

### **1. Notice of Study Commencement**

The Notice of Study Commencement was mailed to the study contact list, which consists of interested property owners, stakeholders, indigenous communities, and regulatory agencies. It was also published in the April 8<sup>th</sup> and April 15<sup>th</sup>, 2016 editions of the Shoreline and placed on the Town's website.

## 2. Public Information Centre

The Notice of the Public Information Centre (PIC) was mailed to the study contact list the week of June 4<sup>th</sup>, 2018. It was also published in the June 12<sup>th</sup> and June 13<sup>th</sup>, 2018 editions of the Windsor Star, and placed on the Town's website and social media accounts.

The PIC was held on June 19, 2018 from 3:00 p.m. to 5:00 p.m. and 6:00 p.m. to 8:00 p.m. in the Council Chambers of Town Hall. A total of 2 people attended the PIC and no comments were received. The purpose of the PIC was to present:

- Key objectives for the Master Plan Update;
- Planning (population) projections;
- Evolution of the water and wastewater servicing strategies;
- The recommended servicing strategies and capital program; and
- Information on the recommended Schedule B projects.

## 3. Indigenous Communities Consultation Engagement

The Indigenous Communities identified as potentially interested in the study included Walpole Island, Caldwell, Aamjiwnaang, Chippewas of the Thames, Moravian of the Thames (Delaware Nation), Chippewas of Kettle & Stoney Point, and the Métis Nation of Ontario. All project Notices were sent to the Indigenous Communities along with cover letters. A PIC information package which included a copy of the display boards were also distributed to the Indigenous Communities.

## Council Presentation

The Town's consultant, CIMA+ Canada Inc., will be in attendance at the 6:00 p.m. December 10, 2019 Special Meeting of Council to make a presentation that summarizes the Master Plan process, details the recommended water and wastewater servicing strategies, and provides information on the capital program and costs and the recommended Schedule B projects contained within the 2018 Water and Wastewater Master Plan Update.

## Next Steps

The Notice of Study Completion will be published in the local newspaper and on the Town's website and social media accounts, and will also be mailed to landowners, stakeholders and regulatory authorities on the contact list for the Master Plan.

A copy of the Notice of Study Completion will also be included as a Communication Item at the regularly scheduled meeting of council immediately following the Notice's publication.

A hard copy of the 2018 Water and Wastewater Master Plan Update will be made available at Town Hall through the Clerk's Office during the 30-day review period, along with a digital copy being made available on the Town's website.

Following the 30-day review period, and considering that all of the comments received have been addressed and that no Part II Orders were submitted to the Minister of the Environment,

Conservation and Parks, Administration will bring forward a separate report to Council to have the 2018 Water and Wastewater Master Plan Update formally adopted.

## **Consultations**

Financial Services  
Planning & Building Services  
CIMA+ Canada Inc.

## **Financial Implications**

The 2018 Water and Wastewater Master Plan Update has identified **\$30.56M** and **\$57.64M** for the water and wastewater capital costs respectively. Funding for these projects would be by a combination of rates, development charges, landowner recoveries, long-term debt and reserve funds.

These revised projects and costs were incorporated into the recently adopted 2019 Development Charges Background Study and associated By-law. They will also be incorporated into the Town's Water & Wastewater Rates Study, which is scheduled to be updated in 2020.

As identified within the Town's 2018 Asset Management Plan (v 2.0), the recommended projects will be incorporated into the annual Public Works & Environmental Services Capital Works Plan moving forward. It is intended to consolidate various infrastructure improvements into a singular tender package for efficiencies and economies of scale benefits.

Administration will also continue to explore grant opportunities for funding of the water and wastewater infrastructure.



## Link to Strategic Priorities

Applicable	2019-22 Strategic Priorities
<input type="checkbox"/>	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
<input checked="" type="checkbox"/>	Ensure that Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.
<input type="checkbox"/>	Integrate the principles of health and wellness into all of Tecumseh's plans and priorities.
<input checked="" type="checkbox"/>	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
<input checked="" type="checkbox"/>	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

## Communications

Not applicable ☒

Website ☐

Social Media ☐

News Release ☐

Local Newspaper ☐

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Phil Bartnik, P.Eng.  
Director Public Works & Environmental Services

Reviewed by:

Tom Kitsos, CPA, CMA, BComm  
Director Financial Services & Chief Financial Officer

Reviewed by:

Brian Hillman, MA, MCIP, RPP  
Director Planning & Building Services

Recommended by:

Margaret Misek-Evans, MCIP, RPP  
Chief Administrative Officer

<b>Attachment Number</b>	<b>Attachment Name</b>
1	Municipal Class EA Planning and Design Process (Flow Chart)
2	Updated Water System Servicing Strategy
3	Updated Wastewater System Servicing Strategy
4	2018 Water and Wastewater Master Plan Update, Executive Summary
5	December 10, 2019 Special Council Meeting Presentation