

November 22, 2023

Minto Communities Inc.  
180 Kent Street, Ottawa, ON  
K1P 0B6

**Attention:** Curtiss Scarlett

**Re: Arcadia Stage 6 – 8415 Campeau Drive**  
Ward 4 - Kanata North, Councillor Cathy Curry  
**Conditional Commence Work Notification**  
**Registration of the Agreement**

Please be advised that the City of Ottawa has reviewed the engineering designs for this site and presently finds the submission to be satisfactory to enable the conditional commencement of work in advance of the registration of the Agreement (conditional to the completion of the lifting of the 0.30m reserve as well as the registration of the Site Plan Agreement within 90 days) as detailed in the approved plans and reports. In addition, please review the following conditions for proceeding with the required works:

List of Approved Drawings

1. **Legend Sheet**, drawing LEGEND prepared by J.L. Richards dated August 9, 2023, revision 7 dated August 9, 2023.
2. **Overall Site Servicing Plan**, drawing OS prepared by J.L. Richards dated August 10, 2023, revision 7 dated August 9, 2023.
3. **Site Servicing Plan**, drawing S1 prepared by J.L. Richards dated August 9, 2023, revision 7 dated August 9, 2023.
4. **Site Servicing Plan**, drawing S2 prepared J.L. Richards dated August 9, 2023, revision 7 dated August 9, 2023.
5. **Plan & Profile Feedmill Private 1+050 to 1+390**, drawing 01 prepared by J.L. Richards dated August 9, 2023, revision 7.
6. **Plan & Profile Feedmill Private 1+390 to 1+623.83**, drawing 02 prepared by J.L. Richards dated August 9, 2023, revision 7.
7. **Plan & Profile Clearpath Private 2+050 to 2+382.06**, drawing 03 prepared by J.L. Richards dated August 9, 2023, revision 7.
8. **Plan & Profile Silverberry Private 3+050 to 3+179.63**, drawing 04 prepared by J.L. Richards dated August 9, 2023, revision 7.
9. **Plan & Profile Woodily Private 4+050 to 4+175.67**, drawing 05 prepared by J.L. Richards dated August 9, 2023, revision 7.
10. **Plan & Profile Arcadian Private 5+050 to 5+211.97**, drawing 06 prepared by J.L. Richards dated August 9, 2023, revision 7.

11. **Plan & Profile Creekway Private 6+050 to 6+231.90**, drawing 07 prepared by J.L. Richards dated August 9, 2023, revision 7.
12. **Plan & Profile Existing Donum Lane STA 5+125 to 5+327.12**, drawing 08 prepared by JR Richards dated August 9, 2023, revision 7.
13. **Grading Plan**, drawing G1 prepared by J.L. Richards dated August 9, 2023, revision 7.
14. **Grading Plan**, drawing G2 prepared by J.L. Richards dated August 9, 2023, revision 7.
15. **Ponding Plan**, drawing SWM1 prepared by J.L. Richards dated August 9, 2023, revision 7.
16. **Ponding Plan**, drawing SWM2 prepared by J.L. Richards dated August 9, 2023, revision 7.
17. **Storm Drainage Plan**, drawing DST prepared by J.L. Richards dated August 9, 2023, revision 7.
18. **Sanitary Drainage Plan**, drawing DSAN prepared by J.L. Richards dated August 9, 2023, revision 7.
19. **Erosion and Sediment Control Plan**, drawing ESC prepared by J.L. Richards dated August 9, 2023, revision 7.
20. **Details Plan**, drawing D1 prepared by J.L. Richards dated August 9, 2023, revision 7.
21. **Details Plan**, drawing D2 prepared by J.L. Richards dated August 9, 2023, revision 7.

#### Required Information Received

- The Ministry of Environment, Conservation and Parks Environmental Compliance Approval for sewer and SWM with the MECP issued certificate no. 8554-CV6QGS.
- An irrevocable Letter of Credit in the amount of \$ 4,416,751.70.
- A Certificate of Insurance for a minimum of \$ 5,000,000.00.

#### Required Information for Permitting

- The owner shall make reference to the approved City of Ottawa plan number # 18829.
- A Water Permit will be required for the proposed water works associated with the proposed development. The owner shall pay the cost of materials supplied by the City of Ottawa estimated at \$ 75,000.00, exclusive of excavation, backfilling and reinstatement. The statement amount is adjustable upon the project's completion. The charges are in accordance with the Regulatory Code and are subject to revisions annually, effective April 1, 2014. Please contact the service desk at 613-580-2424 extension 22268, 951 Clyde Avenue. Please note that requests for connections greater than 5.5m in length must be made a minimum of seven (7) days in advance.
- The owner shall contact the Right of Way Permit Office to apply for all required permits that may be required. Please contact [ROW\\_Permit\\_Office@ottawa.ca](mailto:ROW_Permit_Office@ottawa.ca).
- The owner acknowledges and agrees that new storm sewers shall not be connected to the City's existing storm sewer system until such time as either:

- (a)
  - a Certificate of Conformance has been received from a professional engineer certifying that all required Inlet Control Devices have been properly installed, and that the storm sewer system has also been installed in accordance with, both, the City-approved engineering drawings, and
  - the City's Sewer Design Guidelines (as amended), and
  - is free of any debris;
- Or
- (b) that a flow limiting orifice plate, designed by an engineer to the satisfaction of the City, has been installed at the storm water outlet prior to connecting upstream storm sewers, such orifice plate not to be removed until (a) has been satisfied.
- The owner acknowledges and agrees that new sanitary sewers shall be restricted from discharging into the City's existing sanitary sewer system until such time as a Certificate of Conformance has been received from a professional engineer currently licensed in Ontario certifying:
  - that the sanitary sewer system has been installed in accordance with the City-approved engineering drawings and City's Sewer Design Guidelines (as amended), and
  - is free of any debris.
- The contractor shall make best efforts to ensure a 'tight' sanitary sewer system.
- The owner acknowledges and agrees that they shall erect Temporary Street Name Signs that are in accordance with schedule B of By-Law 2014-78. The owner shall also ensure that all street construction, servicing, and addressing are in accordance with City requirements for Emergency services and that all Standards and By-Laws are met prior to applying for any building permits.
- Please note, no clearing of vegetation shall occur between April 15 and August 15, unless a qualified biologist has determined that no bird nesting is occurring within 5 days prior to the clearing. A pre-clearing survey for active stick nests and cavity nests shall also be conducted between April 1 and April 15, in order to identify and protect early-nesting owls and raptors.
- Please note that the window of no in stream work commences March 15 and continues until June 30.

Please advise your engineer and contractor that they are permitted to commence the installation of the municipal services. The contractor is also reminded that they are required to contact the Planning, Real Estate and Economic Development Department, Inspections Branch in order to organize a pre-construction meeting and to ensure all applicable permits have been received prior to commencement of the works. Please contact Matthew Wilson, Supervisor, Development Inspections, PRED at 613-580-2424 ext. 33263, [matthew.wilson@ottawa.ca](mailto:matthew.wilson@ottawa.ca).

Additionally, the contractor and/or your engineer are reminded that they are required to contact the Sewer Use Program in order to arrange the proper agreements or approvals to allow for the discharge of water from construction dewatering activities to the City's sanitary or storm sewer system. Please contact the Sewer Use Duty Officer at 613-2424 ext. 23326 and/or [suppue@ottawa.ca](mailto:suppue@ottawa.ca).

If you have any questions, please contact the undersigned at 613-580-2424, Ext. 21746.

Sincerely,



Justin Armstrong P.Eng,  
Project Manager  
Development Review, West Branch  
Planning, Real Estate and Economic Development Department  
City of Ottawa

**cc:**

- Kieran Watson, Planner, DR West Branch
- Allison Hamlin, Manager, DR West Branch
- Mike Giampa, Transportation Project Manager, DR West Branch
- Matthew Wilson, Supervisor, Development Inspections, PRED
- Neill Antonypillai, Administrative Clerk, Right of Way Branch, PRED
- Joshua Good, Program Manager - Permit Approvals, Building Code Services, and to [PAB\\_DAP@ottawa.ca](mailto:PAB_DAP@ottawa.ca)
- [WaterPermits@ottawa.ca](mailto:WaterPermits@ottawa.ca)
- [Hasnaa Zaknoun](#), Manager, Wastewater Collection Branch, IWSD
- Sean Gamble - Rural West District, ROW Approvals Officer, Right of Way Unit
- Paul Mantil - Suburban West, Area Manager Roads
- [GeoInformation Centre](#)
- [Sewer Use Unit](#)
- [ROW Permit Office](#)
- Krista Tanaka, Program Manager, Road Safety & Traffic Investigations, Transportation Services Department
- [TMconstruction@ottawa.ca](mailto:TMconstruction@ottawa.ca), Traffic Management
- Barrie Forrester, Supervisor - Street Lighting Asset Management
- [Fire Routes](#)
- Joseph Hannewyk, Water Resource Analyst, Water Loss Management Unit
- [Planning Circulations](#)
- [Karla Ferrey, JLRichards](#)
- Mahad Musse, JLRichards.