



The Corporation of the Town of Tecumseh

Public Works & Engineering Services

To: Mayor and Members of Council

From: Phil Bartnik, Director Public Works & Engineering Services

Date to Council: February 28, 2023

Report Number: PWES-2023-22

Subject: Tecumseh Hamlet Secondary Plan Area
Environmental Assessment and Functional Servicing Report

Recommendations

It is recommended:

That Dillon Consulting Limited **be retained** for Consulting Services for the Tecumseh Hamlet Secondary Plan Area, Environmental Assessment and Functional Servicing Report in the amount of \$482,800 excluding HST as a Single Source under the Town of Tecumseh Purchasing Policy and Schedule "A" of By-law 2021-60 and as amended by By-law 2021-103;

And that Council **delegate the authority** to the Chief Administrative Officer, the Purchasing Coordinator, and the Director of Public Works & Engineering Services to execute an agreement, satisfactory in form to the Town Solicitor, with Dillon Consulting Limited.

Background

In 2011, Council approved Administration to engage the services of DIALOG, an Urban Design Consultant, to assist in the development of the Tecumseh Hamlet Secondary Plan. DIALOG was to assist Administration with stakeholder engagement and capacity building, organizing and facilitating design charettes and developing concept plans, policies and urban design guidelines to ensure orderly development of lands within the planning area.

In 2012, it was identified that a range of servicing issues needed to be addressed within the Tecumseh Hamlet Secondary Plan Area and that these servicing issues needed to be addressed concurrently with the land use planning issues. Accordingly, it was determined that an Environmental Assessment and a Functional Servicing Report would be required to address water distribution, wastewater servicing, stormwater management, transportation and the road network for the planned development area.

At the August 14, 2012 Regular Meeting of Council, the Members adopted the recommendations contained within PWES Report No. 38/12 "Tecumseh Hamlet Secondary Plan Area & Tecumseh Road Community Improvement Plan Area, Functional Servicing Plan and Environmental Assessment" (Motion: RCM-283/12). This included the recommendation to retain Dillon Consulting Limited (Dillon) for consulting services related to completing an Environmental Assessment and a Functional Servicing Report for the Tecumseh Hamlet Secondary Plan Area.

Engineering analysis commenced in 2012 by Dillon concurrent with the planning study. It was important to bring the lands to a higher state of 'development readiness' and provide engineering analysis to support the planning study. This included the review of water distribution, wastewater servicing, stormwater management, transportation and traffic issues.

At the March 25, 2014 Regular Council Meeting, the Members adopted the recommendations contained within PWES Report No. 20/14, which requested additional funding for the Functional Servicing Report, High Level Traffic Assessment and Class Environmental Assessment (Motion: RCM-126/14).

Around this same time in 2014, the Upper Little River Watershed Master Drainage and Stormwater Management Municipal Class Environmental Assessment Study (ULR) was being undertaken jointly by the Town of Tecumseh and City of Windsor, with project management being delivered by the Essex Region Conservation Authority. It had originally been intended that the general location and size of the required Tecumseh Hamlet stormwater facilities would be determined through the recommendations of the ULR study. Due to a number of issues, including the decision to integrate the ULR study process with a City of Windsor planning process for its Sandwich South planning district, the ULR study was delayed. In addition, additional traffic analysis was required by the Town as part of the City's Municipal Class EA for Banwell road. Both studies resulted in the Tecumseh Hamlet Secondary Plan Environmental Assessment and Functional Servicing Report being delayed.

At the December 10, 2019 Regular Council Meeting, the Members adopted the recommendations contained within report PWES-2019-49 "2020-2024 Public Works & Environmental Services Five Year Capital Works Plan (Motion: RCM-401/19), which included the reinitiating of the Tecumseh Hamlet Secondary Plan Area, Environmental Assessment and Functional Servicing Report. This included continuing with both

planning and engineering consulting services to finalize the works that had commenced in 2011 and 2012.

Since 2020, both DIALOG and Dillon have been working on the Tecumseh Hamlet Secondary Plan Area Study, including analysis of the water distribution, wastewater servicing, stormwater management, and transportation updates. In addition to the ULR study, other studies undertaken by the City of Windsor have been incorporated into the engineering analysis including the 'City of Windsor Sandwich South Master Servicing Report' and the 'Little River Watershed Floodplain Mapping Project'. DIALOG, Dillon and Administration are continuing work in 2023 and aim to have the planning and engineering studies completed by Q2/Q3 of 2023.

Comments

With the reinitiating of the project in 2020, Dillon has staged their engineering work to align with, and provide assistance to, the ongoing planning study. These stages have consisted of the following:

- **Stage 1: March 2020 – Stormwater Facility and Road Network Servicing Review**
 - Update stormwater analysis based on the 2019 Windsor-Essex Regional Stormwater Standards, the analysis contained within the Upper Little River Watershed Drainage Master Plan and the City of Windsor's Little River Flood Plain Assessment.
 - Stormwater modelling analysis of the Hamlet, as well as the contributing watershed areas within the existing urban area to properly size the stormwater facilities and avoid potential conflicts with other infrastructure.
 - Develop road network layout scenarios to accommodate stormwater facilities as well as land use designations through the planning study.
 - Current status: ongoing, with revisions due to recent changes in land use and densities; to be completed concurrently with the Secondary Planning Study in Summer 2023.
- **Stage 2: July 2020 – Sanitary Sewer Analysis, County Road 42 Corridor**
 - Review of sanitary servicing within the Tecumseh Hamlet, including along the County Road 42 and 43 corridors.
 - Review of alternate west Hamlet Trunk Sanitary Sewer alignments including assessment of elevations and potential conflicts.

- Integration of sanitary sewers with the Town's sanitary model being prepared as part of a separate study.
 - Current status: completed.
- **Stage 3: July 2022 – Technical Support for Planning Study, Tecumseh Hamlet Secondary Plan – Associated Official Plan Amendment**
 - Preparation of engineering figures and presentation materials for public consultation throughout the planning study.
 - Transportation and traffic analysis to support land use designations and integrated with adjacent land uses and developments, including the NextStar Battery Plant to the west.
 - Preparation of final transportation technical reports to be included within the Tecumseh Secondary Plan document.
 - Current status: ongoing, with revisions due to recent changes in land use and densities; to be completed concurrently with the Secondary Planning Study in Summer 2023.
- **Stage 4: July 2022 – Groundwater and Methane Gas Investigation**
 - Conduct an environmental investigation (groundwater samples and monitoring wells) to determine the impacts from the existing Ministry of Transportation of Ontario (MTO) landfill parcel along County Road 22.
 - Establish mitigation measures and design parameters for the trunk sanitary sewer and trunk watermain to be installed in the Town's easement immediately west of the MTO landfill.
 - Current status: The lack of significant rainfall events in the Fall of 2022 has postponed the monitoring and testing period into Spring 2023.
- **Stage 5: February 2023 – Environmental Assessment and Functional Servicing Report**
 - Continue with the works that were initiated in 2012 on the Environmental Assessment and Functional Servicing Report for water distribution, wastewater servicing, stormwater management and transportation.
 - Hold integrated public consultation meetings for the Environmental Assessment and the planning study.
 - Completion of the Environmental Assessment Master Plan Report.

- Functional designs for trunk infrastructure and stormwater management facilities.
- Sanitary model analysis to include higher land use densities and provide flexibility within the proposed infrastructure to accommodate a changing housing market.
- Review of Natural Heritage areas and preliminary screening for Species at Risk.
- Completion of the Functional Servicing Report which will provide a framework for the detailed design and implementation of municipal services.
- Timing of completion: to be completed by Fall 2023.

Purchasing Policy

The Town's Purchasing Policy has undergone several revisions since 2006, the most recent being through By-Law 2021-60 and amending By-law 2021-103. Section 3.4 of the Purchasing Policy and Schedule 'A' of By-law 2021-60 states the following:

'In circumstances where there may be more than one source of supply in the open market, but only one of these is recommended by the Department Director, with concurrence of the Purchasing Officer, for consideration on the grounds that it is more cost effective or beneficial to the Town; and where the expenditure will exceed \$100,000, approval must be obtained from Town Council prior to negotiations with the single source. The Department Director shall be responsible for submitting a report detailing the rationale supporting the use of the single source.'

Recommendation

Given past and ongoing project involvement in all aspects of the engineering and servicing issues being addressed in this area, familiarity with other relevant engineering studies affecting servicing in this area and for the purpose of efficiency and expediency, it is recommended that the Town retain Dillon Consulting Limited to complete Stage 5 Environmental Assessment and Functional Servicing Report as detailed above.

At the May 5, 2022 Special Meeting of Council, the Members received a presentation on the '[PWES Capital Priorities 2023-2031](#)'. One of the highest priorities identified was the advancement of development and growth in the Tecumseh Hamlet Area, which will address the strategic priorities of growth and economic development. Accepting the recommendations of this report, it will assist in realizing the servicing and approval timelines contemplated with the 2023-2027 PWES Capital Works Plan.

Delegation of Authority

Stages 1 to 4 of the Engineering Consulting Services as outlined in the previous section, had previously been approved through Purchasing and Procurement By-law 2017-63 and By-law 2021-60. In these instances, the contract approval authority was the Director of the Public Works & Engineering Services Department and did not require a formal agreement with Council to be prepared. A formal agreement is required to be executed by the Mayor and Clerk in this particular instance as per Schedule "A" of By-Law 2021-60 with respect to Single Source contract approval greater than \$100,000.

Due to proprietary information contained with the consultant's scope of services and work plan for the Stage 5: Environmental Assessment and Functional Servicing Report, Administration is recommending an exception to Section 4.7(e) of the Purchasing Policy (Policy 17), which states:

'Where a formal agreement is required, as a result of the award of a contract, and approval for such a formal agreement has been provided in accordance with Schedule "A" of By-Law 2021-60, the Mayor and Town Clerk shall execute the agreement in the name of the Town of Tecumseh.'

In this instance, it is recommended that Council delegate the authority to the Chief Administrative Officer, the Purchasing Coordinator, and the Director of Public Works & Engineering Services to execute an agreement, satisfactory in form to the Town Solicitor, with Dillon Consulting Limited.

Consultations

Development Services
Financial Services
Dillon Consulting Limited

Financial Implications

Council previously approved an allocation of **\$805,000** for the Tecumseh Hamlet Secondary Plan Area, Environmental Assessment and Functional Servicing Report as part of the Public Works & Engineering Services Capital Works Plans, to be funded by:

Lifecycle Reserve Fund	Amount
Road Lifecycle Reserve	\$98,000
Watermain Reserve Fund	\$98,000
Wastewater Sewers Reserve Fund	\$113,000

Storm Sewer Lifecycle Reserve	\$496,000
TOTAL	\$805,000

The project budget summarized to date is as follows:

Project Stage and Budget Status	Amount
Previously Approved	
Stage 1: Stormwater Facility and Road Network Servicing Review	\$177,000
Stage 2: Sanitary Sewer Analysis, County Road 42 Corridor	\$13,000
Stage 3: Technical Support for Planning Study, Official Plan Update	\$85,600
Stage 4: Groundwater & Methane Gas Investigation	\$29,500
Sub-Total: Previously Approved	\$305,100
Current Request	
Stage 5: Environmental Assessment & Functional Servicing Report	\$482,800
Sub-Total: Current Request	\$482,800
TOTAL	\$787,900
Project Budget	\$805,000
Remaining Budget	\$17,100

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 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 & Engineering Services

Reviewed by:

Brian Hillman, MA, MCIP, RPP
Director Development Services

Reviewed by:

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

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
None	None