

July 7, 2025

Ottawa Carleton District School Board
133 Greenbank Road, Ottawa, ON, K2h 6L3

Attention: Barry Boyd

Dear Barry Boyd:

Re: Elementary School (OCDSB) - 700 Spring Valley Drive
Ward 19 - Orléans South-Navan, Councillor Catherine Kitts
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 commencement of work as detailed in the Delegated Authority Report. In addition, please review the following conditions for proceeding with the required works:

List of Approved Drawings

1. **Geotechnical Investigation – Proposed Spring Valley Trails Elementary School**, prepared by EXP Services Inc., Project Number: OTT-23012778-E0 dated November 26th, 2024.
2. **Servicing and Stormwater Management Report – 700 Spring Valley Road**, prepared by Jp2g Consultants Inc., Project Number: 24-5049A, Revision No. 1.1, dated March 11th, 2025.
3. **Site Servicing Plan**, Drawing No. C1, prepared by Jp2g Consultants Inc., Revision 5, dated 2025-04-07, stamped 2025-04-07.
4. **Site Grading, Erosion and Sediment Control Plan**, Drawing No. C2, prepared by Jp2g Consultants Inc., Revision 5, dated 2025-04-07, stamped 2025-04-07.
5. **Details, Notes and Schedules**, Drawing No. C3, prepared by Jp2g Consultants Inc., Revision 5, dated 2025-04-07, stamped 2025-04-07.
6. **Phase I – Environmental Site Assessment – Spring Valley Drive at Joshua Street**, prepared by CM3 Environmental Inc., Project Number: ER1087, dated January 2025.

7. **Phase II – Environmental Site Assessment – Spring Valley Drive at Joshua Street**, prepared by CM3 Environmental Inc., Project Number: ER1087, dated November 25, 2024.
8. **Global Slope Stability Analysis Memo**, prepared by EXP Services Inc., Project Number: OTT-23012778-E0, dated 03/17/25, stamped 03/17/25.
9. **Northern Retaining Wall – General Notes**, Drawing No. SK1, prepared by D+M Structural Engineering, Project Number: 24-064, dated 25/03/11, stamped 25/03/12.
10. **Northern Retaining Wall – Typical Section**, Drawing No. SK2, prepared by D+M Structural Engineering, Project Number: 24-064, dated 25/03/11, stamped 25/03/12.

Required Information Received

- An irrevocable Letter of Credit in the amount of \$ 2,035,455.51, OSB285474TOR
- A Certificate of Insurance for a minimum of \$ 5,000,000.

Required Information for Permitting

- The owner shall make reference to the approved City of Ottawa plan number # 19255.
- 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 \$ 19,000, 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 Permits@ottawa.ca](mailto:ROW_Permits@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.
- The Owner acknowledges and agrees that the City of Ottawa will not issue any building permits for the above site, nor will the Owner request building permits, until such time as:
 - Preliminary Approval of the Works has been issued by the Inspections Unit, and
 - The Grading Plan and Composite Utility Plan are approved in writing by the Development Review Branch, and
 - Re-calculated Record sewer design sheets and Record watermain sheets have been re-submitted and reviewed by the Development Review Services.

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, Development and Building Services 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, PDBS at 613-580-2424 ext. 33263, 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.

If you have any questions, please contact the undersigned at 613-580-2424, Ext. 60865.

Sincerely,



Anton Chettr P.Eng.

Project Manager

Development Review All Wards

Planning, Development and Building Services Department

City of Ottawa

c.c.

- Shoma Murshid, Planner, DR All Wards
- Allison Hamlin, Manager, DR All Wards
- Abdul Mottalib, Senior Project Manager, DR All Wards
- Josiane Gervais, Transportation Project Manager, DR Transportation Unit
- Matthew Wilson, Supervisor, Development Inspections, PDBS
- Neill Antonypillai, Administrative Clerk, Right of Way Branch, PDBS
- Laura Cooper, Program Manager - Permit Approvals, Building Code Services, and to PAB_DAP@ottawa.ca
- WaterPermits@ottawa.ca
- water-booking@ottawa.ca
- Hasnaa Zaknoun, Manager, Wastewater Collection Branch, IWSD
- Marina Down - Rural East District, ROW Approvals Officer, Right of Way Unit
- Matt Kavanagh - Suburban East, Area Manager Roads
- Sarah MacLaurin, Coordinator - GIS & Data Services, PDBS and to gisanddataservices@ottawa.ca
- [GeoInformation Centre](#)
- [Sewer Use Unit](#)
- [ROW Permit Office](#)
- Eva Walrond, Research and Forecasting Unit
- Krista Tanaka, Program Manager, Road Safety & Traffic Investigations, Transportation Services Department
- TMconstruction@ottawa.ca, Traffic Management
- Ryan Zaichkowsky, Supervisor - Street Lighting Asset Management
- [Fire Routes](#)
- Joseph Hannewyk, Water Resource Analyst, Water Loss Management Unit
- [Planning Circulations](#)
- Zachary Baumann, Jp2g Consultants Inc., 1150 Morrison Drive, Unit#410, Ottawa, ON, K2H 8S9