

September 7, 2023

Richmond Agricultural Society  
6121 Perth St  
Ottawa, Ontario  
K0A 2Z0

**Attention:** Joe Milroy ([joe.milroy@icloud.com](mailto:joe.milroy@icloud.com))

Dear Joe Milroy:

**Re: Open-Air Pavilion & Information Kiosk  
6121 Perth St  
Ottawa, Ontario, K0A 2Z0  
Ward 21 - Rideau-Jock, Councillor David Brown  
Commence Work Notification - Letter of Undertaking**

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 with a Letter of Undertaking. In addition, please review the following conditions for proceeding with the required works:

List of Approved Drawings

- 1. Proposed Lot Grading Plan**, prepared by Kollaard Associates, Engineers, Kollaard File Number 220998, dated October 17, 2022, revision 2, dated May 25, 2023.
- 2. Footing Insulation Detail for Proposed Pavilion**, prepared by Kollaard Associates, Engineers, Kollaard File Number 220998-A1, dated October 17, 2022, revision 1, dated June 02, 2023.

Required Information Received

- 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 # 18970.
- The Owner acknowledges, and agrees, that no site sanitary septic systems, sanitary sewers, storm sewers, water wells or sanitary sewer service connections,

storm sewer service connections, water service connections, are proposed nor will occur.

- 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).
- 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.
- 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 Development Inspections Unit, and the Grading Plan is approved in writing by the Development Review Branch

Please advise your engineer and contractor 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).

If you have any questions, please contact me by e-mail, at [derek.kulyk@ottawa.ca](mailto:derek.kulyk@ottawa.ca).

Sincerely,



Derek Kulyk P.Eng.  
Project Manager  
Development Review, Rural Branch

cc:

- Jack Graham, File Lead, Rural Branch
- Adam Brown, Manager - Development Review - Rural Branch
- Neeti Paudel, Transportation Project Manager, Rural Branch
- Matthew Wilson, Supervisor, Development Inspections, PRED
- Neill Antonypillai, Administrative Clerk, Right of Way Branch
- Eric Parthenais, Program Manager - Permit Approvals, Building Code Services and to [PAB\\_DAP@ottawa.ca](mailto:PAB_DAP@ottawa.ca),
- Sean Gamble - Rural West District, ROW Approvals Officer, Right of Way Unit
- Jean-Sebastien Rousseau - Rural, Area Manager Roads

- Sarah MacLaurin, Coordinator - GIS & Data Services, PRED, and to [gisanddataservices@ottawa.ca](mailto:gisanddataservices@ottawa.ca)
- [R.O.W. Permit Office](#)
- [GeoInformation Centre](#)
- Natalie Pulcine, Research and Forecasting Unit
- [Fire Routes](#)
- Barrie Forrester, Supervisor - Street Lighting Asset Management
- Krista Tanaka, Program Manager, Road Safety & Traffic Investigations, Transportation Services Department
- [TMconstruction@ottawa.ca](mailto:TMconstruction@ottawa.ca), Traffic Management
- [Planning Circulations](#)
- Kaleb Lakew, P.Eng, ([kaleb@kollaard.ca](mailto:kaleb@kollaard.ca))