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

Site Location: 2821 8th Line Road

File No.: D07-12-25-0140

Date of Application: October 28, 2025

This SITE PLAN CONTROL application submitted by Bridgette Alchawa, Keeper Co., on behalf of Metcalfe Agricultural Society, is APPROVED upon resolution of the conditions stated in this report

And the following plans are approved:

1. **Site Plan**, SP-A01, prepared by Deimling Architecture & Interior Design, dated May 2024, revision no. 3 dated February 12, 2026.

2. **Site Plan**, SP-A02, prepared by Deimling Architecture & Interior Design, dated May 2024, revision no. 13 dated February 12, 2026.

3. **Site Plan Details**, SP-A03, prepared by Deimling Architecture & Interior Design, dated May 2024, revision no. 3 dated February 12, 2026.

4. **Proposed Elevations**, A02, prepared by Deimling Architecture & Interior Design, dated May 2024, revision no. 6 dated October 3, 2025.

5. **Concept Floor Plan**, A01, prepared by Deimling Architecture & Interior Design, dated May 2024, revision no. 6 dated October 3, 2025.

6. **Lot Grading, Drainage, Erosion & Sediment Control Plan,** C101, prepared by egis, dated October 3, 2025, revision no. 2 dated October 10, 2025.

7. **Site Servicing Plan,** C102, prepared by egis, dated October 3, 2025, revision no. 2 dated October 10, 2025.

And as detailed in the following report(s):

1. **Geotechnical Investigation Report**, prepared by Stantec, dated May 2025.

2. **Servicing & Stormwater Management Report – Office & Event Hall – 2821 8th Line Road,** prepared by egis, dated October 10, 2025.

3. **Zoning Confirmation Report,** prepared by Keeper Co., dated October 10, 2025.

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. **<u>Lapsing of Approval</u>**

   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. **<u>Update to Plans and Reports</u>**

   The Owner acknowledges and agrees, prior to registration of this Agreement or issuance of a Commence Work Notification or issuance of a conditional building permit, to update the required plans and reports listed below to address the comments from the formal review letter dated **February 26, 2026**, to the satisfaction of the General Manager, Planning, Development and Building Services Department. The Owner further acknowledges and agrees that the submission may necessitate changes to the plans and reports approved herein. The Owner further acknowledges and agrees to provide all revised plans and reports to the General Manager, Planning, Development and Building Services Department prior to registration of this Agreement or the issuance of a Commence Work Notification.

   Plans and Reports to be updated:

   i) **Landscape Plan / TCR**, L1, prepared by GJA Inc., dated September 29, 2025, revision no. 3 dated February 24, 2026.
   ii) **Hydrogeology Assessment Metcalfe Agricultural Society 2821 8th Line Road, Metcalfe, Ontario**, prepared by Stantec Consulting Limited, dated October 21, 2025, revision no. 2 dated November 28, 2025.
   iii) **Septic Impact Assessment Metcalfe Fairgrounds – Office & Event Hall – 2821 8th Line Road,** prepared by egis, dated October 23, 2025.

3. **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.

4. **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.

5. **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.

6. **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.

7. **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.

8. **Development Charges**

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

Special Conditions

9. **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.

10. **Private Approach Detail**

The Owner agrees that all private approaches, including temporary construction access to the subject lands, shall be designed and located in accordance with and shall comply with the City's Private Approach By-Law, being By-law No. 2003-447, as amended, and shall be subject to approval of the General Manager, Planning, Development and Building Services.

11. **Notice on Title – Quality and Quantity of Groundwater**

The Owner acknowledges and agrees that a notice shall be registered on title to the subject lands, at the Owner's expense. The Owner further acknowledges and agrees that such notice on title, or the clauses as written directly below, shall be included in all agreements of purchase and sale and lease agreements to inform prospective purchasers and tenants of these matters. The notice on title shall include, but not be limited to, the following:

The Owner, or any subsequent owner of the whole or any part of the subject lands, acknowledges and agrees that all agreements of purchase and sale or lease agreements shall contain the following clauses, which shall be covenants running with the subject lands:

"The purchaser/lessee for themself, their heirs, executors, administrators, successors and assigns, acknowledges being advised that the City of Ottawa does not guarantee the quality or the quantity of the groundwater. The purchaser/lessee further acknowledges being advised that if, at some future date, the quality or the quantity of the groundwater becomes deficient, the City of Ottawa shall bear no

responsibility, financial or otherwise, to provide solutions to the deficiency. All efforts and costs to remedy such deficiencies in the groundwater shall be the sole responsibility of the owner."

"The purchaser/lessee covenants with the vendor/lessor that the above clauses, verbatim, shall be included in all subsequent agreements of purchase and sale and lease agreements for the lands described herein, which covenant shall run with the said lands."

12. **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.

13. **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.

14. **Replacement Trees in City's Right-of-Way**

Prior to registration of this Agreement, the Owner acknowledges and agrees it shall pay the sum of $3,610,00 to the City as compensation for the removal of Tree 1 as per the Landscape Plan prepared by GJA Inc. (dated September 29, 2025, revision no. 3 dated February 24, 2026). Upon receipt of compensation, the Director of Climate Change and Resiliency or their designate will issue a tree permit for the trees identified for removal, at which time the Owner may make arrangements with a contractor to remove said tree, at the Owner's expense. The tree removal permit for this site shall not be issued until receipt of compensation payment.

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

a) Prior to issuance of building permit, 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 Choose Ward and Account.

b) Prior to issuance of building permit, the Owner shall pay the parkland appraisal fee of $880.00 plus H.S.T. of $114.40, as referenced in Schedule "B" herein.

All of the above shall be to the satisfaction of the General Manager, Planning, Development Building Services.

16. **Road Widening**

Prior to registration of this Agreement, the Owner acknowledges and agrees to convey to the City, at no cost to the City, an unencumbered road widening across the complete 8th Line Road frontage of the lands, measuring 8th Line Road metres from the existing centreline of pavement/the abutting right-of-way. The exact widening must be determined by legal survey. The Owner shall provide a reference plan for registration, indicating the widening, to the City Surveyor for review and approval prior to its deposit in the Land Registry Office. Such reference plan must be tied to the Horizontal Control Network in accordance with the municipal requirements and guidelines for referencing legal surveys. The Owner acknowledges and agrees to provide an electronic copy of the Transfer and a copy of the deposited reference plan to the City Solicitor prior to the execution of this Agreement by the City. All costs shall be borne by the Owner.

27 February 2026

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: D07-12-25-0140

SITE LOCATION

2821 8th Line Road, located on the eastern side of 8th Line Road, approximately 190 meters north of the intersection of 8th Line Road and Glenwood Drive, and as shown on Document 1.

SYNOPSIS OF APPLICATION

The property is located within the village of Metcalfe and host the activities of the Metcalfe Agricultural Fairgrounds. Surrounding land uses include residential homes to the south and east of the property, with the City of Ottawa's Larry Robinson Arena and recreational area directly abutting the property to the north. Osgoode Township High School is located west of the site across 8th Line Road.

The property is approximately 5.6 hectares in lot area with 205 meters of frontage along 8th Line Road. There are several existing structures on site, including the existing office building that will be demolished, a grandstand, two barns, an agricultural hall, a dining hall, a washroom, and an entertainment building.

The application has been submitted to accommodate the development of a new one-storey structure that will be used as both an office and an event hall. The proposed structure will be 688.31 square meters and will be located at the northwest portion of the site with access off from 8th Line Road. Fifty-three new parking spaces are proposed to accommodate the new building, of which three are accessible.

Related Applications

N/A

DECISION AND RATIONALE

This application is approved for the following reasons:

- The proposed development is permitted by the Village Park designation in the Consolidated Villages' Secondary Plan for the Village of Metcalfe.
- The proposed development is in conformity with the Rural Institutional Subzone 4 (RI4) zone within Zoning By-law 2008-250.

- Conditions of site plan approval are included to address Hydrogeological and Forestry comments to ensure the site has a safe and functioning septic system and adequate tree plantings along the right-of-way. Once cleared, the proposed development will represent good planning for the community of Metcalfe.

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

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 South Nation Conservation Authority, the Ottawa-Carleton District School Board, Enbridge Gas, Hydro One and Telus noted no objection to the application and provided comments on the development processes to be relayed to the applicant. All technical agency correspondence was forwarded to the applicant, and the applicant was advised to contact technical agencies directly for additional information and requirements.

APPLICATION PROCESS TIMELINE STATUS

This Site Plan application was not processed by the On Time Decision Date, which was February 14, 2026. The Council approved timeline has not been met due to discussions needed regarding the design of the site.

Contact: Jerrica Gilbert Tel: 613-580-2424, ext. 16972 or e-mail: jerrica.gilbert@ottawa.ca

Document 1 – Location Map

Ottawa

D07-12-25-0140	25-1589-H

I:\CO\2025\Site\8thLine_2821

©Parcel data is owned by Teranet Enterprises Inc. and its suppliers All rights reserved. May not be produced without permission. THIS IS NOT A PLAN OF SURVEY

©Les données de parcelles appartiennent à Teranet Entreprises Inc. et à ses fournisseurs. Tous droits réservés. Ne peut être reproduit sans autorisation. CECI N'EST PAS UN PLAN D'ARPENTAGE

REVISION / RÉVISION - 2025 / 12 / 09

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

2821 ch. 8th Line Rd.

NOT TO SCALE