

Terms of Reference: Stormwater Management Report

Effective Date: December 1, 2025

1.0. Purpose

The purpose of this Terms of Reference (ToR) is to outline the requirements for the preparation of Stormwater Management (SWM) Reports to support development applications. The need for a Stormwater Management Report as part of a complete application will be identified during the pre-consultation review. The SWM Report assesses how stormwater runoff will be managed to protect property, infrastructure, and natural resources.

The goal of stormwater management is to minimize the risk of loss of life and property damage due to urban floods, to control the quality of urban stormwater (particularly suspended solids), to protect the aquatic ecosystem, to preserve the watercourse aesthetic and recreational values by maintaining a stable fluvial system, and to protect groundwater quality and quantity.

2.0. Applicability

A Stormwater Management Report is required for all development involving any of the following:

- Creation of new impervious areas
- Changes to drainage patterns
- Construction of roads, parking lots, or large buildings
- Developments within or adjacent to regulated watercourses or wetlands
- Any site with the potential to impact municipal storm infrastructure

This requirement applies to the following development applications;

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

3.0. Study Scope and Content

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

1. Introduction and Objectives
2. Site Description, project description, referenced background studies

3. Existing conditions and pre-development flows, including contours, pre-development catchment boundaries, and hydrologic/hydraulic input parameters
4. SWM design criteria
5. Proposed development and Drainage Plan, including a post-development plan, drainage catchments, and SWM facilities locations
6. Hydrologic and Hydraulic Modeling (Pre- and Post-development), including hydrologic and hydraulic input parameters, minor and major flow routes, and proposed grading
7. Water Quality, Quantity, and Erosion Controls
8. Design of SWM Facilities (ponds, LID, infiltration systems, storm sewer system, etc.)
9. Operation and Maintenance manual (separate document)
10. Summary, 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.

4.0. Study Methodology and Standards

The SWM report shall be based on established current provincial, municipal, and Conservation Authority engineering design parameters, principles, and applicable guidelines, including:

- Ministry of Environment, Conservation and Parks (MECP) Stormwater Management guidelines
- Town of Innisfil Official Plan and various Innisfil SWM Master Plans
- Town of Innisfil Engineering Design Standards and Specification Manual
- Policies and Development Standards of the Lake Simcoe Region Conservation Authority and the Nottawasaga Valley Conservation Authority
- Ontario Provincial Standard Drawings
- Industry Best Practices in Stormwater Management

5.0. Submission Requirements

The SWM report shall be prepared by a registered Professional Engineer qualified in civil/water resources/environmental engineering. All drawings must be stamped, signed, and dated by a Professional Engineer licensed in the Province of Ontario. The submission package shall include:

- Digital copy of reports
- Computer modelling files
- All supporting design parameters and model inputs/outputs
- Engineering drawings (grading, servicing, SWM facility details, etc.)

6.0. Consultation

Applicants are encouraged to engage with Town engineering staff and Conservation Authorities early in the planning process to confirm scope and identify applicable technical requirements.

7.0. Validity and Updates

The Stormwater Management Report remains valid for three (3) years from the date of publication unless the development scope or upstream/downstream drainage conditions change significantly. The Town reserves the right to ask for an additional/updated scope during the review process, if necessary.