Park and Open Space Development Guide

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Disclaimer

Information in the Park and Open Space Development Guide is subject to change without notice. The reader must ensure that they have the most current version of this guide and all other documents referenced therein. Please contact Landscape Architectural Services (LAS), Environmental Services, Public Works to verify that this is the most up-to-date version or see the City of Hamilton website and search "Park and Open Space Development Guide".

The ***Park and Open Space Development Guide*** shall not be a static document and is subject to change without notice. It is the intent of the Public Works Department to update this Guide as required with new and more efficient standards or requirements to ensure the health and safety of its park patrons, the economic feasibility and sustainability of the City of Hamilton's park and open space assets, and its environmental resources.

The preparation of the ***Park and Open Space Development Guide*** has deliberately prepared each Chapter of the Guide to stand on its own. Therefore, the reader in reviewing the entire document may sense that there has been repetition due to this strategy.

A glossary of terms used throughout this document can be found in **Appendix A – Glossary**.

Executive Summary

The ***Park and Open Space Development Guide*** was created by the Public Works Department of the City of Hamilton and included inter-departmental assistance, to define the requirements and guidelines in the development of parks and open spaces within the City. Several years ago, this guide received valuable input from the Hamilton Halton Home Builders Association (HHHBA) which the City of Hamilton has sincerely appreciated. During this time, the development community, through the Parkland Development Financing Agreement (PDFA) and the Open Space and Trail Development Financing Agreement (OSTDFA), has successfully participated in the design and construction of at least a dozen park and open space development projects.

While the format version of the Guide has been updated, and processes better described, it remains the goal that this Guide continue to be used by the development community, consultants, and City of Hamilton staff as a resource tool in defining the process of creating Hamilton's parks and open spaces, either by the development community or by the City of Hamilton itself. It is also the intention of this Guide to identify the design standards for the design and construction of park and open space lands.

The objectives of the ***Park and Open Space Development Guide*** include the following:

- To define the process and approvals required in designing and constructing park and open space lands.
- To promote contact and feedback with the development community on the provision of park and open space resources.
- To ensure that the proposed parkland is efficient and sufficient in size, layout, location, and suitable topography, and supports both active and passive recreation for the citizens of Hamilton.
- To create the **OPTION** for developers to build parks or open spaces, **only IF** both the Developer and the City agree with this Option.
- To promote the **Parkland Development Financing Agreement (PDFA)** and **Open Space and Trail Development Financing Agreement (OSTDFA)** which is the agreement between a developer and the City to construct a park or open space by the developer for the City and the City's timing and payment for this work generally through Development Charges reimbursement.
- To improve the timing of the delivery of parks and open spaces to the City of Hamilton's existing and future residents.
- To support the delivery of parks to the residents of Hamilton utilizing cost effective methodologies related to the applicable development charges funding.
- To complement existing City of Hamilton Planning and Economic Development Department (PED) documents related to parks and open spaces.

The ***Park and Open Space Development Guide*** outlines **two OPTIONS** for the design and development of both park and open space lands.

Both **OPTIONS** are defined in the Guide as to the process, responsibilities, and approvals typically required in undertaking these Development Options for Park and Open Space lands.

OPTION 1 continues the process of park development as it existed in the former City of Hamilton prior to the amalgamation of the City of Hamilton and adjacent communities, in which the Development Community was required to provide the first stage of development of a park or open space. That is, developers ensured the park grading complimented the overall subdivision grading design complete with any required swales or catch basins. In addition, the park or open space was seeded with grass, and the common boundaries between the public parkland and private lands were fenced according to City standards. In this **OPTION**, the City of Hamilton would later "complete" the park with the addition of recreational amenities such as playground equipment, multi-purpose courts, sports fields, site furnishings and plantings for examples.

OPTION 2 provides the opportunity for a developer to design and build a completed park or open space in a new subdivision development. This **OPTION** would reimburse the developer for the Development Charge related items for both park and open space development.

For a Developer to proceed with **OPTION 2,** that is the Developer building the complete park or open space, a **Parkland Development Financing Agreement (PDFA)** or **Open Space and Trail Development Financing Agreement (OSTDFA), including a park specific Project Charter** with the City is required. The PDFA / OSTDFA is the agreement between a developer and the City to construct a park or open space by the developer for the City and defines reimbursement of related Development Charges to the Developer. The PDFA / OSTDFA is required to be legally executed with the City Manager's Office. The template for the PDFA / OSTDFA is included in this Guide for reference.

The advantages of the development community choosing **OPTION 2**, that is, developers designing and building parks and open spaces, are as follows:

- The completed park or open space should be available to the new residential community's residents closer to their time of moving into the community;
- With the development community building parks and open spaces there is the potential of the development cost of these resources being reduced; and
- **OPTION 2** requires **both** the developer and the City agreeing in order to proceed with this strategy. Therefore, the development community and the City both have the **choice** to proceed with this **OPTION**.

To further assist the Development Community and City staff in undertaking either of the **OPTIONS** described, the ***Park and Open Space Development Guide*** also defines Development Standard Resources. These resources include a primary listing of pertinent related planning and design information, standard construction details, construction specifications, drawing submission standards, tender requirements, and construction information and expectations. It should be noted that the procedures for tendering of park or open space development has been coordinated, as closely as possible, with the principles and tender process outlined with the City of Hamilton's *Construction and Material Specifications Manual* (C&MSM), latest version.

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Chapter 1: Introduction

1.1 Park and Open Space Development

Parks and open spaces provide an important resource to the residents and visitors to the City of Hamilton and play a key role in the quality of life that is enjoyed by our residents. These spaces deliver many benefits to both new and established communities across our City. Access to green spaces improves our physical and mental health, bring our communities closer, and make our neighbourhoods more attractive places to live and work.

Parks, open spaces and areas with trails are important as Hamilton becomes more and more developed. It is essential to match development growth with recreational areas for everyone to enjoy. The Government of Ontario recognizes the importance of this through the *Ontario Planning Act*. The *Act* requires developers to provide land or cash-in-lieu of land for recreational use to the City within a development area. The preservation and creation of these spaces helps to encourage a healthy and active city.

The goal of this guide is to describe the process of developing Hamilton's parks and open spaces. It is designed to help the development community, City staff, and external stakeholders along each step of the park, open space and trail development process. The guide outlines how to obtain approvals and provides the tools to maintain consistent delivery of recreational areas. It is also the aim of this guide to identify the standards for the design and construction of park and open space lands.

Parks and open spaces are important as Hamilton becomes more and more developed. It is essential to match this growth with recreational areas for everyone to enjoy.

The guide contains two development Chapters. Chapter 3: covers the development of parks, while Chapter 4: outlines open space and trails. The two Chapters are similar in their development processes but are different in description and purpose.

This guide references development resources to further help with the process. These resources are comprised of a glossary, relevant planning information, relevant design information and standards, drawing submission standards, tender requirements, a project charter template, a City-developer financing agreement template, a list of standardized construction details, a list of standardized park construction specifications and relevant construction information and expectations. This information can be found in the **Appendices**.

1.2 Park and Open Space Designation and Zones

The City of Hamilton has four categories of Parks and two categories of Open Space in the Urban Hamilton Official Plan (UHOP) and five zones in Zoning By-law 05-200 Open Space and Parks Classification that generally align with the UHOP categories as follows:

Urban Hamilton Official Plan (UHOP)	Zoning By-law 05-200
City-Wide	City-Wide Park (P3) Zone
Community	Community Park (P2) Zone
Neighbourhood	Neighbourhood Park (P1) Zone
Parkette	Parkette (P1, P4 or other) Zone
General Open Space	Open Space (P4) Zone
Natural Open Space	Conservation/Hazard Land (P5) Zone

1.3 Types of Parks (Park Classification)

City Wide Parks: are municipally, regionally, provincially or nationally significant destinations that meet the needs of residents and are of interest to visitors. These facilities are often associated with major recreation, education or leisure activities and may have natural, historic, or unique features. They range greatly in size and type.

Community Parks: serve more than one neighbourhood but are not intended to serve the City as a whole. Community Parks have more intensive recreational facilities such as sports fields, and recreational and community centres. These facilities shall have good transportation access along adjacent arterial or collector roadways and provide adequate parking to meet anticipated demand. Community Parks in the urban area should appropriately be located along transit routes. They serve a population of approximately 20,000 people and have a minimum size of approximately 7.0 hectares city wide.

Neighbourhood Parks: primarily cater to the recreational needs and interests of the residents living within its general vicinity. Residents can easily walk or bike to these parks. Neighbourhood Parks are generally comprised of municipal parkland, containing a mixture of passive areas, sports facilities, informal and formal play areas, and may include natural areas. They serve a population of approximately 5,000 people and have a minimum size of approximately 2.0 hectares.

Parkettes: are small open spaces which have no or limited recreational facilities. They are generally located in the older urban areas where they serve an important function in the provision of open space opportunities.

1.4 Types of Open Spaces

General Open Space: shall include golf courses, community gardens, pedestrian and bicycle trails, walkways, picnic areas, beaches, remnant parcels of open space lands, and urban plazas, squares and core spaces. These areas do not function as parks but are used for both active and passive recreational activities.

Natural Open Space: shall include lands with significant natural features and landscapes such as woodlots, hazard lands, forested slopes, creek/ravine corridors, the Niagara Escarpment, environmentally sensitive areas (of natural and scientific interest), and areas of wildlife habitat. These areas perform important biological and ecological functions and provide passive recreational opportunities.

1.5 Who Should Use this Guide?

This guide shall be used by the development community in the process of submitting a development application that incorporates a park or open space component within the City of Hamilton. It is designed to provide insight on the development process to consultants, residents and community stakeholders alike. Additionally, this guide shall be used by internal City staff to direct the review process and to establish the staff sections responsible for approvals.

1.6 How Should this Guide be Used?

The guide should be used in conjunction with other planning, engineering and landscape architectural documentation referenced throughout. The goal is to guide the process of submitting or reviewing a development application within the City of Hamilton and to inform individuals of the requirements related to park and open space lands.

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Chapter 2: The Development Process

2.1 Development Options

There are **two Options** offered for the development of parks and open spaces. Developers are required to complete only the minimum construction requirements (Option 1) or they may choose to build a complete park or open space and trails (Option 2). This gives the developer the flexibility to choose the option that best fits their goals and objectives for their development project.

Option 1: The developer only completes the first stage of park development and makes sure minimum requirements are met. The City of Hamilton later "finishes" the park or open space with recreational features and amenities.

Figure 1: Minimum requirements met by the developer

Option 2: The developer designs and builds a finished park or open space and trails. This method usually supplies the finished product to a community sooner than Option 1. This **Option** repays the developer with the development related charges collected by the City for park development.

Figure 2: Park development completed by the developer

Option 1 is the traditional development model used in the City of Hamilton and consists of the City designing and constructing the majority of the work for the park or open space. For parks, the developer is responsible for rough grading, fine grading, fencing, service stubs to the park, stormwater drainage infrastructure and seeding, all to City standards. If it is general open space, the developer is responsible for providing pedestrian access (sidewalk or walkways) with bollards, hard surfacing treatment, and fencing. Natural open space may not allow pedestrian access or hard surfacing. Developers are also required to fence any

open space with neighbouring land uses. Grading and seeding might also be required depending on the design of the subdivision. Development Charges are primarily used by the City to tender and complete the construction of the remaining works which may include such items as sports facilities, creative play structures, multi-purpose courts, walkways, plantings, utilities, and other amenities.

Additional information on the requirements for **Option 1** can be found in the City's Local Service Policy (LSP), which can be found in the City's most recent Development Charges Study.

Option 2 is available only if both the developer and City are in agreement that the developer undertakes the design and construction of the park or open space on behalf of the City. This **Option** repays the developer with the development related charges collected by the City for park development and construction. This model usually supplies the finished product more quickly to the community than **Option 1.**

2.2 Flow Charts

The following flow charts are designed to assist with the understanding of the processes involved with developing park and open space lands. The charts contain numbered steps that correspond with the **Option** Chapters that follow to assist with referencing. The flow charts are a general overview of the development process, while the description of the **Option** scenarios offer a more detailed look at what a developer may encounter.

A comparison of the **two Options** available for park and open space development in the City is outlined in the first chart titled **CHART 1: Comparison of Development Options for Park and Open Space**. The next two charts under **OPTION CHARTS** explain **Option 1** and **Option 2** in greater detail. These two charts are divided into two columns. The left column outlines the development steps involved for both the developer and the City to each carry out. The right column indicates which internal City staff are involved in that step of the flow chart.

Please note that the flow charts are to be read in combination with the **Options** Chapters where more detailed descriptions and explanations are provided.

CHART 1: Comparison of Development Options for Park and Open Space

Option 1
Developer to Complete Minimum Requirements
Steps 1 - 5

Developer's Role

Step 1: Planning Documentation
1a. Official Plan
1b. Secondary Plan / Neighbourhood Plan

Step 2: Draft Plan of Subdivision
2a. Program Development
2b. Facility Fit Plan
2c. Draft Conditions

Step 3: Subdivision Agreement
3a. Agreement Preparation

Step 4: Phase Registration
4a. Plan Submission

Step 5: Park Construction and Assumption
5a. Inspections
5b. Substantial Performance
5c. Maintenance Assumption

City to Complete Park / Open Space
Steps 6 - 10

City's Role

Step 6: Facility Fit Plan for Future Park
6a. Facility Fit Plan Preparation

Step 7: Capital Budgeting
7a. Budget for Development Completion
7b. Budget for Buildings

Step 8: Master and Functional Plan of Facilities
8a. Master Plan
8b. Functional Plan

Step 9: Detailed Design of Park Facilities
9a. Working Drawings
9b. Tendering

Step 10: Park Construction and Assumption
10a. Inspections
10b. Substantial Performance
10c. Maintenance Assumption

Option 2
Developer to Complete Park / Open Space
Steps 1 - 5

Developer's Role

Step 1: Development Review
1a. Official Plan
1b. Secondary Plan / Neighbourhood Plan

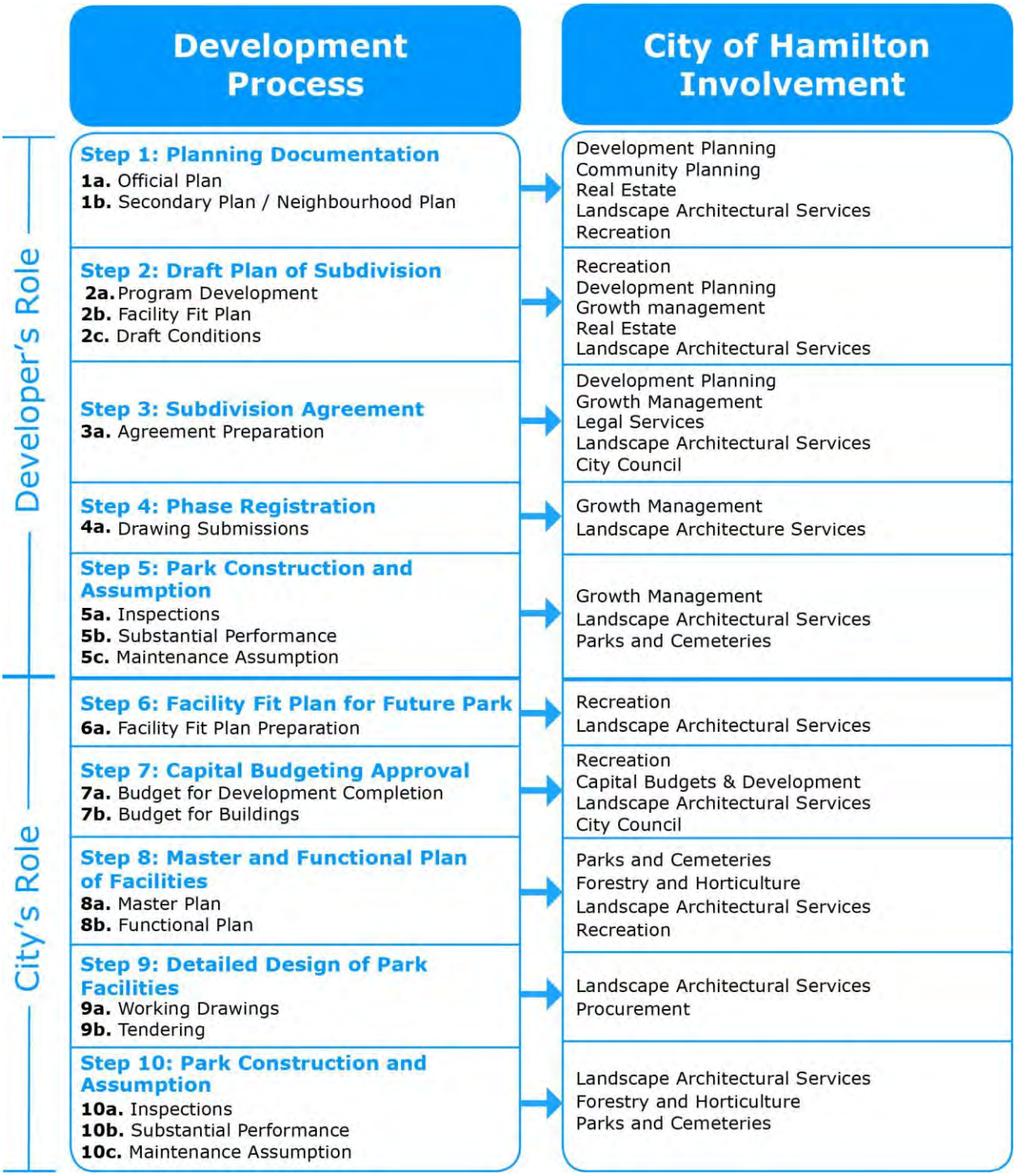
Step 2: Draft Plan of Subdivision
2a. Program Development
2b. Facility Fit Plan
2c. Draft Conditions

Step 3: Subdivision Agreement
3a. Agreement Preparation

Step 4: Regestration Phase
4a. Preparation of Project Charter and Letter of Intent
4b. Plan Submissions
4c. Tendering
4d. Parkland Development Financing Agreement

Step 5: Park Construction and Assumption
5a. Construction Administration
5b. Deficiency Review
5c. Substantial Performance and Release of Securities
5d. Maintenance Assumption

OPTION CHART: Option 1, Developer Completes Minimum Requirements (Steps 1-5) & City Completes Park Development (Steps 6-10)



OPTION CHART: Option 2, Developer Completes Park / Open Space (Steps 1-5)

Developer's Role

Development Process	City of Hamilton Involvement
Step 1: Planning Documentation **1a.** Official Plan **1b.** Secondary Plan / Neighbourhood Plan	Development Planning Community Planning Real Estate Landscape Architectural Services Recreation
Step 2: Draft Plan of Subdivision **2a.** Program Development **2b.** Facility Fit Plan (Preliminary Concept Plan) **2c.** Draft Conditions	Recreation Development Planning Real Estate Growth Management Landscape Architectural Services
Step 3: Subdivision Agreement **3a.** Agreement Preparation	Growth Management Legal Services Landscape Architectural Services City Council
Step 4: Phase Registration **4a.** Preparation of Project Charter and Letter of Intent **4b.** Plan Submissions **4c.** Tendering **4d.** Parkland Development Financing Agreement	Growth Management Capital Budgets and Development Landscape Architectural Services Business Services Legal Services Parks and Cemeteries Forestry and Horticulture Procurement City Council
Step 5: Park Construction and Assumption **5a.** Construction Administration **5b.** Deficiency Review **5c.** Substantial Performance and Release of Securities **5d.** Maintenance Assumption	Landscape Architectural Services Business Services Parks and Cemeteries Forestry and Horticulture

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Chapter 3: Park Development Options

3.1 Overview

Through consultation with the Hamilton Halton Home Builders Association (HHHBA), it was clear that not all developers in Hamilton would be interested in participating in the construction of complete parks. However, the City of Hamilton wanted to ensure that the **Option** was available to those developers that would be interested in doing such work as part of their overall subdivision construction.

To help understand the range of possibilities for park development, the City of Hamilton has identified three basic scenarios. Each of these scenarios reflects a common circumstance that a developer may encounter. These scenarios are not intended to represent all development conditions a developer may encounter but to simply offer a broad overview.

The three scenarios cover:

1) No park block present in a subdivision
2) Park block present (developer chooses **Option 1**)
3) Park block present (developer and City chooses **Option 2**)

As previously stated, developers have **two Options** to develop parkland:

1) **Option 1** is the traditional option in the City of Hamilton. If a developer has a park block in the subdivision, they are responsible, as part of the subdivision agreement, for the minimum construction requirements. For a park this includes rough grading, fine grading, fencing, service stubs to the park, stormwater drainage infrastructure and seeding. The park, upon City approval, is assumed in that condition and the development is completed sometime in the future by the City.

   Additional information on the requirements for **Option** 1 can be found in the City's Local Service Policy (LSP), which can be found in the City's most recent Development Charges Study.

2) **Option 2** lets developers build the complete park and is common in many municipalities in the Greater Toronto Area. The developer and the City must be in agreement for this option to proceed. This usually produces a completed park for the community faster than Option 1.

3.2 No Park Block Present in the Subdivision

Description of Scenario	Many subdivisions in the City will not have any parkland identified through the planning process. In this case, there is still City involvement by Landscape Architectural Services (LAS) of Public Works. This Section generally comments on all Draft Plan applications.
Overview	In this scenario, Draft Plan submissions are received and reviewed by the City. Comments are made on streetscape elements, pedestrian linkages, and Record of Site Condition. Comments are also made on other features identified on a case-by-case basis. Since this scenario assumes there are no proposed parks, a cash-in-lieu payment value is established (see City By-laws No. 17-039 and 09-124 for more information). Plans for approval at the Registration Phase are reviewed and approved by the City.
City's Role	Development Planning of the Planning and Economic Development Department (PED) circulates Draft Plan applications when they are submitted by the developer. Comments from LAS are made on the individual applications and submitted to Development Planning. Plans are then prepared by the Developer at the Registration Phase on features that LAS commented on. These plans are submitted to Growth Management of PED. The plans are then recirculated to the LAS staff for review and comment. Written approval will be given to Growth Management once LAS is satisfied with the plans. Any issues with the plans are identified in writing to Growth Management. This information is then sent to the developer so that changes can be made. Parkland dedication or cash-in-lieu of Parkland is also identified at this time by the Real Estate Section of PED established (see City By-laws No. 17-039 and 09-124 for more information).
Developer's Role	The developer must apply for Draft Plan approval and work with City staff to satisfy any development concerns. When this is achieved, plans are submitted to Growth Management of PED. These plans are used by City staff for approval of the details of each phase. After written comments are received, the developer must amend any issues with the plans and resubmit. Plans requiring approvals on specialized features are submitted at the same time as the engineering plans submission. **Note: LAS staff needs a minimum of three weeks to review and comment on plan drawing submissions.**

3.3 Option 1: Park Block Present in the Subdivision, Developer Completes Minimum Requirements (Steps 1-5) & City Completes Park Development (Steps 6-10)

Description of Option	**Option 1** describes when the City assumes parkland that meet minimum requirements completed by the developer in accordance with the *Planning Act* and specific Subdivision Agreement. The minimum requirements include rough grading, fine grading, fencing, service stubs to the park, stormwater drainage infrastructure and seeding (See the City's Local Service Policy for more information). These items must be inspected and approved by City staff.

Option 1 Step 1: Development Review

Step 1a: Official Plan

Overview	The Official Plan for the City of Hamilton includes Parkland Planning and Classification Information. For more information about the Official Plan and the types of Parkland Classification, refer to **Appendix B – Planning Documentation**.
City's Role	Development Planning of the Planning and Economic Development Department (PED) will direct park planning at this step and facilitate the development application process. Development Planning reviews the Official Plan, applicable secondary/neighbourhood plans and the zoning By-law to determine where parks and/or open space may be required and if an Official Plan and/or Zoning By-Law amendment is required in addition to the draft plan of subdivision application. If an Official Plan amendment is needed, the application is circulated to Landscape Architectural Services (LAS) for comment. Comments are required from LAS if there is a park or open space issue. City PED staff will investigate to determine if parkland is required in the subdivision development and LAS will confirm parkland programming requirements. Parkland dedication, deficits and other related information are reviewed by PED staff.
Developer's Role	If required, the developer must submit relevant information and an application for an Official Plan amendment and/or Zoning By-law amendment.

Step 1b: Secondary Plan/Neighbourhood Plan

Overview	The Secondary/Neighbourhood Planning process determines the park location and classification. The planning process is referenced in **Appendix B – Planning Documentation**. Many new subdivisions are subject to Secondary/Neighbourhood Plans and the location of the parkland block will have already been identified for development. Should a Secondary/ Neighbourhood Plan not exist, requirements are determined using existing and future parkland need and is defined by the City's Official Plan and Zoning By-Law.

City's Role	City involvement is led by the Community Planning division of PED. LAS and the Recreation Division give direction to preferred park location, total area requirements, park envelope shape, programming, access, street frontage, and fencing.
Developer's Role	The developer, if a current landowner, will be consulted by Community Planning for input to the planning process leading to the City's preferred Secondary/Neighbourhood Plan (refer to **Appendix B – Planning Documentation**).
Option 1 Step 2: Draft Plan of Subdivision	
Step 2a: Program Development	
Overview	During this step, the park block is assessed to determine what facilities are required or can be accommodated. This depends on the road frontage, envelope shape, size, and grading of the park. The Draft Plan will cover all phases of the proposed development. The park block is also evaluated for program requirements at this point. See **Appendix J – Park and Trail Standards** for more information on park/trail programming and how amenities/features are determined.
City's Role	The Recreation Division determines requirements for park facilities on a case-by-case basis.
Developer's Role	It is the developer's decision when to submit the Draft Plan of Subdivision. The developer is required to have a pre-consultation meeting with City officials which will identify the comments and requirements for the subdivision before a formal submission. Once the comments are received, the developer must choose how to proceed with the Draft Plan. The developer can contact Development Planning with any questions or concerns at this step or continue following this guide.
Step 2b: Facility Fit Plan	
Overview	The Facility Fit Plan acts as a preliminary concept plan for the park. It is used to determine potential layouts of the park and any facilities that are required. The plan also identifies any conflicts between the desired facilities, the proposed park parcel, and neighbouring land uses for the City and developer to resolve any issues early in the development process.
City's Role	LAS prepares the Facility Fit Plan using information from the Recreation Division. LAS staff ensure that the required facilities are possible within the proposed park envelope and work with the developer to achieve an optimal park layout.
Developer's Role	The developer works with the City to reach the City's parkland goals. This may require meeting with City staff to discuss options for parkland layout. When the developer chooses **Option 1**, the City will present the preferred Facility Fit plan for the parkland. The City also specifies the program goals for the future park.

Step 2c: Draft Conditions	
Overview	Draft Conditions are prepared by Development Planning based on the comments from internal staff and outside agencies review of the proposed Draft Plan. Draft Conditions that relate to all phases of the subdivision are added into the Subdivision Agreement (Step #3a).
City's Role	LAS staff comment on the entire Draft Plan. Comments focus on park and open space blocks, pedestrian connections, trail systems, and any other features that require approval by LAS. These comments are sent to Development Planning to be included in the Draft Conditions for the subdivision. Draft Plan Conditions are identified for features that impact the park block during the City review of the Draft Plan.
Developer's Role	The developer follows the procedure outlined by Development Planning for this step. Revisions to the Draft Plan are completed as per the City's and external agencies' comments.
Option 1 Step 3: Subdivision Agreement	
Step 3a: Agreement Preparation	
Overview	The Subdivision Agreement is prepared following the approval of the Draft Plan. The Draft Conditions are added into the Subdivision Agreement for all phases of the subdivision.
City's Role	The Subdivision Agreement is prepared by Growth Management and Legal Services of the City Manager's Office. Development Planning will confirm with LAS that the parkland has been included in the 10 Year Park Capital Budget Forecast. The park development is scheduled into the budget forecast based on demand for park development in the City.
Developer's Role	The developer follows the procedure outlined by the Development Planning Section for this step. Revisions to the Draft Plan are completed as per the City's and external agencies' comments.
Option 1 Step 4: Registration Phase	
Step 4a: Plan Submission	
Overview	The developer either registers the subdivision in its entirety or registers each phase of the subdivision individually. These phases are identified in the Draft Plan (Step #2) and the Subdivision Agreement (Step #3). An engineering submission from the developer's consultant is required for each phase. The submission outlines the details of the works in that phase. City approvals are required before the subdivision is registered. Securities for the subdivision works are taken at this step.
City's Role	LAS reviews the park and open space development plans submitted by the developer through Growth Management. LAS provides the approvals of these plans necessary for registration. Any issues with the plans are identified to Growth Management staff. **Note: LAS staff need a minimum of three weeks to review and comment on any plan drawing submissions.**

Developer's Role	The developer submits plans to Growth Management for approval and registration of the phase of development. Minimum park requirements include rough grading, fine grading, fencing on all boundaries next to private lands, service stubs to the park, stormwater drainage infrastructure, topsoil and seeding finished. Service stubs must also be provided to street frontage on the common boundary of the park. Requirements for plan submissions related to LAS approvals are found in **Appendix C – Drawing and Submission Standards**. If flaws are found in the submission, the developer will revise and resubmit for approval. Plans must be submitted in a timely manner so that there is enough time for review and comment by staff. The developer will provide securities for the works in each phase of subdivision. The minimum park works are covered by the engineering securities identified in the phases. At the time of Subdivision Registration, the developer will provide: 1) a Record of Site Condition for all park and open space lands and any lands being dedicated to or purchased by the City and 2) a Letter of Reliance from the environmental consultant. For **Option 2**, transfer of the parkland will not occur at the Registration Phase. The transfer will happen at the time of the City's approval of Substantial Performance of the park (Step #5b).
Option 1 Step 5: Park Construction and Assumption	
Step 5a: Inspections	
Overview	Parkland must meet minimum development requirements as outlined in the Subdivision Agreement (Step #3a). Standards for these minimum requirements are found in **Appendix D – Standard Requirements for Park and Open Space Development**. An inspection is conducted to verify that the work is completed to City standards.
City's Role	Growth Management staff coordinates an inspection of the parkland. This is led by LAS and Parks and Cemeteries. The inspection ensures that the work meets the City's standards. Staff identify any issues or outstanding deficiencies with the work to be corrected by the developer. Corrections must be made before Substantial Performance (Step #5b) and park assumption (Step #5c).
Developer's Role	Any issues or outstanding deficiencies identified by City staff during the inspection are to be corrected by the developer. City staff must be notified when this is complete for a second inspection to take place.
Step 5b: Substantial Performance	
Overview	The park development works must receive final site inspection approval and sign-off before assumption by the City.
City's Role	Parks and Cemeteries staff prepare a final sign-off letter after the final inspection (Step #5a). This verifies that the works are accepted and that all issues and deficiencies have been corrected.
Developer's Role	The developer must maintain the park until the final sign-off letter is received.

Step 5c: Maintenance Assumption	
Overview	Maintenance assumption occurs after final sign-off and approval of the minimum park requirements (Step #5b). A two-year warranty period starts at the Substantial Performance approval date. A final warranty inspection is conducted by City staff at the end of this period. Any deficiencies found by the City are corrected by the developer before the park block is assumed by the City.
City's Role	Parks and Cemeteries is responsible for the maintenance of the park after final approval (Step #5b). Parks and Cemeteries staff identify any deficient warranty works during this two-year warranty period to Growth Management who then contact the developer to complete the warranty work. A final inspection by Growth Management, LAS and Parks and Cemeteries staff is conducted at the end of the warranty period.
Developer's Role	The developer must complete any warranty works in a timely manner identified during the warranty period and as identified at the final inspection. The developer can apply for a release of the securities after the two-year warranty period once deficiencies have been corrected.
No Further Developer Involvement, City to Complete Park Development (Steps 6-10).	
Option 1 Step 6: Facility Fit Plan for Future Park	
Step 6a: Facility Fit Plan	
Overview	A Facility Fit Plan is required at this point if it was not fully completed at the Draft Plan stage of development. The Facility Fit Plan acts as a concept plan for the park. Information gathered regarding facility needs is used to determine what facilities are required in the park. This determines potential layouts of the park and identifies any conflicts.
City's Role	LAS prepares the Facility Fit Plan based on information from Recreation's needs analysis regarding park facilities. The requirements for park facilities are determined on a case-by-case basis. City staff ensure that the required facilities are possible within the proposed park envelope. Efforts are then made to reach an optimal park layout.
Option 1 Step 7: Capital Budgeting Approval	
Step 7a: Budget for Development Completion	
Overview	The park project is identified in the 10 Year Park Capital Budget Forecast and the Development Charges By-Law by LAS staff (Step #3a). Funding, for design development and public process, needs to be identified at this step. The allocation of funding is required to complete the next steps.
City's Role	LAS is responsible for identifying funding requirements for the park. The funding requirements relate to the park design and construction, not including proposed buildings. The allocation of funding is facilitated through the Capital Budgets and Development Section of Corporate Services.

Step 7b: Budget for Buildings	
Overview	Funding required for any buildings needs to be identified through the Capital Budget process. It should be noted that buildings are usually constructed in selected parkland, as opposed to open space areas.
City's Role	Facilities Management and Capital Programs is responsible for submitting the Capital Budget funding requirements. The funding requirements are for the design and construction of buildings in parks. This process is assisted by Financial Planning and Policy.
Option 1 Step 8: Master Plan and Functional Plan	
Step 8a: Master Plan	
Overview	The Master Plan Concept is based on the Facility Fit Plan. This step includes public consultation where residents can review and comment on the Master Plan Concept plans. Public consultation follows the guidelines for public notification in the *Planning Act*. At a minimum, residents within a 120-metre radius of the park facility must be notified of any public meetings.
City's Role	This step is led by LAS staff who collect internal and external stakeholder comments regarding the Master Plan, particularly from staff in Recreation and Parks and Cemeteries.
Step 8b: Functional Plan	
Overview	The Functional Plan is based on the final approved Master Plan (Step #8a). It provides the basis for construction plans in the next phases. All necessary internal and external stakeholder approvals must be obtained during this step. If required, a Tree Management Plan is made for review and approval by Forestry and Horticulture.
City's Role	The Functional Plan is prepared by LAS. They arrange and discuss all approvals necessary to construct the park facilities. Any buildings other than shade structures need site plan approval by the City. For examples of internal and external approval requirements, see **Appendix E – Internal and External Approvals**.
Option 1 Step 9: Detailed Design of Park Facilities	
Step 9a: Working Drawings	
Overview	Final working drawings are prepared based on the Functional Plan (Step #8b). These become part of the tendering package and public bidding process. Permits for building construction must be secured during this step.
City's Role	LAS staff leads this step to prepare final working drawings for the purposes of the tendering process.
Step 9b: Tendering	
Overview	The official tendering process comes after the completion of the working drawings and is undertaken as per the City of Hamilton's Procurement Policy.

City's Role	Tendering of the project will be facilitated through the Procurement Section of Financial Services. The award of the tender is completed by Finance and Administration and LAS.
Option 1 Step 10: Park Construction and Assumption	
Step 10a: Inspections	
Overview	The supervision and administration of the park construction begins after the tender is awarded to the successful bidder (Step #9b).
City's Role	This step is led by LAS. Forestry and Horticulture oversees any forestry related works at the start of construction. Parks and Cemeteries are consulted during construction for maintenance related concerns.
Step 10b: Substantial Performance	
Overview	After the final inspection, Substantial Performance is awarded if the park construction is acceptable. The contractor, in accordance with the *Construction Lien Act,* can apply for a release of the statutory holdback after 60 days if the work is satisfactory. The contractor must also correct any deficiencies or outstanding work.
City's Role	Substantial Performance is granted by LAS staff in consultation with Parks and Cemeteries. LAS staff review and approve applications for release of the statutory holdback 60 days after Substantial Performance. Finance and Administration staff assist in processing and releasing the holdback.
Step 10c: Maintenance Assumption	
Overview	Park maintenance is assumed after Substantial Performance has been awarded (Step #10b). The two-year warranty begins on all park work at this point. A final inspection is carried out by City staff at the end of the two-year warranty period. This inspection identifies any work issues and warranty replacements that may be required.
City's Role	Park maintenance is assumed by Parks and Cemeteries and occurs after notice from LAS that Substantial Performance has been awarded. This notice marks the start of the two-year maintenance period when Parks and Cemeteries will identify any warranty issues. LAS staff are notified of these issues and contact the contractor to make corrections. A final warranty inspection is conducted by Parks and Cemeteries and LAS staff to identify any deficiencies at the end of the warranty period which would require the contractor to rectify.

3.4 Option 2: Park Block Present in the Subdivision, Developer Completes Park (Steps 1-5)

Description of Option	This **Option** describes when the developer undertakes and completes the detailed design and construction of the park block. This process is optional and requires agreement by both the City and developer. At the draft plan stage, the developer must notify Development Planning and Landscape Architectural Services **Park Development Option 2** is being pursued. Implementation is subject to City approval.

Option 2 Step 1: Development Review

Step 1a: Official Plan

Overview	The Official Plan for the City of Hamilton includes Parkland Planning and Classification Information. For more information on the Official Plan and the Parkland Classifications, refer to **Appendix B – Planning Documentation**.
City's Role	Development Planning of the Planning and Economic Development Department (PED) will direct park planning at this step and facilitate the development application process. Development Planning reviews the Official Plan, applicable secondary/neighbourhood plans and the Zoning By-law to determine where parks and/or open space may be required and if an Official Plan and/or Zoning By-Law amendment is required in addition to the draft plan of subdivision application. If an Official Plan amendment is needed, the application is circulated to Landscape Architectural Services (LAS) for comment. Comments are required from LAS if there is a park or open space issue. City PED staff will investigate to determine if parkland is required in the subdivision development and LAS will confirm parkland programming requirements. Parkland dedication, deficits and other related information are reviewed by PED staff.
Developer's Role	If required, the developer must submit relevant information and an application for an Official Plan amendment.

Step 1b: Secondary Plan/Neighbourhood Plan

Overview	The Secondary/Neighbourhood Planning process determines the park location and classification. The planning process is explained in **Appendix B – Planning Documentation**. Many new subdivisions are subject to Secondary/Neighbourhood Plans and parkland will have already been identified for development. Should a Secondary/Neighbourhood Plan not exist, requirements are determined using existing and future parkland need and is defined by the City's Official Plan and Zoning By-law.
City's Role	City involvement is led by the Community Planning division of PED. LAS and the Recreation Division give direction to preferred park location, total area requirements, park envelope shape, programming, access, street frontage, and fencing.

Developer's Role	The developer, if a current landowner, will be consulted by Community Planning for input to the planning process leading to the City's preferred Secondary/Neighbourhood Plan.
Option 2 Step 2: Draft Plan of Subdivision	
Step 2a: Program Development	
Overview	During this step, the park block is assessed to determine what facilities are required or can be accommodated. This depends on the road frontage, envelope shape, size, and grading of the park. The Draft Plan will cover all phases of the proposed development. The park block is also evaluated at this time for program requirements. See **Appendix J – Park and Trail Standards** for more information on park/trail programming and how amenities/features are determined.
City's Role	The Recreation Division determines requirements for park facilities on a case-by-case basis.
Developer's Role	It is the developer's decision when to submit the Draft Plan of Subdivision. The developer is required to have a pre-consultation meeting with City officials which will identify the comments and requirements for the subdivision before a formal submission. Once the comments are received, the developer must choose how to proceed with the Draft Plan. The developer can contact Development Planning with any questions or concerns at this step or continue following the guide.
Step 2b: Facility Fit Plan	
Overview	The Facility Fit Plan acts as a preliminary concept plan for the park. It is used to determine potential layouts of the park and any facilities that are required. The plan also identifies any conflicts between the desired facilities, the proposed park parcel, and neighbouring land uses for the City and developer and the developer's landscape architectural consultant to resolve these issues early in the process. The developer's landscape architectural consultant is required to be a Full Member with Seal, in good standing, with the Ontario Association of Landscape Architects (OALA).
City's Role	LAS staff, using information from the Recreation Division, ensure that the Facility Fit Plan's required facilities are possible within the proposed park envelope and work with the developer and the developer's landscape architectural consultant to achieve an optimal park layout.
Developer's Role	The developer and the developer's landscape architectural consultant (who is required to be a Full Member with Seal, in good standing, with the OALA), work with the City to reach the City's parkland goals. This may require meeting with City staff to discuss options for parkland layout. The City also specifies the program goals for the future park. The developer's landscape architectural consultant prepares the Facility Fit Plan based on the Recreation Division's facility requirements and LAS input.

Step 2c: Draft Conditions	
Overview	The City must be officially notified at this point if the developer is pursuing **Park Development Option 2 (this Option)**. The City and the developer must agree for **Option 2** to proceed. The Ward Councillor is contacted to review the plans for park development with possible public consultation. Draft Conditions are prepared by Development Planning based on comments of the Draft Plan review by internal staff and outside agencies. These conditions are added into the Subdivision Agreement (Step #3a).
City's Role	LAS staff comment on the entire Draft Plan. Comments focus on park and open space blocks, pedestrian connections, trail systems, and any other features that require approval by LAS. These comments are added into the draft conditions by Development Planning. One of the conditions included is related to the Parkland Development Financing Agreement (PDFA) (Step#4d). The condition stipulates that the developer will enter into this agreement which states the developer will undertake and complete the detailed design and construction of the park block.
Developer's Role	The developer follows the procedure outlined by the Development Planning Section for this step. The developer agrees to the conditions of the Parkland Development Financing Agreement (PDFA) (Step#4d). Revisions to the Draft Plan are completed as per the City's and external comments.
Option 2 Step 3: Subdivision Agreement	
Step 3a: Agreement Preparation	
Overview	The Subdivision Agreement is prepared following the approval of the Draft Plan. Draft Plan Conditions are added into the Subdivision Agreement for all phases of the proposed subdivision. A condition outlines the need for the developer to enter into a Parkland Development Financing Agreement (PDFA) (Step #4d). If the Draft Plan Conditions are approved by City Council, delegated authority is then given to LAS to fulfill the PDFA. This agreement must be made in order to go forward with the construction of the park. A template for the PDFA, including the Project Charter and Letter of Intent is included in **Appendix F – Parkland/Open Space and Trail Development Financing Agreement (PDFA/OSTDFA)**. The Subdivision Agreement outlines that the transfer of the Parkland Deed occurs at Substantial Performance (Step #5c).
City's Role	PED staff prepares a Subdivision Agreement for the entire development for approval by City Council. This agreement includes the requirement for a PDFA between the City and the developer.
Developer's Role	The developer works with the City to finalize the Subdivision Agreement and the PDFA.

Option 2 Step 4: Registration Phase	
Step 4a: Preparation of Project Charter and Letter of Intent	
Overview	LAS prepares a draft Project Charter for the park that outlines the key contacts, the park description and budget, the process checkpoints and the roles and responsibilities of the key players, refer **Schedule C – Project Charter of Appendix F – Parkland/Open Space and Trail Development Financing Agreement (PDFA/OSTDFA)**. LAS sends the Project Charter to the developer for review and input. If the developer and the City are in agreement, both parties sign the project charter and the developer submits a completed Letter of Intent to LAS, refer to **Schedule D – Letter of Intent Template of Appendix F – Parkland/Open Space and Trail Development Financing Agreement (PDFA/OSTDFA)**.
City's Role	LAS prepares the Project Charter, this includes the identification of the park overall budget and construction budget allocated within the 10-year Capital Budget Forecast. At this time, LAS will identify the programming needs for the Park in consultation with Recreation staff and will identify the expected submittals and administrative duties during design and construction of the park. The goal of the Project Charter is to clearly outline expectations. LAS will sign the Project Charter after the developer and the developer's landscape architectural consultant have reviewed, filled in the required information and signed the Project Charter.
Developer's Role	The developer's role is to review the Project Charter and provide input. It is expected that the developer will provide the information for the key contacts of the developer and the developer's landscape architectural consultant. The developer's landscape architectural consultant is to review the Project Charter and working with the developer, provide their fees for their services. Both parties are to sign off on the Project Charter. The developer will also prepare a Letter of Intent and submit the signed Letter and Project Charter to LAS.

Step 4b: Plan Submissions	
Overview	Per the plan submission outlined in the Project Charter the developer submits a Conceptual Park Design plan and cost estimates. The Conceptual Park Design is refined to meet the City's goals for the park parcel. For more information about features that are accepted in City parks, refer to **Appendix B – Planning Documentation** and **Appendix D – Standard Requirements for Park and Open Space Development**. Thoughtful park design can lead to less crime and an improved quality of life. This is known as Crime Prevention Through Environmental Design (CPTED). The developer and developer's landscape architectural consultant are required to refer to **Appendix G – Crime Prevention through Environmental Design (CPTED) Principles for Park and Open Space Design**. Once the Conceptual Park Design has been approved, the developer may proceed with preparing functional and tender drawings, a proposed completion schedule, and cost estimates which are to be submitted to LAS for review and approval. If required, a Tree Management Plan is submitted to the Forestry and Horticulture Section at this step.
City's Role	LAS reviews and approves the Conceptual Park Design, functional and tender drawings, completion schedule, and the cost estimates. The cost estimates are needed to establish which party (developer or City) is responsible to pay for which items based on the Local Service Policy and Development Charges by-law. The cost estimates need to include contingency and the developer's landscape architectural service fee, refer to the template provided in **Schedule B – Project Charter of Appendix F – Parkland/Open Space and Trail Development Financing Agreement (PDFA/OSTDFA)** . LAS provides comments to the developer with any required changes to the drawings. **Note: LAS staff need a minimum of three weeks to review and comment on drawing submissions**. If required, Forestry and Horticulture staff review and comment on the Tree Management Plan. Any tree removals or conservation plans must be submitted to the Forestry and Horticulture Section for approval. These plans must be submitted and approved before LAS gives final approval to the design drawings.
Developer's Role	The developer, at this step, must submit to LAS for review Conceptual Park Design drawings and cost estimates prepared by the developer's landscape architectural consultant. This submission is in coordination with the engineering plan requirements specified by Growth Management. The requirements for submission are found in **Appendix C – Drawing and Submission Standards** and **Appendix D – Standard Requirements for Park and Open Space Development**. [cont.…]

Developer's Role [cont....]	Design standards, details, and specifications can be found in the following appendices: • **Appendix H – Playground Equipment Standards** • **Appendix I – Spray Pad Standards** • **Appendix J – Park and Trail Standards** • **Appendix K – Approved Tree Species for Parks and Open Spaces** • **Appendix L – Park and Open Space Standard Detail Drawings** • **Appendix M – Park and Open Space Standard Specifications** The developer works with the City to refine the Park Design Concept. This is to ensure the City's goals for the park parcel are met. Once this is finalized, the functional plan and tender drawings, completion schedule, and revised cost estimates must be submitted to LAS. Developers should be aware that there is an upset limit to the repayment of Development Charges which is determined by the City's Development Charges By-law and is established in the Project Charter. The Park Design and cost estimates should reflect this upset limit. Costs that are above the upset limit are the responsibility of the developer.
Step 4c: Tendering	
Overview	It is the developer's responsibility to tender the project. The tendering process are outlined in the PDFA, refer to **Appendix F – Parkland/Open Space and Trail Development Financing Agreement (PDFA/OSTDFA)** and follows the "Requirements for Tendering" in the City of Hamilton's *Engineering Guidelines for Servicing Land Under Development Applications*. Copies of the bids must be provided to the City immediately after bid opening. The developer may select the contractor, but the Park construction repayment is based on the lowest qualified bid including a 10% contingency to the upset limit established for the park construction budget.
City's Role	The City must be present at the opening of the bids. A digital bid and tender process may be employed, and the bid opening may be remote provided that the online portal can be publicly accessed and viewable in real time. The City requests a tele-call with the developer and developer's landscape architectural consultant at the time the digital bid closes.
Developer's Role	The developer must follow the proper tendering procedure as outlined in the PDFA that follows the City of Hamilton's *Engineering Guidelines for Servicing Land Under Development Applications*. The procedures outline the type of bid process that must be employed depending on cost of works. The developer's landscape architectural consultant is to coordinate the tendering and bid opening to ensure that the process is public, that a City representative is present at bid opening and that copies of the bids are provided to the City immediately after opening.

Step 4d: Parkland Development Financing Agreement	
Overview	LAS will prepare a draft Parkland Development Financing Agreement (PDFA) once the developer has selected a bidder and will obtain review from the City's legal section. The PDFA is a legal agreement signed by the City (i.e. Mayor and Clerk), initialled by the manager and supervisor of LAS and signed by the developer. The PDFA identifies the works that are to be constructed and their costs, the parties responsible to pay the costs, the general responsibilities and obligations of the parties as it pertains to the completion of the works, the conditions for repayment of the City's share of work and the requirements for insurance and securities, including the conditions of release of the securities. A PDFA template can be found in **Appendix F – Parkland/Open Space and Trail Development Financing Agreement (PDFA/OSTDFA)**. The developer must wait until the financing agreement is signed prior to entering into any general contract with the selected bidder to complete the works.
City's Role	The City works will prepare a draft PDFA for the developer to review and sign. Once the PDFA is signed by all parties, LAS will prepare a Purchase Order Requisition and send the Purchase Order to the developer. The Purchase Order will be used to pay for the City's share of the approved works. The preparation of the PDFA and Purchase Order are facilitated through LAS, Financial Planning and Policy, and Legal Services.
Developer's Role	The developer reviews the PDFA and if in agreement, signs the document. The developer is responsible to provide the City a Letter of Credit for the securities once the tender has been awarded and the PDFA is signed by the developer and City.
Option 2 Step 5: Park Construction and Assumption	
Step 5a: Construction Administration	
Overview	The construction administration duties are performed by the developer's landscape architectural consultant. It is expected that a pre-construction meeting will be held, along with bi-weekly meetings that must be attended by a LAS staff member, the developer's contractor, the developer's landscape architectural consultant and a representative of the developer. It is expected that site inspections of the minimum key milestones identified in the Project Charter will be performed and documented, that shop drawings will be submitted for review and approval to the developer's landscape architectural consultant and LAS, and that the third-party testing will be performed, documented and submitted to the developer's landscape architectural consultant and LAS. Meetings, testing and submissions are expected to occur in a timely fashion to prevent delays and ensure that the park is being constructed according to the contract documents.

City's Role	LAS will play an active role in overseeing the construction of the park and expects to be circulated on all shop drawing submissions and testing reports for review and approval. Site inspection reports, progress payment and documentation related to the construction of the park should also be circulated to LAS. LAS will attend all bi-weekly meetings and will coordinate with other City sections should their presence on site be required, such as Parks and Cemeteries and Forestry and Horticulture. Other internal and external agencies may also be asked to attend site meetings as required.
Developer's Role	The developer's landscape architectural consultant is expected to set-up the pre-construction meeting and the bi-weekly meetings and take minutes. The developer's landscape architectural consultant will aid in the review and approval of shop drawings and ensure that the developer's contractor is submitting documentation in a timely fashion to avoid construction delays. The developer's landscape architectural consultant will be responsible to perform the key milestone reviews and document the reviews to ensure that the park is being constructed according to the contract documents. Any issues or changes to the contract must be presented to the City prior to the issuance of site directives or change orders. Templates produced by the City of Hamilton for construction administrative documentation are available upon request.
Step 5b: Deficiency Review	
Overview	A playground inspection review and deficiency review must be performed prior to initiating substantial performance. The playground inspection review must be performed by LAS and the playground inspector of Parks and Cemeteries. The playground inspector will identify any deficiencies and provide them to LAS for inclusion into the final Deficiency Report. Following the playground inspection, a deficiency review of the entire park will be performed with LAS, the Park and Cemeteries superintendent, the developer's landscape architectural consultant, the developer's contractor and a representative of the developer. A Deficiency Report will be prepared, and the developer is responsible to rectify the deficiencies to the satisfaction of the City prior to substantial completion being initiated.
City's Role	LAS will coordinate with the playground inspector to perform the playground inspection review and will provide to noted deficiencies to the developer's landscape architectural consultant for inclusion in the overall Deficiency Report. LAS will ensure that the appropriate stakeholders from the City attend the deficiency review walks and are satisfied with the deficiency corrections performed by the developer.
Developer's Role	The developer landscape architectural consultant is responsible to help coordinate a deficiency review meeting, to note deficiencies not in compliance with the contract requirements and to circulate a final Deficiency Report. The developer will ensure that the deficiencies are corrected and to notify the City for a final review to occur. Substantial performance will not be initiated until the identified deficiencies are corrected to the satisfaction of the City.

Step 5c: Substantial Performance and Release of Securities	
Overview	Once the deficiencies have been rectified to the satisfaction of the City, the City will send a substantial performance cover letter granting the developer approval to initiate substantial performance for the works. The developer may then execute Substantial Performance according to current Construction Law. The two-year warranty period begins after Substantial Performance is achieved. The developer may also reimbursement for the City's share of works and request the release of the securities for the performance of the works. The developer will be reimbursed for the City's share of the works and the securities will be released following the expiration of the lien period according to the current construction law and the receipt of the documentation outlined in the PDFA. The securities for the warranty period will be held until the expiry of the two-year warranty period. The Record of Site Condition and Letter of Reliance must be provided, and the Parkland Deed transferred to the City at this Step.
City's Role	LAS will prepare a cover letter confirming that Substantial Performance has been reached and a notification letter for the commencement of the warranty period. Following the expiration of the lien period, LAS will have the City's Law Clerk perform a lien check. Once all documentation is received from the developer according to the conditions outline in the PDFA, LAS will initiate the release of the securities and the reimbursement for the City's share of works through Business Programs.
Developer's Role	The developer's landscape architectural consultant prepares the Certificate of Substantial Performance after receiving clearance from the City. The developer will publish the Substantial Performance document as per the *Construction Lien Act.* The developer is responsible to apply for the release of securities and to request reimbursement for the City's share of works. The developer is responsible to submit the required documentation along with this request. Refer to **Appendix F – Parkland/Open Space and Trail Development Financing Agreement (PDFA/OSTDFA)** for the standard conditions and documentation that must be submitted prior to the release of securities and reimbursement of the City's share of the works.
Step 5d: Maintenance Assumption	
Overview	The start of the two-year warranty period begins at Substantial Performance after the City has accepted the construction works. Inspections must occur at an appropriate time of the year to review the works, including vegetative health, during the first year of the warranty period and during the second year of the warranty period. A final inspection is complete LAS and any outstanding warranty corrections will be identified for correction by the developer. Should the work be acceptable, a letter of Contract Completion will be issued to the developer and the developer may then apply for the release of securities for the warranty component of the works. Should the developer fail to correct the deficiencies the securities will be used by the City to do so.

City's Role	Park maintenance is assumed by Parks and Cemeteries staff once Substantial Performance is awarded. LAS will perform the one-year and two-year warranty inspection reviews on-site with the developer. LAS will conduct the final inspection review at the termination of the two-year warranty period and will issue a letter of Contract Completion should the work be deemed acceptable. LAS will facilitate the release of the security for the warranty period through Business Programs.
Developer's Role	The developer's landscape architectural consultant is responsible to schedule and perform a one-year and two-year maintenance review. The reviews must be conducted with LAS staff present and the developer's landscape architectural consultant is responsible to prepare and issue the maintenance reports. The developer must rectify the identified warranty deficiencies in timely manner and notify the City when the work is complete. The developer is responsible to apply for the release of the securities following the expiration of the warranty period and the receipt of a letter of Contract Completion issued by LAS.

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Chapter 4: Open Space and Trail Development Options

4.1 Overview

Through consultation with the Hamilton Halton Home Builders Association (HHHBA), it was clear that not all developers in Hamilton would be interested in participating in the construction of complete parks. However, the City of Hamilton wanted to ensure that the **Option** was available to those developers that would be interested in doing such work as part of their overall subdivision construction.

To help understand the range of possibilities for open space development, the City of Hamilton has identified three basic scenarios. Each of these scenarios reflects a common circumstance that a developer may encounter. These scenarios are not intended to represent all development conditions a developer may encounter but to simply offer a broad overview. The three scenarios cover:

1) No open space block present in a subdivision
2) Open space block present (developer chooses **Option 1**)
3) Open space block present (developer and City chooses **Option 2**)

The process for developing open space lands closely resembles the process for parks development. Developers have **two Options** to develop open space and trails.

1) **Option 1** is the traditional option in the City of Hamilton. If a developer has open space on their land they are responsible, as part of the Subdivision Agreement, for the minimum construction requirements. For open space this includes providing pedestrian access (sidewalk or walkways) with bollards, hard surfacing treatment, and fencing. Generally, developers are required to fence any open space with neighbouring land uses. Grading and seeding might be required depending on the design of the subdivision. The open space, upon City approval, is assumed in that condition, and completed sometime in the future by the City.

   Additional requirements for Option 1 can be found in the City's Local Service Policy, which can be found in the City's most recent Development Charges Report.

2) **Option 2** lets developers build the complete open space and is common in many municipalities in the Greater Toronto Area. The developer and the City must agree for this option to proceed. This usually produces a completed open space faster than Option 1.

4.2 No Open Space Block Present in the Subdivision

Description of Scenario	Many subdivisions in the City won't have any open space block present. In this case, there is still City involvement by Landscape Architectural Services (LAS) of Public Works. This section generally comments on all Draft Plan applications.
Overview	In this scenario, Draft Plan submissions are received and reviewed by the City. Comments are made on streetscape elements, pedestrian linkages, and the Record of Site Condition. Comments are also made on any other features identified on a case-by-case basis. Since this scenario assumes there are no proposed open space blocks, a cash-in-lieu payment value is established (see City By-laws No. 17-039 and 09-124 for more information). Plans for approval at the Registration Phase are reviewed and approved by the City.
City's Role	Development Planning of the Planning and Economic Development Department (PED) circulates Draft Plan applications when they are submitted by the developer. Comments from LAS are made on the individual applications and submitted to Development Planning. Plans are then prepared by the Developer at the Registration Phase on features that LAS commented on. These plans are submitted to Growth Management of PED. The plans are then circulated to the LAS staff for review and comment. Written approval will be given to Growth Management once LAS is satisfied with the plans. Any issues with the plans are identified in writing to Growth Management. This information is then sent to the developer so that changes can be made. Parkland Dedication or cash-in-lieu of Parkland is also identified at this time by the Real Estate Section of PED (see City By-laws No. 17-039 and 09-124 for more information).
Developer's Role	The developer must apply for Draft Plan approval and work with City staff to satisfy any development concerns. When this is achieved, plans are submitted to Growth Management of PED. These plans are used by City staff for approval of the details of each phase. After written comments are received, the developer must amend any issues with the plans and resubmit. Plans requiring approvals on specialized features are submitted at the same time as the engineering drawings submission. **Note: LAS staff need a minimum of three weeks to review and comment on plan drawing submissions.**

4.3 Option 1: Open Space Block Present in the Subdivision, Developer Completes Minimum Requirements (Steps 1-5) & City Completes Open Space Development (Steps 6-10)

Description of Option	**Option 1** describes when the City assumes open space from subdivision developments. The developer is only responsible for completing minimum requirements such as providing pedestrian access to the open space. The pedestrian access can be a sidewalk connection or a pedestrian walkway complete with bollards, hard surfacing treatment, and fencing. Generally, the developer is required to provide fencing for an open space area with neighbouring land uses. Grading and seeding might also be required based on the design of the subdivision or local requirements.

Option 1 Step 1: Development Review

Step 1a: Official Plan

Overview	The Official Plan for the City of Hamilton includes Open Space Planning and Classification information. For more information about the Official Plan and the types of Parkland Classification, refer to **Appendix B – Planning Documentation**.
City's Role	The Development Planning division of the Planning and Economic Development Department (PED) will direct open space planning at this step and facilitate the development application process. Development Planning reviews the Official Plan, applicable secondary/neighbourhood plans and the Zoning By-law to determine where parks and/or open space may be required and if an Official Plan and/or Zoning By-Law amendment is required in addition to the draft plan of subdivision application. If an Official Plan amendment is needed, the application is circulated to Landscape Architectural Services (LAS) for comment. Comments are required from LAS if there is an open space issue. City PED staff will investigate to determine if open space is required in the subdivision development and LAS will confirm open space programming requirements. Parkland dedication, deficits and other related information are reviewed by PED staff.
Developer's Role	If required, the developer must submit relevant information and an application for an Official Plan amendment.

Step 1b: Secondary Plan/Neighbourhood Plan	
Overview	The Secondary/Neighbourhood Planning process determines the open space location and classification. The planning process is explained in **Appendix B – Planning Documentation**. Many new subdivisions are subject to Neighbourhood/Secondary Plans and the location of the open space will have already been identified for development. Should a Secondary/Neighbourhood Plan not exist, requirements are determined using existing and future open space need and is defined by the City's Official Plan, Zoning By-Law and the Hamilton Recreational Trails Master Plan.
City's Role	City involvement is led by the Community Planning division of PED. LAS and the Recreation Division give direction to preferred open space location, total area requirements, park envelope shape, programming, access, street frontage, and fencing.
Developer's Role	The developer, if a current landowner, will be consulted by Community Planning for input to the planning process leading to the City's preferred Secondary/Neighbourhood Plan (refer to **Appendix B – Planning Documentation**).
Option 1 Step 2: Draft Plan of Subdivision	
Step 2a: Program Development	
Overview	During this step, the open space parcel is assessed to determine what facilities are required or can be accommodated. This depends on the road frontage, access, trail connections and topography. The Hamilton Recreational Trails Master Plan is also used as a guide. The Draft Plan of Subdivision covers all phases of the proposed development. Any open space or trails are evaluated for program requirements at this point. See **Appendix J – Park and Trail Standards** for more information on park/trail programming and how amenities/features are determined.
City's Role	LAS staff review the Hamilton Recreational Trails Master Plan to determine the direction of open space development. The Recreation Division determines requirements for open space facilities on a case by case basis.
Developer's Role	It is the developer's decision when to submit the Draft Plan of Subdivision. The developer is required to have a pre-consultation meeting with City officials which will identify the comments and requirements for the subdivision before a formal submission comments and requirements for the subdivision before a formal submission. Once the comments are received, the developer must choose how to proceed with the Draft Plan. The developer can contact Development Planning with any questions or concerns at this step or continue following this guide.

Step 2b: Facility Fit Plan	
Overview	The Facility Fit Plan acts as a preliminary concept plan for the open space and is used to determine potential trail layouts between the desired facilities, the proposed trail alignment, or neighbouring land uses and to identify any conflicts for the City and developer to resolve these issues early in the development process. Information from the Hamilton Recreational Trails Master Plan is used to determine what facilities are required.
City's Role	LAS staff prepares the Facility Fit Plan using information from the Recreation Division and the Hamilton Recreational Trails Master Plan. LAS staff ensure that the required facilities, with a focus on required trail alignments and connections, are possible within the proposed open space envelope and work with the developer to achieve an optimum trail layout.
Developer's Role	The developer works with the City to reach the City's open space, trail alignment and trail connection goals. This may require meeting with City staff to discuss options for open space layout. If the developer choses **Option 1**, the City will present the preferred Facility Fit for the open space and trail which specifies program goals for the future trail.
Step 2c: Draft Conditions	
Overview	Draft Conditions are prepared by Development Planning based on the comments from internal staff and outside agencies' review of the proposed Draft Plan. Draft Conditions that relate to all phases of the subdivision are added into the Subdivision Agreement (Step #3a).
City's Role	LAS staff comment on the entire Draft Plan. The comments focus on the open space block, pedestrian connections, trail systems, and any other features identified on a case-by-case basis. These comments are sent to Development Planning to be included in the Draft Conditions for the subdivision. Draft Plan Conditions are identified for features that impact the open space or trail during the City review of the Draft Plan.
Developer's Role	The developer follows the procedure outlined by Development Planning for this step. Revisions to the Draft Plan are completed as per the City's and external agencies' comments.
Option 1 Step 3: Subdivision Agreement	
Step 3a: Agreement Preparation	
Overview	The Subdivision Agreement is prepared following the approval of the Draft Plan. The Draft Conditions are added into the Subdivision Agreement for all phases of the subdivision.
City's Role	The Subdivision Agreement is prepared by Growth Management and Legal Services of the City Manager's office. Once the agreement is signed, Development Planning will confirm with Landscape Architectural Services (LAS) that the open space has been included in the 10 Year Capital Budget Forecast. The development project is scheduled into the budget forecast based on the demand for open space development in the City.

Developer's Role	The developer follows the procedure outlined by the Development Planning section for this step. Revisions to the Draft Plan are completed as per the City's and external agencies' comments.
Option 1 Step 4: Registration Phase	
Step 4a: Plan Submission	
Overview	The developer registers each phase of the subdivision individually. These phases are identified in the Draft Plan (Step #2) and the Subdivision Agreement (Step #3). An engineering submission from the developer's consultant is required for each phase. The submission outlines the details of the works in that phase. City approvals are required before the subdivision is registered. Securities for the works are taken at this step.
City's Role	LAS reviews the open space development plans from the developer through Growth Management. LAS provides the approvals of these plans necessary for registration. Any issues with the plans are identified to Growth Management staff. **Note: LAS staff need a minimum of three weeks to review and comment on any plan drawing submissions.**
Developer's Role	The developer submits plans to Growth Management for approval and registration of the phase of development. The developer is only responsible for completing minimum requirements like providing pedestrian access to the open space. The pedestrian access can be a sidewalk connection or a pedestrian walkway complete with bollards, hard surfacing treatment, and fencing. Generally, the developer is required to provide fencing for an open space area with neighbouring land uses. Grading and seeding might also be required based on the design of the subdivision or local requirements. Requirements for plan drawing submission related to LAS approvals are found in **Appendix C – Drawing and Submission Standards**. If plan drawing flaws are found in the submission, the developer will revise and resubmit for approval. Plans must be submitted in a timely manner so that there is enough time for review and comment by staff. The developer will provide securities for the works in each phase of subdivision. The minimum open space development works are covered by the engineering securities identified in the phases. At the time of Subdivision Registration, the developer will provide 1) a Record of Site Condition for all park and open space lands and any lands being dedicated to or purchased by the City and 2) a Letter of Reliance from the environmental consultant. (For **Option 2**, transfer of the open space lands will not occur at the Registration Phase. The transfer will happen at the time of the City's approval of Substantial Performance of the open space lands (Step #5b).

Option 1 Step 5: Open Space Construction and Assumption	
Step 5a: Open Space Construction Inspections	
Overview	Open space in the subdivision must meet minimum requirements as outlined in the Subdivision Agreement (Step #3a). Standards for these minimum requirements are determined on a case-by-case basis. Some examples are found in **Appendix D – Standard Requirements for Park and Open Space Development**. An inspection must be conducted to verify that the work is completed to City standards.
City's Role	Growth Management staff coordinates an inspection of the open space. This is led by LAS and Parks and Cemeteries. The inspection ensures that the work meets the City's standards. Staff identify any issues with the work to be corrected by the developer. Corrections must be made before Substantial Performance and open space assumption.
Developer's Role	Any issues identified by City staff during the inspection are corrected by the developer. City staff must be notified when this is complete for a second inspection to take place.
Step 5b: Substantial Performance	
Overview	The open space development works must receive final site inspection approval and sign-off before assumption by the City.
City's Role	Parks and Cemeteries staff prepare a final sign-off letter after the final inspection (Step #5a). This verifies that the works are accepted and that all issues and deficiencies have been corrected.
Developer's Role	The developer must maintain the open space area until the final sign-off letter is received.
Step 5c: Maintenance Assumption	
Overview	Open space maintenance assumption occurs after final sign-off and approval of the minimum open space requirements (Step #5b). A two-year warranty period starts at the Substantial Performance approval date. A final warranty inspection is conducted by City staff at the end of this period. Any deficiencies found by the City are corrected by the developer before the open space is assumed by the City.
City's Role	Parks and Cemeteries is responsible for the maintenance of the open space after final approval (Step #5b). Parks and Cemeteries staff identify any deficient warranty works during this two-year warranty period to Growth Management who then contact the developer to complete the warranty work. A final inspection by Growth Management, LAS and Parks and Cemeteries staff is conducted at the end of the warranty period.
Developer's Role	The developer must complete any warranty works in a timely manner identified during the warranty period and as identified at the final inspection. The developer can apply for a release of the securities after the two-year warranty period once deficiencies have been corrected.

No Further Developer Involvement, City to Complete Park Development.	
Option 1 Step 6: Facility Fit for Future Open Space	
Step 6a: Facility Fit Plan	
Overview	A Facility Fit Plan is required at this point if it was not fully completed at the Draft Plan stage of development. The Facility Fit Plan acts as a concept plan for the open space and trail. Information gathered from the Hamilton Recreational Trails Master Plan is used to determine what facilities are required. This also determines potential layouts of the trail and identifies any conflicts between the desired facilities and the proposed trail alignment.
City's Role	LAS prepares the Facility Fit Plan based on information from the Recreation Division's needs analysis regarding open space facilities from the Hamilton Recreational Trails Master Plan. City staff ensure that the required facilities are possible within the proposed open space area. Efforts are then made to reach an optimal open space layout and trail alignment.
Option 1 Step 7: Capital Budgeting Approval	
Step 7a: Budget for Development Completion	
Overview	The open space project is identified in the 10 Year Park Capital Budget Forecast and the Development Charges By-Law by LAS staff (Step #3a). Funding, for design development and public process, needs to be identified at this step. The allocation of funding is required to complete the next steps.
City's Role	LAS is responsible for identifying funding requirements for the open space or trail. The funding requirements are for the design and construction of the open space and trail, not including any proposed buildings. The allocation of funding is facilitated through the Capital Budgets and Development Section of Corporate Services.
Step 7b: Budget for Buildings	
Overview	Funding required for any buildings needs to be identified through the Capital Budget process. It should be noted that buildings are usually constructed in selected parkland, as opposed to open space areas.
City's Role	Facilities Management and Capital Programs is responsible for submitting the Capital Budget funding requirements. The funding requirements are for the design and construction of any buildings. This process is assisted by the Financial Planning and Policy Division.

Option 1 Step 8: Master Plan and Functional Plan	
Step 8a: Master Plan	
Overview	The Master Plan Concept is based on the Facility Fit Plan. This step includes public consultation where residents can review and comment on the conceptual plans. Public consultation notification follows the guidelines for public notification in the *Planning Act.* At a minimum, residents within a 120-metre radius of the open space facility must be notified of any public meetings.
City's Role	LAS staff collects internal and external stakeholder comments regarding the Master Plan, particularly from staff in Recreation and Parks and Cemeteries.
Step 8b: Functional Plan	
Overview	The Functional Plan is based on the final approved Master Plan (Step #8a). It provides the basis for construction drawings in the next phases. All necessary internal and external stakeholder approvals must be obtained during this step. If required, a Tree Management Plan is prepared for review and approval by Forestry and Horticulture.
City's Role	The Functional Plan is prepared by LAS. They arrange and discuss all approvals necessary to construct the open space and trail facilities. This includes negotiating necessary licenses with utility companies or conservation authority approvals. For examples of internal and external approval requirements see **Appendix E – Internal and External Approvals**.
Option 1 Step 9: Detailed Design of Open Space Facilities	
Step 9a: Working Drawings	
Overview	Final working drawings are prepared based on the Functional Plan (Step #8b). These become part of the tendering package and public bidding process. Permits for building construction must be secured during this step.
City's Role	LAS leads this step to prepare final working drawings for the purposes of the tendering process.
Step 9b: Tendering	
Overview	The official tendering process comes after the completion of the working drawings and is undertaken as per the City of Hamilton's Procurement Policy.
City's Role	Tendering of the project will be facilitated through the Procurement Section of Financial Services. The award of the tender is completed by Finance and Administration and LAS.

Option 1 Step 10: Open Space Construction and Assumption	
Step 10a: Inspections	
Overview	The supervision and administration of the open space and trail construction begins after the tender is awarded to the successful bidder (Step #9b).
City's Role	This step is led by LAS. Forestry and Horticulture oversees any forestry related works at the start of construction. Parks and Cemeteries are consulted during construction for maintenance related concerns.
Step 10b: Substantial Performance	
Overview	After the final inspection, Substantial Performance is awarded if the open space and trail construction work is acceptable. The contractor, in accordance with the *Construction Lien Act*, can apply for a release of the statutory holdback after 45 days if the work is satisfactory. The contractor must also correct any deficiencies or outstanding work.
City's Role	Substantial Performance is granted by LAS in consultation with Parks and Cemeteries. LAS staff review and approve applications for release of the statutory holdback 45 days after Substantial Performance. Finance and Administration staff assist in processing and releasing the holdback.
Step 10c: Maintenance Assumption	
Overview	Open space and trail maintenance is assumed after Substantial Performance has been awarded (Step #10b). The two-year warranty begins on all open space and trail work at this point. A final inspection is carried out by City staff at the end of the two-year warranty period. This inspection identifies any work issues and warranty replacements that may be required.
City's Role	Open space and trail maintenance is assumed by Parks and Cemeteries and occurs after notice from LAS that Substantial Performance has been awarded. This notice marks the start of the two-year maintenance period when Parks and Cemeteries will identify any warranty issues. LAS staff are notified of these issues and contact the contractor to make corrections. A final warranty inspection is conducted by Parks and Cemeteries and LAS staff to identify any deficiencies at the end of the warranty period which would require the contractor to rectify.

4.4 Option 2: Open Space Block Present in the Subdivision, Developer Completes Open Space (Steps 1-5)

Description of Option	**Option 2** describes when the developer undertakes and completes the detailed design and construction of the open space or trail block. This process is optional and requires agreement by both the City and the developer. At the draft plan stage, the developer must notify Development Planning and Landscape Architectural Services if the **Open Space Development Option 2** is being pursued. Implementation is subject to City approval.

Option 2 Step 1: Development Review

Step 1a: Official Plan

Overview	The Official Plan for the City of Hamilton includes Open Space Planning and Classification Information. For more information on the Official Plan and the Parkland Classifications, refer to **Appendix B – Planning Documentation**.
City's Role	The Development Planning division of the Planning and Economic Development Department (PED) will direct open space planning at this step and facilitate the development application process. Development Planning reviews the Official Plan, applicable secondary/neighbourhood plans and the Zoning By-law to determine where parks and/or open space may be required and if an Official Plan and/or Zoning By-Law amendment is required in addition to the draft plan of subdivision application. If an Official Plan amendment is needed, the application is circulated to Landscape Architectural Services (LAS) for comment. Comments are required from LAS if there is an open space issue. City PED staff will investigate to determine if open space is required in the subdivision development and LAS will confirm open space programming requirements. Parkland dedication, deficits and other related information are reviewed by PED staff.
Developer's Role	If required, the developer must submit relevant information and an application for an Official Plan amendment.

Step 1b: Secondary Plan/Neighbourhood Plan

Overview	The Secondary/Neighbourhood Planning process determines the open space location and classification. The planning process is explained in **Appendix B – Planning Documentation**. Many new subdivisions are subject to Neighbourhood/Secondary Plans and open space will have already been identified for development. Should a Secondary/Neighbourhood Plan not exist, requirements are determined using existing and future open space need and is defined by the City's Official Plan, Zoning By-Law and the Hamilton Recreational Trails Master Plan.

City's Role	City involvement is led by the Community Planning division of PED. LAS and the Recreation Division give direction to preferred open space location, total area requirements, park envelope shape, programming, access, street frontage, and fencing.
Developer's Role	The developer, if a current landowner, will be consulted by Community Planning for input to the planning process leading to the City's preferred Secondary/Neighbourhood Plan.
Option 2 Step 2: Draft Plan of Subdivision	
Step 2a: Program Development	
Overview	During this step, the open space parcel is assessed to determine what facilities are required or can be accommodated. This depends on the road frontage, access, trail connections and topography. The Hamilton Recreational Trails Master Plan is also used as a guide. The Draft Plan of Subdivision covers all phases of the proposed development. Any open space or trails are evaluated for program requirements at this point. See **Appendix J – Park and Trail Standards** for more information on park/trail programming and how amenities/features are determined.
City's Role	LAS staff review the Hamilton Recreational Trails Master Plan to determine the direction of open space development. The Recreation Division determines requirements for open space facilities on a case by case basis
Developer's Role	It is the developer's decision when to submit the Draft Plan of Subdivision. The developer is required to have a pre-consultation meeting with City officials which will identify the comments and requirements for the subdivision before a formal submission comments and requirements for the subdivision before a formal submission. Once the comments are received, the developer must choose how to proceed with the Draft Plan. The developer can contact Development Planning with any questions or concerns at this step or continue following the guide.
Step 2b: Facility Fit Plan	
Overview	The Facility Fit Plan acts as a preliminary concept plan for the open space and is used to determine potential trail layouts between the desired facilities, the proposed trail alignment, or neighbouring land uses and to identify any conflicts for the City and developer to resolve these issues early in the process. Information from the Hamilton Recreational Trails Master Plan is used to determine what facilities are required. The developer's landscape architectural consultant is required to be a Full Member with Seal, in good standing, with the Ontario Association of Landscape Architects (OALA).

City's Role	LAS staff work with the developer and the developer's landscape architectural consultant to meet the City's open space goals and achieve an optimum trail layout in the Facility Fit Plan. With information from the Recreation Division and the Hamilton Recreational Trails Master Plan, LAS ensures that the required facilities, with a focus on required trail alignments and connections, are possible within the proposed open space envelope.
Developer's Role	The developer and the developer's landscape architectural consultant (who is required to be a Full Member with Seal, in good standing, with the OALA), work with LAS to meet the City's open space goals and achieve an optimum trail layout. The developer's landscape architectural consultant prepares the Facility Fit Plan based on information received from LAS, the Recreation Division and the Hamilton Recreational Trails Master Plan.
Step 2c: Draft Conditions	
Overview	The City must be officially notified at this point if the developer is pursuing **Open Space Development Option 2 (this Option)**. The City and the developer must agree for **Option 2** to proceed. The Ward Councillor is contacted to review the plans for open space development with possible public consultation. Draft Conditions are prepared by Development Planning based on the comments from internal staff and outside agencies review of the proposed Draft Plan. These conditions are added into the Subdivision Agreement (Step #3a).
City's Role	LAS staff comment on the entire Draft Plan. Comments focus on park and open space blocks, pedestrian connections, trail systems, and any other features that require approval by LAS. These comments are added into the draft conditions by Development Planning. One of the conditions included is related to the Open Space and Trail Development Financing Agreement (OSTDFA) (Step#4d). The condition stipulates that the developer will enter into this agreement which states the developer will undertake and complete the detailed design and construction of the open space and trail.
Developer's Role	The developer follows the procedure outlined by the Development Planning Section for this step. The developer agrees to the conditions of the Open Space and Trail Development Financing Agreement (OSTDFA) (Step#4d). Revisions to the Draft Plan are completed as per the City's and external comments.

Option 2 Step 3: Subdivision Agreement	
Step 3a: Agreement Preparation	
Overview	The Subdivision Agreement is prepared following the approval of the Draft Plan. Draft Plan Conditions are added into the Subdivision Agreement for all phases of the proposed subdivision. A condition outlines the need for the developer to enter into an OSTDFA (Step #4d). If the Draft Plan Conditions are approved by City Council, delegated authority is then given to LAS to fulfill the OSTDFA. This agreement must be made in order to go forward with the construction of the open space and trail. A template for the OSTDFA is included in **Appendix F – Parkland/Open Space and Trail Development Financing Agreement (PDFA/OSTDFA)**. The Subdivision Agreement outlines that the transfer of the Open Space Deed occurs at Substantial Performance (Step #5c).
City's Role	PED staff prepares a Subdivision Agreement for the entire development for approval by City Council. This agreement includes the requirement for an Open Space and Trail Development Financing Agreement (OSTDFA) between the City and the Developer. The OSTDFA is prepared by LAS and Legal Services and is required at the time of Registration Phase (Step #4d) for all phases where the developer is completing **Option 2**.
Developer's Role	The developer works with the City to finalize the Subdivision Agreement and the Open Space and Trail Development Financing Agreement (OSTDFA).
Option 2 Step 4: Registration Phase	
Step 4a: Preparation of Project Charter and Letter of Intent	
Overview	LAS prepares a draft Project Charter for the open space and trail that outlines the key contacts, the open space and trail description and budget, the process checkpoints and the roles and responsibilities of the key players, refer **Schedule C – Project Charter of Appendix F – Parkland/Open Space and Trail Development Financing Agreement (PDFA/OSTDFA)**. LAS sends the Project Charter to the developer for review and input. If the developer and the City are in agreement, both parties sign the project charter and the developer submits a completed Letter of Intent to LAS, refer to **Schedule D – Letter of Intent Template of Appendix F – Parkland/Open Space and Trail Development Financing Agreement (PDFA/OSTDFA)**.
City's Role	LAS prepares the Project Charter, this includes the identification of the open space and trail overall budget and construction budget allocated within the 10-year Capital Budget Forecast. At this time, LAS will identify the programming needs for the open space and trail and will identify the expected submittals and administrative duties during design and construction of the open space and trail. The goal of the Project Charter is to clearly outline expectations. LAS will sign the Project Charter after the developer and the developer's landscape architectural consultant have reviewed, filled in the required information and signed the Project Charter.

Developer's Role	The developer's role is to review the Project Charter and provide input. It is expected that the developer will provide the information for the key contacts of the developer and the developer's landscape architectural consultant. The developer's landscape architectural consultant is to review the Project Charter and working with the developer, provide their fees for their services. Both parties are to sign off on the Project Charter. The developer will also prepare a Letter of Intent and submit the signed Letter and Project Charter to LAS.
Step 4b: Plan Submissions	
Overview	Per the plan submission outlined in the Project Charter the developer submits an Open Space and Trail Design plan and cost estimates. The Open Space and Trail Design is refined to meet the City's goals for the open space and trail parcel. Thoughtful trail design can lead to less crime and an improved quality of life. This is known as Crime Prevention Through Environmental Design (CPTED). The developer and developer's landscape architectural consultant are required to refer to **Appendix G – Crime Prevention through Environmental Design (CPTED) Principles for Park and Open Space Design**. Once the Open Space and Trail Design has been approved, the developer may proceed with preparing functional and tender drawings, a proposed completion schedule, and cost estimates which are to be submitted to LAS for review and approval. If required, a Tree Management Plan is submitted to the Forestry and Horticulture Section at this step. The developer is required to provide fencing of the open space area with neighbouring land uses. Grading and seeding may also be required based on the design of the Subdivision application or local requirements. At this step, approvals from third parties must be obtained. Necessary approvals may include: license agreements for utility corridor trails; conservation authority approvals for trails through regulated areas; or approvals from the Niagara Escarpment Commission for any trails in the escarpment area. For more information refer to **Appendix E – Internal and External Approvals**

City's Role	LAS reviews and approves the Open Space and Trail Design, functional and tender drawings, completion schedule, and the cost estimates. The cost estimates are needed to establish which party (developer or City) is responsible to pay for which items based on the Local Service Policy and Development Charges by-law. The cost estimates need to include contingency and the developer's landscape architectural service fee, refer to the template provided in **Schedule B – Project Charter of Appendix F – Parkland/Open Space and Trail Development Financing Agreement (PDFA/OSTDFA)**. LAS provides comments to the developer with any required changes to the drawings. **Note: LAS staff need a minimum of three weeks to review and comment on drawing submissions**. If required, Forestry and Horticulture staff review and comment on the Tree Management Plan. Any tree removals or conservation plans must be submitted to the Forestry and Horticulture Section for approval. These plans must be submitted and approved before LAS gives final approval to the design drawings.
Developer's Role	The developer, at this step, must submit to LAS for review Open Space and Trail Design drawings and cost estimates prepared by the developer's landscape architectural consultant. This submission is in coordination with the engineering plan requirements specified by Growth Management. The requirements for submission are found in **Appendix C – Drawing and Submission Standards** and **Appendix D – Standard Requirements for Park and Open Space Development**. Design standards, details, and specifications can be found in the following appendices: • **Appendix H – Playground Equipment Standards** • **Appendix I – Spray Pad Standards** • **Appendix J – Park and Trail Standards** • **Appendix K – Approved Tree Species for Parks and Open Spaces** • **Appendix L – Park and Open Space Standard Detail Drawings** • **Appendix M – Park and Open Space Standard Specifications** The developer works with the City to refine the Open Space and Trail Design Concept. This is to ensure the City's goals for the Open Space and Trail parcel are met. Once this is finalized, the functional plan and tender drawings, completion schedule, and revised cost estimates must be submitted to LAS. Developers should be aware that there is an upset limit to the repayment of Development Charges which is determined by the City's Development Charges By-law and is established in the Project Charter. The Open Space and Trail Design and cost estimates should reflect this upset limit. Costs that are above the upset limit are the responsibility of the developer.

Step 4c: Tendering	
Overview	It is the developer's responsibility to tender the project. The tendering process are outlined in the Open Space and Trail Development Financing Agreement (OSTDFA), refer to **Appendix F – Parkland/Open Space and Trail Development Financing Agreement (PDFA/OSTDFA)** and follows the "Requirements for Tendering" in the City of Hamilton's *Engineering Guidelines for Servicing Land Under Development Applications*. Copies of the bids must be provided to the City immediately after bid opening. The developer may select the contractor, but the Open Space and Trail construction repayment is based on the lowest qualified bid including a 10% contingency to the upset limit established for the park construction budget.
City's Role	The City must be present at the opening of the bids. A digital bid and tender process may be employed, and the bid opening may be remote provided that the online portal can be publicly accessed and viewable in real time. The City requests a tele-call with the developer and developer's landscape architectural consultant at the time the digital bid closes.
Developer's Role	The developer must follow the proper tendering procedure as outlined in the OSTDFA that follows the City of Hamilton's *Engineering Guidelines for Servicing Land Under Development Applications*. The procedures outline the type of bid process that must be employed depending on cost of works. The developer's landscape architectural consultant is to coordinate the tendering and bid opening to ensure that the process is public, that a City representative is present at bid opening and that copies of the bids are provided to the City immediately after opening.
Step 4d: Open Space and Trail Development Financing Agreement	
Overview	LAS will prepare a draft Open Space and Trail Development Financing Agreement (OSTDFA) once the developer has selected a bidder and will obtain review from the City's legal section. The OSTDFA is a legal agreement signed by the City (i.e. Mayor and Clerk), initialled by the manager and supervisor of LAS and signed by the developer. The OSTDFA identifies the works that are to be constructed and their costs, the parties responsible to pay the costs, the general responsibilities and obligations of the parties as it pertains to the completion of the works, the conditions for repayment of the City's share of work and the requirements for insurance and securities, including the conditions of release of the securities. A OSTDFA template can be found in **Appendix F – Parkland/Open Space and Trail Development Financing Agreement (PDFA/OSTDFA)**. The developer must wait until the financing agreement is signed prior to entering into any general contract with the selected bidder to complete the works.

City's Role	The City works will prepare a draft OSTDFA for the developer to review and sign. Once the OSTDFA is signed by all parties, LAS will prepare a Purchase Order Requisition and send the Purchase Order to the developer. The Purchase Order will be used to pay for the City's share of the approved works. The preparation of the PDFA and Purchase Order are facilitated through LAS, Financial Planning and Policy, and Legal Services.
Developer's Role	The developer reviews the OSTDFA and if in agreement, signs the document. The developer is responsible to provide the City a Letter of Credit for the securities once the tender has been awarded and the OSTDFA is signed by the developer and City.

Option 2 Step 5: Open Space and Trail Construction and Assumption

Step 5a: Construction Administration

Overview	The construction administration duties are performed by the developer's landscape architectural consultant. It is expected that a pre-construction meeting will be held, along with bi-weekly meetings that must be attended by a LAS staff member, the developer's contractor, the developer's landscape architectural consultant and a representative of the developer. It is expected that site inspections of the minimum key milestones identified in the Project Charter will be performed and documented, that shop drawings will be submitted for review and approval to the developer's landscape architectural consultant and LAS, and that the third-party testing will be performed, documented and submitted to the developer's landscape architectural consultant and LAS. Meetings, testing and submissions are expected to occur in a timely fashion to prevent delays and ensure that the open space and trail is being constructed according to the contract documents.
City's Role	LAS will play an active role in overseeing the construction of the open space and trail and expects to be circulated on all shop drawing submissions and testing reports for review and approval. Site inspection reports, progress payment and documentation related to the construction of the park should also be circulated to LAS. LAS will attend all bi-weekly meetings and will coordinate with other City sections should their presence on site be required, such as Parks and Cemeteries and Forestry and Horticulture. Other internal and external agencies may also be asked to attend site meetings as required.

Developer's Role	The developer's landscape architectural consultant is expected to set-up the pre-construction meeting and the bi-weekly meetings and take minutes. The developer's landscape architectural consultant will aid in the review and approval of shop drawings and ensure that the developer's contractor is submitting documentation in a timely fashion to avoid construction delays. The developer's landscape architectural consultant will be responsible to perform the key milestone reviews and document the reviews to ensure that the open space and trail is being constructed according to the contract documents. Any issues or changes to the contract must be presented to the City prior to the issuance of site directives or change orders. Templates produced by the City of Hamilton for construction administrative documentation are available upon request.
Step 5b: Deficiency Review	
Overview	A deficiency review must be performed prior to initiating substantial performance. A deficiency review of the open space and trail will be performed with LAS, the Park and Cemeteries superintendent, the developer's landscape architectural consultant, the developer's contractor and a representative of the developer. A Deficiency Report will be prepared, and the developer is responsible to rectify the deficiencies to the satisfaction of the City prior to substantial completion being initiated.
City's Role	LAS will ensure that the appropriate stakeholders from the City attend the deficiency review walks and are satisfied with the deficiency corrections performed by the developer.
Developer's Role	The developer landscape architectural consultant is responsible to help coordinate a deficiency review meeting, to note deficiencies not in compliance with the contract requirements and to circulate a final Deficiency Report. The developer will ensure that the deficiencies are corrected and to notify the City for a final review to occur. Substantial performance will not be initiated until the identified deficiencies are corrected to the satisfaction of the City.
Step 5c: Substantial Performance and Release of Securities	
Overview	Once the deficiencies have been rectified to the satisfaction of the City, the City will send a substantial performance cover letter granting the developer approval to initiate substantial performance for the works. The developer may then execute Substantial Performance according to current Construction Law. The two-year warranty period begins after Substantial Performance is achieved. The developer may also reimbursement for the City's share of works and request the release of the securities for the performance of the works. The developer will be reimbursed for the City's share of the works and the securities will be released following the expiration of the lien period according to the current construction law and the receipt of the documentation outlined in the OSTDFA. The securities for the warranty period will be held until the expiry of the two-year warranty period. The Record of Site Condition and Letter of Reliance must be provided, and the Open Space and Trail Deed transferred to the City at this Step.

City's Role	LAS will prepare a cover letter confirming that Substantial Performance has been reached and a notification letter for the commencement of the warranty period. Following the expiration of the lien period, LAS will have the City's Law Clerk perform a lien check. Once all documentation is received from the developer according to the conditions outline in the OSTDFA, LAS will initiate the release of the securities and the reimbursement for the City's share of works through Business Programs.
Developer's Role	The developer's landscape architectural consultant prepares the Certificate of Substantial Performance after receiving clearance from the City. The developer will publish the Substantial Performance document as per the *Construction Lien Act.* The developer is responsible to apply for the release of securities and to request reimbursement for the City's share of works. The developer is responsible to submit the required documentation along with this request. Refer to **Appendix F – Parkland/Open Space and Trail Development Financing Agreement (PDFA/OSTDFA)** for the standard conditions and documentation that must be submitted prior to the release of securities and reimbursement of the City's share of the works.
Step 5d: Maintenance Assumption	
Overview	The start of the two-year warranty period begins at Substantial Performance after the City has accepted the construction works. Inspections must occur at an appropriate time of the year to review the works, including vegetative health, during the first year of the warranty period and during the second year of the warranty period. A final inspection is complete LAS and any outstanding warranty corrections will be identified for correction by the developer. Should the work be acceptable, a letter of Contract Completion will be issued to the developer and the developer may then apply for the release of securities for the warranty component of the works. Should the developer fail to correct the deficiencies the securities will be used by the City to do so.
City's Role	Open space and trail maintenance is assumed by Parks and Cemeteries staff once Substantial Performance is awarded. LAS will perform the one-year and two-year warranty inspection reviews on-site with the developer. LAS will conduct the final inspection review at the termination of the two-year warranty period and will issue a letter of Contract Completion should the work be deemed acceptable. LAS will facilitate the release of the security for the warranty period through Business Programs.
Developer's Role	The developer's landscape architectural consultant is responsible to schedule and perform a one-year and two-year maintenance review. The reviews must be conducted with LAS staff present and the developer's landscape architectural consultant is responsible to prepare and issue the maintenance reports. The developer must rectify the identified warranty deficiencies in timely manner and notify the City when the work is complete. The developer is responsible to apply for the release of the securities following the expiration of the warranty period and the receipt of a letter of Contract Completion issued by LAS.

Appendix A **– Glossary**

City Wide Park	A park that is a municipally, regionally, provincially or nationally significant destination that meets the needs of residents and is of interest to visitors. These facilities are often associated with major recreation, education or leisure activities and may have natural or unique features. They range greatly in size and type of features.
Community Park	A park that serves more than one neighbourhood but is not intended to serve the City as a whole. Community Parks have more intensive recreational facilities such as lit sports fields, recreational and community centres. These facilities will have good transportation access along adjacent arterial and/or collector roadways and provide adequate parking to meet anticipated demand. Community Parks in urban areas should be appropriately located along transit routes. They serve a population of approximately 20,000 people and have a minimum size of approximately 7.0 hectares (17.3 acres).
Contract Documents	Those documents that comprise a contract, e.g. in a construction contract, the owner-contractor agreement, conditions of the contract (general, supplementary, and other conditions, plans and / or drawings, specifications, all addenda, modifications, and changes thereto, together with any other items stipulated as being specifically included.
Draft Conditions	Form the basis of the Subdivision Agreement and reflect a municipality's requirements related to a draft plan that must be satisfied by a developer before final approval of a plan is granted.
Easement	A legal agreement to gain the right of entry to private property, for the purpose of maintaining public facilities.
Functional Plan	The functional plan is the further refinement of the master plan. The functional plan shall include critical dimensions of facilities, sports fields, parking lots, pathways, and any other features of the design. Additionally, it shall include a preliminary grading concept, preliminary planting concept, and requirements for sanitary sewers, surface and subsurface storm drainage, and investigation of utilities. Any significant features within the design such as an entry feature need to be specified. This completed functional plan shall serve as the base plan for working and construction drawings. The functional plan shall be provided in micro station format, as per City standard.

General Open Space	Lands that do not function as parks but are used for both active and passive recreational activities. Includes golf courses, community gardens, pedestrian and bicycle trails, walkways, picnic areas, beaches, remnant parcels of open space lands, urban plazas, squares and core spaces.
Lease	A legal agreement whereby the owner of land grants exclusive possession of its land to another party for a specified time period.
Master Plan	A plan, usually graphic and drawn to a small scale, which depicts all the elements of a project or scheme. Often has supplemental material.
Natural Open Space	Lands having environmental features that are intended to be preserved in their natural state. Where appropriate, limited recreational activities / uses may be permitted, including trails, picnic areas, forest management, etc. Natural Open Space shall include lands with significant natural features and landscapes such as woodlots, hazard lands, forested slopes, creek/ravine corridors, environmentally sensitive areas (of natural and scientific interest i.e. the Niagara Escarpment), and areas of wildlife habitat. These areas perform important biological and ecological functions and provide passive recreational opportunities.
Neighbourhood Park	A park that primarily caters to the recreational needs and interests of the residents living within its general vicinity. They are generally comprised of municipal parkland, containing a mixture of passive areas, sports facilities, informal and formal play areas, and may include natural areas. They serve a population of approximately 5,000 people and have a minimum size of approximately 2.0 hectares (5.0 acres). Residents can easily walk or bike to these parks.
Neighbourhood Plan	Guide plans, prepared to provide direction for future land use decisions. They include a land use plan (map) and policies. They are adopted as a guide to Council but are not incorporated into the Official Plan as an amendment. Neighbourhood Plans show road pattern and general land use.
Official Plan	The policy document, prepared by a municipality under the auspices of the Ontario *Planning Act*, which sets out the guidelines for the development of the community.
Open Space	Lands designated as Open Space are greater than 0.4 hectares (1.0 acres) in size, are public or private areas where the predominant use or function of the land is for recreational activities, conservation management and other open space uses. Uses include, but are not limited to, parks for both active and passive recreational activities, pedestrian pathways, trails, bikeways, walkways, seasonal campgrounds, marinas, woodlots, forestry and wildlife management areas, fishing reserves, hazard lands, cemeteries and recreation / community centres. See also "General Open Space" and Natural Open Space".

Open Space and Trail Development Financing Agreement (OSTDFA)	An agreement between a developer and the City to construct an open space or trail by the developer for the City and the City's timing and payment for this work which is generally through Development Charges reimbursement.
Park Facility Fit	A plan prepared by the City of Hamilton to confirm the ability of the parkland within a subdivision to meet the needs of the existing and future community.
Parkette	Small open spaces which have no or limited recreational facilities. They are generally located in the older urban areas where they serve an important function in the provision of open space opportunities.
Parkland Development Financing Agreement	An agreement between a developer and the City to construct a park by the developer for the City and the City's timing and payment for this work which is generally through Development Charges reimbursement.
Project Charter	The Project Charter forms part of the Parkland/ Open Space and Trail Development Financing Agreement. The Project Charter identifies the scope and budget of the park and defines the roles and responsibilities of the parties responsible for the delivery of the park.
Proponent	The owner of land requesting subdivision of that land.
Public Bidding Process	The process of obtaining the lowest price for a specific project through an open competition among interested and qualified contractors.
Recreation Facilities Supply Standards	Per capita, the minimum requirements for recreational facilities such as for example soccer fields and baseball diamonds.
Secondary Plan	A plan for a specific geographic area containing specific policies to guide future development which can form the basis of an amendment to an Official Plan.
Securities	Monies of a developer secured by its financial institution on behalf of the City under its Subdivision Agreement, to ensure that a developer satisfies all financial obligations with respect to the construction of works and payment of fees and charges imposed on the development lands. In the event that the developer does not fulfill the required obligations, the City will use the securities to complete the works.
Stormwater Management Facilities	Any structural stormwater management measure, including stormwater management basins, filtration or other treatment systems.

Streetscape	The aesthetic design and pedestrian amenity of the full right-of-way of a street. This can include tree or other landscaping along the street boulevards (edges) or within a median, special paving on sidewalks and / or within the pedestrian portions of intersections, lighting, public art, street furniture such as benches, transit shelters, etc.
Subdivision Agreement	A legally binding contract that outlines the subdivision requirements for all phases of a proposed subdivision draft plan. It lists all documents, conditions, and cash contributions required to be paid by a developer, either for the implementation of the works by the City, or to ensure that the works are carried out by a developer. It will list any future requirements for front-ending agreements for any of the phases of the development.
Substantial Performance	A contract is substantially performed when: a) When the improvement to be made under that contract or a substantial part thereof is ready for use or is being used for the purposes intended; and b) When the improvement to be made under that contract is capable of completion or, where there is a known defect, correction, at a cost of not more than, • 3 per cent (3%) of the first $1,000,000 of the contract price; and • 2 per cent (2%) of the next $1,000,000 of the contract price; and • 1 per cent (1%) of the balance of the contract price. It is the contractor's responsibility to request a certificate of substantial performance.
Ten Year Parks Budget Forecast	Capital budget projecting project timelines and expenditures 10 years into the future.
Tender Documents	Produced in addition to contract documents, they are developed to manage the bidding process for constructing the project.
Tree Management Plan	Identifies trees that require removal, relocation, and protection (including hoarding measures). Includes a complete inventory of existing trees on the proposed development site.
Utility Corridor	A defined area of land through which the primary purpose is the conduction of major utilities (i.e. Hydro corridor).
Warranty	A legally enforceable assurance of the quality or work or duration of a product or work performed.
Working Drawings	Drawings, intended for use by a contractor, subcontractor, or fabricator, which form part of the contract documents for a building or development project; containing the necessary information to construct an object, structure, or landscape.

Appendix B – **Planning Documentation**

1. OFFICIAL PLAN

In 2001, six former municipalities amalgamated to form the present City of Hamilton. Each of the municipalities had their own Official Plan; therefore, the City of Hamilton was working with six (6) different Official Plan documents, and six (6) different zoning by-laws. In 2006, the City of Hamilton adopted an Official Plan and Zoning By-law amendment to establish an amalgamated strategy for parklands and open spaces.

The existing Official Plan relies on Land Use schedules and supporting planning documentation (planning policies) to regulate and enhance the open space system.

Generally, the Official Plans:

- Identify lands designated for open space purposes;
- Classify parks (park hierarchy);
- Identify the location of parks; and
- Identify the amount of land needed for park purposes to serve its users.

This Appendix explains the process for development planning as it relates to the development of parks. Parks have a hierarchy, any or all of which may be included in the process of development. The step-by-step process for parks in Greenfield development may include: Official Plan or Zoning By-law Amendments, Neighbourhood Plan, Plan of Subdivision, Subdivision Agreement, and Subdivision Construction and Warranty Periods.

Prior to the development process, a meeting with Planning and Economic Development Department (PED) staff of the City of Hamilton will determine the needs of the Community, identify the size of the property, and the need to include the property in a Neighbourhood Plan. Additionally, PED staff will confirm the requirements, necessity, and process for an Official Plan Amendment or a Zoning By-law Amendment.

1.1 Park Classification

In 2006, an Official Plan amendment was initiated by PED to provide a consistent Official Plan policy with respect to parkland across the City.

This Official Plan amendment introduced five (5) park classifications which best reflect the parkland structure of the amalgamated City of Hamilton. Below are the classifications taken from Council Report PED06152, June 14, 2006:

- **Neighbourhood Parks**
- **Community Parks**
- **City Wide Parks**
- **General Open Space**
- **Natural Open Space**

Neighbourhood Parks primarily cater to the recreational needs and interests of the residents living within its general vicinity. Residents can easily walk or bike to these parks. Neighbourhood Parks are generally comprised of municipal parkland, containing a mixture of passive areas, sports facilities, informal and formal play areas, and may include natural areas. They serve a population of approximately 5,000 residents and have a minimum size of approximately 2.0 hectares.

Community Parks serve more than one neighbourhood but are not intended to serve the city. Community Parks have more intensive recreational facilities such as lit sports fields, recreational and community centres. These facilities will have good transportation access along adjacent arterial and/or collector roadways and provide adequate parking to meet anticipated demand. Community Parks in urban areas should be appropriately located along transit routes. They serve a population of approximately 20,000 people and have a minimum size of approximately 7.0 hectares.

City Wide Parks are municipally, regionally, provincially or nationally significant destinations that meet the needs of residents and are of interest to visitors. These facilities are often associated with major recreation, education or leisure activities and may have natural or unique features. They range greatly in size and type of features.

Parkettes although not a part of the formal park classification hierarchy are small open spaces which have no or limited recreational facilities. They are generally located in the older urban areas where they serve an important function in the provision of open space opportunities.

General Open Space shall include golf courses, community gardens, pedestrian and bicycle trails, walkways, picnic areas, beaches, remnant parcels of open space lands and urban plazas, squares and core spaces. These areas do not function as parks but are used for both active and passive recreational activities.

Natural Open Space shall include lands with significant natural features and landscapes such as woodlots, hazard lands, forested slopes, creek/ravine corridors, the Niagara Escarpment, environmentally sensitive areas (of natural and scientific interest) and areas of wildlife habitat. These areas perform important biological and ecological functions and provide passive recreational opportunities.

2. NEIGHBOURHOOD/SECONDARY PLAN

Neighbourhood Plans are guide plans, prepared to provide direction for future land use decisions. They include a land use plan (map) and accompanying land use policies. Neighbourhood Plans are adopted as guides by Council but are not incorporated into the Official Plan as an amendment. Therefore, Neighbourhood Plans are not legally binding, and can easily be revised. There are presently approximately 111 Neighbourhood Plans in effect within the City of Hamilton.

Secondary Plans provide future direction and include a land use plan (map) and accompanying land use policies, similarly to a Neighbourhood Plan. However, unlike Neighbourhood Plans, Secondary Plans are adopted by Council and PED as amendments to the City's Official Plan. Such amendments involve a more complicated, formal process that is regulated by the *Planning Act*. Secondary Plans are created for smaller areas within the City. The Secondary Plan includes:

- Preparation of overall Land Use Schedule, Official Plan Amendment and supporting planning documentation for the secondary planning area;
- Design direction and principles for the preparation Neighbourhood (Block) Plans for sub-areas within the Secondary Planning area;
- Adopted by Council after the Official Plan Amendment/Secondary Plan is presented at a Public Meeting.

In terms of parks and open space requirements, Secondary Plans identify the specific 'type' of park and open space required to serve the needs of the residents in the area, as well as the number and location of parks within the neighbourhood and the relationship of the park to other neighbourhood components.

The guidelines ensure that planning and design of Open Space Systems are consistent with the City of Hamilton's overall design objectives for the various classifications of parks.

Landscape Architectural Services (LAS) staff of the Environmental Services Division of Public Works typically provide input during the development of a Secondary Plan in the City of Hamilton. During this consultation process, LAS staff reviews the location of open spaces and parkland, as well as any trail connections in the Secondary Plan Area.

PED will prepare the Neighbourhood Plan or Secondary Plan. LAS Section in Public Works, or the developer's consultant, will prepare a park Facility Fit drawing that responds to the community needs for parks. The Facility Fit will ensure that sports and recreation facilities can physically be accommodated on the lands provided by the developer. Outplay and buffer areas will be identified and accommodated around all formal field areas. Pedestrian access will be provided from streets of the community, as well as through the parks and open spaces, allowing multiple access points.

3. SUBDIVISION PLANNING

3.1 Parkland Dedication

Developers in the City of Hamilton must apply to the City for approval of any proposed subdivision development. Planning policies by PED establish the process and timing of such applications; therefore, for any details on the specifics of response times, requirements of applications, and other details, please contact PED. As these policies and procedures may change, they will not be reproduced here.

All new developments are required to provide Parkland Dedication to the City, as per the Ontario *Planning Act* and City By-laws No. 17-039 and 09-124. Any greenfield development, brownfield development, or increase in density development within the City is required to contribute parkland or cash-in-lieu of parkland. Residential, Commercial, and Industrial developments are subject to park dedication under the Ontario *Planning Act*.

Parkland dedication is determined according to Section 42 and/or Section 51 of the *Planning Act* and City By-laws No. 17-039 and 09-124. The *Planning Act* allows municipalities to collect parkland dedication of 5% of the total land area (2% for commercial/industrial developments), or 1 hectare (ha) / 300 housing units, whichever is greater.

However, the City of Hamilton generally exempts industrial developments from parkland dedication, and the City's area per unit dedication requirements vary depending on the unit density of the development. See By-law 09-124 as amended by By-law 17-039 for more information. Residential developments in the Hamilton Downtown Community Improvement Project Area are required to only contribute 5% of the total land area, regardless of density (or the equivalent in cash-in-lieu) to encourage residential development in the downtown. Parkland dedication and cash-in-lieu calculations are completed by PED.

Stormwater Management Ponds (SWM Ponds), valley lands, or floodplains are not acceptable as parkland dedication. However, if forest or other lands are given to the City as 'Open Space', these lands are removed from the 5% total land area calculation used to determine the amount of parkland dedication.

3.2 Parks in New Subdivisions

New parks must conform to specific size and configuration standards. A minimum of **120 metres** of street frontage is required to ensure adequate access and visibility into the park. A square or rectangular configuration of the park parcel allows for the greatest flexibility for the construction of sports facilities; therefore, odd shapes will not be accepted for parkland dedication.

All parkland will have an as-built grading plan and be seeded or sodded to the satisfaction of the Director of Environmental Services, Public Works.

Additionally, parks shall be constructed on tableland. Valley lands, floodplain lands, or parcels with excessive grades will not be accepted as parkland dedication, due to the inherent restrictions on development that are encountered on these types of land. Stormwater Management Ponds shall not be accepted as parkland dedication.

Different scenarios for parkland development can occur within the City of Hamilton's subdivision development process. If there is parkland or open space to be built in the subdivision area, either the City can be responsible for the final design and construction of these facilities, after the parkland or open space have been dedicated or purchased by the City, or the developer has the option to construct the park themselves.

3.2.1 Park Design Consultant (Landscape Architect)

When the developer constructs the park, the design shall be completed by a full member in good standing of the Ontario Association of Landscape Architects (OALA), to gain approval by the LAS Section staff, Public Works.

3.2.2 Record of Site Condition and Letter of Reliance

All dedicated parkland, whether on greenfields or brownfields, requires a Record of Site Condition, acknowledged by the Ontario Ministry of the Environment, Conservation and Parks (MOECP), and to the satisfaction of LAS staff. Additionally, a letter of reliance is required to be provided to the City from the Environmental Consultant that undertook the work for the Record of Site Condition.

3.3 Introduction to Subdivision Agreement

The City of Hamilton developed a new Subdivision Agreement in 2006, and this new agreement was approved by Council in September of 2006.

The detailed engineering and landscape drawings, including park and open space design drawings shall be submitted by the developer, and approved by City staff at the Phase Registration stage, and shall be a written approvals process. This process shall occur separately for each phase of a development.

City's standard sewer (SEW) drawings (WM and SEW drawings can be found in the C&MSM).

3. Water meters shall be positive displacement (PD) type. Meter sizing shall be determined by site and design - specific flow rates. Note that a smaller meter may be suitable for your application, given design flow rates can be achieved. i.e. a 1.5" meter may be possible on a 2" water service.

4. Provide a pressure regulating valve to ensure a constant working pressure as stipulated by the spray equipment manufacturer and to prevent pressure surges.

5. The City of Hamilton has variable water pressure and flow districts throughout the City. Obtain the records for static and residual water pressure and flows in the specific park location from the Hamilton Water's Infrastructure and Source Water Protection Section and design the spray pad to function within the available parameters.

3. Storm Service

1. Confirm storm sewer drain connection location and invert elevations early in the planning process to ensure the spray pad will have positive slopes to the sewer.

2. Supply and install catch basin in accordance with OPSD 705.010 complete with frame and cover as per OPSD 401.010 Type B – open cover. Custom catch basin covers by the spray pad manufacturer are also permitted. Supply catch basin with goss trap and stopper in accordance with SEW-304.

3. Water shall move from the catch basin to a sodium sulphite tablet system (for dechlorination) via a minimum 150mm dia. storm sewer pipe (note, if draining to a combined storm/sanitary sewer, dechlorination is not required).
For additional information on sodium sulphite tablet dechlorination systems, please see Section 3.1 of *City of Hamilton Spray Pad Servicing Analysis: Dechlorination Alternatives and Preferred Solutions*, (GHD Limited, March 16, 2018).

4. Treated water can then be transported to the City's storm sewer with a minimum 150mm dia. storm sewer pipe.

4. Electrical

1. Provide 120V electrical service to control centre. Electrical services usually require a hydro meter. See photo of a freestanding power centre with external hydro meter.

2. Provide all wires inside a minimum 25mm PVC conduit buried 600mm below grade.

3. Provide a GFI Plug in the electrical panel.

Tall Power Pedestal

Short, double-door pedestal

Please note, Hydro One requires that meters be elevated 1.75m from grade.

5. Distribution Piping

1. All water distribution pipes between the command centre and the spray pad features shall be at a minimum Municipal Grade 200, tested to ASTM D1598.

2. Under the concrete, plastic Grade 80 PVC piping is permitted. Can also use Crylon pipe, or pipe-in-pipe systems, although these latter two are more expensive.

3. Provide ball valves and unions in control vault. Each valve must be isolated with a shut-off above and below the valve.

4. All fittings must be union fittings (screwed together) for easier maintenance.

5. Install all piping to self-drain to a drain valve located in a drainage chamber and discharged to the sewer system.

8.0 PRODUCT SELECTION

1. For a list of approved manufacturers, please see the most recent version of specification Section *13 15 00 Spray Pads*.

9.0 DETAILS

1. Concrete control joints shall be saw-cuts and must enclose a feature, not run to a feature. Joints shall be a minimum of 300mm away from a spray feature. This allows the feature to be replaced by digging up only one section on concrete.

10.0 EXISTING SPRAY PAD INSTALLATIONS

1. **Type 'A' Spray Pad** - Stock Vertical Spray Features and Ground Jets

Henry and Beatrice Warden Park

North Central Park

Churchill Park

William McCulloch Park

2. **Type 'B' Spray Pad –** Spray Jets Only, No Vertical Features

Dundas Driving Park

Hampton Park

3. Sheet Drain to Catch Basin with Open Manhole Cover

Provide min. 1.0m concrete apron with 50mm rise on down slope side to contain and direct water to drain.

Sheet drain to catch basin with slotted cover.

4. Custom Activators with Polara Control

William McCulloch Park

Dundas Driving Park

Hampton Park (Polara control mounted in concrete wall)

5. Saw Cut Pattern

Henry and Beatrice Warden Park

Hampton Park
*(*Two-Tone Concrete and Saw Cut Pattern)

6. City of Hamilton Spray Pad Locations and Types

Legend:

Type = Spray Pad Style Type

- A = Vertical spray posts and ground jets
- B = Ground jets only - no vertical features

Year = Year Installed or Redeveloped

Control Location

- Bldg = Building Mechanical Room
- AGCC = Above Ground Command Centre
- BGCC = Below Ground Command Centre

	Park Name	Ward	Type	Year	Control
City Wide	Confederation Beach Park	5	A	2007	Bldg
	Dundas Driving Park	13	B	2007	BGCC
	Gage Park	3	A	1999	Bldg
	Heritage Green Sports Park	9	A	2018	AGCC
	Pier 4 Park	2	A	1993	BGCC
	William Connell Park	8	A	2018	AGCC
Community	Beasley Park	2	B	2018	AGCC
	Billy Sherring Park	7	A	2001	Bldg
	Buchanan Park	8	A	2015	AGCC
	Churchill Park	1	A	2006	AGCC
	Eastwood Park	2	A	1997	Bldg
	Fairgrounds Community Park	11	A	2013	AGCC
	Green Acres Park	9	A	2017	Bldg
	Hamilton Amateur Athletics Assoc. (HAAA)	1	A	1999	BGCC
	Huntington Park and Recreation Centre (AKA Jesse Patterson Park)	6	A	1993	BGCC
	Lawfield Park / Bill Friday Lawfield Arena	7	A	2008	AGCC
	Macassa Park	6	A	1998	Bldg
	Maplewood Park	9	A	2018	Bldg
	Mount Hope Park	11	A	2018	AGCC
	Sam Manson Park	5	A	1993	AGCC
	Victoria Park	1	A	1999	BGCC
	Village Green Park	12	A	2013	BGCC
	Waterdown Memorial Park	15	A	2006	Bldg
	William McCulloch Park	8	A	2011	Bldg
	William Schwenger Park	8	A	2013	AGCC
	Winona Park	11	A	2012	AGCC

	Park Name	Ward	Type	Year	Control
Neighbourhood	Alexander Park	1	A	2018	
	Allison Neighbourhood Park	7	A	2007	AGCC
	Andrew Warburton Memorial Park	4	A	1998	Bldg
	Belview Park	3	A	1990	BGCC
	Berrisfield Park	6	A	1998	Bldg
	Broughton Park East	6	A	1998	
	Carter Park	2	A	1990	Bldg
	Central Park	2	A	1998	Bldg
	Durand Park	2	A	2015	AGCC
	Eastmount Park	7	A	1999	
	Eleanor Park	7	A	1995	BGCC
	Elmar Park	7	A	1991	BGCC
	Fairfield Park	4	A	2007	AGCC
	Father Sean O'Sullivan Memorial Park	5	A	1992	BGCC
	Gilkson Park	8	A	1995	BGCC
	Glendale Park	5	A	1998	Bldg
	Gourley Park	8	A	1998	
	Hampton Park	6	B	2010	BGCC
	Henry and Beatrice Warden Park	5	A	2006	AGCC
	Highview Park	6	A	1991	BGCC
	Jack C. Beemer Park	3	A	1999	
	Jerome Neighbourhood Park	7	A	2013	BGCC
	Kennedy East Park	8	A	1993	
	Lisgar Park	6	A	1996	
	Montgomery Park	4	A	1993	
	Mount Lions Park	6	A	1993	
	Mountview Park	8	A	1993	
	Myrtle Park	3	A	2010	BGCC
	North Central Community Park	3	A	2008	AGCC
	Powell Park	3	A	1997	
	Riverdale East Park (AKA Oaklands Park)	5	A	2017	AGCC
	Roxborough Park	4	A	1999	
	Rushdale Park	7	A	1994	BGCC
	Shawinigan Park	8	A	1997	
	St. Christopher Park	4	A	1996	
	Templemead Park	6	A	1992	
	Trenholme Park	6	A	1992	
	Veevers Park	5	A	2001	Bldg
	Woodward Park	4	A	2012	
Parkette	Lucy Day Park	3	A	1989	
	McLaren Park	2	A	2015	AGCC

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Appendix J – Park and Trail Standards

Revised: March 11, 2019

The purpose of these standards is to provide guidance in determining what elements are typically included in standard park construction projects.

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1.0 C&MSM STANDARD SPECIFICATIONS

Unless specified otherwise in the specifications below, construction materials and methods shall comply with *The City of Hamilton Construction and Material Specifications Manual* (C&MSM), latest version.

https://www.hamilton.ca/develop-property/policies-guidelines/construction-and-material-specifications

Standard road, watermain, and sewer details can also be found in the C&MSM.

List of Standard Specifications:

Form 200	General Conditions
Form 300	General Construction Requirements
Form 400	Specification for the Installation of Watermains
Form 500	Specification for Sewer Pipe Materials and CCTV Inspection
Form 600	Specification for Granular Fill Materials
Form 700	Specification for Portland Cement Concrete
Form 800	Specification for Hot Mix Asphalt
Form 900	Specification for Standard Compaction Requirements
Form 1000	Amendments to Ontario Provincial Standards

2.0 APPROVED PRODUCTS

The City's Approved Products List can be found at http://www.roadauthority.com/mpl/mpl.asp?MPIShortName=Hamilton+MPL. Refer to the Approved Products List when specifying Park elements. Only products on this list may be sole-sourced.

3.0 TYPICAL ELEMENTS BY PARK CLASSIFICATION

All park development and redevelopment elements are to conform to City standard details and products. Certain exceptions exist when designing parkettes and streetscapes within Business Improvement Areas (BIAs) or within City Wide Parks. In these cases, more design flexibility is permitted where site furnishings, buildings, shade structures, signage, bollards etc. must conform to specific themes/designs of the surrounding area.

Determining What Elements to Include in a Design

1. Refer to the Table 1 below for typical park elements by park classification.

2. Refer to the Recreational Trails Master Plan (https://www.hamilton.ca/city-planning/master-plans-class-eas/recreational-trails-master-plan) for design standards by trail classification. See also 8.2-8.4 below).

   Internal park pathways are typically 3.0m wide asphalt pathways (see 8.2 below).

3. Recreational facilities will be determined by the park's Recreational Needs Assessment (obtained from Recreational Planning). This report identifies local amenity deficiencies and provides recommendations for each park development/ redevelopment project.

4. All elements should conform to applicable zoning by-laws and setbacks. Note that the best-practice setbacks are 15m for passive play (e.g. walkways) and 30m for active play (e.g. multi-courts, playgrounds and ice rinks). These setbacks should be observed from all property lines.

5. For typical playground programmes, please refer to **Appendix H – Playground Equipment Standards**.

6. For typical spray pad programmes, please refer to **Appendix I – Spray Pad Standards**.

Table 1: Typical Amenities by Park Classification

Element/Amenity	Parkette	Neighbourhood Park	Community Park	City Wide Park
Tree Planting	S	S	S	S
Decorative Planter/ Raised Planter	S			
Asphalt Walkway	S	S	S	S
Decorative Concrete Paving	O	SC	SC	SC
Park Sign	S	S	S	S
Chain Link Fencing		S	S	S
Ornamental Fencing	S	SC	SC	SC
Benches	S	S	S	S
Seating Walls	S			
Waste Receptacles	S	S	S	S
Bicycle Rack	S	O	S	S
Drinking Fountain	O	SC	S	S
Sun Shelter w/Light		S	S	S
Park Lighting	O	S	S	S
Play Equipment	O	S	S	S
Sports Fields		SC	S	S
Spray Pad		SC	S	S
Washroom Facilities		SC	S	S
Misc. Facilities (Band Shell, Pool, Wading Pool,)		SC	SC	SC
Misc. Amenities (Pump Track, Bowling Green, Rose Garden, Skate Park)		SC	SC	SC

S = Standard
O = Optional
SC = Special Condition

4.0 STANDARD DESIGN: PARK AMENITIES

4.1 Drinking Fountains

LAS Detail #: PK-360.02
Approved Products: See the *Parks* dropdown on the City's *Approved Product List* (http://www.roadauthority.com/mpl/mpl.asp?MPIShortName=Hamilton+MPL).
Options: • Water bottle filler hose bib and dog bowl. • Colour, stainless is most durable.
Notes: • Concrete pad or footing mounted.

4.2 Multi-use Court

LAS Detail #: PK-401 (full), PK-402 (half)
Approved Products: • Henderson Recreation Equipment: Backboard #BP002 and Hoop with Chain Net #BP013; • Gametime (Park N Play Design) Backboard #854 and Hoop with Chain Net #423; or • Approved equals.
Options: Full court or half court.
Notes: • Ensure 30m setback from property lines. • Galvanized fence is standard, black vinyl when approved (9-gauge inner mesh diam). • Materials must conform to the C&MSM. • Orient north/south.

4.3 Street Hockey Court

LAS Detail #: See as example Honourable Bob Mackenzie Park (W4).
Approved Products: • Yanchor Original ground anchors (for grounding net) or approved equal. • Regulation-sized mountable net.
Options: Various sizes.
Notes: • Pedestrian warning signs and rules of use signs typically required. • 8 ft fence, pads on fence posts. • Consult with Risk Management, Parks Operations and Recreation when planning these installations. • Materials must conform to the C&MSM. • Orient north/south when possible.

4.4 Play Equipment

Approved Products: No standard products. For a list of approved manufacturers, see standard specification Section *11 68 13 Play Equipment*.
Options: Colour, theme, components.
Notes: • See also **Appendix H – Playground Equipment Standards**. • Consult with Playground Maintenance during initial design stages. • Ensure swing sets are included. • Engineered wood fibre standard surfacing. Poured-in-place rubber in downtown areas. Combination in areas where unimpeded accessibility is required.

4.5 Natural Playgrounds

Approved Products: No standard products.
Options: Colour, theme, components.
Notes: • See also **Appendix H – Playground Equipment Standards**. • Consult with Playground Maintenance when planning these installations. • Ensure swing sets are included in playground design. • Guide ropes, grab bars and hand holds are required on 'Log Jams' and main access to slides and climbers. • Uneven height 'Log Pile' - type stairs are acceptable, but must have at least one clear, consistent riser height access path.

4.6 Spray Pads

Approved Products: • Spray pad activator button: See the *Parks* dropdown on the City's *Approved Product List* (http://www.roadauthority.com/mpl/mpl.asp?MPIShortName=Hamilton+MPL). • No standard products for elements. For a list of approved manufacturers, see standard specification Section *13 15 00 Spray Pads*.
Options: • Colour, theme, components. • Concrete pad colour and pattern.
Notes: • See also **Appendix I – Spray Pad Standards**. • Consult with Playground Maintenance during initial design stages. • Materials must conform to the C&MSM.

4.7 Fitness Equipment

Approved Products: No standard products. For a list of approved manufacturers, see standard specification Section *11 68 23 Fitness Equipment*.
Options: Colour, theme, components.
Notes: • Equipment with moving parts are not recommended. • Consult with COH Public Health and Playgrounds Maintenance during initial design stages. • Possibility for pathway distance markers, 'Bench Fit' stations and drinking fountains in fitness parks. • Engineered wood fibre standard surfacing.

4.8 Sports Fields

LAS Detail #: PK-0100 and PK-0200 Series details
Approved Products: No standardized products.
Options: Various classes, sizes, surface, fencing, and other options.
Notes: • Normally constructed in Community and City Wide parks due to setbacks and size requirements. • Consult with Sports Development (Recreation) and user groups to determine needs and field size requirements. • Refer to current sports field sizing requirements issued by municipal, provincial/national organizations. • Orient fields to design standards whenever possible.

4.9 Neighbourhood/Community Park Shade Structure

Approved Products: Poligon SQR 20, or approved equal.
Options: Post/roof colour.
Notes: • Square 6m x 6m metal shade structure with hip roof. • City to choose footing installation detail prior to tender. • Shelters exempt from Site Plan Approval process but should respect zoning setbacks. Building permit is required.

4.10 Small Shade Structure/Pergola

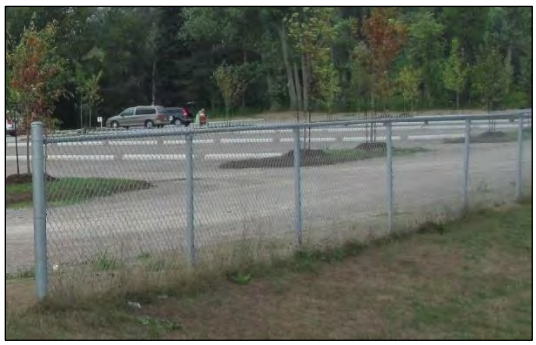
Approved Products: No standard products.
Options: Size, Post/roof colour, ornamentation (budget and location driven).
Notes: • Used adjacent to spray pads, playgrounds in parkettes or where space is limited. • Structures over 10 sq.m. subject to building permit.

4.11 Custom Shade Structure

Approved Products: No standard products.
Options: Design, size, Post/roof colour, ornamentation (budget and location driven).
Notes: • Used adjacent to spray pads, playgrounds in parkettes or where space is limited. • Structures over 10 sq.m. subject to building permit.

5.0 STANDARD DESIGN: SITE FURNISHINGS

5.1 Perimeter Fence



LAS Detail #: PK-1010.06 (1500mm chain link), PK-1010.03 (1500mm vinyl-coated)
Approved Products: No standard products.
Options: 1.5m or 1.8m high, Galvanized (Std.) or black vinyl. Wood not typically used.
Notes: • Install 0.15m inside City property • Height and finish dependent on PM, Parks or stakeholder preference and site context. • See multi-use court, above, for fencing information around multi-use courts.

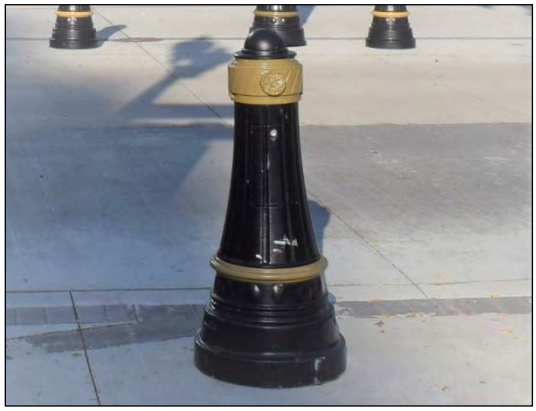
5.2 Steel Rail Fence

LAS Detail #: PK-1060.04
Approved Products: No standard products.
Notes: • Used on frontages where 30m active play setback is not achievable. • Used to limit access to hazard areas i.e. bioswale channels, top of slopes/embankments. • Used to delineate passive/active areas.

5.3 Knock-down Bollard

LAS Detail #: PK-1070.03
Approved Products: No standard products.
Options: Galvanized (Std.) or powder coating.
Notes: • Used to limit access at park walkway or trail entrances. • Contact Parks Operations once installed for City lock installation.

5.4 Ornamental Bollard



Approved Products: No standard products.
Options: Fixed, removable, combination, various ornamentation options.
Notes: • Ensure placement allows clear pedestrian passage between (1.8m). • Must be durable and able to withstand commercial levels of use. • Ensure parks operations has 3m wide equipment access where required (install removable bollard where access is needed).

5.5 P-Gate (Rural)

LAS Detail #: PK-1055.06
Approved Products: No standard products.
Options: Various lengths.
Notes: • Galvanized, used to provide park maintenance access to parks and trails • Contact Parks Operations to determine P-Gate requirements.

5.6 P-Gate (Multi-use Trail)

LAS Detail #: PK-1010.16
Approved Products: No standard products.
Notes: • Used on multi-use trails to limit vehicular access while allowing pedestrians and bikes to pass between gap in gates. • Stagger pair of gates by 2.0m down length of path.

5.7 Standard Bench

LAS Detail #: PK-1625.01
Approved Products: Parks Operations supplied.
Notes: • Placed on concrete pad only (sinks if placed on asphalt). • Most commonly used bench in City Parks. Vandal resistant, cost effective and easily replaced. • Cost: $550 per bench, payable to Parks Operations through journal transfer.

5.8 Ornamental Bench

LAS Detail #: PK-1630.02 (waterfront-specific)
Approved Products: • King by StressCrete Group, KDB20 (metal with wood slats) • Maglin, MLB310-M (all metal) • Maglin, HBSP (for waterfront projects) • Landscape Forms bench??? • Other as specified by the City • Approved equal.
Options: Fixed, removable, combination, various ornamentation options.
Notes: • Used in specific neighbourhoods, parkettes, plazas, community or city-wide parks, waterfront and along certain trails. • Refer to specific neighbourhood design guidelines or park classifications. • Cost: min $1,500.

9.0 STANDARD DESIGN: SOFTSCAPE

9.1 Berms

Approved Products: No standard products.
Options: Seeded, sodded, naturalized or planted with trees.
Notes: • Slope max 4:1 (25%), although 5:1 (20%) is ideal for mowing of slopes (requested by Parks Operations). • Ensure CPTED visibility principles are adhered to (See **Appendix G – Crime Prevention through Environmental Design (CPTED) Principles for Park and Open Space Design** for more information).

9.2 Low Impact Development (Including Bioswales)

LAS Detail #: PK-0481.01 (bioswale)
Approved Products: No standard products.
Options: Permeable pavement, grass paving, rain gardens, bioswales, storm chambers, soak-away pits.
Notes: • Ensure Parks Operations is supportive prior to design.

9.3 Deciduous Tree

LAS Detail #: PK-1105.04
Approved Products: See the *Parks* dropdown on the City's *Approved Product List* (http://www.roadauthority.com/mpl/mpl.asp?MPIShortName=Hamilton+MPL) for approved ties and guards.
Options: See **Appendix K – Approved Tree Species for Parks and Open Spaces** for lists of approved tree species.
Notes: • No monoculture plantings permitted. Consult with forestry to determine min/max number of species. • Consult with Forestry to determine whether trees are to be staked. • 70-80mm caliper is preferred, 50mm acceptable in certain circumstances.

9.4 Coniferous Tree

LAS Detail #: PK-1110.02
Approved Products: See the *Parks* dropdown on the City's *Approved Product List* (http://www.roadauthority.com/mpl/mpl.asp?MPIShortName=Hamilton+MPL) for approved guards.
Options: See **Appendix K – Approved Tree Species for Parks and Open Spaces** for lists of approved tree species.
Notes: • 1.8-2.4m height is recommended, 1.5m acceptable in certain circumstances.

9.5 Shrubs

LAS Detail #: PK-1140.01 (bare root shrub), PK-1141.01 (potted shrub).
Approved Products: No standard products.
Options: Various species.
Notes: • Shrubs are not normally permitted in parks. Consult with Parks Operations to determine acceptance • Permitted in buffer plantings and within stormwater management /LID situations

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Appendix K – Approved Tree Species for Parks and Open Spaces

Revised: April 10, 2019

1. REASONING FOR SELECTION OF TREE SPECIES

This list has been compiled to aid in species selection within different planting areas throughout the City of Hamilton. This list will serve to incorporate a greater diversification within the Urban Forest and to maintain a healthier forest by meeting cultural requirements. Selecting the right species for the right location will increase plant vigour and reduce the incidents and severity of pest and disease problems.

Past practice has limited species diversity, adaptable species and their cultivars. This approach has the potential to have a devastating affect through the possible outbreaks of pest and/or diseases. Severe problems (Chestnut Blight, Dutch Elm Disease, Emerald Ash Borer etc.) can devastate entire populations of trees. Through greater diversification, the impact of such problems can be reduced.

Diversification should be maintained by limiting genus (e.g. *Quercus*) selection to no greater than a total of 20% per project. If this is inappropriate for a specific project application, approval to deviate from this percentage must be provided by Landscape Architectural Services and Forestry Section.

A mix of evergreen and deciduous planting is permitted, but design must consider Crime Prevention through Environmental Design (CPTED) best practices and an emphasis should be placed on deciduous plantings.

This list does not include cultivars. The selection of cultivars can be utilized where external requirements limit the planting of species from this list due to height restrictions, desired shapes, size restrictions etc. Most cultivars have the same requirements as the species, but this is not always true and because of this care should be taken in their selection.

All species within this list are known to be hardy in the City of Hamilton, Zone 6b (5 USDA) and most species are native. The planting of native species is strongly encouraged, and the planting of non-native species is not permitted in naturalized areas.

Contact the Landscape Architectural Services Section to confirm if any additions or deletions from the approved list have been made. Other species may be considered for approval if it can be shown the proposed species are appropriate for the proposed planting locations and

to permit trial plantings of new species or cultivars. Final approval of species through the Forestry and Horticulture Section is required before any planting occurs on City of Hamilton property.

Note: The City's Forestry Section is currently in a temporary suspension of Maple street tree planting to build diversity in our tree canopy.

2. STREET TREES

Please refer to the City of Hamilton's *Design and Preservation Standards for Working within the Public Right of Way* (latest version) for right-of-way design guidelines and approved street tree species.

3. PARK TREES

Botanical Name	Common Name	Cultural Requirements	Comments
Aesculus x carnea	Red Horsechestnut	Prefers moist rich soils	Non-native. Should be utilized more where room permits, selected cultivars superior to species.
Aesculus flava	Yellow Buckeye/ Chestnut	Adaptable to soil types but prefers acidic. Tolerant of wet and dry conditions.	Non-native. Large yellow flowering 'Buckeye' as with all chestnuts can be messy.
Aesculus glabra	Ohio Buckeye	Full sun, partial shade. Prefers moist, well-drained rich soils.	Native. Dense foliage, difficult to grow grass under. Tends to be messy. Plant only where space permits.
Amelanchier canadensis	Serviceberry	Sun or shade. Very adaptable.	Native. Pioneer tree, recommended for areas of limited space only.
Betula alleghaniensis	Yellow Birch	Sun or part shade	Native. Exfoliating barks adds interest. Yellow fall colour.
Betula lenta	Cherry Birch	Adaptable, prefers moist, rich slightly acidic soils.	Native, catalogued on Ontario's Species at Risk list (2014).
Betula papyrifera	Paper Birch	Full sun, adapted to a wide variety of soils.	Native. Attractive bark and yellow fall colour. Struggles in polluted, difficult areas.
Carpinus caroliniana	Blue Beech/ Musclewood	Adaptable. Prefers moist, rich slightly acidic soils.	Native. Small tree with muscled bark.
Celtis occidentalis	Hackberry	Full sun. Prefers moist, rich soils but can grow in heavy, sandy or rocky soils.	Native, performs well under adverse conditions. Withstand cityscapes.
Cercidiphyllum japonicum	Katsuratree	Full sun. Prefers moist, rich and well-drained soils. Prefers acid soils.	Non-native. Attractive tree for parks.

Botanical Name	Common Name	Cultural Requirements	Comments
Cercis canadensis	Redbud	Full sun, partial shade. Adaptable, prefers moist rich soils.	Native, recommended for areas of limited or sheltered space only. Specimen.
Cladrastis lutea	Yellowwood	Full sun, prefers moist rich soils. Tolerates variety of pH levels.	Non-native. Specimen with showy yellow flowers and yellow fall colour. Often poor crotch formation.
Cornus alternifolia	Pagoda Dogwood	Full sun, partial shade. Requires moist, well-drained, acid soils.	Native, small-tree. Interesting, broad, horizontal spreading branches.
Cornus florida	Flowering Dogwood	Full sun, partial shade. Prefers moist rich acid soils.	Native, catalogued on Ontario's Species at Risk list (2014).
Cornus kousa	Kousa Dogwood	Full sun, partial shade. Prefers moist rich acid soils.	Non-native. Flowers after leaf-out, not as showy as C. Florida.
Corylus colurna	Turkish Hazel	Full sun, partial shade. Prefers well-drained, loamy soil, pH adaptable.	Non-native. Good formal character for use in city conditions.
Crataegus crus-galli var. inermis	Thornless Cockspur Hawthorn	Full sun, pH adaptable. Tolerant of most soils but should be well-drained.	Non-native. Vigorous tree, thornless variety must be used.
Fagus grandifolia	American Beech	Full sun, partial shade. Prefers moist rich acid soils.	Native, will not stand compaction, prone to vandalism.
Fagus sylvatica	European Beech	Full sun, partial shade. Prefers moist rich acid soils.	Non-native. More tolerant of native, but generally concerns are the same.
Gymnocladus dioicus	Kentucky Coffeetree	Full sun. Adaptable, prefers moist rich soils.	Native. Picturesque, bare-limbed. Pods and leaflets can be messy. Catalogued on Ontario's Species at Risk list (2014).
Halesia carolina	Carolina Silverbell	Full sun, partial shade. Prefers moist rich acid soils.	Non-native. Small tree.
Juglans cinerea	Butternut	Full sun. Adaptable, prefers moist rich limestone soils.	Native, catalogued on Ontario's Species at Risk list (2014). *Consult with Forestry Section if plantings are being considered
Juniperus virginiana	Eastern Red Cedar	Full sun. Tolerant of adverse conditions, poor gravelly soils and high pH soils.	Native. Useful for windbreaks, as specimen and in groups.

Botanical Name	Common Name	Cultural Requirements	Comments
Liquidamber styraciflua	Sweetgum	Full sun, partial shade. Prefers moist rich acid soils.	Non-native. Not pollution tolerant and may be prone to excessive damage if in exposed areas where temperature frequently reach -25 degrees Celsius or colder.
Liriodendron tulipifera	Tuliptree	Full sun, prefers moist well-drained loam.	Native. Needs a large, open space. Can be weak wooded. Specimen.
Maackia amurensis	Amur Maackia	Full sun, adaptable to soil pH.	Non-native. Small, round-headed tree. Late summer flowers. Branches upright-arching-spreading.
Magnolia acuminata	Cucumbertree Magnolia	Full sun, partial shade. Prefers moist, rich slightly acid soils. Does not do well with drought or extreme wetness.	Native, catalogued on Ontario's Species at Risk list (2014). Specimen, character tree. Needs large space due to massive, spreading branches in maturity.
Metasequoia glyptostroboides	Dawn Redwood	Full sun, prefers moist, deep well-drained soils.	Ornamental well suited for open spaces in parks. Best suited in sheltered areas.
Morus rubra	Red Mulberry	Full sun to light shade. Prefers rich, moist soil.	Native, catalogued on Ontario's Species at Risk list (2014). Difficult to find in nurseries.
Nyssa sylvatica	Black Gum	Full sun, partial shade. Prefers moist, rich, well-drained slightly acid soils.	Native. Excellent specimen tree. One of the most consistent native trees for red fall colour.
Ostrya virginiana	Ironwood	Full sun or partial shade. Often found in dry, gravelly or rocky soil.	Native. Handsome small to medium sized tree well suited for city conditions.
Pinus banksiana	Jack Pine	Full sun, grows in dry, sandy and acid soils too poor for most plants.	Native. Adaptable for windbreaks and mass plantings, especially in sandy soils.
Pinus strobus	Eastern White Pine	Full sun. Prefers sandy, moist loam.	Native, tallest tree in eastern Canada. Excellent windbreak or specimen.
Platanus occidentalis	American Sycamore	Full sun. Prefers moist rich soils.	Native. Prone to anthracnose. Tends to be messy and needs large area. Striking specimen in winter.
Platanus x acerifolia	London Planetree	Full sun. Adaptable, withstands pollutants.	Non-native. Prone to anthracnose. Plant where space allows.

Botanical Name	Common Name	Cultural Requirements	Comments
Pseudotsuga menziesii	Douglas Fir	Full sun. Prefers well-drained, moist soils. Will not tolerate dry, poor soils.	Native. Ornamental under cultivation. Good as specimen or in groups. Not suited for windbreaks; does not withstand high-winds.
Ptelea trifoliata	Hoptree	Full sun, partial shade. Adaptable.	Native, catalogued on Ontario's Species at Risk list (2014). Small tree, low-branching.
Quercus alba	White Oak	Full sun. Prefers moist rich acid soils.	Native. Slow growing large tree somewhat difficult to transplant. Plant only where space permits.
Quercus macrocarpa	Bur Oak	Full sun. Prefers sandy limestone soils. Tolerant of city conditions.	Native. Large tree, plant only where space permits.
Quercus muehlenbergii	Chinquapin Oak	Full sun. Prefers moist rich limestone sandy soils.	Native, medium sized tree. Plant only where space permits. Can tolerate high pH soils.
Quercus palustris	Pin Oak	Full sun. Prefers moist rich acid soils. Tolerant of wet soils. Avoid where pH is too high.	Native. Plant only where space permits. Iron chlorosis can be an issue for this species.
Quercus prinus	Chestnut Oak	Full sun. Prefers moist rich acid soils.	Native. May be difficult to source. Plant only where space permits. Slow-growing.
Quercus robur	English Oak	Full sun. Prefers moist rich acid soils. Pollution tolerant.	Non-native. Use for formalized setting only where space permits.
Quercus rubra	Red Oak	Full sun. Prefers moist rich acid soils. Pollution tolerant.	Native. Medium sized tree, plant only where space permits. Will develop chlorosis in high pH soils.
Quercus shumardii	Shumard Oak	Full sun. Prefers moist rich acid soils. Tolerant of wet soils.	Native, catalogued on Ontario's Species at Risk list (2014). Similar properties to Pin Oak.
Quercus velutina	Black Oak	Full sun. Prefers moist rich acid soils.	Native. Plant only where space permits. Similar properties to Red Oak.
Tilia americana	American Basswood	Full sun, partial shade. Prefers deep, moist fertile soils. pH adaptable.	Native. Plant only where space permits. Struggles in high pollution areas.

Botanical Name	Common Name	Cultural Requirements	Comments
Tsuga canadensis	Eastern Hemlock	Partial shade. Avoid windy sites and pollutant conditions. Moist well-drained soils, rocky sites and sandy soils.	Native. Good for groupings and as an accent plant. Does not tolerate city conditions.
Ulmus davidiana var. japonica Accolade syn. 'Morton'	Accolade Elm	Full sun. Excellent resistance to Dutch Elm. Well-drained soils, medium moisture.	Non-native. Tolerates city conditions. Good fall colour.
Ulmus spp.	Elm	Must be Dutch Elm Resistant.	*Consult with Forestry Section if plantings are being considered.

4. NATURALIZATION TREES

Please note: large shrubs are not included in this list and can be considered in naturalization plantings where appropriate.

Botanical Name	Common Name	Cultural Requirements	Comments
Abies balsamea	Balsam Fir	Sun, partial shade. Prefers well-drained, acid, moist soils. Does not tolerate pollution.	Native. Shallow rooted, often found in pure stands or with Black Spruce.
Aesculus glabra	Ohio Buckeye	Full sun, partial shade. Prefers moist, well-drained rich soils.	Native; conservation status of S1-extremely rare. Found native in bottomlands along banks of creeks and rivers.
Amelanchier canadensis	Serviceberry	Sun or shade. Very adaptable.	Native, pioneer tree. Occurs naturally in bogs and swamps. Spreads by suckering.
Amelanchier laevis	Allegheny Serviceberry	Sun or partial shade. Tolerates rocky soils.	Native. Fruits are black and sweet and are attractive to wildlife.
Asimina triloba	Pawpaw	Sun, partial shade or shade. Prefers moist rich, slightly acidic soils.	Native; conservation status of S3-provincially rare to uncommon. Fruits useful for wildlife. Common in hardwood forests as understory tree and river bottoms.
Betula alleghaniensis	Yellow Birch	Sun or part shade. Prefers moist, cool soils.	Native. Will not perform well in hot, dry areas.
Betula papyrifera	Paper Birch	Full sun, adapted to a wide variety of soils.	Native. Tolerates high pH soils better than River Birch.
Carpinus caroliniana	Blue Beech/ Musclewood	Adaptable. Prefers moist, rich slightly acidic soils., but will tolerate drier sites.	Native. Often found in woodland settings as understory tree. Will tolerate moist sites and periodic flooding.

Botanical Name	Common Name	Cultural Requirements	Comments
Carya cordiformis	Bitternut Hickory	Partial sun. Prefers moist rich soils.	Native. Fastest growing of the hickories. Seeds are bitter, and some wildlife ignore them.
Carya glabra	Pignut Hickory	Intolerant of shade. Prefers well drained to dry, rich soils.	Native (locally rare); conservation status of S3-provincially rare to uncommon. Found along hillsides and ridges. Seeds are bitter.
Carya ovata	Shagbark Hickory	Prefers rich, well drained loams but is adaptable to variety of soils.	Native. Seed is sweet and edible. Trees typically grow on lower slopes and alluvial soils, but also found on upland slopes and well-drained soils in lowlands and valleys.
Celtis occidentalis	Hackberry	Full sun. Prefers moist, rich soils but can grow in heavy, sandy or rocky soils.	Native (locally uncommon). Good for plains and prairies. Tolerates windy conditions.
Cercis canadensis	Redbud	Full sun, partial shade. Adaptable, prefers moist rich soils.	Native, excellent landscape woodland shrubby tree. Will not tolerate permanently wet conditions.
Cornus alternifolia	Pagoda Dogwood	Full sun, partial shade. Requires moist, well-drained, acid soils.	Native, small-tree. Useful for border plantings.
Corylus americana	American Filbert	Full sun, partial shade. Prefers moist rich acid soils. Adaptable to varying soil pH.	Native (locally rare). Typically found along fencerows and the edge of woodlots. Tolerant of moist and dry areas.
Fagus grandifolia	American Beech	Full sun, partial shade. Prefers moist rich acid soils.	Native, climax species. Often found in stands of where it is the only species or with oaks and hickories.
Gymnocladus dioicus	Kentucky Coffeetree	Full sun. Adaptable, prefers moist rich soils.	Native, catalogued as “threatened” species on Ontario’s Species at Risk list (2014). Occurs in deep, rich soils in bottomlands, deep ravines and moist slopes.
Hamamelis virginiana	Common Witchhazel	Full sun or shade. Prefers moist soil, avoid dry situations.	Native. Found in moist, shady areas along streambanks.

Botanical Name	Common Name	Cultural Requirements	Comments
Juglans cinerea	Butternut	Full sun. Adaptable, prefers moist rich limestone soils.	Native, catalogued as "endangered" species on Ontario's Species at Risk list (2014). Seeds are sweet and edible. *Consult with Forestry Section if plantings are being considered
Juglans nigra	Black Walnut	Full sun. Prefers moist rich soils but can tolerate drier sites.	Native. Develops deep tap-root.
Juniperus virginiana	Eastern Red Cedar	Full sun. Adaptable to wide range of conditions, except shade.	Native. Useful in groupings, for screenings, shelter belts and windbreaks.
Larix laricina	American Larch	Full sun. Moist, well-drained, acid soils. Intolerant of pollution.	Native. Best on moist soils and in groves. Often found in boggy areas.
Liriodendron tulipifera	Tuliptree	Full sun, prefers moist well-drained loam.	Native (locally rare). Does not tolerate drought. Can be weak-wooded.
Magnolia acuminata	Cucumbertree Magnolia	Full sun, partial shade. Prefers moist, rich slightly acid soils. Does not do well with drought or extreme wetness.	Native, catalogued as "endangered" species on Ontario's Species at Risk list (2014).
Morus rubra	Red Mulberry	Full sun to light shade. Prefers rich, moist soil.	Native, catalogued as "endangered" species on Ontario's Species at Risk list (2014). Conservation status of S2-imperiled. Fruits are cherished by wildlife.
Nyssa sylvatica	Black Gum	Full sun, partial shade. Prefers moist, rich well-drained slightly acid soils.	Native (locally rare); conservation status of S3-provincially rare to uncommon. Found on dry ridges and abandoned fields. Sheltered locations preferred.
Ostrya virginiana	Ironwood	Full sun or partial shade. Often found in dry, gravelly or rocky soil.	Native, understory tree. Found on drier slopes of woodlands.
Picea glauca	White Spruce	Full sun. Adaptable.	Native. Often found in stream banks, lake shores and adjacent slopes.

Botanical Name	Common Name	Cultural Requirements	Comments
Picea mariana	Black Spruce	Full sun, partial shade. Moist, well-drained alluvial bottoms.	Native (locally rare). Found on cold, sphagnum bogs, bog edges, wet depressions and swamps.
Pinus banksiana	Jack Pine	Full sun, grows in dry, sandy and acid soils too poor for most plants.	Native. Adaptable for windbreaks and mass plantings, especially in sandy soils.
Pinus resinosa	Red Pine	Full sun.	Native. Variable adaptability.
Pinus strobus	Eastern White Pine	Full sun. Prefers sandy, moist loam.	Native, tallest tree in eastern Canada.
Platanus occidentalis	American Sycamore	Full sun. Prefers moist rich soils.	Native (locally rare). Typically found in bottomlands and long the banks of rivers and streams.
Populus deltoides	Eastern Cottonwood	Full sun. Adaptable. Tolerates saline conditions and pollutants.	Native, short-lived. Useful for disturbed sites, like all poplar. Plant in areas not accessed by the public due to safety concerns from falling limbs.
Populus grandidenta	Big-toothed Aspen	Full sun. Adaptable, but prefers moist soils.	Native, fast-growing. Plant in areas not accessed by the public due to safety concerns from falling limbs.
Populus tremuloides	Trembling Aspen	Full sun, partial shade. Adaptable.	Native. Fast-growing, short-lived. Plant in areas not accessed by the public due to safety concerns from falling limbs.
Prunus pensylvanica	Pin Cherry	Full sun, intolerant of shade. Adaptable.	Native, pioneer species, fast-grower. Useful nurse tree for disturbed sites similar to the Gray Birch.
Prunus serotina	Black Cherry	Full sun, prefers moist fertile soils.	Native. Best growth in fertile soils, but can be found on dry, gravelly or sandy soils in uplands.
Pseudotsuga menziesii	Douglas Fir	Full sun. Prefers well-drained, moist soils. Will not tolerate dry, poor soils.	Native. Needs open, sunny, roomy conditions. Do not use as an underplanting.
Ptelea trifoliata	Hoptree	Full sun, partial shade. Adaptable.	Native, catalogued as species of “special concern” on Ontario’s Species at Risk list (2014). Conservation status of S3-provincially rare to uncommon. Small tree, low-branching.

Botanical Name	Common Name	Cultural Requirements	Comments
Quercus alba	White Oak	Full sun. Prefers moist rich acid soils.	Native.
Quercus bicolor	Swamp Oak	Full sun. Prefers moist rich acid soils. Good drought resistance.	Native. Found in low lying areas, moist bottomlands and banks of streams.
Quercus macrocarpa	Bur Oak	Full sun. Prefers sandy limestone soils. Adaptable.	Native. Found on sandy plains to moist alluvial bottoms and uplands.
Quercus muehlenbergii	Chinquapin Oak	Full sun. Prefers moist rich limestone sandy soils.	Native. Found on dry limestone outcrops and rich bottomlands.
Quercus rubra	Red Oak	Full sun. Prefers moist rich acid soils. Pollution tolerant.	Native. Fast-growing. Can grow on rocky, hardscrabble soil near water.
Quercus velutina	Black Oak	Full sun. Prefers moist rich acid soils.	Native. Similar properties to Red Oak and species frequently hybridize together.
Salix discolor	Pussy Willow	Full sun. Prefers moist rich soils.	Native. Large, multi-stem shrubs to small tree. Typically found on moist sites along stream banks and in swamps.
Salix nigra	Black Willow	Full sun. Prefers moist rich soils.	Native. Typically found on moist sites along stream banks and in swamps.
Sassafras albidum	Common Sassafras	Full sun, partial shade. Prefers moist rich acid soils.	Native, pioneer species. Often found on acidic, rocky soils. Tend to invade abandoned fields and form thickets.
Thuja occidentalis	Eastern White Cedar	Full sun, partial shade. Requires a deep, well-drained soil. Tolerant of limestone soils.	Native, thrives in marshy loam. Useful as shelterbelt.
Tilia americana	American Basswood	Full sun, partial shade. Prefers deep, moist fertile soils. Is pH adaptable.	Native. Found on the slopes of hills, in rich coves, along streams and in floodplain soils.
Tsuga canadensis	Eastern Hemlock	Partial shade. Moist, well-drained, acid soils, rock bluffs or sandy soils.	Native. Does not tolerate city conditions. Abundant on slopes, mountainsides and most areas where drainage is adequate.

Appendix L – Park and Open Space Standard Detail Drawings

1. GENERAL

Standard road, watermain, and sewer details can be found in the City of Hamilton's *Construction and Material Specifications Manual* (C&MSM), latest version.

Landscape Architectural Services (LAS) keeps and maintains a library of standard park details, and it is up to the developer and their consultant to ensure that they are using the most recent versions. As such, it is recommended that the developer or their landscape architectural consultant contact LAS at the start of the design process, for any proposed park development, to obtain these details.

An index of these details and contact information for obtaining them can be found below.

2. INDEX OF STANDARD DETAILS

Drawing No.	Description
0100 – Playing Fields and Courts	
PK-0106.03	Double Bocce Court
PK-0109.03	Mini (Jr.) Soccer Field Layout
PK-0109.04	Mini (Jr.) Soccer Field Layout (Double Field)
PK-0110.01	Sr. Soccer Field Layout & Surface Drain
PK-0110.25	Champion Soccer Field Layout
PK-0111.02	Soccer Field Sub-Drainage
PK-0156.03	Category 3 Soccer Field Profile
PK-0156.04	Category 4 Soccer Field Profile
PK-0156.05	Category 5 Soccer Field Profile
PK-0156.06	COH Acceptable Soil Textures
0400 – Signage	
PK-0400	Park Signage
0200, 0400 – Recreational and Athletic Equipment	
PK-0210.01	Play Structure Drainage
PK-0215.01	Sr. Baseball Softball Field Foul Line Post
PK-0220.01	Sr. Baseball Softball Field Distance Markers
PK-0228.01	Spectator Bleachers
PK-0401	Multi-use Court Layout
PK-0402	Multi-use Half Court Layout

Drawing No.	Description
0400 – Sewers and Drainage	
PK-0480.01	Swale
0600 – Curbs	
PK-0621.01	Rolled Asphalt Curb
0700 – Paving and Surfacing	
PK-0700.04	Asphalt Walkway Standard B
PK-0700.07	Concrete Bench Pad
PK-0700.08	Concrete Pad
PK-0700.10	Asphalt Walkway Standard A
PK-0708.01	Culvert Detail
PK-0710.09	Asphalt (Parking Lot)
PK-0720.01	Limestone Screening Walkway
PK-0757.01	Unit Paving
1000 – Fences and Bollards	
PK-1010.03	Park Chain Link Fence - Black Vinyl 1500mm (5') High
PK-1010.04	Park Chain Link Fence Gate – New Development
PK-1010.05	Park Chain Link Fence 1200mm (4') High
PK-1010.06	Park Chain Link Fence – Galvanized Heavy Duty 1500mm (5') High
PK-1010.07	Chain Link Fence – 2000mm (6.5') High
PK-1010.08	Park Chain Link Fence – Galvanized 1500mm (5') High
PK-1010.09	Park Chain Link Fence – Black Vinyl Coated 1200mm
PK-1020.10	Harbourfront Fence
PK-1070.03	Collapsible Bollard
PK-1073.01	Waterfront Bollard
1100 – Planting, Sodding and Seeding	
PK-1100.01	Tree Hoarding – Streets
PK-1100.02	Tree Hoarding – Parks
PK-1105.03	Deciduous Tree Planting
PK-1105.04	Deciduous Tree Planting with Staking
PK-1110.02	Coniferous Tree Planting
PK-1125.01	Installation of Round Tree Grate
PK-1140.01	Bare Root Shrub
PK-1141.01	Potted Shrub
1400 – Lighting	
PK-1433.03	Standard Park Light – Optima LED
PK-1433.04	Standard Park Light – York VL1 LED
PK-1440.04	West Harbourfront Light & Footing - 4.3 or 5.5m High Pole
1500 – Electrical	
PK-1500.01	Conduit
1600 – Site Furnishings	
PK-1622.02	Waterfront Bench
PK-1625.01	Concrete Bench
PK-1641.01	Waterfront Garbage Receptacle

3. CONTACT INFORMATION

The most recent version of the Parks Standard Detail Drawings will be made available in PDF format by request. Please forward requests to:

Jarrad Johnston, Technician
Jarrad.Johnston@hamilton.ca

Landscape Architectural Services, Environmental Services
City of Hamilton, Public Works Department
77 James Street North Suite 400
Hamilton ON
L8R 2K3

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Appendix M – Park and Open Space Standard Specifications

1. GENERAL

Landscape Architectural Services (LAS) keeps and maintains a library of standard specifications, and it is up to the developer and their consultant to ensure that they are using the most recent versions. As such, it is recommended that the developer or their landscape architectural consultant contact LAS at the start of the design process, for any proposed park development, in order to obtain these specifications.

An index of these specifications and contact information for obtaining them can be found below.

2. INDEX OF STANDARD SPECIFICATIONS

Spec No.	Spec Name
01 14 13	Site Protection & Access
01 33 23	Shop Drawing Procedures
03 11 00	Concrete Formwork
03 20 00	Concrete Reinforcement
03 24 00	Fibre-reinforced Concrete
03 30 00	Cast-in-place Concrete
11 68 13	Play Equipment
11 68 23	Fitness Equipment
13 15 00	Spray Pads
13 34 23	Pre-fabricated Sun Shelter
26 05 00	Lighting & Electrical Works
31 22 13	Earthwork
31 22 19	Topsoil
32 11 23	Granular Base Course
32 12 16	Asphalt Concrete Paving
32 18 15	Fibre Play Surfacing & Subsurface Drainage
32 18 16	Rubberized Play Surface
32 31 00	Chain Link Fences & Gates
32 33 00	Site Furnishings
32 92 19	Seed
32 92 23	Sod
32 93 43	Tree Planting & Planting Beds

3. CONTACT INFORMATION

The most recent version of the Parks Standard Specifications and Special Provisions will be made available in word format by request. Please forward requests to:

Jessica Brommer, Quality Control Technician
Jessica.Brommer@hamilton.ca

Landscape Architectural Services, Environmental Services
City of Hamilton, Public Works Department
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