



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: August 13, 2024

Report Number: PWES-2024-43

Subject: Windsor/Essex Region Stormwater Manual Update (v2, Amendment No. 1)

Recommendations

It is recommended:

That the Windsor/Essex Region Stormwater Manual update (v2, Amendment No. 1, dated: June 12, 2024) **be received**;

And that the Windsor/Essex Region Stormwater Manual update (v2, Amendment No. 1, dated: June 12, 2024) **be adopted** as the standard for the design and review of stormwater infrastructure within the Town of Tecumseh.

Background

The purpose of this report is to bring forward the 1st amendment, version 2 (v2) of the Windsor/Essex Region Stormwater Management Standards Manual, now titled “Windsor/Essex Region Stormwater Manual” (Manual), for adoption as the Town standard for the design and review of stormwater infrastructure (see Attachment 1).

At the May 28, 2019 Regular Meeting of Council, Council received report [PWES-2019-27](#) (Motion RCM-154/19), which introduced the first publication, version 1 (v1) of the Manual for the Windsor-Essex Region. The Manual was developed through a collaboration of regional partners including the Essex Region Conservation Authority (ERCA), the City of Windsor, the County of Essex, the Towns of Tecumseh,

Amherstburg, Essex, Kingsville, LaSalle, and the Municipalities of Leamington and Lakeshore. The Manual provides technical stormwater standards to ensure stormwater infrastructure is designed using the best available scientific methods, with consideration for local conditions and climate change, to satisfy municipal stormwater management requirements within the Windsor-Essex Region. During the May 28, 2019 Regular Meeting of Council, Council provided positive feedback and recommended that, in order to stay current with emerging practices and knowledge on stormwater management and climate change, the Manual be reviewed and updated on a regular interval or as needed by advancements in technology.

At the June 25, 2019 Regular Meeting of Council, Council adopted the Manual as the standard for the design and review of stormwater infrastructure within the Town of Tecumseh under Report [PWES-2019-37](#) (Motion RCM-186/19). In addition, Council approved the recommendation that the Manual to be reviewed and updated on a five (5) year cycle or more frequently if warranted by advancements in technology.

Comments

An update to the first publication of the Manual was discussed at a Windsor-Essex Regional Engineers and Planners Meeting held in February 2023. At the meeting, it was suggested that ERCA facilitate the preparation of an update. Subsequently, ERCA had discussions with Landmark Engineers Inc. (Landmark) on completing the update since Landmark employed the principal author of the original Manual as well as a member of the original Technical Committee. Landmark, in consultation with ERCA, developed a Scope of Work and fee proposal for updating the Manual. This was circulated to all municipal stakeholders for review and consensual approval prior to commencement of the update. Each municipal partner, including Tecumseh, provided confirmation that they agree with Landmark's proposed Scope of Work and estimated fee. ERCA Administration then officially retained Landmark to complete the update.

In June 2024, Landmark completed a finalized version of the Windsor/Essex Region Stormwater Manual Update. The document followed the items listed in the Scope of Work and feedback received from all municipal partners. It is also important to note that the document name has been revised to more appropriately represent its intent. Key elements of this revision include further clarification on the intent of the manual, which is to provide consistent guidance to practitioners, while encouraging purposeful deviations with supporting rationale to avoid tailored approaches to design. Additional guidance is provided to projects of varying size and complexity (i.e. lot level design to large scale residential, and small infill sites). Revisions are summarized in a table at the outset of the revised manual (see Pages 3 to 5 of Attachment 1).

At the June 10, 2024 ERCA Board of Directors meeting, ERCA adopted the finalized Windsor/Essex Region Stormwater Manual update (v2, Amendment No. 1, dated: June 12, 2024) into policy for use in reviewing development applications (see Attachment 2). All municipalities are expected to adopt the revisions to the manual.

Consultations

Development Services

Financial Services

Essex Region Conservation Authority

Financial Implications

The total project cost for completing the update was \$65,483.54, which is shared equally among nine (9) member municipalities, including Tecumseh. This cost is comprised of:

Landmark Engineers Inc.	\$ 59,931.39
ERCA Project Management	\$ 4,700.00
Non-rebated HST (1.76%)	\$ 852.15
TOTAL	\$ 65,483.54

The Town's portion for the Manual Update totalled \$7,275.95, which was funded from the Stormwater Operating Budget.

Link to Strategic Priorities

Applicable	<u>2023-2026 Strategic Priorities</u>
<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 checked="" 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:

Joseph Lappalainen, E.I.T.
Project Technician

Reviewed by:

John Henderson, P.Eng.
Manager Engineering Services

Reviewed by:

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

Reviewed by:

Brian Hillman, MA, MCIP, RPP
Director Development Services

Reviewed by:

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

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
1	Windsor/Essex Region Stormwater Manual update (v2, Amendment No. 1, dated June 12, 2024)
2	ERCA Board of Directors Windsor/Essex Region Stormwater Manual Update Report