

Report to Committee of the Whole
Meeting Date: April 13, 2026
Report Title: Request for RVCA Permit

Department: Facilities & Parks
Author's Name: Steve Holmes
Position: Manager of Facilities and Parks
File/Report #FAC-2026-10



RECOMMENDATION:

Be it resolved that the Committee of the Whole (CoW) recommends to Council that the letter from the Rideau Valley Conservation Authority (RVCA) dated April 6, 2026 citing full compliance for work previously completed by the Township at the Ronald E. Holman Municipal Complex be received for information,

And further acknowledges that the RVCA requires no further permits for the planned pickleball court nor shade structure to proceed however, staff will need to obtain a permit for the natural playground, as presented in CoW Report FAC-2026-10.

STRATEGIC PLAN COMMENTS:

Sector #8: Governance – Strategic Initiative #4 – Township Council will ensure openness and transparency in its operations.

BACKGROUND:

Council passed Recommendation 143-2026 on March 23, 2026:

NOW THEREFORE be it resolved that Council formally request the Rideau Valley Conservation Authority to:

- Conduct a full review of the permit previously issued for works at the Ronald E. Holman Municipal Complex;
- Confirm whether all work completed to date was fully compliant with the approved permit scope and conditions;
- Identify whether any work was undertaken outside the permitted area or scope and outline any compliance or enforcement actions taken or required;

AND FURTHER that prior to the issuance of any new or amended permit for additional works at this location, the Rideau Valley Conservation Authority be requested to attend a Council meeting to present the original permit scope, report on compliance findings, and explain the rationale for any future permit approval;

AND FURTHER that no further municipal authorization for additional works in this regulated wetland area proceed until Council has received this presentation.

DISCUSSION:

Request for RVCA Permit, April 13, 2026

Staff met with the RVCA on site on March 27, 2026. The Director of Planning and Regulations subsequently provided a letter dated April 6, 2026, confirming the following on their File RV6-3422:

A site visit on March 27, 2026, confirmed that the pavilion/shade structure, the play structure, the asphalt waiting area and the pickleball court have not been completed. All other work has been completed in accordance with the permit. The permit was valid for a period of two years from date of issuance and expired on August 19, 2024.

As noted, in 2022, the site was entirely within the 120 metre adjacent lands to the Otter Creek Wetland (Map Attachment 1). On April 1, 2024, the Province of Ontario adopted Ontario Regulation 41/24 under the Conservation Authorities Act, which reduced the regulated adjacent lands from 120 metres to 30 metres (Map attachment 2). This change substantially reduced the area at 441 Highway 15 that is subject to regulation by the RVCA.

*The play structure is the only work proposed on the original site plan that remains subject to RVCA approval. The asphalt court waiting area, the pickleball court and the pavilion/shade structure as indicated on the site plan **do not require the RVCA's approval.***

As the letter is straightforward, RVCA staff have not been invited to attend a future Council meeting.

FINANCIAL IMPLICATIONS:

None

ATTACHMENTS:

- RVCA-REHMC Permit Status Letter
- RVCA-Map attachment 1
- RVCA-Map attachment 2

e-signature

April 7, 2026

Steve Holmes
Manager of Facilities and Parks

DATE

e-signature

April 8, 2026

Shellee Fournier, CAO

DATE

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