



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

Site Location: 261 Buena Vista Road

File No.: D07-12-26-0027

Date of Application: March 16, 2026

This SITE PLAN CONTROL application submitted by Christopher Blackwell, Farrow Partners, on behalf of Elmwood School, is APPROVED upon resolution of the conditions stated in this report

And as detailed in the following report(s):

1. **Heritage Act Acknowledgement Report**, prepared by Farrow Partners, dated 13 March 2026.
2. **Hydrogeological Investigation Report** Proposed Development, 261 Buena Vista Road, Ottawa, Ontario, prepared by Terrapex Environmental Ltd., dated April 17, 2026.
3. **Phase One Environmental Site Assessment** 261 Buena Vista Road, Ottawa, Ontario, prepared by Terrapex Environmental Ltd., dated April 17, 2026.
4. **Phase Two Environmental Site Assessment** 261 Buena Vista Road, Ottawa, Ontario, prepared by Terrapex Environmental Ltd., dated April 17, 2026.
5. **Stationary Source Noise Study** Elmwood School, prepared by Integral DX Engineering Ltd., dated 2026-04-17.
6. **Test Pits Excavation Report** Elmwood Senior School Addition Project 261 Buena Vista Road, Ottawa, ON, K1M 0V9, prepared by Terrapex Environmental Ltd., dated March 27, 2026.
7. **Shear Wave Velocity Sounding for the Seismic Site Designation** Elmwood Senior School Addition Project 261 Buena Vista Road, Ottawa, ON, K1M 0V9, prepared by Terrapex Environmental Ltd., dated March 25, 2026.

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. Update to Plans and Reports

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 list of required plans and studies listed below to address the comments from the formal review letter dated **May 25, 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. If necessary, 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.

- i. Site Plan
- ii. Building Elevations
- iii. Tree Conservation Report
- iv. Landscape Plan
- v. Servicing Plan
- vi. Site Servicing Study
- vii. Notes and Legends
- viii. Removal Plan
- ix. Grading Plan
- x. Erosion and Sediment Control Plan
- xi. Pre and Post Development Drainage Area Plan

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.

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.

11. 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.

12. **Inlet Control Devices (ICDs)**

The Owner acknowledges and agrees to install and maintain in good working order the required storm water super pipe 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.

13. **Use of Explosives and Pre-Blast Survey**

The Owner acknowledges and agrees that all blasting activities will conform to the City's Standard S.P. No. F-1201 entitled Use of Explosives, as amended. Prior to any blasting activities, a pre-blast survey shall be prepared as per S.P. No. F-1201, at the Owner's expense, for all buildings, utilities, structures, water wells and facilities likely to be affected by the blast based on the location where explosives are to be used. In particular, a pre-blast survey shall be completed in accordance with Table 1 of S.P. No. F-1201. The standard inspection procedure shall include the provision of an explanatory letter to the owner or occupant and owner with a formal request for permission to carry out an inspection.

14. **Exterior Elevations Drawings**

The Owner acknowledges and agrees to construct the proposed building in accordance with the approved Elevations, 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.

15. **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 Buena Vista Road right-of-way, as shown on the approved Landscape Plan referenced in Schedule "E" herein, including all plant and landscaping material (except municipal trees), pavers. 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.

16. **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.

17. **Parkland Dedication**

- (a) The Owner acknowledges and agrees that the conveyance requirement to the City is Insert # 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 cash-in-lieu of conveyance parkland therefore:
 - i. 5% of the gross land area (other purposes, including residential care facility as defined by the Zoning By-law, excluding residential)
 - ii. Gross land area, in square meters
 - iii. Gross floor area of proposed/existing development
 - iv. The proportion of site altered and impacted by the development including, but not limited to, additional required and provided parking spaces, amenity space, pathways, landscape buffers, driveways, and drive aisles.

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

- (a) Prior to issuance of first occupancy permit, if building permit is obtained on or before April 7, 2027, otherwise at time 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 Ward 13 and Account Number 830302
- (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.

19. **Corner Sight Triangle**

Prior to registration of this Agreement, the Owner acknowledges and agrees to convey to the City, at no cost to the City, two (2) unencumbered corner sight triangles measuring 9 metres x 3 metres at the intersection of Springfield and both Buena Vista and Hillcrest. The exact location and area of the corner sight triangle must be determined by legal survey. The Owner shall provide a reference plan for registration, indicating the corner sight triangle, to the City Surveyor for review 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.

20. **Minor Variance Application**

The Owner acknowledges and agrees to obtain a minor variance, with all levels of appeals exhausted, prior to the issuance of a building permit, to address the front yard setback deficiency.



June 23, 2026
Date

Allison Hamlin
Manager, Development Review All
Wards, Planning, Development and
Building Services Department

Enclosure: Site Plan Control Application approval – Supporting Information



SITE PLAN CONTROL APPROVAL APPLICATION SUPPORTING INFORMATION

File Number: D07-12-26-0027

SITE LOCATION

261 Buena Vista Road, and as shown on Document 1.

SYNOPSIS OF APPLICATION

The subject site is approximately 18,212 square metres and is occupied by a two-and-a-half-storey Senior School, a Junior School, an admin house, a parking lot and a sports field. The property is located on the north side of Buena Vista Road and is bounded by Hillcrest Road to the north, Springfield side to the east and low-rise residential uses to the west within the Rockcliffe Park neighbourhood. Single detached dwellings surround the site, including Stornoway, the official residence of Canada's leader of the Opposition, directly northeast. There are other institutional uses, such as the Rockcliffe Park Public Library, Rockcliffe Park Public School, and Ashbury College, as well as multiple nearby parks and open spaces.

The application proposes the construction of a two-storey addition to the Senior School, adding approximately 6,960.50 square metres of gross floor area northwest of the existing building. The addition is designed to include a new entrance, court, and lobby; a flexible performing arts centre and gymnasium; athletics rooms, change rooms, and offices; and four new classrooms. No additional parking or loading spaces are proposed.

The property is designated under Part V of the *Ontario Heritage Act* as it is within the Rockcliffe Park Heritage Conservation District (HCD). The school is listed as a heritage attribute and is considered a contributing property within the HCD. An application to permit alterations and a new construction was approved by Council on January 28, 2026.

The addition is a mix of glass-enclosed sections, stucco cladding, pink brick, red shingles and dark-stained timber trim that will complement the building's heritage character.

Related Applications

N/A

DECISION AND RATIONALE

This application is approved for the following reasons:

- The proposal is consistent with the Official Plan policies in the Inner Urban Transect Policy Area and with policies in the Neighbourhood designation, which contemplate institutional uses.
- The proposed addition is consistent with the policies and guidelines of the Rockcliffe Park HCD.

The report includes conditions of approval to ensure the proposed development is constructed in conformity with City policies and guidelines.

- The proposal represents good planning as the site design is appropriate under the current policy framework.

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 Rawlson King was aware of the application related to this report.

Public Comments

This application was subject to public circulation under the Public Notification and Consultation Policy. There were public comments received online and staff considered these comments.

Technical Agency/Public Body Comments

Summary of Comments – Technical

N/A

Advisory Committee Comments

Summary of Comments – Advisory Committees

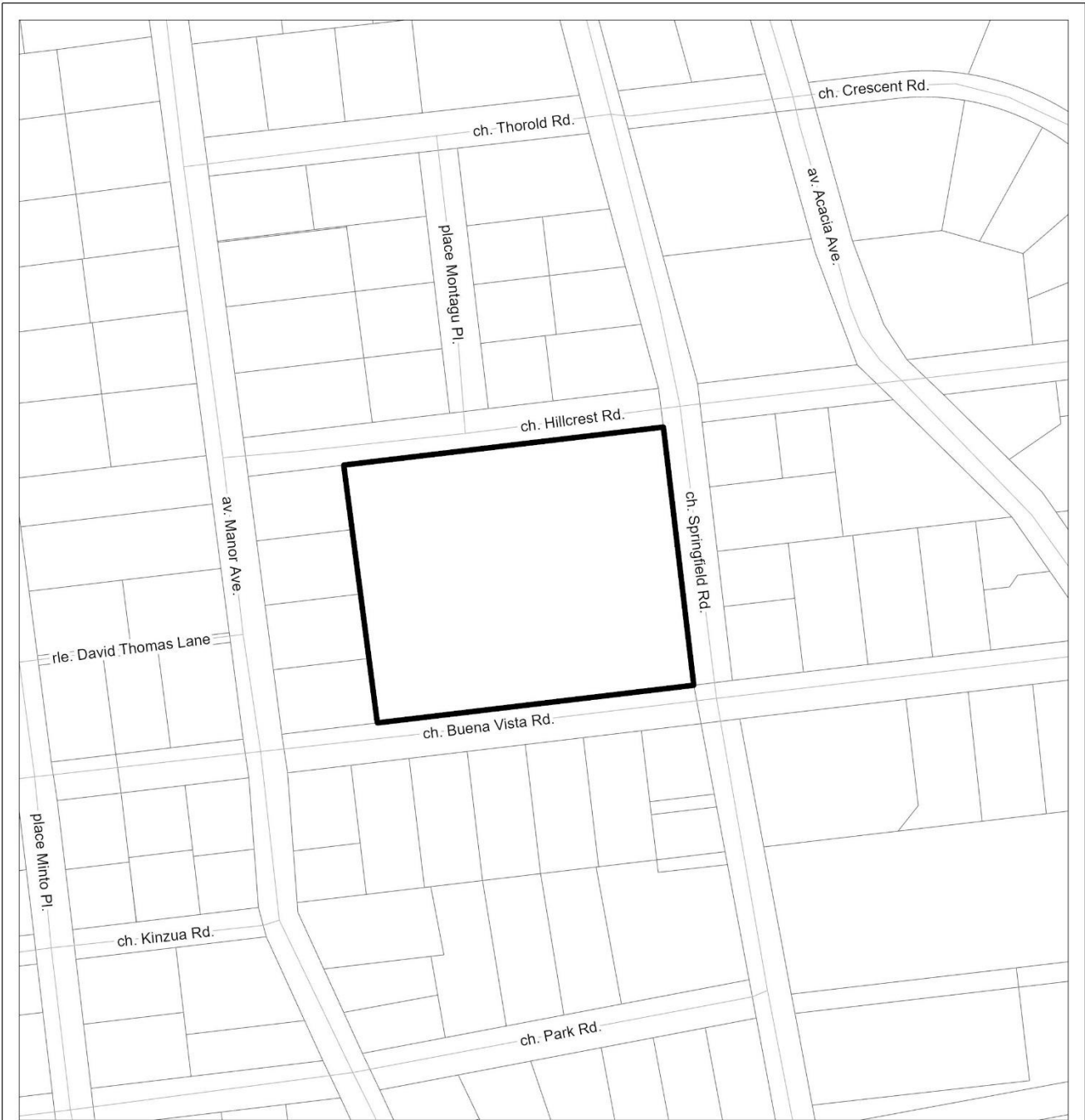
N/A


APPLICATION PROCESS TIMELINE STATUS

This Site Plan application was processed by the On Time Decision Date. The Council approved timeline has been met.

Contact: Solé Soyak Tel: 613-315-1597 or e-mail: Sole.Soyak@ottawa.ca

Document 1 – Location Map



	
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REVISION / RÉVISION - 2026 / 03 / 20	

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



261 ch. Buena Vista Rd.



NOT TO SCALE