

June 26, 2024

Campus Developments (Global) Inc.  
100 King Street West, Suite 1600, Toronto, Ontario.  
M5X 1G5

**Attention:** Philip Mascarenhas

Dear Philip Mascarenhas:

**Re: 770 Brookfield Road**  
Ward 16 - River, Councillor Riley Brockington  
**Commence Work Notification**  
**Registration of the Agreement**

Please be advised that the City of Ottawa has reviewed the engineering designs for this site and presently finds the submission to be satisfactory to enable the commencement of work as detailed in the Agreement. In addition, please review the following conditions for proceeding with the required works:

List of Approved Drawings

1. **Grading, Drainage, and Erosion & Sediment Control Plan**, C101, prepared by McIntosh Perry, dated June 24, 2022, revised Jan 20, 2023.
2. **Phase 2 Landscape Layout**, L1.0, prepared by CSW, dated 24.06.2022, revised 18-01-2023.
3. **Phase 2 Landscape Details**, L2.0, prepared by CSW, dated 24.06.2022, revised 18-01-2023.
4. **Phase 2 Landscape Details**, L2.1, prepared by CSW, dated 24.06.2022, revised 18-01-2023.
5. **Proposed Pavement Markings and Signage**, 002, prepared by Parsons, dated 26/10/22, revised 23/03/23.
6. **Site Plan**, A.100, prepared by Hobin Architecture, dated 220624, revised 230120.
7. **Phase 2 Site Servicing Plan**, prepared by McIntosh Perry Consulting Engineers, dated June 24, 2022, revised Jan. 20, 2023.

Required Information Received

- An irrevocable Letter of Credit in the amount of \$ 657,527.13, Bank Draft No. 651205
- A Certificate of Insurance for a minimum of \$ 5,000,000.00.

## Required Information for Permitting

- The owner shall make reference to the approved City of Ottawa plan number # 18830.
- A Water Permit will be required for the proposed water works associated with the proposed development. The owner shall pay the cost of materials supplied by the City of Ottawa estimated at \$ 15,000.00, exclusive of excavation, backfilling and reinstatement. The statement amount is adjustable upon the project's completion. The charges are in accordance with the Regulatory Code and are subject to revisions annually, effective April 1, 2014. Please contact the service desk at 613-580-2424 extension 22268, 951 Clyde Avenue. Please note that requests for connections greater than 5.5m in length must be made a minimum of seven (7) days in advance.
- The owner shall contact the Right of Way Permit Office to apply for all required permits that may be required. Please contact [ROW Permit Office@ottawa.ca](mailto:ROW_Permit_Office@ottawa.ca).
- The owner acknowledges and agrees that new storm sewers shall not be connected to the City's existing storm sewer system until such time as either:
  - (a)
    - a Certificate of Conformance has been received from a professional engineer certifying that all required Inlet Control Devices have been properly installed, and that the storm sewer system has also been installed in accordance with, both, the City-approved engineering drawings, and
    - the City's Sewer Design Guidelines (as amended), and
    - is free of any debris;
  - Or
  - (b) that a flow limiting orifice plate, designed by an engineer to the satisfaction of the City, has been installed at the storm water outlet prior to connecting upstream storm sewers, such orifice plate not to be removed until (a) has been satisfied.
- The owner acknowledges and agrees that new sanitary sewers shall be restricted from discharging into the City's existing sanitary sewer system until such time as a Certificate of Conformance has been received from a professional engineer currently licensed in Ontario certifying:
  - that the sanitary sewer system has been installed in accordance with the City-approved engineering drawings and City's Sewer Design Guidelines (as amended), and
  - is free of any debris.
- The contractor shall make best efforts to ensure a 'tight' sanitary sewer system.
- The owner acknowledges and agrees that they shall erect Temporary Street Name Signs that are in accordance with schedule B of By-Law 2014-78. The owner shall also ensure that all street construction, servicing, and addressing are in accordance with City requirements for Emergency services and that all Standards and By-Laws are met prior to applying for any building permits.
- Please note, no clearing of vegetation shall occur between April 15 and August 15, unless a qualified biologist has determined that no bird nesting is occurring within 5 days prior to the clearing. A pre-clearing survey for active stick nests and cavity

nests shall also be conducted between April 1 and April 15, in order to identify and protect early-nesting owls and raptors.

- Please note that the window of no in stream work commences March 15 and continues until June 30.
- The Owner acknowledges and agrees that the City of Ottawa will not issue any building permits for the above site, nor will the Owner request building permits, until such time as:
  - Preliminary Approval of the Works has been issued by the Inspections Unit, and
  - The Grading Plan is approved in writing by the Development Review Branch, and
  - Re-calculated Record sewer design sheets and Record watermain sheets have been re-submitted and reviewed by the Development Review Services.

Please advise your engineer and contractor that they are permitted to commence the installation of the municipal services. The contractor is also reminded that they are required to contact the Planning, Real Estate and Economic Development Department, Inspections Branch in order to organize a pre-construction meeting and to ensure all applicable permits have been received prior to commencement of the works. Please contact Matthew Wilson, Supervisor, Development Inspections, PRED at 613-580-2424 ext. 33263, [matthew.wilson@ottawa.ca](mailto:matthew.wilson@ottawa.ca).

Additionally, the contractor and/or your engineer are reminded that they are required to contact the Sewer Use Program in order to arrange the proper agreements or approvals to allow for the discharge of water from construction dewatering activities to the City's sanitary or storm sewer system. Please contact the Sewer Use Duty Officer at 613-2424 ext. 23326 and/or [suppue@ottawa.ca](mailto:suppue@ottawa.ca).

If you have any questions, please contact the undersigned at 613-580-2424, Ext. 12977.

Sincerely,



Tyler Cassidy P.Eng.,  
Project Manager  
Development Review South  
Planning, Real Estate and Economic Development Department  
City of Ottawa

c.c.

- Kelby Lodoen Unseth, Planner, DR South
- Lily Xiu, Manager, DR South
- Mike Giampa, Transportation Project Manager, DR Transportation Unit
- Matthew Wilson, Supervisor, Development Inspections, PRED (include MECP ECA, if required)

- Neill Antonympillai, Administrative Clerk, Right of Way Branch, PRED
- Akhil Kumar, Program Manager - Permit Approvals, Building Code Services, and to [PAB\\_DAP@ottawa.ca](mailto:PAB_DAP@ottawa.ca) (include Geotechnical Report and submissions, if applicable)
- [WaterPermits@ottawa.ca](mailto:WaterPermits@ottawa.ca)
- [water-booking@ottawa.ca](http://water-booking@ottawa.ca)
- Hasnaa Zaknoun, Manager, Wastewater Collection Branch, IWSD
- Tyler McQuillen - Central East District, ROW Approvals Officer, Right of Way Unit (include MECP ECA and design sheets, if applicable)
- Matt Kavanagh - Suburban East, Area Manager Roads
- [GeoInformation Centre](#)
- [Sewer Use Unit](#)
- [ROW Permit Office](#)
- Eva Walrond, Research and Forecasting Unit (include site plan drawings)
- Krista Tanaka, Program Manager, Road Safety & Traffic Investigations, Transportation Services Department
- [TMconstruction@ottawa.ca](mailto:TMconstruction@ottawa.ca), Traffic Management
- Barrie Forrester, Supervisor - Street Lighting Asset Management (include Geotechnical Report)
- [Fire Routes](#)
- [Planning Circulations](#)
- Curtis Melanson, C.E.T., Egis (Previously "McIntosh Perry"), [curtis.melanson@egis-group.com](mailto:curtis.melanson@egis-group.com)