



**SITE PLAN CONTROL APPLICATION  
DELEGATED AUTHORITY REPORT  
PLANNING, DEVELOPMENT AND BUILDING SERVICES DEPARTMENT**

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Site Location: 100 Bill Leathem Drive

File No.: D07-12-24-0092

Date of Application: September 13, 2024

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This SITE PLAN CONTROL application submitted by Jordan Jackson (NOVATECH), on behalf of 6360751 Canada Inc. (Continental Flooring Inc – Holding Corp), is APPROVED as shown on the following plan(s):

1. **Notes, OBC Matrix & Building Assembles**, A0.1, prepared by S.J Lawrence Architect Incorporated, dated 2024.01.16, revision 17 dated 2024.10.31.
2. **Site Plan**, A1.0, prepared by S.J. Lawrence Architect Incorporated, dated 2024.01.16, revision 17 dated 2024.10.31.
3. **Roof Plan**, A2.2, prepared by S.J. Lawrence Architect Incorporated, dated 2024.01.16, revision 17 dated 2024.10.31.
4. **Elevations**, A3.1, sheets 1 and 2, prepared by S.J. Lawrence Architect Incorporated, dated 2024.01.16, revision 17 dated 2024.10.31.
5. **Elevations**, A3.2, prepared by S.J. Lawrence Architect Incorporated, dated 2024.01.16, revision 17 dated 2024.10.31.
6. **Stormwater Management Plan**, 124011-SWM, prepared by NOVATECH, dated May 31/24, revision 2 dated Aug 22/24.
7. **Grading and Erosion & Sediment Control Plan**, 124011-GR, prepared by NOVATECH, dated May 31/24, revision 2 dated Aug 22/24.
8. **General Plan of Services**, 124011-GP, prepared by NOVATECH, dated May 31/24, revision 2 dated Aug 22/24.
9. **Landscape Plan**, 124011-L1, prepared by NOVATECH, dated May 21/24, revision 2 dated Aug 22/24.

10. **Details**, 124011-L1, prepared by NOVATECH, dated May 21/24, revision 2 dated Aug 22/24.

And as detailed in the following report(s):

1. **100 Bill Leathem Drive – Proposed Office/Warehouse Development Environmental Impact Study and Tree Conservation Report – Updated**, prepared by Muncaster Environmental Planning Inc., dated July 2, 2024.
2. **Geotechnical Investigation**, prepared by EXP Services Inc., dated August 15, 2024.
3. **Grading Review Memo**, prepared by EXP Services Inc., dated August 23, 2024.
4. **Phase I Environmental Site Assessment The Salvation Army Barrhaven Church 102 Bill Leathem Drive**, prepared by Paterson Group, dated April 12, 2016.
5. **Phase I – Environmental Site Assessment Update 100 Bill Leathem Drive**, prepared by Paterson Group, dated May 24, 2024.
6. **100 Bill Leathem Drive Servicing and Stormwater Management Report**, prepared by Novatech, dated May 31, 2024, revised August 22, 2024.

And subject to the following General and Special Conditions:

### **General Conditions**

#### 1. **Lapsing of Approval**

The Owner shall enter into this Site Plan Control Agreement, including all standard and special conditions, financial and otherwise, as required by the City. In the event that the Owner fails to sign this Agreement, complete the conditions to be satisfied prior to the signing of this Agreement, and have the corresponding building permit(s) issued within three (3) years of Site Plan approval, the approval shall lapse.

#### 2. **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, Development and Building Services.

#### 3. **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.

#### 4. **Reinstatement of City Property**

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

5. **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, Development and Building Services.

6. **Construct Sidewalks**

The Owner shall design and construct sidewalk(s) within public rights-of-way or on other City owned lands to provide a pedestrian connection from or to the site as may be determined by the General Manager, Planning, Development and Building Services. Such sidewalk(s) shall be constructed to City Standards.

7. **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, Development and Building Services.

8. **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, Development and Building Services, 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, Development and Building Services, the aforesaid Works are proceeding satisfactorily toward completion. The Owner shall obtain the prior consent of the General Manager, Planning, Development and Building Services 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, Development and Building Services, 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.

## **9. Development Charges**

The Owner shall pay development charges to the City in accordance with the by-laws of the City.

## **Special Conditions**

### **10. 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.

### **11. Private Approach Detail**

The Owner acknowledges and agrees that all private approaches serving the proposed development shall be designed and constructed, at the sole expense of the Owner, in accordance with the City's "Curb Return Entrances – Uncontrolled Intersections" Plan, Drawing No. SC7.1, dated March 2007 and revised March 2021, and the Owner shall comply with the City's Private Approach By-law, being No. 2003-447, as amended.

### **12. Private Access**

The Owner acknowledges and agrees that all private accesses to Roads shall comply with the City's Private Approach By-Law being By-Law No. 2003-447 as amended, or as approved through the Site Plan control process.

### **13. 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 Report (the "Report"), referenced in Schedule "E" herein, are fully implemented. The Owner further acknowledges and agrees that it shall provide the General Manager, Planning, Development and Building Services 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, Development and Building Services.

### **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, Development and Building Services 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 in-ground stormwater inlet control devices, as recommended in the approved Servicing and Stormwater Management Report 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 municipal 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, Development and Building Services 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.

**17. 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, Development and Building Services.

#### **18. 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); and
  - (ii) 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, Development and Building Services, 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.

#### **19. Exterior Elevations Drawings**

The Owner acknowledges and agrees to construct the proposed building in accordance with the approved Elevations (A3.1, A3.2), referenced in Schedule “E” herein. The Owner further acknowledges and agrees that any subsequent proposed changes to the approved plans shall be filed with the General Manager, Planning, Development and Building Services and agreed to by both the Owner and the City prior to the implementation of such changes. No amendment to this Agreement shall be required.

#### **20. Maintenance and Liability Agreement for Landscaping**

The Owner acknowledges and agrees it shall be required to enter into a Maintenance and Liability Agreement with the City, for those elements which are to be located in the City’s Bill Leathem Drive right-of-way, as shown on the approved Site Plan referenced in Schedule “E” herein, including all plant and landscaping material (except municipal trees), concrete pathway. The Maintenance and Liability Agreement shall be registered on title, at the Owner’s expense, immediately after the registration of this Agreement. The Owner shall assume all maintenance and replacement responsibilities in perpetuity.

#### **21. 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.

**22. Cash-In-Lieu of Conveyance of Parkland**

Prior to registration of the Site Plan Agreement, the Owner acknowledges and agrees to pay cash-in-lieu of conveyance of parkland as referenced in Schedule "B" herein. Pursuant to the City's Parkland Dedication By-law, being By-law No. 2022-280, as amended, 40% of said funds collected shall be directed to City wide funds, and 60% shall be directed to Ward 24 funds. The Owner shall also pay the parkland appraisal fee of \$820.00 plus H.S.T. of \$106.60, as referenced in Schedule "B" herein.

**23. Access Easement to City**

The Owner acknowledges and agrees it shall grant to the City, at the Owner's expense, a Blanket Easement over the lands, with the right and licence of free, uninterrupted, unimpeded and unobstructed access to the City to enter on and to pass at any and all times, on, over, along and upon the lands with or without vehicles, supplies, machinery and equipment for all purposes necessary or convenient to construct, maintain, repair and replace the Private Watermains, Private Service Posts and fire hydrants at the Owner's expense. The Owner acknowledges and agrees that notwithstanding the rights granted to the City under the grant of easement, the Owner remains responsible at all times for the maintenance, inspection, alteration, repair, replacement and reconstruction of the utility in the said lands during their term of use. The Owner acknowledges and agrees to provide an electronic copy of the Transfer of Easement prior to the execution of this Agreement by the City, to the satisfaction of the City Solicitor. All costs shall be borne by the Owner.

**24. Ottawa Macdonald-Cartier International Airport – Zoning Regulations**

The Owner acknowledges and agrees that the Ottawa Macdonald-Cartier International Airport Zoning Regulations (AZR) apply to temporary construction equipment, such as cranes. The Owner further acknowledges and agrees that if a crane is intended for use on the site, the Owner will notify Transport Canada in Toronto a minimum of ninety (90) days in advance to determine if it will cause a safety hazard to pilots maneuvering in the area.

November 4, 2024



\_\_\_\_\_  
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:** D07-12-24-0092

### **SITE LOCATION**

100 Bill Leathem Drive, and as shown on Document 1.

### **SYNOPSIS OF APPLICATION**

The site is located west of Leikin Drive on the south side of Bill Leathem Drive in the South Merivale Business Park. The site measures 0.45 hectares in area and has approximately 81 metres of frontage on Bill Leathem Drive. The site is currently vacant and was severed from the adjacent property to the east (102 Bill Leathem Drive) in 2023. The surrounding land uses include the Clark Bellinger Environmental Facility to the south, vacant industrial land and the Enbridge South Merivale Operations Centre to the west, an industrial and manufacturing operation to the north and the Salvation Army Barrhaven Church to the east.

The site plan control application will facilitate the development of a two storey 1,531 square metre office and warehouse building with a showroom. The development will also include a future 327 square metre addition to the east shown as Phase II on the site plan.

Vehicular access to the site will be provided by two accesses on Bill Leathem Drive. The parking lot will include 20 surface parking spaces and four bicycle parking spaces in the front yard and an additional two surface parking spaces in the rear yard. One loading space will be provided in the rear yard and will be screened by the proposed building. To provide separation from the adjacent uses, a chain-linked fence will be installed around the perimeter of the site and deciduous trees and shrubs will be planted along the south and east property lines.

The Clarke Bellinger Environmental Facility is identified as a significant natural heritage feature in the Official Plan. The Environmental Impact Study (EIS) submitted with the application confirmed that the construction and operation of the proposed warehouse will not have a negative impact on the natural heritage feature and functions. The Official Plan requires a 15-metre setback from top a stable slope, which extends to 1.5 metres on to the southern portion of the property. A portion of the loading dock and retaining wall encroach within the 15-metre setback from the stable top of slope; however, Environmental Planning staff agree with the conclusions of the ESI that this encroachment would not impose a negative impact on the ecological function of the environmental facility.



## **Related Applications**

N/A

## **DECISION AND RATIONALE**

This application is approved for the following reasons:

- The application is consistent with the Provincial Planning Statement as it facilitates the efficient use of serviced land in an Employment Area.
- The application conforms with the Official Plan. The site is designated Mixed Industrial in the Suburban Transect.
- The application complies with the Light Industrial Subzone 9 (IL9) zone and the applicable performance standards. The site is also subject to Urban Exception 2382, which also permits place of worship, place of assembly and community centre.
- The site layout and design represent good planning.

## **PARKLAND DEDICATION**

Parkland dedication, in accordance with By-law 2022-280, is being satisfied within this approval through the taking of cash-in-lieu of parkland as detailed in the above conditions.

## **CONSULTATION DETAILS**

### **Councillor's Comments**

Councillor Wilson Lo was aware of the application related to this report.

### **Public Comments**

This application was not subject to public circulation under the Public Notification and Consultation Policy. There was no public comment received online.

### **Technical Agency/Public Body Comments**

#### Summary of Comments –Technical

The Rideau Valley Conservation Authority provided comments that the development should be updated to incorporate Low Impact Development measures to attenuate total runoff from the site.

#### Response to Comments –Technical

The stormwater management criteria for the subject site are based on the South Merivale Business Park Stormwater Management Report. City staff updated the applicable quality control criteria to modern enhanced levels based on the Ministry of the Environment, Conservation and Parks provincial stormwater management guidelines. The quantity

control criteria were also updated with a modern stormwater analysis method provided by the City's Infrastructure & Water Services Department. The stormwater management plan complies with the updated targets for the South Merivale Business Park. The applicant has incorporated both lot-level & conveyance controls, and end-of-pipe stormwater management controls, as recommended in the Ministry of Environment, Conservation and Parks Stormwater Management Planning and Design Manual. Quality is managed in the Clarke Bellinger Environmental Facility and runoff volume is controlled for the 100-year event to a release rate based on the 5-year event.

## **APPLICATION PROCESS TIMELINE STATUS**

This Site Plan application was processed by the On Time Decision Date.

**Contact:** Siobhan Kelly Tel: 613-580-2424, ext. 27337 or e-mail:  
[siobhan.kelly@ottawa.ca](mailto:siobhan.kelly@ottawa.ca)

# Document 1 – Location Map



LOCATION MAP / PLAN DE LOCALISATION  
SITE PLAN / PLAN D'EMPLACEMENT

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REVISION / RÉVISION - 2024 / 08 / 30



**100 prom. Bill Leatham Dr.**

