

Date: 2016-02-04

Subject: **Shade Structure Locational Criteria and Implementation Protocol, (JBC (SHA) COR.15)**

Contact: John Spencer, Manager, Parks and Facility Planning, Planning and Infrastructure Services (905) 874-3954)

Recommendations:

1. **THAT** the report dated February 04, 2016 from John Spencer, Manager, Parks & Facility Planning, to the Planning and Infrastructure Services Committee meeting of March 07, 2016, re: Recommendation Report: Shade Structure Locational Criteria and Implementation Protocols, be received;
2. **THAT** Council approve the proposed Shade Structure Locational Criteria (**Appendix B**) and the associated Shade Structure Implementation Protocols (**Appendix C**);
3. **THAT** staff be directed to use the Locational Criteria for the evaluation of all future requests for additional shade structures in the City's parks; and
4. **THAT** staff be directed to use the Implementation Protocols for all requests which are endorsed through the Locational Criteria.

Overview:

- At the July 2015 Budget Workshop, the topic of park enhancements was discussed, with particular emphasis on the desire to respond to residents' requests for the installation of shade structures in existing parks.
- Shade structures have been installed in most new parks over the last 5-10 years through the development process and in many older parks across the city, in response to resident demand. No formal design or locational protocol has been employed in the past.

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- Requests for additional shade structures in existing parks have been increasing in recent years. This has resulted in expenditures as high as \$1M/year.
- This increase in requests, combined with an absence of formal protocols, prompted staff to create draft Locational Criteria to assess requests and assist in the formulation of recommendations for funding, and Implementation Protocols to detail installation procedures.
- The draft criteria and protocols will enable the City to better respond to resident requests through the establishment of clear, objective criteria.
- Staff is seeking the endorsement of the proposed Locational Criteria and Implementation Protocols.

Background:

At the July 2015 Budget Workshop, the topic of park enhancements was discussed, with particular emphasis on the desire to respond to the increasing number of residents' requests for the installation of additional shade structures (or gazebos as they are sometimes called). Staff documented Council's concerns and indicated it would review the matter.

There are 107 shade structures and 37 port-o-lets located in the 387 tableland parks around the city. The largest number (36%) of existing shade structures are located within Wards 9 and 10.

In the past 5 years, requests for the new or additional shade structures and related infrastructure in existing parks have been increasing. Requests come from various sources including Councillors, who have directed requests to a variety of departments and sections.

With these issues in mind, staff from P&IS - Parks and Facility Planning, Parks Maintenance and Operations, Open Space Development, Capital Parks Construction, and PS - Recreation and Culture, met in late 2015 to discuss shade structure installations. The meetings included discussion on the reasons for the increased number of requests and strategies for addressing the public.

Current Situation:

Influencing Factors

Staff's review looked at a number of factors that have been contributing to the increase in requests. This includes issues of community demography (age, cultural

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profile) and park design. Staff also looked at how the installation of additional structures impacts existing park users and the surrounding neighbourhood. Financial impacts were also investigated.

Staff's observations are documented in **Appendix A: Shade Structures - Examination of Factors Contributing to Increase in New Requests**. This appendix also includes a series of background information and statistics which provides additional context.

Funding

Funding for parks infrastructure comes, including shade structures comes from two principle sources - Development Charges (DC-Recreation (DC-Rec) and property tax (Tax).

- Structures in new parks or developer-installed structures are funded through DC-Rec funding, up to a limit of 1 structure for every two parks.
- Structures in existing, older parks are typically funded by Tax.
- In either circumstance, the city faces funding limitations.

Staff identified the need for Installation Criteria to ensure that funding is applied only to sites that are of high priority and suitable to accommodate a shade structure installation.

Locational Criteria

There are currently no formal guiding criteria in place to evaluate the suitability of a park to accommodate a new or additional shade structure. Staff quickly identified the need to establish objective criteria that can be used to evaluate requests. This will also aid in communications with the public and provide clarity around the conditions that should be met, in order to support a request. Without objective criteria there is a risk that structures could be installed without proper rationale.

Using the insight provided by the collaborative process noted above, staff developed **Appendix B: Shade Structure Locational Criteria** to guide new installations. The criteria provide parameters for staff to evaluate requests from the public. This criteria is briefly summarized below:

1. **Park Size** – The criteria restricts installations to parks of a suitable minimum size - over 0.61 ha (1.5 ac.) and with 0.5 ha (1.2 ac.) of active tableland;
2. **Existing Shade Structures** – Secondary structures in a single park would only be considered in parks over 2 ha (5.0 ac.) in size;

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3. **Park Amenities and Adjacent Amenities** – Consideration shall be given to existing shade elements (e.g. mature trees), other public gathering areas, and park activities and facilities;
4. **Compatibility** – New installations cannot conflict with existing uses: and
5. **Setbacks** – New installations should not encroach on natural areas, play areas, roadways, residential or commercial properties.

Implementation Protocols

In addition to the Locational Criteria, staff also developed a set of **Implementation Protocols (Appendix C)** to detail the processes by which new shade structures will be implemented regarding funding, design, public consultation etc. This also includes a survey that provides formal opportunity for the public to get involved in the determination of whether a shade structure will be installed at a particular site, or not.

Establishing a clear approach for both evaluating and implementing additional shade structures will allow staff and the area councillors to better respond to resident concerns.

Corporate Implications:

Financial Implications:

Through the 2015 Capital Budget, \$935,000 (154954-005, Outdoor Asset Replacement – Install Shade Shelters) was approved for additional shade structure installations in existing parks. In 2016, \$475,000 (164954-007, Outdoor Asset Replacement) was also approved, which would fund approximately 5 additional structures. **Appendix D** provides details of 2015/2016 Shade Structure requests and staff recommendations.

Based on the past budget allocations, the draft Shade Structure Locational Criteria and Implementation Protocols would be expected to provide consistency and potentially reduce the number of approved requests going forward.

The table below indicates the original budget, expenditures and/or commitments to date, and balance available.

<i>Project #</i>	<i>Program #</i>	<i>Original Budget</i>	<i>Expenditures and /or Commitments to Date*</i> **	<i>Balance Available</i>
154954	005	935,000	851,744	83,256
164954	007	475,000	0	475,000

* Includes commitments amount as per status in People Soft.

**Includes 1.76% of HST impact.

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Strategic Plan:

The Shade Structure Locational Criteria and Implementation Protocols should assist in responding a number of Strategic Plan objectives, particularly those relating to:

- **Strong Communities:** (Creating) Distinct, lively spaces and activities unite people and business to instill civic pride.

Conclusion:

The creation of criteria to guide the installation of shade structures and an associated set of implementation protocols will improve the planning and design of new parks and aid in responding to the growing number of requests for new and/or additional structures in existing parks. The municipality has a rich legacy of parks and recreational facilities and program offerings, but in order to meet the changing preferences or needs of our City's residents, we need to define clear, objective processes and protocols for responding to requests. Staff recommends the approval of the proposed Shade Structure Locational Criteria and Implementation Protocols to help provide just such clarity.

John Spencer

Manager, Parks and Facilities Planning
Engineering and Development Services
Planning and Infrastructure Services

Michael Won

Executive Director
Engineering and Development Services
Planning and Infrastructure Services

Attachments:

Appendix A - Shade Structures Examination of Factors Contributing to Increase in New Requests
Appendix B - Shade Structure Locational Criteria
Appendix C - Shade Structure Implement Protocol
Appendix D - Shade Structure Map and 2015_2016 Requests and Recommendations Chart

Report authored by:

Maria Doyle, Coordinator, Special Projects, Parks and Facility Planning Section
John Spencer, Manager, Parks and Facility Planning

Date: February 04, 2016

Appendix A

Shade Structures Examination of Factors Contributing to Increase in New Requests

Background:

At the July 2015 Budget Workshop, the topic of park enhancements was discussed, with particular emphasis on the desire to respond to residents' requests for the installation of 'shade structures' (or 'gazebos' as they are sometimes called).

Inventory

Currently, there are 107 shade structures and 37 port-o-lets located in the 387 tableland parks around the city. The largest number (36%) of existing shade structures are located within Wards 9 and 10.

Costs

Development Charges receipts (the DC-Rec Reserve) are the primary funding source for new shade structures. Costs for structures vary, depending on size as follows. (*All costs reflect estimated 2016 figures*):

- \$61K for 'Minor' Structures (20 ft. octagonal); utilized 90% of the time
- \$82K for 'Major' Structures (20 ft. x 30 ft. rectangular); utilized 7% of the time
- \$110K for 'Picnic' Structures (20 ft. x 40 ft. rectangular); utilized 3% of the time

These cost estimates include associated features such as lighting, picnic tables, taxes, consultant's fees, permits, and the concrete slab/footing. However, recent estimates have tended to be \$5K to \$20K over collection rates, and Major or Picnic structures are occurring more than 10% of the time. These estimates do not include the associated staffing costs. (See **Attachment 1 – Typical Shade Structures**)

Funding for 12 new shade structures was approved in the 2015 Capital Budget in the amount of \$940K. Public Works (Parks Maintenance and Operations) with Engineering and Development Services (Capital Parks Construction) has/is installing these in 2015-2016

Requests and Response

In the past 5 years there have been an increasing number of requests for the installation of additional shade structures and related infrastructure in existing parks. Requests come from various sources, including Council who direct requests to multiple departments and sections. This variety in communication and responsibility resulted in some confusion as to who is responding to the request, and contributed to delays in responses, inconsistent messaging, and frustration for both staff and residents.

Additionally, residents often ask for modifications to existing structures, to help reduce or eliminate rain and/or wind entering the structures. In some cases, shade structure requests are being accompanied with requests for other amenities, such as restrooms/port-o-lets, bike-racks, benches, picnic tables, and water stations.

In 2015, staff received a further 13 new requests for additional shade structures in Neighbourhood Parks.

- The majority (46%) of these requests came from Wards 9 and 10
- 4 of the requests were for additional shade structures within parks which already had an existing structure
- With the benefit of the draft criteria contained in this report, staff recommended to Council that 5 of the 13 requests be considered for funding in the 2016 Capital Budget (See **Appendix D – Shade Structure Map and 2015/2016 Shade Structure Requests and Recommendations** of 2016-03-07 P&IS Committee Report: *Shade Structure Locational Criteria and Implementation Protocols*)

Current Situation:

Staff from Parks and Facility Planning, Parks Maintenance and Operations, Open Space Development, Capital Parks Construction and Recreation and Culture met in late 2015 to discuss the reasons for the increased requests and to strategize on possible approaches for addressing. It looked at a number of contributing factors as follows:

a.) Park Design

‘Shade’ is ideally provided in our parks by mature trees. In situations where there is inadequate shade from trees, shade structures are installed (normally when the park is constructed, at the DC-funded rate of roughly one structure in every two parks). This offers relief from the heat and glare of the summer sun.

- The “open” design of shade structures allows for air ventilation which means they are not designed for wind, rain or cold weather.
- Shade structures are only intended to provide short-term use for park users.
- Shade structures are typically located closer to playground equipment to provide a convenient seating option for residents and parents watching over their children
- The location of a shade structure is also determined by sightlines, and to address safety and liability concerns.
 - *Requests have been made for shade structures to be located further away from playgrounds as longer term visitor uses may be incompatible with child play areas.*
- Shade Structures are typically accommodated, as follows:
 - Shade Structures are not considered appropriate in valleys, vistas, storm water areas and/or naturalized areas due to construction limitations, potential interference with natural areas and/or proximity to potential hazards.
 - Neighbourhood Parks:
 - Currently, the City’s park hierarchy¹ recommends that shade structures not be installed in Neighbourhood Parks under 0.6 ha.
 - Neighbourhood Parks between 0.6 ha and 1.4 ha are limited to ‘Minor’ Structures.
 - ‘Minor’ structures are normally installed in Neighbourhood Parks by the developer at the time of development, using DC-Rec Funds. Currently, the City has a DC charge that equates to 1 in every 2 parks being able to be funded by DC’s.

¹ Currently in draft form and anticipated to be finalized through the Parks and Recreation Master Plan.

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- *At the July 2015 Budget Workshop, a proposal was put forth that that every new park would have a Shade Structure and that this would be implemented through the Development Approvals' process.*
 - *It should be noted that at least a dozen parks had been designed and were pending construction, prior to this proposal being considered.*
 - *Furthermore, this suggestion preceded the development of the Locational Criteria (proposed in this report) and therefore, it is suggested that the new Locational Criteria supersede this proposal.*
- Smaller, Neighbourhood Parks are typically designed for passive recreational use by the local community. These Neighbourhood Parks are **not** intended to accommodate large groups of people for long-term social gatherings due to size and proximity to private homes.
- 'Major' shade structures may be considered acceptable in larger Neighbourhood Parks - 1.2 ha or larger.
- Community and City Parks:
 - Major Structures are acceptable in larger City or Community Parks
 - Picnic structures are suitable in parks over 10 ha (City or Community Parks only)

b.) Seniors

Requests for new shade structures generally come from senior citizens.

- Seniors (aged 65 and older) make up approximately 9% of the total population in Brampton. Wards 7 and 3 have the highest number of seniors across the City, followed by Wards 4 and 1. (**Attachment 2 – Demographic Profile**)
- Many of the requests come from seniors groups which are casual in nature and are not part of an affiliated group.
 - “Affiliated” seniors groups are entitled to free space in community centres, except during the summer months when the centres are predominantly booked for children’s day camps and youth activities.
 - Affiliated status offers no advantages to seniors groups in terms of advancing requests for new infrastructure in parks, like shade structures.
- It could be inferred that the requests for additional shade structures in parks is partially related to a lack of available indoor space for seniors, particularly during the summer months. This prompts a number of questions which need to be explored more fully, which include:
 - *Are there other ways in which programming could be undertaken to cater to the needs of seniors?*
 - *What barriers may exist to accessing these programs or facilities?*
 - *Are programs and facilities well distributed around the City? Location could also be a factor in how, when or why seniors are engaged/disengaged and are contributing/non-contributing members of the community.*
 - *Are seniors facing mobility issues that limit their access? These mobility issues may be related to:*
 - *lack of auto-licensing*
 - *lack of vehicle ownership or access*
 - *physical disability or mobility that limits walking distances*
 - *limited transit options from housing developments, or any combination of the above*

- *How is the need for these programs related to social service or housing issues for seniors? E.g. Family structure has a direct effect on the availability and access to social services.*

c.) Cultural and Demographic Profile

It has been observed that the predominant composition of the groups assembling in City parks during the day is senior men of south-east Asian descent. This *may* suggest that there is a cultural phenomenon or other social issue not being addressed in relation to this demographic.

- In Brampton, immigrant populations account for 40.6% of the total population, with 52.5% of new residents coming from India.
- South Asians make up 38% of the total population in the City of Brampton with Wards 9, 10 and 4 having the highest number of South Asians to total population. **(Attachment 2 – Demographic Profile)**
- The South Asian population is generally evenly distributed across the City Wards, with the average number of South Asian residents per Ward being approximately 20,000 people.
- When cross-referenced with the number of existing and requested shade structures, there is not a direct relationship between the two statistics, suggesting that this may not be a purely cultural issue.
 - It should also be noted that the occurrence of senior citizens congregating in public spaces, common areas and parks can also be seen in Italian, Greek and Portuguese communities around the GTA.
 - As well, it has been identified as a growing trend for groups of seniors to meet at shopping malls and other similar public spaces for socialization and exercise.
 - This suggests that while there may be a cultural connection, as it is a known practice for other cultural groups or ethnicities, the core impetus for this gathering may be the need for a sense of community and social engagement.

d.) Community Impact

While the addition of shade structures appears to satisfy the needs of a certain sector of the population, other community impacts can be associated with the provision of structures within small parks.

- Staff have received complaints from residents wanting to bring their children to the playground and have felt deterred by the large groups of senior men that sometimes occupy the shade structures adjacent to playgrounds.
- As noted previously, shade structures are often gathering places for groups after dark. These gatherings can solicit noise and safety complaints, especially where structures are located in smaller parks (Neighbourhood Parks) that are in close proximity to private homes.
- Associated with shade structures are port-o-let requests. Port-o-lets are considered 'eyesores' and are often seen as undesirable features that are not compatible with the natural or attractive nature of parks.
 - Aside from the unattractive design of port-o-lets, odour is a common issue. Odours can occur from either the chemical tank required to digest organic materials or from the sewage itself.
 - Parents have also expressed concern that port-o-lets can also be a potential haven for other forms of criminal activity, including assault.

e.) Budget Impacts – Capital and Operating

As noted in the Introduction, funding for shade structures is of some concern to staff.

- Funding comes from two sources:
 - Structures in new parks or developer-installed structures are funded through DC-Rec funding, up to a limit of 1 structure for every two parks.
 - Structures in existing, older parks are typically funded by Tax. Note that an additional allowance should be made in existing parks to account for the need to relocate and / or repair pathways damaged during installation of the new shade structure.
 - In either circumstance, the city faces funding limitations.
- To supplement the current supply of shade structures and install structures in all existing parks that meet the basic criteria, it would cost an estimated \$12.5M². This is equivalent to the cost of building a facility similar to the Flower City Senior's Centre, or two full sized sports arenas.
- This estimated \$12.5M does not include the associated staffing costs. Historically, in existing parks, we have installed an average of 6 shade structures annually, with our capacity to deliver using existing staff being 8 to 9 structures annually. Therefore, if we wish to achieve our goal of and reduce the time required to less than 17 years to install one structure in every suitable park, additional staff would be required.
- In addition to the structure, associated amenities would consist of 3-4 benches at \$3K each (including installation cost) and 4-6 picnic tables at \$500 each. Per structure, this would conservatively equal an additional \$11K to the installation of each structure.
- To date, there has been minimal repair or maintenance required for shade structures, since most are new installations, however as those structures age the associated repair and maintenance costs have the potential to become a burden to the City of Brampton. The general maintenance of these facilities currently amounts to roughly \$200 per unit per year but is expected to increase over time.

² Estimated using number of park without structures, as allowed based on size and type, as per the Park Hierarchy Chart. Currently, there are 10 Parkettes under the recommended 0.6ha with shade structures. As well, parks that include valleys, vistas and naturalized areas may not be appropriate for structures due to construction limitations and have been excluded in the calculations.

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- The replacement costs for these structures, estimated over an average 25 year lifespan for the projected 135 new structures, will result in an additional \$490K/year increase to the City's annual operating budget.
- Although shade structures are anticipated to last 20-25 years, the other associated amenities do not have as long a life span. Long term replacement costs need to account for associated amenities like tables and benches, and need to be factored into operating budgets when new structures are included in park designs.

f.) Related Studies

- Parks and Recreation Master Plan:
 - The *Parks and Recreation Master Plan* (the *Master Plan*) has just commenced and is expected to be fundamentally completed by early 2017.
 - This *Master Plan* will look at parks, open space, sports and recreation facility, and infrastructure planning. The *Master Plan* will also provide guidance for the City of Brampton to deal with our ability to grow our parks and recreation infrastructure and facilities in light of funding sources, shortfalls, community needs, industry trends and emerging markets.
 - While the *Master Plan* will endeavour to address many questions surrounding park design and programming, it will offer more of a high-level framework document. However, the Plan may provide guidance on process and park hierarchy that can promote a clearer understanding of park design and limitations, including shade structures.
- Age Friendly Planning Strategy and Senior's Strategy:
 - Currently, an *Age Friendly Planning Strategy* (AFPS) is being initiated in order to achieve 'Age-Friendly Community Designation', as a key part of Ontario's Action Plan for Seniors (commencing 2016 for completion 2017/2018).
 - Additionally, Public Services is undertaking an *East End Seniors Centre Study* to determine the possibility of property acquisition for a dedicated Seniors Centre. This study would include a preliminary review of recreation and leisure needs in the City.
 - Issues identified within this report point to the need for a comprehensive 'Age-Friendly' or 'Seniors Strategy' for the City of Brampton that goes beyond the scope of the current work identified above and gives full consideration for the ability to provide complete and robust analysis of the needs and constraints.

Financial Implications:

2015 Capital Budget requests for the installation of new Shade Structures in existing Parks was \$935K. 2016 requests were approved at \$475K for an additional 5 new structures.

Based on the past budget allocations, staff believe that the creation of specific Shade Structure Locational Criteria and Implementation Protocols would be anticipated to reduce the number of approved requests and reduce the funding required.

Conclusion:

While there are several factors that may contribute to the requests for additional shade structures, staff believes that the creation of clear locational criteria and implementation protocols would be an important part of planning for Brampton's future. The municipality has a rich legacy of parks and recreational facilities and program offerings, but in order to meet the changing preferences or needs of our City's residents we need to define clear processes and protocols for responding to individual requests.

Attachment 1: Typical Shade Structures

NOTE: All costs reflect estimated 2016 figures. These estimates do not include the associated staffing costs and are subject to change.

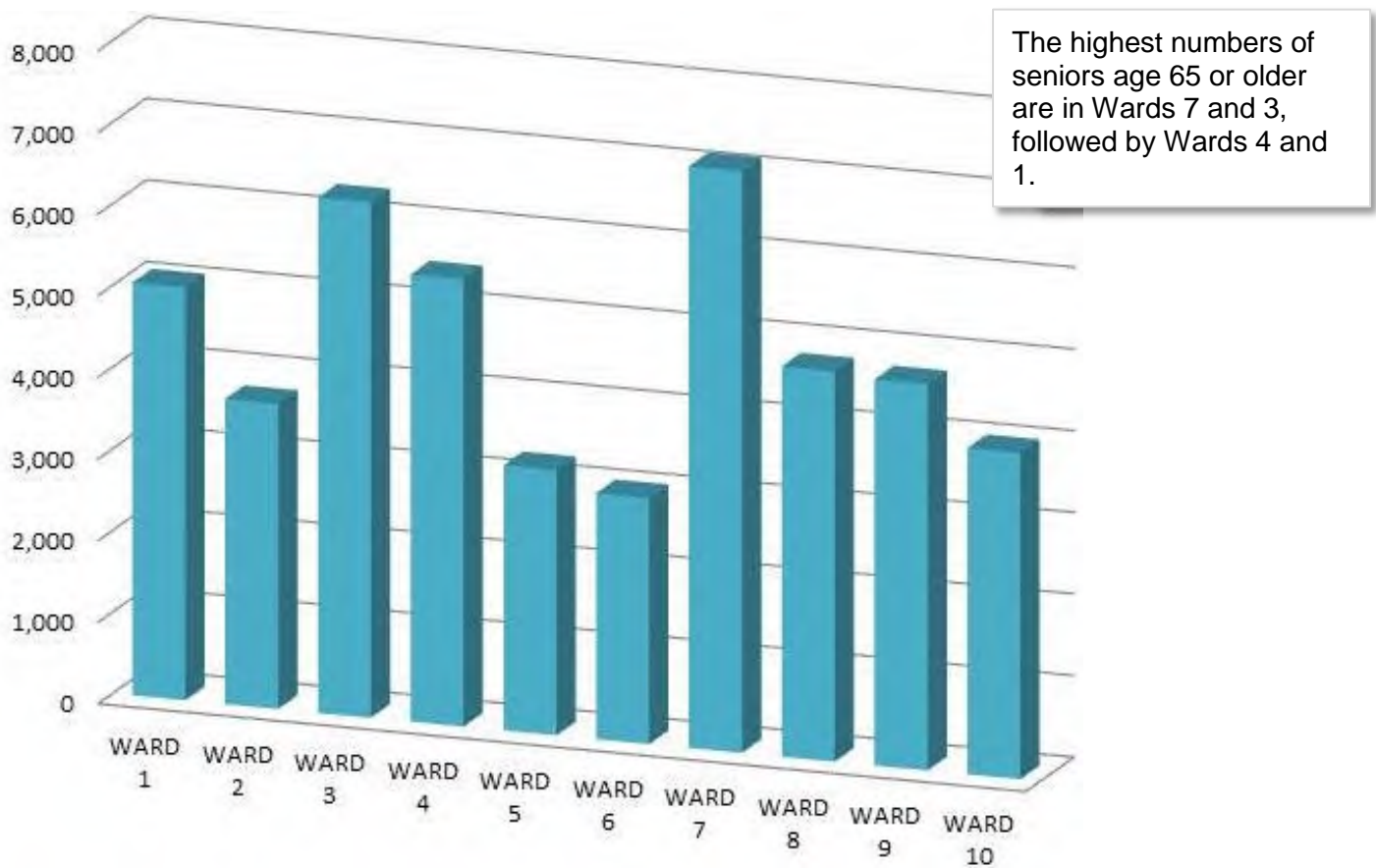


Minor Structure (22' Octagon)
Average Cost \$61,000
Plus Amenities \$11,000

Major Structure (20' x 30' Rectangular)
Average Cost \$82,000
Plus Amenities \$11,000



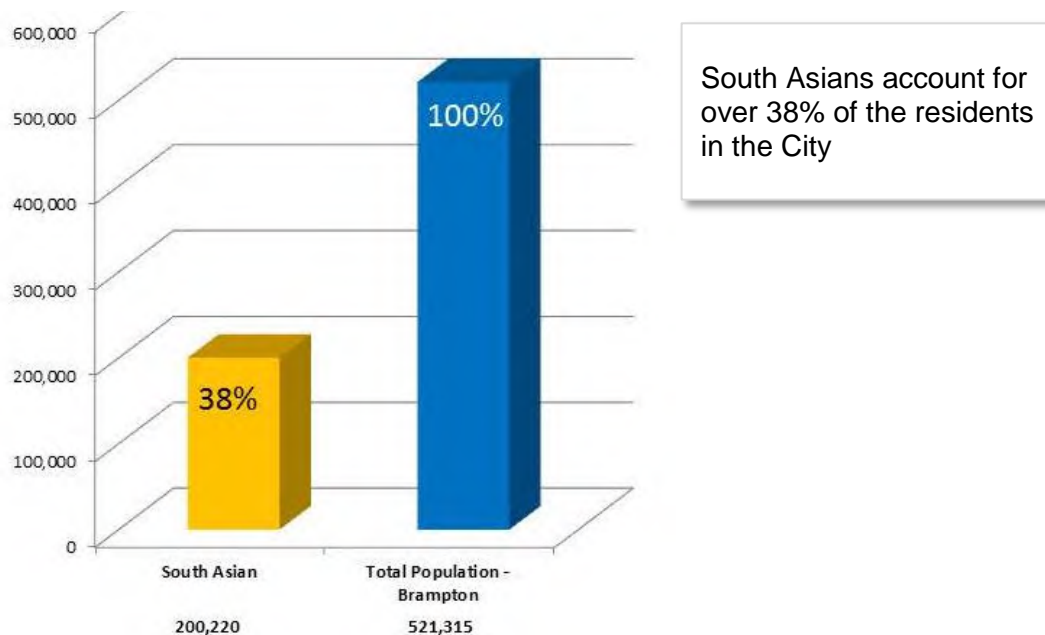
Picnic Shelter (20' x 40' Rectangular)
Average Cost \$110,000
Plus Amenities \$11,000

Attachment 2: Demographic Profile – Age**Total Population over 65 by Ward, in the City of Brampton**

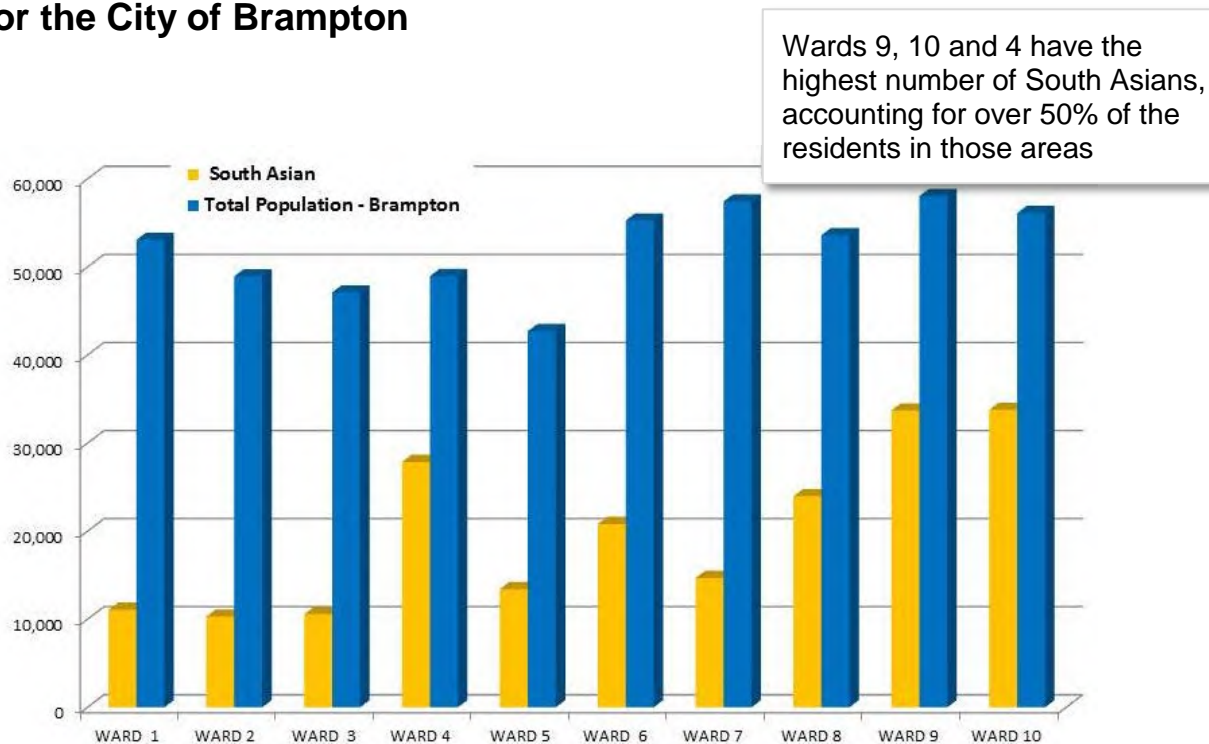
Source: Statistics Canada. 2013. Brampton, CY, Ontario (Code 3521010) (table). National Household Survey (NHS) Profile. 2011 National Household Survey.

Attachment 2: Demographic Profile – Ethnicity

Percent of South Asian Population to Total Population for the City of Brampton



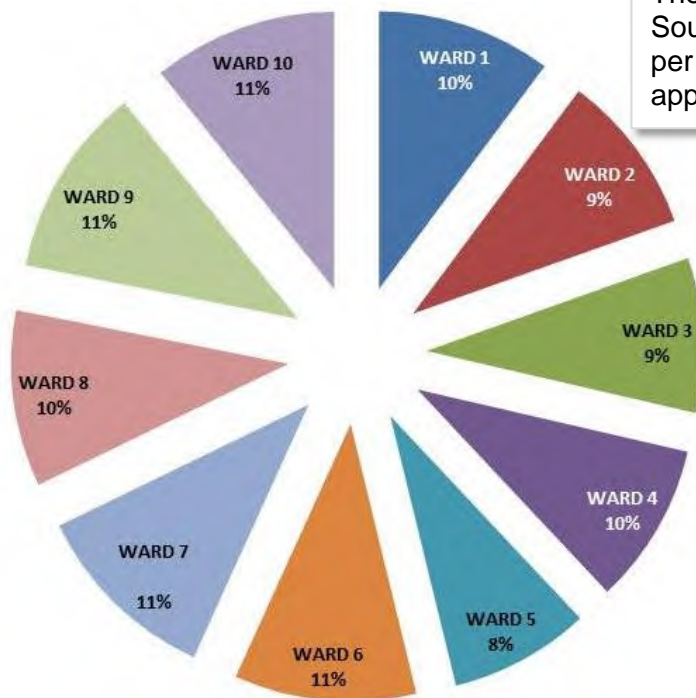
Percent of South Asian Population to Total Population by Ward for the City of Brampton



Source: Statistics Canada. 2013. Brampton, CY, Ontario (Code 3521010) (table). National Household Survey (NHS) Profile. 2011 National Household Survey.

Attachment 2: Demographic Profile – Ethnicity

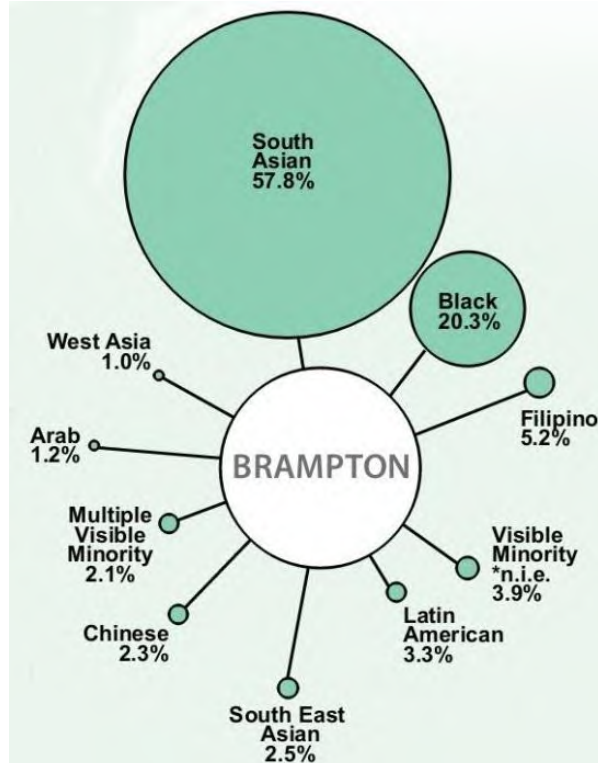
Distribution of South Asian Population by Ward for the City of Brampton



The average number of South Asian residents per Ward is approximately 20,000

Source: Statistics Canada. 2013. Brampton, CY, Ontario (Code 3521010) (table). National Household Survey (NHS) Profile. 2011 National Household Survey.

Top 10 Visible Minorities in Brampton



South Asians make up the largest proportion of the immigrant population in the City of Brampton at 57.8%

Source: From Region of Peel NHS Bulletin. Statistics Canada. 2013. Brampton, CY, Ontario (Code 3521010) (table). National Household Survey (NHS) Profile. 2011 National Household Survey.

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Appendix B

Shade Structure Locational Criteria

Shade structures are installed in multiple park locations in the city and at different times in the development and redevelopment process. Requests for new shade structures in existing Neighbourhood Parks have been increasing dramatically in recent years resulting in expenditures of over a \$1M tax/year in recent years. This phenomenon has prompted the suggestion that City needs to establish Locational Criteria and an Implementation Protocol, to assist in the formulation recommendations for funding new structures.

The following describes the process by which shade structures are considered and installed in parks in Brampton and provides the aforementioned criteria and protocols.

1. **'NEW' NEIGHBOURHOOD PARKS** – The ***Open Space Development Section***
(Engineering and Development Services Division - Planning and Infrastructure Services Department) oversee the design and installation of these parks, developed through the development-approvals process.
 - The general provision level for new Neighbourhood Parks has historically been one (1) structure for every two (2) Neighbourhood Parks (based on available Development Charges collections)
 - There is an expressed desire (by Council and Senior Management) that this service level be increased to one (1) shade structure in each Neighbourhood Park (subject to stated criteria). The funding for the additional structures would need to be managed through developer contributions, until such time as DC contributions catch up through the DC review. Tax dollars are not contemplated to be used for the closure of the funding gap.
2. **COMMUNITY AND CITY PARKS** - The ***Capital Parks Construction Section***
(Engineering and Development Services Division - Planning and Infrastructure

Services Department) designs, develops and redevelops these parks and coordinates installation of new shade structures.

- There is no specific ‘service level’ requirements with respect to shade structures installed in these park types — the number, dimension and location are a by-product of what activities these parks provide, or will offer.

3. **EXISTING NEIGHBOURHOOD PARKS** - The ***Capital Parks Construction Section*** is also responsible for the implementation of shade structures – managing both the redevelopment of existing structures or adding structures.¹

- Requests for additional structures in existing Neighbourhood Parks have been the most active area of park redevelopment and have prompted the development of these criteria.
 - Requests come primarily from the public, who direct their requests to Ward Councillors, Public Works (Parks Operations) and /or Parks and Facility Planning staff. To date, no formal criteria have been established to assess and prioritize these requests. Likewise, there are no documented design and implementation procedures in place to provide oversight to their installation. This document is intended to provide both.
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¹ In 2015, and in years prior, Parks Maintenance and Operations have been the primary division coordinating shade structure installation in existing parks. This is changing in 2016.

LOCATIONAL CRITERIA

1.0 Applicability:

This criteria applies to new installations.

2.0 Park Size:

- 2.1 Shade structures should only be permitted in Neighbourhood Parks that are greater than 1.5 acres (0.61 ha).
- 2.2 Shade structure installations shall be limited to “active tableland” only. The active tableland portion of the park shall be least 0.5 ha in size.

3.0 Setbacks:

- 3.1 Locating of a new structure shall respect the following buffering requirements:
 - 3.1.1 Shall not encroach on valley or natural heritage system (NHS) buffers
 - 3.1.2 Shall be no closer than 20 m from a road ROW (without fencing); 10 m with fencing
 - 3.1.3 Shall not encroach on sport field ‘playout’ buffer
 - 3.1.4 Shall be at least 30m from residential properties
 - 3.1.5 Shall be at least 15m from commercial properties

4.0 ‘Second’ Shade Structures:

The presence of an existing shade structure in a park will preclude consideration for a second structure, except in instances where the park is large (≥ 5 ac., meaning this would typically be large Neighbourhood Park or a Community or City Park) or under extraordinary circumstances.

5.0 Park Amenities and Adjacent Amenities:

- 5.1 The availability of shade provided by existing trees shall be taken into consideration (e.g., Bonnie Braes Park; Treleaven Park). Where existing trees provide adequate shade, other infrastructure can be considered to facilitate gathering – e.g. benches, picnic tables.
- 5.2 The availability of nearby public amenities that could provide adequate and comfortable gathering space shall be considered. If facilities like a public library,

community centre or arena are 500m or less away from the park in which a request has been received for a new shade structure, then this will generally nullify a request.

- 5.3 Consideration shall be given to the types of activities, amenities, or facilities (indoor and outdoor) planned or currently located within the park that could provide adequate and comfortable gathering space.

6.0 Compatibility Requirements:

If the addition of a shade structure would create conflicts with existing users, to the extent that those uses are compromised, then the structure should not be considered. This includes situations where the structure would encroach into passive/free play areas (established for unstructured play) or, if 'overlook' will create discomfort for users (e.g. placement of a structure adjacent to a children's play-structure).

7.0 Type of Structure:

Where a request is deemed appropriate, having regard for the criteria noted above, then the type of structure recommended shall have regard for the type and size of the park. Namely:

7.1 Minor Structure (22' Octagon)

7.2 Major Structure (20' x 30' Rectangular)

7.3 Picnic Shelter (20' x 40' Rectangular)

COORDINATION OF SHADE STRUCTURE REQUESTS

1. Requests for new installations shall be remitted and documented through the ***Parks and Facility Planning Section*** (*Engineering and Development Services Division - Planning and Infrastructure Services Department*). **Parks and Facility Planning** will assess the merit of the request(s) using the criteria listed in this document, before rendering a recommendation for future year(s) budgets.
 2. Budget requests for shade structures will be included in the ***Engineering and Development Services***, Capital Parks Construction budget.
 3. Design and Installation of approved shade structures in existing or major parks shall be coordinated by the ***Capital Parks Construction Section*** in the Engineering and Development Services Division, in accordance with the steps noted in this document.
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February 04, 2016

Appendix C**Shade Structure Implementation Protocols**

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.
-

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 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.

Planning & Infrastructure Services Department

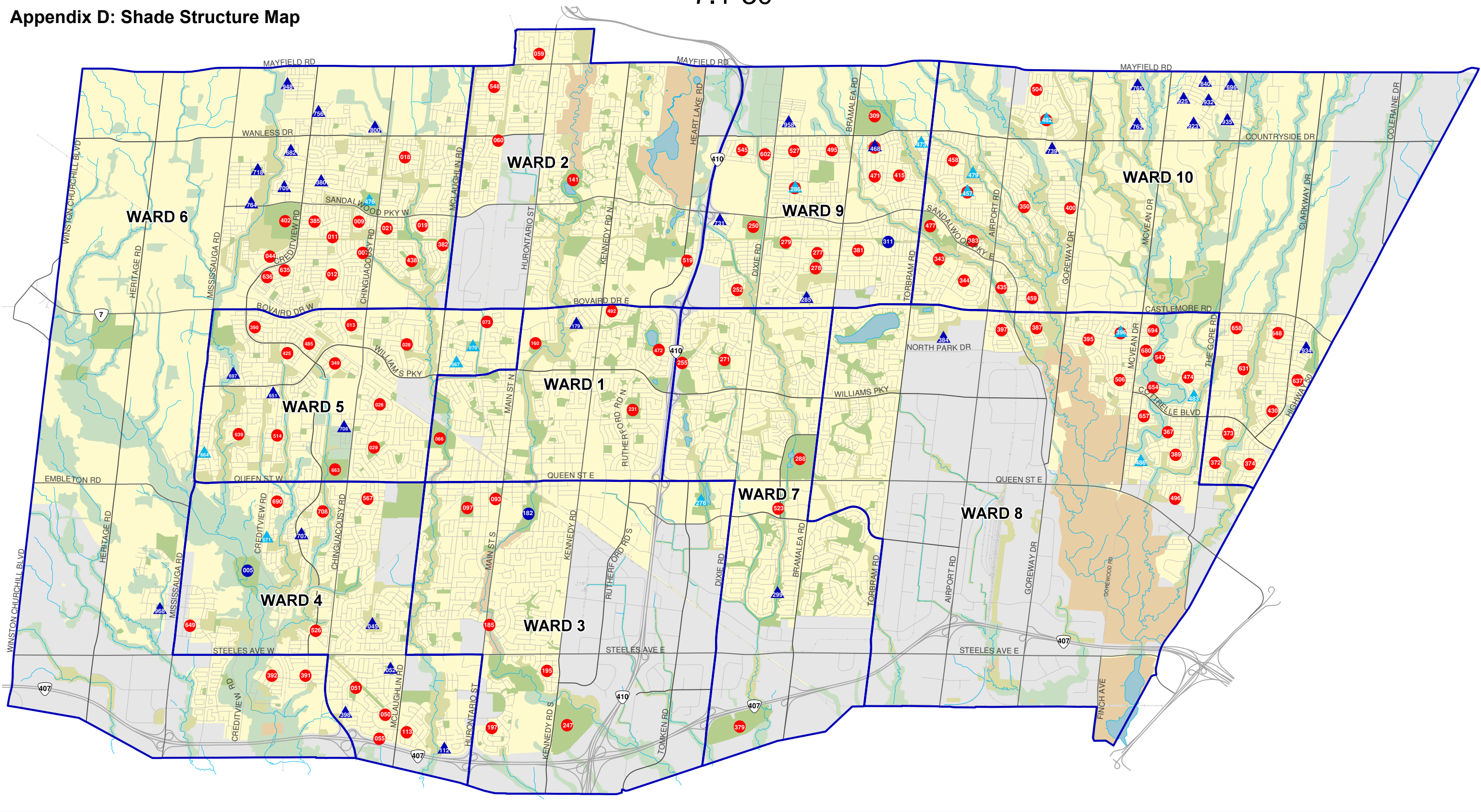
City of Brampton


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]

Appendix D: Shade Structure Map

















BRAMPTON
Flower City
PLANNING & INFRASTRUCTURE SERVICES



0 1 2 3 4
Kilometres

- | | | |
|---|---|---|
|  Existing (Single) |  Parks |  Industrial/Employment |
|  Existing (Multiple) |  Natural Heritage Areas (City Owned) |  Residential |
|  Proposed |  Natural Heritage Areas (Privately Owned) |  Lakes |
|  Requested |  Conservation Areas |  Ward Boundary |

NOTES:

- #'s in Shade Structure symbols denote Park Number
- "Proposed" Shade Structures are currently funded and under construction
- "Requested" Shade Structures are subject to funding approval through 2016-2018 Capital Budget

Date: December 9 2015

Shade Structures

Existing and Proposed

Appendix D — 2015/2016 Shade Shelters Requests and Recommendations

	Park #	Park Name	Park Size (ac)	Ward	City Councillor (Person initiating Request)	Location	Description	Existing Shelter (Y/N)	Resident Name & Email (if known)	Date of request	Type Contemplated	Estimated Cost (\$)	Recommended Cost	Site Visit - October 25, 2015 Notes	Recommendations
1	n/a	Brunetta Pond	Vista Block	10	Councillor Dhillon	Brunetta Way	Removal of existing shade structure is requested due to soliciting and safety issues.	Y			n/a	\$0	\$0	Vista Block with seating area. Existing structure is not appropriate for the vista block and should be removed	Recommended for Removal
2	486	Patrick O'Leary Park	2.18	10	Councillor Dhillon	Riverstone Drive	Request for a shade structure	N			Minor	\$87,500	\$87,500	A very large park which is able to accommodate a shade structure without encroaching into the ROW, play space area, sport fields, and residential dwellings.	Recommended for Installation
3	476	Chingaucousy Sandalwood Community Park	27,58	6	Councillor Whillans (Councillor Dhillon)	1060 Sandalwood Parkway	Request for a shade structure	N		07-Jun-15	Picnic	\$115,500	\$115,500	Site could potentially accommodate a Picnic Shelter. Should be evulated more fully having regard for grades, etc.	Potential for Recommendation
4	70	Fred Kee Park	8.57	5	Councillor Gibson	Royal Orchard Drive	Request for shade strucutre	N	Inderjit Sidhu	13-Nov-15	Minor	\$87,500	\$87,500	A very large park which is able to accommodate a shade structure without encroaching into the ROW, play space area, sport fields, and residential dwellings.	Potential for Recommendation
5	664	Luongo Park (Adamsville Park)	1.8	5	Councillor Gibson (Councillor Moore)	15 Adamsville Road	Request for a shade structure	N	Chamkaur Singh Butter Kuldip Gollee (kuldipgollee@rogers.com)	30-Jun-15	Minor	\$66,500	\$66,500	Site could potentially accommodate a structure. Should be tested with local residents surrounding park.	Potential for Recommendation
6	457	Grey Whale Park	2.01	10	Councillor Dhillon	292 Mountainash Road	Request for an additional shade structure	Y			Minor	\$66,500	\$0	An additional shade structure would encroach on to the passive play area and therefore not meet the setback requirements.	Not Recommended
7	482	Lillie Roberts/Mount Royal	3.22	10	Councillor Dhillon	85 Mount Royal Circle	Request for an additional shade structure	Y		07-Jun-15	Minor	\$66,500	\$0	An additional shade structure would encroach on to the passive play area and therefore not meet the setback requirements.	Not Recommended

Appendix D — 2015/2016 Shade Shelters Requests and Recommendations

	Park #	Park Name	Park Size (ac)	Ward	City Councillor (Person initiating Request)	Location	Description	Existing Shelter (Y/N)	Resident Name & Email (if known)	Date of request	Type Contemplated	Estimated Cost (\$)	Recommended Cost	Site Visit - October 25, 2015 Notes	Recommendations
8	473	Keirstead Park	1.58	9	Councillor Dhillon	23 Keirstead Trail	Request for a shade structure	N			Minor	\$66,500	\$0	A shade structure would encroach on to the passive play area and therefore not meet the setback requirements.	Not Recommended
9	286	Wiggins	4.35	9	Councillor Dhillon	37 Egypt Drive	Request for an additional shade structure	Y			Minor	\$66,500	\$0	Due to a very large existing shade structure an additional shade structure would encroach on to the play space area and therefore not meet the setback requirements.	Not Recommended
10	396	Calderstone Park	1.29	8	Councillor Dhillon	53 Calderstone Road	Request for Larger Structure	Y		07-Jun-15	Minor	\$66,500	\$0	An additional shade structure would encroach on to the passive play area and therefore not meet the setback requirements.	Not Recommended
11	479	Wheatfield Valley	4.54	10	Councillor Dhillon	Bounded by Mountainash Road and Klondike Trail	Request for a shade structure	N	Ranjit Singh	18-Jun-15			\$0	This is a valleyland/ woodlot. A shade structure would not meet the proposed setback requirements. However, a potential seating area could be an option.	Not Recommended
12	483	River Heights Park	0.531	8	Councillor Fortini (Councillor Dhillon)	57 Skyvalley Drive	Request for a shade structure	N		07-Jun-15	Minor	\$66,500	\$0	This park is too small to accommodate a shade structure without encroaching into the ROW	Not Recommended
13	67	Donn Reynolds Parkette	0.99	5	Councillor Gibson	Bounded by Springview Drive & Royal Orchard Drive	Request for shade strucutre	N	Inderjit Sidhu	13-Nov-15			\$0	This park is too small to accommodate a shade structure as it is less than the 1.5ac minimum identified in the shade structure criteria.	Not Recommended
14	701	Bonnie Braes Park	1.63	4	Councillor Bowman	Lloyd Sanderson Drive and Bonnie Braes	Request for a Shade Structure	N		16-Jun-15	Minor	\$66,500	\$0	Adequate shade provided by mature trees. Benches and other sitting areas already provided.	Not Recommended
	Total Recommended Cost												\$357,000		
	Total 2016 Funding Amount												\$475,000		
	Residual												\$118,000		

Date: March 31, 2016

To: J. Pitushka M. Won
J. Spencer M. Doyle

From: Shauna Danton

The following recommendation of the Planning and Infrastructure Services Committee, Meeting of March 7, 2016, was approved by Council on March 9, 2016:

- P&IS053-2016
1. That the report dated February 04, 2016 from John Spencer, Manager, Parks & Facility Planning, to the Planning and Infrastructure Services Committee meeting of March 07, 2016, re: **Shade Structure Locational Criteria and Implementation Protocol** (File JB.c (SHA) COR.15), be received;
 2. That Council approve the proposed Shade Structure Locational Criteria (Appendix B) and the associated Shade Structure Implementation Protocols (Appendix C);
 3. That staff be directed to use the Locational Criteria for the evaluation of all future requests for additional shade structures in the City's parks; and
 4. That staff be directed to use the Implementation Protocols for all requests which are endorsed through the Locational Criteria



Shauna Danton
Legislative Coordinator
City Clerk's Office
Tel: 905-874-2116 Fax: 905-874-2119
e-mail: shauna.danton@brampton.ca

(P&IS – 7.1)