

January 23, 2026

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**Re: Draft Plan Approval, Caivan (Stittsville South) Limited**

The purpose of this letter is to provide the rationale for draft plan approval of the entire subdivision area for the Caivan (Stittsville South) Limited draft plan application, as submitted, as the application satisfies Policy 4.7.1(23)(a) of the Official Plan.

**OP Policy 4.7.1(23)** states that:

*Applications for new development will demonstrate, to the City's satisfaction, that adequate services are available and can be allocated to support the proposal:*

- a) Where adequate services do not exist or cannot yet be provided to support the proposal, the City may use holding provisions in accordance with Zoning By-law to regulate the timing of development; and,*
- b) Where adequate services or servicing capacity do not exist to support a proposed plan of subdivision, the City will not issue draft plan approval.*

On September 17<sup>th</sup>, 2025, Council approved the Scoped Master Servicing Study (MSS) for Stittsville South, which documents the recommended water, wastewater and stormwater management servicing solution that supports Caivan's Stittsville South development. The water and wastewater servicing recommendations are consistent with the Council approved Infrastructure Master Plan (IMP). The IMP and MSS identify the need for upgrades to the existing sanitary servicing system as development progresses, including:

- Upgrades to the Shea Road Sanitary Pump Station (SRSPS) to accommodate projected increases in flow;
- Utilization/upgrades to existing forcemains to the Fernbank Sanitary Trunk Sewer;
- Construction of new emergency overflow to a future stormwater management pond.

Through final approval of the Functional Servicing Report, submitted in support of the draft plan application, the sanitary servicing capacity for the entirety of the draft plan area was raised as a concern by the City's Linear Infrastructure group. A calculation of residual capacity was requested to evaluate which area of Caivan's Stittsville South development could be accommodated by the existing Shea Road Pump Station.

Through the draft plan technical circulation, it is confirmed that the Shea Road Sanitary Pump Station has adequate capacity to support buildout of several phases of Caivan's Stittsville South development while the functional design process progresses and the construction of the proposed additional forcemain is completed. The first four phases of the subdivision are accommodated within the existing pump station capacity. Phase 5, the last phase of development within the draft plan boundary, marginally exceeds the firm capacity but is expected to be accommodated within the existing pump station capacity as monitoring of earlier phases of development is available. However, if the pump station upgrades are triggered by Phase 5, the City's Linear Infrastructure group has \$7M in funding in the 2026 budget for the identified sanitary upgrades. City staff confirmed the design of the forcemain will be initiated this year.

As such, for the entirety of the Caivan Stittsville South draft plan, adequate sanitary services are available and have been allocated to support the development. City funding is in place to facilitate the upgrades with design work to be initiated this year. For the area that may require sanitary pump station upgrades (Phase 5), a holding symbol can be applied per the policy. Draft plan approval allows developer financing to be obtained to construct the internal infrastructure including the new emergency overflow to the new stormwater management pond.

There is low risk associated with the timing of the sanitary pump station upgrades for the last phase of development (Phase 5) as it is mitigated by the following:

- Availability of 1,620 units (Phases 1-4) prior to SRPS upgrade required (3-5 years of supply).
- Funding is available this year to facilitate design and construction of required upgrades.
- Infrastructure and development timing aligned.
- No FEA required as City undertaking design in Q1 2026 with construction immediately following.
- Three public meetings have taken place with the Councillor and residents. The last meeting was held on October 7, 2025, specific to the draft plan.

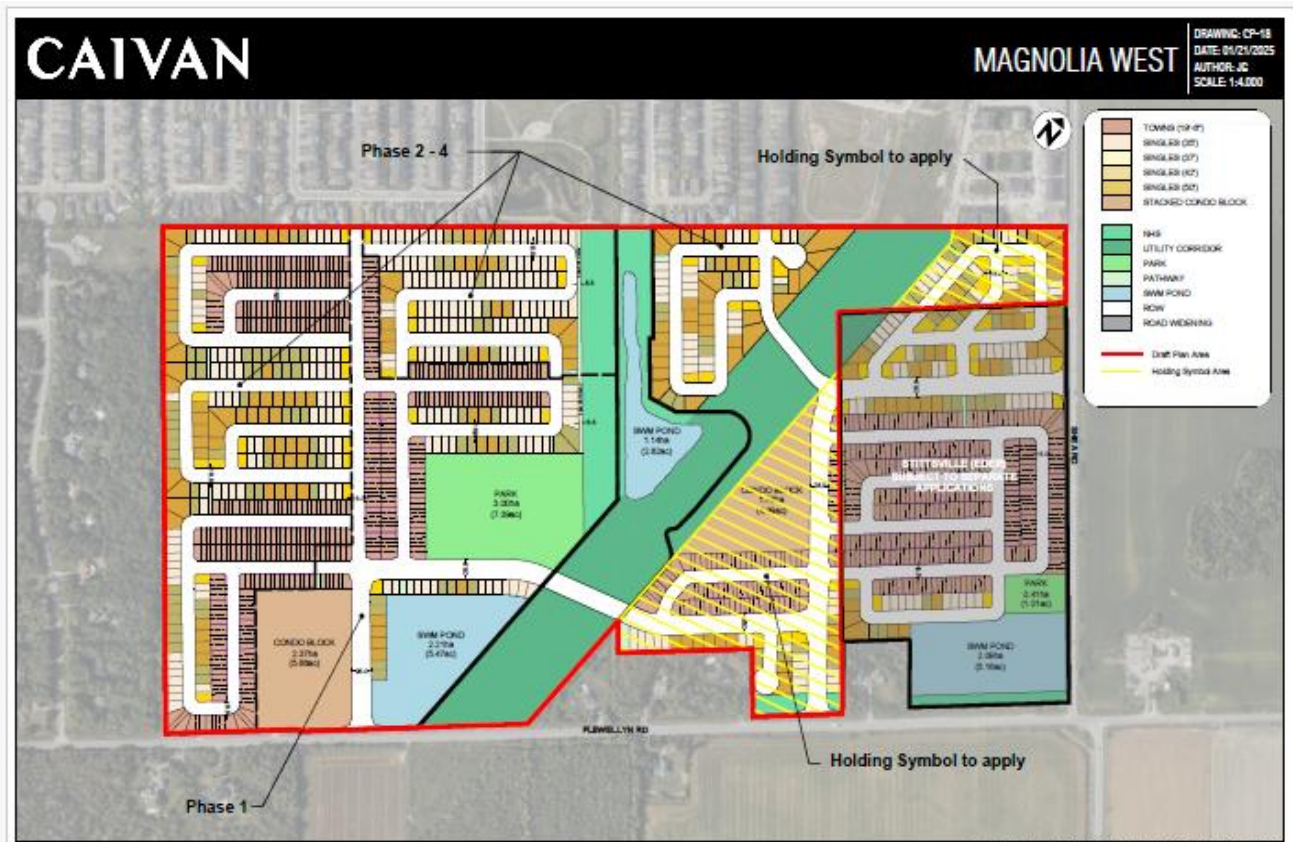
To provide further certainty and alignment with Policy 4.7.1 (23)(a), a holding provision in accordance with Zoning By-law can be used to regulate the timing of development for Phase 5.

The holding symbol can include the following condition:

*The Owner acknowledges and agrees that a holding zone will be placed on a portion of the proposed subdivision lands (Phase 5) as follows:*

*To require that prior to proceeding with subdivision registration of Phase 5 of development the Owner shall demonstrate adequate sanitary capacity.*

The Stittsville South concept plan is shown below with the holding symbol applying to the yellow hatched areas, representing the last phase of development for the draft plan.



Draft Plan approvals represent a significant investment in terms of application fees and associated consultant soft costs. The expenditure is reliant on obtaining draft plan approval. Removing a portion of the draft plan introduces undue complexity, delays, and additional work, resulting in inefficient use of both public and private resources, adding costs for no value added. Council has approved measures to streamline the planning approval process, and granting draft plan approval for the entire subdivision is consistent with this mandate.

We would appreciate a decision by January 30<sup>th</sup> as draft plan conditions are being consolidated and limits of the draft plan need to be confirmed to facilitate approval.

We would be pleased to meet should you have additional questions.

Sincerely,



Susan Murphy  
President, Land Development

Cc: Derrick Moodie, Director, Planning, Development and Building Services Department  
Bronwyn Anderson, Vice-President, Land Development, Caivan