Terms of Reference: Functional Servicing Report (FSR)

Effective Date: December 1, 2025

1.0. Purpose

The purpose of this Terms of Reference (ToR) is to outline the minimum content and submission requirements for a Functional Servicing Report (FSR) in support of development applications within the Town of Innisfil. The FSR must demonstrate how water, wastewater, and stormwater services will be provided to support the proposed development in a safe, sustainable, and coordinated manner. The need for a Functional Servicing Report as part of a complete application will be identified during the pre-consultation review.

2.0. Applicability

A Functional Servicing Report (FSR) is required for developments that;

- Increase demand on municipal infrastructure (e.g., water, wastewater, stormwater, roads)
- Introduce new buildings, additions, or intensifies land use
- Create new lots or alters lot configuration (e.g., subdivisions, severances)
- Change land use designation or zoning that affects servicing needs
- Propose private servicing (e.g., wells, septic) or partial services
- Are identified by the Town as needing servicing review due to complexity, phasing, scale, or context

This requirement applies to the following development applications;

- Zoning By-law Amendments
- Official Plan Amendments
- Plan of Subdivision
- Plan of Condominium
- CPPS By-Law
- Site Plan Control Applications
- As determined necessary by the Town's Planning and Development Engineering Services.

3.0. Study Scope and Content

The FSR shall conform to the latest Town of Innisfil Engineering Design Standards and Specifications. The report must include the following sections:

1. Introduction
2. Site Description and Existing Servicing
3. Water Servicing Strategy
    a. Description of existing and proposed water supply system, including details of the connection to the existing municipal water supply and distribution system
    b. Proposed water demands for domestic and fire flows, including applicable calculations

   c. Water distribution concept plan and phasing of development
   d. Impact due to the proposed development and need for expansions and/or upgrades of existing infrastructure
   e. Demonstrate how the water system design conforms to Town Standards and Master Servicing Plans
   f. Hydrant flow test results, coordinated with InnServices, to verify water modelling results

4. Sanitary Servicing Strategy
   a. Description of existing and proposed sanitary system, including details of the connection to the existing municipal sanitary system
   b. Proposed sanitary flow rates, including applicable calculations
   c. Sanitary drainage area plan
   d. Sanitary sewer design sheets
   e. Impact due to the proposed development and need for expansions and/or upgrades of existing infrastructure
   f. Demonstrate how the wastewater design conforms to Town Standards and Master Servicing Plans
   g. Demonstrate how discharge into the wastewater system is compliant with the current Sewer By-Law
5. Stormwater Management Strategy
6. Grading
7. Erosion And Sediment Control
8. Utility Coordination
9. Phasing Strategy (if applicable)
10. Conclusions and Recommendations

If any of the above sections are not relevant to an application, a brief explanation under the section stating why it is not applicable must be provided.
For large-scale developments, a separate Stormwater Management Report shall be prepared. Refer to the Stormwater Management Report Terms of Reference for details regarding the submission requirements.

Where a development is phased, a Functional Servicing Report shall be submitted for the entire site, as well as for each individual phase.

4.0. Study Methodology and Standards

The FSR shall be prepared in accordance with the latest version of the following guidelines and standards:

- Town of Innisfil Engineering Design Standards and Specifications
- The Town of Innisfil Official Plan.
- Ministry of the Environment, Conservation and Parks (MECP)
- Applicable Master Servicing Plans
- Conservation Authority
- Ontario Provincial Standards and Specifications
- Industry Best Practices

5.0. Submission Requirements

The FSR must be prepared and signed by a qualified municipal engineer licensed in the Province of Ontario. All drawings must be stamped, signed, and dated by a Professional Engineer. The submission package shall include;

- Digital copy of reports
- Conceptual engineering servicing figures
- Storm and Sanitary Design Sheets
- All supporting documentation and model input/outputs

6.0. Consultation

Applicants are encouraged to schedule pre-submission meetings with Town Engineering Services and coordinate early with utility providers to ensure alignment and avoid delays.

7.0. Validity and Updates

A Functional Servicing Report remains valid for three (3) years from the date of publication. The Town reserves the right to ask for additional/updated scope during the review process, if necessary.