



Terms of Reference:

Functional Servicing Report

Town of Milton
January 2023

Disclaimer: Terms of Reference documents will be reviewed and updated as necessary to reflect current policies, practices and accepted standards.

1. What is the purpose of this?

A functional servicing report determines the overall impact of a large scale land development proposal (e.g. subdivision) on the water and wastewater servicing capacities. It also determines the required improvements to the municipal servicing infrastructure, and any mitigation measures to minimize negative impacts.

2. Who should prepare this?

This report should be prepared by a registered professional engineer qualified in municipal engineering. All drawings must be stamped, signed and dated by a professional engineer, licensed in the Province of Ontario.

3. When is this required?

A functional servicing report may be required as part of the following application(s):

- Official Plan Amendment;
- Zoning By-law Amendment;
- Draft Plan of Subdivision/Condominium; and,
- Site Plan Control.

4. Why do we need this?

The authority to request this work is provided by the Planning Act, the Provincial Policy Statement, the Region of Halton Official Plan and the Town of Milton Official Plan to ensure the proposed development(s) have adequate availability of municipal services including water and wastewater supply and treatment.

5. What else should we know?

A functional servicing report should 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 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 applicant is encouraged to discuss the scope of the study with Town and Region staff prior to study commencement.

An environmental impact study may also be required to address the impact of development on water resources features or functions on- and off-site.

When a development is located adjacent to a Regional roadway, then the functional servicing report should also address what the impact of storm drainage from the development has on the Regional road and/or associated Regional drainage system.

6. What other resources are there?

Ontario Ministry of the Environment, Conservation and Parks - Design Guidelines for Sewage Works

<https://www.ontario.ca/document/design-guidelines-sewage-works-0>

Halton Region - Water & Wastewater Linear Design Standards Manual

<https://www.halton.ca/The-Region/Regional-Planning/Planning-Applications/Download-Engineering-Design-Guides-Manuals>

Halton Region - Water and Wastewater Master Plan

<https://www.halton.ca/For-Residents/Roads-Construction/Infrastructure-Master-Plans>

Halton Region - Development Charges Background Study (Sept 2022) and related reports, By-Law 25-22

<https://www.halton.ca/The-Region/Finance-and-Transparency/Financing-Growth/Development-Charges-Background-Study>

Halton Region - Development Engineering Review Manual (DERM)

*Contact Halton Region Staff

Halton Region - Urban Services Guidelines

<https://www.halton.ca/Repository/Urban-Services-Guidelines>

Halton Region - Development Agreement Request Form

<https://halton.ca/getmedia/2910ecb1-65e3-481e-9713-253bec4b09d8/LPS-Development-Agreement-Request-Form.aspx>

Ontario Ministry of the Environment, Conservation and Parks - Stormwater Management Planning and Design Manual (2003 Guideline)

<https://www.ontario.ca/document/stormwater-management-planning-and-design-manual-0>

Town of Milton - Engineering and Parks Standards Manual (2019)

*Contact Town of Milton Engineering Staff by email to Engineering@milton.ca