

MEMO / NOTE DE SERVICE



Information previously distributed / Information distribué auparavant

TO: Chair and Members of Planning and Housing Committee and Mayor and Members of Council

DESTINATAIRE : Président et membre du Comité de la planification et du logement et Maire et membres du Conseil

FROM: Cyril Rogers,  
Chief Financial Officer /General  
Manager, Finance and Corporate  
Services Department

Contact: Diana Adjarska-Litzanova,  
Account Manager, Financial Services  
Unit, Finance and Corporate Services  
Department  
613-809-4052  
Diana.Adjarska-Litzanova@ottawa.ca

EXPÉDITEUR : Cyril Rogers,  
Directeur général et chef des finances,  
Direction générale des finances et des  
services organisationnels

Personne ressource: Diana Adjarska-  
Litzanova  
Gestionnaire de compte, Unité du  
soutien financier, Direction générale des  
finances et des services  
organisationnels  
613-809-4052  
Diana.Adjarska-Litzanova@ottawa.ca

DATE: May 9, 2025

FILE NUMBER: ACS2025-FCS-FSP-0005

SUBJECT: **Cash-in-Lieu of Parkland**

OBJET : **Règlement financier des frais relatifs aux terrains à vocation de parc**

The purpose of this memorandum is to provide the Ward, City Wide and Special Administrative Area Cash-in-Lieu of Parkland (CILP) reserve balances as of March 31, 2025. Please reference Document 2.

These balances have been adjusted to account for existing commitments, funds committed for planned area parkland acquisition(s) and any appeals or refunds that are deemed highly probable. Refer to Document 1 for the definition of Funds Committed for Planned Area Parkland Acquisition(s). Ward CILP balances include the 2021 approved increase of \$100,000 for Thriving Communities.

CILP receipts have been provided based on completed development applications where cash-in-lieu of payments have been received. Development applications that are currently under circulation or where payments have not been received yet from the developer are not reflected in this list.

### **Policy Requirements**

In accordance with the revised Cash-in-Lieu of Parkland Policy that was tabled during the August 31, 2022 Council Meeting ([ACS2022-RCFS-GEN-0014](#)):

1. Cash-in-lieu shall only be used for eligible projects permitted by the *Planning Act* as further defined by the Policy.
2. Cash-in-lieu funds collected through the development review will be allocated as follows:
  - a. Sixty per cent (60 per cent) of the funds paid will be allocated to use in the ward in which the development is located and forty per cent (40 per cent) of the funds paid will be allocated for city wide purposes.
  - b. In a special administrative area identified in the Parkland Dedication By-law, one hundred per cent (100 per cent) of the funds paid will be allocated to use in the special administrative area where the development is located.
3. CILP collected and allocated to both ward and citywide use shall be free for use for any eligible project defined by this policy except for the following:
  - a. Funds that are subject to an appeal: These funds shall not be committed to or used for any purpose until the appeal is resolved.
  - b. Funds that are collected through the development process in new communities and that are required to contribute to the acquisition of specific parkland already identified in a later phase of the community's development. These funds shall be reserved for that purpose only and may not be used for any other eligible purpose.

- c. Funds collected for a development project that is abandoned will be returned to the proponent unless they are committed to a specific eligible project. If they are committed to a project, the funds will be permanently credited to the development rights for that address.
4. Cash-in-lieu funds collected and allocated to both ward and citywide use shall not be used for any purpose that is an 'ineligible project' as defined by the policy. Reference Document 1 for definitions of eligible and ineligible projects.
5. Cash-in-lieu accounts cannot be used in a manner that could result in negative balances at any time. Projects selected to be paid from CILP accounts must not have the potential to exceed available funds in the account at the time the project is chosen.
6. The policy does not apply to funds collected pursuant to the *Development Charges Act*.
7. Cash-in-lieu funds collected and allocated to both ward and citywide use shall not be used to offset, or as a substitute for, normal yearly budgets for parks and recreation growth, repair, or renewal. CILP funds are to be viewed as supplemental to regular budgeting to support more projects or projects with larger scope than would have been possible using regular budgets.

Any inquiries regarding eligible projects associated with an existing park should be directed to Kevin Wherry, Manager, Parks and Facility Planning, Recreation, Cultural and Facilities Services Department. Any inquiries concerning ward account balances should be directed to Diana Adjarska-Litzanova, Account Manager, FSU, Corporate Finance, Finance and Corporate Services Department.

*Originally Signed*

Cyril Rogers,  
Chief Financial Officer/General Manager, Finance and Corporate Services

cc: Senior Leadership Team  
Kevin Wherry, Manager, Parks, and Facility Planning  
Derrick Moodie, Director, Planning Services  
Courtney Trudel, Account Manager, Financial Services Unit

## Document 1 – Definitions

### **Funds Committed for Planned Area Parkland Acquisition(s)**

The Cash-in-lieu of Parkland Policy calls for one hundred per cent of the ward portion of CILP funds collected within new communities where parks have been previously identified to be reserved for parkland acquisition within the planning area. The planned areas are identified through Community Design Plans.

These commitments were previously identified as Funds Earmarked for District Parklands. The name has been updated to better reflect the intended purpose.

#### Eligible project(s)

- Acquisition of land for public park purposes.
- Capital projects for the development of new public parks that may include any associated site preparation and drainage; the provision of park facilities, such as, play equipment, sports fields, and pathways; or the provision of recreation facilities, such as community centres, indoor pools, and arenas.
- Capital projects to increase the capacity of existing public parks and/or recreation facilities to accommodate more intensive public use; the provision of additional park facilities, for example play equipment, splash pads and site furniture; and /or the provisions of additional recreation facilities, for example the expansion or upgrading of program spaces in community centres, indoor pools, and arenas.
- The non-growth component of growth-related capital projects, for Parks Development and Recreation Facilities, identified in the City's Development Charges Background Study.
- Projects for repair, renewal, and lifecycle replacement in relation to fixed recreation and park assets and the total project costs (planning, design, and implementation) associated with these works.
- Projects within prioritized forecasts or work plans of scheduled works identified as part of renewal planning and programming undertaken in accordance with the City's Comprehensive Asset Management Policy but unfunded as part of the current year's normal budget, may be brought forward for implementation using CILP funds but require no pay-back from future renewal budgets. The schedule escalation window will be limited to no more than four years ahead of the current

year respecting the need for full scope and design requirements in setting targeted implementation expectations.

Ineligible project(s)

- Any non-capital costs (studies, ongoing operations, maintenance, etc.).
- Any project that will require operating budgets.
- Any costs associated with the acquisition of non-fixed or portable recreational assets for example sports equipment, exercise equipment, etc.
- Any cost or work associated with facilities or property not owned by the City.
- Any capital project associated with facilities operated through a public private partnership to deliver City recreational services.
- Any capital project associated with land that is not a public park.
- Any capital project associated with land that is not either one of a public park or being used for recreational purposes.
- Plaques, engravings etc. acknowledging the funding source as a cash-in-lieu of parkland account are not permitted on items with a total value of less than \$10,000.