



File Number: D07-16-19-0005

December 2, 2019

Caivan Communities  
2934 Baseline Road, Suite 302  
Ottawa ON K2H 1B2

Dear: Ms. Pham

**Re: Draft Plan approval of Plan of Subdivision – (File No. D07-16-19-0005)**

**Please be advised that on November 20, 2019, the Manager, South Group's decision to draft approve Draft Plan (File No. D07-16-19-0005) subject to the attached conditions, came into effect November 21, 2019.**

By copy of this letter, and the draft approval conditions, the City is notifying those public bodies and agencies who requested draft approval conditions. Please contact the relevant public bodies and agencies to secure the clearance letters that will allow City staff to register one or more phases of the Draft Plan.

When you are preparing to have the Final 4-M Plan approved for registration, please provide me with electronic copies of the Draft 4-M Plan – PDF and AutoCAD versions, along with five white paper prints, which include the approved street names for all new roadways. Please also provide a completed "Proposed Land Use" table (attached) for the phase(s) to be registered and a request to prepare a subdivision agreement. A copy of the document "Estimate of Costs" has been provided for your review. Owners are required to pay engineering design, review and inspection fees, and submit securities, which are based upon the cost estimates of the hard and soft services related to their development. The "Estimate of Costs" provides information on how to submit the quantity estimates online and provides a list of the City's current costing. Quantity estimates are required to be submitted prior to the preparation of a subdivision agreement.

Please provide five, white paper prints of any required, draft Landscape Plan(s).

Attached for your information is a one-page summary of the information required to facilitate the completion of the subdivision agreement. If you would like to meet with representatives of either this Department or Legal Services to review or clarify these requirements, please contact the undersigned at 613-580-2424, extension 12852.

When the Final 4-M Plan for registration has been completed, please forward to me the original mylar of this plan, three duplicate mylars, and one white paper print with the surveyor's embossed decal. If the final plan complies with the draft approval conditions and the City has received assurances from the other interested public bodies that the

necessary arrangements have been made to clear all the draft approval conditions, the General Manager, Planning, Infrastructure and Economic Development Department's signature will be endorsed on the above-noted Plans, which will then be sent to the Land Titles Office for registration, along with the necessary copies required under the *Land Titles Act*. (Please note that it is the Owner's responsibility to secure the required clearances).

If you wish to make a major revision to this plan prior to registration, please submit a revised full size mylar, an 21.6 x 35.6 cm cronaflex reduction of same, twenty-five folder paper prints, the fee (if required) and a revised "Proposed Land Use" table (attached).

Should the Draft Plan not receive final approval within 3 years of the date on which draft approval came into effect, the draft approval may lapse pursuant to Section 51(32) of the *Planning Act*. Draft approval may be extended by the City in accordance with Section 51 (33) of the *Planning Act* provided the Owner submits an application for such extension and the prevailing extension processing fee is paid in full.

Best regards,



Kelby Lodoen Unseth, Planner  
Planning, Infrastructure and Economic Development Department

Attach.

Councillor Jan Harder - Barrhaven, Ward Councillor  
Jeff Shillington, Infrastructure Project Manager  
Patrick McMullen, Subdivision and Site Plan Development Inspection, PIED  
Christine Enta, Legal Counsel, Office of the City Clerk & Solicitor  
Wendy Hickson, Development Agreement Officer, Legal Services  
Lily Xu, Manager, Development Review South  
Timothy Marc, Senior Legal Council Planning, Development and Real Estate  
Caivan Brazeau Development Corporation, c/o Susan Murphy,  
[susan.murphy@caivan.com](mailto:susan.murphy@caivan.com)  
W.A. (Bill) Harper, City Surveyor, [bill.harper@ottawa.ca](mailto:bill.harper@ottawa.ca)  
Krista O'Brien, Program Manager, Assessment, Deputy City Treasurer Revenue  
Branch (2 copies of all plans)  
Pauline Prevost, Circulation Clerk, Design Review and Implementation  
Doug Durham, Manager, Permit Approvals, Building Code Services  
Jim Becking, Building Inspections, Building Code Services  
Cairine Thomas, Zoning Plan Examiner, Building Code Services (2 copies)  
Randal Rodger, Program Manager, Mapping and Graphics Unit  
Stephen Kapusta, Corridor Management Planner, Ministry of Transportation –  
Eastern Region, [Stephen.Kapusta@Ontario.ca](mailto:Stephen.Kapusta@Ontario.ca)  
Michel Kearney, Senior Project Manager, Infrastructure Planning  
Sami Rehman, Environmental Planner

Amy MacPherson, Natural Systems and Rural Affairs Branch  
Peter Filipowich, Operation Planning, Solid Waste Compliance Branch  
Heidi Scott, Site Compliance Coordinator, Solid Waste Compliance Branch  
Jeannette Krabicka, Parks & Facilities Planning  
Mike Giampa, Transportation Project Manager  
Birgit Isernhagen, Ottawa Public Health Department, Public Health Inspection  
Branch  
Janet MacDonald, Planner, Ottawa-Carleton District School Board,  
[janet.macdonald@ocdsb.ca](mailto:janet.macdonald@ocdsb.ca)  
Cindy MacMillan, Planning Officer, Ottawa Catholic School Board,  
[cindy.macmillan@ocsb.ca](mailto:cindy.macmillan@ocsb.ca)  
Scott Ritchie, Hydro Ottawa  
Alice Coleman, Enbridge Gas Distribution  
Meaghan Palynchuk, Bell Canada  
Joan Zacharias, Rogers Communications Canada Inc.  
Canada Post

## **INFORMATION REQUIRED TO PERMIT COMPLETION OF SUBDIVISION AGREEMENTS**

The City of Ottawa is committed to the timely provision of subdivision agreements following draft approval. The provision of the following will assist in ensuring that such is possible. In all cases, the requested information should be provided to the assigned planner who will ensure that the information is forwarded to Infrastructure Approvals and Legal Services as required.

1. Request drafting of the agreement;
2. Provide Draft M-Plan (five paper prints, and electronic copies – PDF and AutoCAD versions), which shows the approved street names for all new roadways;
3. Completion of the Applicant's Estimate of Costs to permit the completion of the financial schedules of the subdivision agreement (Schedules "B" and "C");
4. Completion of any reports required by the conditions of draft approval; In particular, any noise study must be completed to enable any required noise warning clauses to be incorporated into the subdivision agreement;
5. The determination of easements for drainage purposes must occur, unless such will be subject to a subsequent site plan approval;
6. Reference Plans to permit the conveyance of the easement must also be prepared, again unless such will be subject to subsequent site plan approval. The reference plans must be submitted in draft for City concurrence prior to be deposited on title.

The subdivision agreement cannot be finalized until the six items listed above have been submitted to Planning, approved and forwarded by Planning to Legal Services.

The City has observed that following draft approval and authorization for pre-servicing, it often occurs that developers proceed with the installation of services without also addressing the matters that are required to ensure that the agreement can be finalized so that plan registration can occur. Provision of the above information in a timely fashion will assist in ensuring that the expectations of the developer and its purchasers can be met.