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Halifax Regional Council
January 17, 2006

TO: Mayor Kelly and Members of Halifax Regional Council

SUBMITTED BY: 
Peter Stickings, Acting Director, Real Property & Asset Management

DATE: January 10, 2006

SUBJECT: Park Land Acquisition and Park Facilities Process

INFORMATION REPORT

ORIGIN

At various meeting of Regional Council questions have been asked regarding the process by which parkland is acquired through the subdivision process.

BACKGROUND

The Municipal Government Act allows municipalities to require a public parkland dedication as part of the subdivision and development agreement processes. HRM takes advantage of this opportunity as parks and preservation of open space improves community quality and the standard of living in communities.

There are presently four different ordinances or by-laws regulating subdivision development in HRM. They still apply to the former Halifax, Dartmouth, Bedford, and Halifax County areas. Some of the by-laws specify that 5% of the land in a subdivisions be set aside as park land, but some areas require 10% designated park land. What is more, these by-laws do not specify the condition the land should be in or where it should be located.

DISCUSSION

HRM is in the process of consolidating all four subdivision bylaws into one to accompany the Regional Plan. These two documents, if approved by Council, will require a uniform 10% parkland dedication throughout the municipality with the exception of where current parkland dedication exemptions exist (i.e. Musquodoboit Valley).

The new Regional Subdivision By-Law is expected to be ratified in conjunction with the Regional Plan. It will contain general site development requirements, including the condition that the designated park land must be in and criteria for where it must be located. Staff have been working internally and with developers since 1998 to improve the quality of parkland dedication and through this effort a set of guidelines has been developed for use by staff and developers. A copy of the current parkland guidelines is included in attachment A. These are currently used internally but will be considered for approval as policy as part of the Subdivision By-law approval process.

Staff of RPAM and Planning and Development have also worked to improve the process by which applications for subdivision were reviewed for parkland dedication. A set of process guideline was jointly developed. The Parkland Procedures in the Subdivision Process have been summarized below, rather than copied word for word (See *Attachment B*). A complete copy of Parkland Procedures can be obtained from Real Property and Asset Management

Finally parkland is also acquired through direct purchase. Funding for direct parkland acquisition is most often derived through the capital budget or through the Parkland Reserve which is funded through “cash-in lieu” of land derived through the subdivision and development processes.

BUDGET IMPLICATIONS

There are no budget implications associated with this report.

FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN

This report complies with the Municipality’s Multi-Year Financial Strategy, the approved Operating, Capital and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Capital and Operating reserves, as well as any relevant legislation.

ALTERNATIVES

N/A

ATTACHMENTS

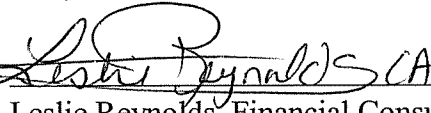
Attachment A Parkland Guidelines

Attachment B Summary - Parkland Procedures in the Subdivision Process

Additional copies of this report, and information on its status, can be obtained by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by: Rudy Vodicka, Coordinator, Real Property Policy

Financial Review by

A handwritten signature in black ink, appearing to read "Leslie Reynolds CA", is written over a horizontal line.

Leslie Reynolds, Financial Consultant, RPAM

Attachment A

Park Planning and Development Guidelines

The **Purpose** of this document is to assist the land use planner in the preparation of land acquisition and development recommendations that include Regional Openspace Planning, Secondary Municipal Plans and Strategies, Recreation Master Plans, Conceptual Site Plans, and Recreation Facility Developments. Since 1996, HRM's Real Property Planning Group (formerly Park Planning and Development) have endeavored to acquire Park lands that display useable/developable characteristics in order to better manage capital development costs. Several neighbourhood and community scale Conservation Areas were acquired as well through donations by particular developers. Our Business Unit's mandate has evolved to consider land acquisition, disposal, and development opportunities for all HRM owned land planned for Openspace Asset (eg outdoor recreation & education, conservation, cultural heritage) and Infrastructure Asset (eg. indoor recreation & education, emergency services, engineering infrastructure) purposes.

Planning

What are parks and where do they fit into the HRM landscape?

Parks are strategically located areas of land that are acquired for the primary function of providing active and passive recreation opportunities. A Secondary function is one of the conservation of sustainable natural ecosystems with a goal of natural environment stewardship.

For land use planning purposes Parkland Classification is to be determined as one of the following:

- **Neighbourhood Park**
- **Community Park**
- **District Park**
- **Regional Park**

Service delivery, which is relative to Park Classification, ownership, and recreation facility infrastructure, can be operated via scheduled or unscheduled use; with or without user fees; with or without time restrictions.

The majority of Park Dedication flows from the Subdivision Application Process whether through Land Acquisition or Equivalent Value such as cash. Cash Equivalent Value is deposited into the Parkland Reserve Account for future park land acquisition as approved by Regional Council. As noted in the *Municipal Government Act*, (s. 271.3) the principle use of land transferred to a municipality, arising from subdivision, is for, "park and similar public purposes" and, moreover the land should be, "useable" for those purposes. RPAM's Real Property Planning Group primary goal via the Subdivision Application Process is to provide residents of new and existing communities with sustainable public recreation opportunities such as walking, sports, and informal play.

Part IX Subdivision

Section 271.3

(h) requirements for the transfer to the municipality of useable land, or equivalent value, for park, playground and similar public purposes, provided that the land required to be transferred does not exceed

(i) five percent of the area of the lots shown to be approved on the final plan of subdivision, or

(ii) ten percent of the area of the lots shown to be approved on the final plan of subdivision, if the requirement and the reasons for it are provided for in a municipal planning strategy.

Openspace "is more than just parks... it is an integral element of our landscape and an essential part of our communities." Monmouth County Park, Recreation and Open Space Plan, June 1991. It is a complex

system that encompasses a wide range of functions and participants. There is “Openspace” for the preservation of natural resources; for the managed production of resources; for outdoor recreation; for public health and safety; and for community character. Types of Public and Private Openspace can include:

- Parkland (Tables A&B)
- Conservation Land
- Preservation Land
- Buffers
- Corridors
- Cultural Heritage Land

RPP therefore has the ability, and duty, to research and provide sound recommendations and discernment between Recreation, Physical Environment and Cultural Heritage land use needs to determine the optimum land acquisition.

Conservation Areas are lands obtained with the primary function to conserve the natural environment habitat while being able to sustain a relatively small development footprint. Natural habitat succession may be controlled (slowed or enhanced) because of Secondary functions that can include passive recreation facilities such as trails, boardwalks, benches, and lookoff areas and Engineering functions such as Stormwater Management. A Conservation Area may be located within or adjacent to a public Park depending on the natural characteristics of the site.

Preservation Areas are lands obtained with the primary function of preserving the natural environment habitat and allowing natural habitat or geologic succession to continue unaltered. Varying degrees of Protection Zoning may be applied; eg Shoreline Protection Zone, or Stream Protection Zone.

Real Property Planning (RPP) supports the conservation and preservation of water resource lands such as shorelines (riparian zones), wetlands, unique forest habitat, and cultural landscapes.

Land Use Buffer Areas are incorporated into all land uses with a primary function of serving as visual and/or audible transition areas between those various land uses. Secondary functions can include conservation and passive recreation. Widths can vary depending on vegetation, topography and land use intensity and can comprise of natural forest habitat, stands of landscaped trees, sound attenuation walls, open field or body of water. Development opportunities can include secondary trails, benches and viewing platforms.

Corridors are linear systems of publically owned land or easements with the primary function of linking general origins and destinations. Examples include:

- **Greenway Corridors** are elongated and usually continuous strips of land and/or water under public control through ownership, easement or other arrangement which serve recreation and/or conservation needs.
- **Recreation Corridors** can be defined as linear parks with the primary purpose providing a recreation activity while linking via trails, points of interest within the area. The Parkland Classification of neighbourhood, community, district, or regional hierarchy can be applied.
- **Utility Corridors** can be defined as linear systems to primarily accommodate utilities such as engineered infrastructure and can conveniently accommodate passive recreation activities and facilities such as trails. High voltage power lines can severely constrain recreation activity and therefore a recommended land use buffer from high voltage power line infrastructure is 80 to 100 metres.
- **Boulevards** are road corridors that have been designed and constructed to provide a comfortable atmosphere for pedestrians, cyclists and motorists. They include widened sidewalks, on street parking, street furniture, modified intersections and street trees.

- **Cultural Heritage Landscapes** are lands acquired or designated for their unique cultural value as determined by HRM. Selection criteria can include viewplanes, agricultural, natural resource, etc.

These lands can be considered, acquired and designated according to their primary function. These recreation land use planning values and the subsequent acceptance of the types of park and openspace is guided through the local MPS's, the HRM Subdivision By-law and this document.

Additional Definitions

Beaches - transition zones between the land and the water. They are made up of sand and/or cobble and can be natural or engineered. Beaches are dynamic environments that can change constantly as a result of seasonal natural processes.

Complementary - serving to fill out or complete. In the case of parkland planning, a complementary activity will enhance but not compromise the intended recreation land use.

Environmentally Sensitive Area (ESA) are areas identified, designated or protected by a local, provincial, territorial, national or international public agency as ecologically, culturally or archeologically significant.

Neighbourhood is described as being approximately 80 to 120 dwelling units; equivalent to 250 to 375 people. The area should be defined by natural features such as shorelines, major roadways and existing development. The neighbourhood should include a convenient pedestrian circulation system of local streets and walkways or sidewalks to connect the parkland system in the area.

- A **Community** can be described as several physically connected Neighbourhoods.
- A **District** can be described as several combined Communities.
- A **Region** can be described as several combined Districts.

Origins and Destinations can be defined as a starting, ending, or en-route points of interest to make up a recreational journey. Whether it is an individual's home a conveniently located parking lot, look-off points and park benches, through to libraries and recreation centres.

Points of Interest can be defined as any recognized natural or developed feature that is unique and specific in its form or function. Examples include parks, conservation areas, environmentally sensitive areas, recreation centres, commercial enterprises, transit stations, heritage sites.

Recreation - can be defined as the refreshment of strength and spirit after work, Webster's.

Recreation Needs are described as active or passive and can be determined through HRM staff in consultation with residents and community groups within an identified general study area. The information requested includes identification of existing facilities (assets) as well as the identification of known deficiencies within the general study area.

- **Active Recreation** - a recreation activity that generally involves groups of people that concentrate or occupy a single area; higher density or intensity; it generates noise; night time lighting. It may require scheduling and user fees. Examples include play, sport, swimming, etc.
- **Passive Recreation** - a recreation activity that generally involves people that disperse over a large area resulting in lower density/intensity, less noise and less formal, unscheduled use. Examples include walking/hiking, nature observation, picnicking etc.

Sustainable Development - the process of meeting the needs of current and future generations without undermining the resilience of the life-supporting properties or the integrity and cohesion of social systems.

Trails can be defined as the physical travel surface developed for public use to link various points of interest within an identified Corridor. Trail construction could range from a 1 metre wide footpath for wilderness hiking to a 3 metre width paved surface complete with buffers that are intended for urban multi-use.

Walkways can be defined as street to street pedestrian mobility connections.

General Openspace Land Use Classification and Criteria Table

Classification Criteria	Recreation	Conservation	Preservation	Transportation	Utility	Buffer
primary function	- provide opportunity for active or passive recreation	- to conserve natural habitat - to allow natural succession - to provide access for education - storm water management	- to preserve natural habitat, cultural heritage	- people mobility - to link various land uses	-engineering	to separate various land uses
secondary function	- conservation - preservation - transportation - buffer	- passive recreation - transportation	- public education - buffer	- community character - car storage - recreation	- car storage	- conservation - recreation - transportation
ownership/ administration	- municipal - provincial - federal - private	- municipal - provincial - federal - NGO's - private	- municipal - provincial - federal - NGO's - private	- municipal - provincial - private	- municipal - private	- municipal - provincial - federal - private
location criteria	strategic	- natural feature dependent - infrastructure dependent	- natural feature dependent - cultural feature dependent	- strategic - natural feature dependent	- infrastructure dependent	- strategic
public form primary function	- neighbourhood park - community park - district park - regional park	- wetland - shoreline - greenway corridor - agricultural pasture	- heritage site - watercourse - water resource	- sidewalk/walkway - bike lane - local road - collector road - arterial road - multi use off road trail - greenway corridor - roadway boulevard	- none	water body, tree stand, open field, power corridor

private form	<ul style="list-style-type: none"> - golf course - university campus 	<ul style="list-style-type: none"> - wetland - shoreline - greenway corridor - agricultural pasture 	<ul style="list-style-type: none"> - watercourse - water resource - urban front yard 	<ul style="list-style-type: none"> - private road - driveway 	<ul style="list-style-type: none"> - CN Rail - Airport - NS Power - sewage treatment plant - storm water retention areas 	<ul style="list-style-type: none"> - residential front yard
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Park Service Delivery and Land Quality Criteria Tables

Table A: Park Service Delivery

Park Type Criteria	Neighbourhood Park (NP)	Community Park (CP)	District Park (DP)	Regional Park (RP) Desired Criteria
typical service area	500 metre service radius 300 people +/- 10 minute walk	2 km service radius 1200 people +/-	5 km service radius 10,000 people+/-	- will vary depending on unique physical or cultural heritage features
primary recreation land use function	- to satisfy neighbourhood (80 to 120 dwellings) recreation needs - average 1 hour use	- to satisfy community (3 to 4 neighbourhoods) recreation needs - average 3 hour use	- to satisfy district (5 to 10 communities) recreation needs - average ½ day use	- recognized by HRM, Province, and Feds as regionally significant for recreation, natural environment, or cultural heritage features - to satisfy regional recreation needs - for natural environment or cultural heritage conservation and preservation - to satisfy visitors day use recreation needs
secondary land use function	- buffer - non-motorized transportation	- neighbourhood park - buffer - conservation - non-motorized transportation	- neighbourhood park - buffer - conservation - preservation - non-motorized transportation	
complementary land use	- community mailbox - bus stop - elementary school	- junior & high schools - community facility - community mailboxes - bus shelter	- high schools - university campus - corporation campus - indoor sports complexes - bus shelter - commercial/retail	- high schools - university campuses - indoor sports complexes - libraries and museums - transit station - commercial/retail
ownership & administration	HRM, private	HRM, private	HRM, private	- municipal - provincial - federal - NGO's - private - high level inter-governmental & NGO agency consultation
infrastructure required	local street, power, telephone, sidewalk (urban area), street light, fencing	minor collector, power, telephone, water, sewer, parking lot, sidewalk (urban area), street light, fencing	major collector, power, telephone, water, sewer, parking lot	major collector, arterial, power, telephone, water, sewer, parking lot when intended for use by the public

typical active and passive recreation facilities	play structures, footpath & trails, play meadow, watercourse access, paved court, gazebo shelter, drinking fountain, outdoor spray pool & skating rink, benches, picnic area, etc.	Similar to NP plus sports fields, parking lots, watercourse access & engineered beach, washroom, etc.	Similar to CP plus indoor/outdoor skating rink, change room, etc.	Similar to DP plus indoor/outdoor sports complex, campground, etc.
typical complementary municipal facilities	mailbox, applicable primary and secondary municipal services	community mailbox, bulletin board, bus stop, applicable primary and secondary municipal services	community mailboxes, bus shelter, applicable primary and secondary municipal services	library, museum, transit station, applicable primary and secondary municipal services

Table B - Quality of Land Criteria

Park Type Criteria	Neighbourhood Park (NP)	Community Park (CP)	District Park (DP)	Regional Park (RP) Desired Criteria
typical area	rural - 0.4 ha to 1.2 ha urban/suburban - 0.1 ha	0.1 ha urban pocket park to 6 ha sports facility	1 ha trail head to 10 ha multi purpose facility	varies from a single point of interest to a multi-purpose recreation, cultural heritage, or wilderness preservation area
minimum dimensions & property configuration	Road Frontage 30metres Water Frontage 30 metres Configuration - block	Road Frontage minimum of 30 m for the first ha & 2 additional metres/ 1000 square metres of additional land. Water Frontage 30 metres Configuration - block or linear	Road Frontage minimum of 30 m for the first ha & 2 additional metres/ 1000 square metres of additional land. Water Frontage 30 metres Configuration - block or linear	to be determined by use & purpose
location	- outside an existing HRM NP service area - frontage on local road	- outside an existing HRM CP service area - main entrance frontage on collector road - secondary pedestrian access on local road	- outside an existing HRM DP service area - main entrance frontage on collector or arterial road - secondary pedestrian and vehicle access on local or collector road	- regionally significant recreation, natural environment, cultural heritage, wilderness preservation feature dependant
environmental sensitivity (related to development constraints)	low	low to moderate	moderate	moderate to high
topography	Road Frontage +/- 1 metre of finished road grade First 1/3rd maximum 5% Remaining 2/3rds average 5%	Road Frontage +/- 1 metre of finished road grade Passive First 1/3rd maximum 5% Remaining 2/3rds average 10% Active First 1/3rd maximum 5% Remaining 2/3rds average 5%	Road Frontage +/- 1 metre of finished road grade Passive First 1/3rd maximum 5% Remaining 2/3rds average 10% Active First 1/3rd maximum 5% Remaining 2/3rds average 5%	Road Frontage +/- 1 metre of finished road grade Passive First 1/3rd maximum 5% Remaining 2/3rds average 10% Active First 1/3rd maximum 5% Remaining 2/3rds average 5%
hydrology	sufficient land outside 1:10 year flood plain to accommodate intended park use			

vegetation	Retain a minimum of 25% natural vegetation Disturbed areas to be reinstated with 150mm topsoil and sod or approved equivalent	Designated Passive areas to retain minimum of 75% natural vegetation Designated Active areas to retain minimum of 25% natural vegetation Disturbed areas to be reinstated with 150 mm of topsoil and sod or approved equivalent		Recreation same as CP & DP Conservation Silva culture can occur Preservation no alteration if pristine or reinstated to desired state if previously altered
examples	- Tattenham NP, White Hills Village - Partridge Nest Dr NP, Two Rivers Village	- Millwood Common - Auburn High School - Queen @ Alderney pocket park	- Cole Harbour Place and Commons	- Point Pleasant Park - Cole Harbour Heritage Park - Trans Canada Trail - Citadel Hill - Public Gardens - Hemlock Ravine (forest habitat) - McNabs Island Provincial Park - Terrance Bay Wilderness Area

Park Development

Rules of Thumb:

- 2 ha (5ac) per sportsfield to accommodate field, parking, buffers, etc.
- 0.4 ha (1 ac) per 100 car parking lot to accommodate lot, driveway, buffers, etc
- 900 sq metre (10,000 sq ft) per 15mx15m playstructure to accommodate structure, amenities, buffers, etc.
- recreation facility programming is directly related to physical characteristics of the land together with existing facility sustain-ability

1. Neighbourhood Parks:

A) Neighbourhood Park - urban and suburban areas

- central to the neighbourhood
- can include play apparatus, turf area, paved court, play field, storytelling ring, shelter, wading or spray pool, table game area, picnic centre.
- 30 metres local road frontage
- no parking to encourage local neighbourhood use only
- 5-10 metre property line buffers

B) Neighbourhood Park - rural areas

- carefully consider replacement by Community Park and appropriate criteria
- criteria are the same as urban/sub-urban NP

2. Community Parks:

A) Pocket Park - urban & sub-urban areas

- most valuable in the urban core
- 2000 +/- square feet of manicured space
- must be level with finished road grade with no more than a 5% grade
- typically located at collector road intersections
- may contain a park bench, hard surface, grass area, shade trees, drinking fountain, signage
- 5 metre property line buffer

B) Community Park

- central to several neighbourhoods (serves 240 to 360 dwelling units)
- program is directly related to physical conditions of the land and identified facility deficiency
- can include sports fields, courts, lawn sports, outdoor swimming pool or beach, picnic area, playground, running track, day camp centre, parking area
- 2 ha (5acres) per sportsfield to accommodate field, parking, buffer
- can include open lawn, trees, shrubbery, walkways, benches, focal point such as ornamental pool or fountains, beaches, as well as a sandbox, play apparatus, table-game area.
- main entrance on collector road
- secondary entrance on local road
- road frontage of 30 metres per hectare of land
- main entrance parking lot required - number of spaces are relative to desired use frequency
- should consider highlighting any unique physical features such as rock outcrops, identified tree stands, brooks and in some cases may include wetland.
- retain 75% tree habitat when primarily for passive use and retain 25% tree habitat for active
- 15 metre property line buffers
- elementary and junior high schools can offer the necessary elements

3. District Parks:

- intended to serve and link several Communities
- main entrance on a collector road
- secondary entrance on local road
- road frontage of 30 metres per hectare of land
- main entrance parking lot required
- should consider highlighting any unique physical features such as rock outcrops, identified tree stands, brooks and in some cases may include wetland.
- retain 75% tree habitat when primarily for passive use and retain 25% tree habitat for active
- 15 metre property line buffers
- convenient public transit and utilitarian transportation access

A) Waterfront Park

- convenient access to water for public use
- minimum area 5 acres

B) Sports Complex

- able to sustain indoor and outdoor recreation facilities
- can be up to 10 hectares

C) Forested Park

4. Regional Parks:

Publically owned land to serve a regional population service area with Natural Environmental, Cultural/Historical, Active and Passive Recreation Themes.

A) Indoor/Outdoor Sports Complex

- 15 to 30 acres
- linked to several districts
- 25 kilometre catchment area
- can include sports fields, courts, swimming pools, ice rinks, running track and significant parking area
- 150 metre recommended minimum frontage
- main entrance to be on a collector or arterial road

B) Waterfront Family Picnic Area

- area determined by natural site conditions
- linked to several communities via collector road or multi-use trail
- can include picnic area, tent camping area, hiking trails, boat access, marina, sight seeing facilities, parking area.
- 30 metre minimum frontage on a collector road, 90 metre preferred.
- should include unique physical features such as shoreline, significant stands of trees, etc.
- retain 75% of tree cover
- slopes can vary

C) Natural Environment Open Space

- Federal, Provincial or HRM ownership
- include distinct zones of Preservation, Conservation, and Recreation
- area can vary
- linked to several communities via collector road or multi-use trail
- can include picnic area, tent camping area, hiking trails, boat access, marina, sight seeing facilities, parking area.
- 150 metre minimum frontage on a collector road
- should include unique physical features such as shoreline, significant stands of trees, etc.
- may include historical or culturally significant elements

- retain 75% of tree cover
- slopes can vary

D) Regional Trail

- Example - Trans Canada Trail
- Federal, Provincial or HRM ownership
- minimum corridor width is 5 metres
- travel surface to be 3 metres with 1 metre buffer strips on each side
- travel surface material to be asphalt (typically urban) or granular (typically suburban to rural)
- must have trail head locations fronting collector roads

E) Cultural and Heritage

- Registered Heritage Buildings open to the public

Trails

Abstract: Planned Patterns of Circulation

“Natural or built points of interest are revealed by lines or patterns of circulation that lead us to, through, over, under, or around them, on foot or on horseback, by plane, train, automobile, or any other means of locomotion or conveyance. We thus realize that the circulation pattern is a major function of any planned development because it establishes the rate, sequence, and nature of its sensed realization or visual unfolding.

A point of interest is perceived through a flow of impressions. When in motion, one sees, hears, tastes, smells, and touches a series of images blending into an expanding realization of an object, space or scene. The rate, order, type, and degree of perception are a matter of design control. Much of this control is effected by planned patterns of circulation.” John Ormsbee Simonds

We in the Halifax Regional Municipality have an opportunity to identify and develop a unique system of primary and secondary circulation corridors that will enhance community development and provide long-lasting benefits for residents and visitors. Through research, a need for enjoyable trails and corridors as been identified; let’s address that need. Our goal should be to encourage people’s movement in such a way that they experience in their own time what the natural or developed landscape has to offer without getting bored, tired or lost.

Primary Network

Purpose

- To accommodate a higher volume of a variety of users as identified by various agencies.
- To provide alternate recreation and travel experiences in enjoyable settings.
- To link or provide access regional points of interest
- To link or provide access the secondary network.

Alignments and Links

Located in both urban and rural settings.

May follow: - abandoned rail line rights of way

- active rail line rights of way
- within or near major road rights of way
- utility corridor’s
- paths of minimal disturbance to the natural environment
- shoreline of water bodies and water courses
- provincial/municipal ‘K’, abandoned or disused class road rights of way
- multi-modal locations

Design

Multi-use corridors may range from a Boulevard (sidewalk for pedestrian and on-road for cycling) to a by-direction multi-use off-road hard or semi-hard surface pathway. In an urban setting it is recommended that for an off-road trail, the travel surface be 3 metres in width with a minimum of 1 metre buffer/no encroachment zones on each side. Boulevards should contain 1.5 metre widths for bikes in each direction and a minimum of 1.5 metre wide sidewalks for pedestrians.

Secondary Network

Purpose

- To accommodate specific user groups as identified by various agencies.
- To provide alternate recreation and travel experiences in enjoyable settings.
- To link or provide access to specific points of interest and the Primary Network.
- To provide a looping system of user convenient travel time and distance.

Alignments and Links

Located in both the urban and rural settings.

- May follow:
- paths of minimal disturbance to the natural environment
 - within or near minor roads r.o.w.
 - portions of utility, or abandoned rail corridors.
 - shoreline of water bodies and water courses
 - provincial/municipal 'K', abandoned or disused class road rights of way

Design

Regardless of developed or undeveloped setting, trail design should encourage a looping system with varying details depending on user. The design should accommodate both a 1.5 metre travel surface as well as appropriate corridor buffers.

Tertiary Network

Purpose is to branch from the Secondary Network to accommodate a low volume use with limited use and intensity.

Alignments and Links

Located in both the urban and rural settings.

- May follow:
- paths of minimal disturbance to the natural environment
 - shoreline of water bodies and water courses

Design

Regardless of developed or undeveloped setting, trail design should encourage a looping system with varying details depending on user.

General Potential Trail Users

Urban: - non motorized

Rural: - non motorized

- motorized

Development Guidelines

Appropriate standards will be applied relative to the intended use:

- signage
- trail cross section
- buffers
- horizontal and vertical clearances
- safety

Implementation and Management Issues

Criteria required for:

- priorities (population base, critical land acquisition opportunities, etc.)
- damage repair (maintenance schedule)
- winter maintenance (yes or no; primary or secondary)

Recommended Maximum Travel Distances between Origins and Interim/Final Destinations *

Pedestrian	- 1.5 hours @ 5 kmh = 7.5 km
Recreation Cyclists	- 1.5 hours @ 10 kmh = 15 km
Utilitarian Cyclists	- 0.5 hours @ 10 kmh = 5 km
Equestrian	- 1.5 hours @ 7.5 kmh = 11.25 km
Motorized Recreation Vehicles	- 1.5 hours @ 25 kmh = 37.5 km

* sources include:

Time Saver Standards for Site Planning

Integrated Network of Recreational Pathways for the National Capital Region

The National Bicycling and Walking Study, U.S.

The Regional Municipality of Ottawa-Carleton Cycling Transportation Network

HRM, Real Property Planning Group

Table C Planning and Design Criteria
Typical District or Regional Park Entrance Driveway

<p>Alignment</p>	<ul style="list-style-type: none"> • curvilinear • balance cut and fill • maintain existing views • consider partial use of existing, historical alignments/roads • maximum 10%
<p>Corridor</p>	<ul style="list-style-type: none"> • 15 metre width right of way • urban cross section with barrier curb <ul style="list-style-type: none"> • 5 metre wide motor vehicle travel surface • 3 metre wide strategic passing bays or lay-bys • rural cross section with drainage ditching <ul style="list-style-type: none"> • 5 metre wide motor vehicle travel surface • contrasting and marked 1.5 metre wide hard surface shoulders • Non-motorized component <ul style="list-style-type: none"> • off-road trail <ul style="list-style-type: none"> • bi-directional • multi-purpose (bicycles, pedestrians, skaters, etc.) • minimum 2 metre separation from curb or ditch edge • located on the "high side" of the road • travel surface width and material TBD • on-road integration <ul style="list-style-type: none"> • single direction pavement markings and signage required • travel on far right side • combination sidewalk and on-road <ul style="list-style-type: none"> • urban cross section • minimum 1 metre separation from barrier curb • sidewalk preference on "high side" • bi-directional sidewalk for pedestrians • single direction on-road for cyclists and skaters • pavement markings and signage required • soft landscaped medians, buffers, ditches, and edges
<p>Soft Landscaping</p>	<ul style="list-style-type: none"> • functional <ul style="list-style-type: none"> • erosion control • frame views • safety conscious • aesthetic <ul style="list-style-type: none"> • trees, shrubs, and ground covers • economical <ul style="list-style-type: none"> • native vegetation • low maintenance
<p>Hard Landscaping</p>	<ul style="list-style-type: none"> • Retaining Walls when required <ul style="list-style-type: none"> • aesthetic and visually appealing • interlocking pre-cast stone, textured concrete, placed 1 to 2 metre boulders • accommodate plant material • terracing <ul style="list-style-type: none"> • 1.5 metre maximum stepping • 1:1 rise to inset ratio • Travel Surface <ul style="list-style-type: none"> • hard surface <ul style="list-style-type: none"> • asphalt • concrete • pavers • appropriate colour • textured • defined edging or soldier course
<p>Lighting</p>	<ul style="list-style-type: none"> • for security • directional • strategic as to not impede day and night views • locate on "high side" of trail or sidewalk
<p>Signage</p>	<ul style="list-style-type: none"> • designed to suit landscape and theme • information and education • wayfinding or directional • restriction of speed, parking, etc.
<p>Provide Special Treatment for Strategic Locations</p>	<ul style="list-style-type: none"> • entrances • intersections • look-off points • historical/cultural points of interest • special treatment includes: <ul style="list-style-type: none"> • park benches • signage (interpretive, wayfinding, promotion, etc) • meeting plazas • sculptures

Operational and Safety

- 40km speed limit depending on site conditions and additional uses
- may be scheduled for periodic recreation activity
- may be gated with restricted access for motor vehicles
- explore/maintain additional multi-purpose access points for winter use or emergency
- factor snow removal and year round use

These guidelines are subject to periodic review and amendments as determined by public needs in coordination with Real Property Planning Staff. In Urban Areas the requirements may vary to comply with distribution of existing parkland in the area. For any questions pertaining these guidelines please contact the HRM Real Property Planning Group.

Attachment B

Parkland Procedures in the Subdivision Process - Summary

Real Property Planning must be involved in the Subdivision Process: when the area of land has the potential for at least five or more lots, when the proposed subdivision abuts federal, provincial or municipal land, or when the proposed subdivision includes a water body. This allows municipal planning staff to assess the best way to enhance existing and new development and ensure the environment will be affected as little as possible. The Parkland Procedures hinge upon two main actions: the attentive involvement of parkland planners, and cooperation between municipal staff and the developer in the subdivision approval process.

There are four stages to a subdivision application, and each one has different requirements for the developer and municipal staff to follow. Real Property Planning is generally involved in the process through the Development Technician, although he/she sometimes contacts the developer directly. The Development Technician forwards on the proposed plans and developer application for the parkland planner's review. Each successive step of the planning process has a projected time frame for completion, to ensure that the application proceeds with as little delay as possible on the part of both the municipality and the developer.

The concept phase is considered the most critical part of the subdivision process. A concept plan is required for any area of land where a new road is planned. Concept plans should include the general location of the proposed parkland. The parkland planner will review the proposed plan keeping in mind the land uses for neighbouring properties. This is to determine the existing and future recreation needs of the area. It will also help identify the physical conditions, topography, and drainage patterns of the area which may need to be considered. Projects which propose approximately 500 units or more require a Recreation Land Use Model, which the Parkland Planner will also prepare. The developer is encouraged to submit a letter of intent during this phase as well. The letter is the developer's opportunity to present his/her advance vision of parkland/openspace in the development, and his/her insights into the surrounding community.

The concept phase also includes a meeting with the internal and external agencies who are impacted by decisions relative to proposed HRM infrastructure, such as roads, regional planning, zoning, pumping stations, drainage, etc. At a meeting with the developer, the Parkland Planner will also present his/her recommendation with justification for land or a cash dedication, and negotiate the possible options with the developer. This information, once compiled and agreed upon by all parties, becomes the approved concept plan, which the parkland planning will use for future reference to make sure the plan is being adhered to.

According to the internal procedure, the preliminary phase "...is generally submitted as an optional first-step to avoid up-front surveying costs; once lot size requirements are dictated by the Department of the Environment the next step is generally a submission for final approval. The submission is a simple sketch."

In the tentative subdivision process phase, the plan submitted by the developer and the approved concept plan must be consistent. Both the Development Technician and the Parkland Planner review the submitted plan and engineering drawings in context of the approved Concept Plan. A site visit is required during the tentative planning process, to determine the existing conditions of the proposed dedicated parkland.

The Parkland Planner must be present at the pre-construction meeting when parkland site development is anticipated and/or parkland is being dedicated. During construction, the Parkland Planner or designated representative is responsible for inspections to review infrastructure such as driveways, installation of equipment, trail construction, infill projects, parking lots, cut and fill operations. Development Engineering will be consulted if required.

The final approval application is the last step of the parkland planning process. It is submitted when the infrastructure is nearing completion and the applicant is nearly ready for HRM to accept the parkland dedication. This is the time when lot and road boundaries are created/finalized. The parkland planner will cross-check the final plan with the approved tentative and concept plans, and will also review notes from site inspections. The planner conducts another site visit, which is intended to review all the completed work. Parkland is not accepted until there is a final inspection and Parkland Planning recommends takeover of the parkland by HRM.

At the final approval stage, HRM takes over the streets in the development and accepts the parkland. The Real Property Operations department is involved at this stage of the process. The concerned parties are all informed of the takeover. The appropriate legal papers are forwarded to the involved parties to be recorded and filed. Then Real Property Operations (Parks) is advised to initiate regular maintenance of the site.