



## THE CORPORATION OF THE TOWN OF AMHERSTBURG

### OFFICE OF ENGINEERING & INFRASTRUCTURE SERVICES

***Mission Statement:*** As stewards of the Town of Amherstburg, we strive to improve the quality of life of all residents through the delivery of effective, efficient, and affordable services.

Author's Name: Sydnee Botham	Report Date: January 21, 2025
Author's Phone: 519 736-3664 ext. 2326	Date to Council: March 24, 2025
Author's E-mail: srivest@amherstburg.ca	Resolution #:

**To: Mayor and Members of Town Council**

**Subject: Infrastructure Standards Manual**

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#### **1. RECOMMENDATION:**

It is recommended that:

1. The May 25, 2009, Town of Amherstburg's Development Manual **BE RESCINDED** in accordance with the March 24, 2025 report titled Infrastructure Standards Manual;
2. The first Appendix of the new Development Manual, Appendix A: Infrastructure Standards Manual **BE ADOPTED** as presented at the March 24, 2025 Regular Council Meeting and that all infrastructure development occurring within the Town follow the requirements within the Infrastructure Standards Manual;
3. The Director of Infrastructure Services **BE AUTHORIZED** to have delegated authority to approve changes to the Development Manual and Appendix A: Infrastructure Standards Manual should the Manual require revisions to remain compliant with provincial regulation and engineering best practises; and,
4. Administration **BE DIRECTED** to amend the Delegation of Powers and Duties Policy to include this provision.

#### **2. BACKGROUND:**

Council adopted the Town's current Development Manual on May 25, 2009 to provide transparency and clarity to Amherstburg's development community by consolidating development requirements (Planning and Engineering) into a single document.

Since 2009, design criteria and materials for multiple components of municipal infrastructure have been updated by the Ministry of the Environment, Conservation, and Parks (MECP), Essex Region Conservation Authority (ERCA) and the Town of Amherstburg's Infrastructure Services Department.

The issuance of the Town's Consolidated Linear Infrastructure approval requires all new municipal stormwater and sanitary infrastructure (new development and capital projects) to adhere to the design criteria and requirements issued by the MECP in order for the systems to remain compliant.

While undertaking reviews of current development proposals, it was also noted that the 2009 Development Manual lacks clarity on a number of items that impact the overall aesthetic and construction practises used in new development within the Town.

### **3. DISCUSSION:**

Infrastructure Services has undertaken an internal review and update of the Town's existing Development Manual to address the above-noted concerns. The Infrastructure Standards Manual is intended to provide a consistent approach to municipal infrastructure design for new development, capital road reconstruction, sanitary sewer and storm sewer projects.

A list of major/key changes is noted below:

#### **1. Name Change**

The new manual is titled 'Infrastructure Standards Manual' to ensure that the guidelines and criteria within the manual can be used for all municipal infrastructure being constructed in Amherstburg (development or capital projects).

#### **2. Removal of Reference to Planning Processes**

Amherstburg's Planning Department will be introducing their own document for the Town's development community to use as guidance related to procedures for all development applications under the Planning Act. This manual from the Planning Department is forthcoming.

#### **3. Updated Cross Sections**

The local and collector cross sections have been updated to align with the Transportation Master Plan recommendations. The local cross section width has been increased to 22 meters (from 20 meters) to address the lack of available space for critical below-grade municipal, gas, hydro and communication infrastructure. Pavement widths have been decreased to incorporate traffic calming measures into residential areas and provide additional boulevard availability for above-ground infrastructure such as trees, streetlights, and sidewalks on both sides of the road. Dedicated bike lanes have been incorporated into the pavement alignment within the collector cross section to facilitate and promote active transportation to local amenities and surrounding neighbourhoods.

#### **4. References Added to External Agency Design Criteria**

References to ERCA's *Windsor Essex Region Stormwater Manual* and MECP's *Design Criteria for Sanitary Sewers, Storm Sewers, and Force mains For Alterations Authorized Under Environmental Compliance Approval* have been added to the Manual to mitigate conflict between all guiding documents for municipal infrastructure design and ensure they are collectively being adhered to.

Moving forward, the Infrastructure Standards Manual shall be formally reviewed on an annual basis to determine if any updates or enhancements are required. This review will be completed by the Infrastructure Services Department. Any design criteria changes that are issued by other agencies (i.e. MECP) will be incorporated immediately to ensure ongoing compliance.

Once approved by Council, the Infrastructure Services Department will advise developers, consulting engineers and key stakeholders that the Infrastructure Standards Manual will be available on the Town's website for future reference and use.

#### **4. RISK ANALYSIS:**

The continued use of the existing 2009 Development Manual will result in development of lands within the Town that are non-compliant with provincial and municipal regulations and requirements that have been put in place since the original Development Manual was created. The existing 2009 Development Manual no longer represents the best interest of the Town in respect to walkability, safety, and resilience to climate change and flooding.

#### **5. FINANCIAL MATTERS:**

There is no financial impact to this report. All efforts have been completed by internal resources.

#### **6. ASSET MANAGEMENT IMPACTS:**

N/A

#### **7. CONSULTATIONS:**

Director of Infrastructure Services  
Manager of Roads and Fleet  
Manager of Environmental Services  
Manager of Engineering  
Planning Department  
Clerks Department

#### **8. CORPORATE STRATEGIC ALIGNMENT:**

***Vision: Preserving our past while forging our future.***

<i>Amherstburg Community Strategic Plan 2022 - 2026</i>	
<b>PILLAR 1</b>	<b>PILLAR 3</b>

<p><b>Deliver Trusted &amp; Accountable Local Government</b></p> <ul style="list-style-type: none"> <li>✓ Improve trust between council and staff, and residents, by strengthening governance and internal accountability structures.</li> <li><input type="checkbox"/> Deliver transparent and efficient financial management.</li> <li><input type="checkbox"/> Increase effective communication and engagement with residents.</li> <li><input type="checkbox"/> Develop our staff team, resources, and workplace culture.</li> <li><input type="checkbox"/> Continue to deliver strong core municipal services.</li> <li><input type="checkbox"/> Ensure Amherstburg is an inclusive accessible and welcoming community committed to reconciliation.</li> </ul>	<p><b>Encourage Local Economic Prosperity</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Encourage development of commercial and industrial lands.</li> <li><input type="checkbox"/> Continue to promote local tourism industry, especially overnight accommodation.</li> <li><input type="checkbox"/> Continue to facilitate downtown development for residents and visitors.</li> <li><input type="checkbox"/> Continue to leverage partnership opportunities with other provincial, federal, and local governments, agencies, and organizations.</li> </ul>
<p><b>PILLAR 2</b></p> <p><b>Invest in Community Amenities and Infrastructure</b></p> <ul style="list-style-type: none"> <li>✓ Maintain safe, reliable and accessible municipal infrastructure and facilities.</li> <li><input type="checkbox"/> Increase access to recreation opportunities for all ages.</li> <li><input type="checkbox"/> Finalize and execute plans for town-owned lands (e.g. Duffy's site, Belle Vue)</li> <li><input type="checkbox"/> Create public access to water and waterfront</li> <li><input type="checkbox"/> Prioritize opportunities to reduce environmental impacts of Town operations and increase Town resilience to climate change.</li> </ul>	<p><b>PILLAR 4</b></p> <p><b>Shape Growth Aligned with Local Identity</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Define and communicate a vision for the Town's future and identity.</li> <li><input type="checkbox"/> Promote and plan for green and "climate change ready" development.</li> <li><input type="checkbox"/> Review and implement policies that promote greater access to diverse housing.</li> <li><input type="checkbox"/> Protect the Town's historic sites and heritage.</li> <li><input type="checkbox"/> Preserve the Town's greenspaces, agricultural lands, and natural environment.</li> </ul>

## 9. CONCLUSION:

The Infrastructure Standards Manual is an important document that will ensure that future developments and capital projects meet current municipal and provincial standards. Administration recommends that Council approve the Infrastructure Standards Manual.

*Suzanne Botham*

Sydnee Botham  
**Development Engineering Coordinator**

## Report Approval Details

Document Title:	Infrastructure Standards Manual.docx
Attachments:	- 2025 03 24 Infrastucture Standards Manual.pdf
Final Approval Date:	Mar 13, 2025

This report and all of its attachments were approved and signed as outlined below:



Antonietta Giofu



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