



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: April 29, 2025
Author's E-mail: srivest@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: Infrastructure Standards Manual

1. RECOMMENDATION:

It is recommended that:

1. The May 25, 2009 Town of Amherstburg's Development Manual **BE RESCINDED** in accordance with the April 29, 2025 report titled Infrastructure Standards Manual;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 April 29, 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.

At the March 24, 2025 Regular Council meeting, Administration proposed to rescind the 2009 Development Manual and proposed an updated Infrastructure Standards Manual for consideration. Council passed a motion to defer consideration of the proposed Infrastructure Standards Manual to the April 29, 2025 Regular Council meetings to allow for consultation with local developers related to the proposed changes.

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.

The proposed Infrastructure Standards Manual was circulated via email to 19 local developers for review and comment. We received comments from 5 developers and held meetings with 4 developers to discuss the content of the proposed Infrastructure Standards Manual and potential impacts to development proposals currently in progress or contemplated in the future. A summary of the comments can be found below:

Comment	Response from Infrastructure Services	Changes to the Infrastructure Standards Manual as a result of the comment
It would be wholesome to have a section in the manual to speak to how one can deviate from the standard, to gain Town approval on it. As I understand through the staff report to Council, Town Administration is seeking to delegate that to the Director so that it is expedited for decision-making, so that is great to see as well.	We agree that further clarification on requests to deviate from the standards of the proposed manual would be beneficial to all.	Section added in the manual after the introduction to discuss the process of requesting relief for specific sections of the manual that may have adverse impact on a development proposal.
Sanitary design criteria that makes no consideration for residential dwelling unit types in people per unit.	MECP does not define required # of ppl/unit for design in 2008 Sewage Works document or CLI design criteria. Conservative estimates when designing for residential development allows the Town to ensure capacities at wastewater treatment facilities are being adhered to and risk of over allocating	No change

Comment	Response from Infrastructure Services	Changes to the Infrastructure Standards Manual as a result of the comment
	capacities are mitigated. The proposed 3.5 people per unit for sanitary sewer design is consistent with local comparators and is not changed from the existing 2009 development manual.	
There is a conformity issues with the draft Standard on this new 22m local road cross section. The Town's Official Plan under Section 5.2.3 of the Town's Official Plan requires local roads (existing and proposed) to be 20 metres. Section 24 of the Planning Act requires all public work to conform with the Official Plan. Based on above, it does not comply with the Planning Act.	The Town of Amherstburg is currently working on a new official plan. The 22-meter local road right-of-way width is intended to be incorporated into this update. Until this time, the Town will encourage Developers to design with the 22-meter cross section where it can be accommodated with the understanding that our policy can not mandate it until the new OP is adopted by Council.	A 20-metre cross section has been included in Appendix A of the manual. The 22-metre cross section will remain in the manual and will be encouraged to be incorporated into new development applications as an enhanced level of service to future residents. The 22-metre local road width will be incorporated into the upcoming new official plan for the Town of Amherstburg. If adopted, the 22-metre cross section will become enforceable.
No local municipality in Windsor-Essex County has a 22m local road right-of-way standards – all are 20m wide.	<p>Local municipalities have raised concerns regarding the insufficient space available for both municipal and external agency infrastructure within the existing 20-meter right-of-way during regional engineering discussions. To address these issues, an additional 2 meters of land within the municipal right-of-way is necessary. This expansion will:</p> <ul style="list-style-type: none"> • Provide adequate space for municipal and external agency infrastructure. 	No change

Comment	Response from Infrastructure Services	Changes to the Infrastructure Standards Manual as a result of the comment
	<ul style="list-style-type: none"> • Ensure sufficient room for contractors, equipment, and staff to perform repairs without risking damage to other below-grade infrastructure. • Accommodate two 2-meter wide sidewalks to promote active transportation and walkability. • Allow trees to grow and thrive without being constrained while also reducing sidewalk heaving. • Increase the availability of new alignments for future municipal infrastructure replacements. • Facilitate more gradual grade changes between the property line and the back of the curb, thereby reducing driveway slopes and enhancing sidewalk accessibility for wheelchair users. 	
<p>The Transportation Master Plan (TMP) doesn't recommend a 22m local road right-of-way. The TMP shows the 20m local road ROW cross-section.</p>	<p>The alignment of the right-of-way, including narrowed pavement, two 2-metre sidewalks, and streetlight locations as per the Transportation Master Plan (TMP), has been incorporated into the proposed cross-section. While the additional 2 meters of land was not initially proposed in the TMP, the TMP did not consider the impact of underground utilities within</p>	<p>No change</p>

Comment	Response from Infrastructure Services	Changes to the Infrastructure Standards Manual as a result of the comment
	the cross section. Administration has identified it's necessary in order to address the above-noted concerns.	
An additional 2-metre road width is concerning, knowing public infrastructure consumes a great portion of development lands already, considering roadways, stormwater management and parklands (if applicable with cash-in-lieu options). The long-term costs of maintenance and replacement will also be born to the taxpayer, once the roadway is assumed (taken over) by the Town.	The amount of municipal and external agency infrastructure within the municipal right-of-way does not reduce as a result of an increased right-of-way width. There is no additional cost to the ratepayers other than what would typically be considered for maintenance and replacement of municipal infrastructure.	No change
Consideration should be given to allow for sidewalk on one side of the road in cul-de-sacs as less people would be using the facility and less traffic would impact people walking in the roadway.	Section 5.2.2.1. of the Transportation Masterplan recommends sidewalk exist on both sides of the road for local roads to reduce the number of crossings required by pedestrians and increase safety. This improves the overall walking experience within the community. Through the review of development applications, the termination of sidewalks at the end of cul-de-sacs typically end abruptly due to lack of transition or destination. While we understand there may be a reduced number of sidewalk users in a cul-de-sac, we believe the same level of service and pedestrian safety should	No change

Comment	Response from Infrastructure Services	Changes to the Infrastructure Standards Manual as a result of the comment
	be considered in all local residential areas.	
If a development has draft plan approval, it should be exempt from this manual and comply with the old manual.	Draft plans approved (or conditionally approved) by the County of Essex with a 20-metre right-of-way width will follow the new proposed 20-metre cross section incorporated into the proposed manual. The adoption of this manual does not require developers to change the layout of draft plan approved (or conditionally approved) developments. Many developments under review at this time that are nearing draft plan approval have already incorporated majority of the standards within the proposed manual. We cannot provide exemptions from the entire manual to developments as many standards within the proposed manual are provincial and conversation agency requirements for development approval. We will continue to work diligently with all developers to ensure the standards that need to be incorporated into the plan have been incorporated and get the proposals approved and to construction.	No change
Does 1 tree per unit make sense in situations with multi-residential developments. How will this be handled for	Collecting funds to plant one tree per unit in residential developments allows increased tree canopy, provide shade to	Additional language added to tree planting section related to apartment and condominium developments.

Comment	Response from Infrastructure Services	Changes to the Infrastructure Standards Manual as a result of the comment
development proposals for apartment and condominium buildings?	<p>sidewalk users, and buffering between active transportation users and vehicle users. We make best efforts to plant one tree in front of every unit in the subdivision but sometimes, due to the required locations of above-grade infrastructure, adequate space for tree planting is not available in front of every unit. In this case, Administration would consider alternative locations within the development including near community mail box locations or in side yards of corner lots.</p> <p>Funds to plant one tree per unit are not collected for plan of condominium or apartment building developments. These types of developments proceed through site plan control where the Town requests that the developer provide a landscape plan to ensure there are plantings within the development lands. The landscape plans do not typically align with the Town's tree planting by-law as the trees will not become town-owned.</p>	
Significant investments have been made by the Developer to complete supporting studies for the development proposal and to make changes now would essentially make the Developer start over.	The intention of the Infrastructure Standards Manual is not to have Developers incur additional costs for re-design. Many technical standards within the proposed manual are already being complied	No change

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	<p>with based on ERCA and provincial requirements. The proposed infrastructure manual does not change the requirements for supporting studies to be completed to the satisfaction of the Town. The proposed manual provides clear direction on the design criteria and materials acceptable to be used within the Town and should actually reduce confusion and number of submissions by Consultants for developments as expectations are outlined.</p>	
<p>The transition policy does not allow adequate timing for smooth transition for incorporation of proposed standards.</p>	<p>It is important to recognize that there will never be a perfect time for such transitions. Delaying the implementation of these standards only prolongs the challenges and inefficiencies associated with outdated practices. By moving forward with the transition now, we can begin to address these issues and work towards a more efficient and effective system. The sooner we start, the sooner we can adapt and improve, ensuring long-term benefits for all stakeholders.</p>	<p>No change</p>
<p>The Town should consider reducing their right-of-way width to 15 metres and require 2.5 metre easements on the private lands for additional</p>	<p>The Towns current best practise is to own all lands where municipal infrastructure is constructed. This allows the Town full access to the</p>	<p>No change</p>

Comment	Response from Infrastructure Services	Changes to the Infrastructure Standards Manual as a result of the comment
placement of infrastructure.	lands for operation, maintenance, repairs, and replacement of municipal infrastructure as required.	
Concerns were raised that if municipal staff changes, new staff may not be aware of the relief of specific criteria provided by the department in the past	The final decision on any request for deviation will be communicated to the Developer in writing from the Infrastructure Services department for the Developer's file and future reference. In the event that there is staff turnover, they will be able to reference any approved or denied deviation requests previously granted by the Town.	Section added in the manual after the introduction to discuss the process of requesting relief for specific sections of the manual that may have adverse impact on a development proposal.
It is not clear why the recommendation includes 2.0m sidewalk when 1.5m sidewalk is considered AODA compliant.	The Transportation Masterplan recommends that, wherever possible, sidewalk widths should be maximized and provides an example of a local cross section advising of 2.0m sidewalks.	No change
What is the reason to limit the length of cul-de-sacs?	This standard was added to reduce the number of cul-de-sacs within the Town and promote connectivity to nearby streets/ developments wherever possible.	No change
Can you please explain the need for water pit metres for SDUs?	SDUs are required to utilize the existing sewer and water connections to the property. Additional services are not permitted to be installed regardless of the location of the SDU in relation to the existing primary residence. Meter pits for water meter reading will now be required when someone constructs an SDU	No change

Comment	Response from Infrastructure Services	Changes to the Infrastructure Standards Manual as a result of the comment
	detached from their home to mitigate the potential for the homeowner to bypass the meter with the water connection to the SDU and obtain unmetered water.	
It is not clear the why sewage ejector pits are required on each home if there is proper grade to drain by gravity?	Infrastructure Services encourages all homes with basements be constructed with a sewage ejector pump to reduce risk of basement flooding. In past flood events, it was noticed that properties with sewage ejector pumps were less likely to have basement flooding.	Language change from “required” to “recommended”
There is a typo in section 5.6.11.	Noted	Typo corrected
Entrance features provide enhancement and visual aesthetic to new developments and should not be discouraged. I have seen entrance features with fountains and lights that are very nice.	Entrance features for new development placed on public property will eventually be assumed into the Town’s ownership and added to the Town’s AMP. This means the future maintenance and replacement of the non-essential infrastructure falls on the ratepayers. Additionally, if water and hydro features are permitted to be incorporated into entrance features, the Town would be responsible to pay all monthly billing for the usage related to the infrastructure. These are all additional costs that the Town nor the Developer want to assume in perpetuity. There is flexibility within the language of the manual to consider small-scale, low	No change

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	maintenance entrance features pending the review of the proposal by internal departments.	
Is the model home permit process in the manual the same as what we typically follow?	Yes, it is our typical process. It was not documented before just verbally communicated to Developers.	No change

The consultation with local developers resulted in minor changes to the proposed Infrastructure Standards Manual. The updated Council report and proposed manual will be circulated to all local developers that participated in the consultation ahead of the Regular Council Meeting.

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.

Pending the approval of 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
 Local Developers and their Consultants/Planners

8. CORPORATE STRATEGIC ALIGNMENT:

Vision: Preserving our past while forging our future.

<i>Amherstburg Community Strategic Plan 2022 - 2026</i>	
<p>PILLAR 1 Deliver Trusted & Accountable Local Government</p> <ul style="list-style-type: none"> ✓ Improve trust between council and staff, and residents, by strengthening governance and internal accountability structures. <input type="checkbox"/> Deliver transparent and efficient financial management. <input type="checkbox"/> Increase effective communication and engagement with residents. <input type="checkbox"/> Develop our staff team, resources, and workplace culture. <input type="checkbox"/> Continue to deliver strong core municipal services. <input type="checkbox"/> Ensure Amherstburg is an inclusive accessible and welcoming community committed to reconciliation. 	<p>PILLAR 3 Encourage Local Economic Prosperity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Encourage development of commercial and industrial lands. <input type="checkbox"/> Continue to promote local tourism industry, especially overnight accommodation. <input type="checkbox"/> Continue to facilitate downtown development for residents and visitors. <input type="checkbox"/> Continue to leverage partnership opportunities with other provincial, federal, and local governments, agencies, and organizations.
<p>PILLAR 2 Invest in Community Amenities and Infrastructure</p> <ul style="list-style-type: none"> ✓ Maintain safe, reliable and accessible municipal infrastructure and facilities. <input type="checkbox"/> Increase access to recreation opportunities for all ages. <input type="checkbox"/> Finalize and execute plans for town-owned lands (e.g. Duffy's site, Belle Vue) <input type="checkbox"/> Create public access to water and waterfront <input type="checkbox"/> Prioritize opportunities to reduce environmental impacts of Town 	<p>PILLAR 4 Shape Growth Aligned with Local Identity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Define and communicate a vision for the Town's future and identity. <input type="checkbox"/> Promote and plan for green and "climate change ready" development. <input type="checkbox"/> Review and implement policies that promote greater access to diverse housing. <input type="checkbox"/> Protect the Town's historic sites and heritage.

operations and increase Town resilience to climate change.

☐ Preserve the Town's greenspaces, agricultural lands, and natural environment.

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.



Sydnee Botham
Development Engineering Coordinator

Report Approval Details

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



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