



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

Site Location: 4 Baywood Drive

File No.: D07-12-26-0053

Date of Application: May 11, 2026

This SITE PLAN CONTROL application submitted by Isabel Richer, on behalf of the Ottawa Catholic School Board, is APPROVED upon resolution of the conditions stated in this report

And the following plans are approved:

1. **Building Elevations**, A200, prepared by prepared by Pye & Richards – Temprano & Young Architects Inc., dated May 7, 2026.
2. **Erosion and Sediment Control Plan**, drawing number 26018-ESC1, prepared by Robinson Land Development, dated June 2026, revision 5 dated 16/06/26.
3. **Notes & Details**, drawing number 26018-N1, prepared by Robinson Land Development, dated June 2026, revision 5 dated 16/06/26.
4. **Existing Drainage Area Plan**, drawing number 26018-PRE1, prepared by Robinson Land Development, dated June 2026, revision 3 dated 16/06/26.
5. **Existing Conditions & Removals Plan**, drawing number 26018-R1, prepared by Robinson Land Development, dated June 2026, revision 5 dated 16/06/26.
6. **Servicing Plan**, drawing number 26018-S1, prepared by Robinson Land Development, dated June 2026, revision 5 dated 16/06/26.
7. **Storm Drainage Area Plan**, drawing number 26018-STM1, prepared by Robinson Land Development, dated June 2026, revision 3 dated 16/06/26.

And as detailed in the following reports:

1. **Servicing & Stormwater Management Brief**, prepared by Robinson Land Development, dated April 2026, revised June 2026.
2. **Phase One Environmental Site Assessment**, prepared by EXP Services Inc., dated April 22, 2026.
3. **Geotechnical Investigation Report**, prepared by EXP Services Inc., dated May 8, 2026.

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

2. Lapsing of Approval

The Owner shall enter into this Letter of Undertaking including all standard and special conditions, financial and otherwise, as required by the City. In the event that the Owner fails to sign this Letter of Undertaking, complete the conditions to be satisfied prior to the signing of this Letter of Undertaking, and have the corresponding building permit(s) issued within three (3) years of Site Plan approval, the approval shall lapse.

3. 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.

4. Update to Plans and Reports

The Owner acknowledges and agrees, prior to the preparation of the 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 dated July 2nd, 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 the issuance of a Commence Work Notification or issuance of a conditional building permit.

- i) **Site Plan**, A100, prepared by Pye & Richards – Temprano & Young Architects Inc., dated May 7, 2026, revised 06/16/26.
- ii) **Tree Conservation Report and Landscape Plan**, prepared by James B. Lennox & Associates Inc., dated May 7, 2026, revised 06/16/26
- iii) **Grading & Drainage Plan**, drawing number 26018-GR1, prepared by Robinson Land Development, dated June 2026, revision 5 dated 16/06/26.
- iv) **Enlarged Site Plan & Site Details**, A100.1, prepared by Pye & Richards – Temprano & Young Architects Inc., dated May 7, 2026.

5. Transportation Impact Assessment

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 provide a **Transportation Impact Assessment** to address the comments from the formal review dated **July 2, 2026**, if required by the Transportation Project 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.

6. Prior Site Plan Agreement

The Owner acknowledges and agrees that all terms and conditions of the Site Plan Agreement between Ottawa Carleton District School Board and The Corporation of the Township of Goulbourn, registered as Instrument No. LT130370 on December 1st, 1999 are reconfirmed and are in full force and effect except as otherwise varied or amended in this Agreement. The Owner further acknowledges and agrees that the relevant portion of the Approved Plans referenced in Schedule "E" hereto shall supercede and replace and/or be in addition to, as the case may be, the relevant sections of the corresponding Plans contained in the previous Site Plan Agreement.

7. 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.

8. 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.

9. 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.

10. Extend Internal Walkway

The Owner shall extend internal walkways beyond the limits of the subject lands to connect to existing or proposed public sidewalks, at the sole expense of the Owner, to the satisfaction of the General Manager, Planning, Development and Building Services.

11. 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.

ENGINEERING

12. 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.

13. 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 Report (the "Report"), referenced in Schedule "E" herein, 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.

14. Stormwater Management Memorandum

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 provide the General Manager, Planning, Development and Building Services, with a memorandum prepared by a Professional Engineer, licensed in the Province of Ontario, confirming that the designed roof-top scuppers and associated spill point elevations will be set equivalent to the top of the control weir of the approved roof drain elevation(s). The Owner further acknowledges and agrees that said memorandum shall be to the satisfaction of the General Manager, Planning, Development and Building Services, and all associated costs shall be the Owner's responsibility.

15. 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.

16. Inlet Control Devices (ICDs)

The Owner acknowledges and agrees to install and maintain in good working order the required roof-top and in-ground stormwater inlet control devices, as recommended in the approved Servicing & Stormwater Management Brief, 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.

17. Water Demand for Fire Fighting

The Owner acknowledges and agrees that the City's boundary conditions were provided for the subject development site setting out the available municipal water supply. The Owner further acknowledges and agrees that prior to building permit issuance, a letter shall be prepared by a qualified Building Code professional, licensed in the Province of Ontario, and provided to the General Manager, Planning, Development and Building Services confirming the plans submitted for building permit issuance have incorporated any and all requirements of the Fire Underwriters Survey, 2020, or as amended, to achieve the low construction coefficient used within the proposed building design.

18. Water Servicing Redundancy

The Owner acknowledges and agrees that the current water servicing configuration does not provide true redundancy from the City watermain to the building and does not fully satisfy the City's water servicing redundancy requirements. The Owner further acknowledges and agrees that, in the event of a water service interruption, maintenance activity, break, shutdown, or other disruption affecting the existing water service, the building may experience a loss of water service, including domestic water service and/or fire protection water supply.

The Owner acknowledges that the City has advised that a redundant watermain feed would be required to fully satisfy the City's redundancy requirements. Notwithstanding this, the Owner has requested to proceed with the current servicing arrangement due to existing site constraints and has accepted the associated risks and operational limitations.

The Owner shall be solely responsible for any impacts, costs, damages, losses, claims, or operational issues arising from the lack of a redundant water servicing connection and shall keep city out of any involvement for any kind of litigation or legal bindings.

WASTE COLLECTION

19. 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.

20. Modified Site Plan

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 modify the location of the shed as shown on the Site Plan order to retain and protect tree #54 to the satisfaction of the General Manager, Planning, Development and Building Services Department. The Tree Conservation Report

and Landscape Plan must be revised to reflect any changes to the site plan, to show accurate tree protection areas and provide specific mitigation measures.

The Owner acknowledges and agrees to modify the location of the bicycle rack designed and located to reduce excavation within the Critical Root Zones of protected tree #62 to the satisfaction of the General Manager, Planning, Development and Building Services Department. The Tree Conservation Report and Landscape Plan must be revised to reflect any changes to the site plan, to show accurate tree protection areas and provide specific mitigation measures.

This change should be reflected in the following plans:

- i) **Site Plan, A100**, prepared by Pye & Richards – Temprano & Young Architects Inc., dated May 7, 2026, revised June 16, 2026.
- ii) **Enlarged Site Plan & Site Details, A100.1**, prepared by Pye & Richards – Temprano & Young Architects Inc., dated May 7, 2026.
- ii) **Grading & Drainage Plan**, drawing number 26018-GR1, prepared by Robinson Land Development, dated June 2026, revision 5 dated 16/06/26.
- iii) **Tree Conservation Report and Landscape Plan**, prepared by James B. Lennox & Associates INC., dated May 7, 2026, revised June 16, 2026.

AGENCIES

21. Rideau Valley Conservation Authority

The Owner acknowledges and agrees to obtain any required approvals and/or permits from the Rideau 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.

OTHER

22. Permits

The Owner shall obtain such permits as may be required from municipal or provincial authorities and shall file copies thereof with the General Manager, Planning, Development and Building Services.

23. Works on City Road Allowances

Any Works required to be done by the Owner on City road allowances shall be according to the specifications and by-laws of the City. The Owner, or its contractor, shall be required to obtain all the necessary permits for road cuts prior to the disruption of the City road allowance and it is further understood and agreed that the aforementioned cuts shall be reinstated to the satisfaction of the Director, Infrastructure Services.

24. Video Examination

Video examination of storm and sanitary sewers 200mm or larger in diameter shall be required by the General Manager, Planning, Development and Building Services, at the Owner's expense, before final Acceptance or Approval of the Works.

25. Testing

The Owner may be required by the City to perform qualitative and quantitative testing, at the Owner's expense, of any materials which have been or are proposed to be used in the construction of any of the Works required by this Agreement to determine whether they are in conformity with applicable standards as determined by the General Manager, Planning, Development and Building Services.

26. Provision of As-Built Drawings

The Owner shall supply to the General Manager, Planning, Development and Building Services, one set of mylar or plastic film as-constructed road, grading and service drawings including the location of all Works, certified under seal by a Professional Engineer, licensed in the Province of Ontario, for City records upon Acceptance and Approval of the Works. Furthermore, the Owner shall provide the As-built Drawings and the attribute data for the Works in a form that is compatible with the City's computerized systems.

July 7, 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: D07-12-26-0053

SITE LOCATION

The site is located at 4 Baywood Drive, and as shown on Document 1.

SYNOPSIS OF APPLICATION

The site has an area of 23,208 square metres, with 147.5 metres of frontage on Baywood Drive. Guardian Angels Catholic Elementary School is located on the site. The closest intersection to the west is Baywood Drive and Arrowwood Drive, and to the east is Baywood Drive and Brightside Avenue. Trustee M. Curry Park is directly south of the site. The site is bordered by low-rise residential dwellings to the north, east, and west. The site is approximately 350 metres east of Stittsville Main Street.

A Site Plan Control application has been submitted to allow construction of two single-storey additions to the school. Six new classrooms, with a total of 846 square metre increase in floor area will be accommodated in the addition. The parking lot will be reconfigured to add 13 compact parking spaces and will require the removal of some existing trees and the relocation of the play structure.

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 Suburban Transect Policy area and with policies in the Neighbourhood Overlay, which contemplate institutional uses.
- The proposal is in conformity with Zoning.
- 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 not applicable to this development.

CONSULTATION DETAILS

Councillor's Comments

Councillor Glen Gower 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 was no public comment received online.

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: Penelope Horn Tel: 613-580-2424, ext. 25936 or e-mail: Penelope.horn@ottawa.ca

Document 1 – Location Map

