



Report to Council

Department: Infrastructure Services
Division: Infrastructure Services
Date: February 2, 2026
Prepared by: Kevin Girard, P.Eng., MBA
Director, Infrastructure Services
Report Number: Infrastructure Services-2026-01
Subject: Master Servicing Plan Initiation
Number of Pages: 6

Recommendation(s)

That Infrastructure Services Report – 2026-01 entitled, “Master Servicing Plan Initiation” prepared by Kevin Girard, Director, Infrastructure Services dated February 2, 2026 be received; and

That Council appoint Stantec Consulting Ltd. to provide engineering services for Project PW-24-0016 (Servicing Master Plan) in the amount of \$499,000 (not including HST) to conduct a master servicing study in accordance with the Environmental Assessment Act and the completed request under Section 22 of the Town of Essex Procurement By-law 2437; and

That Council authorize additional funding of \$88,502.08 (including HST) from Water Reserves, \$82,334.72 (including HST) from the Urban Levy Reserve.

Purpose

To provide a recommendation to Council for the initiation and procurement of an engineering consultant to complete a servicing master plan.

Background and Discussion

The Master Servicing Plan (MSP) is the Town's strategy for providing water, wastewater, and stormwater services to residents and businesses. The plan ensures that the Town's water systems meet current and future demands and are able to provide safe, cost-effective, and reliable services to the community. Completing a Servicing Master Plan is one of Council's strategic initiatives in the 2023-2027 Strategic Action Plan under the pillar of "Safe and Reliable Infrastructure".

The Town has undertaken several individual Class Environmental Assessment (EA) studies focused primarily on sanitary sewer and stormwater systems, with comparatively fewer studies addressing water services. However, a consolidated MSP has not been developed, resulting in reliance on these separate planning documents. Many of these studies are nearing or have surpassed their validity periods (10 years or older). In addition, recent growth in certain servicing areas has necessitated servicing extensions and infrastructure upgrades that were not anticipated in previous studies. The Town is also in the final stages of its Official Plan review, and the projected growth required to support new development may warrant a shift in infrastructure priorities. This requires a more regionalized approach for certain servicing components.

The preparation of the MSP update would involve undertaking the following:

1. Technical analysis of each of the three municipal service components that is to be considered as part of this MSP (municipal water, wastewater, and stormwater systems);
2. Developing planning level master plan solutions for each of the three municipal service components;
3. Undertaking public consultation in accordance with Phases 1 and 2 of the MCEA Class Environmental Assessment process; and
4. Project reporting, most notably the development of an MSP that can act as a “roadmap” to guide the Town to make informed decisions in the future, and in some cases to move forward with design and implementation.

Based on Stantec Consulting’s extensive knowledge of the Town of Essex and their experience with the Town of Essex and managing a maintaining the Town’s water, wastewater and stormwater models, much of preliminary work has already been completed. Therefore, Stantec already has extensive background knowledge of the requirements and scope of the MSP that would otherwise take time and additional effort for another consultant to acquire. Further, their experience and preliminary design work with the Environmental Assessment project will allow Stantec to competently manage this project effectively and efficiently. Stantec Consulting has completed the following projects that would be applicable background knowledge to this MSP project:

- McGregor Sewage Works Upgrades Schedule C Class EA, Ongoing

- Town of Amherstburg Water Treatment Plant Expansion Schedule C Class EA, Ongoing
- Essex-Lakeshore Fringe Study, Ongoing
- Town of Amherstburg Water Master Plan Updates, Ongoing
- Colchester Sewage Plant Detailed Design, Ongoing
- Technical Memorandum on Municipal Water, Wastewater, and Stormwater Servicing for the Harrow District High School Redevelopment, 2024
- Colchester South Sewage Works Expansion Schedule C Class EA, 2023
- Improvements to Essex Ward 1 Southwest Storm Sewer System Schedule B Class EA, 2023
- Amendments to Improvements to Essex Ward 1 Sanitary Sewer System Schedule B Class EA, 2022
- Colchester Sanitary Sewer System Capacity Study, 2022
- Harrow Sanitary and Storm Sewer System Capacity Study, 2022
- Town of Amherstburg Water Master Plan, 2019
- Essex Storm Sewer System Hydrologic-Hydraulic Model Development, Calibration and Capacity Assessment, 2019
- Improvements to Essex Ward 1 Sanitary Sewer System Schedule B Class EA, 2015
- Essex Sanitary Sewer System Hydraulic Model Development, Calibration and Capacity Assessment, 2015
- Essex Northeast Lagoon Optimization Study, 2013
- Essex Northeast Lagoon Optimization Study, 2011
- Amendment to Essex Sewage Works Schedule C Class EA, 2003

- Essex Sewage Works Schedule C Class EA ,2002

Based on the level of work expected to be completed for the project, the expected completion date is July 2027, provided that Council approves the project on February 2, 2026.

Financial Impact

Based on the proposal from Stantec Consulting, the total cost to complete a MSP is \$507,782.40 including non-refundable HST. Based on the proposal, the cost breakdown for each section with the corresponding budget analysis is as follows:

| Water Resource | Proposal Breakdown | Cost | 2024 Budget | Difference |
|-----------------------|---------------------------|---------------|--------------------|-------------------|
| Water | 45% | \$ 228,502.08 | \$ 140,000 | \$ 88,502.08 |
| Wastewater | 25% | \$ 126,945.60 | \$ 140,000 | \$ (13,054.40) |
| Stormwater | 30% | \$ 152,334.72 | \$ 70,000 | \$ 82,334.72 |

In accordance with the attached post budget approval form attached, Administration is recommending that the overages of \$88,502.08 for water be funded from Water Reserves and the additional \$82,334.72 for stormwater be funded from the Urban Levy Reserve.

Consultations

Kate Rowe, Director, Corporate Services

Jackson Tang, Assistant Manager, Business Services

Link to Strategic Priorities

- Embrace asset management best practices to build, maintain, and continuously improve our municipally owned infrastructure.
- Leverage our Town's competitive advantages to promote jobs and economic investment.
- Take care of our natural environment and strengthen the sense of belonging to everyone who makes Essex "home".
- Deliver friendly customer service in an efficient, effective, and transparent manner while providing an exceptional working environment for our employees.
- Build corporate-level and community-level climate resilience through community engagement and partnership and corporate objectives.

Report Approval Details

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| Document Title: | Servicing Master Plan Initiation - Infrastructure Services-2026-01.docx |
| Attachments: | - 2026-01-07-013.pdf - Procurement Section 22 - Master Servicing Plan.pdf |
| Final Approval Date: | Jan 27, 2026 |

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



Kate Rowe, Director, Corporate Services - Jan 27, 2026 - 9:48 AM



Kate Giurissevich, Chief Administrative Officer - Jan 27, 2026 - 9:54 AM