

Park Development Guidelines & Process

Version 1.0 - DRAFT

Urban Planning & Design Division

Unit 15 - 30 Fort Street, Winnipeg, MB R3C 4X5

Division de l'urbanisme et de la conception

30, rue Fort, porte 15, Winnipeg (Manitoba) R3C 4X5

Tél. : 204-986-2636
winnipeg.ca

Updated: Jan. 27, 2023

Table of Contents

SECTION 1.0 Introduction & Intent	1
1.1 Acknowledgement	1
1.2 Introduction	1
1.3 Intent	1
1.4 Structure.....	2
SECTION 2.0 The Park System.....	3
2.1 Park Services.....	3
2.2 Park Components.....	3
2.2.1 Park Land.....	4
2.2.2 Natural Features.....	8
2.2.3 Connections	8
2.2.4 Amenities.....	8
SECTION 3.0 Park Planning.....	10
3.1 Objectives.....	10
3.1.1 Meet the recreational needs of the community.....	10
3.1.2 Integrate environmental lands as a functioning part of the community.....	10
3.1.3 Ensure efficient land use.....	10
3.1.4 Varied and multi-functional	11
3.1.5 Improve connectivity and non-vehicular options for movement	11
3.1.6 Ensure comfort and safety	12
3.1.7 Clearly denote land as Public Space	12
3.1.8 Allocate Land for operational needs	12
3.2 Site Plan evaluation Criteria	12
3.2.1 Size/Scale	13
3.2.2 Distribution	13
3.2.3 Configuration	14
3.2.4 Placement	14

3.2.5 Integration	15
3.3 Minimum Requirements for Park Provision	17
3.3.1 New Communities and Major Redevelopment Sites	17
3.3.2 Other areas (infill in existing communities).....	17
SECTION 4.0 Park Development Processes.....	18
4.1 General	18
4.1.1 Terms Specific to the Park Development Process.....	18
4.1.2 Policies, By-Laws, Standards and Guidelines.....	18
4.1.3 Park Land Dedication Process	20
4.2 Public Reserve (Park) Design Review and Construction	22
4.2.1 General.....	24
4.2.2 Roles & responsibilities	25
4.2.3 Communication	27
4.2.4 Drawing Package Submissions	27
4.2.5 Site Design Review criteria	29
4.2.6 Permits.....	31
4.3 Detailed Design Review Process Outline	32
4.3.1 PHASE 1: Site Design – Review and Approval.....	32
4.3.2 PHASE 2: Site Development.....	34
4.3.3 PHASE 3: Maintenance & Warranty.....	37
SECTION 5.0 Glossary of Terms	39
SECTION 6.0 Appendix.....	43
6.1 APPENDIX A: Authority to Take Land as Park	43
6.1.1 Land Dedication.....	43
6.2 APPENDIX B: Gift to the City process	46
6.3 APPENDIX C: Certificate of Construction Completion	47
6.4 APPENDIX D: Certificate of Final Acceptance	48
6.5 APPENDIX E: Construction Inspection Checklist.....	49
6.6 APPENDIX F: City Contacts.....	50

SECTION 1.0 Introduction & Intent

1.1 Acknowledgement

We would like to acknowledge that we are in Treaty No. 1 territory and the traditional homeland of the Métis Nation. Our drinking water comes from Shoal Lake 40 First Nation in Treaty No. 3 territory.

1.2 Introduction

The City of Winnipeg's (City) *Park Development Guidelines & Process* document was developed by the City's Planning, Property & Development Department's Urban Planning & Design Division in conjunction with the Public Works Department's Parks and Open Space Division. The document has been developed to guide City staff, land developers, consultants and contractors through the planning, design and construction of the City's parks and open space lands. The primary purpose of this document is to ensure that the City's parks and open spaces are located, designed and constructed in a consistent manner and to provide an understanding of expectations and requirements for the development of these spaces.

Parks and open spaces improve the quality of life for the city's residents and add value to the social, economic, and environmental systems by providing leisure, gathering, recreational opportunities, as well as preserving and recreating prairie, meadow, wetland and forest landscapes. In order for parks to be successful, the ability to maintain the parks as designed is essential. When areas are designed above the level of maintenance available, the beauty of the space can deteriorate quickly. The primary focus of the document is for developer governed sites. The *Park Design Standards* document shall be referred in conjunction to this document for further details on design standards and specifications.

This document is intended be reviewed and updated yearly.

1.3 Intent

- To define the process and approvals required in planning for, designing and constructing park and open space lands
- To describe the requirements and guidelines for the development of parks and open spaces

- To ensure that park developments on City lands provide well-constructed, functional, aesthetically pleasing, low maintenance and sustainable public open spaces
- To be a living document that is subject to modification as processes/approvals change and specifications are amended

1.4 Structure

The document is organized into five main sections:

Section 1.0 Introduction and Intent

Section 2.0 The Park System: An overview of the standard services, components and classifications of Winnipeg parks.

Section 3.0 Park Planning: The goals and planning principles of park configuration and distribution within Winnipeg

Section 4.0 Park Development Process

Section 5.0 Glossary of Terms

SECTION 2.0 The Park System

The following provides a general overview of how the City's Park System is structured. See *Winnipeg Parks Strategy (Parks Strategy)* for more detail.

2.1 Park Services

The City's parks system provides a variety of services that can be grouped into five categories, catering to the interests and needs of residents and visitors to the city:

- **Outdoor play:** acknowledging the value of unstructured active and imaginative activities for all ages and abilities
- **Leisure and gathering:** fostering opportunities to gather, socialize, celebrate and participate in cultural activities, the acts of which become a catalyst for creating and defining a sense of place
- **Nature experience:** providing opportunities for people to connect with nature. Not only supporting human health and wellbeing (e.g. reducing stress and anxiety) but also contributing to environmental health, biodiversity and resilience
- **Trail based recreation:** designating off-street places to walk, ride, ski and snowshoe, promoting recreation, and supporting active living
- **Sports:** supporting a variety of organized and self-directed sport activities, such as grassed fields, asphalt courts, and hockey pens, helping to develop physical literacy, leadership, teamwork and active for life lifestyles

2.2 Park Components

The parks system is comprised of four interrelated components:

- Park land
- Natural features
- Connections
- Amenities

2.2.1 Park Land

The basic provision of open space. Typically, no two parks are the same, but can be categorized by their scale, purpose, catchment, service and intensity of development. These spaces have been organized into classifications, each intended to serve different purposes and to help provide an organized structure to the park network. The classifications are relevant when considering the planning, development and management efforts necessary to balance public park space opportunities and resource integrity, city-wide. As the city develops, new park spaces are provided through park land dedication where appropriate.

a. Classifications:

- i. **City park** – Assiniboine Park: Winnipeg’s signature park owned by the City and previously operated as a regional park. Since 2012, this park has been managed by the Assiniboine Park Conservancy Inc (APC), a not-for-profit organization, with a mandate to lead, manage, fundraise, restore and redevelop the overall park and its amenities.
- ii. **Regional parks:** Large and iconic destination parks, typically greater than 40 hectares (ha), providing unique experiences and serving as gathering spaces for the city as a whole. They are typically characterized by a significant cultural or environmental feature. Most regional parks are located along waterways, or incorporate a significant water element.
 - **Regional sport parks:** A sub-class of Regional parks. While also considered destination locations, they exist for the exclusive purpose of providing dedicated space for organized sports and are especially suited to host regional tournaments, events and other important draws to the city
 - Given their scale, Regional parks and Regional sport parks are not expected to be provided through land dedication
- iii. **Community parks:** Often associated with community centres, these larger parks serve a cluster of neighbourhoods, providing for a variety of activities but particularly the provision of secondary amenities such as athletic fields and sport courts, along with picnic and gathering spaces, and other amenities that may be found in neighbourhood parks. In new developments, these spaces count towards park land dedication.

- iv. **Neighbourhood parks:** Providing local access to open space, these smaller parks are intended to serve approximately 1,000 people. Their smaller size (typically less than 2 ha) makes them more appropriate for passive and less intense uses. In new developments, these spaces count towards park land dedication.
- v. **Nature parks:** Dominated by high-quality natural vegetation, these parks prioritize the preservation of natural habitats, providing ecological values to the city and an opportunity for everyone to experience natural spaces. In new developments, these spaces count towards park land dedication.
- vi. **Linkage parks:** These are important ecological and recreational corridors with a primary focus on enhancing connectivity and trail-based movement. Linkage parks are typically long, narrow park spaces, removed from the street network, that connect areas of a neighbourhood, facilitating improved connectivity to and between: activity areas of parks; schools; the city's residential and commercial areas and other hub sites. These include walkway access points that connect directly to a park or that lead down to the river (even if not connecting to a river greenway) but do not include street to street cut-through walkways, which are considered "walkway right of way" as part of the street network. In new developments, linkage parks count towards park land dedication.
- vii. **Buffers:** The main purpose of these open spaces is to facilitate separation of incompatible uses, typically residential-use land from more intensive uses such as industrial areas or high-speed roadways. Because buffers are frequently narrow corridors along roadways, they may provide an opportunity to shift active transportation pathways away from vehicular traffic, but are distinguished from linkage parks by the fact that their main purpose is to separate or buffer uses. These lands are maintained by the City, and are frequently planted with sod or ornamental vegetation. They may incorporate a barrier wall to provide additional screening and noise attenuation. These spaces should be placed within the right of way or within the lands needing to be buffered. If they do get approved as public land, this shall be done on condition that they do not count towards park land dedication.

- viii. **Fragments:** These small, open spaces are often associated with rights-of-way such as road verges or lots at the end of blocks. They are too small to support core or secondary amenities or to be considered a buffer. These spaces do not count towards park land dedication.

Table 1 - Primary Park Classifications (note: refer to *Parks Strategy* to confirm updates)

	Regional	Regional-Sport	Community	Neighbourhood	Nature	Linkage
Character	<ul style="list-style-type: none"> destination park 	<ul style="list-style-type: none"> sporting event site 	<ul style="list-style-type: none"> activity center for 3-5 neighbourhoods often associated with a community centre 	<ul style="list-style-type: none"> walkable access 	<ul style="list-style-type: none"> >80% coverage of grade a, b, or a/b quality habitat 	<ul style="list-style-type: none"> ecological and recreational connectivity generally long and narrow
Size	<ul style="list-style-type: none"> >40 hectares 	<ul style="list-style-type: none"> >40 hectares 	<ul style="list-style-type: none"> >5 hectares 	<ul style="list-style-type: none"> 0.2-5 hectares 	<ul style="list-style-type: none"> variable 	<ul style="list-style-type: none"> variable
Provision	<ul style="list-style-type: none"> serves 100,000 people 	<ul style="list-style-type: none"> serves 250,000 people 	<ul style="list-style-type: none"> serves ~10,000 people 	<ul style="list-style-type: none"> serves ~2,000 people new communities: 1/1,000 people 	<ul style="list-style-type: none"> variable 	<ul style="list-style-type: none"> variable
Access	<ul style="list-style-type: none"> 5km catchment 	<ul style="list-style-type: none"> 10km catchment 	<ul style="list-style-type: none"> 2km catchment 	<ul style="list-style-type: none"> 600m catchment 	<ul style="list-style-type: none"> variable 	<ul style="list-style-type: none"> variable
Key Features	<ul style="list-style-type: none"> located on a regional street and/or existing or future transit route along a waterway or incorporated a water feature supports a significant natural area connected to active transportation parking for a minimum of 100 vehicles many function as a neighbourhood park for nearby residents 	<ul style="list-style-type: none"> located on a regional and/or collector street or existing or future transit route connected to active transportation parking for 200 vehicles well-buffered from residential areas (to limit disruptions from noise, traffic, lighting) 	<ul style="list-style-type: none"> located on a collector street and/or transit route well connected to active transportation network often incorporates natural features include parking for >25 vehicles many function as a neighbourhood park to nearby residents 	<ul style="list-style-type: none"> located on a local street well connected to active transportation network incorporates natural features, where possible ideal for playgrounds 	<ul style="list-style-type: none"> encompasses contiguous, high-quality native habitats incorporates interoperative nodes incorporates a dedicated multi-use pathway either through or around 	<ul style="list-style-type: none"> incorporates a multi-use pathway, trail or sidewalk access points every 400m often associated with native habitats, or naturalized areas
Co-location opportunities	<ul style="list-style-type: none"> often co-located with a golf course 	<ul style="list-style-type: none"> may be in an industrial area preferably buffered from residential areas 	<ul style="list-style-type: none"> may be co-located with middle school or high school 	<ul style="list-style-type: none"> may be co-located with elementary or K-8 school 	<ul style="list-style-type: none"> variable often along waterways 	<ul style="list-style-type: none"> may be adjacent to stormwater retention ponds often along waterways
Amenity Inclusions	<ul style="list-style-type: none"> all amenity categories 	<ul style="list-style-type: none"> focus on multiple secondary amenities to accommodate both recreation and competitive league play 	<ul style="list-style-type: none"> core amenities common siting for secondary amenities 	<ul style="list-style-type: none"> core amenities may accommodate single use informal athletic fields and/or sport court 	<ul style="list-style-type: none"> supportive amenities 	<ul style="list-style-type: none"> supportive amenities
City Role	<ul style="list-style-type: none"> direct provider 	<ul style="list-style-type: none"> direct provider or partner 	<ul style="list-style-type: none"> direct provider or partner 	<ul style="list-style-type: none"> direct provider 	<ul style="list-style-type: none"> direct provider 	<ul style="list-style-type: none"> direct provider
Maintenance Guidelines	<ul style="list-style-type: none"> service level A 	<ul style="list-style-type: none"> service level A 	<ul style="list-style-type: none"> service level B 	<ul style="list-style-type: none"> service level B 	<ul style="list-style-type: none"> service level A 	<ul style="list-style-type: none"> service level B
Future Direction	<ul style="list-style-type: none"> monitor city growth & land availability in anticipation of future demand direction to be provided by regional park investment strategy 	<ul style="list-style-type: none"> continue to be governed by agreements with external partners 	<ul style="list-style-type: none"> determine land requirements to accommodate community centre or recreation centre 	<ul style="list-style-type: none"> strive for increased multi-use capacity 	<ul style="list-style-type: none"> proactively acquire lands with high ecological value 	<ul style="list-style-type: none"> strive to balance linkage park with needs for other park classifications

2.2.2 Natural Features

This parks system component celebrates the value of natural and urban forest areas, in contrast to purpose-built amenities. Natural features are characterized as natural areas in Grade ‘C’ or above ([Habitat Assessment and Grading](#)), as well as any continuous forest canopy cover greater than 0.5 ha. These features may not all be of a scale or habitat quality to earn the designation of ‘nature park’, but are important for the natural heritage and environmental benefit they provide.

2.2.3 Connections

Connections, in the context of parks, covers a variety of functions including:

- Improving how people get to parks, supporting access to parks through multiple modes of transportation (such as walking, cycling, transit, paddling, skating, skiing, etc.)
- Providing parks as a connecting element in a neighbourhood as well as to a broader community
- Supplementing the active transportation network
- Supporting travel-based activity through the provision of internal pathways and aligned pathway systems
- Directing people to activity areas
- Providing supportive elements, such as signage and wayfinding tools, that aid access and connections

2.2.4 Amenities

The purpose-built components that are programmed and maintained to provide specific services and opportunities for users. Amenities include the structures, furniture, and other built features that contribute to a parks’ ability to support the service categories of play, sport, leisure and gathering while also improving the overall park experience.

A single amenity may be made up of several interrelated assets, (e.g.: a single playground is typically composed of some combination of play equipment and surfaces) and components necessary for the amenity to function (such as goal posts for a soccer field which are considered intrinsic to and part of the overall soccer amenity).

Amenities have been grouped into five tiers that speak to their level of importance, distribution and priority for provisioning, and potential for partnered service:

Core amenities: the highest priority for the City to provide and maintain for the use of all. The City will prioritize resources to ensure all Winnipeggers have access to at least one of each of these amenities within a 600 m walking distance of all residents.

Secondary amenities: Equally important, these add diverse functionality to the parks system and support various organizations in providing popular recreational activities – predominantly sport-oriented. These generally have larger footprints, and higher maintenance requirements (and costs), so are often provided on larger parcels, more sparingly, and where possible at a consolidated location to optimize maintenance provision.

Tertiary amenities: Additional unique elements not deemed integral to the overall function of the parks system, but more opportunity-based or place-specific. These are provided as resources permit.

Supportive amenities: Infrastructure components of parks that increase the usability of other recreational amenities or the parks themselves (ie: washrooms, storage or maintenance facilities, park furniture, aesthetic or safety elements such as fencing, lighting, litter bins or decorative garden beds).

Specialty amenities: Serve very specific functions and user groups. Several exist currently on City land and are managed by the Parks and Open Space Division; however, the City will not prioritize providing land for these in the future unless provided and maintained by another organization or provider.

Table 2 - Amenity Categories

Core	Secondary	Tertiary	Supportive	Specialty
<ul style="list-style-type: none"> • Playgrounds • Picnic & gathering spaces • Multi-use greenspaces 	<ul style="list-style-type: none"> • Tennis & pickleball courts • Basketball courts • Baseball/softball diamonds • Rectangular athletic fields • Outdoor skating rinks & areas • Skateboard parks/spots • Off-leash dog areas 	<ul style="list-style-type: none"> • Toboggan slides • Special event/ performance venues • Spray pads/ wading pools • Outdoor pools • Plazas • Public art/monuments • Community gardens • Beach volleyball courts • Fitness equipment • Disc golf courses • Cricket pitches • Canoe and kayak launch • Boat launches • Track and field amenities • Viewing platforms and lookouts • Lawn bowling, pétanque, bocce 	<ul style="list-style-type: none"> • Interpretive signage • Aesthetic features (planters, fountains, etc.) • Public washrooms • Roads/bridges/ parking lots • Park furniture (benches, litter bins, lighting, bike racks, bbq pits, etc.) • Maintenance/ storage facilities 	<ul style="list-style-type: none"> • Speed skating ovals • Bike tracks • Archery ranges • Radio controlled racing areas • Ice climbing towers

SECTION 3.0 Park Planning

3.1 Objectives

3.1.1 Meet the recreational needs of the community

- a. Allow for places to gather and create a feeling of community for inter-generational (suited to all age groups) recreation and leisure opportunities.
- b. Be centrally located or in an easily accessible location, within a community or neighbourhood catchment area and provide opportunities for both active and passive recreation.
- c. Balance active (e.g.: sport and recreation fields) with passive and linear park space /uses (paths /trails and natural areas).
- d. Provide equitable access and distribution of parks components: land, natural areas and amenities.

3.1.2 Integrate environmental lands as a functioning part of the community

- a. In consultation with Naturalist Services, preserve and incorporate existing valued naturally and culturally significant lands, where practicable.
- b. Create and enhance natural areas where appropriate - prioritize high quality areas, or areas with unique characteristics.
- c. Establish trails or other park type development to minimize impact to the natural features while providing interesting, scenic or educational experience.
- d. Seek opportunities to communicate and educate about natural environments, and natural environment preservation efforts.

3.1.3 Ensure efficient land use

- a. Provide reasonable configuration and location/distribution of open space for maximum benefit.
 - i. Park provision shall align with the classification and level of service outlined in the *Parks Strategy*.
 - ii. Park shape and size is determined by and dictates intended end use.
 - iii. Configuration and design should respect and reinforce views and linkages to streets and other public spaces.

- b. Parks should be located and designed to provide access, parking and circulation appropriate to the intended level of activity and in conformance with the classification and zoning.

3.1.4 Varied and multi-functional

- a. Strive to accommodate a wide range of uses including programmed, un-programmed and year-round activities. The park network overall shall provide opportunities for a variety of recreational, cultural and educational experiences and opportunities.
- b. Where possible park should provide multi-functional spaces to accommodate varied activities/uses.

3.1.5 Improve connectivity and non-vehicular options for movement

- a. Strive for maximum walkability.
 - i. Ensure the neighbourhood includes safe, accessible and comfortable networks of pedestrian and bike routes, and open spaces.
 - ii. Utilize linkage parks to either connect major anchor points or link nodes and/or to complete a loop – linkage parks should have a purpose.
 - iii. Local pathways should connect to regional pathways and/or other key destinations within the community, such as parks, schools, community centres and commercial areas.
- b. Park space should supplement and complement other linkages, networks and opportunities by considering their placement in association with:
 - i. Street, bike lane, walkway and sidewalk systems.
 - ii. Regional and local commuter pathway systems.
 - iii. Utility right of ways (where appropriate).
- c. Focus on sustainability.
 - i. Factor maintenance considerations into allocation and planning details.
 - ii. Demonstrate an environmental stewardship through preservation and enhancement of natural features.

3.1.6 Ensure comfort and safety

- a. Parks should be configured and designed to maximize passive surveillance (configuration, frontage and site lines), to foster a sense of personal safety.
- b. User safety should be paramount in the planning, locating, design, development and maintenance of parks and open spaces.
- c. Incorporate principles of Universal Design.

3.1.7 Clearly denote land as Public Space

- a. Use spatial and design cues to articulate, delineate and define park spaces as being public lands (visibility/fencing/signage/etc.).
- b. Provide clarity of purpose.
- c. Establish presence and character.
 - i. Consider opportunities to create a sense of place in community through site placement or highlighting a special feature of a site.
 - ii. Ensure there is ample frontage to make the park obvious and easily accessible.
 - iii. Make the space inviting and enticing.

3.1.8 Allocate Land for operational needs

- a. Consult with City to determine if a garage or yard/compound is required to maintain land and amenities.
- b. Anticipate utility needs and allocate non-dedication lands for service: cell tower, hydro substation etc.

3.2 Site Plan evaluation Criteria

Greenfield development plans are evaluated based on the following considerations for park land and amenity provision – from both a qualitative and quantitative perspective in alignment with the *Park Strategy*:

- Size
- Distribution
- Configuration
- Placement/location

- Integration

3.2.1 Size/Scale

- a. Must meet the [Development Agreement Parameters](#) (DAP) requirement for park land dedication (see DAP clauses 24, 41 & 42).
- b. Conform to Parks classifications.
 - i. See *Parks Strategy* and summary above (2.2.1a) for more detail.
 - ii. Neighbourhood park spaces shall be provided of a size to maximize dedication while still achieving the following:
 - Maintaining the catchment prescribed in the *Parks Strategy* distance
 - Providing a walkable park within a neighbourhood, or sub-area defined by arterial (or busier) streets
- c. Size is considered concurrently with configuration, the end result being to provide sufficient and practical space for the intended use and all ancillary needs such as grading, parking, zoning setback requirements, sufficient space to separate different activities or uses, etc.
- d. An active park space is dependent on the intended functions it will support – for example a minimum 3-acre site is needed to accommodate a full-size sport field complete with the requisite drainage, buffering and, where warranted, on-site parking.
 - i. The City prefers to locate multiple fields at one location, to support tournament play, and maximize maintenance efficiencies.

3.2.2 Distribution

- a. Equitable provision of park spaces and amenities city-wide.
- b. Access to all: the goal is to provide parks within 600 m walking distance of all of residents - taking into consideration major barriers such as arterial streets, rivers, rail lines, and other possible land use barriers (intervening commercial or industrial area) and factoring in existing parks on the fringe of new developments.
- c. Ensure adequate space is provided to accommodate a mix of active and passive activities.
 - i. Minimum 30% of each park type has been a minimum requirement for greenfield developments.
 - ii. This may be adjusted if surrounding context supports reconsideration.

3.2.3 Configuration

- a. Configure to best accommodate the intended uses.
 - i. Rectangular spaces tend to accommodate the largest variety of uses, including athletic fields.
 - ii. Configuration must adequately accommodate intended ancillary uses.
 - iii. Must ensure compliance with land drainage standards governed by Water and Waste.
- b. Must provide adequate frontage on a street, as follows:
 - i. Minimum 30.5 m (100 ft) frontage per acre of park (per *DAP*).
 - ii. Situate to provide clear site lines and mitigate against potentially hidden areas.
- c. Lands that appear to be remnant parcels will only be counted as dedicated park space if there is a clear purpose and function that the public service supports.

3.2.4 Placement

- a. Siting considers proximity and ease of access to intended users.
 - i. Visibility/site lines and proximity to paths of travel should be considered.
 - ii. Clarity of land use intent should be easily understood.
- b. Community scale parks should be:
 - i. Located along collectors and/or associated with middle schools or high schools, and
 - ii. Generally, more central within a group of neighbourhoods.
- c. Neighbourhood parks should be:
 - i. Typically, located along local residential streets and/or associated with elementary schools, and
 - ii. Ideally not on a busy street corner.
- d. Park land in the context of retention ponds shall:
 - i. Be supported along one side of ponds
 - ii. Be in accordance with Water and Waste Department (Water and Waste) criteria, an allocation of 25% of the surface area of the pond is to be set aside for access and pond maintenance. This typically gets added to Parks lands but is not granted park land dedication credits (per *DAP* clause 40)

- iii. Consider usability of the land:
 - Provide pathway connectivity
 - If adjacent to retention ponds shall:
 - ◆ Provide enough land between rear yards and retention pond impoundment limits (pond plus the 7:1 slope governed by Water and Waste) to ensure a minimum path width plus 1.2 m of 'flat' surface (0.6 m on either side) of the path, plus sufficient space to accommodate land drainage and additional park amenities such as trees and seating areas
 - ◆ Minimize the amount of sloped land that abuts a road:
 - Allocate sufficient amount to support site lines into the park but minimize the amount of limited function park land that abuts and slopes down from the frontage, or
 - Allocate additional lands between the road and the pond to support other parks uses

3.2.5 Integration

- a. Parks shall be an integral part of the planned area.
- b. Plan spaces in conjunction with transit and consideration of active transportation. Consider placement of open space to enhance access to transit stops.
- c. Consider relationship to schools.
 - i. If co-located, school site may be permitted to be slightly smaller (min 6 acres).
 - ii. If not co-located, school site needs to be larger to accommodate athletic fields (+/- 10 acres).
 - iii. Open space adjacent to a school should be a minimum of 5 acres (which assumes shared parking) or, if combined, the combined school and park site should be able to accommodate: the school building, parking lot, minimum 2 athletic fields, hard surface court play areas, playground (if elementary school), passive unprogrammed area, walking or walking/biking path.
- d. Consider surrounding land uses.
 - i. Avoid potential conflicts.

- ii. Seek opportunities for mutual benefit.
- e. Public walkway connections and linear parks are defined as follows:
- i. Walkways--when connecting street to street they are considered right of way and not considered park, therefore are not eligible for park land dedication. They should only be provided to improve connectivity.
 - ii. Linear parks--when connected directly to the park space will be counted towards park land dedication (dedication credits granted).
- f. A Linear park or Recreational linkage is most valued and effective when it:
- i. Provides an appealing and aesthetic land use (including space to incorporate landscape amenities), otherwise it is more of a functional use only and is governed by active transportation.
 - ii. Is intuitive and contiguous:
 - pathway street crossings are directly aligned, and
 - the network flows and is clearly understood without the requirement for directional signage
 - iii. Completes a loop, or provides a route to a destination (a pathway without a destination means fewer people will use it and it may become difficult to monitor for safety).
 - iv. Provides rest spots /bench nodes at reasonable intervals-when adjacent retention ponds these would typically face the pond.
 - v. Does not require on-street use, or if it does:
 - it provides safe transitions between off-street and on-street segments, and
 - it provides for minimal road or approach crossings
 - vi. Is wide enough to accommodate required uses
 - vii. Provides access/egress points, especially located between fenced rear yards, or remote locations, to mitigate users feeling trapped or isolated: ideally every 250 – 300 m (with good site lines access/egress may be permitted every 400 m).
 - Consideration for access/egress is based on potential for entrapment which can be a factor of:

- ◆ Ability to see and be seen (style and height of fences, lighting and number of properties or other vantage points that provide eyes on the site)
 - ◆ Ability to escape (height of fence, amount of space, proximity of openings)
- viii. aligns to provide views into and along the linear path – for drive by surveillance
- ix. supplements but does not duplicate right-of-way sidewalks or bike paths:
- provides active transportation linkages between major neighbourhood features ie: larger park spaces, schools, community gathering areas such as places of worship or commercial developments both within and between neighbourhoods
 - takes advantage of opens space amenities in nearby neighbourhoods to supplement the park experience and options, and
 - connects to, supplements, or otherwise enhances other active transportation / pedestrian corridors
- x. incorporates lighting when it becomes the primary pedestrian connection for neighbourhood
- xi. flanks Park/ Public Reserve integrated with a retention pond by no more than approximately half of the pond perimeter

3.3 Minimum Requirements for Park Provision

See *Parks Strategy* for metrics

3.3.1 New Communities and Major Redevelopment Sites

- a. Park land dedication shall be allocated as per *DAP* (see clause 24) and in conformance with level of service targets outlined in the *Parks Strategy* (expected to be before council in Spring 2022) This includes allocation of land plus landscape improvements; cash in lieu of land, or a combination of both

3.3.2 Other areas (infill in existing communities)

- a. Section content pending: Dedication may still be required on an infill development depending on the type and scale of development, but most often results in cash-in-lieu of land being recommended. The Criteria for evaluating dedication requirements for these types of development is being reviewed.

SECTION 4.0 Park Development Processes

4.1 General

It is the land developer and/or consultant's responsibility to review all City by-laws, policies, standards and guidelines and to review with the City the design criteria for the specific project before commencing work.

4.1.1 Terms Specific to the Park Development Process

There are numerous acronyms and park development specific terms throughout the following section – please refer to the glossary of terms for definitions.

4.1.2 Policies, By-Laws, Standards and Guidelines

All Park and Open Space development must comply with the requirements of this document along with the latest edition of the following by-laws, policies, standards and guidelines. The below list may not be all encompassing, thus any policies, by-laws, standards or guidelines relevant to the scope of work, even if not mentioned below, shall be complied with.

a. **Province of Manitoba Acts and Charters**

- i. *The Municipal Act*
- ii. *The City of Winnipeg Charter*

b. **City of Winnipeg Policies**

- i. *Active Transportation TR-003*
- ii. *Complete Communities Direction Strategy PD-010*
- iii. *Development Agreement Parameters (DAP) PD-006*
- iv. *Land Dedication Reserve LW-006*
- v. *OurWinnipeg Plan PD-001*
- vi. *Public Art Policy ED-010*
- vii. *Ecologically Significant Natural Lands (ESNL) Strategy and Policy EN-001*
- viii. *Engage Winnipeg Policy CO-013*
- ix. *Universal Design Policy PD-005*
- x. *Welcoming Winnipeg: Reconciling our History CO-014*

c. City of Winnipeg By-Laws

- i. *Complete Communities Direction Strategy (68/2010)*
- ii. *Development Procedures (160/2011)*
- iii. *Downtown Winnipeg Zoning (100/2004)*
- iv. *Lot Grading (7294/98)*
- v. *Parks (85/2009)*
- vi. *Subdivision Standards (7500/99)*
- vii. *Winnipeg Zoning Bylaw (100/2004)*

d. Standards and Guidelines

- i. *City of Winnipeg Park Standards and Specifications*
- ii. *City of Winnipeg Accessibility Design Standards (WADS)**
**Where there is a contradiction between the standards contained within this document and the Winnipeg Accessibility Standards, the City will provide guidance for design requirements*
- iii. *City of Winnipeg Standard Construction Specifications*
- iv. *City of Winnipeg Athletic Field Review*
- v. *Consultant Guidelines for Planning and Design Services (Urban Planning & Design Division)*
- vi. *General Conditions for Consultant Service*
- vii. *Winnipeg Recreation Strategy (under construction)*
- viii. *Winnipeg Parks Strategy (Parks Strategy) (under construction)*
- ix. *Tree Planting Details and Specifications: Downtown and Regional Streets*
- x. *Comprehensive Urban Forest Strategy (under construction)*
- xi. *Off-Leash Dog Areas Master Plan and Implementation Procedures*
- xii. *Manitoba Building Code*
- xiii. *Playgrounds: Children's Playspaces and Equipment, The Canadian Standards Association (CSA), CAN/CSA-Z614*

xiv. *Canadian Nursery Stock Standard, Canadian Nursery Landscape Association*

4.1.3 Park Land Dedication Process

As part of the City's mandate to regulate for the health, safety, and general welfare of their residents, the City implements a parkland dedication exaction on new development in subdivision regulations. Developers are required to dedicate a portion of their land for use as a public park, or pay a cash-in-lieu of such dedication based on its equivalent value.

The process of determining if lands are required to be dedicated, as a condition of development, is based on the type of development application being applied for.

a. Development Application

- i. There are a variety of development application types each having inherent conditions associated with park land dedication or cash-in-lieu of land requirements.
- ii. See: [Development Applications and Definitions](#) for more details on the various forms of applications.

b. Required dedication

- i. Where the dedication of land is required, the process of determining which lands are to be dedicated as park space is intended to be a collaborative process between the developer and the City. This process is guided by the goals and criteria outlined in Section 2.0 and the *Development Agreement Parameters*.
- ii. It is initiated by a development application and governed by the development plan and conditions approved by Council and formalized into a Development Agreement.

c. Development Agreement (AG)

- i. Legal contract between the City and developer outlining the respective roles and responsibilities related to the establishment of a specific new development where new streets are being provided.
- ii. Required as a condition of approval for a *Development Application for Plan of Subdivision and Rezoning (DASZ)* for the installation of new municipal services and plan considerations:
 - Registered by way of caveat on the title of the property it affects
 - As signed contracts, AG contents must not be shared without permission from both parties

- Amendments do not require a public hearing but must be reviewed by Committees of Council and obtain final approval by Council
- iii. The Development Application for Plan of Subdivision and Rezoning (DASZ) number follows through as the Agreement (AG) number, eg: DASZ 4/10 becomes AG 4/10.
- iv. Development Agreements are prepared based on Council approval, which takes information from the *Administrative Coordinating Group (ACG)* report, for the specific development application. The Agreement outlines detailed servicing obligations by the City and the developer for the development.
 - This includes some basic requirements dictated by the DAP, and provides additional specific criteria to address the unique site and circumstances of a development which are outlined within the ACG report – this forms the basis of the Development Agreement conditions
 - For applications where park land is being dedicated (in whole or in part), the parks related clauses are typically found in Schedule C. Section I outlines the servicing requirements and Section II outlines and tabulates the park dedication provision
 - For applications where no land is being dedicated and only cash in lieu is required, this requirement is captured in the Administrative Report
 - Related development drawings are typically located in Schedule B
 - Securities: The City is protected to ensure the developer carries through with their obligations by holding a percentage of the project value in ‘securities’. For Parks, 100% of the park’s works value is secured. Securities are released, in part, once a project reaches *Construction Completion* stage and in full upon reaching *Final Acceptance*

d. **Servicing Agreements**

- i. Legal contract between the City and developer for extending services, thus most often related to developments that are not creating roads.
- ii. Typically associated with smaller in scale subdivisions or rezoning thus not warranting land as dedication but instead cash-in-lieu.

e. The Development Application stage identifies park configuration and locations within the development. Since the location and configuration are set from this point on it is important to have an idea on what type of future amenities will be located within the parks. The details of how those parcels will be developed is determined throughout the Public Reserve Design Review Process outlined in the following section.

4.2 Public Reserve (Park) Design Review and Construction

Table 3 - Review & Approval Process

PHASE 1 – Design Review and Approval				
Step	Details of Step	Requirements	Developer’s Role	City’s Role
Step 1: Concept Plan/50% Park Grading	a) Development Agreement (AG) Requirements b) Design Intent/site “program” (though discussions with the City) c) Consultation with Engineer with regards to proposed lot grades d) Preliminary Concept Plan prepared and reviewed e) Park grading drawings refined to a 50% completion level prepared and reviewed prior to UGS submission	Require drawings stamped for approval for the 50% Grading Review or 33% Design Review before proceeding to Step 2	<ul style="list-style-type: none"> Advise of key project contacts Ensure AG requirements are addressed in plans & processes Submit design intent statement, concept plan & lot grade plan for park space and surrounding areas 	<ul style="list-style-type: none"> Confirm AG requirements are being met Confirm program requirements for the park space Review concept plans & provide comments
Step 2: Design Development (66% Review)	a) Design Refinement b) Drawing submissions for review: Layout Plan, Planting Plan, Grading Plan, Preliminary Details	Require drawings stamped for approval for 66% Design Review before proceeding to Step 3	<ul style="list-style-type: none"> Prepare & submit drawings, cost estimate and specifications Address City’s review comments 	<ul style="list-style-type: none"> Review drawings, cost estimated and specifications Issue Release for Permit Application letter and signed owner’s statement
Step 3: Construction Drawings (99% review) and issued for Permit Application (IFP) set	a) Drawing submissions for review: Layout Plan, Planting Plan, Grading Plan, Details b) Class 1 cost estimate and specifications	Require IFP set stamped for 100% approval before proceeding to Phase 2	<ul style="list-style-type: none"> Prepare & submit drawings, cost estimate and specifications Address City’s review comments 	<ul style="list-style-type: none"> Review drawings, cost estimated and specifications Issue Release for Permit Application letter and signed owner’s statement
Milestone	Release for permit application letter			
PHASE 2 – Site Development				
Step	Details of Step	Requirements	Developer’s Role	City’s Role
Step 1: Pre-Construction	a) Obtain Permits b) Start Up Meeting	Approved permits and preconstruction meeting	<ul style="list-style-type: none"> Apply for & receive required permits, send copy of permit to Parks Technologist Hire & manage Contractor Facilitate startup & inspection meeting and minutes 	<ul style="list-style-type: none"> Attend inspection meetings Review and approve proposed changed to plans if necessary

			<ul style="list-style-type: none"> • Ensure park is built according to approved plans & specs • Keep City informed on progress, key inspection points and any deviations from approved plans • Rectify deficiencies in a timely manner • Schedule Construction Completion inspection and prepare certificate 	<ul style="list-style-type: none"> • Approve partial release of securities • Sign off on Construction Completion once all requirements are met
Step 2: Construction & Inspections	<p>a) Key inspection points during construction</p> <p>b) Construction Completion</p>	Complete construction	<ul style="list-style-type: none"> • Apply for & receive required permits, send copy of permit to Parks Technologist • Hire & manage Contractor • Facilitate startup & inspection meeting and minutes • Ensure park is built according to approved plans & specs • Keep City informed on progress, key inspection points and any deviations from approved plans • Rectify deficiencies in a timely manner • Schedule Construction Completion inspection and prepare certificate 	<ul style="list-style-type: none"> • Attend inspection meetings • Review and approve proposed changed to plans if necessary • Approve partial release of securities • Sign off on Construction Completion once all requirements are met
Milestone	Construction Completion Certificate			
PHASE 3 – Maintenance & Warranty				
Step	Details of Step	Requirements	Developer's Role	City's Role
Step 1: Maintenance	a) Confirm Maintenance Requirements		<ul style="list-style-type: none"> • Undertake Maintenance • Schedule annual warranty/maintenance inspection • Ensure park is ready to turn over to the City • Submit as-builts and maintenance manuals • Schedule Final Acceptance inspection and prepare Certificate 	<ul style="list-style-type: none"> • Attend inspection meetings • Sign off on Final Acceptance once all requirements are met • Approve final release of securities
Step 2: Annual Inspections	<p>a) Deficiency Report</p> <p>b) Final Acceptance</p>		<ul style="list-style-type: none"> • Undertake Maintenance • Schedule annual warranty/maintenance inspection • Ensure park is ready to turn over to the City • Submit as-builts and maintenance manuals • Schedule Final Acceptance inspection and prepare Certificate 	<ul style="list-style-type: none"> • Attend inspection meetings • Sign off on Final Acceptance once all requirements are met • Approve final release of securities
Milestone	Final Acceptance Certificate			

4.2.1 General

- a. Prior to construction starting on any park site, plans and estimates must be prepared and a formal review and approval process undertaken.
- b. The intended long-term use and future amenities of the proposed park spaces should have been considered when determining land size and configuration of the public reserve parcel, as described in previous sections, as part of the Development Application process. The Design Review Process focuses on the refinement of these spaces including detailed design and construction.
- c. Planning Parks Concurrent with Entire Subdivision.
 - i. It is essential to plan and design the Public Reserve (PR) concurrently with the design of the entire subdivision. This is most important in the consideration of land drainage, coordinating pathway networks, and utility easements. The infrastructure required for drainage, including within the PR, is best determined as part of the overall system rather than added in at the end.
 - ii. Properties backing onto or flanking the PR have significant impact on this land. They establish the perimeter lot elevations and, depending on how those lots are proposed to drain, can impact the park design.
 - iii. PR flanking a retention pond are a common development feature, but pose challenges when the abutting residential properties have walkout basements and/or drain into to the park space. Design and space for drainage infrastructure, above and beyond what would have normally been required for drainage of the park space, is likely required in these scenarios.
- d. Elements requiring Public Reserve Design Review and Approval:
 - i. Public Reserves (PR).
 - ii. Roundabouts – landscaping/ any constructed elements such as retaining walls, signage, etc.:
 - Additional submissions from the standard review process, as described below, include Engineering Site Line Analysis to be reviewed by the Public Works Transportation branch

- If a structure, such as signage or monument, is proposed within the roundabout, a “Gift to the City” process may also be required. See APPENDIX B: Gift to the City process for further detail
- iii. Boulevards & Medians with proposed landscaping and construction above and beyond trees and sod:
 - Boulevards & Medians with sod and tree planting only require design and construction approvals for species and locations by the City Urban Forester or designate and Land Development Technician – tree and sod inspector
- e. Project Contacts
 - i. City (see APPENDIX F: City Contacts):
 - During Design Review Process (Phase 1): Project Manager (Urban Design) - the individual through whom public reserve drawing reviews are facilitated and all correspondence shall be directed.
 - During Construction Process and Warranty & Maintenance Period (Phase 2 & 3): Park Technologist
 - ii. Developer:
 - Shall indicate, in writing, the primary contact for the project
 - If the developer names a consultant, they shall also provide a contact within their development office to whom copies of correspondence shall be directed
 - iii. Developer’s Consultant:
 - Primary consultant for PR spaces shall be a Full Member of the Manitoba Association of Landscape Architects
 - Shall design and contract administer the project and ensure appropriate sub-consultants have been retained, as necessary, to provide designs and stamped drawings as required for relevant work, such as civil, structural, electrical or geotechnical engineers

4.2.2 Roles & responsibilities

- a. City
 - i. During Design Review Process (Phase 1):

- Have a copy and be familiar with Development Agreement and confirms AG requirements are being met
 - Provide program requirements from City's perspective (amenity expectations) for site(s) based on initial discussions when park land location and configuration was determined, along with current needs within the community or area of the city
 - Circulate, compile feedback from public service and communicate support, conditional support with changes, or no support of the applicant
- ii. During Construction, Warranty & Maintenance Period (Phase 2):
- Confirm construction is occurring as per the approved drawings, specifications, and City expectations
 - Approve any proposed alterations to the approved plans during construction
 - Approve and sign-off on Certificate of Construction Completion for Park Land Governed by Development Agreement (see APPENDIX C: Certificate of Construction Completion) once all construction has been completed on site
 - ◆ Request release of partial securities to the Land Development Branch
 - Approve and sign off on Certificate of Final Acceptance for Park Land Governed by Development Agreement (see APPENDIX D: Certificate of Final Acceptance) once maintenance/warranty period has been completed, as-built drawings have been submitted and park site is accepted. At this point park care and control shifts to the City:
 - ◆ Request release of remaining securities to the Land Development Branch
- b. Developer/Consultant
- i. During Design Review Process (Phase 1):
- Advise City of key contacts: consultant and developer
 - Have copy of and be familiar with obligations under the agreement
 - Consult with the Project Manager to determine scope of site development
 - Ensure all submission requirements are provided
 - Ensure approval of each successive stage before proceeding

- Apply for and receive all relevant permits and approvals.
- ii. During Construction, Warranty & Maintenance Period (Phase 2):
 - Hire contractor
 - Act as contract administrator – ensures project is constructed as per the approved drawings and specifications
 - Set up site inspections and provide meeting minutes and photos of construction
 - Ensure continued responsibility for maintenance and upkeep of the park until Final Acceptance
 - Ensure any proposed changes during construction are approved by the Park Technologist before work occurs
 - Keep Parks Group informed on the progress of the project, inform them of all weekly meetings, key inspection points and any deviations from the approved plans
 - Schedule Construction Completion and Final Acceptance inspections and prepare associated paperwork
 - Provide As-Built drawings at conclusion of project to those listed on the Release for Permit application letter

4.2.3 Communication

- a. All communication by developer/ consultant shall:
 - i. Include the project name and AG number in the subject line.
 - ii. Copy project contacts from the City and developer/ consultant.
 - iii. Prepare and provide meeting minutes to City and developer project contacts.
 - iv. During construction stage, developer/consultant shall provide regular site inspection and meeting minutes, including photos of the construction, to project contacts.

4.2.4 Drawing Package Submissions

- a. All submissions shall include a Cover Memo (can be in the text of an email) that includes (initiates formal submission and associated circulation process):
 - i. Development Agreement Number.

- ii. The developer/development name.
 - iii. Project site or location.
 - iv. Project name or description including development stage or phase.
 - v. Reason for the submission ie: stage of the review (concept – 33%, 50% grading, 66% or 99%) or a special request for input.
 - vi. Written explanation of how previous review stage comments have been addressed
 - vii. Flag any specific issues, questions or concerns needing to be addressed.
 - viii. Identify anything that deviates from the standards, expectations or terms of reference, including but not limited to any anticipated City funding expectations.
- b. All Plans/Drawings must include:
- i. Scale Bar.
 - ii. North Arrow.
 - iii. Date of Submission, AG number and Submission Phase.
 - iv. Key Plan / Context Drawing.
 - v. Underground Services, Survey Infrastructure.
- c. Grading Plans must include:
- i. Existing and proposed finished grades.
 - ii. Spot elevations shown at high points, low points, changes in elevation (curbs, etc.), hardscape, finish floor elevations, drain rims and inverts, top and bottom of walls.
 - iii. Slopes in % drainage and spot elevations on paths and hard surfaces.
 - iv. Contours.
 - v. Slopes and direction of flow of swales, sodded areas (as a percentage).
 - vi. All adjacent property line approved grades – based on Water and Waste approved Lot Grade Plans (if not built yet) and existing grades (if already built).
 - vii. Defined limit of grading.
 - viii. A letter of permission from that owner and a Legal Agreement may have to be prepared, if proposing grading towards adjacent private property owner’s land.

- d. Planting Plans must include:
 - i. Trees drawn at 2/3 full growth size.
 - ii. Underground utilities.
 - iii. Plant common and botanical name, proposed planting size and spacing, if appropriate.
 - iv. A grading plan must be included with the planting plan to see how the planting relates to the proposed grading (ie. trees not proposed in center of swales, etc.).
- e. Drawing Details must include:
 - i. Materials to be used.
 - ii. Methods of construction and attachment and/or anchoring.
 - iii. Foundation details.
 - iv. Connections and materials used.
 - v. Sections.
 - vi. Any overhead structures and load-bearing foundations shall be certified by a structural engineer.
- f. Cost Estimate –Required by Finance and Parks for Asset Management purposes:
 - i. Shall conform to the City of Winnipeg’s Class Estimate Classification.
 - ii. Shall include unit, quantity, unit cost and total cost, as this is used to determine asset increase and prepare operations and maintenance budgets.
 - iii. It is assumed all costs are covered by the developer unless clearly indicated on the cost estimate sheet and approved by Project Manager.

4.2.5 Site Design Review criteria

- a. Appropriate amenities for type of park and level of service expectations as per the Parks Strategy.
- b. Safety and security:
 - i. Clear site lines into the site.
 - ii. Well-demarcated entrances and exits.
 - iii. Clear differentiation between public and private spaces.

- iv. Encourage use through appropriate design.
- v. Spaces designed for ease of maintenance (access and spacing of element to accommodate maintenance equipment).
- c. Compliance with [City of Winnipeg Accessibility Design Standards](#).
- d. Integration of the space with surrounding areas and uses.
- e. Connectivity of pathways throughout the space and to surrounding areas:
 - i. Design submissions must include a larger development plan showing how the park space pathway connects to sidewalks/multi-use paths within the development
- f. Maintenance requirements:
 - i. Ability to access the site for maintenance purposes, able to mow around the amenities.
 - ii. Replacement materials easily accessible (ie: bench slats/playground components).
 - iii. Durable products and surfaces to minimize potential vandalism.
- g. Drainage:
 - i. Appropriate drainage within the park space.
 - ii. No areas of standing water.
 - iii. Factor in how adjacent spaces drain onto/through the park space and ensure there are adequate methods of dealing with this drainage
- h. Natural Areas:
 - i. Protection of existing natural areas, including no net change of conditions in the natural habitat (e.g. drainage pattern).
 - ii. When naturalizing an area, looking for enhanced biodiversity and wildlife habitat.
 - iii. Following Tree Protection Specifications for all trees identified for preservation (as per *Park Standards and Specifications*).
- i. Aesthetics and functionality:
 - i. Park space to be a comfortable and interesting space for future residents and visitors to use.
 - ii. Park space shall become a meeting place for new residents of the area.

- iii. Consider what activities people can do within the new park space.
- iv. Ensure Core Park Amenities are being provided (see Table 2 - Amenity Categories).
- v. Evaluate potential for Secondary Amenities.

4.2.6 Permits

- a. Along with Design Review approval additional permits are required for each park development. At minimum a Development Permit shall be required. Dependent on the type of work proposed and location of the development, additional permits may be required such as a building permit, electrical permit, waterways permit, etc.
- b. Development Permit
 - i. The DASZ establishes the appropriate zoning district for the park but a permit is required to actually develop and use it as a park, as governed by the *Winnipeg Zoning By-Law No. 200/2006* (see clause 8).
 - ii. The completion of the Design Review process provides approval from Parks and Open Space and Urban Design for the design development plans for the park space. At the end of this process the Developer will obtain an authorization letter signed by the Park Superintendent to accompany their Permit Application. This is required since the works are on City land. The Development Permit process allows for other City departments and divisions to review the proposed work such as Zoning, Water and Waste, Fire, etc.
 - iii. The Developer is responsible to cover the cost of the Development Permit, some deposits will be refunded once works are inspected.
- c. Waterway Permit:
 - i. Any person proposing work within 106.7 m (350 ft) of the regulated summer water level of the Red, Assiniboine, Seine and La Salle Rivers or within 76.2 m (250 ft.) of the regulated summer water level of Omand's, Bunn's, Sturgeon, and Truro Creeks, within the boundaries of the City of Winnipeg, must obtain a Waterway Permit prior to commencing construction.
 - ii. A Waterway Permit is required for:
 - the deposit, removal, alteration or disturbance of any material
 - the construction or demolition of a building or other structure
 - the alteration of surface or subsurface drainage

- the diversion of a waterway or alteration of a channel of a waterway

NOTE: Other approvals such as zoning variance, building permit, [Floodway Fringe Area Regulation](#) approvals may be required prior to proceeding with work. To identify any such approvals, it is recommended you have your Waterway Permit Application and project details reviewed by the Zoning Development Branch at Unit 31 – 30 Fort Street. Phone 204-986-5140 for more information.

- d. Electrical Permit (lighting)
- e. Structural/Building Permit and Occupancy Permit (picnic shelter, park building, or larger built park amenity)
- f. Other: Public Works Engineering and Transportation review (e.g.: for a new approach)
- g. Fees: There are fees associated with all permits. Consult Planning, Development and Building Fees and Charges: [Building-Fees-and-Charges](#)

4.3 Detailed Design Review Process Outline

4.3.1 PHASE 1: Site Design – Review and Approval

- City lead during this phase: Project Manager, Urban Planning and Design Division, PPD
- Developer to identify their key contact for the project
- Anticipate 2-week review time
- Applicant should not proceed to next stage until they have received approval in writing from the Project Manager

a. STEP 1: Concept Plan Development/ 50% Park Grading

i. Intent:

- Confirm expected scope of development:
 - ◆ Requirements of the Development Agreement
 - ◆ Note if any extra plan approval requirements
 - ◆ Identify extra works the developer may intent to include
 - ◆ Confirm the intended end use, features or amenities that must factor into the final design, grading and drainage infrastructure

- ◆ Outline proposed themes and function, and provide a statement of design intent
 - ◆ Identify areas of existing vegetation (trees, forest, native grassland) to be protected
 - ◆ Before moving to next stage require: stamped approval drawings to move on to next stage in design review
 - Prior to lot grade approval for lands abutting PR spaces (this step should precede any submissions to UGS or Lot Grade Permits):
 - ◆ Prior to the UGS submission for the stage in which the subject Public Reserve parcel is included, the Developer must contact the City's Project Manager to initiate approval of concept drawings to ensure that lot grades of surrounding properties and the drainage infrastructure will work with the design of the future park
 - ◆ It has generally been acceptable to have park grading plans developed to a 50% design stage at this point
 - ◆ No path locations, lot grades, manholes or catch basin infrastructure locations within the PR space is approved within the UGS review unless indicated in writing by the Project Manager in Urban Design
- b. STEP 2: Design Development (66%)
- i. Intent:
 - Design refinement – site layout and grading design and details
 - Layout Plan, Planting Plan, Grading Plan, preliminary Details
 - Before moving to next stage require: stamped drawings for approval to move on to 99% Design Review
- c. STEP 3: Construction Drawing (99%) & Issued for Permit Application (IFP) Set
- i. Intent:
 - Finalize site design, construction drawings and specifications
 - Construction Drawings (approx. 99%)

- ◆ Layout plan, Planting Plan, Grading Plan, Details, Construction Specifications, Cost Estimate (Class 1). All drawings shall include changes as discussed in previous stage review. Any new changes not previously discussed shall be identified in writing by the consultant.
- ◆ Before moving to next stage require: stamped drawings for approval to move on to IFP Set

NOTE: for simple site designs, the City will permit 66% and 99% percent to be combined as Step 2

- 100% Design Review Approval/ Issued for Permit Application (IFP) drawing set:
 - ◆ The 100% drawing set shall include all previous changes discussed along with professional stamps on each drawing, either the Landscape Architect or Engineer, whichever is relevant
 - ◆ Once drawings are submitted, a Release for Permit Application Letter (indicating approval and next steps) & a signed Owner Statement (to be used to apply for permit) will be issued
 - ◆ Construction cannot begin on site until the letter is received and the appropriate permits are obtained

ii. **PHASE 1 MILESTONE:** Release for Permit Application Letter

4.3.2 PHASE 2: Site Development

- City lead during this phase: Park Technologist, Parks and Open Space Division, PWD
- Developer to identify their key contact for this phase of the project

a. STEP 1: Pre-Construction

i. General:

- No construction shall proceed until the developer/consultant has:
 - ◆ Obtained a Development Permit (which requires a “Release for Permit Application” authorization letter from the Project Manager)
 - ◆ Secured other required permits depending on the specific scenario,
 - ◆ Obtained utility clearances, and

- ◆ Has had a pre-construction meeting between the consultant, the contractor and the City's Parks representatives and must include Park Technologist and invite Parks Superintendent, Project Manager, Urban Designer, City Forester and City Naturalist
- ii. Developer to provide Pre-Construction Meeting Minutes to all of the above.
- b. STEP 2: Construction & Inspections
 - i. Confirmation of Approvals and permit:
 - Prior to construction commencement the developer is required to provide Park Technologist a copy of the approved Development Permit and any additional permits, if necessary
 - ii. Park Construction Stage Meetings and Inspections:
 - Minimum of 24 hours' notice is required when requesting an inspection
 - Site inspections shall be undertaken at regular intervals and at critical stages as outlined below, and/or as directed by the Park Technologist
 - Weekly Construction Meetings:
 - ◆ Include Park Technologist and invite Parks Superintendent, Project Manager, Urban Designer, City Forester or designate and City Naturalist
 - ◆ Along with the regular construction inspections completed by the consultant, a Construction Inspection Checklist (see **APPENDIX E**: Construction Inspection Checklist) must be completed and the appropriate City representatives must be present (unless they have confirmed otherwise)
 - Park Technologist must approve any deviations from the approved plan before the changes take place (remember the on-site reviews will be based on the approved plans)
 - Any changes contradicting the signed Development Agreement will require communication with the Land Development Branch, (and may require Council approval of a formal amendment of the Agreement)
 - iii. Critical stages & Key Inspection Meetings:

- Staking of Lot Grades (retain a qualified and experienced surveyor, as defined in the *Lot Grading By-Law*, to direct the establishment/markings on the lot, the structure lot grade elevation and all related lot grade elevations including elevations at all corners of the lot, for the development of the property)
 - Erosion/ sediment control
 - Subgrade preparation inspection: Rough grading and drainage (include design grade stakes at property lines)
 - Open trenches before backfilling: electrical and/or sub-surface drainage
 - Site Layout and amenity construction (pathways, amenities, playgrounds, trees, etc.). Required submission:
 - ◆ Compaction testing
 - ◆ Concrete/asphalt testing
 - Tree placement, tree pits, trees (quality/caliper size), and tree planting (Urban Forester or designate must inspect)
 - Plant material (Trees – include Urban Forestry or designate; Native Grasses – include Naturalist Services, Shrubs – include Park Superintendent)
 - Finish grading and topsoil preparation. Required Submission:
 - ◆ Topsoil testing
 - Sodding
 - Others as necessary as determined by Parks Technologist
- iv. Construction Completion Inspection and Certificate:
- Inspect the site to ensure all work has been completed as per plans and specifications (consultant must ensure site is ready for inspection before including City staff)
 - Consultant shall complete meeting minutes including photos and outlining any deficiencies that need to be addressed
 - Consultant shall complete the appropriate Construction Completion Certificate for Parks as stipulated in the agreement utilizing the City of Winnipeg issued form and distribute to all parties

- City representative, Contract Administrator and developer all sign the Construction Completion Certificate for Parks and attach the following:
 - ◆ Map showing the area to be put on Warranty/Maintenance, (note that the area should have clearly defined and on-site identifiable limits)
 - ◆ Completed Construction Inspection Checklist including photographs
 - ◆ Beginning of Warranty/Maintenance period meeting minutes
- v. **PHASE 2 MILESTONE:** Construction Completion Certificate for Parks
 - Developer is responsible to ensure this paper work is filled out and signed by all parties, as it indicates:
 - ◆ the commencement of the Warranty and maintenance period and
 - ◆ authorizes the release of part of the securities – typically 80%, but at the discretion of the Park Technologist

4.3.3 PHASE 3: Maintenance & Warranty

- a. City lead during this phase: Park Technologist, Parks and Open Space Division, PWD.
- b. Developer to identify their key contact for this phase of the project.

- i. **STEP 1: Confirm Maintenance Requirements**

All Development Agreements will state at which point the Warranty/ Maintenance period begins. For PRs (parks), this typically commences at issuance of Construction Completion, with the specific reference captured in the public reserve clauses in Schedule C.

Before the Warranty/Maintenance period can begin the developer/consultant must have set up Construction Completion inspection.

- ii. **STEP 2: Annual Inspections**

- Developer/consultant to arrange for annual and final inspection meetings
- Developer/consultant shall prepare Deficiency Report and address all deficiencies before setting up a Final Acceptance meeting and preparing the Final Acceptance Certificate for Parks
- Final Acceptance Inspection and Certificate:

- ◆ Inspect the site to ensure all site is ready for City handover (Consultant must ensure site is ready for inspection before including City staff)
- ◆ Consultant shall ensure deficiencies have all been addressed before meeting date
- ◆ Consultant shall finalize and send copies of as-built drawings to City representatives
- ◆ Consultant shall complete the Final Acceptance Certificate for Parks utilizing the City of Winnipeg issued form and distribute to all parties
- ◆ City representative, Contract Administrator and Developer all sign the Final Acceptance Certificate and attach the following:
 - Map showing the area to be put on Warranty/Maintenance, (note that the area should have clearly defined and on-site identifiable limits)

iii. **PHASE 3 MILESTONE:** Final Acceptance Certificate for Parks

- ◆ Developer is responsible to ensure this paperwork is filled out and signed by all parties, and it must be accompanied by:
 - any 'work or product manuals'
 - As-built drawings
- ◆ Signifies developer obligation is complete and land gets turned over to the City
- ◆ Triggers final release of securities

SECTION 5.0 Glossary of Terms

“Accessibility” – To enable persons with disabilities to participate fully in all aspects of parks, free from attitudinal, organizational or systemic, architectural or physical, information or communication and technological barriers. Ensuring appropriate measures are taken in all aspects of park planning and design to eliminate barriers that would otherwise impact park access and use by all people.

“ACG” – see Administrative Coordinating Group

“Administrative Coordinating Group (ACG)” – an internal working group of the City of Winnipeg that reviews development applications relative to servicing requirements

“AG” means ‘Agreement’ – refers to a City of Winnipeg development or servicing agreement

“As-Built Drawings” – final to-scale drawings of the Public Reserve Spaces including revisions showing how the park was actually constructed. Shall be provided in PDF and CAD format

“By-law” – a by-law of the City

“City” – City of Winnipeg

“Construction Completion Certificate for Parks” – a document issued by or on behalf of the City to a developer of land to certify that a particular service or improvement has been completed in accordance with applicable City construction specifications and to recognize commencement of a warranty or maintenance period as stipulated in a Development Agreement.

“Consultant” – Landscape Architect (Full Member of the Manitoba Association of Landscape Architects) and/or Engineer (registered to practice in the Province of Manitoba) hired by the developer to design and oversee Public Reserve construction. Represents developer during the Design Review and Approval and Construction Process.

“CPTED” – see Crime Prevention Through Environmental Design

“Crime Prevention Through Environmental Design (CPTED)” – a crime prevention strategy surmising that the incidence and fear of crime can be reduced through better design. For example, windows facing the sidewalk will make the sidewalk safer than if it were a brick wall, since they provide more “eyes on the street.”

“DAP” – see ‘Development Agreement Parameters’

“**DASZ**” denotes ‘Development Application for Plan of Subdivision and Rezoning’ – an application procedure for rezoning property, including creating new or modifying existing lots or the consolidation of lands. May also include the creation of a public street or lane. A public hearing process is required.

“**Deficiency Report**” – a written description identifying construction items that have not been completed or met the requirements of the contract and must be addressed before approval.

“**Developer**” – person or company undertaking development within the City of Winnipeg.

“**Development**” – refers to the construction of a building on, over or under land; a change in the use or intensity of use of a building or land; the removal of soil or vegetation from land; the deposit or stockpiling of soil or material on land, and the excavation of land.

“**Development Agreement**” – an agreement entered into between the City and a developer of land pursuant to sections 256(1)(b), 259 or 260(2)(b) of *The City of Winnipeg Charter*.

“**Development Agreement Parameters (DAP)**” – outlines the guidelines for the City’s administration and developers in formulating development conditions, to ensure equitable sharing of costs, consistency of obligations for all developments, and compliance with current City of Winnipeg construction specifications.

“**Development application**” – a formal submission for permission to carry out certain development. For more information about the various forms of application in the City of Winnipeg go to winnipeg.ca/ppd/Zoning/DevelopmentApplications.stm

“**Development approval**” – approval of a development by a by-law of City Council or by a resolution of a Committee of Council having jurisdiction under *The City of Winnipeg Charter*.

“**Development Permit**” – a permit authorizing a development that is subject to a zoning by-law.

“**Director**” – the highest public service position representing a particular department of the City, or his/her delegates.

“**Final Acceptance Certificate for Parks**” – a document issued by or on behalf of the City to a developer of land to certify that a particular service or improvement has been accepted by the City, once the warranty period has been completed.

“**IFP**” – see ‘Issued for Permit drawings’

“**Issued for Permit drawings**” – refers to the final drawings (100%) submitted in the Park Design Review process to receive approval to proceed for permits.

“Land Dedication” – land conveyed to the City as public park reserve, per the Development Agreement Parameters.

“Lot Grade Approval” – City process overseen through Water and Waste Department to approve property lot grading as per the Lot Grade Bylaw.

“Median” – a portion of a street in the centre of a roadway that is maintained to improve traffic safety by separating lanes of opposing traffic and is not intended to carry vehicular traffic.

“PA” – denotes Pre-application (aka pre-app) – see “Pre-app”.

“Park” – real property, other than a golf course, that is:

- a. owned or leased by the City of Winnipeg or jointly operated by the City of Winnipeg and a school division or some other person or organization; and
- b. either:
 - i. zoned PR1, PR2 or PR3 in the area governed by the Winnipeg Zoning By-law No 200/2006 or zoned **“park”** or **“park use”** in the Downtown Winnipeg Zoning By-law No 100/2004; or
 - ii. used principally for recreation, sports or as a nature preserve and designated as a park for the purposes of this By-law by the Chief Administrative Officer.

“Parks Group” – pertaining to the reviewers of Park project submissions and inspections – includes Project Manager, Park Technologist, Park Superintendent, Urban Designer, City Forester and City Naturalist.

“Park Technologist” – City lead during Public Reserve Construction, Inspection, Maintenance and Warranty Process, from the Parks and Open space Division, Public Works Department.

“Project Manager” – City lead during Public Reserve and Streetscaping w/roundabout Design Review and Approval Process, from the Urban Planning and Design Division, Planning Property and Development Department.

“PM” – see “Project Manager”

“POS” – denotes ‘Parks and Open Space Division’ of Public Works Department.

“PR” – denotes Public Reserve’, see “Public Reserve”

“Pre-app” (PA) – short for Pre-Application which is a draft form of a potential development application, made in advance of a formal development application whereby preliminary, written

input can be obtained from City representatives about the opportunities and constraints of a specific development proposal. The outcome of a Pre-Application review does not imply or suggest a commitment or decision by City.

“Public Art” – a created for or located in part of a public space and/or accessible to the public. Public art includes works of a permanent or temporary nature located in the public realm and created in any medium.

“Public Reserve (PR)” – land which vests in a municipality and which is dedicated to the public for park space.

“Plan of Subdivision” – means a plan of subdivision prepared in accordance with The Real Property Act.

“PPD” – denotes ‘Planning, Property and Development’ Department of the City of Winnipeg.

“PWD” – denotes ‘Public Works Department’ of the City of Winnipeg.

“Release for Permit Application” – an authorization letter issued by the project manager advising that the City has reviewed and approved the design and construction drawings for the public reserve space(s).

“UGS” – see “Underground Structures”

“UGS Review” – City process to review any planned work within a right of way and/or Underground Structures.

“Underground Structures” – a facility or structure including pipes, wires, mains, sewers, ducts, conduit and related equipment, in, on, over, under, along or across streets rights-of-way, which from time to time require repair, extension, or replacement.

SECTION 6.0 Appendix

6.1 APPENDIX A: Authority to Take Land as Park

6.1.1 Land Dedication

Through the land development process, the City has the authority to take land as public park, otherwise referred to as Public Reserve, or an equivalent cash value “cash-in-lieu” of land. This is governed by the following specific references, capturing excerpt of the dedication relevant clauses.

a. City of Winnipeg Charter (*excerpts*)

i. CONDITIONS FOR PLANS OF SUBDIVISION (PG 175)

259(1) Council may, by by-law, provide that approval of proposed plans of subdivision be made subject to one or more of the following conditions:

- that at least 10% of the land be conveyed to the city for purposes of the city other than streets, without consideration or for nominal consideration;
- that instead of setting the condition under clause (a), money be paid to the city for the purchase of land for purposes of the city other than streets.

b. Subdivision Standards By-Law #7500/99 (*excerpts*)

i. Intent: Establish standards, criteria and requirements regarding the subdivision of land in the City of Winnipeg.

- Public Park Reserves: 18. The Development Agreement shall include a condition requiring the Developer to dedicate lands to the City, or provide an equivalent cash payment as determined by the applicable Director, for parks and recreation purposes in accordance with The City of Winnipeg Charter and the Development Agreement Parameters
- The Development Agreement shall require the Developer to construct and/or install all required services and improvements, as provided for in the Development Agreement Parameters.

c. Development Agreement Parameters (2002)

i. Intent:

- Expresses the guidelines for the City’s administration and developers in formulating development conditions for consideration by City Council and its relevant Committees
- Ensure that all parties pay their equitable share of the costs of development that agreement obligations are consistent for all developments and that development occurs in accordance with current City of Winnipeg construction specifications
- Each Development will be governed by its respective Development Agreement

d. Park related references:

i. Outlines the basic requirements for public reserves (parks)

- Dedication of park land, servicing of those lands and basic site improvements or cash-in-lieu of land
- Found in 3 separate clauses summarized below (see Parameters for specific wording):
 - ◆ (24) Public Reserves (Dedication):
 - Developer to dedicate a minimum 8% net area of the Development Application and provide remaining 2% “as cash” (applied to Improvements).
 - Or, if unable to provide land, then make payment of 10% of the appraised value of the Development Application as cash-in-lieu of land.
 - ◆ (41) Public Reserves: Services:
 - Developer responsible to install services in the road allowances adjacent to public park reserves in accordance with the following formula: 100 feet of serviced frontage for each acre of dedicated parkland.
 - If land is not dedicated, or only partially dedicated, the Developer must provide a cash payment representing the value of services that would have otherwise have been required (the amount of land it is under dedicated by multiplied by City’s Local Improvement Bylaw rates).
 - ◆ (42) Public Reserves: Improvements:

- Developer must grade, level and sod the park reserve and install irrigation and land drainage systems including connection to mains in accordance with plans and specifications approved by the City.
 - If the land is not dedicated or only partially dedication, the developer must provide a provide a cash payment representing the value of services that would have otherwise have been required (the amount of land it is under dedicated by multiplied by the City's annual rate for those improvements).
 - All funds collected as cash-in-lieu of land go into a Land Dedication Reserve account, governed by its own policy.
- ◆ (9) Security
- The development agreement shall require that the developer will provide and maintain security in forms and amounts satisfactory to the City to guarantee performance and completion of all conditions and requirements included in the Development Agreement.
 - While the Development Agreement is in force and effect, the City will review the security requirements on a regular basis and may authorize adjustments to amounts as warranted and the release of securities when appropriate.

6.2 APPENDIX B: Gift to the City process



Gift to the City
Process Public DRAF



Planning, Property & Development Department • Service de l'urbanisme, des biens et de l'aménagement

Urban Planning and Design Division • Division de l'urbanisme et de la conception

Process to Donate Gift to the City of Winnipeg (Monuments & Signs) – PUBLIC DRAFT

General Process:

The general process of donating a gift of a monument or sign (hereinafter referred to as a “Gift”) to the City of Winnipeg (hereinafter referred to as the “City”) is as follows:

1. The Donor contacts the City with regards to donating a Gift to the City.
2. The Gift must be accepted by the Standing Policy Committee on Property and Development, Heritage and Downtown Development (for gifts for placement on civic property other than parks) or the Standing Policy Committee on Protection, Community Services and Parks (for gifts for use in City parks). The appropriate Standing Policy Committee will require that certain requirements are fulfilled by the Donor in order for the City to accept the Gift (see next section on “Requirements on Behalf of Donor”).
3. The Donor and the City must enter into a Donation Agreement outlining the obligations and rights of the Donor and the City with respect to the Gift.
4. After execution of the Donation Agreement, the Gift can be installed/constructed/delivered by the Donor. The City will inspect the Gift after installation/construction/delivery.
5. If all requirements are met as provided under the Donation Agreement, the City will provide Final Acceptance of the Gift and ownership of the Gift will pass to the City.
6. The Donor will be required to fulfill any outstanding obligations under the Donation Agreement in order to complete the process.

Requirements on Behalf of Donor:

The Donor will be required to comply with certain requirements in order for the City to accept the Gift, including, but not limited to, the following:

- In order to achieve Final Acceptance of the Gift, the Donor must contribute 10% of the total value of the Gift (as determined at the sole discretion of the City, the calculation of which shall be based on the labour and materials used in the installation and construction of the Gift) in cash, to be held by the City for future maintenance purposes of the Gift.
- The Donor shall install/construct/deliver the Gift at its sole cost, expense and effort.
- The Donor shall obtain all permits, approvals, licenses and certificates necessary to commence the installation/construction/delivery of the Gift.

Embrace the Spirit • Vivez l'esprit

Unit 15 – 30 Fort Street • 30, rue Fort, unité 15 • Winnipeg • Manitoba R3C 4X5

<http://winnipeg.ca/ppd/>

- The Donor must provide to the City:
 - A site plan with locations of the Gift;
 - Final engineer-stamped drawings/plans/details/specifications of the Gift (including for foundation and structural elements, etc.); and
 - A maintenance manual detailing maintenance instructions.
- The Donor must provide a copy of any reviews conducted by City divisions/branches (if applicable).
 - i.e. If the Gift is to be located in a right-of-way, the Donor will be required to apply for a review by the Underground Structures Branch.
 - i.e. If the Gift is to be located in City park space, the Donor will be required to apply for a development permit and for an internal review by the Urban Planning and Design Division and the Parks and Open Space Division.
- The Donor must enter into a donation agreement with the City (prepared by the City's Legal Services Department).

6.3 APPENDIX C: Certificate of Construction Completion



Construction
Completion Certificate



THE CITY OF WINNIPEG

CERTIFICATE OF CONSTRUCTION COMPLETION FOR PARK LAND GOVERNED BY DEVELOPMENT AGREEMENT

PROJECT DESCRIPTION

DEVELOPMENT AGREEMENT: AG ____ / ____
DEVELOPMENT COMPANY:
CONTRACT ADMINISTRATOR:
DEVELOPMENT / PROJECT LOCATION:
PROJECT NAME / DESCRIPTION:
VALUE OF PARK IMPROVEMENTS/ ASSETS: \$

CONSTRUCTION COMPLETION INSPECTION

A FINAL INSPECTION FOR THE WORK AS REQUIRED IN ACCORDANCE WITH THE ABOVE REFERENCED AGREEMENT AND AS DESCRIBED ABOVE WAS COMPLETED ON _____ 20 ____ AS PER THE PLAN AND SPECIFICATIONS APPROVED BY THE DIRECTOR OF (PUBLIC WORKS) AND (PLANNING PROPERTY + DEVELOPMENT) DEPARTMENT

SUPPORT DOCUMENTATION - the following have been received by the City as required under **Terms of Reference**:

1.	CERTIFICATES OR LETTERS FROM THE MANUFACTURERS OR THEIR AGENTS OF ANY EQUIPMENT INSTALLED UNDER THIS CONTRACT STATING THAT THEY HAVE INSPECTED THE INSTALLATION AND CERTIFY THAT THE INSTALLATION IS PROPER AND IS IN SATISFACTORY OPERATING CONDITION. THE ITEMS REFERRED TO ARE AS FOLLOWS: (NA) or <u>Specify</u>
2.	DEVELOPMENT PERMIT: NO. _____
2.	LETTERS OF ACCEPTANCE HAVE BEEN RECEIVED FROM THE FOLLOWING "AUTHORITIES HAVING JURISDICTION" OUTSIDE OF THE CITY OF WINNIPEG: (NA) or <u>Specify</u>

DECLARATION – DEVELOPER’S CONTRACT ADMINISTRATOR (CA)

I (WE) HEREBY CERTIFY THAT THE ENTIRE WORK, EXCEPT THOSE ITEMS ARISING FROM MAINTENANCE/WARRANTY PERIOD, HAVE BEEN PERFORMED TO THE REQUIREMENTS OF THE APPROVED PARK DEVELOPMENT PLANS.

CERTIFIED BY: _____ DATE: _____
Name , Company

DATE - CERTIFICATE OF CONSTRUCTION COMPLETION / MAINTENANCE COMMENCEMENT

ITEMS UNDER **STANDARD** ____ YR MAINTENANCE/WARRANTY:

Specify

ITEMS UNDER **SPECIAL** ____ YR MAINTENANCE/WARRANTY:

Specify

YR.		MO.		DAY	

DECLARATION – DEVELOPER *(CA to determine if Developer signature required – otherwise CA signs as authorized representative on behalf of the Developer)*

I (WE) _____ HEREBY CONCUR WITH THIS CERTIFICATE AND DECLARE THAT ALL DISPUTES EITHER WITH THE CITY OR WITH ANY OTHER PARTY, ARISING OUT OF THE PERFORMANCE OF THE WORK OR ANYTHING INCIDENTAL THERETO, HAVE BEEN SETTLED.

SIGNATURE: _____ DATE: _____

ACKNOWLEDGEMENT – CITY (Park Services Officer on behalf of Park Superintendent, Public Works Department)

SIGNATURE: _____ DATE: _____

CC: Developer (N) (S) (E) Area Park Superintendent, PW
 Contract Administrator (CA) Project Manager, PPD
 Consultant (if different from CA) Park Services Officer
 Parks Mapping Technician, PW
 Development Technician, PPD
 Park Strategic Planner, PPD

6.4 APPENDIX D: Certificate of Final Acceptance



Final Acceptance
Certificate.doc



THE CITY OF WINNIPEG

CERTIFICATE OF FINAL ACCEPTANCE FOR PARK LAND GOVERNED BY DEVELOPMENT AGREEMENT

PROJECT DESCRIPTION

DEVELOPMENT AGREEMENT: AG _____ / _____
DEVELOPMENT COMPANY:
CONTRACT ADMINISTRATOR:
DEVELOPMENT / PROJECT LOCATION:
PROJECT NAME / DESCRIPTION:
VALUE OF PARK IMPROVEMENTS/ ASSETS: \$

ACCEPTANCE INSPECTION

An acceptance inspection for the work as required in accordance with the above referenced agreement and as described above was completed on _____ 20 ____ as per the plan and specifications approved by the Director of (Public Works) (and) (Planning, Property + Development) Department *Strike out irrelevant text*

SUPPORT DOCUMENTATION: the following have been received by the City as required under Terms of Reference:

1.	AS- BUILT DRAWING: _____ <i>Date (YY/MM/DD)</i> <i>Acceptance by (print name)</i> <i>Signature</i>
2.	OPERATION /MAINTENANCE MANUALS –IF APPLICABLE : <i>Write NA or Specify</i> _____ _____
3.	PERMIT DEPOSITS REFUNDED : <i>Specify</i> _____ _____

DECLARATION - CONTRACT ADMINISTRATOR

I (we) hereby certify that the warranty period expired on the ____ day of _____, 20____ and that the work was performed satisfactorily during the warranty period, the contractor remedied all defects, deficiencies or otherwise as identified by the contract administrator during the warranty period in the manner prescribed and to the satisfaction of the contract administrator, and successfully concluded all tests required by the city immediately preceding the conclusion of the warranty period.

CERTIFIED BY: _____ **DATE:** _____
Name , Company

DATE OF CERTIFICATE OF TOTAL PERFORMANCE

YR.	MO.	DAY

DATE OF ACCEPTANCE OF STANDARD ITEMS

YR.	MO.	DAY

DATE FOR ACCEPTANCE OF SPECIAL ITEMS

YR.	MO.	DAY

STANDARD ____ YR MTNCE ITEMS:

Specify _____

SPECIAL ____ YR MTNCE ITEMS:

Specify _____

DECLARATION – DEVELOPER (or representative authorized to sign on behalf of Developer)

I (we) _____ hereby concur with this certificate and acknowledge that this shall not however relieve us from our responsibilities as a result of any breach of this contract by us, including but not limited to faulty or defective work appearing after the certificate of acceptance has been issued, failure of the work to comply with the contract documents or the requirement to comply with the terms of any special guarantees set out in the project terms of reference.

SIGNATURE: _____ **DATE:** _____

ACCEPTANCE – CITY (Park Services Officer on behalf of Park Superintendent, Public Works Department)

SIGNATURE: _____ **DATE:** _____

CC: Developer
Contract Administrator (CA)
Consultant (if different from CA)

(N) (S) (E) Area Park Superintendent, PW
Project Manager, PPD
Park Services Officer

Parks Mapping Technician, PW
Development Technician, PPD
Park Strategic Planner, PPD

6.5 APPENDIX E: Construction Inspection Checklist



Construction
Inspection Checklist



THE CITY OF WINNIPEG

CONSTRUCTION INSPECTION CHECKLIST

FOR PARK LAND GOVERNED BY DEVELOPMENT AGREEMENT

PROJECT DESCRIPTION

DEVELOPMENT AGREEMENT: AG ____ / __
DEVELOPMENT COMPANY:
CONTRACT ADMINISTRATOR:
DEVELOPMENT / PROJECT LOCATION:
PROJECT NAME / DESCRIPTION:

PRE-CONSTRUCTION MEETING CHECKLIST

<input type="checkbox"/>	Design Review Process Complete and Approved	
<input type="checkbox"/>	Development Permit Approved	
<input type="checkbox"/>	Other Required Permits Received	http://winnipeg.ca/ppd/permits/Commercial/Resources.stm
<input type="checkbox"/>	Building Permit	
<input type="checkbox"/>	Electrical Permit	
<input type="checkbox"/>	Plumbing Permit	
<input type="checkbox"/>	Mechanical Permit	
<input type="checkbox"/>	Waterway Permit	https://winnipeg.ca/ppd/CityPlanning/Riverbank/default.stm
<input type="checkbox"/>	Other	
<input type="checkbox"/>	Developer/ Consultant/ Contract Administer Identified, including roles and responsibilities, lines of communication and emergency contact	Submit list with contact information to Parks Technologist
<input type="checkbox"/>	Contractor and sub-contractors Identified, including roles and responsibilities	Submit list with contact information to Parks Technologist
<input type="checkbox"/>	City Contacts Identified, including roles and responsibilities	
<input type="checkbox"/>	Discuss Project Schedule and determine weekly progress meeting day and time	
<input type="checkbox"/>	Change Management Procedures (City requirements)	Any changes to approved plans must be approved by Parks Technologist (cc City Project Manager)

SITE INSPECTION CHECKLIST

DATE	BY WHOM	PHOTOS	APPROVED		
YYYY/MM/DD	(NAME)		Y/N		CITY INSPECTOR
General					Parks Technologist
		<input type="checkbox"/>		Tree Protection in place	
		<input type="checkbox"/>		Erosion and Sediment controls in place	
		<input type="checkbox"/>		Property line stakes installed	
Earthwork and Grading					Parks Technologist
		<input type="checkbox"/>		Subgrade preparation	
		<input type="checkbox"/>		Proper site grading (positive drainage, no low spots/ high spots)	
		<input type="checkbox"/>		Swales graded as per approved drawings with mowable edges (avoid scalping)	
		<input type="checkbox"/>		Drainage systems inspected	
		<input type="checkbox"/>		Open trench inspection	
		<input type="checkbox"/>		Pipes installed at proper depths and percent slope	
		<input type="checkbox"/>		Finish grade (no ponding, adequate slopes)	
Topsoil, Seeding and Sodding					Parks Technologist
		<input type="checkbox"/>		Topsoil quality and depth checks	
		<input type="checkbox"/>		Topsoil testing	
				Sodding/ Seeding (correct sod/seed mix used, installed correctly – not using too small pieces, not overlapping other surfaces, weeds controlled)	
		<input type="checkbox"/>		Sod ticket/ receipts	
		<input type="checkbox"/>		Seed certificate of analysis submitted	
Pathways and Trails					Parks Technologist
		<input type="checkbox"/>		Layout reviewed	
		<input type="checkbox"/>		Sub-base, base, and top coarse depths and materials tested/ inspected	
		<input type="checkbox"/>		Slopes as designed (do not exceed accessibility requirements)	
		<input type="checkbox"/>		Compaction testing/ density reports pass and submitted	
		<input type="checkbox"/>		If path to be located in existing natural area – Naturalist Services and Urban Forestry to be part of walk through to layout path	

SITE INSPECTION CHECKLIST

DATE	BY WHOM	PHOTOS	APPROVED		
YYYY/MM/DD	(NAME)		Y/N		CITY INSPECTOR
Playgrounds					Parks Technologist
		<input type="checkbox"/>		Layout reviewed	
		<input type="checkbox"/>		Play equipment inspected	Centralized Park Services
Planting					Parks Technologist
		<input type="checkbox"/>		Plant bed inspection (topsoil depth, plant material, mulch)	
Tree inspections					Urban Forestry
		<input type="checkbox"/>		Tree planting locations: appropriate tree planting location/ setbacks	
		<input type="checkbox"/>		Tree species as per plans or approved substitutes	
		<input type="checkbox"/>		Tree pits and scarification	
		<input type="checkbox"/>		Tree stock quality (rootball/ caliper size/ damage/ disease free)	
		<input type="checkbox"/>		Tree planting (correct height, level, protection, mulch)	
Grassland Naturalization Inspections					Naturalist Services
		<input type="checkbox"/>		Fall beginning of Maintenance Period seed growth inspection (spring seed installation)	
		<input type="checkbox"/>		Termination of Maintenance Inspection	
Fencing					Parks Technologist
		<input type="checkbox"/>		Property line check to ensure fencing installed in correct location	
Site Furniture					Parks Technologist
		<input type="checkbox"/>		Layout reviewed	
		<input type="checkbox"/>		No product defects	
Other					Parks Technologist
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			

* Completed form and photos to be submitted to Parks Technologist at Construction Completion

CONSTRUCTION COMPLETION INSPECTION CHECKLIST

DATE	BY WHOM	PHOTOS	APPROVED	
YYYY/MM/DD	(NAME)		Y/N	
General				Parks Technologist
		<input type="checkbox"/>		Initial inspection deficiencies addressed
		<input type="checkbox"/>		Review surface: ponding/ drainage, identify repairs/ deficiencies
		<input type="checkbox"/>		Review turf quality, bare spots, weed problems, etc
		<input type="checkbox"/>		Review plant material (trees, shrubs, perennials, grasses): any trees that need replacement, pruning, etc

FINAL ACCEPTANCE INSPECTION CHECKLIST

DATE	BY WHOM	PHOTOS	APPROVED	
YYYY/MM/DD	(NAME)		Y/N	
General				Parks Technologist
		<input type="checkbox"/>		Review surface: ponding/ drainage, identify repairs/ deficiencies
		<input type="checkbox"/>		Turf acceptance – sod to meet “Termination of Maintenance Period” CW3510
		<input type="checkbox"/>		Review plant material (trees, shrubs, perennials, grasses): any trees that need replacement, pruning, etc
		<input type="checkbox"/>		Tree strapping removed
		<input type="checkbox"/>		Tree wells cultivated
		<input type="checkbox"/>		As-builts received

6.6 APPENDIX F: City Contacts

Project Manager: Shauna Prociuk, Project Manager, Urban Planning & Design Division, Planning, Property & Development Department PH: (204) 986-3938, EMAIL: shaunaprociuk@winnipeg.ca

Park Technologist: Shayne Maclean, Technologist III, Parks and Open Space Division, Public Works Department PH: (204) 794-4364, EMAIL: shaynemaclean@winnipeg.ca

Land Development Technician: Kevin Tingey, Land Development Division, Planning Property and Development PH: (204) 986-3788, EMAIL: ktingey@winnipeg.ca

Urban Forester designate: Karen Asmundson, Technician Forestry II, Parks and Open Space Division, Public Works Department PH: (204)-986-2008, EMAIL: kasmundson@winnipeg.ca

Naturalist Services: Rodney Penner, City Naturalist, Parks and Open Space Division, Public Works Department PH: (204)-986-2036, EMAIL: RodneyPenner@winnipeg.ca

Senior Urban Designer – Parks Planning: Stephanie Whitehouse, Urban Planning & Design Division, Planning, Property & Development Department PH: (204) 986-2530, EMAIL: swhitehouse@winnipeg.ca