



**SITE PLAN CONTROL APPLICATION  
DELEGATED AUTHORITY REPORT  
PLANNING, REAL ESTATE AND ECONOMIC DEVELOPMENT DEPARTMENT**

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Site Location: 4140 Kelly Farm Drive

File No.: D07-12-22-0146

Date of Application: October 11, 2022

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This SITE PLAN CONTROL application submitted by Isabel Richer, Pye & Richards – Temprano & Young Architects Inc., on behalf of Ottawa Catholic School Board, is APPROVED as shown on the following plan(s):

1. **RMA**, RMA-2022-xxx-xxxx, prepared by Dillon Consulting Ltd., dated FEB. 2023.
2. **Proposed Roadway Modifications**, RMA-2022-xxx-xxxx, prepared by Dillon Consulting Ltd., dated FEB. 2023.
3. **Proposed Site Layout**, Fig-02, prepared by Dillon Consulting Ltd., dated FEB. 2023.
4. **Site Plan**, A100, prepared by Pye & Richards – Temprano & Young Architects Inc., dated 25/AUG/2022, revised 26/APR/2023.
5. **Site Servicing Plan**, C1, prepared by Jp2g Consultants Inc., dated 2022-10-07, revised 2023-04-25.
6. **Site Grading, Erosion and Sediment Control Plan**, C2, prepared by Jp2g Consultants Inc., dated 2022-10-07, revised 2023-04-25.
7. **Details, Notes and Schedules**, C3, prepared by Jp2g Consultants Inc., dated 2022-10-07, revised 2023-04-25.
8. **Tree Conservation Report & Landscape Plan**, L.1, prepared by James B. Lennox & Associates Inc., dated 10/07/2022, revised 04/26/2023.
9. **Building Elevation**, A201, prepared by Pye & Richards – Temprano & Young Architects Inc., dated AUG/25/2022, revised JAN/05/2023.
10. **Building Elevation**, A202, prepared by Pye & Richards – Temprano & Young Architects Inc., dated AUG/25/2022, revised JAN/05/2023.

And as detailed in the following report(s):

11. **Phase One Environmental Site Assessment**, prepared by Exp., dated 2022-06-10.
12. **Geotechnical Investigation**, prepared by Exp., dated September 28, 2022.
13. **Transportation Impact Assessment**, prepared by Dillon Consulting, dated February 2023.

14. **Noise Impact Study**, prepared by WSP, dated May 6, 2023.
15. **Site Servicing and Stormwater Management Report**, prepared by Jp2g Consultants Inc., dated Oct. 2, 2022, revised Feb. 9, 2023.

And subject to the following Requirements, General and Special Conditions:

### **General Conditions**

1. **Barrier Curbs**

The Owner acknowledges and agrees that the parking areas and entrances shall have barrier curbs and shall be constructed in accordance with the drawings of a design professional, such drawings to be approved by the General Manager, Planning, Real Estate and Economic Development.

2. **Water Supply For Fire Fighting**

The Owner shall provide adequate water supply for fire fighting for every building. Water supplies may be provided from a public water works system, automatic fire pumps, pressure tanks or gravity tanks.

3. **Reinstatement of City Property**

The Owner shall reinstate, at its expense and to the satisfaction of the General Manager, Planning, Real Estate and Economic Development, any property of the City, including, but not limited to, sidewalks, curbs and boulevards, which is damaged as a result of the subject development.

4. **Construction Fencing**

The Owner acknowledges and agrees to install construction fencing, at its expense, in such a location as may be determined by the General Manager, Planning, Real Estate and Economic Development.

5. **Extend Internal Walkway**

The Owner shall extend internal walkways beyond the limits of the subject lands to connect to existing or proposed public sidewalks, at the sole expense of the Owner, to the satisfaction of the General Manager, Planning, Real Estate and Economic Development.

6. **Completion of Works**

The Owner acknowledges and agrees that no new building will be occupied on the lands until all requirements with respect to completion of the Works as identified in this Agreement have been carried out and received Approval by the General Manager, Planning, Real Estate and Economic Development, including the installation of municipal numbering provided in a permanent location visible

during both day and night and the installation of any street name sign on relevant streets. Notwithstanding the non-completion of the foregoing Works, occupancy of a lot or structure may otherwise be permitted, if in the sole opinion of the General Manager, Planning, Real Estate and Economic Development, the aforesaid Works are proceeding satisfactorily toward completion. The Owner shall obtain the prior consent of the General Manager, Planning, Real Estate and Economic Development for such occupancy in writing.

Until all requirements with respect to completion of the Works as identified in this Agreement have been carried out and received Approval by the General Manager, Planning, Real Estate and Economic Development, the Owner shall give notice to the City of a proposed conveyance of title to any building at least thirty (30) days prior to any such conveyance. No conveyance of title to any building shall be effective unless the Owner has complied with this provision.

Nothing in this clause shall be construed as prohibiting or preventing the approval of a consent for severance and conveyance for the purposes of obtaining financing.

## **Special Conditions**

### **7. Professional Engineering Inspection**

The Owner shall have competent Professional Engineering inspection personnel on-site during the period of construction, to supervise the Works, and the General Manager, Planning, Real Estate and Economic Development, shall have the right at all times to inspect the installation of the Works. The Owner acknowledges and agrees that should it be found in the sole opinion of the General Manager, Planning, Real Estate and Economic Development, that such personnel are not on-site or are incompetent in the performance of their duties, or that the said Works are not being carried out in accordance with the approved plans or specifications and in accordance with good engineering practice, then the General Manager, Planning, Real Estate and Economic Development, may order all Work in the project to be stopped, altered, retested or changed to the satisfaction of the General Manager, Planning, Real Estate and Economic Development.

## **Roads Right-of-Way and Traffic**

### **8. Road Modifications**

The Owner agrees to complete all road modifications required to accommodate this development, as identified in the road modification approval report referenced in Schedule "E" hereto, and further acknowledges and agrees that it is responsible for all costs associated with the public roadway modifications.

## **Access**

### **9. Private Approach Detail**

The Owner agrees that all private approaches, including temporary construction access to the subject lands, shall be designed and located in accordance with and shall comply with the City's Private Approach By-Law, being By-law No. 2003-447, as amended, and shall be subject to approval of the General Manager, Planning, Real Estate and Economic Development.

## **Transit**

### **10. Transit Pads and Shelters**

The Owner shall locate, design and construct, at no cost to the City, paved transit passenger standing areas/shelter pads to the specifications of the City.

## **Noise**

### **11. Noise Control Attenuation Measures**

The Owner covenants and agrees that it shall retain the services of a professional engineer licensed in the Province of Ontario to ensure that the recommendations of the Noise Impact Study, referenced in Schedule "E" herein (the "Report"), are fully implemented. The Owner further acknowledge and agrees that it shall provide the General Manager, Planning, Real Estate and Economic Development Department with confirmation issued by the professional engineer that the Owner has complied with all recommendations and provisions of the Report, prior to building occupancy, which confirmation shall be to the satisfaction of the General Manager, Planning, Real Estate and Economic Development Department.

## **ENGINEERING**

### **Geotechnical Engineering and Soils**

#### **12. Geotechnical Investigation**

The Owner acknowledges and agrees that it shall retain the services of a geotechnical engineer, licensed in the Province of Ontario, to ensure that the recommendations of the Geotechnical Investigation (the "Report"), referenced in Schedule "E" herein, are fully implemented. The Owner further acknowledges and agrees that it shall provide the General Manager, Planning, Real Estate and Economic Development with confirmation issued by the geotechnical engineer that the Owner has complied with all recommendations and provisions of the Report, prior to construction of the foundation and at the completion of the Works, which confirmation shall be to the satisfaction of the General Manager, Planning, Real Estate and Economic Development.

### **Civil Engineering**

#### **13. Stormwater Management Memorandum**

Prior to registration of this Agreement, the Owner acknowledges and agrees to provide the General Manager, Planning, Real Estate and Economic Development, with a memorandum prepared by a Professional Engineer, licensed in the Province of Ontario, confirming that the designed roof-top scuppers and associated spill point elevations will be set equivalent to the top of the control weir of the approved roof drain elevation(s). The Owner further acknowledges and agrees that said memorandum shall be to the satisfaction of the General Manager, Planning, Real Estate and Economic Development, and all associated costs shall be the Owner's responsibility.

14. **Stormwater Works Certification**

Upon completion of all stormwater management Works, the Owner acknowledges and agrees to retain the services of a Professional Engineer, licensed in the Province of Ontario, to ensure that all measures have been implemented in conformity with the approved Plans and Reports, referenced in Schedule "E" herein. The Owner further acknowledges and agrees to provide the General Manager, Planning, Real Estate and Economic Development with certificates of compliance issued by a Professional Engineer, licensed in the Province of Ontario, confirming that all recommendations and provisions have been implemented in accordance with the approved Plans and Reports referenced in Schedule "E" herein.

15. **Inlet Control Devices (ICDs)**

The Owner acknowledges and agrees to install and maintain in good working order the required roof-top and in-ground stormwater inlet control devices, as recommended in the approved *Site Servicing and Stormwater Management Report, prepared by Jp2g Consultants Inc., dated Oct. 2, 2022, revised Feb. 9, 2023*, referenced in Schedule "E" herein. The Owner further acknowledges and agrees it shall assume all maintenance and replacement responsibilities in perpetuity. The Owner shall keep all records of inspection and maintenance in perpetuity, and shall provide said records to the City upon its request.

16. **Water Demand for Fire Fighting**

The Owner acknowledges and agrees that the City's boundary conditions were provided for the subject development site setting out the available **Select One** water supply. The Owner further acknowledges and agrees that prior to building permit issuance, a letter shall be prepared by a qualified Building Code professional, licensed in the Province of Ontario, and provided to the General Manager, Planning, Real Estate and Economic Development confirming the plans submitted for building permit issuance have incorporated any and all requirements of the Fire Underwriters Survey, 2020, or as amended, to achieve the low construction coefficient used within the proposed building design.

## **Private Systems**

### **17. Water Plant**

The Owner acknowledges and agrees that the water plant within the lands is a private watermain. The Owner further acknowledges and agrees that the private watermain and appurtenances thereto are to be maintained by the Owner at its own expense, in perpetuity. The Owner performing maintenance on critical infrastructure, such as private watermains and private fire hydrants, shall maintain adequate records as proof of having done so in accordance with applicable regulations, and that the records shall be retained for review by the City and or the Ottawa Fire Services when requested.

### **18. Private Storm Sewer Connection to City Sewer System**

The Owner acknowledges and agrees that any new storm sewers to be installed as part of this development shall not be connected to the City's existing storm sewer system until such time as either:

- (a) a certificate of conformance and As-built Drawings have been received from a Professional Engineer, licensed in the Province of Ontario, certifying that all required inlet control devices have been properly installed to City Standards or Specifications, and that the storm sewer system has been installed in accordance with the approved engineering drawings for site development and City Sewer Design Guidelines. The inlet control devices shall be free of any debris; or
- (b) a flow limiting orifice plate, designed by a Professional Engineer licensed in the Province of Ontario and to the satisfaction of the City, has been installed at the storm water outlet prior to connecting any upstream storm sewers. Such orifice plate shall not be removed until subsection (a) above has been satisfied and approved by the General Manager, Planning, Real Estate and Economic Development.

### **19. Leak Survey**

The Owner acknowledges and agrees that the Water Plant and sewer service within the lands is a private system, including Private Services and sewer services and appurtenances, and the Owner acknowledges and agrees that it is responsible for the operation, maintenance and/or replacement, in perpetuity, of the Private Services and sewer system, including the Private Watermains, private hydrants, private sanitary and storm sewer infrastructure (collectively the "private system") which are located on the lands and that the Owner will retain copies of all the associated Work and maintenance contracts, and make said contracts available for inspection upon demand by the City.

Further, the Owner acknowledges and agrees to have a Professional Engineer, licensed in the Province of Ontario, conduct regular inspections of the water system

and sewer system, which includes a leak detection survey at least every five (5) years and a video of the sanitary sewer system to check for major water infiltration into the private system. Copies of the inspection reports and videos shall be provided to the General Manager, Infrastructure and Water Services and Fire Services. The Owner further acknowledges and agrees that as part of the Owner's ongoing maintenance responsibility for the private system, repairs to the system must be completed immediately to correct any deficiencies which contribute to water loss or leakage of infiltration within the private system. Any deficiencies shall be immediately reported to the City. The Owner acknowledges and agrees to notify the General Manager, Infrastructure and Water Services when such repairs have been completed.

## **Site Lighting**

### **20. Site Lighting Certificate**

- (a) In addition to the requirements contained in Clause 19 of Schedule "C" hereto, the Owner acknowledges and agrees, prior to the issuance of a building permit, to provide the City with a certificate from an acceptable professional engineer, licensed in the Province of Ontario, which certificate shall state that the exterior site lighting has been designed to meet the following criteria:
  - (i) it must be designed using only fixtures that meet the criteria for full cut-off (sharp cut-off) classification, as recognized by the Illuminating Engineering Society of North America (IESNA or IES);
  - (ii) and it must result in minimal light spillage onto adjacent properties. As a guideline, 0.5 fc is normally the maximum allowable spillage.
- (b) The Owner acknowledges and agrees that, upon completion of the lighting Works and prior to the City releasing any associated securities, the Owner shall provide certification satisfactory to the General Manager, Planning, Real Estate and Economic Development, from a Professional Engineer, licensed in the Province of Ontario, that the site lighting has been constructed in accordance with the Owner's approved design plan.

## **PLANNING AND OTHER**

### **Planning and Design**

#### **21. Snow Storage - Setback**

In addition to the provisions set out in Clause 17 of Schedule "C" to this Agreement, the Owner acknowledges and agrees that no snow storage will occur within the fifteen (15 m) metre setback from the top bank of the watercourse, pursuant to the City's Zoning By-Law 2008-250, as amended

## **Waste Collections**

### 22. **Waste Collection**

The Owner acknowledges and agrees that garbage, recycling, and organic waste collection will not be provided by the City and it shall make appropriate arrangements with a private contractor for garbage, recycling, and organic waste collection at the Owner's sole expense. The Owner shall consult a private contractor regarding any access requirements for garbage and/or recycling and organic waste collection.

## **Parks**

### 23. **Parkland Dedication**

The Owner acknowledges and agrees that the proposed school use is exempt from parkland dedication as per subsection 14(1)(f) of Parkland Dedication By-law No. 2022-280.

June 15, 2023

\_\_\_\_\_  
Date



\_\_\_\_\_  
Lily Xu  
Manager, Development Review, South  
Planning, Real Estate and Economic  
Development Department

Enclosure: Site Plan Control Application approval – Supporting Information





## SITE PLAN CONTROL APPROVAL APPLICATION SUPPORTING INFORMATION

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**File Number: D07-12-22-0146**

### **SITE LOCATION**

4140 Kelly Farm Drive, and as shown on Document 1.

### **SYNOPSIS OF APPLICATION**

The proposal is to construct a 1-storey elementary school and childcare centre on a site approximately 2.94 hectares in size.

- The subject property is on the southwest corner of Kelly Farm Drive and Bradwell Way.
- The site is currently vacant and is not treed. The site is relatively flat with slightly higher elevations along Bradwell Way the western side of the property.
- The school shares property boundaries along the southeast with an existing elementary school, an existing park along the southern boundary, and low-rise residential to the northeast and northwest.
- The building is 1-storey facing Kelly Farm Drive. The site is designed with the inclusion of portable classrooms in the future when student population requires it. The site will initially contain 50 parking spaces, exceeding the requirement of 33 spaces required for 22 classrooms, 6 spaces for the childcare use, 2 accessible parking spaces, and 48 bicycle parking spaces.
- Parking will be located southeast of the building with access from Kelly Farm Drive. A bus layby is to be constructed within the roadway along the front of the building on Kelly Farm Drive, with a passenger vehicle layby to be constructed on Bradwell Way.
- The building is to be clad with a combination of cream/grey panels with highlights of colours on each elevation, with angled reveals as well as contrasting brick and architectural block textures to break up the long massing of the building in warm tones.
- The site will be landscaped with trees placed along both street frontages (west and northeast property boundaries), and throughout the school yard.
- Vehicles will enter the site from Kelly Farm Drive. Garbage collection will be handled earth bins and screened with landscaping on the southeast side of the parking lot, approximately 6.0 metres from the nearest (eastern) property boundary.

## **Related Applications**

The following application is related to this proposed development:

- Minor Variance - D08-02-23A-00046

## **DECISION AND RATIONALE**

This application is approved for the following reasons:

- The site is designated as Neighbourhood, which encourages institutional uses to facilitate the development of complete and sustainable communities.
- The Leitrim Community Design Plan applies to this site. Applicable policies within the plan state:
  - A school should address the street with the primary entrance oriented to the street.
  - The site should have frontage on two streets.
  - Consideration for a street lay-by should be given for buses and cars.

This proposal has been designed in support of these policies.

- The site is zoned Minor Institutional, Subzone E, Maximum Height 15m (I1E) H(15), which includes a school as a permitted use.
- The proposed development generally represents good planning by providing appropriate and efficient land use.

## **PARKLAND DEDICATION**

Parkland dedication, in accordance with By-law 2022-280, is not applicable to this development.

## **ROAD MODIFICATIONS**

There are road modifications associated with this site plan control application, as detailed in the attached Road Modifications Report.

## **CONSULTATION DETAILS**

### **Councillor's Comments**

Councillor Steve Desroches is fully supportive of the project that is urgently needed by the community. Councillor has concurred with the proposed conditions of approval.

## **Public Comments**

This application was subject to public circulation under the Public Notification and Consultation Policy. There were public comments received online and staff considered these comments.

### Summary of public comments and responses

The main concern that was received relates to the need for schools in the area, and that the school should be made to be two storeys instead of utilizing portable classrooms.

#### Response:

The building size is determined by the applicable school board when considering student enrolment. The city does not mandate the size of schools or their functionality.




## **APPLICATION PROCESS TIMELINE STATUS**

This Site Plan application was not processed by the On Time Decision Date established for the processing of an application that has Manager Delegated Authority due to time required to resolve identified issues.

**Contact:** [Kelby.LodoenUnseth@ottawa.ca](mailto:Kelby.LodoenUnseth@ottawa.ca) 613-580-2424, ext. 12852 or e-mail: Kelby.LodoenUnseth@ottawa.ca

# Document 1 – Location Map



		LOCATION MAP / PLAN DE LOCALISATION SITE PLAN / PLAN D'EMPLACEMENT	
D07-12-22-0146	22-1049-K	 4140 prom. Kelly Farm Dr.	
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REVISION / RÉVISION - 2022 / 11 / 02		 <small>NOT TO SCALE</small>	