

1. ***PARK DEVELOPMENT MANUAL, 2<sup>ND</sup> EDITION***  
***MANUEL D'AMÉNAGEMENT DES PARCS, 2<sup>E</sup> VERSION***

### **COMMITTEE RECOMMENDATIONS**

That Council:

1. approve the *Park Development Manual, 2nd Edition*, as described in this report and attached as Document 1;
2. delegate authority to the General Manager, Recreation, Cultural and Facility Services Department to approve minor amendments to the *Manual*, as required.

### **RECOMMANDATIONS DU COMITÉ**

Que le Conseil :

1. approuve le *Manuel d'aménagement des parcs, 2e édition*, décrit dans le présent rapport et joint en tant que document 1;
2. délègue au directeur général des loisirs, de la culture et des installations le pouvoir d'approuver des modifications mineures au *Manuel*, au besoin.

### **DOCUMENTATION/DOCUMENTATION**

1. Manager's report, Parks and Facilities Planning, Recreation, Cultural and Facility Services Department, dated 17 October 2017 (ACS2017-RCF-GEN-0006)
2. Rapport du Gestionnaire, Direction de la planification des parcs et des installations, Direction général des loisirs, de la culture et des installations daté le 17 octobre 2017 (ACS2017-RCF-GEN-0006)

3. Extract of draft Minutes, Planning Committee, 24 October 2017

Extrait de l'ébauche du procès-verbal, Comité de l'urbanisme, le  
24 octobre 2017

**Report to  
Rapport au:**

**Planning Committee  
Comité de l'urbanisme  
24 October 2017 / 24 octobre 2017**

**and Council  
et au Conseil  
8 November 2017 / 8 novembre 2017**

**Submitted on October 17, 2017  
Soumis le 17 octobre 2017**

**Submitted by  
Soumis par:**

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**Ward: CITY WIDE / À L'ÉCHELLE DE LA VILLE      File Number: ACS2017-RCF-GEN-0006**

**SUBJECT: *Park Development Manual, 2<sup>nd</sup> Edition***

**OBJET: *Manuel d'aménagement des parcs, 2<sup>e</sup> version***

## REPORT RECOMMENDATIONS

That Planning Committee recommend Council:

1. approve the *Park Development Manual, 2nd Edition*, as described in this report and attached as Document 1;
2. delegate authority to the General Manager, Recreation, Cultural and Facility Services Department to approve minor amendments to the *Manual*, as required.

## RECOMMANDATIONS DU RAPPORT

Que le Comité de l'urbanisme recommande au Conseil :

1. d'approuver le *Manuel d'aménagement des parcs, 2e édition*, décrit dans le présent rapport et joint en tant que document 1;
2. de déléguer au directeur général des loisirs, de la culture et des installations le pouvoir d'approuver des modifications mineures au *Manuel*, au besoin.

## BACKGROUND

The first edition of the City of Ottawa *Park and Pathway Development Manual* was approved by Council on March 13, 2012 ([ACS2012-PAI-PGM-0035](#)). The manual was developed primarily to define, standardize and improve the development of new parks and pathways in the City of Ottawa.

The first edition outlined two business processes for development of parks: (1) City-built, in which a developer conveys parkland to the City as part of a subdivision agreement and completes some requirements related to park blocks; and (2) Developer-front-ended, which provides the developer with the opportunity to build park assets as part of the subdivision process.

In 2014, Council approved a new funding method for the development of parks by discontinuing the collection of park development charges for non-district parks outside the Greenbelt in favour of a developer-built business process for parks (Development Charges Background Study and By-law Report ([ACS2014-PAI-PGM-0111](#)) and adoption of the Development Charges By-law in June 2014).

Under the developer-built process, the developer builds the park on behalf of the City but in lieu of paying development charges for the construction of the park, an equivalent amount is invested into the development of the park.

In order to implement the new process, a number of City policies and procedures related to park planning and construction, and tied to the subdivision approval process, were updated under delegated authority. These included updates to the standard subdivision conditions for parks and park standard details and specifications and the approval of Official Plan Amendment 159, which gives the City the authority to require a cost-sharing agreement between developers regarding park funding for numerous parks in new communities, with the exception of some rural areas where development density is insufficient to support traditional new park development.

In 2017, the Building Better and Smarter Suburbs (BBSS) Infrastructure Standards Review Team recommended the exploration of two new park typologies, Urban Parkette/Plaza and Woodland Parks, to Council in the BBSS – Infrastructure Standards Review Update Report ([ACS2017-PIE-PS-0069](#)).

An update to the manual is required to ensure alignment with the new developer-built business process for parks and the related policies and procedures, and to add the two new park typologies as recommended by the BBSS - IRS team.

## **DISCUSSION**

The changes and additions to the manual are outlined below. The updates will ensure that the manual continues to serve as a valuable reference tool to guide City staff, developers and their consultants in the development of new parks in the City of Ottawa.

1. Inclusion of the new process for developer-built parks. This section aligns the process for developer-built parks with the key progress steps of the subdivision approvals process and also covers the steps for the park design, construction and City takeover of the park after subdivision registration (pages 50-55 in the manual).
2. Inclusion of a detailed description of new submission requirements related to the developer-built park process, including the submission of a Facility Fit Plan that demonstrates the required amenities for each new park; the requirement to co-sign a Project Charter for the park's development; the submission of a Community Overview Plan and Area Park Plan where multiple parks are planned; the submission of a Woodlot Management Plan where Woodland Parks are planned;

and the submission of a Park Tree Preservation Plan for new parks that have significant areas of trees to be preserved (pages 25 and 60-65 in the manual).

3. Inclusion of two new park typologies as requested by the BBSS Infrastructure Standards Review Team. The two new typologies are Urban Parkette/Plaza and Woodland Park. The Urban Parkette/Plaza typology section provides specific direction and criteria for occasions when small park blocks can be accepted. This new typology will provide the option of introducing new plaza spaces and small parks in strategic locations to support walkability and aging populations. This will be advantageous in intensification areas of older neighbourhoods, mixed-use areas, town centres, and along main streets. The Woodland Park typology section provides specific direction and criteria for occasions when a wooded area is accepted as a park dedication. This section also provides direction for preservation and management of the woodland and list of recreation amenities that may be located in a Woodland Park. The inclusion of this new park typology is expected to increase tree retention in new communities (pages 20-23 in the manual).
4. An update of the sections on (1) Accessibility in Parks to reflect the updated *Accessibility for Ontarians with Disabilities Act* (AODA) and the City's Municipal Accessibility Plan (COMAP), (2) Park Amenities for Older Adults (Older Adult Action Plan) and (3) Parks and Public Health (pages 99-102 in the manual).
5. Removal of the section Standard Details and Specifications from the manual. The information previously contained in this section now resides in the document entitled *City Standard Documents for Unit Price Contracts*, which is updated yearly by the Quality Assurance & Standards Unit in the Planning, Infrastructure and Economic Development Department in collaboration with the Recreation, Cultural and Facility Services Department.
6. The name of the manual has been changed from *Park and Pathway Development Manual* to *Park Development Manual, 2nd Edition* to focus on the development of parks and to omit the reference to pathways in the title. This is appropriate given that the mandate for pedestrian pathways, cycling routes and connectivity within communities now resides with the Transportation Services Department's implementation of the [Transportation Master Plan](#).

## **RURAL IMPLICATIONS**

The *Park Development Manual, 2nd Edition* applies to the development of new parks in most areas of the City, with the exception of certain rural areas. The park development provisions of the manual will not apply to parks in the rural area where the density of the development application does not satisfy the alternative park dedication rates (density provisions) of the *Planning Act*.

## **CONSULTATION**

The updates to the manual were developed in consultation with staff from various departments impacted by the proposed amendments. The BBSS Infrastructure Standards Review Team was also consulted.

Prior to the update of the manual, extensive consultation was done with the Greater Ottawa Home Builders' Association (GOHBA) on the new business process for developer-built parks. This consultation occurred between early 2014 and late 2016. In early 2017 the draft *Park Development Manual, 2nd Edition* was circulated to staff and GOHBA members along with an online survey. All respondents indicated the manual was a useful reference tool that clearly explained the developer-built process for parks. Some changes were made to the document based on survey results and additional comments received from the Executive Director of the GOHBA. The final document was sent to the GOHBA Executive Director in August to distribute to GOHBA members.

## **ADVISORY COMMITTEE(S) COMMENTS**

There are no Advisory Committee comments associated with this report.

## **LEGAL IMPLICATIONS**

There are no legal impediments to adopting the recommendations in the report.

## **RISK MANAGEMENT IMPLICATIONS**

There are no risk implications associated with this report.

## **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this report.

## **ACCESSIBILITY IMPACTS**

Two sections in the manual have been amended to reflect current accessibility standards. The section on Accessibility in Parks has been updated to indicate that all new park construction must conform with the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)* and the latest version of the City of Ottawa Accessibility Design Standards. The section on Accessible Pathways in Parks has also been updated.

## **TERM OF COUNCIL PRIORITIES**

The *Park Development Manual, 2nd Edition* supports the Strategic Priority “Sustainable Environmental Services” by increasing the City’s ability to preserve existing trees in new communities through the new park typology for woodland parks.

## **SUPPORTING DOCUMENTATION**

Document 1 – *Park Development Manual, 2nd Edition* (distributed previously and held on file)

## **DISPOSITION**

Upon Committee and Council approval, Recreation, Cultural and Facility Services staff will distribute the *Park Development Manual, 2nd Edition* to all internal staff and external stakeholders. A staff information session will also be held with park planning and development review staff teams.