

REPORT TO COUNTY COUNCIL

William Street Sewage Pumping Station Class Environmental Assessment Study – Notice of Completion

To: Warden and Members of County Council

From: Acting Director of Public Works

RECOMMENDATIONS

1. That County Council authorize Public Works staff to proceed with Alternative 4b – to construct a new larger Sewage Pumping Station (SPS) that can deliver the required capacity at a new location on the Oxford County Wastewater Treatment Plant property adjacent to the Tavistock Wastewater Treatment Plant Lagoons, as the preferred alternative solution for the William Street SPS Municipal Class Environmental Assessment (Class EA) Study as summarized in Report PW 2025-03;
2. And further, that County Council authorize Public Works staff to issue a Notice of Completion and post the Schedule B Class EA Study project file report for the William Street SPS in the Township of East Zorra-Tavistock to the public record for 30 days in accordance with the requirements of the Municipal Class EA process.

REPORT HIGHLIGHTS

- The purpose of this report is to obtain Council approval of the preferred alternative solution for the William Street, Village of Tavistock, SPS Municipal Class EA Study for increased capacity, and to obtain Council approval to issue the Notice of Completion which triggers the mandatory 30-day public review period and posting the Schedule B Class EA Study project file report for the William Street SPS in the public record.

IMPLEMENTATION POINTS

Following Council's adoption of this report, a Notice of Study Completion will be published in the local newspapers and on the County website. The Notice will be circulated to the public, as well as groups of interest (e.g. property owners, review agencies, Area Municipalities, Councillors, and Indigenous Communities).

The Notice will inform the public and interested parties of completion of the Class EA Study project and the start of the minimum 30-day public review period of the Schedule B Class EA Study project file report. If no Section 16 order requests are received during the 30-day review period, staff shall commence the process of formulating budgetary plans and executing future endeavours, including but not limited to design and construction.

Financial Impact

The fiscal implications associated with the forthcoming project based on preliminary high-level planning estimates suggest that the anticipated cost for the detailed design and construction, is approximately \$7 million. These cost estimates are expected to undergo further refinement as the detailed design and planning phase advances.

This project is incorporated in the 2024 Development Charges (DC) Background Study. The estimated expenditures and funding sources for this project are included in the 2025 Capital Plan.

Project Number	Description	Amount
950513	Design 2025	\$700,000
950513	Construction 2026-2027	\$6,325,000

Communications

Consultation with the public, property owners, review agencies and other impacted stakeholders early and often throughout the process is a key component of any Class EA Study. All interested parties were notified and consulted early and often throughout the development and evaluation of alternative solutions to recommend the preferred alternative solution.

The following is a summary of consultation activities:

- A Notice of Study Commencement was issued on March 7, 2023, to agency contacts, organizations, local utility companies and Indigenous Communities who may be interested in the project.
- A copy of the Notice of Commencement and Notice of Public Consultation Centre was provided to Area Municipal staff (Township of East Zorra-Tavistock).
- A dedicated project website, regarding the William Street EA was made available on *Speak Up Oxford!* at <https://speakup.oxfordcounty.ca/william-street-sps-tavistock>.
- Information about the project was shared through social media, traditional news media, online ads, and advertisements in local media.

County staff reviewed and gave careful consideration to all public feedback including comment forms, e-mail and written correspondence. Staff will continue the communication efforts during the forthcoming planning, design and construction phases to effectively mitigate any potential

impacts associated with the project. Ongoing discussions with the Township of East Zorra-Tavistock will be maintained throughout the project.




Report PW 2025-03 will be circulated to Area Municipalities for information.

2023-2026 STRATEGIC PLAN

Oxford County Council approved the **2023-2026 Strategic Plan** on September 13, 2023. The Plan outlines 39 goals across three strategic pillars that advance Council’s vision of “Working together for a healthy, vibrant, and sustainable future.” These pillars are: (1) *Promoting community vitality*, (2) *Enhancing environmental sustainability*, and (3) *Fostering progressive government*.

The recommendations in this report supports the following strategic goals.

Strategic Plan Pillars and Goals

PILLAR 1	PILLAR 2	PILLAR 3
		
Promoting community vitality	Enhancing environmental sustainability	Fostering progressive government
Goal 1.2 – Sustainable infrastructure and development		Goal 3.1 – Continuous improvement and results-driven solutions Goal 3.2 – Collaborate with our partners and communities

See: [Oxford County 2023-2026 Strategic Plan](#)

DISCUSSION

Background

Oxford County undertook a Municipal Class Environmental Assessment (Class EA) study to identify the most appropriate sanitary servicing solution to support ongoing sanitary servicing needs and anticipated community growth to the year 2046 in the William Street sanitary collection area of the Village of Tavistock, as shown below in Figure 1. A key map showing the location of the Study Area in Oxford County is included in Attachment 1.

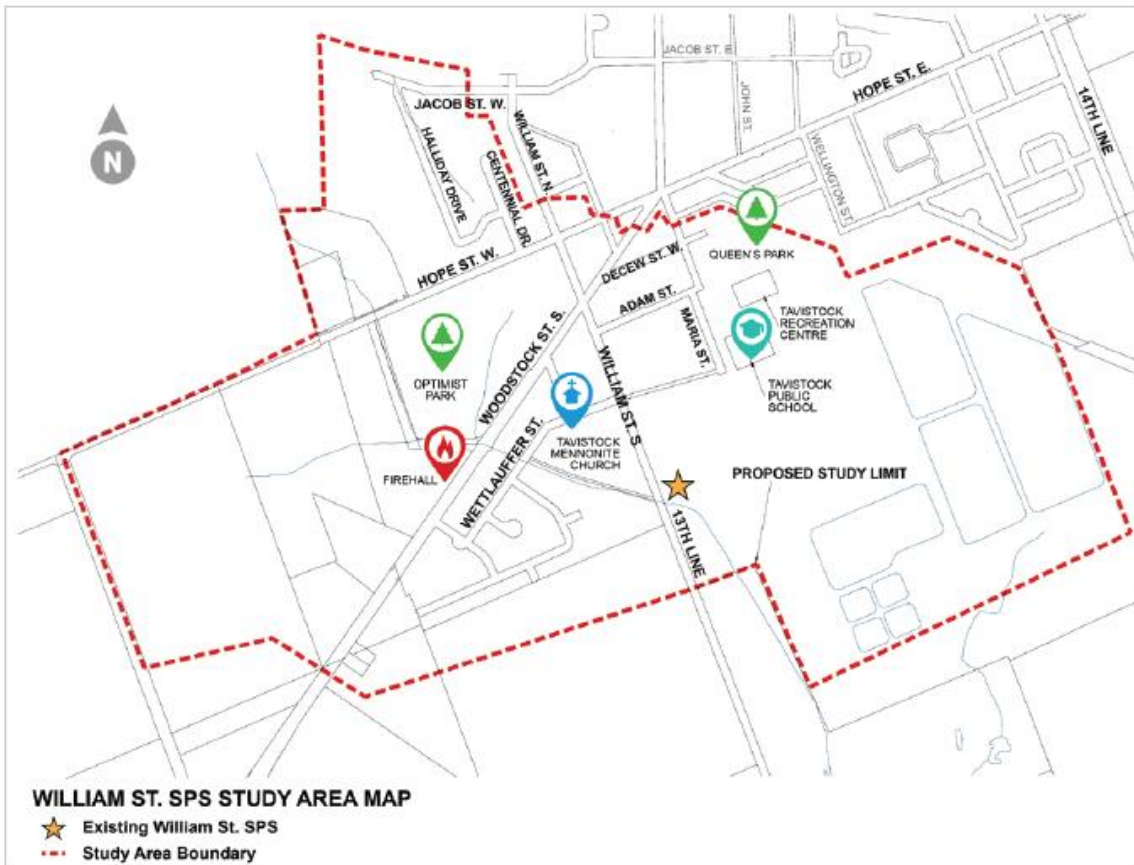


Figure 1: Study Area – William Street SPS

Oxford County retained MTE Consultants Inc. to lead the study. A Notice of Commencement letting the public know the study had begun was issued on March 7, 2023.

Over the course of this project, the County consulted with the public, Indigenous Communities, and regulatory agencies. Any potential impacts of the sewage pumping station upgrade alternatives on social, heritage/cultural, technical feasibility, County Operations, economic and natural environments were evaluated and assessed during the Class EA Study.

Comments

The William Street SPS receives sewage from homes, businesses and institutions within the William Street SPS study area. Oxford County initiated a Municipal Class EA Study that is considering a wide range of servicing alternatives in order to identify the most preferred solution to support ongoing wastewater servicing needs to the year 2046.

The Class EA study was conducted in accordance with the planning and design process for Schedule B projects as outlined in the Municipal Engineers Association Municipal Class

Environmental Assessment (2023), which is an approved process under Ontario's Environmental Assessment Act.

The study process consists of three of the five Phases of the Planning and Design Process. The purpose of this Class EA is to summarize all information collected and alternatives developed and evaluated (including the “do nothing” alternative), in a manner consistent with the Class EA process for Schedule B projects, as indicated in Attachment 2.

The primary objective is to identify the “Preferred Solution” for implementing upgrades to the SPS based on an evaluation of natural, social, and environmental concerns, operations, constructability, and economic analysis, as well as public health and safety concerns. If the project is approved, it will then proceed to Phase 5, which includes the final design and construction.

Phase 1 – Identification of the problem or opportunity.

The William Street SPS Municipal Class EA addresses the following Problem/Opportunity Statement:

The County has initiated a Class Environmental Assessment (EA) Study for upgrades to the William St. sewage pumping station (SPS) to facilitate growth and future developments within the catchment area (study limit) shown in Figure 1.

Phase 2– Identification and evaluation of alternative solutions and selection of the preferred solution(s).

Alternative A was to operate the existing William Street SPS in conjunction with a new SPS while Alternative B was to construct the new SPS to accommodate all flows both current and future (Figure 2).

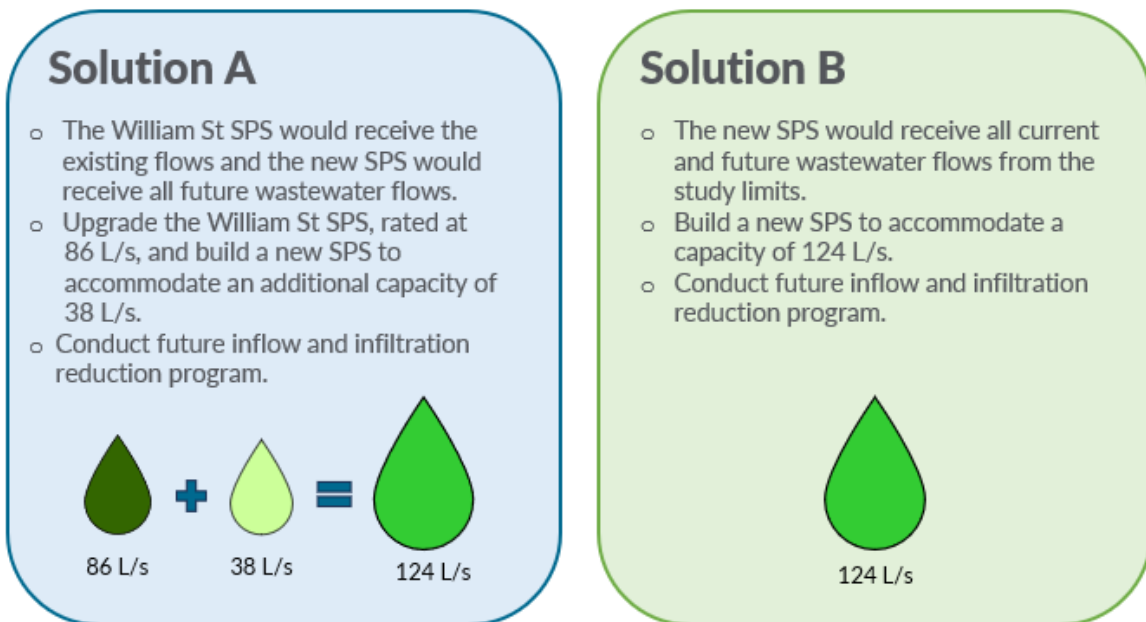


Figure 2: Comparison of Alternatives A and B

Four locations were also considered as viable solutions. All four locations fall within the study limits and are on County-owned land (Figure 3).

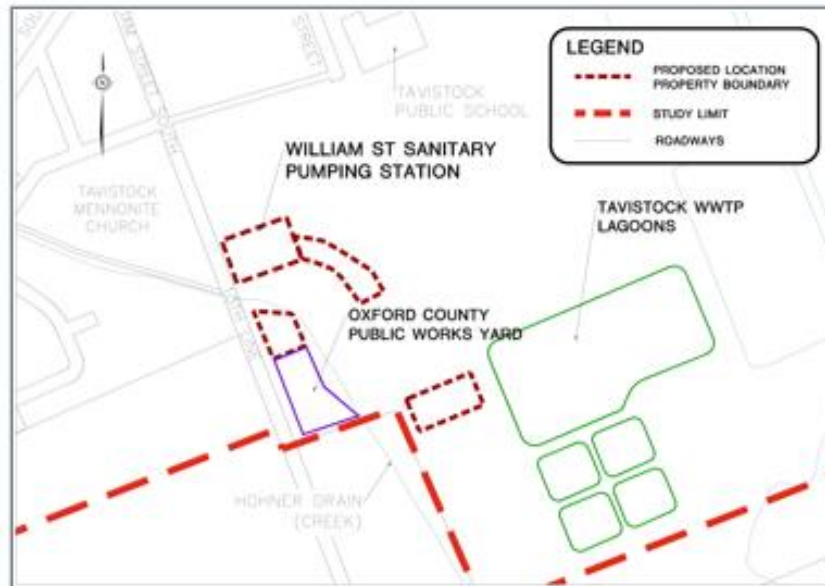


Figure 3: Alternative Locations

As a result, eight options were considered as workable solutions for the William Street SPS upgrades:

Option 1: Do Nothing.

Option 2: Upgrade the capacity of existing William St. SPS to 124 L/s.

Option 3a: Upgrade the existing William St. SPS, maintaining existing capacity and construct a new SPS on lands adjacent to the Public Works yard for additional flows.

Option 3b: Construct a new SPS on lands adjacent to the public works yard with capacity of 124 L/s.

Option 4a: Upgrade the existing William St. SPS, maintaining existing capacity and construct a new SPS on lands adjacent to the WWTP lagoon for additional flows.

Option 4b: Construct a new SPS on lands adjacent to WWTP lagoon with capacity of 124 L/s.

Option 5a: Upgrade the existing William St. SPS, maintaining existing capacity and construct a new SPS on lands adjacent to the existing SPS for additional flows.

Option 5b: Construct a new SPS on lands adjacent to existing SPS with capacity of 124 L/s.

After the options and alternatives for the various components of the project were presented at the Public Consultation Centre, they were evaluated by the project team, considering input from the stakeholder agencies and the general public.

An evaluation matrix was developed to evaluate and score each option according to the following criteria; Natural Environment; Social Environment; Heritage/Cultural Impacts; County Operations; Technical Feasibility; and Cost. Refer to Attachment 3 for additional details regarding the evaluation criteria methodology.

Each of the alternatives were given a score between 1 and 10 for each of these criteria and the score was weighted in accordance with the weighing assigned to the criteria. The weighted scores were totalled to determine the “Preferred Alternative.”

It was determined that the preferred solution was alternative 4b, to construct a new larger SPS that could deliver the required capacity at a new location on the Oxford County Wastewater Treatment Plant property adjacent to the Wastewater Treatment Plant Lagoons. Some key considerations in favour of this solution were the higher social environmental benefits as the new SPS would be located further from residential homes and greater natural environment benefits as the SPS would not be constructed in a flood plain or near a creek.

Phase 5 – Project Implementation, detail design, contractor procurement and construction of works.

Phase 5 of the Municipal Class EA Study process involves the completion of detailed design drawings, specifications and tender documents to be provided to a successful contractor for the construction of the proposed project. During the implementation phase, the County will adhere to mitigation measures and monitoring plans as documented in the project file report.

The next steps require Council approval for a Notice of Study Completion to be advertised and filed with the Ministry of Environment, Conservation, and Parks. Additionally, the William Street SPS Upgrades Schedule “B” Municipal Class EA Project file report will be submitted to the Ministry of the Environment, Conservation and Parks and made available for 30 days on our website.

CONCLUSION

Staff recommend that Council approve the preferred alternative solution for the William Street SPS Municipal Class EA Study to increase capacity and that the Notice of Study Completion be posted for a 30-day public review period.

SIGNATURES

Report author:

Original signed by _____

Mackenzie Schultz, C. Tech., CMM II
Supervisor of Water and Wastewater Technical Services

Departmental approval:

Original signed by

Don Ford, BA, CMM III, C. Tech.
Manager of Water and Wastewater Services

Approved for submission:

Original signed by

Benjamin R. Addley,
Chief Administrative Officer

ATTACHMENTS

- Attachment 1: Oxford County Key Map
- Attachment 2: Municipal Class EA Study Process for Schedule B Undertakings
- Attachment 3: Ranking Matrix of Alternative Solutions