
Terms of Reference:

Functional Servicing Reports and Briefs

August 2023

Purpose

A technical report that provides a written description of the overall impact of a proposed development on water and wastewater service capacities. It also recommends the required improvements to the municipal servicing infrastructure to accommodate the development proposal, and any mitigation measures to minimize negative impacts.

Who Should Prepare This

All reports and drawings must be stamped, signed and dated by a qualified, registered professional engineer, licensed in the Province of Ontario.

When Required

A Functional Servicing Report may be required to support the following applications for developments:

- Official Plan Amendment
- Zoning By-law Amendment
- Draft Plan of Subdivision/Condominium
- Consent to Sever
- Site Plan Control

The requirement for a Functional Servicing Report may be a condition of initial approval of the proposed development.

If a Functional Servicing Report is required in support of one or more of the above noted applications, Town of Lincoln staff will advise applicants upon Pre-Consultation.

Rationale

A Functional Servicing Report is needed to ensure that adequate municipal services are available for the proposed development, including water and wastewater supply and treatment. It will identify existing infrastructure, capacity, and any required upgrades or new infrastructure to support the development proposal.

Required Contents

Prior to undertaking a Functional Servicing Report, please confirm the terms of reference for the study with Town staff to discuss the scope of the study and ensure the design team has the applicable infrastructure planning, area servicing studies and engineering standards.

A functional servicing report shall be based on established engineering design principles, applicable guidelines (e.g. Ministry of the Environment Guidelines), regulations (Environmental Protection Act, Ontario Water Resources Act, Safe Drinking Water Act,

Clean Water Act, Nutrient Management Act, etc.) and by-laws, Design Standards and infrastructure information available from the Town and Region.

The level of detail required depends on the type of application and the size of the proposed development. For example, a report in support of an application for an Official Plan and/or Zoning By-law Amendment will be more conceptual than a report in support of an application for a Draft Plan of Subdivision, which will include more details, such as where lot, block or right-of-way dimensions are approved in principle. The scope of the study shall be discussed with Town staff prior to study commencement.

Calculations not using the units shown in the Municipal Design Standards shall include appropriate conversion factors for Town review.

During pre-application consultation, it will be determined if such a report is required and, if so, the specific requirements of the Study, based on the nature of the proposed application and the context of the study area.

Notes

If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the recommendations and conclusions are the same.

Please note that a peer review may be required. The cost of the peer review will be borne by the applicant.

If the submitted study is incomplete, is authored by an unqualified individual, or does not contain adequate analysis, the application will be considered incomplete and returned to the applicant.

FUNCTIONAL SERVICING REPORTS:

The framework for a Functional Servicing Report shall be based on, but is not necessarily limited to, the following components:

A. Introduction

Every report contains a brief introduction which outlines:

- Purpose of Study
- Background Information
- Location/context map and Description of the subject site
- Background and Standards used in the preparation of the FSR
- Information on the magnitude of the proposed development, including preliminary site design, lots and street layout, etc.

B. Assumptions

Include population assumptions by use; L/s flows etc. (see Municipal Design & Quality Standards for Town of Lincoln specific assumptions: <https://www.lincoln.ca/media/8588>)

C. Water Supply and Distribution

- Water Servicing Plan – Existing Water Servicing and Connections
- Water Servicing Plan – Proposed Watermain System Design
- Estimated consumption and current capacities of water systems
- Water distribution concept plan and phasing of development
- Net impact due to the proposed change in land use or development and need for expansions and upgrades in the receiving system.
- Hydrant flow test to confirm boundary conditions and confirmation that it meets Town standards (e.g. fire flow requirements plus daily domestic demand, etc.)
- Fire protection requirements (as per FUS calculations)
- Rural developments shall conform to the Water Service Connection Policy (PW 2008-02)

D. Sanitary

- Sanitary Servicing Plan - Existing Sanitary Servicing, Connections and Flows
- Proposed Sanitary Servicing Plan
- Design Criteria and Demand as per Municipal Design Standards
- Estimated discharge and current capacities of receiving system
- Net impact due to the proposed change in land use or development and need for expansion and/or upgrades
- Rural developments shall conform to the Sanitary Sewer Connection Policy (PW 2008-03)

- Sewer design sheets

E. Recommendations and Conclusions

This section of the Report will provide a summary and concluding remarks outlining:

- Confirmation that existing infrastructure and capacity is available to support the development proposal, and if not, the required upgrades or new infrastructure needed;
- Final conclusions and recommendations

F. Figures shall include, where applicable:

- Location Plan, Proposed Development Plan
- Existing and Proposed Water Servicing Plans
- Existing and Proposed Sanitary Servicing Plans

G. Appendices should include, where applicable:

- Full references for all background information sources
- Data from field studies
- Individuals and groups engaged during pre-consultation and consultation
- Water Supply Data
- Proposed Water Supply Calculations
- Sanitary Sewer Data
- Proposed Sanitary Flow Calculations and Sanitary Sewer Design

FUNCTIONAL SERVICING BRIEFS:

For less complex proposals, a Functional Servicing Brief may be requested instead of a full Report. The Brief may be included as a covering letter with a formal application or as a short report. The Brief shall give a summary of the proposed servicing strategy for the site including calculated service connection sizes and flow needs. The requirement for a Functional Servicing Brief will be determined on a case-by-case basis.

Functional Servicing Briefs shall include at a minimum:

- A description of the proposal and site context
- A summary of the proposed site servicing including calculations for service sizes.

Appendix A - RESOURCES

Municipal Design & Quality Standards: <https://www.lincoln.ca/media/8588>

Regulation of Water Supply By-law No. 01-134 - <https://www.lincoln.ca/media/6502>