



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: May 28, 2024

Report Number: PWES-2024-33

Subject: Tecumseh Hamlet Secondary Plan Area
Environmental Assessment and Functional Servicing Report
Project Expenditures and Scope Increase

Recommendations

It is recommended:

That report PWES-2024-33 Tecumseh Hamlet Secondary Plan Area, Environmental Assessment and Functional Servicing Report, Project Expenditures and Scope Increase **be received**;

And that Administration **be authorized** to sign a letter of scope change, or such other further documents as may be necessary to give effect to the requested change in scope/additional services to be provided by Dillon Consulting Limited in accordance with the Purchasing Policy;

And further that funding allocation, reflecting a total budget requirement of \$1,006,000, with an overall \$151,000 increase to the original allocation, **be accommodated** as follows:

- Road Lifecycle Reserve – increase from \$103,000 to \$121,190
- Watermain Reserve Fund – increase from \$103,000 to \$121,190
- Wastewater Sewer Reserve Fund – increase from \$118,000 to \$138,840
- Storm Sewer Lifecycle Reserve – increase from \$531,000 to \$624,780

Background

At the December 10, 2019, Regular Council Meeting, the Members adopted the recommendations contained within PWES Report No. [PWES-2019-49](#), “2020-2024 Public Works & Environmental Services Five Year Capital Works Plan”, which authorized Administration to undertake various initiatives to move forward with the Tecumseh Hamlet Secondary Plan Area. These initiatives included a stormwater management analysis, finalizing the road network and commencing the Class EA, which would run concurrently with the related planning process for the Tecumseh Hamlet Secondary Plan.

Authorization for the continuation of engineering services related to the Tecumseh Hamlet Secondary Plan Area, Environmental Assessment and Functional Servicing Report, has been supported by Council through approval of recommendations within the following reference reports:

- [Report PWES-2020-33](#), “Pre-Approval of 2021 Public Works & Environmental Services Capital Works Projects”, December 8, 2020; Motion RCM-375/20.
- [Report PWES-2022-03](#), “Approval of 2022 Public Works & Engineering Services Capital Works Projects”, January 25, 2022; Motion RCM-23/22.
- [Report PWES-2023-01](#), “2023-2027 Public Works & Engineering Services Five-year Capital Works Plan”, January 26, 2023; Motion RCM-04/23.
- [Report No. PWES-2023-22](#), “Tecumseh Hamlet Secondary Planning Area Environmental Assessment and Functional Servicing Report”, February 28, 2023; Motion RCM-48/23.
- [Report No. PWES-2024-07](#), “2024-2028 Public Works & Engineering Services Five-Year Capital Works Plan”, February 13, 2024; Motion RCM-21/24.

Since 2020, Dillon Consulting Ltd. (Dillon) has been working on the Tecumseh Hamlet Secondary Plan Area Study, including analysis of the water distribution, wastewater servicing, stormwater management, and transportation updates. Dillon and Administration, working closely with DIALOG, the Town’s Urban Design Consultant, aim to have the planning and engineering studies completed by the summer of 2024.

This project incorporates the strategic priorities of growth and economic development as outlined within the May 5, 2022, SCM Presentation.

Comments

Over the course of the Class EA and Functional Servicing Report studies, several items that were not anticipated in the original project budget have been required. These are described below:

1. Stakeholder Engagement

Dillon's original scope of work included assumptions regarding the number of meetings that would be required with an understanding that the land use plan within the Tecumseh Hamlet Secondary Plan Area would not undergo significant changes. Over the course of project, however, engagement with local developers, individual property owners, community and neighbourhood groups, Indigenous Communities, and other municipalities have required additional effort and unanticipated meetings. These stakeholder engagements and meetings were undertaken concurrently and in cooperation with the ongoing planning study for the Tecumseh Hamlet Secondary Plan Area. While these added engagements have been an important and necessary part of the planning process, they have resulted in multiple amendments to the land use plan which in turn have necessitated revisions to the servicing strategy, Class EA and FSR documents.

2. Project Management and Schedule

Dillon's original scope of services estimated that the Class EA and FSR would be completed by December 2023. The revised project schedule estimates completion by the end of the summer 2024, contingent on the finalization of the ongoing Tecumseh Hamlet Secondary Plan Area planning study. Additional project management and coordination has been required due to the extension of the project schedule, which has added approximately 7-8 months to the expected date of completion.

3. Servicing Functional Design Amendments

The functional design of proposed water, wastewater, transportation, and stormwater management infrastructure within the study area has required several modifications to accommodate amendments to the proposed land use plan resulting from stakeholder engagement and consultation. This includes updates to design calculations, drainage area plans, road networks, and engineering models. Additionally, revisions to the sanitary sewer design were required to meet the Town's updated CLI-ECA requirements.

4. Northwest Hamlet Trunk Infrastructure Design Support

Dillon has provided support and design information that has been integral in the preparation of the detailed design of the Northwest Water & Wastewater

Infrastructure project. Through Administration, Dillon has assisted Stantec Consulting Ltd. (Stantec), the Town's engineering consultant for the Northwest Water & Wastewater Infrastructure project, by providing detailed design information to ensure continuity and consistency is maintained with the Class EA and FSR. This additional support from Dillon was not anticipated in their original scope of services.

5. Miscellaneous Additional Project Costs

Miscellaneous project related expenses have been incurred that were not anticipated under the original budget. These include:

- Land Surveyor fees to establish Draft legal plans of water and wastewater easements south of the CP Railway corridor.
- Consultant fees for the preparation of a cultural heritage study as required by the Ministry of Citizenship and Multiculturalism.
- Consultant fees for the preparation of an environmental memo to provide recommendations for a proposed environmental heritage system that will inform the Secondary Plan document and the Class EA.
- Unanticipated fees for the publication of notices of the Public Information Centres in the Windsor Star.

6. Budgetary Contingency

Administration recommends that a budgetary contingency be carried over the remainder of the project to capture any unforeseen costs that may arise prior to final completion of the Class EA and FSR. This may include additional landowner consultations, changes to the functional servicing design due to concerns raised by stakeholders during final project stages, Indigenous Community fees relating to participation, consultation, and review throughout the Class EA and FSR processes.

Recommendations

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.

Substantial progress has been made towards the preparation of the final Class EA and FSR documents. Working with Administration, the Town's consultants have had productive dialogue with the numerous stakeholders that have an interest in the development of the Tecumseh Hamlet Secondary Plan Area. This level of engagement

has been immensely important to planning for a development of this size and scope. Given the necessity to adapt, re-evaluate, and update all affected aspects of the engineering and servicing components of this project as a result of community and stakeholder engagement, it is recommended that a budgetary increase of \$151,000 be approved by Council and that Administration be authorized to approve a scope increase with Dillon in accordance with the provisions of the Purchasing Policy.

Consultations

Development Services
Financial Services
Dillon Consulting Limited

Financial Implications

Council previously approved an allocation of \$855,000 for the Tecumseh Hamlet Secondary Plan Area, Environmental Assessment and Functional Servicing Report as part of the Public Works and Engineering Services Capital Works Plan, to be funded by:

Lifecycle Reserve Fund	Amount
Road Lifecycle Reserve	\$103,000
Watermain Reserve Fund	\$103,000
Wastewater Sewers Reserve Fund	\$118,000
Storm Sewer Lifecycle Reserve	\$531,000
TOTAL	\$855,000

The project budget summarized to date is as follows:

Project Stage and Budget Status	Amount
A) Previously Approved	
<ul style="list-style-type: none"> • Stormwater Facility and Road Network Servicing Review • Sanitary Sewer Analysis - County Road 42 Corridor • Technical Support for Planning Study, Official Plan Update • Groundwater & Methane Gas Investigation • Environmental Assessment & Functional Servicing Report 	\$855,000
B) Updated Projected Cost to Complete	
Dillon Consulting Fees	\$942,000
Miscellaneous Additional Project Costs	\$26,000
Budgetary Contingency	\$38,000
Updated Projected Cost to Complete	\$1,006,000
Current Request (B-A)	\$151,000

Administration recommends funding the Current Request of \$151,000 using the following Lifecycle Reserve Funding model, which follows the same funding distribution previously adopted for the Tecumseh Hamlet Secondary Plan Area, Environmental Assessment and Functional Servicing Report:

Lifecycle Reserve Fund	Amount
Road Lifecycle Reserve	\$18,190
Watermain Reserve Fund	\$18,190
Wastewater Sewers Reserve Fund	\$20,840
Storm Sewer Lifecycle Reserve	\$93,780
TOTAL	\$151,000

Link to Strategic Priorities

Applicable	2023-2026 Strategic Priorities
<input checked="" type="checkbox"/>	Sustainable Growth: Achieve prosperity and a livable community through sustainable growth.
<input type="checkbox"/>	Community Health and Inclusion: Integrate community health and inclusion into our places and spaces and everything we do.
<input type="checkbox"/>	Service Experience: Enhance the experience of Team Tecumseh and our citizens through responsive and respectful service.

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:

Shane McVitty, P.Eng.
Development Engineer

Reviewed by:

John Henderson, P.Eng.
Manager Engineering Services

Reviewed 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