

February 5, 2024

Conseil des écoles catholiques du Centre-Est  
4000 Labelle Street  
Ottawa, ON  
K1J 1A1

**Attention:** Jacques Lavictoire

**Re: Two Storey Institutional Addition to Existing School – 5315 Abbott Street E  
Ward 6 - Stittsville, Councillor Glen Gower  
Conditional 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 conditional commencement of work in advance of the registration of the Agreement (conditional to the registration of the Site Plan Agreement within 90 days) as detailed in the approved plans and reports. In addition, please review the following conditions for proceeding with the required works:

List of Approved Drawings

- 1. Notes and Details**, Drawing No C01, prepared by Edward J. Cuhaci & Associates Architects Inc., Project No 211-06227-00, dated July 12, 2023, revision 6, dated July 12, 2023.
- 2. Removal Plan**, Drawing No C02, prepared by Edward J. Cuhaci & Associates Architects Inc., Project No 211-06227-00, dated July 12, 2023, revision 6, dated July 12, 2023.
- 3. Grading Plan**, Drawing No C03, prepared by Edward J. Cuhaci & Associates Architects Inc., Project No 211-06227-00, dated July 12, 2023, revision 6, dated July 12, 2023.
- 4. Servicing Plan**, Drawing No C04, prepared by Edward J. Cuhaci & Associates Architects Inc., Project No 211-06227-00, dated July 12, 2023, revision 6, dated July 12, 2023.
- 5. Drainage Area Plan**, Drawing No C05, prepared by Edward J. Cuhaci & Associates Architects Inc., Project No 211-06227-00, dated July 12, 2023, revision 6, dated July 12, 2023.
- 6. Erosion and Sedimentation Control Plan**, Drawing No C06, prepared by Edward J. Cuhaci & Associates Architects Inc., Project No 211-06227-00, dated July 12, 2023, revision 6, dated July 12, 2023.

7. **Site Plan**, Drawing No A001, prepared by Edward J. Cuhaci & Associates Architects Inc., Project No 2219, dated January 2022, revision 3, dated July 26, 2023.
8. **Site Plan – New Work**, Drawing No A002, prepared by Edward J. Cuhaci & Associates Architects Inc., Project No 2219, dated January 2022, revision 3, dated July 26, 2023.
9. **Site Details**, Drawing No A003, prepared by Edward J. Cuhaci & Associates Architects Inc., Project No 2219, dated January 2022, revision 1, dated March 22, 2023.
10. **Elevations**, Drawing No A004, prepared by Edward J. Cuhaci & Associates Architects Inc., Project No 2219, dated January 2022, revision 1, dated March 22, 2023.
11. **Roof Areas**, Drawing FIG.1, prepared by WSP, Project No 121-26221-00, dated March 7, 2014.
12. **Tree Conservation Report & Landscape Plan**, Drawing No L.1, prepared by Edward J. Cuhaci & Associates Architects Inc., Project No 2219, dated September 2022, revision 7, dated July 5, 2023.
13. **Roof Plan**, Drawing No A105, prepared by Edward J. Cuhaci & Associates Architects Inc., Project No 2219, dated July 28, 2022.

#### Required Information Received

- An irrevocable Letter of Credit in the amount of \$ 626,234.84.
- A Certificate of Insurance for a minimum of \$ 5,000,000.

#### Required Information for Permitting

- The owner shall make reference to the approved City of Ottawa plan number 18882.
- 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 \$779.00, 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 and Composite Utility Plan are 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. 27566.

Sincerely,



Jean-Miguel Roy  
Project Manager  
Development Review, West Branch  
Planning, Real Estate and Economic Development Department  
City of Ottawa

**cc:**

- Kieran Watson, Planner, DR West Branch
- Allison Hamlin, Manager, DR West Branch
- Josiane Gervais, Transportation Project Manager, DR West Branch
- Matthew Wilson, Supervisor, Development Inspections, PRED (include MECP ECA, if required)
- Neill Antonympillai, Administrative Clerk, Right of Way Branch, PRED
- Joshua Good, 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](mailto:water-booking@ottawa.ca)
- Sean Gamble - Rural West District, ROW Approvals Officer, Right of Way Unit (include MECP ECA and design sheets, if applicable)
- Paul Mantil - Suburban West, Area Manager Roads
- Sarah MacLaurin, Coordinator - GIS & Data Services, PRED and to [gisanddataservices@ottawa.ca](mailto:gisanddataservices@ottawa.ca)
- [GeoInformation Centre](#)
- [ROW Permit Office](#)
- Natalie Pulcine, 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](#)
- [Winston Yang](#), WSP Canada Inc.