



OLAMP Implementation Procedures

The following Off-Leash Dog Areas Master Plan (OLAMP) Implementation Procedures outline how the public service, elected officials and the general public (which includes land developers, special interest groups, individual citizens, etc.) can initiate the creation of:

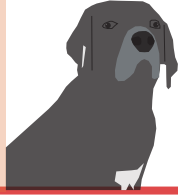
- » A new, designated off-leash area (OLA)
- » An alteration of an existing OLA

The City of Winnipeg will accept and review OLA applications based on the following criteria and depending on current application processing, staffing capacities, municipal budgets and priorities.

The following document will act as a flow chart to illustrate this step-by-step process from start to finish:

- » The **ACTION** column describes the items required to establish or modify an OLA.
- » The **TIMING** column indicates the general timeframe of each step.
- » The **RESPONSIBILITY** column outlines the party (or parties) responsible for each action.
- » The **HELPFUL LINKS** column provides hyperlinks to documents and forms that will be used to help inform the process.

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REQUEST SUBMISSION

ACTION	TIMING
<p>A request for a new OLA, or alteration to an existing OLA, is submitted to the City of Winnipeg's Parks and Open Space Division (POS) via an application form available on the City of Winnipeg's POS webpage.</p> <p>The application form will require information such as:</p> <ul style="list-style-type: none"> » A description of the proposed OLA location and/or municipal address, including a general site plan with the proposed OLA boundaries. » The type of OLA requested, i.e. Regional, Community, Neighbourhood, Single-Use or Multi-Use. » A brief description (less than two pages or 500 words) of the site, its current users and other rationale supporting the proposed OLA. » Documentation of in-kind support for one-time capital costs or ongoing maintenance and enhancement costs. » A demonstrated need and support for the OLA through a completed Landowner / Adjoining Land-use OLA Petition, requiring 70% support. » Prior to submitting an application, the applicant will be required to contact the area Councillor to inform them of their intent to submit an OLA application for a site within their ward. 	<p>n/a</p>

RESPONSIBILITY

The applicant (i.e. the public service, elected official, or a member of the general public who can be an individual or a group).

HELPFUL LINKS

- [Off-Leash Dog Areas Master Plan \(OLAMP\)](#)
- [City of Winnipeg Ward Boundary Map & Area Councillor contact information](#)
- [OLA Application Form](#)
- [Landowner / Adjoining Land-use Petition Information](#)
- [Sample Site Plan](#)
- [Landowner / Adjoining Land-use OLA Petition Template](#)
- [Letter of Support Template](#)

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INITIAL SCREENING

ACTION	TIMING
<p>The Manager of POS (or designate) will review the application for completeness and screen the proposed OLA for initial support.</p> <p>The initial screening will include a high-level review of the application, as well as the criteria outlined in the Initial OLA Screening Question Form.</p>	
<p>IF...</p> <p>The completed application fails to meet the requirements of the initial screening</p>	
<p>THEN...</p> <p>The application will be denied and the applicant will be notified by POS.</p>	4-6 weeks
<p>IF...</p> <p>The application meets the requirements of the initial screening</p>	
<p>THEN...</p> <p>The application will be recommended to proceed to Step 3 - Interdepartmental Review, and the applicant will be notified of the status of their application. The POS webpage will also provide information on the status of an OLA application.</p>	

RESPONSIBILITY

The Manager of POS (or designate)

HELPFUL LINKS

- [Initial OLA Screening Question Form](#)
- [Parks By-law](#)
- [Responsible Pet Ownership Bylaw](#)
- [OurWinnipeg](#)
- [Complete Communities Direction Strategy](#)
- [Zoning Bylaw](#)
- [Downtown Zoning Bylaw](#)

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INTERDEPARTMENTAL REVIEW

ACTION	TIMING
<p>The Interdepartmental Review includes, but is not limited to, the following departments:</p> <ul style="list-style-type: none"> » Planning Property and Development: Zoning, Universal Design, Real Estate and Urban Design » Public Works: Parks and Open Space and Streets Maintenance » Animal Services » Risk Management, Water and Waste, Land Drainage and Solid Waste » Office of Public Engagement <p>These departments will be provided with a summary of the OLA application and the completed Initial OLA Screening Question Form. The Manager of POS will facilitate the Interdepartmental Review, recommend changes to the application and provide written recommendations for the next steps in the application review process:</p>	
<p>IF...</p> <p>Following the Interdepartmental Review of the OLA application, the Manager of POS determines the proposed OLA is supported</p>	
<p>THEN...</p> <p>The Manager of POS will work in conjunction with the Ward Councillor and determine if funds are available to proceed to the next stage of engagement on the proposed OLA.</p> <p>AND IF...</p> <p>Funds are identified to proceed</p>	<p>4-6 weeks</p>
<p>THEN...</p> <p>A preliminary site plan and a Class 5 cost estimate will be developed by The City of Winnipeg:</p> <ul style="list-style-type: none"> » The site plan must include the limits of the OLA, adjacent properties and their land uses, as well as the proposed location of amenities and signage. » The OLA application will be recommended to proceed to Step 4 - Formal Project Identification / Public Consultation. 	
<p>IF...</p> <p>Following the Interdepartmental Review, the Manager of POS determines the proposed OLA is not supported, and / or funds are not available</p>	
<p>THEN...</p> <p>The Manager of POS will advise the applicant and the Ward Councillor that the application has been denied. The POS webpage will also be updated with the high-level reasons as to why the application was denied.</p>	

RESPONSIBILITY

Manager of POS, followed by representatives from various City of Winnipeg Departments/Divisions and the Ward Councillor

HELPFUL LINKS

- [Information on Partnership Grants, including LDR, CIGP and Capital Budget Program](#)

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PUBLIC CONFIRMATION & FUNDING *PAGE 1/2*

ACTION	TIMING
<p>The Manager of POS will:</p> <ul style="list-style-type: none"> » Engage the Office of Public Engagement (OPE) to determine the type of engagement program to be facilitated. » Request that public engagement signage be posted by The City of Winnipeg at the proposed OLA location and on the POS webpage, outlining the public review process and documentation of the proposed OLA application. » Request the assistance of OPE (or a consultant) to provide details and create a proposed OLA online survey, which will be used to solicit feedback from the general public regarding support / opposition for the proposed OLA. Alternatively, if members of the public have accessibility requirements, the signage will also encourage the public to contact 311 to be able to provide comments regarding the proposed OLA. » Work with the OPE to ensure the required survey elements are created (including accessibility accommodations), public engagement communications materials (including signage recruiting engagement as well as application details and appropriate documentation) are appropriately distributed and engagement process is appropriately facilitated. » Review an Engagement Summary to be prepared by OPE or a designated consultant. <p>The Manager of POS will identify if funds are available to support development and operations of the OLA based on the Class 5 cost estimate and site plan.</p>	
<p>IF... The annual capital funds are approved by Council</p>	<p>8 Weeks</p>
<p>THEN... The projects are prioritized.</p>	
<p>OR... IF... The preliminary OLA application / Initial Screening Question Form identified in-kind monetary, internal operating, or partnerships / grants</p>	
<p>THEN... The project may be deemed to have sufficient funds and be recommended for project planning.</p>	
<p>IF... Funds are not available to support the development / operations of the proposed OLA</p>	
<p>THEN... The application is denied and the applicant and Ward Councillor are informed. The POS webpage is also updated with the application's status.</p>	

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PUBLIC CONFIRMATION & FUNDING *PAGE 2/2*

ACTION	TIMING
<p>Once it is determined that funding is available to support the project:</p> <ul style="list-style-type: none"> » An OLA design is prepared along with a Class 3 cost estimate; these items may be adjusted based on the results included in the Public Engagement summary. » Stakeholder notification protocols will be established and implemented to further inform the development / modification of the OLA. 	<p>6-10 Weeks</p>
<p>The OLA application, design, Class 3 cost estimate, Engagement Summary and a recommendation from the Manager of POS will be reviewed at the appropriate City of Winnipeg Community Committee hearing:</p> <ul style="list-style-type: none"> » The Community Committee will review the recommendations of the Public Service to move forward or to cease the next steps to establish the OLA. <p>A Project Manager is identified, the Community Committee hearing will provide another opportunity for the public and stakeholders to voice their support or opposition for the proposed OLA, and to identify any additional funds such as Community Incentive Grant Program or Land Dedication Reserve Fund.</p>	
<p>IF...</p> <p>The Community Committee supports the recommendation of the Public Service for the OLA Application.</p>	
<p>THEN...</p> <p>The process will move to Step 5: Implementation & Establishment / Modification.</p>	<p>4 Weeks, based on the Community Committee meeting date.</p>
<p>IF...</p> <p>The Community Committee does not support the recommendation of the Public Service for the OLA Application.</p>	
<p>THEN...</p> <p>The application will not be moved forward to Step 5 of the process, and</p> <ul style="list-style-type: none"> » The applicant will be notified, and 	

RESPONSIBILITY

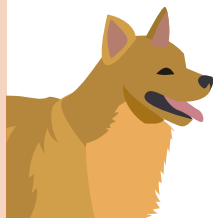
Manager of POS, OPE, and a consultant (if retained by the City)

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IMPLEMENTATION & ESTABLISHMENT/MODIFICATION

ACTION	TIMING
<p>The Manager of POS will initiate the required improvements to establish / modify the OLA:</p> <ul style="list-style-type: none"> » The development process will be initiated to complete the detailed design for the OLA, to select a consultant or contract administrator, and contractor. » Concurrently, and if applicable, the Manager of POS will initiate an agreement with any third party who has committed to the financial and / or in-kind support to assist with the establishment / modification of the OLA. Any adjustment to the site plan will be made once the agreement is in place. » Stakeholder notification protocols will be implemented prior to implementation and establishment of the OLA. 	<p>10 Weeks</p>
<p>The new OLA is constructed and advertised on the POS webpage.</p>	
<p>Final record drawings and documentation of agreements with other land owners or any third parties are submitted to the Manager of Parks and Open Space for Asset Management once the project is complete.</p>	<p>6-10 Weeks (leases could take up to 6 months)</p>
RESPONSIBILITY	
<p>Manager of POS, followed by representatives from various City of Winnipeg Departments/Divisions, and the Ward Councillor</p>	



PROCESS IS COMPLETE.

