



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

Site Location: 225 Maple Creek Court

File No.: D07-12-22-0178

Date of Application: November 7, 2023

This SITE PLAN CONTROL application submitted by Tracy Zander, ZanderPlan Inc., on behalf of Cassell Investment Holds Inc., is APPROVED upon resolution of the conditions stated in this report

And the following plans are approved:

1. **Grading Plan**, C01, prepared by WSP, dated 2023-10-10, revision 4 dated 2025-09-19.
2. **Erosion and Sediment Control Plan**, C02, prepared by WSP, dated 2023-10-10, revision 4 dated 2025-09-19.
3. **Storm Drainage Area Plan**, C03, prepared by WSP, dated 2023-10-10, revision 4 dated 2025-09-19.
4. **Cassell Investment Holdings Inc. Site Plan**, 22-082, prepared by ZanderPlan, dated 05-APR-22, revision 7 dated 29-NOV-24.

And as detailed in the following report(s):

1. **Geotechnical Investigation And Slope Stability Assessment Proposed Commercial Development 225 Maple Creek Court**, prepared by GEMTEC, dated May 10, 2024.
2. **Environmental Impact Statement Building Application – Industrial Development 225 Maple Creek Court**, prepared by GEMTEC, dated October 21, 2024.
3. **Servicing and Storm Water Management Brief**, prepared by WSP, dated June 12, 2024.

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

Requirements

1. The Owner shall submit a certificate of insurance in a form satisfactory to the City. The certificate of insurance must be issued in favor of the City of Ottawa in an amount not less than five million dollars per occurrence, must contain an endorsement naming the City as an additional insured and an unconditional thirty days notice of any material change or cancellation of the policy.

General Conditions

1. Execution of Letter of Undertaking

The Owner shall execute the City's standard Letter of Undertaking and satisfy the conditions contained within this Site Plan Approval Report. In the event the Owner fails to execute the required Letter of Undertaking, submit any required fees and/or securities within three (3) years, and attain permits, this approval shall lapse.

2. 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.

3. 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.

Special Conditions

4. 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, Development and Building Services Department, 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, Development and Building Services Department, 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, Development and Building Services Department, may order all Work in the project to be stopped, altered, retested or changed to the satisfaction of the General Manager, Planning, Development and Building Services Department.

5. 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 and Slope Stability Assessment, prepared by GEMTEC, revision dated May 10, 2024, (the "Report"), referenced in the List of Approved Plans and Reports, 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.

6. Spill Contingency and Pollution Prevention Plan

The Owner shall, within six (6) months of signing this Agreement, develop and implement a spill contingency and pollution prevention plan, which plan, at a minimum, will include a set of written procedures describing how to prevent and/or mitigate the impacts of a spill within the area serviced by the Works:

- a. the name, job title and location (address) of the Owner, person in charge, management or person(s) in control of the buildings;
- b. the name, job title and 24-hour telephone number of the person(s) responsible for activating the spill contingency and pollution prevention plan;
- c. a site plan drawn to scale showing the facility, nearby buildings, streets, catch basins and manholes, drainage patterns (including direction of flow in storm sewers), and receiving water course that could potentially be significantly impacted by a spill and any features which need to be taken into account in

terms of potential impacts on access and response (including physical obstructions and location of response and clean-up equipment);

- d. steps to be taken to report, contain, clean up and dispose of contaminants following a spill;
- e. a listing of telephone numbers for local clean-up companies who may be called upon to assist in responding to spills, local emergency responders including health institution(s), and the Ministry of the Environment, Conservation and Parks Spills Action Centre;
- f. Materials Safety Data Sheets (MSDS) for each hazardous material which may be transported or stored in the said building;
- g. the means (internal corporate procedures) by which the spill contingency and pollution prevention plan is activated;
- h. a description of the spill response training provided to employees assigned to work in the said building, the date(s) on which the training was provided and by whom;
- i. an inventory of response and clean-up equipment available to implement the spill contingency and pollution prevention plan, location and date of maintenance/replacement if warranted; and
- j. the dates on which the spill contingency and pollution prevention plan was prepared and subsequently, amended.

The Owner covenants and agrees to maintain the spill contingency and pollution prevention plan up to date through revisions undertaken from time to time as required by changes to the general operations of the site. The Owner further covenants and agrees to retain a copy of the spill contingency and pollution prevention plan in a conspicuous, readily accessible location on-site such that it can be used as a reference by employees assigned to work in the said building. The Owner further covenants and agrees that it will make available, for inspection and copying by City personnel, the spill contingency and pollution prevention plan.

7. **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. 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.

8. Site Lighting Certificate

- a. 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.

9. Snow Storage - Setback

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.

10. 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.

11. Parkland Dedication

- a. The Owner acknowledges and agrees that the conveyance requirement to the City is 340 square metres.
- b. The Owner covenants and agrees that the conveyance requirement has been calculated at the rate set out below in accordance with the Parkland Dedication By-law, being By-law No. 2022-280, as amended:
 - i. For conveyance of parkland, cash-in-lieu of conveyance parkland, or combination thereof:

- 2% of the gross land area (commercial & industrial uses).

Gross Land Area (GLA) (excludes flood plain)	17,007 m ²	
Development Type	Calculation	Conveyance Requirement (m²)
Commercial	2% of Gross Land Area	340 m ²
Total Conveyance Requirement		340 ²

12. 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. 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 21 funds. The Owner shall also pay the parkland appraisal fee of \$850.00 plus H.S.T. of \$110.50.

13. Mississippi Valley Conservation Authority

The Owner acknowledges and agrees to obtain any required approvals and/or permits from the Mississippi Valley Conservation Authority prior to the commencement of site works. The Owner acknowledges and agrees to file copies of such approvals and/or permits with the General Manager, Planning, Development and Building Services.

18 December 2025



Date

Adam Brown
Manager, Development Review Rural,
Planning, Development and Building
Services Department

Enclosure: Site Plan Control Application approval – Supporting Information



SITE PLAN CONTROL APPROVAL APPLICATION SUPPORTING INFORMATION

File Number: D07-12-22-0178

SITE LOCATION

225 Maple Creek Court, and as shown on Document 1.

SYNOPSIS OF APPLICATION

The subject property is a 1.8-hectare pie-shaped lot, with 30 metres of frontage along Maple Creek Court. The property is situated at the end of a cul-de-sac, located within the existing industrial subdivision. The surrounding land uses consist of industrial uses to the north and west, vacant industrial lands to the east, and vacant land containing environmental features to the south.

The subject property previously included an industrial use, which has since been discontinued. Currently, the property features several gravel areas and an existing well. The rear portion of the property is treed, providing a natural buffer to surrounding rural uses. Additionally, there is a small section on the southern side of the property that lies within a floodplain, which is linked to Huntley Creek located on the adjacent lot to the south.

The Site Plan Control Application proposes to establish the waste salvage, processing and transfer facility for the recycling of metals. The use will include an approximately 557 square metre concrete pad, a weighing scale, and a 41 square metre scale house. The concrete pad will be partitioned into different areas for the sorting and storing the metal materials until they are transferred off-site.

For services, the site does not have access to municipal services. A private well is located on-site however it is not proposed to be used as a part of this development and will not be connected. As such, private servicing for wastewater is also not proposed or required. The development does include private stormwater management servicing to achieve acceptable quantity and quality. The proposed stormwater management strategy will maintain sheet flow from the site into the existing swale along the west side lot line before reaching Huntley Creek to the rear of the property. The design includes a berm and vegetative filter strip to achieve the required quantity and quality targets.

Related Applications

N/A

DECISION AND RATIONALE

This application is approved for the following reasons:

- The proposal is in conformity with the Zoning By-law.
- The proposal is in conformity with the Official Plan.
- The conditions for Site Plan Approval are to ensure the development occurs pursuant to the approved plans and reports.
- The proposed site design is suitable for the location within the industrial subdivision and represents 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 Clarke Kelly 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

Mississippi Valley Conservation Authority (MVCA) –

The MVCA provided a review of the subject application in relation to natural hazards and potential impacts to on the receiving watercourse, Huntley Creek. MVCA Staff comments noted no objection to the application, however confirmed a permit would be required for the stormwater management site works within the regulation limit of Huntley Creek.

Advisory Committee Comments

Summary of Comments – Advisory Committees

N/A

APPLICATION PROCESS TIMELINE STATUS

This Site Plan application was not processed by the On Time Decision Date. The Council approved timeline ~~has not been met~~ due to the complexity of issues with achieving a sufficient stormwater management solution.

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Document 1 – Location Map

