

4.5 Functional Servicing Reports

A Functional Servicing Report (FSR) is generally required for new developments such as subdivision and site plan applications as well as in cases where buildings are being significantly altered such that existing services need to be assessed and/or modified or new services need to be installed. Details and requirements of any analysis will vary based on the proposed land use, development nature, size and location and what, if any, relevant studies have previously been completed. In general, the level of detail expected is such that detailed design can follow without any material changes to the overall strategy and expected performance of infrastructure systems as outlined in the FSR, as determined appropriate by the City.

The objective of an FSR is to demonstrate the adequacy of the existing and proposed water, sanitary sewer and other utility infrastructure systems to satisfy the demands of a proposed development. Where appropriate, stormwater management plans may be incorporated into a combined document.

Where required the Toronto and Region Conservation Authority (TRCA) checklist provided in their document titled Functional Servicing Plan Requirements In Support of Draft Plan Approval (September 2007 or most recent version thereof) should be completed.

Functional Servicing Reports are to be signed and stamped by a licensed Professional Engineer in Ontario. Resources used in its preparation are to be well documented.

The following is a generalized outline for FSRs, noting that additional analysis and content may be required by the City and/or other relevant authorities (e.g., Region of York, TRCA, MNRF, MTO, etc.).

- Introduction
 - Site location and description
 - Topography and drainage
 - Site constraints and unique features (e.g., pipelines, railways, environmental features, etc.)
 - Discussion of existing and proposed land uses
- Water Supply
 - Existing and proposed services
 - Hydrant flow test results
 - Demand calculations
 - Hydraulic modelling methodology and results
 - Discussion of conformity with City-Wide Water & Wastewater Master Plan, Master Environmental Servicing Report and other relevant studies
- Sanitary Servicing
 - Existing and proposed services
 - Flow generation calculations
 - Hydraulic computations and results
 - Confirmation of available downstream capacity
 - Discussion of conformity with City-Wide Water & Wastewater Master Plan, Master Environmental Servicing Report and other relevant studies
- Storm Drainage & Stormwater Management

- Discussion of stormwater management objectives and applicable criteria
- Discussion of proposed strategy (e.g., types of controls)
- External drainage areas
- Meteorological data used and storm events analyzed
- Hydrologic and hydraulic modelling methodology and results
- Discussion of conformity with City-Wide Storm Drainage & Stormwater Management Master Plan, Master Environmental Servicing Report and other relevant studies
- Grading
 - Discussion regarding conformity to surrounding land uses and City's design criteria for roads, grading, etc.
- Utilities
 - Discussion regarding existing or planned availability of other utilities including telecommunications, hydro-electric and natural gas
 - Identification of any land or other requirements to accommodate utilities (e.g., switchgear easements, setbacks, etc.)
- Phasing Considerations
 - If applicable, discuss phasing of infrastructure implementation with respect to development phasing
- Functional Servicing Plan(s)
 - Showing conceptual grading and piping layout for watermains, sanitary and storm sewer
 - Stormwater management measures (including LID measures, if applicable)
 - Major system flow routing
 - Retaining walls
- Appendices including detailed calculations, modelling information, supporting documentation, etc.

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