

# Parkland Acquisition and Funding Through Property Disposal Policy

Approved By:

Approval Date:

Effective Date:

Revision Approved By:

## Policy Statement

Where a parcel of municipal property is being disposed of, the City of Ottawa shall dedicate a prescribed portion of the property, or a prescribed portion of the net proceeds from the sale of such lands, shall be directed towards the development of municipal parkland and recreation facilities in order to meet the targets and recommendations established in the Council approved Parks and Recreation Facilities Master Plan (2021), the Official Plan and other Council-approved parkland acquisition initiatives.

This policy applies to the sale of surplus City owned land that is not: a

- Zoned as parkland
- Considered municipal parkland or
- Used as a parks and recreation facility

## Purpose

The purpose of this policy is to ensure that:

- Surplus City-owned Land, at the time of disposition, is considered on a priority basis for the purpose of developing municipal parks and recreation facilities
- Lands newly designated for municipal parks and recreation facilities are under Recreation, Cultural and Facility Services (RCFS) stewardship and management, in accordance with this policy and the Disposal of Real Property Policy and
- City departments coordinate work and strategies to achieve the targets and recommendations established in the Parks and Recreation Facilities Master Plan, as approved by Council

## Application

In conjunction with the Disposal of Real Property Policy, this policy is applied where Land is disposed of by the City of Ottawa, unless otherwise waived, in whole or in part, by Council.

The City's Corporate Real Estate Office (CREO) shall apply this policy when undertaking City land development initiatives or disposals of surplus City-owned lands.

This policy applies to all City of Ottawa employees, and any agents, authorized to dispose of land on behalf of the City or develop City-owned land, including the development of municipal parks and recreation facilities.

### Policy Requirements

RCFS and CREO will identify and make available suitable surplus City-owned Land for the provision of municipal parks and recreation facilities.

When City-owned Land is sold, CREO will ensure that a minimum 25 per cent of the total municipal land parcel is provided to RCFS for the development of municipal parks and recreation facilities or ensure that a minimum 25 percent of the City's Net Proceeds from sale are transferred to the fund designated for municipal parks and recreation, as a result of this policy. Where land is provided, CREO will convert 25% of the land area to RCFS stewardship prior to the sale of the remaining land area.

RCFS will use funds generated under this policy to fund the capital development of municipal parks and recreation facilities. The funding may be used for developing new recreation facilities or upgrading existing facilities, purchasing land, studies, or any other recreational use as directed by Council. The reserve funds cannot be used for funding ongoing operating or programming costs.

All reports to Council, including delegated authority reports, involving the sale of City owned Land shall include a statement regarding compliance with this policy.

## Value

Surplus City-owned land that is designated for the purpose of municipal parks and recreation facilities shall be calculated at market value by the CREO valuation team or by a CREO designated third party.

## Responsibilities

CREO will identify potential surplus City-owned lands and dispose of such lands in accordance with the Disposal of Real Property Policy.

RCFS will indicate to CREO the identified potential surplus City-owned lands that can accommodate and are appropriate for municipal parks and recreation facilities. For each application, RCFS will identify the need for land, cash or a combination thereof.

RCFS will co-coordinate with the Chief Financial Officer the funding from various sources to facilitate the development of surplus City-owned Lands being designated for municipal parks and recreation facilities as a result of this policy.

Finance will track and monitor the reserve designated for municipal parks and recreation, as a result of this policy, and ensure those funds are made available through the annual capital budget process.

## Monitoring

RCFS and CREO are responsible for monitoring the application of this Policy and, ensuring that the requirements of this policy are met and are in conjunction with the Disposal of Real Property Policy.

## References

[Cash-in-Lieu of Parkland Funds Policy](#)

[Disposal of Real Property Policy and Procedures](#)

[Park Development Manual](#)

## Legislative and Administrative Authorities

City of Ottawa Official Plan (2021)

City of Ottawa Parks and Recreation Facilities Master Plan (2021)

Parkland Dedication By-law

## Definitions

Parkland – A City-owned property that includes land acquired through the development review process under the provisions set out in the *Parkland Dedication By-law*, and lands that are expropriated or purchased by the City for park or recreation purposes. Parkland may be developed to include community buildings, soft and hard surfaces, and active recreational facilities such as play structures, water play and sports fields.

Net Proceeds – The sale price of the surplus property less all costs to complete the sale, such as transfer taxes, signage and other applicable fees.

Recreation Facility – An indoor or outdoor public place designed and equipped with facilities such as a swimming pool, squash or tennis courts, sports arena and fields, gymnasia, weightlifting and exercise rooms, and used for recreational, fitness or athletic pastimes and/or to provide instruction in such pastimes. It may include an ancillary sports field.

## Enquiries

For more information on this policy, contact:

Manager, Parks and Facilities Planning

Recreation and Cultural Facilities Services

City of Ottawa