

Conseil des écoles publiques de l'Est de l'Ontario  
Leitrim Central Elementary School  
**3955 Kelly Farm Drive**

## Zoning Confirmation Report

Site Plan Control Application

May 28, 2025

CA0039813.4669



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May 28, 2025

**Prepared For:**

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This Zoning Confirmation Report was prepared by WSP Canada Inc. ("WSP") for Architecture49 ("Client") on behalf of the Conseil des écoles publiques de l'Est de l'Ontario ("CEPEO") in accordance with the agreement between WSP and the Client. This Zoning Confirmation Report is based on information provided to WSP which has not been independently verified.

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This Standard Limitations statement is considered part of this Report.

# 1 Introduction

WSP was retained by Architecture49 (“A49”) on behalf of the Conseil des écoles publiques de l’Est de l’Ontario (“CEPEO”) to prepare a Zoning Confirmation Report in support of the Site Plan Control application for the lands municipally known as 3955 Kelly Farm Drive in the City of Ottawa. The requested Site Plan Control application would permit the development of a two-storey elementary school, Leitrim Central Elementary School.

This Zoning Confirmation Report has been prepared to provide a detailed review to determine compliance of the proposed development with the City of Ottawa Zoning By-Law 2008-250 (November 24, 2023 Consolidation). This review is based on the Site Plan prepared by Architecture49 (dated May 26, 2025).

The Zoning Confirmation Report is set up as follows:

- **Section 2** includes the Zoning Confirmation Checklist, including Project Information and the Zoning Review, which provides a full review of the applicable zoning requirements and identifies any areas of non-compliance;
- **Section 3** provides a Summary of Opinion based on the review of the proposed Site Plan prepared by Architecture49 (dated May 26, 2025); and
- **Appendix A** includes the Site Plan, prepared by Architecture49 (dated May 26, 2025).



## 2 Zoning Confirmation Checklist

### 2.1 Project Information

The site is municipally known as 3955 Kelly Farm Drive in the City of Ottawa and is part of the Barrett Lands Phase 1 Subdivision located in Ward 22 (Riverside South-Findlay Creek). The site is currently vacant and undeveloped. The site is rectangular in shape and has a frontage of approximately 172 metres (564.39 ft) along Kelly Farm Drive, a frontage of approximately 107 metres (351.83 ft) along Barrett Farm Drive, and an area of approximately 2.07 hectares (5.12 acres). The lands are legally described as 'Block 196, Registered Plan 4M-1640, City of Ottawa' per the Topographic Plan of Survey prepared by Callon Dietz Incorporated (no date).

**Figure 1** illustrates the site's location and approximate boundaries. The property at 3955 Kelly Farm Drive (shown in yellow in **Figure 1**) is subject to the Site Plan Control application.

**Figure 1: Site Location**



The Project Information is summarized in **Table 1**.

**Table 1: Project Information – 3955 Kelly Farm Drive (Leitrim Central Elementary School)**

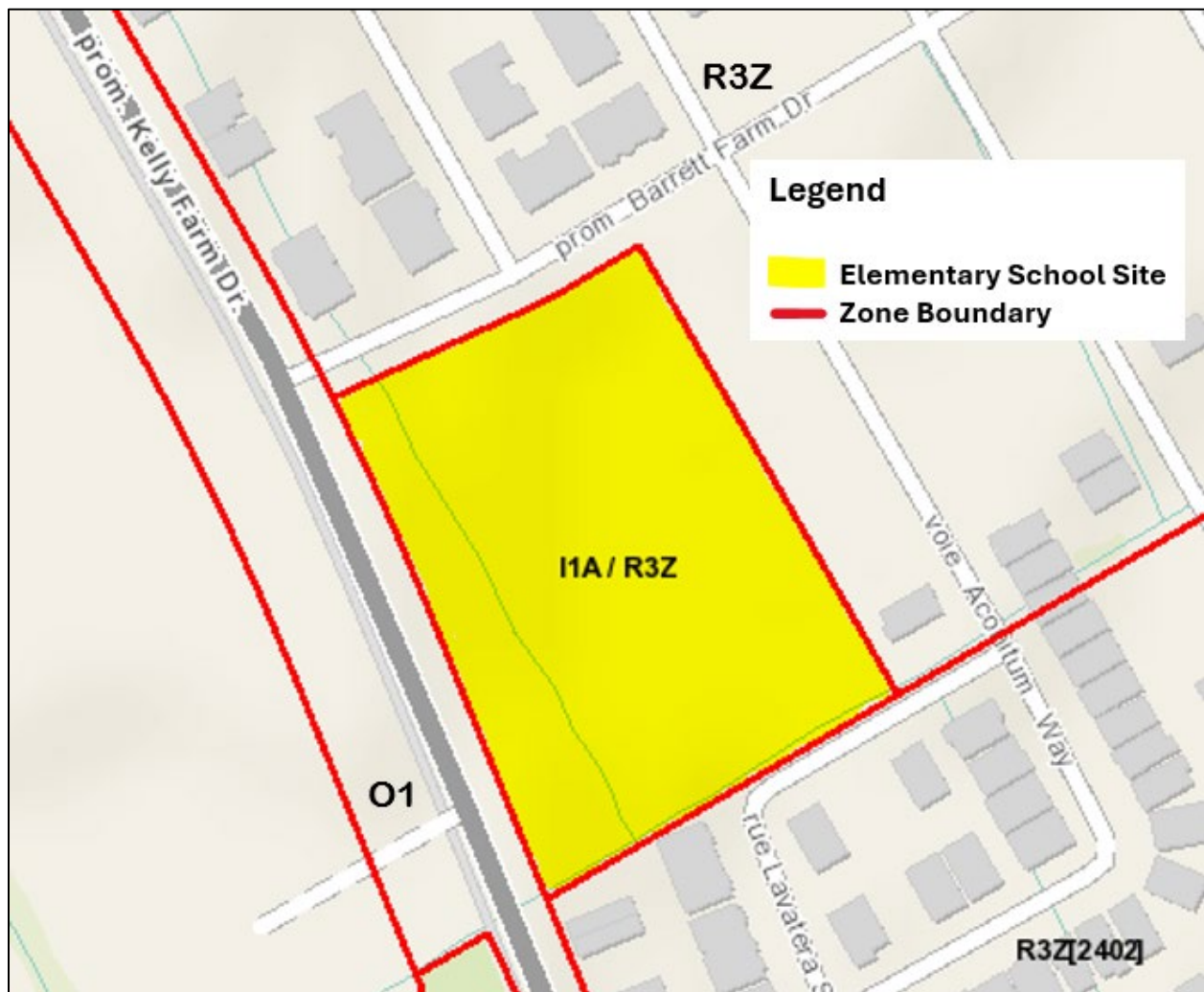
Project Information			
<b>Review Date:</b>	March 27, 2025	<b>Official Plan Designation:</b>	Suburban Transect, Neighbourhood
<b>Municipal Address(es):</b>	3955 Kelly Farm Drive	<b>Legal Description:</b>	Block 196, Registered Plan 4M-1640, City of Ottawa
<b>Scope of Work:</b>	A new French elementary school by the Conseil des écoles publiques de l'Est de l'Ontario and daycare, with a gross floor area of approximately 4,521 m <sup>2</sup> (48,664 ft <sup>2</sup> ).		
<b>Existing Zoning Code:</b>	Minor Institutional Zone, I1A / Residential Third Density Subzone Z, R3Z	<b>By-law Number:</b>	2008-250
<b>Schedule 1 / 1A Area:</b>	Area C: Suburban / Area C: Suburban	<b>Overlays Applicable:</b>	Airport Vicinity Development Zone

## 2.2 Zoning Confirmation Checklist

The proposed elementary school and daycare is proposed to have frontage on Kelly Farm Drive and Barrett Farm Drive. Under the City of Ottawa Comprehensive Zoning By-law 2008-250 (November 4, 2023 Consolidation) the site is zoned **Minor Institutional Zone, Subzone I1A (I1A)**, as shown in **Figure 2**.

Properties immediately adjacent to the site are zoned Residential Third Density Zone, Subzone Z (R3Z) to the north and east; Residential Third Density Zone, Subzone Z, Urban Exception 2402 (R3Z[2402]) to the South; and Parks and Open Space Zone (O1) to the west.

**Figure 2: Site Zoning (geoOttawa, 2025)**



## 2.2.1 Zoning Provisions

The general purpose of the I1 zone is to:

- “(1) permit a range of community uses, institutional accommodation and emergency service uses to locate in areas designated as General Urban Area or Central Area in the Official Plan; and
- (2) minimize the impact of these minor institutional uses located in close proximity to residential uses by ensuring that such uses are of a scale and intensity that is compatible with neighbourhood character.”

The I1 Zone permits a variety of non-residential uses, including schools and day cares.

The City’s Comprehensive Zoning By-Law defines a “**school**” as, “[having] the same meaning as in the Education Act, and includes any other place of primary, elementary, or secondary education which has a body of teachers and students on the premises, and that provides instruction in the primary, elementary or secondary courses of study authorized or approved by the Minister of Education for Ontario, and also includes adult education and English or French as a second language programs.”

A “**day care**” is defined in the City’s Zoning By-Law as, “a place providing temporary care for any individual for a continuous period not exceeding twenty-four hours, but does not include the services of a health care practitioner.”

**As such, the proposed CEPEO elementary school and day care are permitted uses for this site.**

**Table 2** provides a detailed zoning compliance analysis of how the proposed CEPEO elementary school development at 3955 Kelly Farm Drive meets the Zoning By-Law provisions for the I1A Zone. The review in **Table 2** is based on the Site Plan, prepared by Architecture49 (dated May 26, 2025). The Site Plan is included in **Appendix A** of this Report.

**Table 2: Zoning Compliance for Minor Institutional Zone, Subzone A (I1A) – 3955 Kelly Farm Drive**

Zoning Provision	Requirement –	Calculation (if applicable)	Compliance (Yes or No)
<b>Zone Requirement – I1A Zone (Table 170A)</b>			
<b>Minimum lot width – Sec. 170, Table 170A (a)</b>	15 m	N/A	Yes – 113.94 m
<b>Minimum Lot Area – Sec. 170, Table 170A (b)</b>	400 m <sup>2</sup>	N/A	Yes – 20,729 m <sup>2</sup>



Zoning Provision	Requirement –	Calculation (if applicable)	Compliance (Yes or No)
<b>Minimum Front Yard – Sec. 170, Table 170A (c)</b>	7.5 m	N/A	Yes – 7.5 m
<b>Minimum Rear Yard – Sec. 170, Table 170A (d)</b>	7.5 m	N/A	Yes – 81.605 m
<b>Minimum Interior Side Yard – Sec. 170, Table 170A (e)</b>	7.5 m	N/A	Yes – 32.167 m
<b>Minimum Corner Side Yard – Sec. 170, Table 170A (f)</b>	4.5 m	N/A	Yes – 4.5 m
<b>Maximum Building Height – Sec. 170, Table 170A (g)</b>	15.0 m	N/A	Yes – 8.7 m

## 2.2.2 Permitted Projections Above the Height Limit and Permitted Projections into Required Yards Provisions

The Zoning By-law contains provisions for permitted projections above the height limit and permitted projections into required yards, as set out in **Table 3**. There are no proposed projections in to required yards or above the permitted height limit.

**Table 3: Provisions for Permitted Projections Above Height Limit / into Required Yards**

Zoning Provision	Requirement	Calculation (if applicable)	Compliance (Yes or No)
<b>Permitted projections above the height limit – Sec. 64</b>	Except in the case of buildings or structures located within the area shown on Schedules 11 to 88 (Central Area Height Schedules), the maximum height limits do not apply to the structures listed below or to any other similar structures that may require a height in excess of maximum height	N/A	N/A

<b>Zoning Provision</b>	<b>Requirement</b>	<b>Calculation (if applicable)</b>	<b>Compliance (Yes or No)</b>
	limits in order to serve their intended purpose, unless otherwise specified in the by-law and provided these structures are erected only to such height or area as is necessary to accomplish the purpose they are to serve and that is necessary to operate effectively and safely: Mechanical and service equipment penthouse, elevator or stairway penthouse		
<b>Chimney, chimney box and fireplace box, Sec. 65, Table 65(1)</b>	1 m, but not closer than 0.6 m to a lot line	N/A	N/A
<b>Eaves, eaves-troughs and gutters, Sec. 65, Table 65(2)</b>	1 m, but not closer than 0.3 m to a lot line	N/A	N/A
<b>Ornamental elements such as sills, belt courses, cornices, parapets and pilasters, Sec. 65, Table 65(3)</b>	0.6 m, but not closer than 0.6 m to a lot line	N/A	N/A
<b>Canopies and awnings, Sec. 65, Table 65(4)</b>	(b) All other buildings including a low-rise apartment dwelling and mid-high-rise apartment dwelling: i) a distance equal to ½ the depth of a front, rear or corner	N/A	N/A

<b>Zoning Provision</b>	<b>Requirement</b>	<b>Calculation (if applicable)</b>	<b>Compliance (Yes or No)</b>
	side yard but not closer than 0.6 m to a lot line, and ii) 1.8 m into an interior side yard, but not closer than 0.6 m to a side lot line		
<b>Fire escapes, open stairways, stoop, landing, steps and ramps – Sec. 65, Table 65(5)</b>	(b) Other features: i) where at or below the floor level of the first floor: 1. in the case of the interior side yard or rear yard: no limit, and  ii) other cases: 1. In the case of any yard: 1.5m, but not closer than 1 m to a lot line	N/A	N/A
<b>Covered or uncovered balcony, porch, deck, platform, and verandah, with a maximum of two enclosed sides, excluding those covered by canopies and awnings, Sec. 65, Table 65(6)</b>	a) uncovered, unenclosed features such as decks or platforms where the walking surface is not higher than 0.6 m above adjacent grade: (i) in the interior side yard and rear yard: no limit (ii) in the front yard and corner side yard – the greater of 2 m or 50% of the required front yard or corner side yard, but no closer than 1m to a property line c) In all other cases: 2 metres, but no closer than 1 metre from any lot line.	N/A	N/A
<b>Bay window where window faces a lot line, Sec. 65, Table 65(7)</b>	1 m, but not closer than 1.2 m from a lot line	N/A	N/A

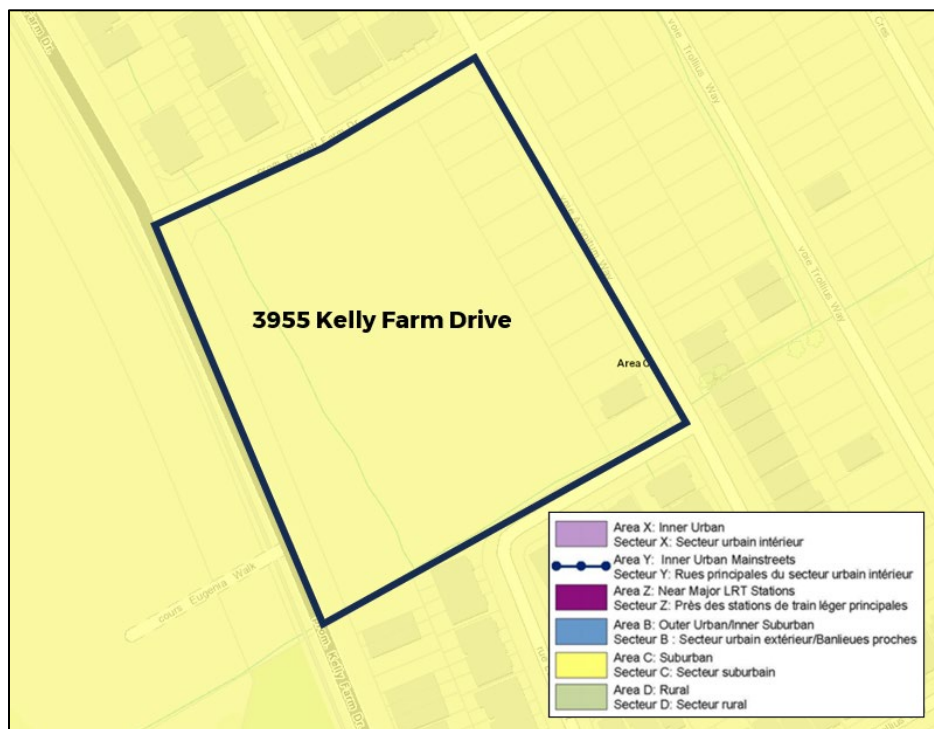
<b>Zoning Provision</b>	<b>Requirement</b>	<b>Calculation (if applicable)</b>	<b>Compliance (Yes or No)</b>
<b>Air conditioner condenser, heat pump or similar equipment, Sec. 65, Table 65(8)</b>	III) For All Other Buildings (i.e., non-residential)  (b) Other cases – no restriction.	N/A	N/A
<b>Exit stairs – Sec. 161(13)(m)</b>	Exit stairs providing required egress under the Building Code may project a maximum of 2.2 metres into the required rear yard.	N/A	N/A

### 2.2.3 Parking Provisions

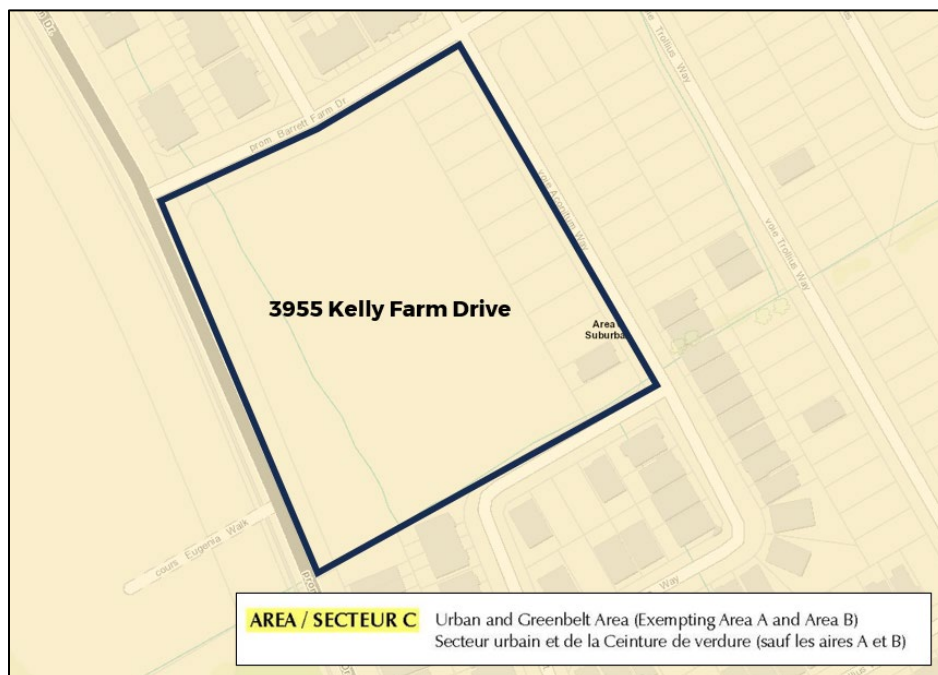
The Zoning By-law contains provisions for parking, as set out in **Table 4**. The site is within Area C on Zoning By-law Schedule 1A, as illustrated in **Figure 3**.

For the purposes of applying the provisions of Section 103 - Maximum Limit on Number of Parking Spaces Near Rapid Transit Stations, the site is located in Area C: Suburban on Schedule 1 of the Zoning By-law, as illustrated in **Figure 4**. Applicable provisions are identified in **Table 204**. **The site is not within 300 m of an existing rapid transit station in Schedule 2A or 2B.**

**Figure 3: Schedule 1A – Areas for Minimum Parking Space Requirements, City of Ottawa Zoning By-law (via geoOttawa, 2025)**



**Figure 4: Schedule 1 – Boundaries of the Central, Inner Urban, Suburban and Rural Areas (Excerpt), City of Ottawa Zoning By-law (via geoOttawa, 2025)**





**Table 4: Parking and Loading Space Provisions**

Zoning Provision		Requirement	Calculation (if applicable)	Compliance (Yes or No)
<b>Schedule 1A</b>		The Site is designated as Area C “Suburban” in Schedule 1A of City of Ottawa Zoning By-law No. 2008-250.	N/A	N/A
<b>Schedule 2A and 2B</b>		The Subject Site is not within 300 metres of a rapid transit station in Schedule 2A or Schedule 2B.	N/A	N/A
<b>Minimum Parking Space Rates – Sec. 101, Table 101</b>		Area C, Schedule 1A: School, other – 1.5 per classroom (includes portables) Daycare: 2 per 100 m <sup>2</sup> of gross floor area	15 classrooms X 1.5 = 23 2 per 100 m <sup>2</sup> of daycare GFA (413 m <sup>2</sup> ) = 8 12 portables X 1.5 = 18  Total = 49 spaces	Yes – 53 spaces total (including 50 standard spaces, 3 barrier-free spaces)
<b>Minimum visitor parking spaces – Sec. 102, Table 102</b>		None required for the proposed use.	N/A	Yes – 0, visitors may use the standard parking spaces
<b>Dimension requirements for a motor vehicle parking space – Sec. 106(1)</b>	(a) Width	Minimum width of 2.6 m; maximum width of 3.1 m.	N/A	Yes – 2.6 m x 5.2 m
	(b) Length	5.2 m	N/A	
<b>Minimum Driveway Width to Parking Lot – Sec. 107(1)</b>		(a) (i) three metres for a single traffic lane;	N/A	Yes – 6.7 m

Zoning Provision	Requirement	Calculation (if applicable)	Compliance (Yes or No)
	(ii) in the case of a parking lot, 6.0 metres for a double traffic lane		
<b>Minimum Required Aisle Width – Table 107</b>	Angle of parking (degrees): a) 0-40: 3.5 m b) 41-55: 4.3 m c) 56-70: 6.5 m d): 71-90: 6.7 m	N/A	Yes – 6.7 m
<b>City of Ottawa Accessibility Design Standards – Section 3.1.3(f)</b>	Minimum width of 3400 mm for “Type A” wide van accessible spaces	N/A	Yes – Type A 3.4 m x 5.2 m
	Minimum width of 2400 mm for “Type B” standard parking spaces		Yes – Type B 2.4 m x 5.2 m
<b>City of Ottawa Accessibility Design Standards – Section 3.1.3(g)</b>	Provide an access aisle adjacent and parallel to each accessible parking space: 1500 mm wide (minimum; extend the full length of the space; clearly indicated by high colour contrast diagonal pavement markings; where two accessible parking spaces are provided adjacent to each other, they may share an access aisle; connect with adjacent accessible path of travel and centre curb ramp on access aisle	N/A	Yes – 1.5 m access, full length of space and meets design standards.
<b>Outdoor loading and refuse collection areas within a</b>	Requirements: 9 m from a lot line abutting a public street	N/A	Yes – greater than 9 m from lot line abutting a public street and

<b>Zoning Provision</b>	<b>Requirement</b>	<b>Calculation (if applicable)</b>	<b>Compliance (Yes or No)</b>
<b>parking lot – Sec. 110(3)</b>	3 m from any other lot line Screened from view by an opaque screen with a min. height of 2 m		greater than 3 m from all other lot lines.
<b>Landscaping Provisions for Parking Lots – Sec. 110</b>	Minimum 15% of the parking lot must be provided as perimeter or interior landscape area comprised of: a) a landscaped buffer must be provided between the perimeter of the parking lot and a lot line in accordance with Table 110. A driveway may cross the landscaped buffer; and b) in addition to the landscaped buffer, interior landscaping may be provided including various landscaped is, landscaped medians, pedestrian pathways or public plazas to meet the minimum 15% requirement.	15% of parking lot area: $= 0.15 \times (1,248 \text{ m}^2)$ $= 187.2 \text{ m}^2$	Yes – 450 m <sup>2</sup>
<b>Minimum required width of a landscaped buffer of a parking lot – Sec. 110, Table 110</b>	For a parking lot containing 100 or more parking spaces: (a) abutting a street: 3 m (b) not abutting a street: 3 m	N/A	Yes – 3.0 m
<b>Minimum number of bicycle parking spaces – Sec. 111(2), Table 111A</b>	(d) school: 1 per 100 m <sup>2</sup> of GFA	$4,537 \text{ m}^2 / 100 \text{ m}^2 = 45.4$ spaces	Yes- 48 spaces

Zoning Provision	Requirement	Calculation (if applicable)	Compliance (Yes or No)
	(e) day care: 1 per 250 m <sup>2</sup> of GFA	413.2 m <sup>2</sup> /250 m <sup>2</sup> = 1.65 spaces  = ~48 spaces	
<b>Bicycle parking space location – Sec. 111 (3)</b>	Must be located on the same lot as the use or building for which it is provided.	N/A	Yes – Bicycle parking located on the same lot as the proposed school and daycare.
<b>Bicycle parking space location – Sec. 111 (4)</b>	Must be located in order to provide convenient access to main entrances or well-used areas.	N/A	Yes – Bicycle parking located near front entrance of building.
<b>Bicycle parking spaces location in landscaped area – Sec. 111 (7)</b>	Max. of 50% or 15 spaces, whichever is greater.	50% x 50 spaces = 25 spaces	Yes – Bicycle parking is not located in the landscaped area.
<b>Minimum bicycle parking space dimensions – Sec. 111 (8), Table 111B</b>	(a) Horizontal: Width: 0.6 m Length: 1.8 m	N/A	Yes – 0.6 m x 1.8 m
<b>Minimum bicycle parking aisle width - Sec. 111 (9)</b>	A bicycle parking space must have access from aisle having a min. width of 1.5 m	N/A	Yes – 1.55 m
<b>Minimum number of vehicle loading spaces required – Sec. 113, Table 113A</b>	(a) School: (2000- 4999 m <sup>2</sup> GFA): 1 space  d) All other non-residential uses (350-999 m <sup>2</sup> ): 0 spaces	School: 4,128.6 m <sup>2</sup> = 1 space  Daycare: 413.2 m <sup>2</sup> = 0 spaces	Yes – 4 spaces
<b>Minimum width of driveway accessing loading space – Sec. 113, Table 113B(a)</b>	(i) – Single traffic lane – 3.5 m	N/A	Yes – 5.0 m

<b>Zoning Provision</b>	<b>Requirement</b>	<b>Calculation (if applicable)</b>	<b>Compliance (Yes or No)</b>
<b>Minimum width of aisle accessing loading space, by angle of loading space – Sec. 113, Table 113B(b)</b>	For a standard space: (i) 45 degrees or less: 5 m	N/A	Yes – 5.0 m for 45 degrees or less
<b>Minimum width of loading space – Sec. 113, Table 113B(c)</b>	Standard Space: 3 m	N/A	Yes – 3.5 m
<b>Minimum length of loading space – Sec. 113, Table 113B(b)</b>	(ii) Other cases: 7 m	N/A	Yes – 9.0 m



### 3 Summary of Opinion

Based on our review of the proposed Site Plan, prepared by Architecture49 (dated May 26, 2025) against the relevant zoning provisions of the City of Ottawa Comprehensive Zoning By-law 2008-250 (November 24, 2023 Consolidation), it is our professional opinion that the proposed development comprised of the CEPEO Leitrim French elementary school and daycare at 3955 Kelly Farm Drive is zoning-compliant.

Please feel free to contact Emilie Coyle at [Emilie.Coyle@wsp.com](mailto:Emilie.Coyle@wsp.com) or (438) 843-7322 if you have any questions or require additional information.

Yours truly,



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