

November 6, 2025

Mr. Michel Bellemare
Secretary-Treasurer
Committee of Adjustment
101 Centrepointe Drive, Fourth Floor
Ottawa, ON K2G 5K7

**RE: Application for Minor Variance
312 Lisgar Street**

Committee of Adjustment
Received | Reçu le
Revised | Modifié le : 2025-11-06
City of Ottawa | Ville d'Ottawa
Comité de dérogation

Dear Mr. Bellemare,

Fotenn Planning + Design ("Fotenn") has been retained by the Islam Care Centre ("the Owner") to prepare a Planning Rationale for a Minor Variance application to permit a 3-storey place of worship and community health and resource centre at 312 Lisgar Street in the City of Ottawa, located in the Centretown neighbourhood.

The 312 Lisgar Street property is currently vacant. The property is a narrow lot, east of Bank Street. One minor variance is proposed for the development being designed for the Islam Care Centre (ICC) and Muslim Family Services of Ottawa. The proposed variance is required to have more functional interior office space and adhere to setback requirements from property abutting the rear lot line. The variance has been assessed against the Four Tests of the Planning Act, and our determination is that the variance satisfies the tests and is therefore appropriate and in the public interest.

Please find enclosed the following material in support of the application:

- / This cover letter explaining the nature of the application (1 copy);
- / Minor Variance application form (1 copy);
- / Site Plan (1 full size copy, 1 reduced);
- / Survey Plan (1 full size copy, 1 reduced);
- / Tree Confirmation Report (electronic copy);
- / Cheque in the amount of \$3,446.00 made payable to the City of Ottawa.

Please contact the undersigned at bates@fotenn.com and ssayah@fotenn.com with any questions or requests for additional material.

Sincerely,



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Background and Context

Fotenn Planning + Design ("Fotenn") has been retained by the Islam Care Centre ("the Owner") to prepare a Planning Rationale for a Minor Variance application for the property municipally known as 312 Lisgar Street in the City of Ottawa.

The subject property is a narrow rectangular lot with a total area of 344.6 square metres with a frontage of 10.06 metres on Lisgar Street. The property is currently vacant and was previously occupied by a low-rise residential building.

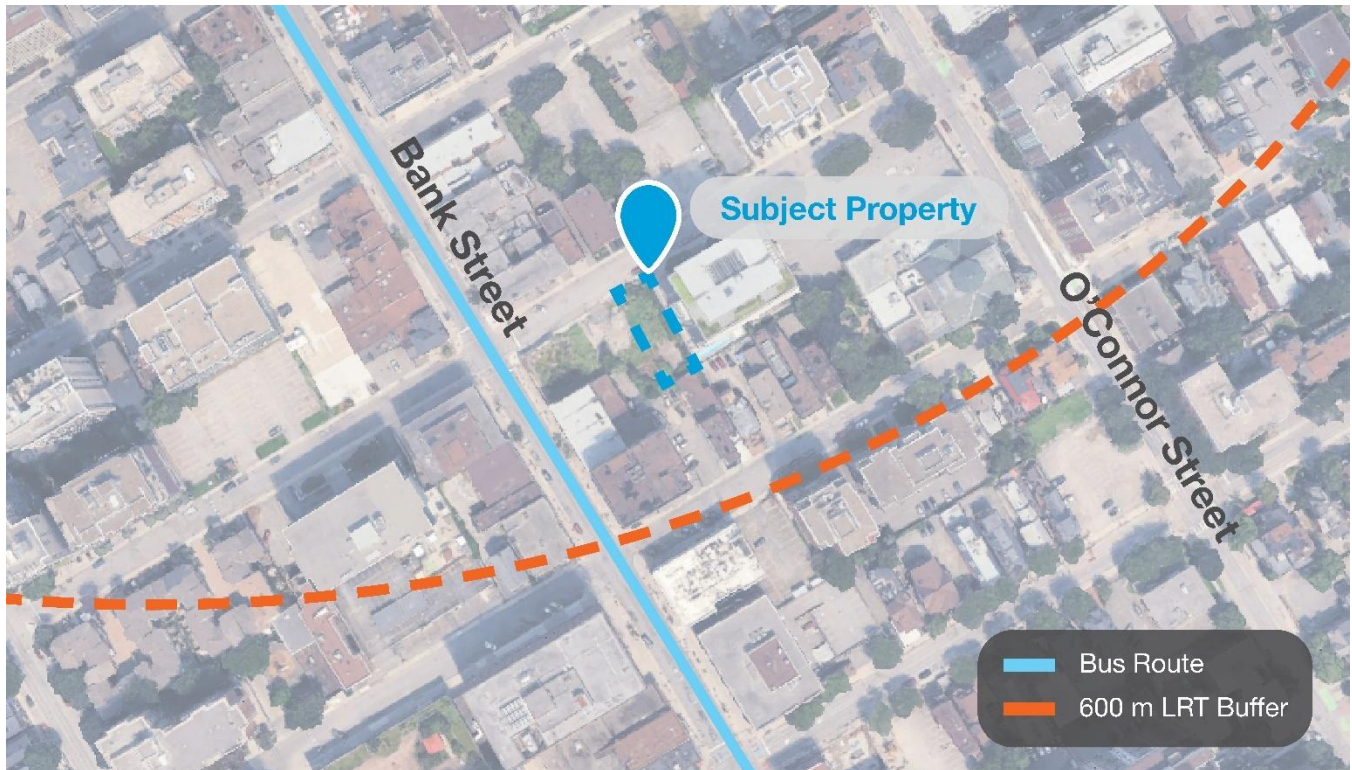


Figure 1: Subject property and surrounding context

1.1 Surrounding Area

The following is a summary of the area surrounding the subject property.

North: Immediately north of the subject property are low-rise, multi-unit residential buildings including the 211–231 Bank Street property, and an office for a place of worship. Further north is community garden, surface parking lots and a range of mixed-use buildings with ground floor commercial space and office or residential uses on the upper floors.

East: Immediately east is a SOHO residential building. The 15-storey "residence hotel" is a high-rise tower with amenity space on the roof and in the rear yard. Further east is a parking lot and a United Church. East of O'Connor Street are a range of multi-unit residential buildings.

South: South of the subject property are low-rise residential and commercial buildings which front onto Cooper Street. Immediately abutting the subject property is a multi-unit residential building which is built close to (or abutting) the rear

property line. Further south is a range of mixed-use, commercial, and residential buildings characteristic of the Centretown neighbourhood.

West: Immediately west of the subject property is a vacant lot which abuts Bank Street. West of Bank Street is a mid-rise non-residential building with commercial tenants and office space. Further west are office buildings, and residential buildings.



Figure 2: Surrounding context.

2.0 Overview of Application

The Owner the Islam Care Centre (ICC) is proposing to construct a three-storey institutional building to serve as a place of worship and community health and resource centre for the downtown Muslim and Centretown community. The ground floor is setback from the sidewalk to provide a welcoming space for community members and animate the public realm with art, glazing, and a high floor-to-ceiling height. No vehicle parking is proposed as the property is well served by public transportation and street parking is available in the neighborhood.

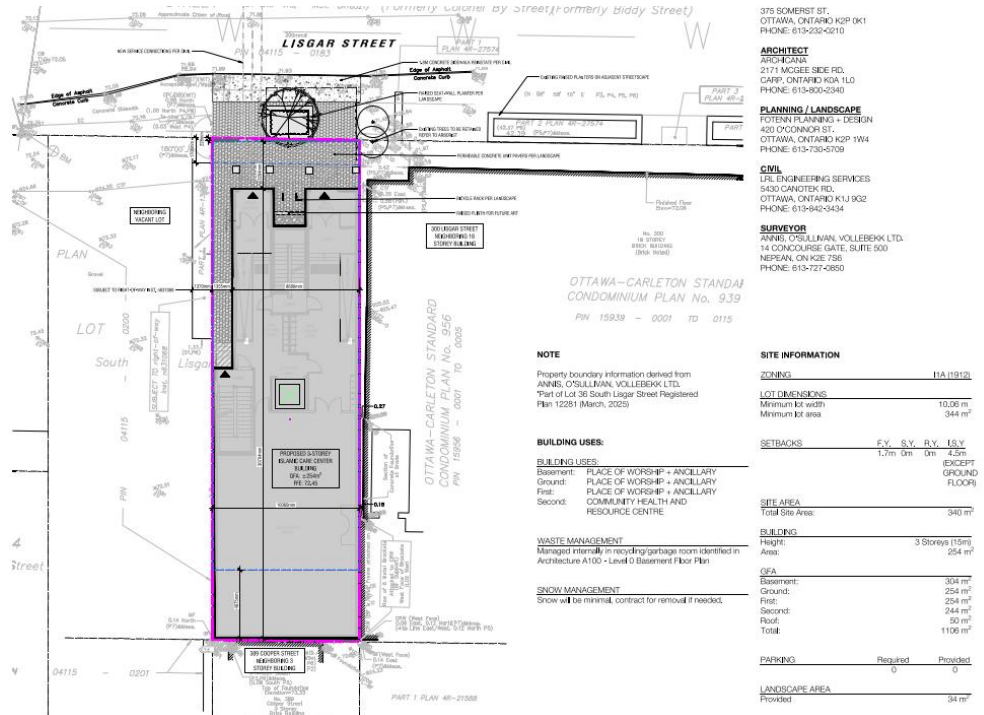


Figure 3: Site plan of the proposed development.

Separate entrances are proposed for the community health and resource centre and the place of worship. The main entrance is accessed by a set of exterior steps with an accessible entrance provided on the east side of the building.

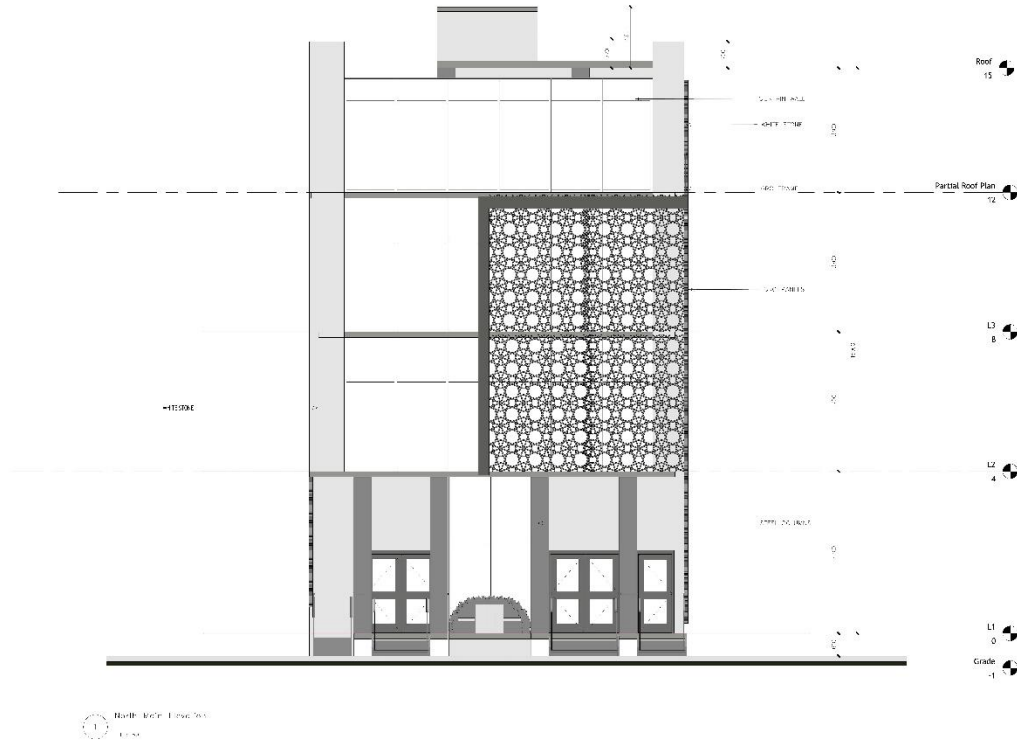


Figure 4: Front elevation of proposed building.

The rear (south) façade of the building is stepped back above the first storey providing an appropriate setback from the abutting property to the south. Glazing is proposed along the side walls of the building as well as decorative paneling to add visual interest along the curtain walls. Outdoor amenity space is proposed on the building roof and on the stepped back portion of the roof of the ground floor.

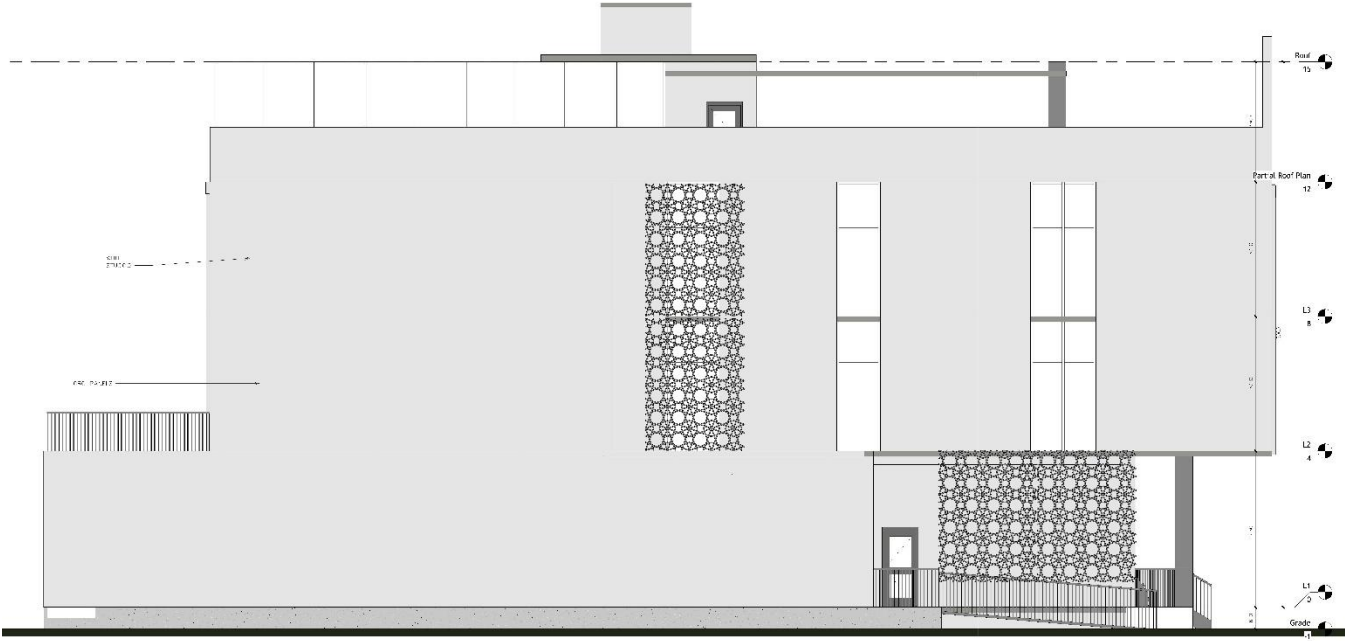


Figure 5: East elevation of the proposed building.

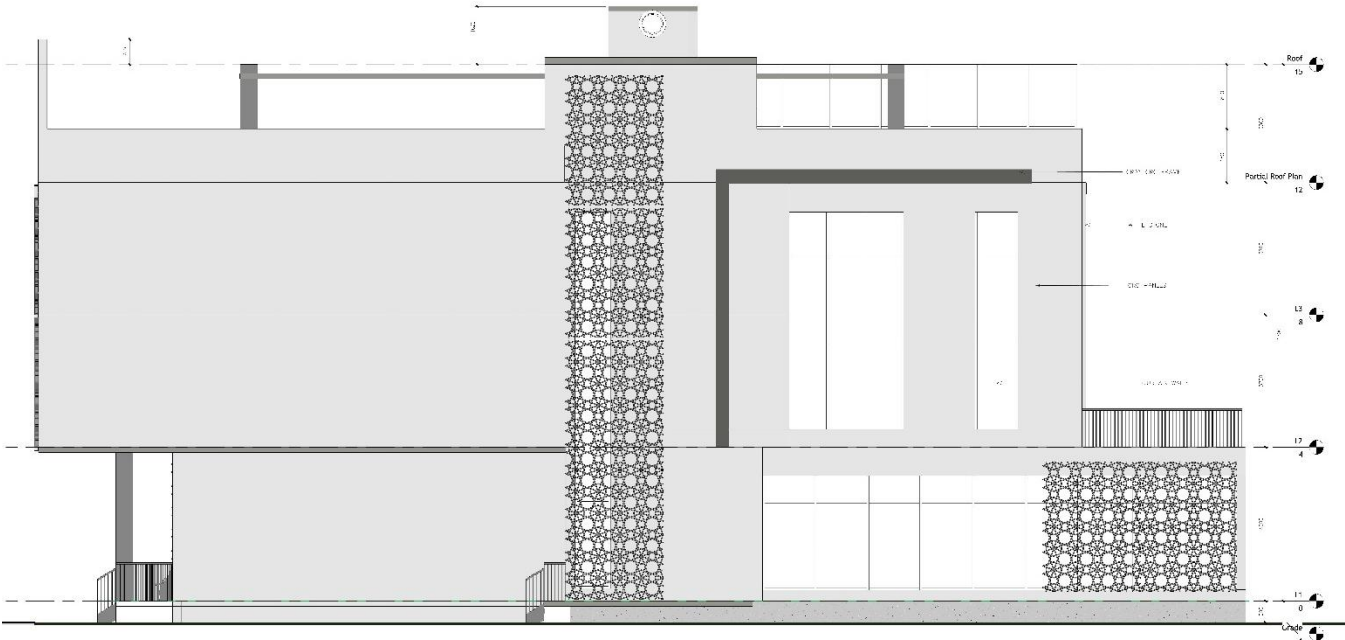


Figure 6: West elevation of the proposed building.

2.1 Tree Information Report

A Tree Conservation Report prepared by Dendron Forestry Services, dated February 20, 2025, states that there are no trees protected under the Tree Protection By-law (2020-340) on the subject property. There are no adjacent city trees or trees with a DBH greater than 10 cm that would be significantly impacted by the development. Please see the attached Tree Conservation Report No Trees Letter.

There are two small trees at the northwest corner of the subject property in front of 300 Lisgar: one 16cm basswood (*Tilia americana*) and, directly behind it, a 10cm tree lilac (*Syringa reticulata*). These trees are approximately 1.5m from the corner of the subject property and are not expected to be significantly impacted. A revised Tree Confirmation Report will be submitted with this application.

An updated TCR prepared by Dendron Forestry Services, dated October 21, 2025, will be submitted with this application. The updated report was prepared to evaluate the impact on the trees at the northwest corner of the subject property by the proposed development and recommend retention or removal based on plans provided. The TCR concludes that The two trees just across the property line along the east side are far enough away that, if protected, little to no damage should occur during construction.

2.2 Proposed Minor Variance

The subject property is zoned Minor Institutional Zone, Subzone A, Urban Exception 1912 (I1A[1912]). While generally complying with the zoning provisions, in order to proceed with the development as proposed, the following minor variance is required:

- / To permit a minimum front yard setback of 0 metres above the first storey, whereas the site-specific urban exception requires a minimum front yard setback of 1.7 metres.

3.0 Policy and Regulatory Review

3.1 Provincial Planning Statement (2024)

The Provincial Planning Statement (PPS) provides direction on matters of provincial interest related to land use planning and development. The Planning Act requires that decisions affecting planning matters “shall be consistent with” policy statements issued under the Act, which includes the PPS.

The PPS came into effect October 20, 2024, and consolidates the Provincial Policy Statement (2020) and A Place to Grow: Growth Plan for the Greater Golden Horseshoe (2020) into a more streamlined land-use planning policy for the Province of Ontario. The PPS provides policy direction for housing supply in the province, supporting development and alignment with infrastructure. It also provides policy direction on opportunities for job creation and economic development, increasing the supply of developable land, protections for the environment and natural resources, and protections for communities, resources, and properties from natural and man-made hazards.

The following PPS policies are applicable to the subject property, among others:

Planning for People and Homes

2.1.6 Planning authorities should support the achievement of *complete communities* by:

- a) accommodating an appropriate range and mix of land uses, *housing options*, transportation options with *multimodal* access, employment, *public service facilities* and other institutional uses (including schools and

associated child care facilities, long-term care facilities, places of worship and cemeteries), recreation, parks and open space, and other uses to meet long-term needs;

- b) improving accessibility for people of all ages and abilities by addressing land use barriers which restrict their full participation in society; and
- c) improving social equity and overall quality of life for people of all ages, abilities, and incomes, including equity-deserving groups.

2.4.2.3. Planning authorities are encouraged to promote development and intensification within major transit station areas, where appropriate, by:

- a) planning for land uses and built form that supports the achievement of minimum density targets;

The proposed development is consistent with the PPS 2024 policy for complete communities as the development proposes to introduce a purpose-built place of worship and community resource centre in downtown Ottawa, contributing to a range of land uses that will meet the long-term needs of the community. The proposed development is accessible by public and active transportation and includes accessible entrances for people of all abilities. The proposed development is consistent with policy to improve social equity and quality of life for the community, specifically the Muslim community working and/or living in Centretown.

The proposed infill design is consistent with the policy to promote development within major transit station areas which support minimum density targets. Located in the Downtown PMTSA, the proposed development will provide services and prayer space for the Muslim community working and/or living downtown.

3.2 City of Ottawa Official Plan (2022)

The Official Plan for the City of Ottawa was approved by the Ministry of Municipal Affairs and Housing (MMAH) on November 4, 2022. The Plan provides a framework for the way that the City will develop until 2046 when it is expected that the City's population will surpass 1.4 million people. The Official Plan directs the manner that the City will accommodate this growth over time and set out the policies to guide the development and growth of the City.

3.2.1 Downtown Core Transect

The Downtown Core Transect is the historic, geographical, physical, cultural, symbolic, and employment hub of the City of Ottawa. In part the purpose of the Transect is to maintain and enhance the urban pattern of built form, site design and mix of uses and to prioritize active and public transportation use to and from the Core.

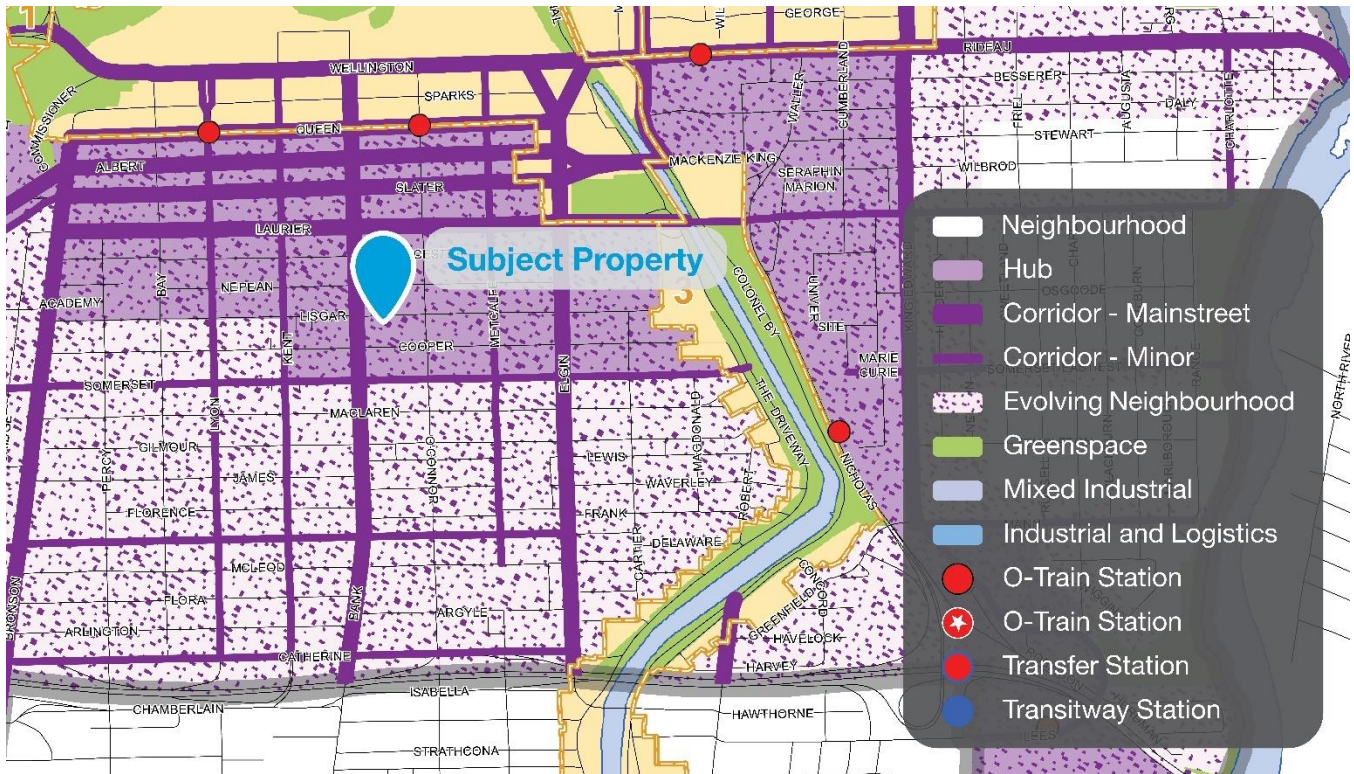


Figure 7: Schedule B1 of the City of Ottawa Official Plan.

Per Policy 1 of Section 5.1.1, all development within the Downtown Core shall maintain and enhance the urban pattern of built form and site design.

Per Policy 2 of Section 5.1.1, the Downtown Core shall develop as a healthy 15-minute neighbourhood where Hubs and Corridors provide a full range of services and existing and new cultural assets are supported.

Per Policy 6 of Section 5.1.1, the Downtown Core is planned for higher-density, urban development forms where either no on-site parking is provided, or where parking is arranged on a common parking area, lot or parking garage accessed by a common driveway.

Per Policy 3 of Section 5.1.2, motor vehicle parking shall not be required in new (non-residential) development.

Per Policy 1(c) of Section 5.1.4, the minimum permitted building height is 3 storeys and the maximum permitted building height is 6 storeys.

The proposed development conforms to the Downtown Core Transect policies as it provides an urban built form, maximizing the potential of a narrow property, and increasing the mix of uses and new cultural assets within Core. The development conforms to policies that state that motor vehicle parking is not required for non-residential development. The proposed development conforms to the policies for minimum and maximum permitted building height.

3.2.2 Hub Designation

The Hub designation applies to areas within proximity to planned or existing rapid transit stations. The planned function of Hubs is to concentrate a diversity of functions, higher density of development, a greater degree of mixed uses and higher level of transit connectivity than areas surrounding the Hub. The following Hub policies are applicable to the proposed development:

Per Policy 2 of Section 6.1.1, the strategic purpose of Hubs is to integrate with the Neighbourhood and Corridor designations to establish residential, commercial, employment and institutional uses to allow residents of all income levels to easily live, work, play and access daily needs without the need to own a private automobile.

Per Policy 3 of Section 6.1.1, development within a Hub:

- / Shall establish buildings that:
 - i) Edge, define, address and enhance the public realm through building placement, entrances, fenestration, signage and building facade design;
 - ii) Place principal entrances so as to prioritize convenient pedestrian access to the transit station and the public realm;
- / Shall be subject, through the Zoning By-law, to a reduction or elimination of on-site minimum parking requirements

Per Policy 3 of Section 6.1.2, a full range of non-residential functions are permitted within PMTSAs.

Per Policy 4 of Section 6.1.2, the minimum building height within a PMTSA, unless specified by a Secondary Plan, greater than a 300-metre radius or 400-metre walking distance away from a transit station is 2 storeys.

The proposed development conforms to Hub designation policies for the public realm, defining the edge of the Lisgar Street ROW and enhancing the streetscape with public art and landscaping. The subject property is located within a 600-metre buffer of the Parliament LRT Station and in close proximity to multiple local bus routes. The proposed land uses conforms to Hub policies as a non-residential use that is compatible with residential uses. The propose building height exceeds the minimum permitted height in a PMTSA.

3.2.3 Evolving Overlay

An Evolving Neighbourhood Overlay is applied to the subject property and surrounding area. The area shall evolve to create the opportunity to achieve an urban form in terms of use, density, built form and site design. The Zoning By-law shall provide development standards for the built form and buildable envelope consistent with the planned characteristics of the overlay area, which may differ from the existing characteristics of the area to which the overlay applies.

The Evolving Neighbourhood Overlay is applied to the subject property and indicates the area is subject to gradual change in both built form and density, such as that proposed herein.

3.3 Central and East Downtown Core Secondary Plan

The subject property is located within the Central and East Downtown Core Secondary Plan within the Centretown Character Area. The Secondary Plan, which consolidates several former secondary plans, provides the strategic planning direction to guide future development and redevelopment within the Central and East Downtown Core. Per Schedule B of the Secondary Plan, the subject property is designated Local Neighborhood (see Figure 8 below). Per Schedule C of the Secondary Plan, the maximum permitted building height on the subject property is 21 storeys (see Figure 9 below). The subject property is located in the Centretown North Character Area as illustrated in Figure 10 below.

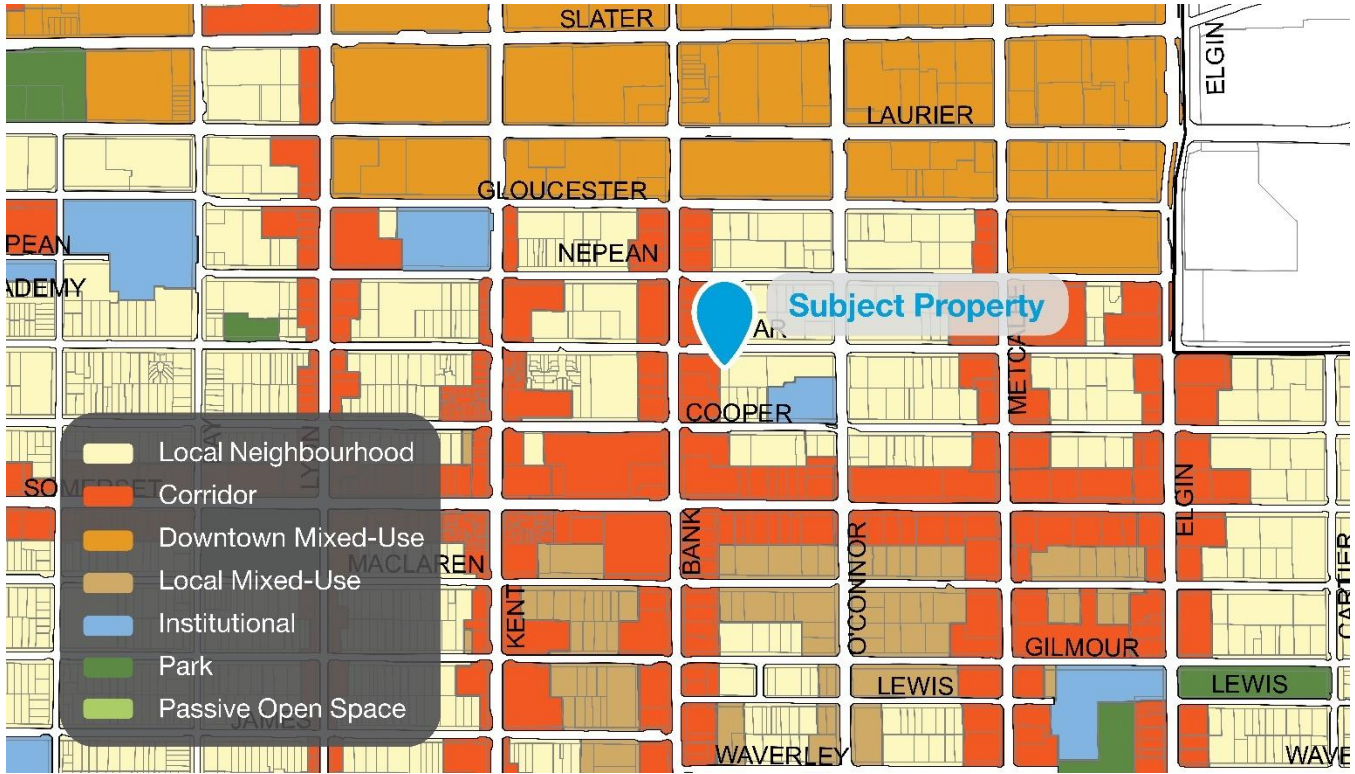


Figure 8: Excerpt of Schedule B - Designation Plan of the Central and East Downtown Core Secondary Plan.

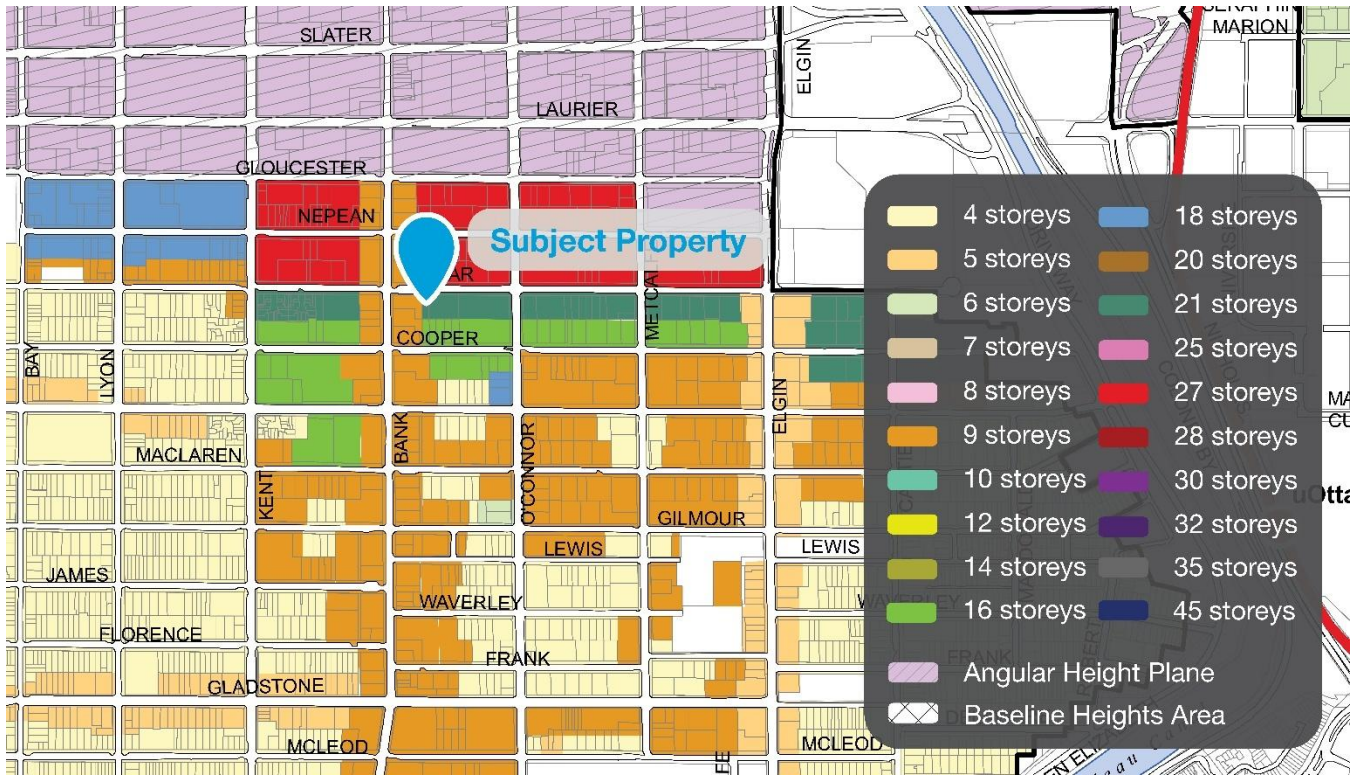


Figure 9: Schedule C - Maximum Building Heights of the Central and East Downtown Core Secondary Plan.

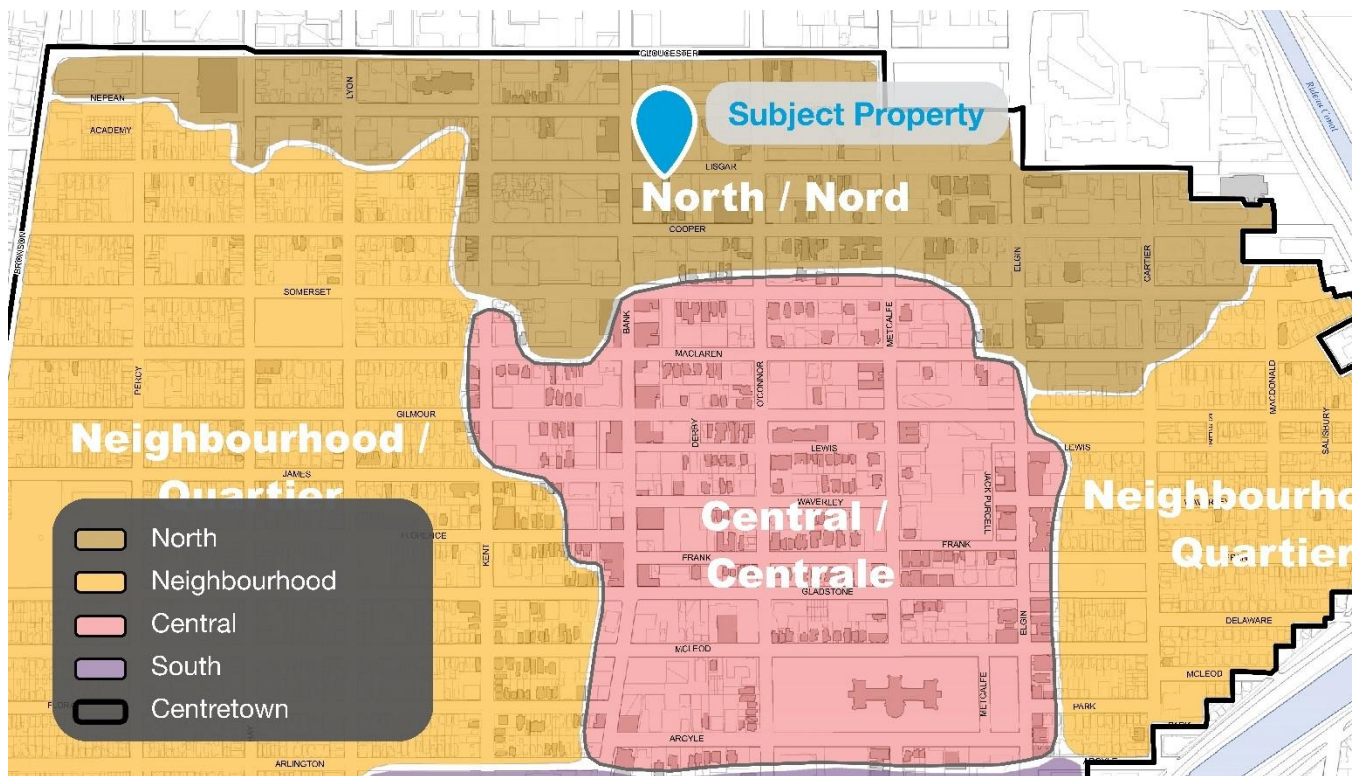


Figure 10: Annex 1 – Centretown Character Areas of the Central and East Downtown Core Secondary Plan.

Policies within the Secondary Plan which pertain to the proposed development are as follows:

Section 2: Designations

Policy 2.1.1) Local Neighbourhoods are primarily residential. They may include small-scale commercial and institutional uses that are meant primarily to support local residents' everyday needs, as per Section 6.3 - Neighbourhoods, of Volume 1 of the Official Plan.

Section 3: General Policies

Policy 3.3.2.18) Development will minimize the provision of motor vehicle parking. Alternatives should be prioritized over increases in the parking supply. Examples of alternatives include the sharing of existing facilities within walking distance and various transportation demand management strategies. Zoning By-laws should review the maximum limit on parking spaces to support the City's Transportation Master Plan's modal targets for the area.

Policy 3.5.26) All development within areas identified as Design Priority Areas on Schedule C7A of the Official Plan will be subject to Design Review by the City's Urban Design Review Panel, including the process and exemptions identified for the panel.

Section 4: Character Area Policies

Principle 3. Accommodate a diverse population

- / Provide adequate educational, recreational, social and cultural facilities and programming for all residents

Principle 4. Reinforce and promote commercial activity

- / Accommodate institutional, cultural and community facilities for all residents that complement, and are compatible with, surrounding uses

Principle 7. Promote design excellence

- / Ensure all new development is well designed and built with high quality, long lasting materials
- / Ensure new development in established neighbourhoods respects and complements the existing character of the area

Centretown North Character Area

Policy 4.4.9.41) Buildings of varying heights shall be encouraged in the North Character Area. The maximum heights, identified on Schedule C – Maximum Building Heights, are intended to achieve a transition to the mid-rise and low-rise areas to the south. Proposals for development in the North Character Area shall be guided by the Built Form Guidelines in the Centretown CDP. These guidelines, together with other applicable Council approved design guidelines, provide the framework to ensure better quality architecture, appropriate building design and the creation of a positive sense of place in Centretown. The guidelines are meant to be general and may not apply equally in all circumstances. The site context may inform the application of, and the emphasis on, the various guidelines.

Small-scale institutional uses are permitted to support local residents' everyday needs. The proposed place of worship and community health and resource centre will provide support for the Muslim community in Centretown.

The proposal does not include vehicle parking spaces which conforms with Policy 3.3.2.18). A reduced Urban Design Brief was prepared for the proposed development, conforming with Policy 3.5.26).

The proposed development has conforms with Principles 3, 4, and 7 of Section 4 by providing a cultural and community facility in Centretown for residents, designed to complement the existing character of the existing neighbourhood. The proposed building height conforms with the maximum building height. Section 3.4 below contains a review of the Centretown Community Design Plan Built Form guidelines.

3.4 Centretown Community Design Plan

Section 6 of the Centretown Community Design Plan contains Built Form Guidelines. Guidelines within the Community Design Plan which pertain to the proposed development are as follows:

Section 6.4.1 Low-Rise

Within Centretown, low-rise infill – considered as buildings four storeys and less - is permitted anywhere. Low-rise infill is permitted on single or consolidated lots and can be detached, townhouse or multiple unit residential; or 'house form' commercial buildings. The following general guidelines shall apply to low-rise infill in Centretown.

- i. Respect and contribute to the overall character of the area.
- ii. Align low-rise infill with adjacent buildings and respect the existing overall street setback. Strategic setback or protrusions may be appropriate at entrances, balconies, bay windows or porches to articulate the façade and create architectural interest.
- iii. Avoid blank walls. If necessary, a blank wall must be well articulated and use materials that are consistent with the overall building image. Blank walls fronting a street are not permitted.

The proposed building form is designed to maximize the infill potential of the subject property while respecting the character of Lisgar Street and surrounding area. The cantilevered building design is proposed to animate the public realm

and provide a comfortable building entrance. The front wall facing the street is articulated with windows and a decorative metal screen. The decorative metal screen is also proposed on the sidewalls and rear wall. The proposed design has regard for the Built Form Guidelines of the Centretown Community Design Plan.

3.5 Zoning By-law (2008-250)

The subject property is zoned Minor Institutional, Subzone A, Urban Exception 1912 (I1A[1912]) in the City of Ottawa's Comprehensive Zoning By-Law (2008-250) as illustrated in Figure 11. The purpose of this zone is to:

- / permit a range of community uses, institutional accommodation and emergency service uses to locate in areas designated as General Urban Area or Central Area in the Official Plan; and
- / minimize the impact of these minor institutional uses located in close proximity to residential uses by ensuring that such uses are of a scale and intensity that is compatible with neighbourhood character.

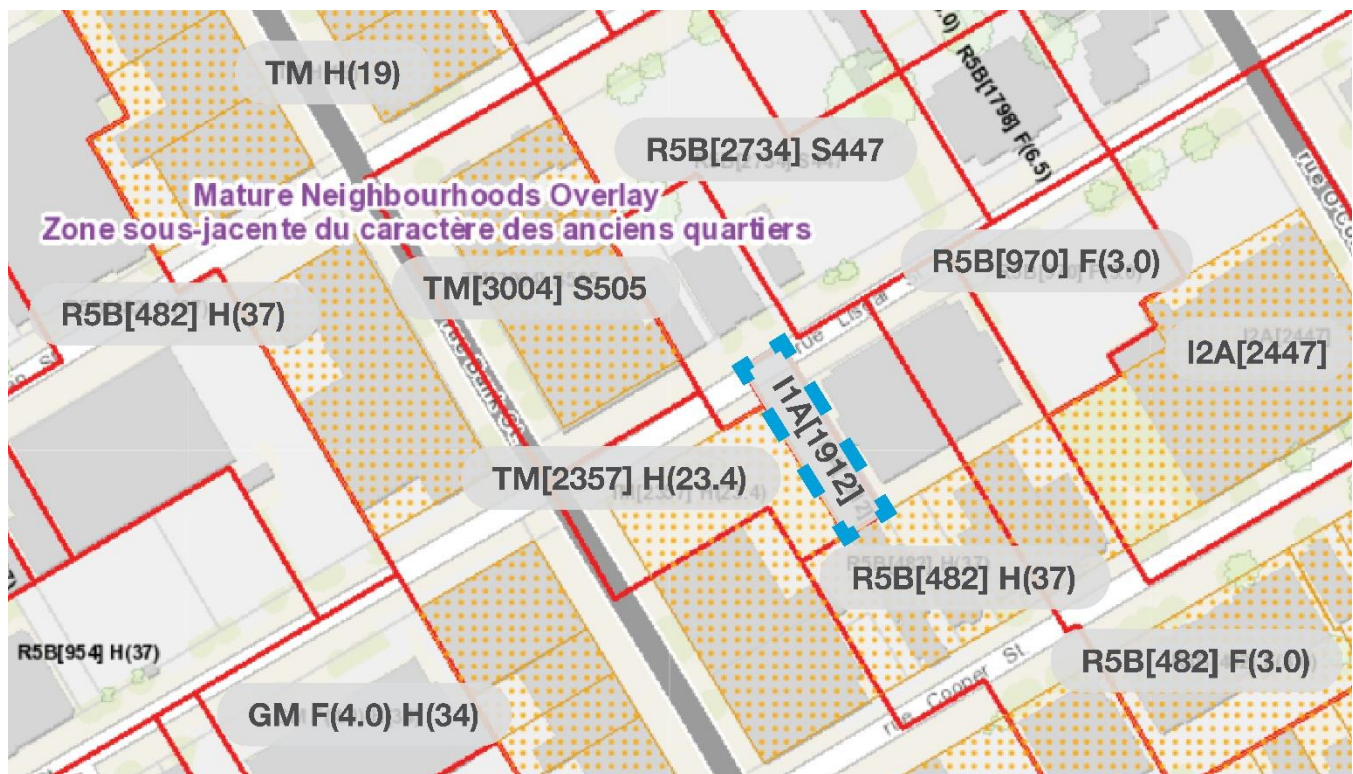


Figure 11: Zoning map of the subject property and surrounding area.

Permitted uses in the I1 zone include:

- | | |
|--|---|
| / community centre | / residential care facility |
| / day care | / retail food store, limited to a farmers' market |
| / emergency service | / retirement home |
| / group home | / retirement home, converted |
| / library | / rooming house |
| / museum | / school |
| / municipal service centre | / shelter |
| / one dwelling unit ancillary to a permitted use | / sports arena |
| / park | |

- / place of assembly
- / **place of worship**
- / recreational and athletic facility
- / training centre (limited to job instruction/ training associated with a school)
- / urban agriculture

Table 1 below evaluates the proposed development against the applicable zoning provisions, confirming that the subject site can adequately accommodate the development.

Table 1: Zoning Provisions

I1A[1912]			
Provision	Required	Provided	Compliance
Minimum Lot Width Exception [1912]	10 m	10.06 m	Yes
Minimum Lot Size Exception [1912]	344 m ²	344.8 m ²	Yes
Minimum Front Yard Setback Exception [1912]	1.7 m	1 st Storey: 1.75 m 2 nd Storey and above: 0 m	No
Minimum Rear Yard Setback Exception [1912]	Rear yard setback for the first storey: 0 m	1 st Storey: 0 m 2 nd Storey and above: 4.5 m	Yes
Minimum Interior Side Yard Setback Exception [1912]	0 m	East: 0 m West: 0 m	Yes
Maximum Building Height Table 170A	15 m	15 m	Yes
Parking Requirements Exception [1912]	No parking required for a place of worship or community health and resource centre	No parking provided	Yes
Bicycle Parking Table 111A(i)	1 per 1500 m ² of GFA Total GFA Proposed: 1193 m ² = 0 spaces required	No bicycle parking spaces provided	Yes
Projections into Height Limit Section 64	mechanical and service equipment penthouse, elevator or stairway penthouses; parapet; and roof-top gardens and terraces and associated safety guards and access structures;	1.62 m	Yes
Projections into Required Yards Section 65	Ornamental elements such as sills, belt courses, cornices, parapets and pilasters - 1.2 m, but not closer than 0.6 m to a lot line	To remain within the property lines (i.e., 0 m setback for interior yards)	Yes
Place of Worship and Place of Assembly Section 96	The cumulative gross floor area of all ancillary uses must not exceed the gross floor area of worship space	676 (50.5%) 662 (49.5%)	Yes
Exception [1912]	Community health and resource centre may occupy a maximum of 38% of the GFA of the building	CHRC: 244 (22%) Place of Worship: 862 (78%)	Yes

3.6 Four Tests of the Planning Act

Section 45 of the *Planning Act, R.S.O. 1990* provides the Committee of Adjustment with the ability to grant minor variances by weighing their appropriateness on the basis of Four Tests. It is required to be demonstrated that a proposed variance satisfy the following tests:

- / Is it in keeping with the general intent and purpose of the Official Plan?
- / Is it in keeping with the general intent and purpose of the Zoning By-law?
- / Is it desirable for the appropriate development or use of the land, building or structure?
- / Is the application minor in nature?

It is our professional planning opinion that the application meets the “Four Tests” as follows:

3.6.1 Does the proposal maintain the general intent and purpose of the Official Plan?

The subject property is designated Hub within the Downtown Core Transect in the City of Ottawa Official Plan. The minor variance application is consistent with the policies related to the transect, designation, evolving neighbourhood overlay, and Central and East Downtown Core Secondary Plan.

The proposed minor variance facilitate low-rise infill intensification and contributes to the vision of a 15-minute neighbourhood where Hubs provide a full range of services and new cultural assets.

Within the Hub designation a range of non-residential uses, including institutional uses, are permitted to allow residents of all income levels to easily live, work, play and access daily needs without the need to own a private automobile. The proposed development does not include vehicle parking and provides a core cultural use and resource centre for the Muslim community living and working in Centretown. In the Hub designation buildings are required to edge, define and enhance the public realm. The proposed minor variance application will permit a built form that enhances the public realm through adding active entrances on the street, ample glazing, and landscaping in the right-of-way. The design also adds definition and a clear edge to Lisgar Street east of Bank Street. The extension of the front façade will be marginally noticeable from adjacent properties and will provide much needed space on the second and third levels of the proposed building.

The Evolving Neighbourhood Overlay is applied to the subject property and indicates the area is subject to gradual change in both built form and density, which is executed by the proposed development.

The proposed development implements some principles of the Character Area Policies in the Central and East Downtown Core Secondary Plan, including providing an institutional, cultural, and community facility that complements and is compatible with surrounding uses and the existing character of the area. The building conforms with the maximum permitted building height in the Secondary Plan and has regard for built form guidelines in the Centretown CDP.

The proposed minor variance maintains the general intent and purpose of the Official Plan.

3.6.2 Does the proposal maintain the general intent and purpose of the Zoning By-law?

The subject property is zoned Minor Institutional, Subzone A, Urban Exception 1912 (I1A[1912]) in the City of Ottawa’s Comprehensive Zoning By-Law (2008-250). The intent of the I1A zone is to permit a range of community and institutional uses and minimize the impact of these minor institutional uses located in close proximity to residential uses.

A zoning compliance table has been provided in Section 3.5 of this report, which evaluates the proposed building design against the provisions of the I1A[1912] zone. One minor variance is required to permit a reduced front yard setback of 0 metres above the first storey of the building, whereas the Zoning By-law requires a minimum front yard setback of 1.7 metres. The reduced front yard setback above the first storey accommodates a rear yard setback of 4.5 metres above the first storey in response to the proximity of the 389 Cooper Street building to the shared rear lot line.

Urban Exception [1912] contains the front yard setback provision of 1.7 metres. The provision was included in a Zoning By-law Amendment passed in 2012 for the 312 Lisgar Street property based on a previous building design. The purpose of the front yard setback is to provide an appropriate relationship between the building and public realm. The proposed design animates the public realm and the ground floor complies with the front yard setback provision. The reduced setback above the ground floor also increases the functional space within the building.

The requested minor variance meets the general intent and purpose of the Zoning By-law.

3.6.3 Is the proposal desirable for the appropriate development or use of the land?

The proposed front yard setback reduction above the ground floor represents a minor deviation from the prescribed requirement. The increased floorplate adds additional space for support services and community space in the proposed development. The ground floor has a height of 4.3 metres, providing an elevated and open entrance to the building and relationship to the public realm. The proposed development adds animation and definition to the public realm. The abutting right-of-way is wide and surrounding buildings are arranged close to the sidewalk. The reduced front yard setback above the first storey will not generate an undue negative impact on adjacent lands.

The proposed variance makes efficient use of the property to accommodate two uses that are appropriate and compatible within the building and with the surrounding area.

3.6.4 Is the proposal minor in nature?

The requested variance facilitates the infill of a vacant lot in the Centretown Hub for community and cultural use. The variance for a reduced front yard setback above the first storey is minor, deviating marginally from the minimum requirement in the Zoning By-law, and is supported by the applicable policy framework.

The variance is minor in nature and desirable for the development of the land and the surrounding area.

4.0 Conclusion

It is our professional opinion that the Minor Variance described herein meets the Four Tests of the Planning Act and results in a development proposal which represents good planning principles and is in the public interest. The variance allows for the establishment of a compatible, low-rise institutional use that contributes positively to community wellbeing, the public realm, is supported by public transit and active transportation. This report recognizes the following:

- / The proposal is consistent with the direction of the Provincial Planning Statement (2024);
- / The proposal conforms to the policies and objectives of the Official Plan;
- / The proposal meets the intent of the City of Ottawa Comprehensive Zoning By-law; and
- / The proposed minor variance meets the four tests, as set out in the Planning Act.

Please contact the undersigned at bates@fotenn.com and ssayah@fotenn.com with any questions or requests for additional material.

Sincerely,



Saide Sayah, RPP MCIP
Principal



Genessa Bates, M.PL.
Planner