

APPENDIX A: GLOSSARY

<p>City Wide Park</p>	<p>A City Wide Park is a municipally, regionally, provincially or nationally significant destination that meets the needs of residents and is of interest to visitors. This type of facility is often associated with major recreation, education or leisure activities and may have natural or unique features. Commercial entertainment, marinas, and restaurants are permitted uses. The City Wide Park range greatly in size and type of features.</p>
<p>Community Park</p>	<p>A Community Park serves more than one neighbourhood, but is not intended to serve the City as a whole. Community Parks have more intensive recreational facilities such as lit sports fields, recreational and community centres. This type of facility will have good transportation access along adjacent arterial and/or collector roadways and provide adequate parking to meet anticipated demand. Community Parks in urban areas should be appropriately located along transit routes. A Community Park serve a population of approximately 20,000 and have a minimum size of approximately 7.0 hectares (17.3acres).</p>
<p>Contract Documents</p>	<p>Those documents that comprise a Contract, e.g. in a construction contract, the owner-contractor agreement, conditions of the contract (general, supplementary, and other conditions, plans and / or drawings, specifications, all addenda, modifications, and changes thereto, together with any other items stipulated as being specifically included.</p>
<p>Draft Conditions</p>	<p>Conditions form the basis of the Subdivision Agreement and reflect a municipality's requirements related to a Draft Plan that must be satisfied by a Developer before final approval of a Draft Plan is granted.</p>

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Developer	The Owner of land requesting subdivision of that land.
Easement	A legal agreement to gain the right of entry to private property, for the purpose of maintaining public facilities.
Functional Plan	The Functional Plan is the further refinement of the Master Plan. The Functional Plan shall include critical dimensions of facilities, sports fields, parking lots, pathways, and any other features of the design. Additionally, it shall include a preliminary grading concept, preliminary planting concept, and requirements for sanitary sewers, surface and subsurface storm drainage, and investigation of utilities. Any significant features within the design such as an entry feature need to be specified. This completed Functional Plan shall serve as the base plan for working and construction drawings.
General Open Space	General Open Space shall include golf courses, community gardens, pedestrian and bicycle trails, walkways, picnic areas, beaches, remnant parcels of open space lands and urban plazas, squares and core spaces. These areas do not function as parks but are used for both active and passive recreational activities.
Lease	A Lease is a legal agreement whereby the owner of land grants exclusive possession of its land to another party for a specified period of time.
Master Plan	A plan, to develop or improve (land, a community, a building complex, or the like) through a long-range plan that balances and harmonizes all elements. The Master Plan usually is graphic and drawn to a small scale, but often with supplemental material, which depicts all the elements of a project or scheme.

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<p>Natural Open Space</p>	<p>Lands that have environmental features that are intended to be preserved in their natural state. Where appropriate, limited recreational activities / uses may be permitted, including trails, picnic areas, forest management, etc. Natural Open Space shall include lands with significant natural features and landscapes such as woodlots, hazard lands, forested slopes, creek/ravine corridors, the Niagara Escarpment, environmentally sensitive areas (of natural and scientific interest) and areas of wildlife habitat. These areas perform important biological and ecological functions and provide passive recreational opportunities.</p>
<p>Neighbourhood Park</p>	<p>A Neighbourhood Park primarily caters to the recreational needs and interests of the residents living within its general vicinity. Residents can easily walk or bike to these parks. Neighbourhood Parks are generally comprised of municipal parkland, containing a mixture of passive areas, sports facilities, informal and formal play areas, and may include natural areas. The Neighbourhood Park serves a population of approximately 5,000 people and have a minimum size of approximately 2.0 hectares (5.0 acres).</p>
<p>Neighbourhood Plan</p>	<p>A Neighbourhood Plan acts as a guide plan, prepared to provide direction for future land use decisions. It includes a land use plan (map) and policies. This Plan is adopted as a guide to Council, but is not incorporated into the Official Plan as an amendment. A Neighbourhood Plan also shows road pattern and general land use.</p>
<p>Official Plan</p>	<p>The policy document, prepared by a municipality under the auspices of the Ontario Planning Act, which sets out the guidelines for the Development of the Community.</p>

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Open Space	Lands designated as Open Space are greater than 0.4 ha in size, are public or private areas where the predominant use or function of the land is for recreational activities, conservation management and other open space uses. These uses include, but are not limited to, parks for both active and passive recreational activities, recreation/community centres, pedestrian pathways, trails, bikeways and walkways, seasonal campgrounds, marinas, woodlots, forestry and wildlife management areas, fishing reserves, hazard lands, cemeteries, crematoriums and columbariums.
Park Facility Fit	A plan prepared by the City of Hamilton to confirm the ability of the Parkland within a Subdivision to meet the needs of the existing and future community within its influence.
Parkette	Parkettes are small open spaces which have no or limited recreational facilities. They are generally located in the older urban areas where they serve an important function in the provision of open space opportunities.
Parkland Development / Open Space and Trail Finance Agreement	An Agreement between a developer and the City to construct a Park, Open Space or Trail by a Developer for the City and the City's timing and payment for this work. <i>(A template for the "Finance Agreement" has been included in this manual as Appendix G)</i>
Public Bidding Process	The process of obtaining the lowest price for a specific project through an open competition among interested and qualified contractors.
Recreation Facilities Supply Standards	Per capita, the minimum requirements for recreational facilities such as soccer fields, or baseball diamonds.

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Secondary Plan	A plan for a specific geographic area containing specific policies to guide future development which can form the basis of an amendment to an Official Plan.
Securities	Monies of a Developer secured by its financial institution on behalf of the City under its Subdivision Agreement or Finance Agreement, to ensure that a Developer satisfies all financial obligations with respect to the construction of works and payment of fees and charges imposed on the Development lands. In the event that the Developer does not fulfill the required obligations, the City will use the securities to complete the works.
Storm Water Management Facilities	Any structural storm water management measure, including storm water management basins, filtration or other treatment systems.
Streetscape	The aesthetic design and pedestrian amenity of the full right-of-way of a street adjacent to a Park or Open Space. This can include tree or other landscaping along the street boulevards (edges) or within a median, special paving on sidewalks and / or within the pedestrian portions of intersections, lighting, public art, street furniture such as benches, transit shelters, etc.
Subdivision Agreement	The Subdivision Agreement is a legally binding contract that outlines all of the subdivision requirements for all phases of a proposed Subdivision Draft Plan. It lists all documents, conditions, and cash contributions required to be paid by a Developer, either for the implementation of the works by the City, or to ensure that the works are carried out by a Developer. It will list any future requirements for agreements for any of the phases of the development.

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<p>Substantial Performance</p>	<p>A contract is substantially performed when:</p> <p>a) the work is 97% complete and ready for use under that contract being used for the purposes intended; and</p> <p>b) it can be completed or corrected at a cost of not more than</p> <ul style="list-style-type: none"> • 3 per cent (3%) of the first \$500,000 of the contract price; and • 2 per cent (2%) of the next \$500,000 of the contract price; and • 1 per cent (1%) of the balance of the contract price. <p>c) It is the contractor’s responsibility to request a certificate of substantial performance.</p>
<p>10 Year Park Budget Forecast</p>	<p>Capital budget projecting project timelines and expenditures 10 years into the future.</p>
<p>Tender Documents</p>	<p>Produced in addition to contract documents, and are developed to manage the bidding process for constructing the project.</p>
<p>Tree Management Plan</p>	<p>The tree management plan includes an inventory of existing trees on the proposed development site. It identifies trees that require removal, relocation, and hoarding for protection of trees to be protected.</p>
<p>Utility Corridor</p>	<p>A defined area of land through which the primary purpose is the conduction of major utilities (i.e. Hydro corridor).</p>
<p>Warranty</p>	<p>A legally enforceable assurance of the quality or work or duration of a product or work performed.</p>

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Working Drawings	Drawings, intended for use by a contractor, subcontractor, or fabricator, which form part of the contract documents for a building or development project; contain the necessary information to construct an object, structure, or landscape.