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April 6, 2026
File: RV6-3422

Township of Rideau Lakes
1439 County Road 8
Delta, Ontario
K0E1G0

Attention: Steve Holmes
Manager of Facilities and Parks

Subject: Permit for Development at the Ron Holman Municipal Complex
441 Highway 15, Township of Rideau Lakes

Dear Mr. Holmes,

The Rideau Valley Conservation Authority (RVCA) issued permit RV6-3422 on August 19, 2022 for development at the Ron Holman Municipal Complex located at 441 Highway 15. A permit was required from the RVCA because the site was entirely within an area subject to regulation as defined by the Otter Creek Wetland and the 120 metre adjacent lands to the wetland. The scope of work approved under the permit included:

- Bicycle pump track and associated grading,
- Recreational pathway skirting the pump track and connected to the parking lot and the municipal building,
- Swales and culverts and rip-rap flow spreader discharging to an existing culvert at the wetland,
- Asphalt court waiting area and pickleball court to the north of the existing building,
- Play structure between the pump track and the recreational pathway,
- Pavilion/shade structure south of the recreational pathway, east of the existing building,
- Lookout platform at the terminus of the south pathway.

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North Dundas, North Grenville, Ottawa, Perth, Rideau Lakes, Smiths Falls, South Frontenac, Tay Valley, Westport


Please note that although the site plan shows the location of lights, RVCA does not require permits for light standards.

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.

Please contact me at your convenience if you have any questions or require additional clarification.

Yours truly,

A handwritten signature in black ink, appearing to read "Glen McDonald". The signature is written in a cursive style with a large initial "G".

Glen McDonald MCIP RPP
Director of Planning and Regulations