

February 04, 2016

**Appendix C****Shade Structure Implementation Protocols**

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**REQUEST PROTOCOLS FOR EXISTING NEIGHBOURHOOD PARKS:**

The following is intended to be a guideline that would provide the typical steps involved in the request for a new, 'approved' (subject to the criteria noted above) and funded (subject to budget approval) shade structure.

1. Request is submitted to and received by the **Parks and Facility Planning Section**.
  2. **Parks and Facility Planning** reviews request for appropriateness, based on the Shade Structure Criteria (Appendix A), taking into account the inputs of Public Works (Parks Maintenance and Operations) and Recreation and Culture.
  3. When a request meets the criteria, **Parks and Facility Planning, in conjunction with Capital Parks Construction**, shall:
    - a. Undertake a formal survey (Appendix C) of the immediate Neighbourhood surrounding the park
    - b. Staff shall communicate feedback on survey to Area Councillors
      - If 2/3 of responses received are positive, then a recommendation to proceed is provided to the Councillors
      - Less than 2/3, the recommendation is to refuse request
    - c. If recommended for approval then staff incorporates the request in a future years' budget, for consideration through the normal budget process.
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# 7.1-27

## **DESIGN AND INSTALLATION PROTOCOLS:**

The following is intended to be a guideline that would provide the typical steps involved in the design and installation of an approved and funded shade structure.

### **1.0 Consultant Responsibilities:**

- 1.1 The consultant is responsible for obtaining appropriate geotechnical information (boreholes) and developing the foundation plan for each site through a Structural Engineer and Geotechnical Engineer.
- 1.2 Consultant is responsible for foundation design for each site according to preselected shade structure and existing soil conditions.
- 1.3 Consultant is to prepare the necessary Site Plan for the Building Permit application.

### **2.0 Contractor:**

- 2.1 City retains Contractor through the existing Landscape Contractor Blanket Purchase Order.
- 2.2 The City's contractor installs the shade structure foundation as per the Consultant's design, including excavation, removals, installation of the granular base and concrete slab.
- 2.3 Unit prices shall be obtained for each size of Shade Structure and be based on a two (2) year contract (typical).

### **3.0 Approvals**

- 3.1 Building Permit is required. Site Plan waiver, Site Plan drawing, Foundation drawings and Shade Structure shop drawings are required for Building Permit.

### SHADE STRUCTURE SURVEY

[Insert Date of Survey]

[Insert Name of Park]: **Proposed New Shade Structure**

Dear Resident:

The City of Brampton has received a request for a [Insert Type/Size of Shade Structure] to be installed in [Insert Park Name and Park Location] (please see sketch on reverse). We would like to get input from area residents before proceeding with this request.

Based on the City's Shade Structure Evaluation Criteria, it is possible to install a [Insert Type/Size of Shade Structure] here. However, it is subject to your feedback and funding approval from Council.

Following the collection of feedback from you, staff will confer with your area Councillor to make a decision on whether to proceed or not. If approved, a funding recommendation will be brought forth to Council. This will be done through the annual Budget process (Fall) or through a budget amendment report.

You can provide comment through the following e-mail address - [parksplanning&development@brampton.ca](mailto:parksplanning&development@brampton.ca) or by calling the City's Engineering and Development Services Division at (905) 874-3448. If e-mailing, please include the name "[Insert Park Name]" in the Subject Line, along with your name and address.

We ask that you please provide your comments to us no later than [Insert Survey Closing Date]. If you would prefer to call and speak with a member of our staff, please contact [Insert Name/ Contact Info of Appropriate Staff Member].

Thank you for your participation in this survey.

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Planning & Infrastructure Services Department

City of Brampton

c.c. [Insert Appropriate Regional & City Councillor]

*The personal information on this form is collected under the authority of the Municipal Act S.O. 2001, c.25. The information will be used to help determine whether this walkway will be installed in Crenshaw Parkette. Questions about the collection of personal information should be directed to Bryan Smith, Supervisor, Parks Planning at 905-874-2338.*

[Insert Aerial Photo/Sketch with Proposed Shade Structure Location Shown]