

REGIONAL DISTRICT OF NANAIMO

POLICY

SUBJECT: <i>Review of the Consideration of Park Land in Conjunction with the Subdivision Application Process</i>	POLICY NO: C1.5
	CROSS REF.:
EFFECTIVE DATE: April 13, 2004	APPROVED BY: Board
REVISION DATE: July 25, 2006 December 12, 2006	PAGE: 1 of 3

PURPOSE

To provide a consistent approach and procedures for the review of park land dedication or cash in-lieu-of park land dedication or a combination of both as part of the subdivision review process where an Electoral Area Official Community Plan provides this option to the Regional Board.

BACKGROUND

Pursuant to the *Local Government Act*, where official community plan policies are in place with respect to the provision of park land, the Regional District will require an applicant, as part of a subdivision application, to provide park land or cash in-lieu-of park land or a combination of both.

PROCEDURES

Where the applicable Electoral Area Official Community Plan (OCP) provides direction to the Regional Board in its consideration of park land dedication at the time of subdivision pursuant to section 941 of the *Local Government Act*, and the park land proposal is consistent with the applicable OCP policies, the process involving Parks and Open Space Advisory Committees (POSAC) will be as follows:

1. Planning staff will hold a preliminary meeting with the designated Parks staff on the subdivision application.
2. Planning staff will coordinate, at a mutually convenient time, a preliminary meeting with the applicant, applicable Electoral Area Director, Electoral Area POSAC and the designated Parks staff. This meeting will be conducted on the property under consideration for subdivision, between the hours of 9:00 a.m. and 4:00 p.m. Monday through Friday, excluding statutory holidays.
3. Based on outcomes from the meeting (see Step No. 2), the applicant will prepare the necessary park land dedication or cash in-lieu-of park land proposal information for review by staff, the Electoral Area Director, and the Electoral Area POSAC.

If the applicant is proposing acceptance of cash in-lieu-of park land and the applicable OCP policies support this for the proposed subdivision, proceed to Step 6. If not, proceed to Step 4.

4. Planning staff will compile referral information on the park land dedication proposal for review and comment by the applicable POSAC. The referral to the POSAC will include the relevant application information, applicable OCP policies, applicable Park Plan policies, a return date for POSAC comments in advance of the Public Information Meeting noted below in Step 7, and any other relevant information from RDN parks and trails planning documents or information from any applicable documents from Provincial Ministries.
5. The applicant will stake and/or flag the boundaries of the area proposed for park land in addition to the subdivision's parent parcel boundaries. Parks and Planning staff will coordinate a site meeting with the applicant and the applicable POSAC and Electoral Area Director between the hours of 9:00 am and 4:00 pm, Monday through Friday excluding statutory holidays. When the Regional Director deems it necessary, the meeting will be held at mutually convenient time for the Regional Director and the applicable POSAC to attend.
6. The park land dedication or cash in-lieu-of park land proposal will be discussed at the regular scheduled POSAC meeting of which the applicant can attend. If time is of the essence, Parks staff will coordinate an earlier meeting at a mutual convenient time for the POSAC, the Electoral Area Director, Parks staff and the applicant. The POSAC will then submit recommendations and comments on the form attached to the policy for consideration by the Regional Board. The POSAC in its recommendations of the proposal will take into account applicable park land policies, park land operational matters and any other park related issues that the committee may wish to have taken into consideration by the Regional Board in its assessment of the submitted park land proposal.
7. The Planning Department, in consultation with the Electoral Area Director, will directly arrange for the holding of a Public Information Meeting (PIM) on the proposal if it provides for park land dedication or cash in-lieu-of park land.
8. Public notification for a Public Information Meeting will include one newspaper advertisement not less than 3 days nor more than 10 days prior to the date of the meeting, notices of the meeting mailed to all property owners within 100 metres of the subject property, and notice of the meeting forwarded to the members of the applicable POSAC. A sign at the subject property will be posted that will notify area residents of the Public Information Meeting.

At the PIM, a document will be distributed that summarizes the park land or cash in-lieu-of park land proposal and includes the recommendations from the POSAC on the proposal.

9. Following the Public Information Meeting, and if required, Planning staff will coordinate subsequent meetings with the applicant, the Electoral Area Director and Parks staff to review information received from the Public Information Meeting and comments from the applicable POSAC. The applicant may be requested to revise the park land proposal based on feedback from the POSAC, the Public Information Meeting, the Electoral Area Director and RDN staff.
10. Planning staff will then prepare a report on the request for acceptance of park land or cash in-lieu-of park land dedication or a combination of both for the consideration of the Electoral Area Planning Committee of the Regional Board. This report will include the following information, but not be limited to:

- (a) The referral form with recommendation and comments from the applicable POSAC;
- (b) The summary proceedings from the PIM;
- (c) A technical evaluation that includes applicable official community plan objectives and policies and other matters, relative to the proposal; and,
- (d) A recommendation(s).



PARK LAND DEDICATION REVIEW
Referral Form
Parks and Open Space Advisory Committee

Advisory Committee Name: _____

In conjunction with the subdivision application for the property legally described as:

and located at _____

Attachments:

- Location map
- Park Proposal Map
- Other _____

The Parks and Open Space Advisory Committee has reviewed the request submitted by the applicant/owner and forwarded by the Regional District Planning Department for either dedication of park land or cash in-lieu-of park land or a combination of both and has the following advisory comments and recommendations to the Electoral Area Planning Committee and the Regional District Board:

Comments:

Recommendations:

Date: _____

Note: POSAC comments and recommendations must be submitted to the RDN Recreation and Parks Department two business days prior to the Public Information Meeting.