

**DRAFT**  
**Parkland Standards**  
**Development Review Manual**

**City of Greater Sudbury**



# Parkland Standards Development Review Manual

## City of Greater Sudbury

---

### Table of Contents

---

1.0	Executive Summary.....	2
2.0	Background and Structure .....	4
3.0	Legislative Context for Parkland Development .....	6
3.1	Planning Act.....	6
3.2	Provincial Policy Statement (2020).....	6
3.3	Official Plan for the City of Greater Sudbury .....	7
3.4	Parks, Open Space & Leisure Master Plan .....	12
4.0	Gaps in Existing Parkland Provision by Service Area .....	13
5.0	Development Standards by Parkland Classification.....	15
5.1	Neighbourhood Parks.....	15
5.1.1	Purpose of Neighbourhood Parks .....	15
5.1.2	Planning Guidelines for Neighbourhood Parks.....	16
5.2	Community Parks.....	19
5.2.1	Purpose of Community Parks .....	19
5.2.2	Planning Guidelines for Community Parks .....	20
5.3	Linear Parks .....	23
5.3.1	Purpose of Linear Parks .....	23
5.3.2	Guidelines for Linear Parks.....	24
6.0	Park Design Considerations .....	25
6.1	Accessibility for Ontarians with Disabilities Act (AODA).....	25
6.2	Crime Prevention through Environmental Design Principles.....	26
6.3	Age-Friendly Community Planning .....	27
7.0	Parks and Stormwater Management Facilities.....	28
7.1	Low Impact Development & Green Infrastructure .....	29
7.2	Subwatershed Planning .....	30
7.2.1	Ramsey Lake Subwatershed Study and Master Plan .....	30
7.2.2	Algonquin Road Watershed Stormwater Management .....	30
7.2.3	Junction Creek Watershed Study.....	30
7.3	Engineering Guidelines for Stormwater Management.....	30
8.0	Park Development Process .....	31
8.1	Process for City-Built Park Development.....	31
8.2	Process for Developer-Built Park Development.....	37
9.0	Park Document Submission Procedures .....	43
10.0	Roles and Responsibilities for City Staff .....	50
10.1	RACI Matrix for City-Built Scenario – Parkland Development .....	42
10.2	RACI Matrix for Developer-Built Scenario – Parkland Development .....	43

### 1.0 Executive Summary

---

The City is home to an abundance of parks and open space across its various communities. According to the 2021 Municipal Benchmarking Network of Canada Performance Report, the City has a vastly higher proportion of hectares of maintained and natural parkland per 100,000 population when compared to similarly sized municipalities in southern Ontario and the median of all municipalities sampled.

The Parkland Development Standards Review Manual was developed to define, standardize, and improve the park development process for both City-built and Developer-built projects in the City of Greater Sudbury, as a complement to the City's Subdivision Guide. This manual serves as a reference tool to guide City staff, external stakeholders, the development community and their consultants in the development of parks and provides details of the park delivery process.

The Parkland Development Standards Review Manual is intended to aid internal and external stakeholders in identifying:



- How much parkland should be pursued based on the context of development, the existing supply of parkland found in the area, and the City's service standards;



- Where to distribute parkland, trails, and public open space within subdivisions, based on existing context, servicing potential, and site conditions;



- The type(s) of parks that would be most appropriate for the subdivision based on parkland dedication requirements, the surrounding context, and the natural topography and features of the site; and



- How to design neighbourhood, community, and linear parks and open spaces, creating new standards for smaller, more urban linear parks.

The Parkland Development Standards document will act as a primary tool in the subdivision review process, with guidelines and conceptual examples for design and implementation.

# Parkland Standards Development Review Manual

## City of Greater Sudbury

---

The Parkland Standards Development Review Manual is organized into the following sections, for ease of reference:

- ✓ Section 2 provides an overview of the background information that may be relevant to consider when using this manual, and provides an introduction as to how to use the manual.
- ✓ Section 3 provides a high-level summary of the legislative context for parkland development, including the relevant policy and provisions within the *Planning Act*, the Provincial Policy Statement (2020), the City's Official Plan, and the City's Parks, Open Space and Leisure Master Plan.
- ✓ Section 4 outlines the existing gaps in the City's current supply of parkland, as per the Official Plan proximity standards for neighbourhood parks, community parks, and linear parks, and highlights priority areas for future park development.
- ✓ Section 5 contains the development standards for future park development and breaks these standards down by parkland classification, with standards for neighbourhood parks, community parks, and linear parks.
- ✓ Section 6 provides an overview of design considerations for all park types, as informed by the Accessibility for Ontarians with Disabilities Act, Crime Prevention through Environmental Design (CPTED), and Age-Friendly Community Planning.
- ✓ Section 7 outlines further design considerations with respect to the dual role that parks can play by incorporating naturalized stormwater management features and features of low-impact development. This section includes discussion of the various sub-watershed plans in the City of Greater Sudbury and contains engineering guidelines for stormwater management facilities incorporated into future park development.
- ✓ Section 8 outlines the park development process for two scenarios: (1) where City staff lead the planning, design, and development of the park as part of the subdivision approvals process, and (2) where the Developer leads the planning, design, and development of the park, with City staff providing review and approval at key milestones throughout.
- ✓ Section 9 provides guidance on the park document submission procedures, and includes two (2) sample concept plans for each park type: neighbourhood parks, community parks, and linear parks, as illustrative examples of how these standards could be implemented.
- ✓ Section 10 provides an overview of the roles and responsibilities for internal and external stakeholders in the parks development process and is meant for internal use only.

# Parkland Standards Development Review Manual

## City of Greater Sudbury

---

## 2.0 Background and Structure

---

Parks, open space, and leisure services and facilities are vital to our community's health, vibrancy, and identity as residents of the City of Greater Sudbury (the "City"). Each provides meaningful opportunities for social engagement and physical activity to residents and tourists, individuals and groups, young and old, and people of all abilities.<sup>1</sup>

Individuals, households, and entire communities all benefit greatly from universal access to quality parks and leisure facilities and services. Examples include:



### Physical Benefits

- health and wellness from participating in active endeavours



### Intellectual Benefits

- access to information resources and lifelong learning opportunities



### Social Benefits

- opportunities to be engaged in meaningful community activities



### Environmental Benefits

- protection of natural features and open spaces



### Economic Benefits

- made possible through the attraction of sport tourism and new residents due to the high quality of leisure services provided

The City is home to an abundance of parks and open space across its various communities. According to the 2021 Municipal Benchmarking Network of Canada Performance Report, the City has a vastly higher proportion of hectares of maintained and natural parkland per 100,000 population when compared to similarly sized municipalities in southern Ontario and the median of all municipalities sampled.<sup>2</sup> Whereas similarly sized municipalities in southern Ontario (e.g., Hamilton, London, Windsor) have approximately 200-400 hectares of maintained parkland per 100,000 population and less than 300 hectares of natural parkland per 100,000 population, the City of Greater Sudbury has nearly 1,000 hectares of maintained parkland and over 1,500 hectares of natural parkland per 100,000 population. Looking at the sample as a whole, the City of Greater Sudbury has nearly four times the median of maintained parkland of 265 hectares per 100,000 population and almost eight times the median of natural parkland of 200 hectares per 100,000. Given this abundance of parkland across the various communities in the City, it is of the

---

<sup>1</sup> City of Greater Sudbury. (2014, June). Parks, Open Space & Leisure Master Plan Review.

<https://overtoyou.greatersudbury.ca/parks-open-space-and-leisure-master-plan-review>

<sup>2</sup> Municipal Benchmarking Network of Canada. (2021). MBN Canada Performance Report. <http://mbncanada.ca/app/uploads/2022/10/2021-Parks.pdf>

# Parkland Standards Development Review Manual

## City of Greater Sudbury

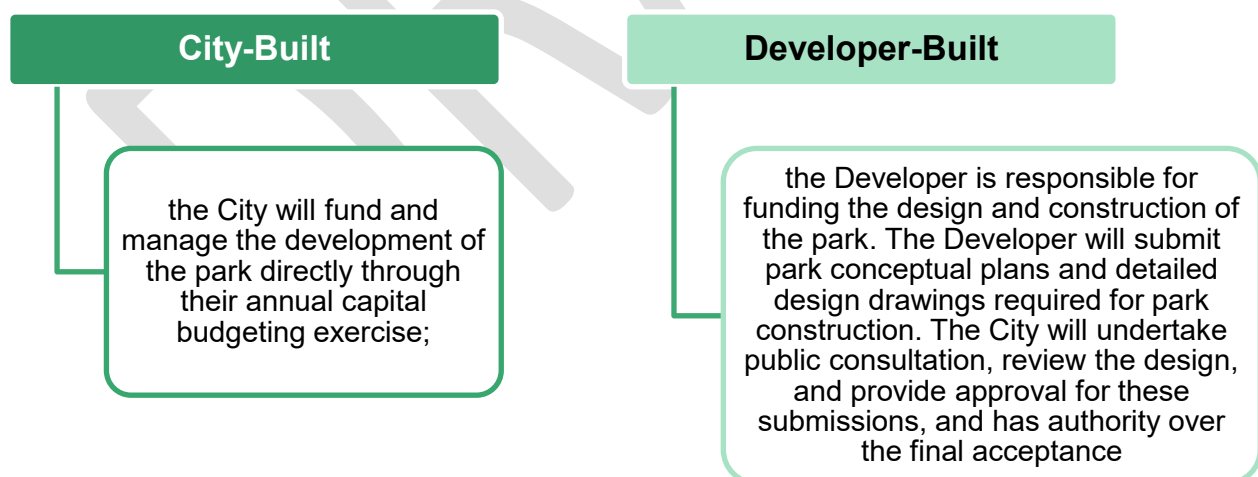
---

utmost importance to ensure that planning for the future acquisition of parks as these communities develop take into consideration the existing supply of parkland, the gaps where parks are needed to serve residents of Greater Sudbury, and the types of parks that are most needed in each community.

The acquisition of parkland commonly takes place through the development review process. Under the *Planning Act*, the City may take 5 percent of land in a residential subdivision and 2 percent in an industrial or commercial subdivision as parkland. The City also has the option of taking cash-in-lieu of land being conveyed, or a combination of land and cash-in-lieu. The City seeks to acquire functional lands for active and passive recreational needs for the community. The Official Plan contains policies regulating parkland dedication, as detailed in Policy 7 of Section 7.3.1.

The *Planning Act* also enables the City to require that land be conveyed to the City as a condition of the development or redevelopment of land, to a maximum of 2 percent in the case of development or redevelopment for commercial purposes and to a maximum five percent in all other cases, to be used for park or other public recreational purposes. This authority is conditional upon the City passing a parkland dedication by-law to enable the dedication. Should the City require parkland dedication for development applications that propose intensification at the rezoning, site plan, or building permit stages of the approval process, this document should be updated to define the business process that will be followed in such instances. The success of new parks begins in the early stages of community planning, during the pre-application consultation stage and throughout the entire development review process, when park blocks are selected and acquired. The size and shape of a park block defines which facilities can be accommodated within the park.

In order to ensure a timely delivery of parks, the City has two options for developing parks, which includes the 'City-built' option and the 'Developer-built' option, as follows:



This manual is intended to serve as a reference tool to guide City staff, the development community, and their consultants in the development of parks in the City. It is also intended to assist park planners and other City staff in guiding applicants through the review and approvals process for park development.

### 3.0 Legislative Context for Parkland Development

---

#### 3.1 Planning Act

The [\*Planning Act, R.S.O. 1990, c. P.13\*](#) ('the Act') regulates land use planning and development in the Province of Ontario. In carrying out their responsibilities under the Act, the council of a municipality shall have regard to matters of provincial interest, which include the following of relevance to parkland development:

- The protection of ecological systems, including natural areas, features and functions;
- The orderly development of safe and healthy communities;
- The accessibility for persons with disabilities to all facilities, services, and matters to which the Act applies;
- The adequate provision and distribution of educational, health, social, cultural, and recreational facilities;
- The promotion of development that is designed to be sustainable, to support public transit and to be oriented to pedestrians; and
- The promotion of the built form that is well-designed, encourages a sense of place, and provides for public spaces that are of high quality, safe, accessible, attractive and vibrant.

Section 42 of the Act gives municipalities the authority to impose as a condition of the development or redevelopment of land, requiring that land in an amount not exceeding, in the case of land proposed for development or redevelopment for commercial or industrial purposes, 2 per cent and in all other cases 5 per cent of the land be conveyed to the municipality for park or other public recreational purposes.

Section 51.1 of the Act further gives municipalities the authority to impose as a condition to the approval of a plan of subdivision that land in an amount not exceeding, in the case of a subdivision proposed for commercial or industrial purposes, 2 percent and in all other cases 5 percent of the land included in the plan be conveyed to the municipality for park or other public recreational purposes. The City may also leverage parkland dedication as a condition of approval for applications for consent, at a rate of 5 percent, or the equivalent contribution as cash in lieu of land conveyance.

#### 3.2 Provincial Policy Statement (2020)

The [\*Provincial Policy Statement \(PPS\)\*](#) is issued under Section 3 of the *Planning Act* and provides policy direction on matters of provincial interest related to land use planning and development. The PPS provides for appropriate development while protecting resources of provincial interest, public health and safety, and the quality of the natural and built environment. In respect of the exercise of any authority that affects a planning matter, Section 3 of the *Planning Act* requires that decisions affecting planning matters "shall be consistent with" policy statements issued under the Act.

Section 1.1 of the PPS states that healthy, liveable and safe communities are sustained by accommodating an appropriate affordable and market-based range and mix of residential types, employment, institutional, recreation, park and open space, and other uses to meet long-term needs, as well as improving accessibility for person with disabilities and older persons by addressing land use barriers which restrict their full participation in society, promoting

# Parkland Standards Development Review Manual

## City of Greater Sudbury

---

development and land use patterns that conserve biodiversity, and preparing for the regional and local impacts of a changing climate. The PPS further states that healthy, active communities should be promoted by:

- Planning public streets, spaces, and facilities to be safe, meet the needs of pedestrians, foster social interaction and facilitate active transportation and community connectivity;
- Planning and providing for a full range and equitable distribution of publicly accessible built and natural settings for recreation, including facilities, parklands, public spaces, open space areas, trails and linkages, and, where practical, water-based resources;
- Providing opportunities for public access to shorelines; and
- Recognizing provincial parks, conservation reserves, and other protected areas, and minimizing negative impacts on these areas.

### 3.3 Official Plan for the City of Greater Sudbury

Section 7.1 of the [Official Plan for the City of Greater Sudbury](#) includes the following objectives of the parks and open space policies, as follows.



Develop and maintain a balanced distribution of public spaces, parks, recreation facilities, trails, linkages and open space and Conservation Areas that are publicly accessible and safe;



Recognize the importance of these areas to the ecosystem and assist in protecting areas comprised of unique or environmentally sensitive natural heritage features;



Facilitate the preservation of natural habitats through the formation of parklands, greenbelts, and Conservation Areas;



Incorporate school lands and facilities into community parks and recreation programs, wherever possible;



Provide parks, trails and leisure facilities that are aesthetically pleasing, multi-purpose, multi-season and appeal to all ages and skill levels in order to attract and retain residents, especially young adults and families, and to enhance local tourism development;



Promote the naturalization of City-owned spaces;



Support the formation of partnerships with the public, non-profit and/or private sectors in the provision and operation of recreation facilities and playgrounds, where a benefit to the community can be achieved;



Capitalize on the location and number of lakes within the City by retaining and acquiring waterfront property to provide public access to area lakes;



Enable the expansion of recreational trails and active transportation routes; and,



Recognize and minimize negative impacts on provincial parks, conservation Reserves and other protected areas.



# Parkland Standards Development Review Manual

## City of Greater Sudbury

---

As previously discussed, the City will require the dedication of land for park or other recreational purposes in accordance with the provisions of Section 42 of the *Planning Act*. Policy 7 of Section 7.3.1 of the OP concerns parkland dedication and includes the following:<sup>3</sup>

The dedication of parkland will be calculated as follows:	For commercial or industrial purposes	2%
	For residential developments with a density less than or equal to 36 units/hectare and residential development in the Downtown	5%
	For residential developments greater than 36 units/hectare	1 hectare per 500 dwelling units
The City may consider requiring payment-in-lieu of the parkland dedication in the following cases:	<ul style="list-style-type: none"> <li>✓ There is no land that is either usable or functional on the site for parkland or recreational purposes;</li> <li>✓ The required land dedication fails to provide an area of suitable shape, size, or location for public parkland;</li> <li>✓ The area being developed is already well-served by existing active parkland and open space areas;</li> <li>✓ Such contributions may be more effective in achieving local parkland targets and the objectives of the Parks, Open Space &amp; Leisure Master Plan, or other guiding documents.</li> </ul>	
All lands conveyed as part of parkland dedication must:	<ul style="list-style-type: none"> <li>✓ Be conveyed in a condition satisfactory to the City, free and clear of all encumbrances unless otherwise agreed to by the City, and meeting minimum standards in terms of drainage, grading and site conditions;</li> <li>✓ Be highly visible with prominent street frontage. Parks are encouraged to be located adjacent to compatible uses (such as schools) and should be in close proximity to the area to be served. Connections to other parks, open spaces and destinations through a trail network are strongly encouraged;</li> <li>✓ Be designed to accommodate a diverse range of passive and active recreational activities and have flexibility to accommodate new uses or interests;</li> <li>✓ Incorporate best practice principles of sustainable design, including natural heritage enhancement, naturalized stormwater</li> </ul>	

<sup>3</sup> Recent changes to the *Planning Act* have introduced new subsections under Sections 42 and 51 with respect to the land identified for parkland conveyance, which gives authority to the owner of land proposed for development or redevelopment or included in a proposed plan of subdivision, to identify a part of land which may be conveyed to the City. Land that is identified may include land that is subject to an easement or other restriction or is encumbered by below-grade infrastructure, or an interest in land other than the fee which is sufficient to allow the land to be used for park or other public recreation use. Further amendments to the *Planning Act* include changes to the alternative rate of parkland conveyance, which is now 1 hectare per 600 dwelling units. This and other sections of the Official Plan may be amended on a periodic basis pending these and other legislative changes made to the *Planning Act*. Please refer to the most up-to-date version of the Official Plan when preparing an application for a plan of subdivision.

# Parkland Standards Development Review Manual

## City of Greater Sudbury

---

- management features, use of native plant species, incorporation of environmental education features and use of low-maintenance and energy efficient facilities and landscapes; and,
- ✓ In cases where development is proposed adjacent to parks and open spaces, be sited and designed to minimize rear lotting and to maximize public access and visibility.

The City may require the conveyance of land for pedestrian and bicycle pathways in accordance with Section 51 of the *Planning Act*.

Further, the City may consider accepting a lesser parkland dedication in consideration of improvements made by the developer to the parkland transferred to the City. At the discretion of the City, where land in excess of the amount of land required for dedication has been conveyed to the City for park purposes in association with a development proposal, the excess may be applied as a credit to future development by the same proponent.

The City will ensure that public access is available on waterbodies in the City. In this regard, subdividers of shoreline property will be required to convey lands which encompass not only five percent of the land being developed, but which also encompass at least five percent of the usable shoreline. Lands thus conveyed must be suitable for public purposes. Special consideration will be given to those developments that convey more than five percent of the shoreline for public use.

Waterfront properties owned by the municipality will generally not be offered for sale or disposal; however, other surplus parks and open space lands may be considered for sale subject to the City's [Park Land Disposal Policy](#).

Section 7.2 of the City's OP includes a classification system, an important tool for organizing, evaluating, and managing the City's parks and open spaces. The classification system separates parks into Active Parkland and Open Space and defines a number of park classifications that encompass a range of needs, uses and functions of parkland.

To guide the development of a parks system, the Official Plan for the City of Greater Sudbury includes the following active parkland targets:

- Neighbourhood Parks: 1.0 hectare per 1,000 residents
- Community Parks: 1.25 hectare per 1,000 residents
- Regional Parks: 1.75 hectare per 1,000 residents
- Total Active Parkland: 4.0 hectare per 1,000 residents

# Parkland Standards Development Review Manual

## City of Greater Sudbury

---

Active Parkland	Neighbourhood Park	<ul style="list-style-type: none"> <li>Primary purpose is to meet the recreational needs of the immediate neighbourhood. Neighbourhood Parks should be within a 10-minute walk (800 metres) of residential areas without crossing major barriers.</li> </ul>
	Community Park	<ul style="list-style-type: none"> <li>Primary purpose is to provide the space and supportive facilities needed for active recreation in the community. Community Parks should be within a 20-minute walk (1600 metres) of residential areas without crossing a major barrier.</li> </ul>
	Regional Park	<ul style="list-style-type: none"> <li>Primary purpose is to be a focal point for the City as a whole, due to their unique attributes, function and size. Regional Parks can also be a tourist attraction.</li> </ul>
Open Space	Linear Park	<ul style="list-style-type: none"> <li>Primary purpose is to be a connector linking different areas of the City. Linear Parks should be within a 10-minute walk (800 metres) of residential areas without crossing a major barrier.</li> </ul>
	Natural Park	<ul style="list-style-type: none"> <li>Primary purpose is the protection of a natural area while meeting residents needs for passive recreation. Natural Parks should be within a 10-minute walk (800 metres) of residential areas without crossing a major barrier.</li> </ul>
	Cultural/ Historical Special Purpose Park	<ul style="list-style-type: none"> <li>Primary purpose is to protect sites with historic, scientific, cultural, social, or spiritual importance. These parks can also serve a special recreational purpose.</li> </ul>
	Ecological Reserve	<ul style="list-style-type: none"> <li>Primary purpose is to protect significant natural areas with ecological and/or geological importance, or that capture a characteristic natural feature of the City.</li> </ul>

# Parkland Standards Development Review Manual

## City of Greater Sudbury

---

Section 7.3.1 of the City's Official Plan contains policies concerning parks and open space. Policy 3 contains objectives for park design and Policy 7 contains criteria that apply to lands conveyed as part of parkland dedication. Together, these form the considerations that shall be applied in the design of new parks.



Incorporate spaces and amenities encouraging physical activity, wellness, and informal use opportunities.



Follow accessibility legislation and guidelines to accommodate persons with disabilities.



Consider the needs of a diverse and aging population through the provision of washrooms, seating, shade/shelter, community gardens, drinking fountains, pathways, and picnic areas.



Seek innovative and engaging initiatives that encourage environmental stewardship, such as recycling bins, rain gardens, green infrastructure, and rain capture.



Apply Crime Prevention through Environmental Design (CPTED) principles.



Promote designs that encourage sustainable maintenance practices.



Incorporate native and drought-resistant vegetative features.



Utilize materials that are robust, durable, and mindful of future maintenance requirements.



Encourage public art.



Encourage transit and active transportation connections and a linked open space system.



Choose a location with high visibility and prominent public street frontage. Connections to other parks, open spaces, and destinations through a trail network are strongly encouraged.



Ensure land is in a clean state. Any required remediation of lands is the responsibility of the owner and must be completed prior to the transfer of the lands to the City.



Ensure land is in a condition satisfactory to the City, free and clear of all encumbrances unless otherwise agreed to by the City, and meeting minimum standards in terms of drainage, grading, and site conditions.



Where development is proposed adjacent to parks and open spaces, it should be sited and designed to minimize rear lotting and to maximize public access and visibility.



Where appropriate, parks should incorporate best practice principles of sustainable design, including natural heritage enhancement, naturalized stormwater management features, use of native plant species, incorporation of environmental education features, use of low maintenance furnishings and equipment, and consideration of energy efficient facilities.

The standards enclosed in this document focus primarily on neighbourhood parks, community parks, and linear parks. Additional standards may complement those contained within this

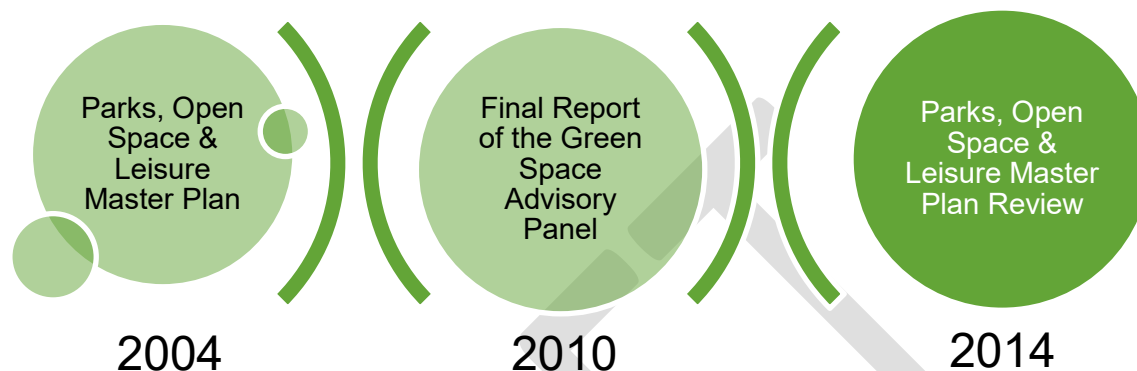
# Parkland Standards Development Review Manual

## City of Greater Sudbury

---

document as they pertain to other parkland typologies, including regional parks, natural parks, cultural/historical or special purpose parks, and ecological reserves, as defined above.

### 3.4 Parks, Open Space & Leisure Master Plan



The City prepared its first Parks, Open Space & Leisure Master Plan in 2004, which established guidelines for the provision of parks, recreation, and leisure services and facilities based on an extensive needs assessment process. This version of the Master Plan was to provide direction for the following ten years (up to 2014). Since then, many of its higher priority recommendations have been or continue to be implemented across the City.

In 2014, the City reassessed needs and strategies through a Parks, Open Space & Leisure Master Plan Review upon successfully implementing much of its 2004 Master Plan, building on the City's Strategic Plan, the Leisure Services Strategic Plan, the Final Report of the Green Space Advisory Panel, and the Healthy Communities Strategic Plan, and in coordination with the five-year review of the City's Official Plan. The Parks, Open Space & Leisure Master Plan serves as the basis for the Official Plan policies referenced above.

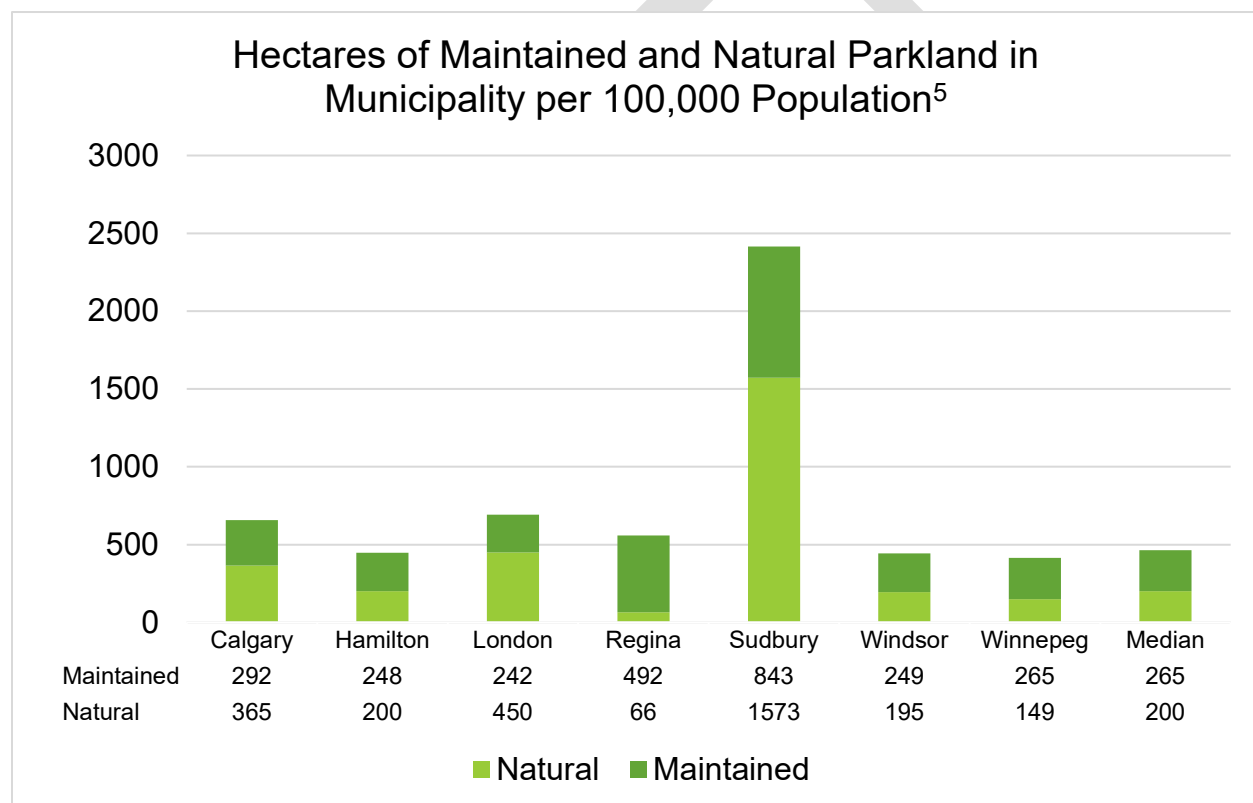
The Parks, Open Space & Leisure Master Plan provides a strategic framework, including guiding principles for parks, open space, and leisure facilities, and provides an overview of accomplishments and ongoing initiatives since the 2004 Master Plan. The Master Plan further outlines key parks, open space, and leisure trends, and provides a community profile and population forecasts. The Master Plan also details the results of the City's public engagement program and details the status of leisure facilities, parkland and trails, and the delivery of services and programs, providing recommendations within for each. Finally, the Master Plan provides an implementation strategy as well as a process for monitoring and updating the Master Plan. Readers should make reference to the Parks, Open Space & Leisure Master Plan<sup>4</sup> for additional context when using this manual.

---

<sup>4</sup> City of Greater Sudbury. (2014, June). Parks, Open Space & Leisure Master Plan Review. <https://overtoyou.greatersudbury.ca/parks-open-space-and-leisure-master-plan-review>

### 4.0 Gaps in Existing Parkland Provision by Service Area

The City is home to an abundance of parks and open space across its various communities. According to the 2021 Municipal Benchmarking Network of Canada Performance Report, the City has a vastly higher proportion of hectares of maintained and natural parkland per 100,000 population when compared to similarly sized municipalities in southern Ontario, across Canada, and the median of all municipalities sampled.<sup>5</sup> However, when it comes to the location of existing parks, there are fewer parks that are located within a five or ten-minute walk of existing residential neighbourhoods where residents can access the park on foot without crossing major barriers, such as crossing a highway or busy arterial street. Given the abundant supply of parkland across the City as a whole, it is of the utmost importance to ensure that planning for the future acquisition of parks take into consideration the existing supply of parkland, the gaps where parks are needed to serve residents of Greater Sudbury, and the types of parks that are most needed in each community.



Using available geographic data from the City of Greater Sudbury on the location of existing parks, a gap analysis was conducted to highlight areas within the City's urban fabric that are underserved by parks. These areas represent priorities for the City to acquire parkland rather than cash-in-lieu as part of the subdivision process. Areas were identified as gaps using the location of existing parks in the City and the Official Plan's proximity standards for each parkland typology:

<sup>5</sup> Municipal Benchmark Network of Canada Performance Report. (2021).  
<https://mbncanada.ca/app/uploads/2022/10/2021-Parks.pdf>

# Parkland Standards Development Review Manual

## City of Greater Sudbury

---



- **Neighbourhood Parks:** within a 10-minute walk (800 metres) of residential areas without crossing major barriers



- **Linear Parks:** within a 10-minute walk (800 metres) of residential areas without crossing major barriers



- **Community Parks:** within a 20-minute walk (1600 metres) of residential areas without crossing major barriers

To capture the areas served by existing parks within the City, 800 metre or 1,600 metre buffers are calculated around the locations of existing parks (i.e., an 800-metre buffer for neighbourhood and linear parks and a 1,600-metre buffer for community parks). These buffers can then be further refined using the City's zoning fabric to isolate residential areas and network analysis to consider major barriers, such as crossing a highway to access the park. The areas that are within or outside of these proximity standards are mapped on an online, interactive GIS platform that can be referenced to identify the types of parks that may be missing from an area of the City where a proposed subdivision may be located. For the most up-to-date information on the provision of parkland within the City, please visit the interactive online mapping available on the City's website.

### Targets for All Communities



Increased provision of linear parks, which serve as a connector linking different areas of the City, for passive or active recreational purposes

### Targets for Select Communities

Increased provision of parks of any type (in no particular order of priority):



- Azilda
- Coniston
- Copper Cliff
- Dowling
- Falconbridge
- Garson
- Whitefish

In the initial concept planning phases of a proposed application, consideration should be given to the type of park that is most needed in the community where the proposed subdivision is located. Applicants should reference the online mapping of this gap analysis to consider the most up to date information.



## 5.0 Development Standards by Parkland Classification

---

### 5.1 Neighbourhood Parks



Simon Lake Park (Source: [City of Greater Sudbury](#))

#### 5.1.1 Purpose of Neighbourhood Parks

A neighborhood park's primary purpose is to meet the recreational needs of its immediate neighborhood. This could include a playground, passive space with benches, paths, informal natural areas, or other options. By nature, a neighborhood park's use is fluid and should change over time to adapt to neighborhood growth.

**Additional Characteristics:** Limited non-organized sport group activities are encouraged where various age groups can play simultaneously, with emphasis on the youth. A neighborhood park is built and designed typically for 20-minute to one-hour experience.

Examples of Neighbourhood Parks:

- Simon Lake Park
- Autumnwood Playground
- McFarlane Playground
- Ravine Park

#### Facilities and Features:

- Safe pedestrian access.
- May contain play equipment, room for casual play, shaded rest areas.
- May also contain open space, natural areas, walking paths and other features
- Planting (tree, shrubs, grasses) comprises of diverse species tolerant of urban conditions, with an emphasis on native species.



# Parkland Standards Development Review Manual

## City of Greater Sudbury



East Street Playground (Source: [Greater Sudbury](#))



Selkirk Park (Source: [Greater Sudbury](#))

**Service Standard:** 0.25 ha per 1000 residents, within 800m without crossing a major barrier

**Size:** Typically, 0.2 to 1 hectare

**Location:** Generally located along local roads and linked to the existing parks network. May be located adjacent to other open space lands, such as conservation lands, valleys, and stormwater management facilities.

### 5.1.2 Planning Guidelines for Neighbourhood Parks

#### General Guidelines

- Designed to be a neighbourhood focal point, with a central green space allowing for a range of passive and active recreational uses
- Used to address gaps in the existing parks system and provide connections to facilities not in the network
- Designed with safety in mind, adhering to Crime Prevention through Environmental Design (CPTED) principles.
- Designed with consideration to near neighbours, including consideration for light and noise pollution.
- Incorporate visually attractive edges and clear views into the park
- Include public art or architectural landscape features that enhance the character
- Preserve mature and existing trees and existing natural features, where appropriate
- Plant deciduous trees in group for shade and canopy cover
- Incorporate stormwater management facilities within the proposed park design, as described in Section 7.0 of this manual

#### Access

- Pedestrians, especially those vulnerable, such as children, older adults, and those with disabilities, should not have to cross a major barrier (e.g., arterial road, railway, etc.) to access a neighbourhood park.
- Limited parking is recommended due to proximity to residential neighbourhoods. Depending on location, one or two off-road parking spots is strongly encouraged for accessibility reasons, but is not required.
- Bike racks should be provided to encourage an alternative to vehicular travel and to encourage active means of transportation.
- Neighbourhood parks should be linked to the municipal trail and sidewalk systems where provided, with sidewalks provided along street frontages
- Use surfacing that accommodates anyone using a mobility device (e.g., cane, walker, wheelchair, scooter) and minimizes injury from falls.

# Parkland Standards Development Review Manual

## City of Greater Sudbury

---

- Pathways to and throughout the play space should provide circulation/access to all spaces/equipment.
- Pathways should be wide enough for two people using wheelchairs to travel side-by-side (minimum clearance of 1.5 m).



Outdoor fitness equipment  
(Source: [Bryan Cooper](#))



Adventure-based play equipment  
(Source: [Northern Ontario Travel](#))



Independent playground equipment  
(Source: [Sudbury.com](#))

### Playground Equipment

- Ideally, playground equipment is installed within a play area a minimum size of 20' x 60', with a ground surface of sand, or if the budget allows wood chips or engineered wood fibre
- Ground surface should be firm and stable to accommodate users with mobility devices, yet resilient enough to absorb impact for injury prevention in the area around the play equipment.
- Provide sufficient clearance in and around the play space to allow children with various disabilities and their caregivers room to move around the space.
- There should be a focus on independent playground equipment that is geared for ages 2 to 12, which at a minimum includes one slide.
- Equipment should encourage adventure and fitness, while incorporating and blending into the park's natural setting.
- Accessibility features, such as active play and sensory components, are to be incorporated.
- A minimum of one swing bay is recommended, with a minimum of one belt swing and one infant swing. Considerations should be made for accessible and intergenerational swings, pending the availability of these types of swings at other parks in the area.



# Parkland Standards Development Review Manual

## City of Greater Sudbury

---



Picnic table seating  
(Source: [Greater Sudbury](#))



Example of park signage  
(Source: [Marianne Giordano](#))



Bench seating at Howard Armstrong Recreation Centre  
(Source: [Greater Sudbury](#))

### Amenities

- **Seating:** A combination of seating should be provided, with a minimum of two of the following units, in any combination:
  - 6' perforated metal benches anchored to 4' wide concrete slabs
  - 6' picnic tables anchored to 5' concrete slabs
- **Shade Structures:** Where suitable, small, covered shelters, such as 10' x 20' wood or metal gazebos, either on 7'6" footings or a 5" tapered, brush finished concrete slab, can be provided
- **Servicing:** Typically, neighbourhood parks are not serviced for wastewater/water. As neighborhood parks exist adjacent to residential homes with intended stays of 20 minutes to an hour, provision of water source and washroom facilities is not recommended.
- **Waste Receptacles:** Seasonal waste receptacles are recommended as the probability of food and drink consumption during winter is limited. Seasonal receptacles should be portable in nature, light weight and stackable for maximum efficiency of travel. Portable waste receptacles could potentially match the inserts of their permanent counterparts. Pet waste dispensers should be considered.
- **Signage:** Parks signage should be clearly placed at all entrances/exits to the park and should be consistent with the City's visual identity program, describe the park name, its available amenities, contact for repairs and prohibited activities.
- **Fencing:** Where CSA guidelines require the use of fencing to separate play areas from adjacent roads, a 4' chain link fence is to be installed. Where hard fencing is not a requirement, vegetative buffers (e.g., a hedge) should be considered to separate areas.
- **Stormwater Management:** Some neighbourhood parks may be able to incorporate low-impact development stormwater management features.

# Parkland Standards Development Review Manual

## City of Greater Sudbury

---

### 5.2 Community Parks



Twin Forks Playground (Source: [Alana Pickrell](#))

#### 5.2.1 Purpose of Community Parks

A community park's primary purpose is to provide the space and supportive facilities needed for active recreation in the community. A community park is characterized by sports fields and/or other sports facilities, but often includes opportunities for other uses such as play equipment, paths, picnic areas, or natural areas. A community park will often meet nearby residents' needs for a park in their neighborhood (and so is understood to play a dual role as a neighborhood park for that area). However, distinct from a neighborhood park, a community park is designed to serve the active recreational needs of the wider community.

**Additional Characteristics:** A community park would service various ages, with emphasis on organized sport group activities and potential protection of natural areas. Community parks are built and designed typically for a two-to-three-hour experience.

Examples of Community Parks:

- Twin Forks Playground
- Delki Dozzi Complex
- Lorne Brady Park
- Countryside Arena
- Copper Cliff Playground

#### Facilities and Features:

- Facilities for active recreation such as sports fields, hard courts, outdoor rinks, field houses, beaches, picnic areas, paths, natural areas. May contain play equipment, room for casual play, shaded rest areas.
- Safe pedestrian and bicycle access, access by public transit, and sufficient parking.

# Parkland Standards Development Review Manual

## City of Greater Sudbury

---

**Service Standard:** 1.5 ha per 1000 residents, within 1600m without crossing a major barrier

**Size:** Typically, 2 to 10 hectares

**Location:** Located along collector roads, generally at major intersections. May be located adjacent to other open space lands.

### 5.2.2 *Planning Guidelines for Community Parks*

#### **General Guidelines**

- A focal point, unique to the community in which they are located
- Located within the existing parks network
- Designed with safety in mind, adhering to CPTED principles
- Programmed and lit to minimize disturbance to nearby residents
- Incorporate visually attractive edges and clear views into the park
- Include public art or architectural landscape features that enhance the character
- Preserve mature and existing trees and existing natural features, where appropriate
- Incorporate stormwater management facilities within the proposed park design, as described in Section 7.0 of this manual

#### **Access**

- Pedestrians, especially those vulnerable, such as children, older adults, and those with disabilities, should not have to cross a major barrier (e.g., arterial road, railway, etc.) to access a community park.
- Medium sized parking lot (approximately 10 spots with dedicated accessible parking) is required as the community parks services more than the neighbourhood and residents can be expected to drive to this location for organized events.
- Bike racks should be provided to encourage an alternative to vehicular travel and to encourage active means of transportation.
- Use surfacing that accommodates anyone using a mobility device (e.g., cane, walker, wheelchair, scooter) and minimizes injury from falls.
- Pathways to and throughout the play space should provide circulation/access to all spaces/equipment.
- Pathways should be wide enough for two people using wheelchairs to travel side-by-side (minimum clearance of 1.5 m).



# Parkland Standards Development Review Manual

## City of Greater Sudbury

---



Incorporating sensory features  
(Source: [City of Greater Sudbury](#))



Incorporating universal design  
(Source: [American Society of Landscape Architects](#))

### Playground Equipment

- Ideally, playground equipment is installed within a play area a minimum size of 50 x 100', with a ground surface of chips or engineered wood fibre as the preferred treatment, or sand, which may be considered at the discretion of the City.
- Ground surface should be firm and stable to accommodate users with mobility devices, yet resilient enough to absorb impact for injury prevention in the area around the play equipment.
- Provide sufficient clearance in and around the play space to allow children with various disabilities and their caregivers room to move around the space.
- There should be combination of play structures and independent equipment that is geared to ages 2 to 12, with a minimum of two slides.
- Equipment should encourage adventure and fitness, while incorporating and blending into the park's natural setting.
- Accessibility features, such as active play and sensory components, are to be incorporated. Play structures must include accessibility features. Themed playgrounds are to be considered where suitable to the local area/community.
- Opportunities for adult fitness equipment should be considered.
- A minimum of two swing bays recommended with a minimum of one belt swing and one infant swing. Accessible and/or intergenerational swings are to be included.

# Parkland Standards Development Review Manual

## City of Greater Sudbury

---

### Amenities

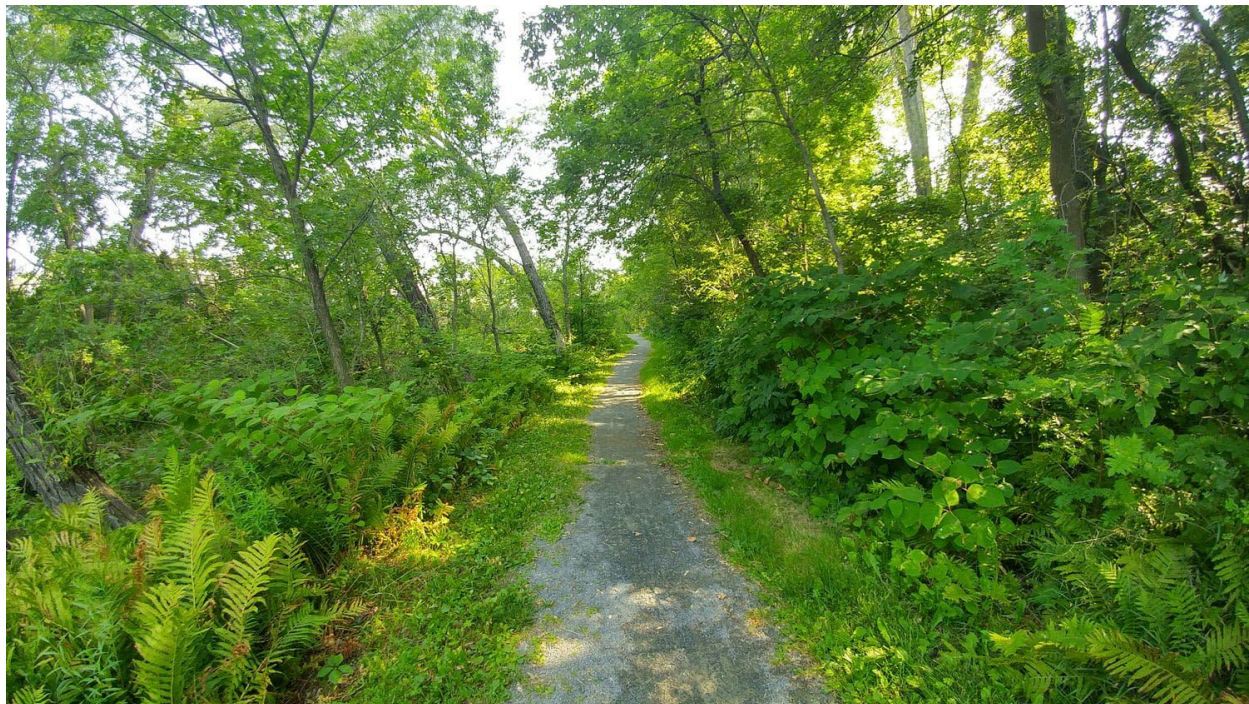


Sports field lighting (Source: [City of Greater Sudbury](#))

- A combination of seating should be provided, with a minimum of two of the following units, in any combination:
  - 6' perforated metal benches anchored to 4' wide concrete slabs
  - 6' picnic tables anchored to 5' concrete slabs
- Additional bleacher seating may be required to support organized play surfaces/courts
- Community parks are suitable locations for small to medium covered shelters (10' x 20' to 20' x 40'), ideally made of metal materials
- Exterior water fountains should be made available at community parks, attached to existing building structures (e.g., canteens, field houses, maintenance buildings)
- Portable washroom facilities to be considered for community parks as the parks serve as a hub for more than the immediate neighborhoods' use. Typical stays of two or more hours would necessitate facilities for multiple segments of the population that would require the use of a washroom. Seasonal rental, not permanent installation, should match Park usage programs for organized sporting events.
- Permanently installed waste receptacles are recommended based the probability of food and drink consumption over the two-to-three-hour site visit. Permanent receptacles should sit on a 3' x 3' concrete pad and be anchored into it. Receptacles should consist of a perforated metal outer sleeve of a 30" diameter that is anchored to the slab with a removable insert that can be replaced as needed. Planned provision of additional portable waste receptacles for organized sporting events should be accounted for as well. Portable waste receptacles could potentially match the inserts of their permanent counterparts. Pet waste dispensers are recommended for community parks.
- Community park lighting is designed to facilitate active recreation use and as such would match the appropriate criteria for rink, court or field lighting, as per the Parks Design Guidelines. Lighting should be controlled to enable organized sporting event use only. Parking lot lighting should be permanent for safety reasons.
- Parks signage should be clearly placed at all entrances/exits to the park and should be consistent with the City's visual identity program, describe the park name, its available amenities, contact for repairs and prohibited activities.
- Where CSA guidelines require the use of fencing to separate play areas from adjacent roads, a 4' chain link fence is to be installed. Where hard fencing is not a requirement, vegetative buffers (e.g., hedge) should be considered to separate areas. Sport specific fencing should exist that compliments the use of the court, field or rink and match the guidelines for each.



### 5.3 Linear Parks



**Junction Creek Waterway Park** (Source: [Junction Creek Stewardship Committee](#))

#### 5.3.1 Purpose of Linear Parks

Linear parks provide open space connections within and between communities through a formal pathway network. They should accommodate a regional pathway or perform a linear recreation function for the community as a whole by providing local or regional pathway links to education, recreational, and open space features.

Example Linear Parks:

- Roxborough Greenbelt
- Junction Creek Waterway
- Beatty Municipal Park
- Mallard's Landing

**Service Standard:** Linear parks should be within a 10-minute walk (800 m) of residential areas without crossing a major barrier.

**Size:** A minimum width of 10 m and a maximum width of 20 m



# Parkland Standards Development Review Manual

## City of Greater Sudbury

---

### 5.3.2 Guidelines for Linear Parks

- Linear parks should be designed to promote pedestrian access while protecting the surrounding natural context in which the park is located and should follow the “path of least resistance”.
  - Bridges or boardwalks may be required where soils are waterlogged or susceptible to compaction or erosion.
  - Where possible, locate linear parks outside of the critical root zone of mature trees to prevent root-zone compaction.
  - Vista locations may be incorporated at points of interest along the path, where park users can access and experience natural areas while minimizing interference with natural functions.
- Linear parks must be designed to adhere to best practices for accessible design and requirements in the [\*Accessibility for Ontarians with Disabilities Act\*](#), such as:
  - Meet minimum clear width (1 m) and height (2.1 m) specifications.
  - Have a firm and stable surface.
  - Meet restrictions on the size of surface openings (must not allow passage of an object that has a diameter of more than 20 mm), and orient elongated openings perpendicular to the direction of travel.
  - Meet specifications on edge protection (50 mm) when located beside water or a drop-off, except where a protective barrier already exists.
  - Provide minimum clear width at its opening (0.85 m to 1 m), regardless of entrance design (e.g., gate, bollard, etc.).
- Bilingual signage or marking indicating pedestrian and/or cycling use provided in high-use situations. All signage must contain information about the physical characteristics of the trail, including:
  - Length of trail
  - Type of surface of which the trail is constructed
  - Average and minimum trail width
  - Average and maximum running slope and cross slope
  - Location of amenities, where provided
  - Regulatory signage (e.g., no motor vehicles) used where necessary.
- Safe pedestrian and cyclist connections shall be provided between the park, street, and sidewalk systems.
  - The intersections of linear parks with street rights-of-way shall be designed as path entrances and may include site furniture and features consistent with the streetscape design.
  - Entry markers shall be provided at park entrance locations to make points of entry more identifiable.
  - Pedestrian lighting shall be considered within park paths and at path entrances on a site-specific basis.
- Waste receptacles shall be located at accessible key points along pathways designed to accommodate maintenance vehicles.
- Incorporate stormwater management facilities within the proposed park design, as described in Section 7.0 of this manual.

## 6.0 Park Design Considerations

---

### 6.1 Accessibility for Ontarians with Disabilities Act (AODA)

Recreation Services of the City is committed to the development of an inclusive, healthy and safe community by providing accessible programs, services, and facilities for everyone to enjoy, and to preventing, identifying, and removing barriers that impede the ability of people with disabilities from accessing those programs, services, and facilities. All parks shall meet the [Accessibility for Ontarians with a Disability Act \(AODA\)](#) requirements.

The City recently adopted the [2022-2027 Multi-Year Accessibility Plan](#), which outlines the strategic choices that the City will prioritize through initiatives and goals that target the assurance that its citizens will have access to an inclusive and equitable community free of barriers. The Plan establishes five key priorities that the City can use as foundations to ensure it reaches its goals of

<b>Accessible Communication</b>	<ul style="list-style-type: none"><li>• Improving and standardizing wayfinding strategies and the technology which supports these through city services, programs, and facilities.</li><li>• Increasing the number of accessible documents, forms, and presentations available to the public.</li></ul>
<b>Accessible Education &amp; Awareness</b>	<ul style="list-style-type: none"><li>• Placing accessibility at the forefront of any initiatives, decisions, and projects.</li></ul>
<b>Accessibility by Design</b>	<ul style="list-style-type: none"><li>• Continuing to improve on standardizing accessible requirements in new projects and renovations of facilities.</li><li>• Continuing to increase the number of accessible event spaces available throughout the city.</li></ul>
<b>Accessible Community Mobility</b>	<ul style="list-style-type: none"><li>• Improving wayfinding, maps, and technology that assist residents with navigation.</li><li>• Continue to consult the public, persons with disabilities and Accessibility Advisory Panel on best practices for community mobility.</li></ul>
<b>Access to Recreation</b>	<ul style="list-style-type: none"><li>• Improve the city's numerous walking and trail paths.</li><li>• Increased provision of accessible green space throughout the city.</li><li>• Continuing to improve/increase accessible parking at recreational facilities.</li><li>• Improve/increase signage and wayfinding for outdoor recreational services.</li></ul>

becoming a more diverse and accessible city, as shown below.<sup>6</sup>

---

<sup>6</sup> City of Greater Sudbury. (2022). 2022-2027 Multi-Year Accessibility Plan.  
<https://www.greatersudbury.ca/city-hall/accessibility/accessibility-plans-policies-and-reports/accessibility-plans/city-of-greater-sudbury-2022-2027-multi-year-accessibility-plan/>

# Parkland Standards Development Review Manual

## City of Greater Sudbury

---

### 6.2 Crime Prevention through Environmental Design Principles

Crime Prevention through Environmental Design (CPTED) principles include the concept that the physical environment can be manipulated for the purpose of influencing certain desired human behaviour. CPTED design strategies which can reduce the fear and incidence of crime and improve the quality of life include the following strategies <sup>7</sup>



#### Natural Surveillance

- Design strategy directed at keeping intruders under observation by other users of the space or from surrounding areas
- Example: providing clear sightlines between public and private spaces



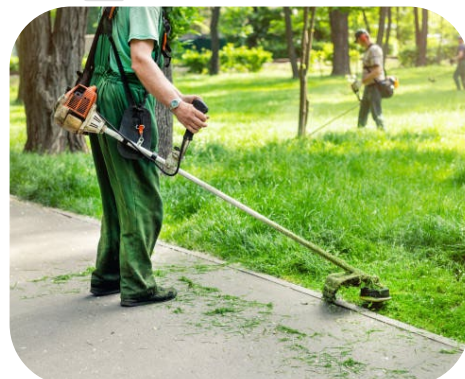
#### Natural Access Control

- Design strategy directed at decreasing crime opportunities by denying access to a crime target and creating a perception of risk for potential offenders
- Example: Designing public spaces that attract rather than discourage people from gathering



#### Territorial Reinforcement

- Design strategy that realizes that physical design can create or extend a sphere of influence so that users of the property develop a sense of proprietorship
- Example: having distinct transitions/boundaries between public and private areas



#### Space Management

- Creating a cared for image through proper maintenance regime and encouraging design that promotes pride and a sense of place for the community
- Example: quickly removing graffiti

---

<sup>7</sup> Crime Prevention Through Environmental Design Principles. (2023). CPTED Canada.  
<https://cptedcanada.com/cpted-principles/>



# Parkland Standards Development Review Manual

## City of Greater Sudbury

### 6.3 Age-Friendly Community Planning

The World Health Organization (WHO)<sup>8</sup>, in their [Global Age-Friendly Cities Guide](#), proposes an “age-friendly cities” framework, which includes eight interconnected domains that can help to identify and address barriers to the well-being and participation of older people.



Community and Health Care



Transportation



Housing



Social Participation



Outdoor Spaces & Buildings



Respect & Social Inclusion



Civic Participation & Employment



Communication & Information

### WHO Age Friendly Checklist for Outdoor Spaces & Buildings<sup>5</sup>

#### *Green Spaces and Walkways*

- ✓ There are well-maintained and safe green spaces, with adequate shelter, toilet facilities and seating that can be easily accessed.
- ✓ Pedestrian-friendly walkways are free from obstructions, have a smooth surface, have public toilets and can be easily accessed.

#### *Outdoor Seating*

- ✓ Outdoor seating is available, particularly in parks, transport stops and public spaces, and spaced at regular intervals; the seating is well-maintained and patrolled to ensure safe access by all.

#### *Pavements*

- ✓ Pavements are well-maintained, smooth, level, non-slip and wide enough to accommodate wheelchairs with low curbs that taper off to the road.
- ✓ Pavements are clear of any obstructions (e.g., street vendors, parked cars, trees, dog droppings, snow) and pedestrians have priority of use.

<sup>8</sup> World Health Organization. (2007). Global Age-friendly Cities: A Guide.  
<https://apps.who.int/iris/handle/10665/43755>

### 7.0 Parks and Stormwater Management Facilities

---

Stormwater management (SWM) refers to a set of design principles and techniques to mitigate the effects of the increased quantity and quality of runoff, in line with the following objectives:



Ensure that the constraints and opportunities associated with urban drainage are properly recognized and are integrated into community plans and designs;



Reduce, to acceptable levels, the potential risk of health hazards, loss of life and property damage from flooding;



Reduce, to acceptable levels, the incidence of inconvenience caused by surface ponding and flooding;



Ensure that the quality of stormwater reaching outlet-receiving lakes and rivers meets provincially accepted criteria;



Ensure that any development or redevelopment utilizes best management practices such as low impact development, minimizes the impact of change to the groundwater regime, increased pollution, increased erosion, or increased sediment transport, especially during construction;



Maintain the natural stream channel geometry, insofar as it is feasible while achieving the above objectives; and,



Build resilience to climate change.

As part of the application process for a draft plan of subdivision, the applicant will generally be required to prepare a SWM report to demonstrate how the proposed development will manage stormwater. For developments in Greater Sudbury this analysis will typically be guided by an overarching watershed study (e.g., Junction Creek Watershed Study) that outlines particular requirements and SWM objectives within the area of the subject site – refer to Section 7.2 of these standards. The SWM report will include the following items:

- ✓ The overall drainage plan for the site, indicating upstream drainage areas conveyed across the site and the ultimate outlet (major overland flow route) from the site to the municipal drainage system;
- ✓ A plan of proposed on-site stormwater quantity control measures that will satisfy downstream capacity issues. Post-development peak flow rates from the site will be limited to pre-development peak flow rates, unless detailed analysis shows that such storage is not required;
- ✓ A plan for erosion control;
- ✓ A description of the measures proposed to control stormwater quality on-site. In particular, special measures must be proposed where a site is intended for industrial development; and,
- ✓ A general grading plan, illustrating conformance with the City's overall stormwater management objectives.

# Parkland Standards Development Review Manual

## City of Greater Sudbury

---

### 7.1 Low Impact Development & Green Infrastructure

Parks and open spaces can play a vital role in providing stormwater management facilities in subdivision developments. The provision of green infrastructure has numerous benefits to the natural environment (e.g., water quality, flood control, improved infiltration, increased groundwater recharge and cleaning, improved biodiversity), to the built environment (e.g., protection of infrastructure, enables smart growth development), and to the community as a whole (e.g., engaging community members in environmental education and stewardship opportunities, aesthetic improvements to landscapes, and overall cost savings).

Best management practices for stormwater management through the use of green infrastructure may include rain gardens, porous pavement, vegetated swales, naturalized infiltration basins, streambank and/or floodplain restoration, and stormwater runoff capture and/or reuse. Low impact development practices are to be designed in accordance with Ministry of Environment, Conservation, and Parks (MECP) guidelines and the Toronto and Region Conservation Authority (TRCA) Low Impact Development guidelines as an interim guideline. As of 2023, the MECP has published the [Low Impact Development Stormwater Management Guidance Manual \(2022\)](#) in draft format for public review. In the interim, applicants are to consult the [Low Impact Development Stormwater Management Planning and Design Guide](#) published by the TRCA in partnership with Credit Valley Conservation and the Lake Simcoe Conservation Authority, as well as the previous [Stormwater Management Planning and Design Manual \(2003\)](#) developed by the MECP. Low-impact development and green infrastructure practices must be matched to the natural and operational constraints found throughout the City of Greater Sudbury, as there is not a one-size-fits-all approach to naturalized stormwater management.

#### Best management practices for green infrastructure

<b>Rain Gardens</b>	<ul style="list-style-type: none"><li>• Shallow depressions in the ground planted with various native plants to treat and capture stormwater runoff</li></ul>
<b>Porous Pavement</b>	<ul style="list-style-type: none"><li>• Allows precipitation to soak into the ground rather than allowing water to quickly run off, as with regular paving</li></ul>
<b>Naturalized Infiltration Basins</b>	<ul style="list-style-type: none"><li>• Depressions in the ground that provide temporary storage and infiltration of runoff</li></ul>
<b>Streambank and/or Floodplain Restoration</b>	<ul style="list-style-type: none"><li>• Grading streambanks to make them less steep, planting trees and other native vegetation, creating pools and meandering channels in the stream, and restoring wetlands</li></ul>
<b>Stormwater Runoff Capture and/or Reuse</b>	<ul style="list-style-type: none"><li>• May consist of a simple rain barrel attached to the gutter downspout on a visitor center building to more complex underground storage tanks or cisterns</li></ul>

# Parkland Standards Development Review Manual

## City of Greater Sudbury

---

### 7.2 Subwatershed Planning

The City of Greater Sudbury is home to 330 lakes within 25 watersheds that drain into Lake Huron and as such, watershed protection is an important priority, as highlighted in the City's Official Plan.

As such, the City has completed the following watershed studies to be consulted where appropriate to the proposed development. These plans identify measures for stormwater quantity and quality at a subwatershed scale in order to provide a coordinated strategy for stormwater management for all development within individual subwatershed. Applicants are to consult the applicable subwatershed plans where relevant to the location of any proposed development in their design of stormwater management facilities within park blocks.

#### 7.2.1 Ramsey Lake Subwatershed Study and Master Plan

The [Ramsey Lake Subwatershed Study and Master Plan](#) was completed in February 2022 in recognition of the lake's importance as a municipal drinking water source as well as its unique geological features. This Subwatershed Study and Master Plan assessed the sensitive environmental features and functions within the Ramsey Lake subwatershed and identified constraints, opportunities, and environmental impacts associated with existing urban development as well as proposed future land use changes.

#### 7.2.2 Algonquin Road Watershed Stormwater Management

The [Algonquin Road Watershed Stormwater Management Class Environmental Assessment](#) was completed in 2004 to identify ways and means to control quantity and address quality of stormwater within the Algonquin Road Watershed during minor and major rainfall/snowmelt events for both pre-development and post-development conditions.

#### 7.2.3 Junction Creek Watershed Study

The [Junction Creek Watershed Study](#) was completed in 2019 to establish measures to protect, maintain, and enhance surface and groundwater quantity and quality through the implementation of integrated strategies and policies to support the realization of a practical and executable management plan. The Junction Creek Subwatershed consists of an area of 320 square kilometres, the majority of which lies within the City of Greater Sudbury.

### 7.3 Engineering Guidelines for Stormwater Management

Applicants are advised to reference the City's [Stormwater Management Design Guide](#) for engineering guidelines for stormwater management, which include reference guides for low impact development. The Stormwater Management Design Guide provides guidance to City staff, the development community, and their consultants regarding stormwater management and erosion/sediment control requirements for the City of Greater Sudbury.

## 8.0 Park Development Process

---

The park development process described in this document is designed to ‘front end’ the parkland dedication discussion to the draft plan of subdivision approval stage in the land development process to give Council, City staff, the Developer, and residents greater certainty on the type, location and design features that will be constructed as early as possible in the process.

Traditionally, the City has implemented the parkland dedication provisions of the *Planning Act* through the land division process, including subdivisions, condominiums, and consents. This document describes the two main methods that the City has traditionally used to create new parks in the City: city-built park development and developer-built park development. Both options assume that the developer has decided to ‘pre-service’ the subdivision instead of ‘pre-register’.

The City has the ability to require parkland dedication outside of the land division process as intensification occurs in the community. This authority is conditional upon the City passing a parkland dedication by-law to enable the dedication. Should the City require parkland dedication for development applications that propose intensification at the rezoning, site plan, or building permit stages of the approval process, this document should be updated to define the business process that will be followed in such instances.

Depending on the location of the proposed subdivision and the supply of existing parkland in the service area in which the proposed subdivision is located, the City may choose to require cash in lieu of parkland contribution. The choice between parkland dedication and cash in lieu will be made at the pre-consultation stage of the application and ratified by Council at the draft plan of subdivision approval stage of the application.

### 8.1 Process for City-Built Park Development

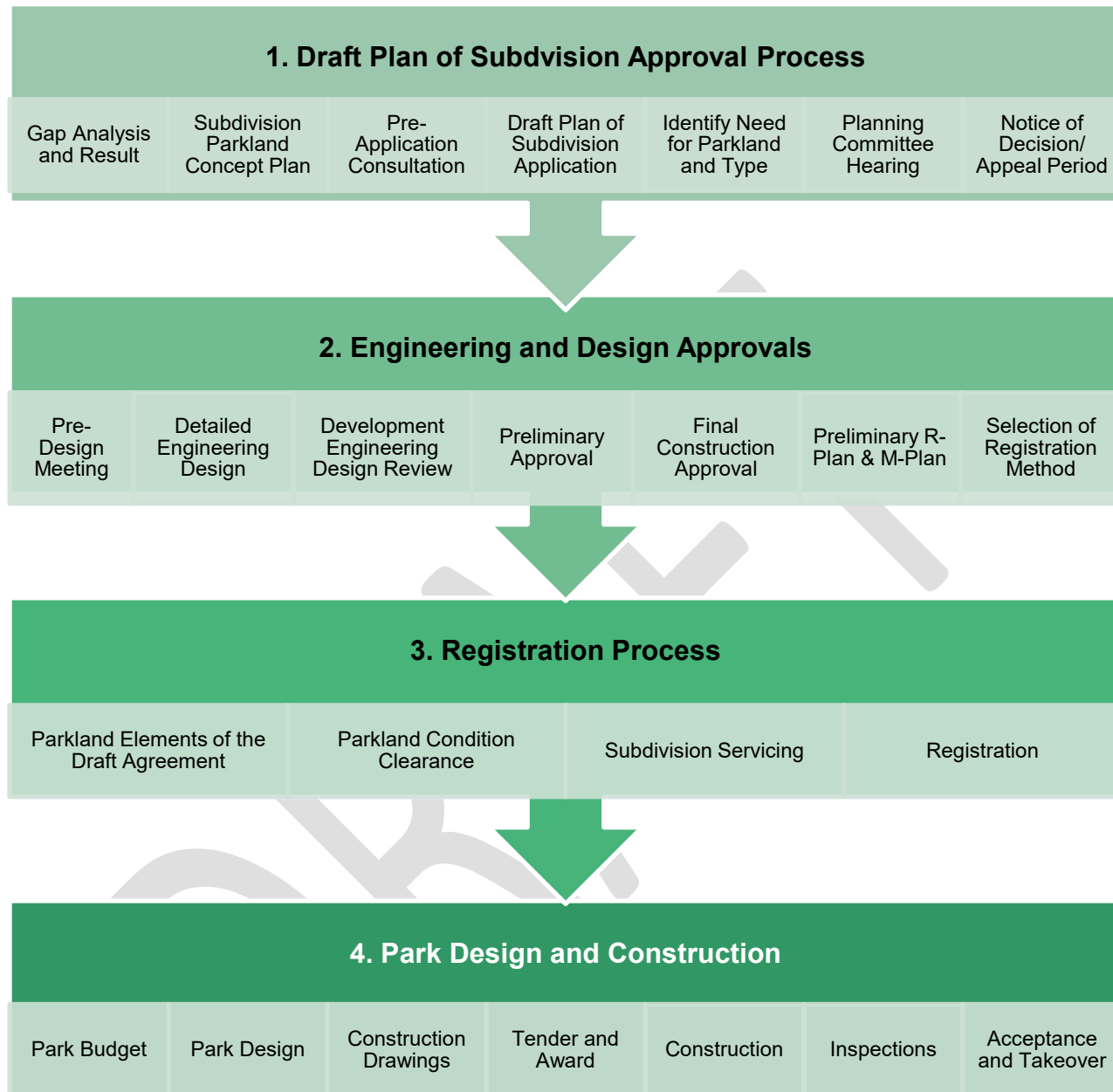
This section describes the process for the development of City-built parks. In this option, the park location and design are established through the draft approval process. The conditions of draft approval require that the Developer completes the requirements for park block preparation based upon specific needs established by Leisure Services (e.g. grading, servicing). The park block is conveyed to the City upon registration of the first phase of the subdivision. The City is responsible for designing and constructing the new park, which would occur at the same time as the homes in the subdivision are constructed.



# Parkland Standards Development Review Manual

## City of Greater Sudbury

---



# Parkland Standards Development Review Manual

## City of Greater Sudbury

---

### 1. Draft Plan of Subdivision Approval Process

Gap Analysis and Result	The Developer works with their qualified professional (e.g., professional planners, GIS technologists) to (1) assess the gaps in current parkland provision within the Service Area and adjacent lands to the subject property proposed for development and (2) identify the appropriate type and location for future park development as part of the subdivision approval process.
Subdivision Concept Plan	The Developer works with their qualified professional (e.g., professional planners, civil engineers) to develop a concept plan for the subdivision. The developer and/or their qualified professional pre-consults with City staff (e.g., Leisure Services, Planning) to discuss the City's parkland requirements in the Service Area and options for the Concept Plan to address these requirements. If a land dedication is required (versus cash in lieu), the Concept Plan will illustrate the location of the proposed park block and park type (e.g., neighbourhood, linear, etc.).
Pre-Application Consultation	The Developer and/or their agent will prepare and submit a formal pre-consultation application form to the City. During the pre-consultation phase, City staff will review and confirm the proposed park type, block location and size and identify requirements to be addressed through the subdivision engineering design process (e.g., location along proposed roadway frontage, site grading, servicing, stormwater management) to enable the lands to be transferred to the City upon registration of the first phase of the subdivision. These requirements will be included in the pre-consultation Memorandum of Understanding provided to the Developer and/or their agent. Some of these requirements are to be addressed by the Developer's Professional Engineer (such as location, service connections to mains, and overall grading), and other items will be addressed by the City's park designer (details of park block, routing of site services, storm water management, detailed grading, access, landscaping, etc.).
Draft Plan of Subdivision Application	The Developer and/or their agent submits a complete subdivision application to the City, as required by the <i>Planning Act</i> . City staff review the application to ensure completeness, deems the application complete, issues notice of same, and circulates the application to internal and external departments/agencies.

In considering a draft plan of subdivision application, the City evaluates the merits of the proposal against criteria such as:

- conformity with provincial legislation including the criteria set out in section 53 of the *Planning Act*;
- Consistency with the Provincial Policy Statement;

# Parkland Standards Development Review Manual

## City of Greater Sudbury

---

- Conformity with the Official Plan; and,
- Compliance with the Zoning By-laws.

Once the review and evaluation is complete, City staff prepare a report on the application to Planning Committee/City Council for consideration.

### Identify Need for Parkland and Type

As part of this process, City staff will confirm the park type, location, and specifications are in alignment with the requirements provided by Leisure Services in the Memorandum of Understanding, and that there are no issues associated with the conveyance of the block to the City for design and development as part of the first phase of the subdivision.

### Planning Committee Hearing

City staff will issue a Notice of Public Hearing before Planning Committee, in accordance with the *Planning Act*. At this hearing City staff will present their report on the application. The Developer and/or their agent may attend the hearing to present the proposed development and application. The public is invited to submit comments or speak at the public hearing. Once the public hearing is concluded, Planning Committee will make a decision on staff's recommendations, including conditions of draft approval. Planning Committee's decision is considered and ratified by Council. The conditions of draft approval define the requirements that need to be met to obtain final approval and registration, including parkland dedication requirements. Typically, draft approval is given for three years, which may be renewed, upon application of the Developer and/or their agent.

### Notice of Decision/Appeal Period

City staff will issue notice of Council's decision in accordance with the *Planning Act*, after which a 20-day appeal period begins. If no appeals are made, Council's decision is final. If appeals are submitted, the matter is referred to the Ontario Land Tribunal for determination.

## 2. Engineering and Design Approvals

### Pre-Design Meeting

The Developer and/or their consulting qualified professional (e.g., Professional Engineer) requests a pre-design meeting with City Staff to discuss the project, review Council's conditions of draft approval, and confirm the next steps for the project. The City retains the park designer, who attends the pre-design meeting to discuss the proposed park design and coordinates with the Developer's retained Professional Engineer.

### Detailed Engineering Design

The Developer's retained Professional Engineer prepares the detailed engineering design for the subdivision. The City's park designer prepares the conceptual design for the proposed park. The detailed engineering of the subdivision by the Developer's

# Parkland Standards Development Review Manual

## City of Greater Sudbury

---

retained Professional Engineer is coordinated with the conceptual park design and includes details regarding block size and location, easements, grading, stormwater management, servicing, etc. Requirements for these features are provided by Leisure Services to the Developer's retained Professional Engineer such that they can be incorporated into the subdivision design.

### Development Engineering Design Review

The Developer and/or their agent submits the detailed engineering design package to the City for review. City staff circulate the detailed engineering design package to internal and external departments and agencies for review and comment, including the park designer. City staff compile these comments on the detailed engineering design and shared them with the Developer and/or their retained Professional Engineer. The Developer and their retained Professional Engineer update the detailed engineering design drawings, specifications and/or reports to address the City and other public agency comments. The detailed engineering design review and resubmission process can take one or multiple rounds to complete.

### Preliminary Approval

Once comments are addressed, City staff will issue preliminary approval of the detailed subdivision design including those aspects of the City-built park that are to be addressed in the overall subdivision design drawings. Note that site-specific items by the City's park designer will not necessarily be shown.

### Preliminary M-Plan and R-Plan

The Developer and/or their agent submits the preliminary Plan of Subdivision (M-Plan) and Reference Plan (R-Plan) to City staff for review and approval. The Draft Plan of Subdivision and Draft Reference Plan is to specify the proposed location, size, and frontage for the proposed park. City staff provide comment on the preliminary M and R Plans. The Developer and/or their agent revise the M and R Plans to address City staff comments.

### Selection of Registration Method

The Developer and/or their agent selects the method of registration (i.e., either conventional or pre-servicing registration) for the Plan of Subdivision.

## 3. Registration

### Parkland Elements of the Draft Agreement

City staff draft the subdivision agreement for the project and sends the draft agreement to the Developer and/or their agent for review. The Developer and/or their agent comments on the draft agreement. City staff finalize the agreement and forwards the agreement to the Developer and/or their agent for execution. As part of this process, City staff in the Development Engineering and Leisure Services departments are to specify any conditions

# Parkland Standards Development Review Manual

## City of Greater Sudbury

---

	specific to the parkland development that are to be included in the draft agreement.
Parkland Condition Clearance	The Developer and/or their agent satisfy all relevant conditions of draft approval as they relate to parkland development and provide evidence of same to City staff for confirmation.
Subdivision Servicing	As part of this process, the Developer constructs the works in the rights of way for the first phase of the subdivision and the proposed park block (i.e., grading, service connections to the block, stormwater management within the block). This work is done in accordance with the City's Certification Requirements for Subdivisions (as amended from time to time). <sup>9</sup>
Registration	Once all relevant conditions have been satisfied, the subdivision (or phase in the subdivision) is approved for registration. At this stage, the park block will be transferred to the City.

#### 4. Park Design and Construction

Park Budget	City staff meet with the park designer to review and confirm the scope based on the Conceptual Park Design prepared by City staff, as well as the schedule and budget for the proposed park design and construction.
Park Design	City staff and the park designer prepare a detailed plan for the park, including site and landscape design, access, site stormwater management features, routing of services, integration with surrounding natural and proposed features (e.g., adjacent proposed roads and lots, natural areas, proposed sidewalks, bike trails) and park amenities (e.g., buildings or structures, active sport fields, seating, and lighting). The detailed plan will be supported by a design brief that addresses community energy emissions, climate change adaptation, accessibility, and Crime Prevention Through Environmental Design (CPTED). The detailed plan is coordinated with the Developer's agent, as necessary.
Construction Drawings	Once the park design is finalized, City staff and the park designer prepare the construction drawings for the proposed park.
Tender & Award	City staff tenders and awards the park construction project in accordance with its purchasing requirements.

---

<sup>9</sup> City of Greater Sudbury. (February 22, 2018). Subdivision and Off-Site Servicing Certification Requirements. <https://www.grandsudbury.ca/faire-des-affaires/planification-et-developpement/planning-pdf-documents/appendix-f-certification-requirements-subdivision-and-offsite-servicing-2018-02-22-pdf/>

# Parkland Standards Development Review Manual

## City of Greater Sudbury

---

Construction	The successful constructor builds the park in accordance with the approved construction drawings. The constructor coordinates their work with the Developer and/or their agent and constructors, as necessary.
Inspections	Once park construction is substantially complete, City staff and the park designer inspect the park and identify any deficiencies, which are rectified by the constructor.
Acceptance & Takeover	Once all deficiencies are rectified, the City accepts the works and formally takes over the park for operations.

### 8.2 Process for Developer-Built Park Development

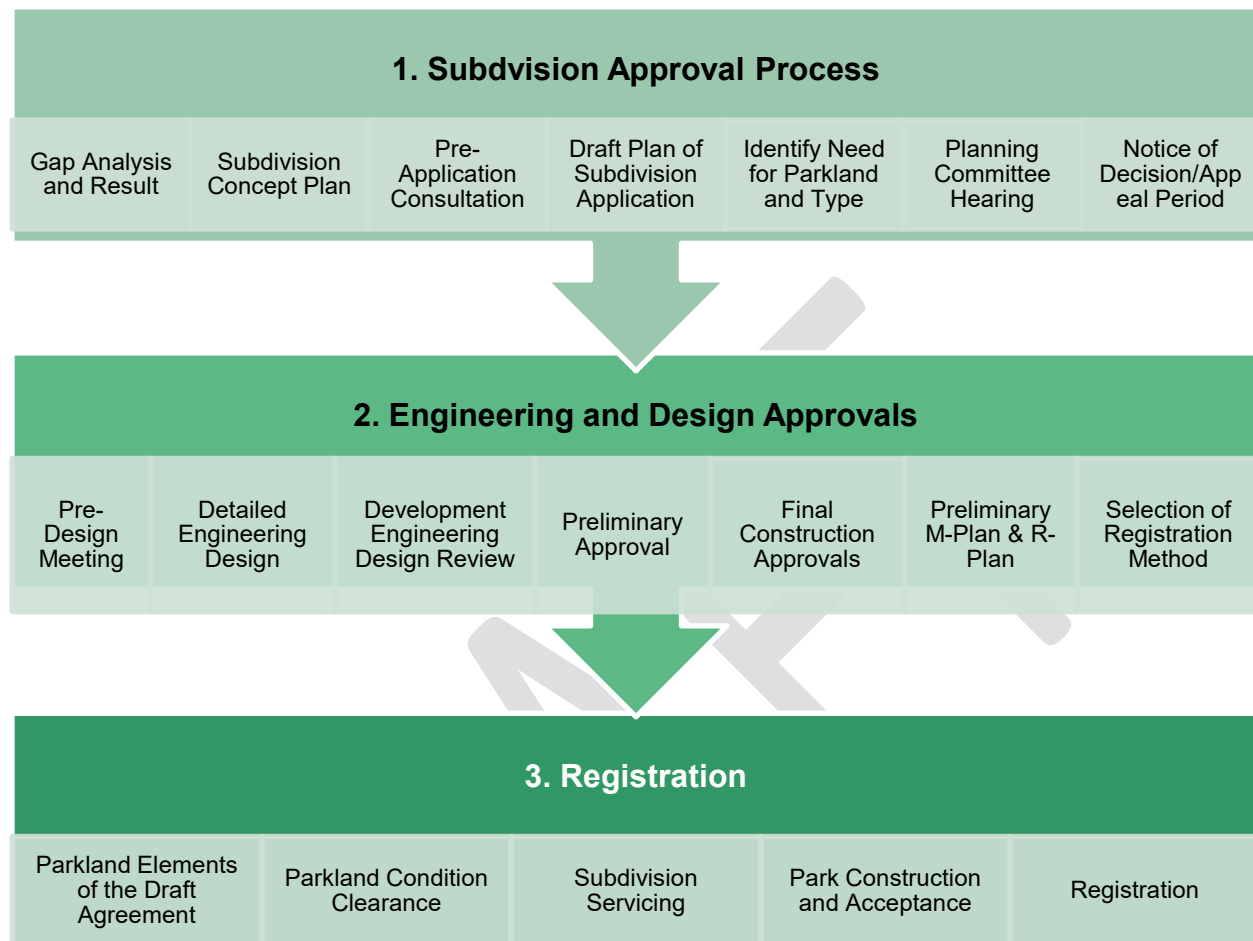
This section describes the process for the development of developer-built parks. Similar to the city-built option, in this option, the park location and design are established through the draft approval process. The conditions of draft approval require that the Developer completes the requirements for park block preparation and constructs the park, based on City of Greater Sudbury Standards (including park equipment suppliers) and in accordance with the City's Certification Requirements for Subdivisions, similar to linear and stormwater management infrastructure.

Once a concept plan is agreed upon by the Developer and City staff, the park plan and working drawings can be included in the Developer's submission of the subdivision design package for approval. Typically, the Developer is required to use pre-specified park suppliers and park systems. This timing will allow the Developer's retained Professional Engineer to prepare the design details of the park (e.g., equipment and park features, grading, servicing, drainage, landscaping, etc.) in parallel with the subdivision lot grading and servicing plans. This will result in common lot lines that work both for the park's functions and the adjacent homeowner and a park that will not require major cutting or filling to provide a neighbourhood or community park. The intent of this process is that the park is constructed prior to the homes in the subdivision being constructed.

# Parkland Standards Development Review Manual

## City of Greater Sudbury

---



# Parkland Standards Development Review Manual

## City of Greater Sudbury

---

### 1. Draft Plan of Subdivision Approval Process

Gap Analysis and Result	The Developer works with their qualified professional (e.g., professional planners, GIS technologists) to (1) assess the gaps in current parkland provision within the Service Area and adjacent lands to the subject property proposed for development and (2) identify the appropriate type and location for future park development as part of the subdivision approval process.
Subdivision Concept Plan	The Developer works with their qualified professional (e.g., professional planners, civil engineers) to develop a concept plan for the subdivision. The developer and/or their agent pre-consults with City staff (e.g., Leisure Services, Planning, and others) to discuss the City's parkland design requirements and specifications in the Service Area and options for the Concept Plan to address these requirements. If a land dedication is required (versus cash in lieu), the Concept Plan will illustrate the extent (size) and location of the proposed park block and park type (e.g., neighbourhood, linear, etc.).
Pre-Application Consultation	The Developer and/or their agent will prepare and submit a formal pre-consultation application form to the City. During the pre-consultation phase, City staff will review and confirm the proposed park type, block location and size and identify requirements to be addressed through the subdivision engineering design process (e.g. specific design standards and specifications, park themes, location along proposed roadway frontage, site, grading, servicing, stormwater management, buildings or structures, active sport fields, seating and lighting, active and passive transportation, etc.) to enable the park to be designed and constructed and lands to be transferred to the City upon registration of the first phase of the subdivision. These requirements will be included in the pre-consultation Memorandum of Understanding provided to the Developer and/or their agent.
Draft Plan of Subdivision Application	The Developer and/or their agent submits a complete subdivision application to the City, as required by the Planning Act. City Planning Staff, reviews the application to ensure completeness, deems the application complete, issues notice of same, and circulates the application to internal and external departments/agencies.

In considering a draft plan of subdivision application, the City evaluates the merits of the proposal against criteria such as:

- conformity with provincial legislation including the criteria set out in section 53 of the Planning Act;



# Parkland Standards Development Review Manual

## City of Greater Sudbury

---

- Consistency with the Provincial Policy Statement;
- Conformity with the Official Plan; and,
- Compliance with the Zoning By-laws.

Once the review and evaluation is complete, City Planning Staff prepare a report on the application to Planning Committee/City Council for consideration.

### Identify Need for Parkland and Type

As part of this process, City Staff will confirm the park type, location and specifications are in alignment with the requirements provided by Leisure Services in the Memorandum of Understanding and that there will be no issues associated with the conveyance of land to the City after the park has been built as part of the first phase of the subdivision.

### Planning Committee Hearing

City staff will issue Notice of Public Hearing before Planning Committee, in accordance with the Planning Act. At this hearing City staff will present their report on the application. The Developer and/or their agent may attend the hearing to present the proposed development and application. The public is invited to submit comments or speak at the public hearing. Once the public hearing is concluded, Planning Committee will make a decision based on City staff's recommendations, including conditions of draft approval. Planning Committee's decision is considered and ratified by Council. The conditions of draft approval define the requirements that need to be met to obtain final approval and registration, including parkland dedication requirements. Typically, draft approval is given for three years, which may be renewed, upon application of the Developer and/or their agent.

### Notice of Decision/Appeal Period

City staff will issue notice of Council's decision in accordance with the *Planning Act*, after which a 20-day appeal period begins. If no appeals are made, Council's decision is final. If appeals are submitted, the matter is referred to the Ontario Land Tribunal for determination.

## 2. Engineering and Design Approvals

### Pre-Design Meeting

The Developer and/or their retained qualified professional (e.g., Professional Engineer, park designer, etc.) requests a pre-design meeting with City Staff to discuss the project, review Council's conditions of draft approval and confirm the next steps for the project. In addition to the standard subdivision infrastructure items, discussion will include the design of the proposed park, in alignment with the requirements provided by Leisure Services in the Memorandum of Understanding.

# Parkland Standards Development Review Manual

## City of Greater Sudbury

---

Detailed Engineering Design	<p>The Developer's Professional Engineer and park designer prepare the detailed engineering design for the subdivision, including the park to be dedicated as part of the first phase of the subdivision.</p> <p>The park design includes site and landscape design, vehicular and pedestrian access, stormwater management features, municipal services and connections, integration with surrounding natural and proposed features (e.g., adjacent proposed roads and lots, natural areas, proposed sidewalks, bike trails) and park amenities (e.g., buildings or structures, active sport fields, seating, and lighting). The park design plan will be supported by a design brief that addresses community energy emissions, climate change adaptation, accessibility, Crime Prevention Through Environmental Design (CPTED).</p>
Development Engineering Design Review	<p>The Developer and/or their agent submits the detailed engineering design package to City staff for review. City Staff circulate the detailed engineering design package to internal and external departments and agencies for review and comment. City staff compile comments on the detailed engineering design and share these with the Developer and/or their agent. The Developer and their retained Professional Engineer update the detailed engineering design drawings, specifications and/or reports (including park design plan) to address the City and other public agency comments. The detailed engineering design review and resubmission process can take one or multiple rounds to complete. At this stage, the budget for the park is reviewed to ensure that it aligns with the legislative requirements as approved by Council at the draft approval stage (e.g., 2 percent of the land to be developed for a commercial or industrial plan of subdivision and 5 percent of the land to be development in all other cases).</p>
Preliminary Approval	<p>Once comments are addressed, City staff will issue preliminary approval of the detailed subdivision design, including the park design plan.</p>
Preliminary M-Plan & R-Plan	<p>The Developer and/or their agent submits the preliminary Plan of Subdivision (M-Plan) and Reference Plan (R-Plan) to City staff for review and approval. The Draft Plan of Subdivision and Draft Reference Plan is to specify the proposed location, size, and frontage for the proposed park. City staff provide comment on the preliminary M and R Plans. The Developer and/or their agent revise the M and R Plans to address City staff's comments.</p>
Selection of Registration Method	<p>The Developer and/or their agent selects the method of registration (i.e. either conventional or pre-servicing registration) for the Plan of Subdivision.</p>

# Parkland Standards Development Review Manual

## City of Greater Sudbury

---

### 3. Registration

Parkland Elements of the Draft Agreement	City staff draft the subdivision agreement for the project and sends the draft agreement to the Developer and/or their agent for review. The Developer and/or their agent comments on the draft agreement. City staff finalize the agreement and forward the agreement to the Developer and/or their agent for execution. As part of this process, City staff in the Development Engineering and Leisure Services departments specify any conditions specific to the parkland development that are to be included in the draft agreement.
Parkland Condition Clearance	The Developer and/or their agent satisfy all relevant conditions of draft approval as they relate to parkland development and provide evidence of same to City staff for confirmation.
Subdivision Servicing	As part of this process, the Developer constructs the works in the rights of way for the first phase of the subdivision and the proposed park block (i.e., grading, service connections to the block, stormwater management within the block). This work is done in accordance with the City's Certification Requirements for Subdivisions (as amended from time to time). <sup>10</sup>
Registration	Once all relevant conditions have been satisfied, the subdivision (or phase in the subdivision) is approved for registration.

---

<sup>10</sup> City of Greater Sudbury. (February 22, 2018). Subdivision and Off-Site Servicing Certification Requirements. <https://www.grandsudbury.ca/faire-des-affaires/planification-et-developpement/planning-pdf-documents/appendix-f-certification-requirements-subdivision-and-offsite-servicing-2018-02-22-pdf/>

### 9.0 Park Document Submission Procedures

---

This section outlines design document standards and submission requirements for all stages of park development.

This section also provides concept plans that provide a snapshot of typical parks in the City. Concept plans are provided as examples for six hypothetical parks: two neighbourhood parks, two community parks, and two linear parks.

Design principles are based on:

- Parks, Open Space and Leisure Master Plan Review (2014)
- Final Report of the Green Space Advisory Panel (June 2010)
- Canadian Standards Association (CSA) guidelines
- Crime Prevention Through Environmental Design (CPTED) Principles
- World Health Organization (WHO) Age Friendly Cities Framework
- Accessibility for Ontarians with Disabilities Act, 2005 (AODA)
- Pathways to Recreation: Learning about Ontario's Accessibility Standard for the Design of Public Spaces (Parks and Recreation Ontario)
- Industry trends and best practices
- Input received from the Playground Revitalization community consultation process
- Input received from internal and external stakeholders in the development of these standards

Sample Concept Plan for a Neighbourhood Park



***Sample Concept Plan for a Neighbourhood Park***





*Sample Concept Plan for a Community Park*





Sample Concept Plan for a Community Park



Sample Concept Plan for a Linear Park



Sample Concept Plan for a Linear Park



### 10.0 Roles and Responsibilities for City Staff

---

This section provides a RACI matrix outlining the roles and responsibilities for City staff in the parkland development process as part of applications for draft plan of subdivision.

RACI Role	Definition	Number to Assign
<b>Responsible</b>	Does the work to complete the task	At least 1 per task
<b>Accountable</b>	Delegates the work and is the last one to review the task or deliverable before it's deemed complete	Limit to 1 per task
<b>Consulted</b>	Provides input based on how it will impact their work or their domain of expertise on the deliverable itself	No maximum or minimum
<b>Informed</b>	Needs to be kept in the loop on progress, rather than informed of details of every deliverable	No maximum or minimum



Parkland Standards Development Review Manual

City of Greater Sudbury

10.1 RACI Matrix for City-Built Scenario – Parkland Development

Process	Development Team			City of Greater Sudbury							
	Developer	Engineer	Landscape Architect	City Council	Development Approvals	Development Engineering	Linear Infrastructure	Operations	Leisure Services	Real Estate	Legal Services
1. Subdivision Approval Process											
Gap Analysis and Result											
Subdivision Concept Plan											
Pre-Application Consultation											
Draft Plan of Subdivision Application											
Identify Need for Parkland and Type											
Planning Committee Hearing											
Notice of Decision/Appeal Period											
2. Engineering and Design Approvals											
Pre-Design Meeting											
Detailed Engineering Design											
Development Engineering Design Review											
Preliminary Approval											
Final Construction Approvals											
Preliminary M-Plan & R-Plan											
Selection of Registration Method											
3. Registration Process											
Parkland Elements of the Draft Agreement											
Parkland Condition Clearance											
Subdivision Servicing											
Registration											
4. Park Design and Construction											
Park Budget											
Park Design											
Construction Drawings											
Tender and Award											
Construction											
Inspections											
Acceptance and Takeover											

10.2 RACI Matrix for Developer-Built Scenario – Parkland Development

Process	Development Team			City of Greater Sudbury							
	Developer	Engineer	Landscape Architect	City Council	Development Approvals	Development Engineering	Linear Infrastructure	Operations	Leisure Services	Real Estate	Legal Services
1. Subdivision Approval Process											
Gap Analysis and Result											
Subdivision Concept Plan											
Pre-Application Consultation											
Draft Plan of Subdivision Application											
Identify Need for Parkland and Type											
Planning Committee Hearing											
Notice of Decision/Appeal Period											
2. Engineering and Design Approvals											
Pre-Design Meeting											
Detailed Engineering Design											
Development Engineering Design Review											
Preliminary Approval											
Final Construction Approvals											
Preliminary M-Plan & R-Plan											
Selection of Registration Method											
3. Registration Process											
Parkland Elements of the Draft Agreement											
Parkland Condition Clearance											
Subdivision Servicing											
Registration											

# **Parkland Standards Development Review Manual**

## **City of Greater Sudbury**

---

DRAFT

This report has been prepared by J.L. Richards & Associates Limited for the City of Greater Sudbury's exclusive use. Its discussions and conclusions are summary in nature and cannot properly be used, interpreted or extended to other purposes without a detailed understanding and discussions with the client as to its mandated purpose, scope and limitations. This report is based on information, drawings, data, or reports provided by the named client, its agents, and certain other suppliers or third parties, as applicable, and relies upon the accuracy and completeness of such information. Any inaccuracy or omissions in information provided, or changes to applications, designs, or materials may have a significant impact on the accuracy, reliability, findings, or conclusions of this report.

This report was prepared for the sole benefit and use of the named client and may not be used or relied on by any other party without the express written consent of J.L. Richards & Associates Limited, and anyone intending to rely upon this report is advised to contact J.L. Richards & Associates Limited in order to obtain permission and to ensure that the report is suitable for their purposes





Platinum  
member

**[www.jlrichards.ca](http://www.jlrichards.ca)**

#### **Ottawa**

343 Preston Street  
Tower II, Suite 1000  
Ottawa ON Canada  
K1S 1N4  
Tel: 613 728-3571  
[ottawa@jlrichards.ca](mailto:ottawa@jlrichards.ca)

#### **Kingston**

203-863 Princess Street  
Kingston ON Canada  
K7L 5N4  
Tel: 613 544-1424  
[kingston@jlrichards.ca](mailto:kingston@jlrichards.ca)

#### **Sudbury**

314 Countryside Drive  
Sudbury ON Canada  
P3E 6G2  
Tel: 705 522-8174  
[sudbury@jlrichards.ca](mailto:sudbury@jlrichards.ca)

#### **Timmins**

834 Mountjoy Street S  
Timmins ON Canada  
P4N 7C5  
Tel: 705 360-1899  
[timmins@jlrichards.ca](mailto:timmins@jlrichards.ca)

#### **North Bay**

501-555 Oak Street E  
North Bay ON Canada  
P1B 8E3  
Tel: 705 495-7597

[northbay@jlrichards.ca](mailto:northbay@jlrichards.ca)

#### **Hawkesbury**

326 Bertha Street  
Hawkesbury ON Canada  
K6A 2A8  
Tel: 613 632-0287

[hawkesbury@jlrichards.ca](mailto:hawkesbury@jlrichards.ca)

#### **Guelph**

107-450 Speedvale Ave. West  
Guelph ON Canada  
N1H 7Y6  
Tel: 519 763-0713

[guelph@jlrichards.ca](mailto:guelph@jlrichards.ca)

