

Study Description

The purpose of a Functional Servicing Report (FSR) is to demonstrate the impact of a proposed development on the infrastructure capacity of the area. The FSR must review existing and proposed conditions, and prove that the demands of the development on water and wastewater, stormwater, and other infrastructure are all met without causing detrimental impact to existing servicing capacity. If it is determined that the demands of the development cannot be accommodated by existing infrastructure, then the report shall outline the necessary improvements to municipal servicing infrastructure required to support the proposed level of development.

It is important to know the demands that proposed developments will have on water, wastewater and stormwater capacity within the City. Section 2.3 of the City of Waterloo’s Official Plan states: “The City will plan for the extension or expansion of existing services to ensure contiguous growth, minimize the under-utilization of municipal services and to support the achievement of minimum intensification targets within the Built-up Area. Where it is determined that adequate municipal water, sanitary or storm sewer capacity does not exist to support proposed development, the City shall not be obligated to provide such services in advance of available budget resources.”

Purpose

The purpose of this Terms of Reference (“TOR”) is to establish clear expectations and requirements for the preparation of Functional Servicing Reports submitted to the City of Waterloo. Compliance with these guidelines will help to expedite review times and mitigate the need for further revisions and submissions. Failure to satisfy the requirements set out in this TOR may result in an application being deemed incomplete. If an application is deemed incomplete it will be returned to the applicant to satisfy the necessary submission requirements.

When is it Required?

A Functional Servicing Report may be requested any time a proposed development will cause an increased use of water, wastewater and/or stormwater infrastructure. A Functional Servicing Report may be required for the following Planning Act applications:

- Official Plan Amendment
- Zoning By-law Amendment
- Draft Plan of Subdivision/Condominium
- Final Plan of Subdivision/Condominium
- Site Plan Control
- Consent to Sever
- Other planning applications, as deemed appropriate by the City's Director of Engineering Services.

The need for a Functional Servicing Report as part of a complete application will be identified as part of the pre-application consultation review. In the instance where a planning application being advanced does not have a mandatory pre-application consultation process (e.g., Committee of Adjustment applications), the applicant is encouraged to contact the City's Engineering Services Division to discuss the nature of the proposal and to determine if a Stormwater Management Report is required. Depending on the type of application and size of the development, the level of detail for the Functional Servicing Report will vary. For example, a report for a Plan of Subdivision will include more details than a report for a Zoning By-law Amendment or Official Plan Amendment. The requisite information to be contained in the Functional Servicing report will be determined on a case-by-case basis at the sole discretion of the City, in consultation with any applicable external agencies through the pre-consultation process. The applicant is encouraged to discuss the needs and scope for the report and design assumptions of the proposed servicing schemes with Engineering Services staff prior to preparing the report. An Environmental Impact Study may also be required to address the impact of development on water resources features or functions on and off site.

Qualified Persons

The Functional Servicing Report should be prepared by a qualified Professional Engineer who must be licensed by the Professional Engineers Ontario as required by the Professional Engineers Act and must be working under a Certificate of Authorization allowing them to provide engineering services to the public. The firm should also be a member in good standing of the Consulting Engineers of Ontario. The engineer must be qualified and competent to design the proposed works, must be qualified in municipal engineering, and must also be acceptable to the City's Director of Engineering Services.

The report must identify and be signed by the author(s) and, where prepared under the direction of a qualified professional, the signature of the reviewer of the report. The qualified professional that has signed the report shall take professional responsibility for its contents and the accuracy of the information contained therein.

Applicable Legislation

The authority to require or request information or material to evaluate and make a decision on proposed planning applications is provided by the Ontario *Planning Act*, the Provincial Policy Statement, the requirements of the Ministry of Environment, Conservation, and Parks (MECP), and City of Waterloo Official Plan Section 12.2.14 (“Complete Applications”).

The Functional Servicing Report must be based on established municipal engineering design principles, applicable guidelines (e.g., Ministry of Environment guidelines), regulations and by-laws, and infrastructure information available from the City. Particular attention should be paid to the City of Waterloo’s Development Manual, the Region of Waterloo and Area Municipalities Design Guidelines and Supplemental Specifications for Municipal Services (DGSSMS), and the Regional Municipality of Waterloo Sewer Use By-Law, as amended.

Report Contents

This TOR document sets out the minimum requirements that must be included in all reports. The report must include sufficient details for City staff to determine the financial and infrastructure implications of servicing the proposed development. The submission must include reports, plans (e.g., functional servicing plans, drainage areas, etc.), computer modelling results and design calculations relating to the designs and upgrades of municipal services. More specific scoping of the Functional Servicing Report may be identified by appropriate staff during the pre-application consultation process.

A. Introduction

- Site Background
- Reference Reports and Drawings

B. Existing Information

- Existing Topography and Land Use
- Geotechnical and Hydrogeological Conditions

- Environmental Features (e.g. Wetlands, Woodlots, Streams, Creeks etc.)
- Existing Servicing and Utilities
- Water Servicing
- Sanitary Servicing
- Storm Servicing
- Other Utilities

C. Proposed Phasing, Development Strategy, Construction Staging

D. Source Water Protection

E. Sanitary Servicing

- Design Criteria
- Proposed Sanitary Servicing
- Local Sanitary Constraints
- Capacity Analysis

F. Water Servicing

- Design Criteria
- Domestic Demand
- Fire Flow Demand
- Hydraulic Modelling and Results

G. Storm Servicing and Stormwater Management

- Design Criteria
- Proposed Storm Servicing
- Major Overland Flow
- Offsite Drainage
- Capacity Analysis

H. Site Grading

I. Additional Considerations for Servicing

- Short-Term Construction Dewatering
- Ownership Tenure and Separate Servicing under OBC

J. Erosion and Sediment Control

K. Conclusions

L. Relevant Tables, Figures, Appendices, Modelling, Calculations, Drawings, Etc.

Additional Information

Note 1:

If City staff consider the submitted Functional Servicing Report to be incomplete, unsatisfactory, inconsistent, insufficient, authored by an unqualified individual, or if it fails to satisfy the requirements set out in this TOR in any other manner, the associated development application may be deemed incomplete and returned to the applicant.

Note 2:

Deeming an application complete does not guarantee that the contents of the study are acceptable to City staff and/or that the application will be approved.

Note 3:

If a request for a Functional Servicing Report is not made at an earlier stage in the development process, this does not preclude the City from requesting a Functional Servicing Report at a later stage. Once an application has been deemed “complete”, the City may require additional information, reports, and/or studies following a more detailed review to assess the implications of an application for approval.

Note 4:

The City of Waterloo is committed to complying with the Accessibility for Ontarians with Disabilities Act (AODA). In our everyday work with businesses institutions, and community partners we anticipate the same commitment to AODA compliance. Therefore, the Functional



Servicing Report must be AODA compliant and must meet the current provincial standard for compliance.

Note 5:

The City reserves the right to request an updated study, or an addendum thereto, should staff determine that changes in the development proposal or changes to legislation warrant further/modified planning analysis.

Note 6:

City staff reserve the right to require a peer review of submitted materials by an appropriate agency or qualified professional, the cost of which will be borne by the applicant.

Note 7:

Documents and all related information submitted to the City as part of a complete development application are considered public documents once submitted.

Note 8:

The Functional Servicing Report shall be submitted in conjunction with the applicable development application(s), unless otherwise agreed to by the City.

Note 9:

This Terms of Reference document is intended to be used for guideline purposes only, and will be used to provide technical direction throughout the planning and development process. Completion of a report in alignment with the requirements of this Terms of Reference will not guarantee approval of the development application in question.

Note 10:

This TOR is relevant at the time of publishing and will be updated as necessary to reflect current policy, best practices, and accepted standards. It is the applicant's responsibility to ensure the report is prepared in accordance with the most recent version of the TOR issued by the City.

This Terms of Reference was prepared by a qualified external consulting firm. For clarification for any information contained within this document, please contact the City of Waterloo staff assigned to the pre-consultation process.

Functional Servicing Report Submission Requirements and Checklist

This checklist can be completed by the qualified Professional that prepared the Functional Servicing Report. Use of the form by the City of Waterloo is not to be construed as verification of engineering/servicing content.

Functional Servicing Report Submission Requirements and Checklist		
A. Introduction	Included in Functional Servicing Report (reference page number)	Report includes this information (City Staff Check)
Site Background (review of existing conditions, site location, historical uses etc.)		
Reference Reports and Drawings (any historical information relied upon)		
B. Existing Information	Included in Functional Servicing Report (reference page number)	Report includes this information (City Staff Check)
Existing Topography and Land Use (review existing drainage patterns, major overland flow routes, existing outlets, etc.)		
Geotechnical and Hydrogeological Conditions (provide an overview as applicable to servicing and stormwater management)		
Environmental Features (review proximity to environmental features such as wetlands, woodlots, creeks and/or other water bodies etc.)		
Existing Servicing and Utilities		
C. Proposed Phasing, Development Strategy, Construction Staging	Included in Functional Servicing Report (reference page number)	Report includes this information (City Staff Check)
Provide relevant verbiage discussing any development phasing, the overall servicing strategy, and any considerations necessary for phasing and staging of the development.		
D. Source Water Protection	Included in Functional Servicing Report (reference page number)	Report includes this information (City Staff Check)
Provide relevant verbiage discussing any water quality or water quantity source water protection that may be required. Specifically discuss the need for enhanced sewer construction, prohibition on		



Functional Servicing Report Submission Requirements and Checklist		
stormwater management in certain areas of the site, requirements or prohibitions related to infiltration of stormwater or other measures required for meeting source protection requirements for the development.		
E. Sanitary Servicing	Included in Functional Servicing Report (reference page number)	Report includes this information (City Staff Check)
Describe the relevant design criteria applicable to the sanitary servicing strategy.		
Discuss proposed sanitary servicing.		
Discuss any local constraints (if known).		
Include any capacity analysis completed including relevant sanitary servicing calculations and/or hydraulic grade line analysis.		
For industrial developments, confirm quality of discharge will meet Sewer Use Bylaws and/or discuss the nature of exceedances and treatments.		
F. Water Servicing	Included in Functional Servicing Report (reference page number)	Report includes this information (City Staff Check)
Describe the relevant design criteria applicable to the water servicing strategy.		
Provide the domestic and process water demands (for industrial processes).		
Provide the fire water demands.		
Discuss any modelling completed and the results of the modelling.		
G. Storm Servicing	Included in Functional Servicing Report (reference page number)	Report includes this information (City Staff Check)
Describe the relevant design criteria applicable to the storm servicing strategy.		
Describe the proposed storm servicing.		
Define the major overland flow route as well as the relevant conveyance system.		
Identify any offsite drainage sources		
Describe capacity in the municipal system to accept the drainage		
H. Site Grading	Included in Functional Servicing Report (reference	Report includes this information (City Staff Check)



Functional Servicing Report Submission Requirements and Checklist		
	page number)	
Describe how proposed grading will comply with the City’s design criteria and achieve servicing and stormwater management objectives.		
I. Additional Construction Considerations for Servicing	Included in Functional Servicing Report (reference page number)	Report includes this information (City Staff Check)
Identify if dewatering is required and how it will be managed		
If multiple ownership is proposed for the development, identify how the site will satisfy Separate Servicing Requirements under the OBC.		
J. Erosion and Sediment Control	Included in Functional Servicing Report (reference page number)	Report includes this information (City Staff Check)
Provide verbiage indicating how sediment migration will be minimized and erosion will be prevented on the site throughout the duration of construction activities.		
Describe the inspections that will take place to ensure all sediment and erosion controls are maintained.		
K. Conclusions	Included in Functional Servicing Report (reference page number)	Report includes this information (City Staff Check)
Summarize the contents of the report and identify any limitations.		
Provide a statement noting that municipal sanitary, storm and water servicing can sufficiently accommodate the proposed development.		

