

Attachment 4: Proposed Review Process for Disposal Requests in Parks and Open Space Areas*

*Please note that italicized words and phrases indicate a new process.

1) INTAKE OF DISPOSAL REQUEST

- CREM receives request, confirms land use designation and forwards request to PF&R Division;
- CREM/PF&R assess if the request can instead be accommodated in road or other less impactful location
- PF&R Division (and other staff as appropriate) reviews impact to the parkland, proposed mitigation, and whether the disposal satisfies the proposed amendment (4.3.9)
- CREM and PF&R either recommends that the request be refused or that further consideration be given to the request by the Technical Review Committee (TRC)

2) TECHNICAL REVIEW COMMITTEE (TRC) - TO DETERMINE IF LAND SHOULD BE DECLARED SURPLUS

- CREM circulates the request to City Divisions, Agencies, Commissions and applicable councillor(s) for comment
- TRC reviews the request and the comments received from the circulation
- TRC recommends that the property interest either:
 - not be declared surplus to municipal requirements; or
 - be declared surplus conditional upon confirmation by the GM of PF&R and the Chief Planner that the proposed land exchange meets the requirements set out in the Official Plan pertaining to the exchange of City-owned lands in Parks and Open Space Areas; or
 - *be declared surplus conditional upon confirmation by the GM of PF&R and the Chief Planner that the proposed sale or disposal satisfies Policy 4.3.9 of the Official Plan; or*
 - be declared surplus if a site-specific Official Plan Amendment is enacted, adding the property to Site and Area Specific Policy 265

3A) OFFICIAL PLAN AMENDMENT PROCESS

- *If the proposed sale or disposal does not satisfy the proposed amendment (4.3.9),* then the requesting party submits an application for a site-specific Official Plan Amendment to add the property to Site and Area Specific Policy 265
- Preliminary Summary for site-specific Official Plan Amendment, Statutory Public Meeting, & Final Council Report
- Appeal period

3B) CONFIRMATION THAT 4.3.9 IS SATISFIED

- *If the proposed sale or disposal does satisfy the proposed amendment (4.3.9) to the satisfaction of the GM of PF&R and the Chief Planner, they will sign a memo confirming this fact, and the TRC may recommend that the property interest be declared surplus*

4) TRANSACTION

- Based on the advice from TRC, City Council, or Deputy City Manager, Corporate Services by delegated authority, declares property interest surplus and approves the manner or process by which sale or disposal will be carried out
- CREM negotiates terms of proposed sale or disposal
- CREM obtains approval of proposed sale or disposal, either by delegated authority or, if applicable, by a report to City Council through the General Government Committee
- Transaction is completed