

Due to COVID-19 and the Premier’s Emergency Orders to limit gatherings and maintain physical distancing, the City of Pickering continues to hold electronic Council and Committee Meetings.

Members of the public may observe the meeting proceedings by viewing the [livestream](#). A recording of the meeting will also be available on the [City’s website](#) following the meeting.

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1. Roll Call

2. Disclosure of Interest

3. Delegations

Due to COVID-19 and the Premier’s Emergency Orders to limit gatherings and maintain physical distancing, members of the public may provide a verbal delegation to Members of Council via electronic participation. To register as a delegate, visit www.pickering.ca/delegation, and complete the on-line delegation form or email clerks@pickering.ca. Delegation requests must be received by noon on the last business day before the scheduled meeting. All delegations for items not listed on the agenda shall register ten (10) days prior to the meeting date.

The list of delegates who have registered to speak will be called upon one by one by the Chair and invited to join the meeting via audio connection. A maximum of 10 minutes shall be allotted for each delegation. Please ensure you provide the phone number that you wish to be contacted on.

Please be advised that your name and address will appear in the public record and will be posted on the City’s website as part of the meeting minutes.

4. Matters for Consideration

- 4.1 [Director, Corporate Services & City Solicitor, Report BYL 04-20](#) **1**
PetSmart Charities Adoption Partner Program
- Approval to Sign Agreement

Recommendation:

1. That the PetSmart Charities Adoption Partner Program agreement be approved;

2. That the attached PetSmart Charities Adoption Partner Agreement be executed on the City's behalf by the Mayor and City Clerk; and,
3. That appropriate City of Pickering officials be authorized to take the actions necessary to implement the recommendations in this report.

4.2 [Director, Engineering Services, Report ENG 05-20](#) **8**
Rotary Frenchman's Bay West Park
- Master Plan Update

Recommendation:

1. That the Rotary Frenchman's Bay West Park Master Plan Update as set out in Attachment #1 be endorsed by Council;
2. That City staff be directed to coordinate with the Toronto and Region Conservation Authority to prepare the detailed design in preparation for construction;
3. That City staff consider including funds in the 2021 Parks Capital Budget to complete the detailed design and implementation of the Master Plan;
4. That a copy of this report be forwarded to the Toronto and Region Conservation Authority for their information, and that they be advised of Council's decision on this matter; and,
5. That the appropriate officials of the City of Pickering be authorized to take the necessary actions as indicated in this report.

4.3 [Director, Engineering Services, Report ENG 12-20](#) **40**
Beachfront Park Rehabilitation & Needs Assessment
- Work Plan Status Report

Recommendation:

1. That Report ENG 12-20 regarding a Work Plan Status Report for Beachfront Park, as a follow-up to Report ENG 13-19 and in response to Resolutions #196/19 & 197/19, be received for information; and,

2. That the appropriate officials of the City of Pickering be authorized to take the necessary actions as indicated in this report.

4.4 [Director, Finance & Treasurer, Report FIN 13-20](#) **55**
2021 Interim Levy and Interim Tax Instalment Due Dates

Recommendation:

1. That an interim property tax levy be adopted for all realty property classes for 2021;
2. That the interim property tax levy instalment due dates be February 24 and April 28, 2021;
3. That the attached draft by-law, providing for the imposition of the taxes, be enacted; and,
4. That the appropriate City of Pickering officials be authorized to take the necessary actions as indicated in this report.

4.5 [Director, Finance & Treasurer, Report FIN 14-20](#) **60**
2020 Year End Audit (Interim)

Staff/Consultant Delegation

Pina Colavecchia, Partner, Deloitte LLP on Report FIN 14-20

Recommendation:

1. That the Audit Service Plan as submitted by Deloitte LLP, set out in Attachment 1 to this report, be received for information; and,
2. That the Interim Chief Administrative Officer and the Director, Finance & Treasurer be authorized to sign the confirmation of change to the master services agreement on behalf of the City.

4.6 [Director, City Development & CBO, Report PLN 23-20](#) **83**
Street Naming Policy
- Council Endorsement

Recommendation:

1. That Council endorse the Street Naming Policy, as set out in Appendix I to this report, subject to minor revisions acceptable to the Director, City Development & CBO; and,
2. That the appropriate City of Pickering officials be authorized to take the necessary actions as indicated in this report.

5. Other Business

6. Adjournment

From: Paul Bigioni
Director, Corporate Services & City Solicitor

Subject: PetSmart Charities Adoption Partner Program
- Approval to Sign Agreement
- File: S-3010-001-20

Recommendation:

1. That the PetSmart Charities Adoption Partner Program agreement be approved;
 2. That the attached PetSmart Charities Adoption Partner Agreement be executed on the City's behalf by the Mayor and City Clerk; and,
 3. That appropriate City of Pickering officials be authorized to take the actions necessary to implement the recommendations in this report.
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Executive Summary: PetSmart Charities of Canada is a registered Canadian charity with a mission to find lifelong, loving homes for all pets.

Since 2008, Animal Services has participated in the PetSmart Charities Adoption Partner Program (PetSmart Adoption Program). Through the Program, Pickering Animal Services is provided access to onsite PetSmart Adoption Centres to adopt out animals. Animal Services currently offers adoptions through Adoption Centres located in Pickering, Ajax, and Markham PetSmart Stores.

Over the past 2 years, Pickering Animal Services has adopted out 566 animals through the PetSmart Adoption Program. This represents 71 per cent of all animals adopted through Animal Services. In addition, Animal Services has received various grants and financial assistance from PetSmart Charities.

PetSmart Charities of Canada has recently released an updated version of their Adoption Partner Agreement (Attachment No. 1) and is requesting that the City execute the updated agreement in order to continue as an Adoption Partner. City staff recommend that the City execute the updated Adoption Partner Agreement.

Financial Implications: The partnership does not require a financial commitment from the City. Instead, the program provides Animal Services with additional revenue through grants and financial assistance for each animal that is adopted from a PetSmart location.

Discussion: PetSmart Charities of Canada is a registered Canadian charity with a mission to find lifelong, loving homes for all pets. In addition to finding homes for more than 30,000 shelter pets each year through its in-store adoption program, PetSmart Charities of Canada provides funding to animal organizations aligned with its mission through grant support.

The PetSmart Adoption Program is designed to increase pet adoption rates and optimize pet adoption awareness in the community. Through the PetSmart Adoption Program, Animal Services is provided access to on-site PetSmart Adoption Centres to adopt out animals. Animals adopted from a PetSmart Store follow the same adoption policies and procedures as the City Animal Shelter.

Adoptions through PetSmart Adoption Centres are overseen by the Supervisor, Animal Services, and the day to day operation and care of the animals is provided by PetSmart staff along with registered City of Pickering Animal Services volunteers.

In addition to satellite adoption sites, Adoption Partners also have access to the following benefits:

- financial rewards for pets adopted through PetSmart's in-store adoption program
- eligibility to apply for Adoption Prep and Transport grants to find homes for pets
- the opportunity to participate in four National Adoption Weekends per year which are marketed and promoted by PetSmart
- access to food, litter, and appropriate habitats to use for animals housed in the Adoption Centre
- dedicated support from the PetSmart Charities team
- marketing and public relations support; and
- increased exposure of the City's mission to potential adopters.

Since becoming an Adoption Partner, Animal Services has received various grants from PetSmart Charities including a \$2,500 donation in 2019, and most recently a one-time COVID-19 Emergency Relief Grant in the amount of \$740.

In addition to the financial assistance received through grants, from 2016 to 2020 PetSmart's adoption reward program has provided Animal Services with over \$8,000. These financial contributions have been placed in a reserve fund to help build the new animal shelter.

Over the past 12 years, the City's partnership with PetSmart Charities has been extremely beneficial for Animal Services. Access to satellite adoption sites has allowed Animal Services to increase visibility and presence in the community, and has providing accessible locations with extended hours for adoption availability.

The City Solicitor has reviewed the attached agreement and advises that it is in acceptable form. Accordingly, staff recommend that the City continue its partnership with PetSmart Charities of Canada and that the updated PetSmart Charities Adoption Partner Agreement (Attachment No. 1 to this report) be entered into by the City.

Attachments:

1. PetSmart Charities Adoption Partner Agreement

Prepared By:

Original Signed By:

Lindsey Narraway
Supervisor, Animal Services

Approved/Endorsed By:

Original Signed By:

Kimberly Thompson,
Manager, Municipal Law Enforcement Services

Approved/Endorsed By:

Original Signed By:

Paul Bigioni
Director, Corporate Services & City Solicitor

LN:ln:ks

<p>Recommended for the consideration of Pickering City Council</p> <p>Original Signed By:</p> <p>Marisa Carpino, M.A. Interim Chief Administrative Officer</p>
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This Adoption Partner Agreement (“Agreement”) is entered into between PetSmart Charities of Canada, a registered charity under the Income Tax Act (“ITA”), whose address is 4475 N. Service Rd., Suite 500, Burlington, ON L7L 4X7 (“Charities”), and City of Pickering, whose address is 1 The Esplanade, Pickering ON L1V 6K7 (“Adoption Partner”).

Section 1 – PetSmart Charities Adoption Program

- A. **Adoption Program.** Charities agrees to permit Adoption Partner to participate in the Charities’ adoption program (“Adoption Program”) located at one or more PetSmart Charities Adoption Centers or other space at PetSmart retail stores, or in the case of special events, locations specified by Charities (“Adoption Center”). The Adoption Program’s sole purpose is to help facilitate and provide a location to facilitate adoptions of dogs, cats, or other pets (“Pets”). Adoption Partner acknowledges that in addition to its organization, other adoption agencies may also be permitted by Charities to hold adoptions at the same time and location as the Adoption Partner.
- B. **Adoption Policies.** In addition to the terms and conditions contained in this Agreement, Adoption Partner acknowledges that it has received, and agrees that it and its employees and volunteers will comply, with any additional policies, procedures and/or manuals (collectively the "Policies") as provided to Adoption Partner by Charities and/or PetSmart, Inc. (“PetSmart”), including any future changes to those policies, procedures and/or manuals. Charities reserves the right to amend such adoption policies in its sole and absolute discretion and will take reasonable steps to notify Adoption Partner of any changes.
- C. **Adoption Process.** Subject to this Agreement and applicable law, Adoption Partner will use its own adoption policies and procedures when offering Pets for adoption, and will make the final decision in the adoption of a Pet. Adoption Partner shall retain ownership of each Pet until the adoption process for such Pet is complete. Adoption Partner will require an adoption release form or other similar document specified by Charities to be signed by the adopting party.
- D. **Adoption Assistance.** If mutually agreed upon by Adoption Partner, Charities, and PetSmart, Charities may, through its relationship with PetSmart, facilitate use of PetSmart employees to support the Adoption Center, which may include conducting adoptions, providing care for Pets, and maintaining the facilities. In such event, Adoption Partner hereby authorizes Charities and/or PetSmart to carry out those activities agreed upon and to provide all reasonably necessary training on Adoption Partner’s practices, policies, and procedures.
- E. **Adoption Center.** Adoption Partner shall have the use of the Adoption Center free of rent or costs. The Parties will mutually agree upon one or more Adoption Center locations and the date Adoption Partner will begin use of each Adoption Center. Additional locations may be added from time to time as deemed necessary by both Parties. Additional locations and/or change of locations can be accomplished upon written request by Adoption Partner and written approval of such request by Charities in its sole and absolute discretion.
- F. **Damage to Adoption Center.** Adoption Partner will be responsible for any damage to the Adoption Center or related equipment caused by Adoption Partner, its staff, volunteers, Pets, or any other person or animal acting on or under Adoption Partner’s direction or control. Adoption Partner will, at its sole expense, maintain the Adoption Center in a clean, sanitary and orderly fashion and take preventative action to minimize the spread of communicable diseases among Pets. Adoption Partner is responsible for ensuring that the area is clean, fully sanitized and disinfected prior to departure.
- G. **Adoption Rewards.** Charities may elect to provide certain monetary grants in conjunction with the Adoption Program (“Rewards”). Charities, in its sole and absolute discretion may determine the election, amount, modification, or termination of Rewards. Adoption Partner agrees to use such Rewards in the furtherance of its charitable purpose, specifically its Pet adoption program, or if permitted by Charities, other charitable purposes advancing animal welfare. Adoption Partner may not use Rewards for lobbying or political activities, or any purpose not permitted by the ITA.
- H. **Adoption Center Supplies.** Charities may elect to provide products or pet food (collectively “Product”) for use by Adoption Partner solely for the operation of the Adoption Center. Charities, in its sole and absolute discretion may determine the

election, modification, or termination of Product. Adoption Partner understands and agrees that Product is provided in “as-is” condition and that Charities and PetSmart make NO WARRANTY, COVENANT OR REPRESENTATION, EXPRESSED OR IMPLIED, REGARDING THE PRODUCT, INCLUDING WITHOUT LIMITATION, THEIR DESIGN OR MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE (EXCEPT CHARITIES WARRANTS IT HAS GOOD TITLE TO THE PRODUCT AND CAN TRANSFER GOOD TITLE TO ADOPTION PARTNER). CHARITIES SHALL NOT BE LIABLE FOR ANY DIRECT OR CONSEQUENTIAL DAMAGES OR LOSSES SUFFERED OR INCURRED BY ADOPTION PARTNER OR A THIRD PARTY AS A RESULT OF THE USE, OR CONSUMPTION OF THE PRODUCT. Adoption Partner waives any and all claims against and releases Charities or PetSmart from all liability associated with the use or consumption of the Product.

- I. Reporting. Adoption Partner is required to submit the impact report(s) related to the Adoption Program specified by Charities along with any other information reasonably requested by Charities.
- J. Pet Eligibility. Except as specified in the Policies, all Pets must be spayed or neutered, and evaluated and deemed to be healthy, safe for interaction, adoptable, and in compliance with any applicable laws and regulations prior to placement in the Adoption Program. Pets showing or previously having shown any signs of aggression are strictly prohibited from the Adoption Program. Adoption Partner will isolate Pets at the first sign of illness or aggression and remove such Pets immediately from the Adoption Center and PetSmart premises.
- K. Request for Removal of Pet. Charities or its designee may require Adoption Partner to immediately remove any Pet from the Adoption Center or PetSmart premises as may be reasonably necessary to comply with Charities’ Adoption Policies, operate the Adoption Program, ensure the safety or well-being of any Pet or person, or comply with any applicable law or regulation, in Charities’ sole discretion.
- L. Employees and/or Volunteers. Adoption Partner agrees that Adoption Partner’s employees who are working or facilitating adoptions in the Adoption Program must be at least 18 years old. Adoption Partner’s volunteers must be at least 14 years old and properly supervised by the Adoption Partner. Volunteers under the age of 18 must always be accompanied and supervised by an adult. Adoption Partner and its employees and volunteers must always maintain a clean, neat and professional appearance, and conduct themselves in a professional and courteous manner. Adoption Partner shall only permit its employees and volunteers to participate in the Adoption Program.
- M. Agreement. Adoption Partner agrees to require all employees and volunteers working on behalf of Adoption Partner in conjunction with the Adoption Program to sign an agreement with Adoption Partner acknowledging that they are aware of and agree to comply with all policies, procedures and manuals, including this Adoption Partner Agreement, and agreeing to waive all claims and liability against Charities and PetSmart resulting from participation in the Adoption Program.
- N. Potential Removal. In the event Charities or PetSmart has any objection to any Adoption Partner employee or volunteer, Charities or PetSmart shall have the right to require Adoption Partner to commence appropriate procedures to remedy the basis of any such objection. Upon reasonable request, PetSmart or Charities, in its sole discretion, may require the removal of the employee or volunteer from the Adoption Center or any other designated areas.
- O. Prohibited Conduct. Adoption Partner, its employees, volunteers or agents, may not, directly or indirectly during or after the term of this Agreement:
 - 1. Sell, gift or generally compete with any of the products and/or services sold by PetSmart (such as grooming, pet training and veterinary services) while in the Adoption Center or on PetSmart premises.
 - 2. Conduct fundraising activities while in the Adoption Center or on PetSmart premises, including directly soliciting donations; except Adoption Partner is welcome to collect donations through use of a donation collection canister located where adoptions are being performed.
 - 3. Interfere in any way with the conduct of the business of PetSmart, Charities or any customer, tenant or occupant of the PetSmart store or shopping center at any time.
 - 4. Allow any person or other organization to use its Adoption Group Number as assigned by Charities, its registered charitable number, or participate in the Adoption Program using its name or identity.
 - 5. Make, directly or indirectly, any negative statements, whether written or oral (including in any digital electronic format) or disparage any of the following: Charities, PetSmart, or any customer, tenant or occupant of

the PetSmart store or shopping center; PetSmart or Charities product, service, employee, representative, volunteer or agent; or the activities or reputations of any other organization participating in the Adoption Program.

Section 2 – General Provisions

- A. Adoption Partner represents to Charities, as of the date of this Agreement and at all times during the term, that:
1. Adoption Partner is, within the meaning of the ITA, either (i) a registered charity other than a private foundation, or (ii) a qualified donee;
 2. Adoption Partner holds and will maintain any and all licenses, permits and registrations necessary or appropriate to operate and fulfill Adoption Partner's mission.
 3. Adoption Partner is in compliance (and will comply) with all laws, regulations, and other requirements to which Adoption Partner is subject, including the ITA and federal, provincial, local laws and regulations.
 4. Adoption Partner is not, and has not been in the past, subject to any investigation or proceedings under the Charities Registration (Security Information) Act, the Criminal Code or other relevant anti-terrorism legislation and all Rewards will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes and regulations.
 5. Adoption Partner agrees that all representations or statements made by Adoption Partner in any application or any related communications from or on behalf of Adoption Partner are true and accurate in all material respects. Adoption Partner will notify Charities promptly in writing of any changes in such representations or statements.
- B. Adoption Partner agrees to maintain adequate books and records and other financial documents showing compliance with this Agreement. During the term of the Agreement and for two years afterwards, Charities may audit or review Adoption Partner's books and records to confirm Adoption Partner's compliance with the terms of the Agreement. Any such request will be made with at least ten (10) business days' prior notice and during normal business hours. Following any such request, Adoption Partner will provide Charities with the requested records and will fully cooperate with Charities. During any such audit or review, Charities may, in its sole discretion, suspend participation in the Adoption Program and withhold any unpaid Rewards pending the outcome of the audit or review. Adoption Partner expressly grants permission to Charities or its designees to discuss with, or request documentation from, third parties about Adoption Partner related to performance under this Agreement. Adoption Partner agrees to cooperate with Charities in supplying additional information required for Charities to comply with governmental requests related to this Agreement. In addition, Adoption Partner agrees to retain and make available all records for Pet licensing and registration, adoptions and adopter information, adoption policies and procedures, as well as any other records required by law related to any Pet or operation of the Adoption Center.
- C. Nothing in this Agreement is intended or will be construed to create any type of partnership, joint venture, employment, franchise or other similar relationship between the parties. Charities and Adoption Partner are each independent entities and each will be solely responsible for the acts and omissions of its respective officers, agents, employees, volunteers, and representatives and during and after the term of the Agreement.
- D. Adoption Partner shall defend, indemnify and hold harmless Charities including its respective affiliates, directors, officers, managers, employees, representatives, agents, assigns and successors, from and against all costs, claims, losses, liabilities, property damage, bodily injury or death, or intellectual property infringement (including reasonable attorneys' fees and expenses), incident to or arising out of Adoption Partner's: breach of this Agreement; willful misconduct or negligent act(s) or omission(s); receipt or use of the Rewards; participation in the Adoption Program, including injury or damage caused by or involving Adoption Partner's Pets; possession, storage, use, consumption and disposal of any Product; employment and/or worker compensation claims; or violation of applicable law. Notwithstanding the foregoing, this provision shall not be applicable if Adoption Partner is a governmental entity and as such, is prohibited by law from indemnifying Charities.
- E. Adoption Partner agrees that it will not discriminate by reason of race, national or ethnic origin, colour, religion, age, sex (including pregnancy and childbirth), sexual orientation, marital status, family status, mental or physical disability (including previous or present drug or alcohol dependence), pardoned conviction, or other legally protected status.
- F. Adoption Partner agrees that it will acknowledge Charities' support in any promotional materials, including websites and social media platforms. Adoption Partner must obtain prior written approval by Charities and will provide Charities at least ten (10) business days to review, for quality control purposes, the proposed use. If Charities permits Adoption Partner use of its logo, such use is a limited, non-exclusive, revocable right to use. Adoption Partner may not use Charities' logo

for any purpose other than the use permitted by Charities, and Charities may immediately terminate use if it is determined by Charities to be unacceptable. Adoption Partner will not use either Charities' name or logo in a negative light or critical manner. Any right given to Adoption Partner for the use of Charities name or logo may not be transferred, assigned or sublicensed.

- G. Charities has the limited, non-exclusive, revocable right to publish, print, transmit, display or otherwise use Adoption Partner's name and logo. Such use may be in electronic or digital format (including e-mail, social media platforms or websites) or in printed form. Charities will not use Adoption Partner's name or logo in a negative light or critical manner. Charities' use of Adoption Partner's name or logo will be used only to support or further Charities' mission.
- H. If either party brings an action to enforce its rights under this Agreement, the prevailing party may recover its expenses (including reasonable attorneys' fees) incurred in connection with the action and any appeal from the losing party.
- I. This Agreement shall remain in full force and effect until terminated by either Party as set forth herein. Either party may terminate this Agreement at any time, with or without cause, upon at least thirty (30) days written notice of such termination to the other party. Charities may immediately terminate this Agreement upon written notice to Adoption Partner if Charities determines, in its sole discretion, that Adoption Partner: has breached any term of this Agreement; is the subject of any legal, regulatory or media investigation or is engaged in any action or course that appears to be unprofessional, uncharitable, disreputable, or otherwise inappropriate; ceases to operate or materially and adversely changes its method of operation, is insolvent, or files for or is the subject of any type of receivership, bankruptcy or similar proceeding; or has not complied with the requirements of any other agreement with Charities. If Charities terminates this Agreement for cause, it may, in its sole and absolute discretion: withhold any pending or future Rewards; or revoke any Rewards not used in accordance with this Agreement and require that all previously provided Rewards be returned.
- J. This Agreement constitutes the entire agreement and understanding between the parties and supersedes all other prior and contemporaneous communications, discussions, understandings, negotiations, arrangements and agreements, whether written or oral, relating to the subject matter of this Agreement. This Agreement shall not be construed for or against any party based on which party drafted this Agreement, and each party had the opportunity to review this Agreement with their respective legal counsel to the party's satisfaction. This Agreement will not be effective until all information requested by Charities is provided by Adoption Partner and is fully executed. Charities and Adoption Partner each represent that the individuals signing are duly authorized to execute this Agreement. This Agreement may be executed in one or more counterparts, each of which shall be deemed an enforceable original, but all of which together shall constitute one and the same instrument. Facsimile and other electronic signatures shall be as effective and binding as original signatures.
- K. Les parties ont expressément exigé que ce contrat, ainsi que tous documents et avis émis en vertu de celui-ci ou s'y rattachant, soient en anglais. The parties expressly agree and request that this contract, as well as all documents and notices issued under it or relating to it, be in English.

TO EVIDENCE THEIR AGREEMENT, the parties have executed and delivered this Adoption Partner Agreement, all effective as of the last date written below.

“CHARITIES”

PetSmart Charities of Canada

Signature: _____

Name: _____

Title: _____

Date: _____

“ADOPTION PARTNER”

City of Pickering

Signature: _____

Name: _____

Title: _____

Date: _____

From: Richard Holborn
Director, Engineering Services

Subject: Rotary Frenchman's Bay West Park
- Master Plan Update
- File: A-1440

Recommendation:

1. That the Rotary Frenchman's Bay West Park Master Plan Update as set out in Attachment #1 be endorsed by Council;
 2. That City staff be directed to coordinate with the Toronto and Region Conservation Authority to prepare the detailed design in preparation for construction;
 3. That City staff consider including funds in the 2021 Parks Capital Budget to complete the detailed design and implementation of the Master Plan;
 4. That a copy of this report be forwarded to the Toronto and Region Conservation Authority for their information, and that they be advised of Council's decision on this matter; and,
 5. That the appropriate officials of the City of Pickering be authorized to take the necessary actions as indicated in this report.
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Executive Summary: Rotary Frenchman's Bay West Park (RFBWP) is located east of West Shore Boulevard and south of Sunrise Avenue and includes the west spit of the entrance to Frenchman's Bay as shown in Attachment # 2. The Rotary Frenchman's Bay West Park Master Plan being presented in this report is an update of the Frenchman's Bay Waterfront Master Plan that was endorsed by Pickering Council on November 19, 2012, through Report #CS 39-12 (Attachment # 3) and approved by Council Resolution #140/12 (Attachment #4). Implementation of the first phase of the Master Plan was completed in 2018. This included the reconstruction of Beachpoint Promenade complete with lay-by parking, construction of a picnic area, interpretive area complete with a green roofed kiosk and construction of a section of the waterfront trail, taking it off-road through the park to West Shore Boulevard.

Public vehicular access to the boat launch and west spit area of the park has been restricted since 2017 due to the extremely high lake levels of 2017 and 2019 and construction during 2018. Similarly, access to the Pickering Rouge Canoe Club (PRCC) site and use of their facility on the west spit has been limited during this time period with much of their site being flooded for an extended period in 2017 and 2019. The City of Pickering and Toronto and Region Conservation Authority (TRCA) have advised the PRCC that they will not be permitted to continue to use the

west spit location for their club facilities and they are in the process of seeking another site for their club facilities.

Changes to the Master Plan have been generally focused on the proposed use of the west spit, where the new high water levels could pose a risk on active public uses and built structures. A more natural and passive approach is being taken. Changes include the elimination of a washroom/change room and water sports facility (PRCC), elimination of public vehicular access and parking, and simplification of the boat launch and dock area to non-motorized boats only. Within the Phase 1 area, adjacent to the parking lot, a park washroom and staff maintenance facility has been added adjacent to the parking lot and additional shoreline protection is proposed along the lakefront adjacent to the picnic area and interpretive kiosk.

Financial Implications: The cost for the park upgrade as indicated on the updated Master Plan has been estimated by The MBTW Group, Landscape Architects, at approximately \$2.84 million. This includes the construction costs for the completion of shoreline protection works, servicing and construction of the park washroom and staff maintenance facility within the Phase 1 area, the balance of work along the west spit (Phase 2 area) and consulting costs for detailed design and contract administration. The estimated cost does not include the construction of the multi-use path along West Shore Boulevard. The project will be considered for approval in the City's 2021 Capital Budget process.

Discussion: The Rotary Frenchman's Bay West Park Master Plan being presented in this report is an update of the Frenchman's Bay Waterfront Master Plan that was endorsed by Pickering Council on November 19, 2012 and the Toronto and Region Conservation Authority Board on March 22, 2013. The 2012 version of the Master Plan included RFBWP, the harbour entrance and east spit to Millennium Square. The current Master Plan Update is specific to RFBWP.

The Master Plan for this park has gone through a number of revisions. In the early 1990's, TRCA, with the assistance from the local community, developed a park plan for this area. The plan was revisited in 2002 and again in 2012.

In December 2015, The MBTW Group was retained to prepare design drawings to implement the 2012 plan. After consultation with local residents and TRCA, a number of minor changes were made to the 2012 Master Plan, still keeping the general intent of the 2012 Master Plan in place. The plans were finalized in early 2017 (Attachment #5).

During the spring and summer of 2017, lake water levels reached an all-time high, exceeding all previous records. 2017 was the first year that the International Joint Commission's (IJC) Plan 2014 came into effect. The IJC plan seeks to balance Lake Ontario's water levels, and commercial uses like shipping on the St. Lawrence Seaway, while also restoring wetlands and other natural habitats. This plan, coupled with exceptionally wet weather during the spring of 2017 caused flooding around the Great Lakes. The Pickering shoreline saw areas of excessive erosion and physical damage caused by the high water level and wave action. In RFBWP, the west spit, including the boat launch and access to the Pickering Rouge Canoe Club (PRCC) were closed to public access due to unsafe conditions from the flooding.

Recognizing the newly established high water level and wave uprush experienced in the spring of 2017, features in the February 2017 version of the RFBWP Master Plan were adjusted during the preparation of detailed design drawings for the Phase 1 area. The proposed secondary trails along the lake bank along with the picnic area and interpretive node were shifted farther back from the shoreline.

The first phase of construction was approved by Council on April 10, 2018. Work included the reconstruction of Beachpoint Promenade complete with lay-by parking, construction of a picnic area, an interpretive area complete with a green roofed kiosk and construction of a section of the waterfront trail, taking it off-road through the park to West Shore Boulevard. During the summer and fall of 2018, public access to the park was limited to foot and cycle traffic due to the construction activities.

Following construction, being that it was late in the year, it was decided that the informal boat launch did not need to be re-opened and since this section of road is not maintained during winter months, the decision was made to install a gate to restrict public vehicular access onto the west spit. During the spring and summer of 2019, extremely high lake levels and flooding were experienced again, and the west spit area, including the boat launch and the PRCC facilities remained closed for the year. The elimination of vehicles from the west spit has received mixed reviews from the public but has been well received by those on foot or cycle. TRCA are supportive of the decision to restrict vehicular movement on the spit for environmental and public safety reasons.

Prior to the 2017 and 2019 high water events, for shoreline work limitations, TRCA used a 100-year static lake level elevation of 75.7m (based on values from the Ministry of Natural Resources and Forestry (MNRF), Technical Guide – Great Lakes – St. Lawrence River System (2001)) plus an additional 15m horizontal offset to account for wave up-rush. MNRF acknowledge that the values from the 2001 technical guide need to be updated but have not done so yet. In the absence of a site-specific shoreline hazard study that would determine the 100-year lake level and wave up-rush, TRCA are applying the 100-year static elevation value that was calculated in 2019 for the Toronto Islands which is 76.2m, plus a horizontal offset of 30m as a dynamic beach allowance for wave up-rush. This is a full 0.5m higher than the previous elevation for shoreline work limitations.

Based on the high water events experienced and proposed new 100-year static lake level elevations, it has been determined that the washroom/change room, in association with a storage facility for the PRCC that were proposed to be located on the west spit in the 2012 and 2017 version of the Master Plan, will no longer be feasible. TRCA have advised that their planning policies and the Provincial Policy Statement will not support this type of use or structure on a dynamic beach. As such, the PRCC have been advised they will be required to vacate their current site and that a new facility for their club can no longer be located in RFBWP. They are in the process of seeking another site for their club facilities.

The proposed updates to the Master Plan are consistent with the objectives set out in the original and previous revisions to the park plan. These objectives include the need to preserve, protect and enhance the valuable ecosystem components of the site, and to develop park infrastructure

that will maintain and improve the users experience of the site by providing enhanced trails, formal parking and passive interpretive opportunities.

The proposed features shown in the Master Plan update are intended to be implemented under the second phase of construction. These features as shown in Attachment #1 as summarized as follows:

- a) **Enhanced Shoreline Protection** – the shoreline adjacent to the existing picnic area and interpretive kiosk is littered with old cottage foundations and shore walls. Some of these structures are unsightly and could pose a risk to the public as wave action uncovers old steel reinforcing bars and other objects. This section of the shoreline, which has a larger vertical drop to the water's edge, is also experiencing a faster rate of erosion from the high water levels experienced over the past few years. The old foundations and shore walls are to be removed and natural rock placed along the shoreline, to stop the recession of the lake bank and to protect the park infrastructure that was installed in this area during the first phase of construction. This item is indicated on the Master Plan drawing as feature 5.
- b) **Park Washroom Facility and Staff Area** – in the previous version of the Master Plan, this facility was to be located on the west spit in association with a storage facility for the PRCC. The facility has been relocated to be north of the existing parking area, away from any shoreline and wave uprush hazards. This location is convenient for park patrons as they enter or exit the park, and for those using the picnic area, west section of the beach or passing by on the waterfront trail. The facility would include gender neutral and fully accessible washroom units, as well as a small park "office" for Public Works staff to work from and a room to store maintenance equipment. This item is indicated on the Master Plan drawing as feature 13.
- c) **Barrier Free Beach-front Access** – will be provided in close proximity to the parking area. This will allow persons using mobility devices to gain access to the beach area. The design would include the installation of Mobi-mats or similar devices that are rolled-out on to the beach sand during park hours and rolled up and stored during the evenings and off-seasons. This item is indicated on the Master Plan drawing as feature 11.
- d) **Primary Pedestrian Trail and Service Road** – the existing gravel road east of the traffic round-about and drop-off area will be upgraded to provide a smooth accessible surface for all abilities to travel down the west spit. This could be in the form of hard packed limestone screenings or similar. The road will be gated to prevent the travel through this area with personal vehicles. Access will still be required for service and emergency vehicles. This item is indicated on the Master Plan drawing as feature 14.
- e) **Accessible Non-motorized Boat Launch Area** – in place of the previously proposed small watercraft launch area, a non-motorized boat launch is being proposed. This facility will be designed to provide an accessible launch area for canoes, kayaks and similar small boats that can be carried from the parking area. This change eliminates the need for vehicular access through this area of the park. It also significantly reduces the need to dredge Frenchman's Bay to construct the launch and maintain a channel for larger motorized boats. Due to the fluctuation of water level in Frenchman's Bay, a floating dock would be installed to ensure that the dock will be at a desirable and consistent height above the water level for accessibility. This item is indicated on the Master Plan drawing as feature 15.

-
- f) **Service Vehicle Turn-around and Enhanced Shoreline Protection** – adjacent to the boat launch area is an existing parking area that is currently the lowest point on the west spit. During high water and storm events, the waves from Lake Ontario overtop the spit and flow into Frenchman's Bay. Shoreline protection is being proposed in this area, raising the elevation of the spit on the back side of the beach with an armourstone shore wall in order to minimize the wave overtopping and possible damage that could occur to the proposed boat launch area and pedestrian trail on the north side of the spit. A service vehicle turn-around area is also proposed at this location. For public safety reasons, Public Works staff prefer not to have to back their vehicles up. This turn-around will second as a pedestrian path to gain access to be beach at this location. This item is indicated on the Master Plan drawing as feature 16.
- g) **Elevated Viewing/Seating Area with Shade Structure** – east of the boat launch area, which marks the halfway point between the parking area and harbour entrance, an elevated viewing/seating area is proposed. This area will act as a rest area that will provide views to both Frenchman's Bay and Lake Ontario and the opportunity to sit and watch the boats coming and going from the Frenchman's Bay Yacht Club, kite surfers out on Lake Ontario or maybe a pair of swans swimming by. A shade structure is proposed over a portion of the seating area, to give park users a break from the hot summer sun. The installation of interpretive signage will be considered for this location. This item is indicated on the Master Plan drawing as feature 17.
- h) **Beach Access Links** – will be located at various points along the main pedestrian trail. Providing formal access points to and from the beach will assist in keeping park users from disturbing the dune grasses that help to reinforce the sand dunes located on the back side of the beach. Consideration will be made to have several of the beach access points along the spit be accessible. The beach access links are indicated on the Master Plan drawing as feature 18.
- i) **Passive Waterfront Recreation Node** – this feature will be developed in the area that was previously inhabited by the PRCC and will be constructed as part of their site restoration works. It will include opportunity along the water's edge for passive recreation activities such as fishing, seating for viewing and gathering for natural interpretation. The installation of interpretive signage will be considered for this location. This item is indicated on the Master Plan drawing as feature 20.
- j) **Secondary Pedestrian Paths** – will be provided as off-shoots from the primary pedestrian trail, taking park users to the waterfront recreation node and to the north end of the west harbour entrance breakwater. These paths would still be accessible, being constructed of hard-packed granular material similar to the primary pedestrian trails, but narrower. These paths are indicated on the Master Plan drawing as feature 21.
- k) **Maintenance Vehicle Area** – this area is for maintenance vehicle turn-around and more specifically for the Region of Durham maintenance contractor to gain access to the sanitary sewer infrastructure that goes under the harbour entrance. This item is indicated on the Master Plan drawing as feature 22.

- l) **Waterfront Interpretive Node** – adjacent to the harbour entrance exists a replica of the original harbour entrance breakwater structure and interpretive signage. This area would be more formalized and additional interpretive signage placed, speaking to the ecosystems in the area. This item is indicated on the Master Plan drawing as feature 23.
- m) **Roadside Multi-Use Pathway** – an asphalt surface multi-use path is proposed along the east side of West Shore Boulevard, from Sunrise Avenue to Beachpoint Promenade, connecting the West Shore neighborhood to the waterfront trail system. This pathway may be installed as part of the widening and reconstruction of West Shore Boulevard. This item is indicated on the Master Plan drawing as feature 24.

A preliminary cost estimate for the proposed works has been prepared by The MBTW Group. The total estimate is approximately \$2.84 million. This includes \$1.15 million for the construction of a park washroom and staff maintenance facility and shoreline protection in the Phase 1 area and \$1.13 million for Phase 2 works. Additional costs for design and contract administration consulting fees, permit fees and a 10 percent project contingency bring the total cost to \$2.84 million.

It is intended that the implementation of the above list of park features (with exception of the West Shore Boulevard multi-use path), could be completed as the final phase of the Master Plan works, though there may be the desire to tender the park washroom facility separately. Implementation could proceed in 2021, pending budget approval.

Attachments:

- 1. Rotary Frenchman's Bay West Park Proposed Master Plan Update, Figure 1 & 2, prepared by the MBTW Group, dated September 2020
- 2. Location Map
- 3. Report #CS 39-12
- 4. Council Resolution #140/12
- 5. Rotary Frenchman's Bay West Park Master Plan drawing, prepared by The MBTW Group, dated February 2017

Prepared By:

Approved/Endorsed By:

Original Signed By:

Original Signed By:

Arnold Mostert, OALA
Senior Coordinator, Landscape &
Parks Development

Richard Holborn, P.Eng.
Director, Engineering Services

Original Signed By:

Scott Booker
Manager, Capital Projects & Infrastructure

AM:mjh

Recommended for the consideration
of Pickering City Council

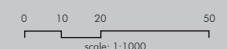
Original Signed By:

Marisa Carpino, M.A.
Interim Chief Administrative Officer



LEGEND

- 1** EXISTING BEACHPOINT PROMENADE
- 2** EXISTING LAY-BY PARKING
- 3** EXISTING WATERFRONT TRAIL CONNECTION
- 4** EXISTING PEDESTRIAN TRAIL CROSSING POINTS
- 5** PROPOSED ENHANCED SHORELINE PROTECTION
- 6** EXISTING NATURALIZED PICNIC AREA
- 7** EXISTING TRAFFIC TURN-AROUND WITH DROP-OFF AND GATHERING SPACE
- 8** EXISTING PARKING FACILITIES
- 9** EXISTING INTERPRETIVE EDUCATIONAL AREA
- 10** EXISTING VEHICULAR ACCESS GATE
- 11** PROPOSED BARRIER FREE BEACH-FRONT ACCESS
- 12** EXISTING SECONDARY PEDESTRIAN PATH
- 13** PROPOSED PARK WASHROOM FACILITY AND STAFF AREA
- 14** PROPOSED PRIMARY PEDESTRIAN TRAIL / SERVICE ROAD
- 15** PROPOSED ACCESSIBLE NON-MOTORIZED BOAT LAUNCH AREA
- 16** PROPOSED SERVICE VEHICLE TURN-AROUND AREA WITH ENHANCED SHORELINE PROTECTION
- 17** PROPOSED ELEVATED VIEWING / SEATING AREA WITH SHADE STRUCTURE
- 18** PROPOSED BEACH ACCESS LINKS
- 19** EXISTING OPG MONITORING STATION
- 20** PROPOSED PASSIVE WATERFRONT RECREATIONAL NODE
- 21** PROPOSED SECONDARY PEDESTRIAN PATH
- 22** PROPOSED MAINTENANCE VEHICLE AREA
- 23** PROPOSED WATERFRONT INTERPRETIVE NODE
- 24** PROPOSED ROADSIDE MULTI-USE PATHWAY
- 25** EXISTING FRENCHMAN'S BAY HARBOUR ENTRANCE
- TERRESTRIAL RESTORATION OPPORTUNITIES
- INVASIVE SPECIES MANAGEMENT AREA
- DUNE ENHANCEMENT AREA
- NEW DUNE
- AREAS RESTORED TO OFFSET CONSTRUCTION DISTURBANCE
- AQUATIC ENVIRONMENT ENHANCEMENT AREAS
- EXISTING TREE
- EXISTING TRAIL
- EXISTING POLLINATOR BOX



FRENCHMAN'S BAY



LEGEND

- 1** EXISTING BEACHPOINT PROMENADE
 - 2** EXISTING LAY-BY PARKING
 - 3** EXISTING WATERFRONT TRAIL CONNECTION
 - 4** EXISTING PEDESTRIAN TRAIL CROSSING POINTS
 - 5** PROPOSED ENHANCED SHORELINE PROTECTION
 - 6** EXISTING NATURALIZED PICNIC AREA
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 -  EXISTING TREE
 -  EXISTING TRAIL
 -  EXISTING POLLINATOR BOX

LAKE ONTARIO





Engineering Services
Department

SCALE:
1:7,500

DATE:
Oct. 13, 2020

Rotary Frenchman's Bay West Park Location Map

City of
PICKERING



**Report to
Executive Committee**

Report Number: CS 39-12
Date: November 12, 2012

From: Everett Buntsma
Director, Community Services

Subject: Frenchman's Bay Waterfront Master Plan
- File: A-1440

Recommendation:

1. That Report CS 39-12 of the Director, Community Services regarding Frenchman's Bay Waterfront Master Plan be received;
2. That the Frenchman's Bay Waterfront Master Plan be endorsed by Council;
3. That City staff be directed to work with the Toronto and Region Conservation Authority to look for external funding sources to assist with the construction costs;
4. That City staff be directed to coordinate with the Toronto and Region Conservation Authority and other service clubs identified as park users, to prepare detailed designs in preparation for construction; and
5. That a copy of this report be forwarded to the Toronto and Region Conservation Authority for their information, and that they be advised of Council's decision on this matter.

Executive Summary: The Frenchman's Bay Waterfront Master Plan being presented in this report is an update and expansion of the Rotary Frenchman's Bay West Park Master Plan that was endorsed by Pickering Council and the Toronto and Region Conservation Authority in 2002. A number of changes were made to the plan, to include the proposed reconstruction of the Frenchman's Bay Harbour Entrance and its connection to the east and west spits, and to bring the plan up to date with the community's current, and projected needs.

Financial Implications: The cost for the park upgrades as indicated on the Master Plan, excluding the Frenchman's Bay Harbour Entrance reconstruction and public washroom/change rooms has been estimated by Cosburn Giberson Landscape Architects at \$3.3 million. The project has been broken down into three potential phases and included in the City's 5 year capital budget forecast (2013-2017).

Some works included in the Master Plan, such as providing a connection to the harbour entrance walkways from the east and west spits may be completed with the harbour entrance works. In addition, entrance road upgrades required to bring equipment and materials to the site for the harbour entrance will assist in the future park upgrades.

The proposed park washroom/change rooms and storage facilities for the Pickering Rouge Canoe Club has been estimated by Elevation Architects Inc. at approximately \$750,000 which would be cost shared between the City and the Pickering Rouge Canoe Club. The costs for this facility is not part of the \$3.3 million estimate.

Discussion: The Frenchman's Bay Waterfront Master Plan has been developed by the City of Pickering, in partnership with the Toronto and Region Conservation Authority, as an update and expansion of the Rotary Frenchman's Bay West Park Master Plan endorsed by Pickering Council and the Toronto and Region Conservation Authority in 2002 (Attachment #1). The plan now includes Rotary Frenchman's Bay West Park (which includes the west spit), Frenchman's Bay Harbour Entrance and the east spit to Millennium Square (Attachment #2).

With the proposed reconstruction of the harbour entrance, discussions with the Pickering Rouge Canoe Club for more permanent facilities, and the removal of the leash free area from the plan as requested by the West Shore residents, it was decided that the master plan should be revised to bring it up to date. Cosburn Giberson Landscape Architects who had prepared the original master plan were retained to undertake the revisions that were made through consultation with City and TRCA staff.

Frenchman's Bay is one of a series of large coastal wetlands along the north shore of Lake Ontario and the area covered in this master plan represents a major ecological component of the Lake Ontario Shoreline and Pickering Waterfront. Rotary Frenchman's Bay West Park features coastal wetlands, forest, meadow and barrier beach/dune communities.

The bulk of the park area was purchased by the TRCA in the late 1960's and a number of additional properties have been acquired along the two spits to bring this waterfront area into public ownership. In the early 1990's the TRCA, with the assistance from the local community, developed a park plan for this area. The plan was revisited in 2002 and again in 2012.

The objective of this park plan, which has been consistent since land acquisition and through the various plan revisions, is:

- to preserve, protect and enhance the valuable ecosystem components of the site
- to develop park infrastructure that will maintain and improve the users experience of the site by providing enhanced trails, formal parking and passive interpretive opportunities
- to develop innovative resolution to community issues

A number of features of the 2002 master plan were implemented, including the decommissioning and reforestation of Buenavista Drive, installation of post and rope barricades and planting of Marram Grass to stabilize the sand dunes, and the construction of the waterfront trail to Sunrise Avenue. Much of the "hard" park infrastructure such as the parking and boardwalks has not been implemented to date.

Major Park Plan Components

The Frenchman's Bay Waterfront Master Plan focuses on the following major components:

a) Meadow, Coastal Wetland and Dune Enhancements

As a continuation to work previously completed, site restoration from the previous residential development, plantings and habitat creation will be done in the meadow and wetland areas. Further, dune restoration plantings are proposed along the east and west spits to enhance and further build-up and stabilize these barrier beach areas.

b) Fish Habitat Improvements

As part of the harbour entrance reconstruction and other shoreline works, improvements will be made along the shoreline to improve fish habitat. This includes structures such as root wads, boulders, logs and mud flats.

c) Vehicular Access/Termination and Parking

Beachpoint Promenade will be improved through a widening to permit lay-by parking from the existing residential properties at the west end to the existing parking area. Beyond this point, vehicular access to the boat launch and washrooms/change rooms and storage facilities will be reduced to a single lane road with lay-bys and a separate raised walkway to encourage and provide a safe route for pedestrians and cyclists. Public vehicular access will terminate at a small parking area at the boat launch that is intended for short-term parking for drop-off, boat launching and barrier free parking. The balance of the current road to the east end of the west spit and parking will be eliminated and replaced with a boardwalk through the dunes to the reconstructed harbour entrance breakwater. A bus turn-around and drop-off area is also proposed at the south end of West Shore Boulevard to provide an alternate means of commuting to the park, other than personal vehicles. This could also be used by school groups coming to use the park for outdoor field trips.

d) Boat Launch

A small craft boat launch is proposed in the current beach launch area into Frenchman's Bay on the west spit. By formalizing the launch area, there will be better control of the location and the size of boats that can be launched and it will eliminate unnecessary disturbance of the shoreline in the various locations that is currently occurring.

e) Docking Facilities

Provision has been made for docking that could accommodate a boat to ferry pedestrians and cyclists from the boat launch area on the west spit to a dock on the east spit, to provide a direct route across the harbour entrance for waterfront trail users during the summer season.

f) Public Washrooms/Change Rooms and Storage Facilities

Public washrooms and change rooms are proposed in conjunction with a seasonal storage facility for the Pickering Rouge Canoe Club. The storage facility will replace the temporary storage that the club has in trailers further down the west spit. This structure is to be located adjacent to the proposed small craft boat launch. This is also the proposed location for the pontoon boat dock.

g) Trail Improvement/Alignment

As a continuation of the trails that have been previously constructed, additional trails and boardwalks are proposed to provide safe and controlled access into the various ecosystems and features of the park. A hierarchy of trail types and experiences will be provided. A three metre wide walkway is proposed down the spine of both spits, to provide pedestrian access to the walkways on the harbour entrance breakwaters.

h) Picnic Area

A small informal picnic area with a children's play structure is proposed in close proximity to the lay-by parking and beach area.

i) Interpretive Area

An Open-air teaching area with natural stone benches and interpretive signs displaying information on the various ecosystems within the park is proposed to educate local students and various park users alike.

Public Consultation

As part of this update to the Park Master Plan, two public information meetings were held: March 3rd and May 19th, 2012. There were approximately 125 and 80 attendees respectfully. At both meetings a presentation was made followed by a question and answer period. The comments received were addressed in a Q&A document that was posted on the City of Pickering website (Attachment #3). A number of revisions were made to the plan in response to resident comments received.

Master Plan Implementation

The Frenchman's Bay Waterfront Master Plan has been broken into 3 phases in order to manage construction and budget. The phases can be summarized as follows:

Phase 1 (approximately \$900,000)

- upgrades to Beachpoint Promenade including lay-by parking to the existing parking area and lighting
- construction of raised walkway and access drive to boat launch area
- main entrance signage
- trailhead to waterfront trail
- access gates

Phase 2 (approximately \$1,900,000)

- boardwalk to harbour entrance
- small Craft boat launch
- decking at boat launch
- wetland, shoreline and dune restoration
- site works associated with public washrooms/change rooms

Phase 3 (approximately \$500,000)

- trail construction
- park furniture (benches, waste receptacles)
- picnic and children's play area
- interpretive area
- site restoration

Refer to the Preliminary Cost Estimate by Cosburn Giberson Landscape Architects, dated August 15, 2012 (Attachment #4) for a more detailed breakdown. The construction of the public washrooms/change rooms in association with the canoe club storage facility is not included in this cost estimate and has been shown as a separate line item in the City's 5 year capital budget forecast.

Implementation of the Frenchman's Bay Waterfront Master Plan has been proposed to proceed upon completion of the reconstruction of the harbour entrance. As such, Phase 1 could proceed as early as 2014, Phase 2 and the construction of the washroom/change rooms in 2015 and Phase 3 in 2017.

Attachments:

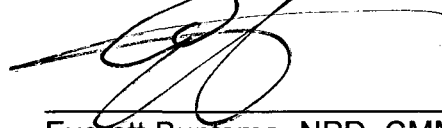
1. Rotary Frenchman's Bay West Park Preliminary Development Plan prepared by Cosburn Giberson Landscape Architects, dated February 2, 2002
2. Frenchman's Bay Waterfront Master Plan drawings prepared by Cosburn Giberson Landscape Architects, dated June 18, 2012
3. Q&A - Frenchman's Bay Waterfront Master Plan
4. Frenchman's Bay Waterfront Master Plan Preliminary Cost Estimate prepared by Cosburn Giberson Landscape Architects, dated August 15, 2012

Prepared By:

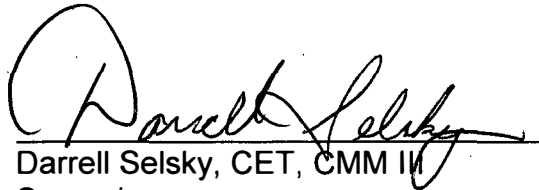
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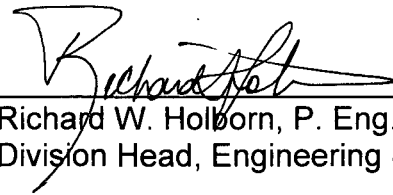
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Director, Community Services



Darrell Selsky, CET, CMM III
Supervisor,
Engineering & Capital Works



Richard W. Holborn, P. Eng.
Division Head, Engineering Services

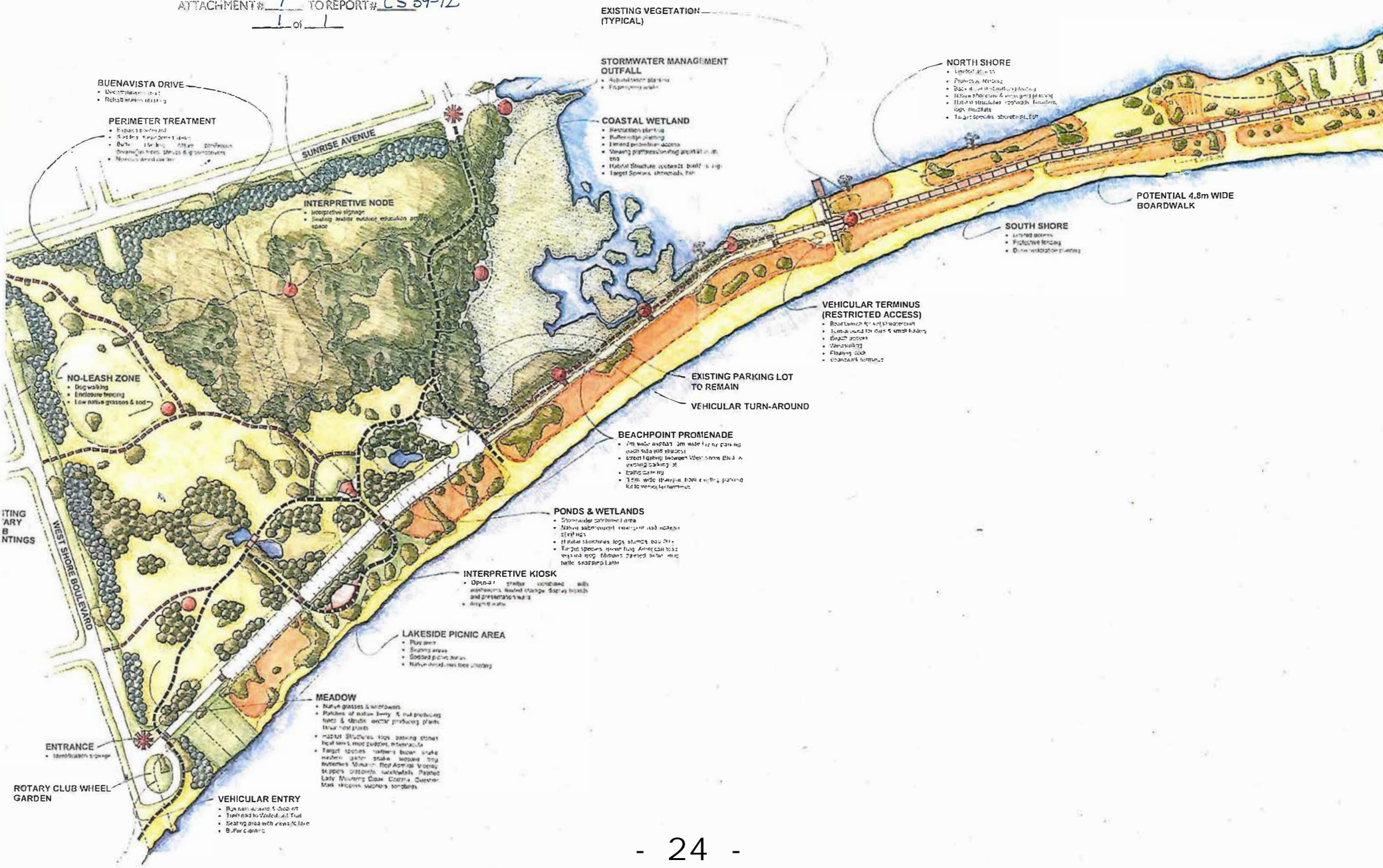
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Recommended for the consideration
of Pickering City Council



Oct. 31, 2012

Tony Prevedel, P.Eng.
Chief Administrative Officer



EXISTING VEGETATION (TYPICAL)

STORMWATER MANAGEMENT OUTFALL

COASTAL WETLAND

NORTH SHORE

POTENTIAL 4.8m WIDE BOARDWALK

SOUTH SHORE

VEHICULAR TERMINUS (RESTRICTED ACCESS)

EXISTING PARKING LOT TO REMAIN

VEHICULAR TURN-AROUND

BEACHPOINT PROMENADE

PONDS & WETLANDS

INTERPRETIVE KIOSK

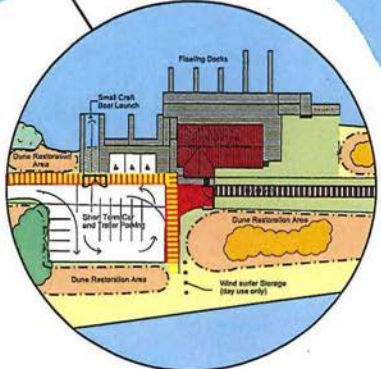
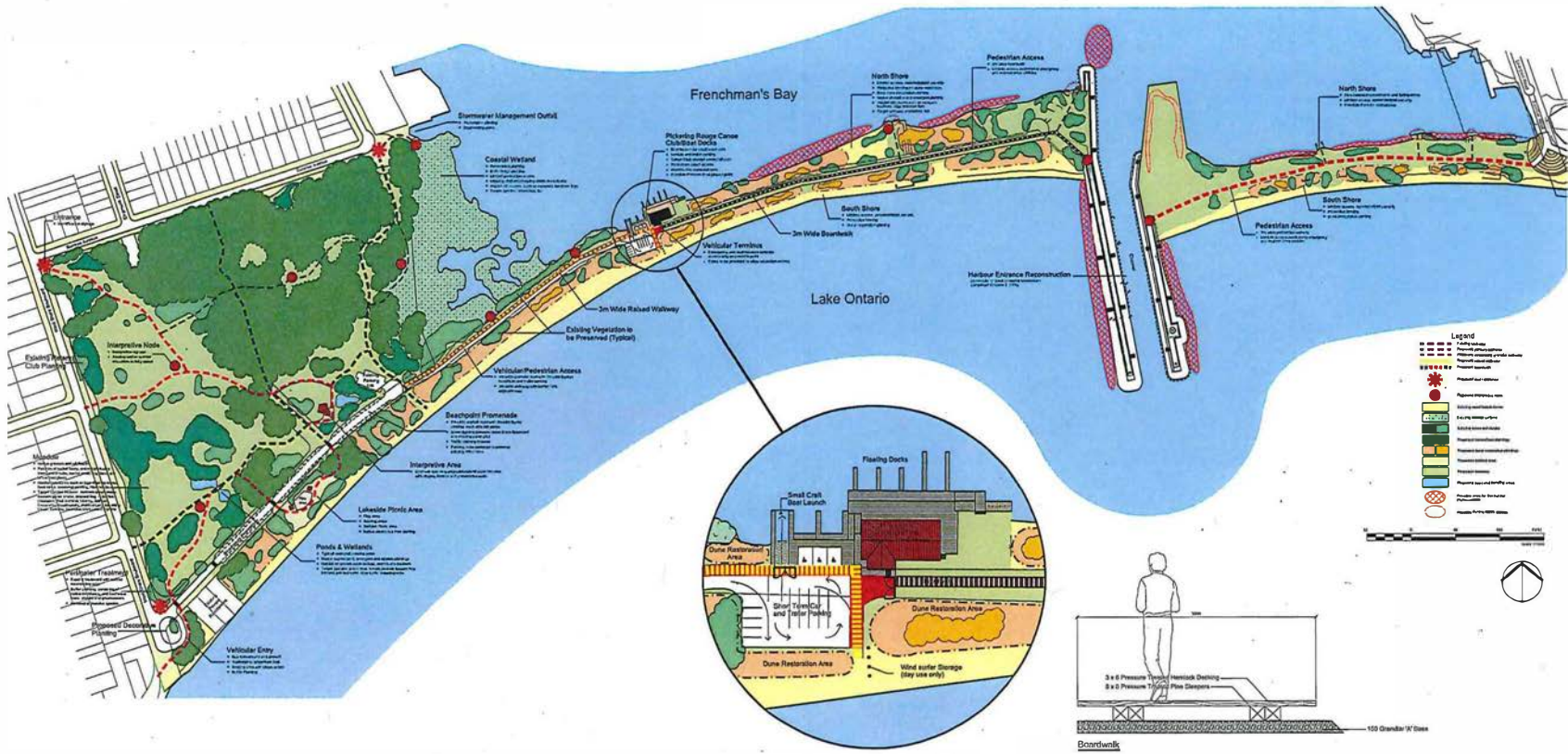
LAKESIDE PICNIC AREA

MEADOW

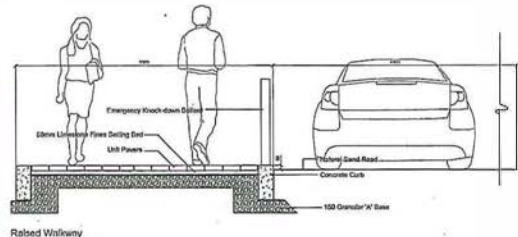
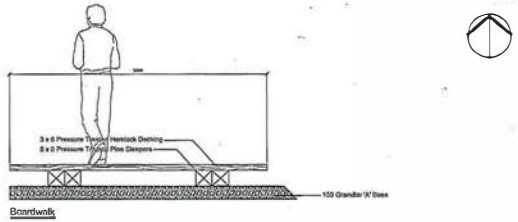
ENTRANCE

ROTARY CLUB WHEEL GARDEN

VEHICULAR ENTRY



Public Washroom/Change Room and Canoe Club Concept Only





Q&A - Frenchman's Bay Waterfront Master Plan

In response to comments received following the March 3rd, 2012 Open House for the Frenchman's Bay Waterfront Master Plan, the following Q&A was put together to advise the public of the general issues that were raised, and reasoning for a number of the design parameters.

What is the schedule for the reconstruction of the Harbour Entrance and the proposed works within the park? Can the construction of both not all be done at the same time?

Harbour Entrance - The Schedule 'C' Environmental Assessment for the new harbour entrance that was completed October 2nd, 2009, was designed as a stand-alone project, and the funding requests for this project reflected accordingly. The City anticipates that the funding will be in place shortly, permitting the construction of the west breakwater to occur in 2012, and the east breakwater following in 2013. This project is expected to take 12 months.

Park Construction - Although, it would be desirable to complete all the park construction in the same time frame, funding will most likely not permit this. It is our intent to phase the projects in such a manner to ensure no impact on newly constructed areas. As such, the harbour entrance will need to be constructed first as it is located at the far end of the spit.

Relocation of the Canoe Club - The relocation of the Canoe Club and their associated parking can be done once a new facility and parking are constructed. At this point, public vehicular traffic can be eliminated from the west spit, and the accessible boardwalk structure can be built to the new west breakwater. The other proposed park amenities such as the picnic and play area, interpretive area/outdoor classroom, and associated signage, trail enhancements etc. will follow. These works will all be dependent on available funding, either through the City of Pickering budget, or grant money from external sources.

What is the estimated cost to complete all the proposed improvements?

The estimated cost for the Harbour Entrance reconstruction and directly associated works is around 9 million dollars. A cost estimate for the balance of the proposed improvements within the park as shown on the Frenchman's Bay Waterfront Master Plan is being prepared by Cosburn Giberson Consultants Inc. who has been retained by the City to prepare plans. This information will be available shortly.

How will the works be funded?

Harbour Entrance Reconstruction - is proposed to be jointly funded by the Government of Canada, Province of Ontario and City of Pickering. Funding requests have been put forward to the Federal and Provincial Governments.

Operational Maintenance - as part of the operational maintenance of the harbour entrance, there have been discussions to set up a reserve fund for the maintenance/dredging of the harbour entrance that could be funded by the various boat clubs that are located on the Bay.

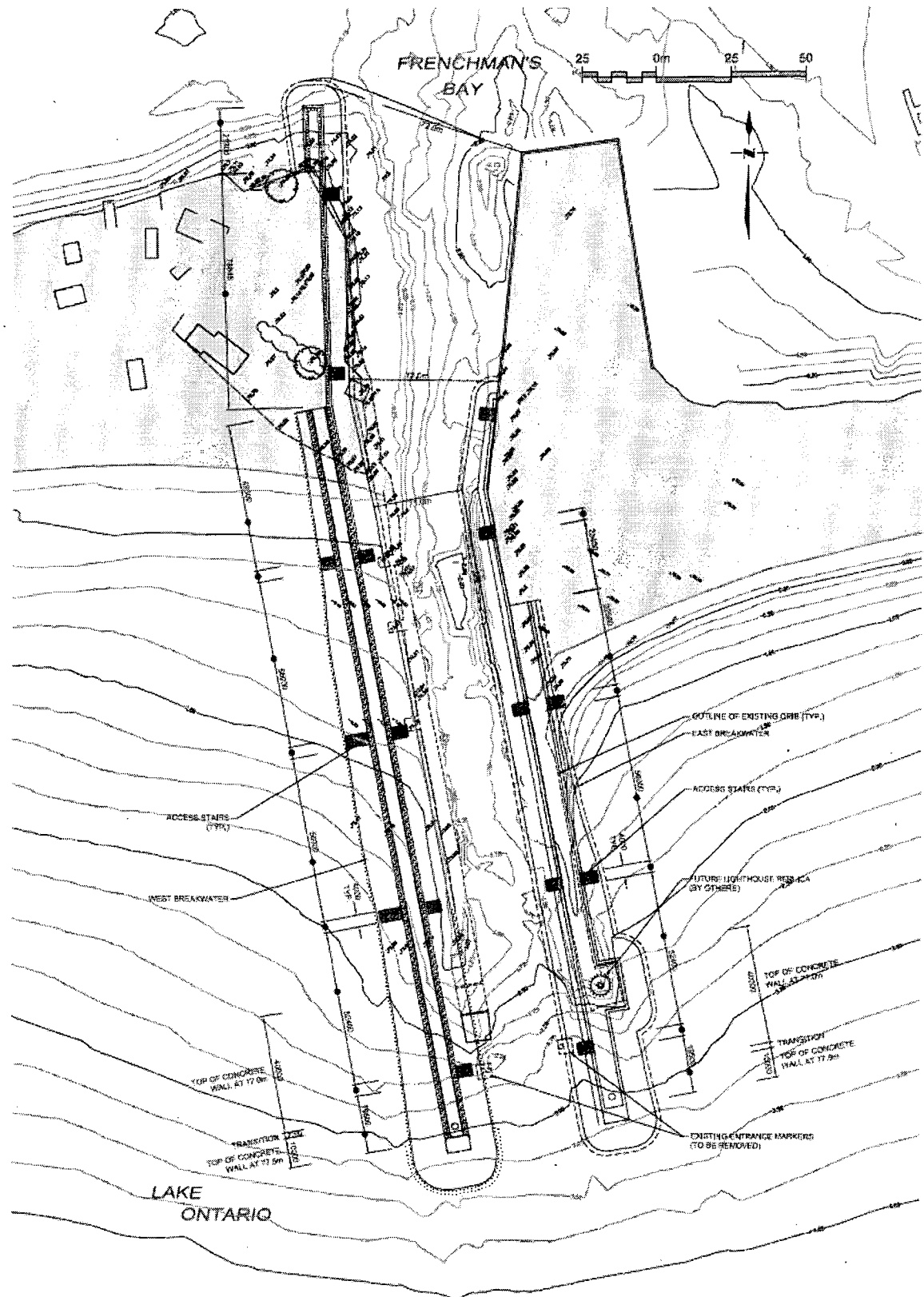
Park Improvements - Funding for the general park improvements, including the proposed park washrooms and change rooms, will be through the City of Pickering and Toronto and Region Conservation (TRCA). Waterfront Regeneration Trust is aware of our desire to do improvements to this park, and have it on their list of potential projects should funding come available through them. The Pickering Rouge Canoe Club will be arranging funding for their canoe storage facility.

Why do the new breakwaters for the harbour entrance need to be made longer? Will the construction of the harbour entrance affect the quality of water at the beach during construction and in the long term?

The new breakwaters are proposed to be approximately 35 metres longer than the existing breakwaters. The purpose of this is that the lake is approximately 1.5 metres deeper at this location. This significantly reduces the amount of breaking waves in the entrance and provides additional depth for silt deposit at the mouth of the harbour entrance so that dredging needs to be done less frequently.

Frenchman's Bay is located within an area of water currents know as a littoral sub-cell that extends from East Point Park to Pickering Nuclear Generating Station. Sediment transport within this cell is from west to east. The sediment supply generated by bank and nearshore erosion within this littoral sub-cell is very small. The proposed breakwater structures will not impact regional sediment transport.

Construction of the harbour entrance will involve the placement of clean, inert quarried stone material into the waters offshore of the east and west spits. The increase in turbidity is expected to be low, short-lived and limited to the area close to the structure. As the water currents in this area flow from west to east, construction of the breakwater will have no adverse effects on water quality of the beach area. A turbidity monitoring program will be undertaken during construction to ensure this.



Plan of Proposed Harbour Entrance works

Will the construction of the harbour entrance disrupt the use of the park and beach?

Public access to the park and safety will be of prime consideration during the construction of the harbour entrance. The staging area and material storage will be limited to end of the spit, in the approximate location where the Scudellari Residence was recently demolished. This area will be fenced to restrict public access. A construction management plan is being prepared for the harbour entrance construction that will address issues such as truck traffic, noise etc. that will need to be approved by the City prior to the commencement of construction.

How was the location for the proposed Pickering Rouge Canoe Club selected and were other sites considered?

The location for a facility for the Pickering Rouge Canoe Club has been proposed at the west end of the west spit. The Canoe Club have been actively searching for a location for a permanent facility for a number of years, and through discussions with TRCA and City staff, the proposed location appears to be the most feasible. The condition of the water, shoreline and limited boat traffic here make this location the most desirable. The shoreline and Bay are in public ownership at this location as well.

Progress Frenchman's Bay East Park was considered, however it was ruled out after the residents on Front Street strongly opposed the proposal. Locations on the west spit closer to the harbour entrance were also considered and ruled out by the TRCA. A suggested location on the east spit closer to Liverpool Road would not be desirable due to the shortage of parking at the end of Liverpool Road and limited access through Millennium Square. As well, the Bay and shoreline are not in Public ownership at this location.

A Community Centre should be built in this location, not a Canoe Club facility

The proposed facility for the Pickering Rouge Canoe Club is to replace their current temporary facility farther down the spit, to provide a home for the residents of Pickering that actively participate in water sports on the Bay. The facility is intended to be a seasonal storage facility. Due to the fact that the west spit is a dynamic barrier beach, a permanent assembly building such as a Community Centre would not be permitted in this location.

Can a by-law be passed to prohibit Jet-Skis or reduce speed on the Bay?

At the request of Council in the 1970's, a speed limit of 10 km/h on Frenchman's Bay was imposed federally. In 2009, in response to public complaints regarding speeding, the City of Pickering installed signs and private buoys throughout the Bay to aid Durham Regional Police with enforcement action in the area. The Durham Regional Police Marine Unit Officers are aware of the situation and have

issued several tickets and cautioned numerous boaters regarding the speed limit in the Bay. Public feedback received over the past two boating seasons indicates that there has been a noticeable improvement.

Any regulations passed on the Bay would have to be imposed by the Federal Government through the Small Vessel Regulations (*Canada Shipping Act*). There may be restrictions available to limit horsepower that can be applied. Some smaller lakes have imposed no power vessels at all. Applying these restrictions on the Bay will have a significant impact to boating, not to mention the negative economic spin off effects on tourism in our community.

Passing a by-law to prohibit Jet-skis is currently not permitted, and the process to implement one would be tedious and quite costly. The best way to address this concern is with stronger enforcement of the current legislation. Our Municipal Law Enforcement Officers are readily available to speak with anyone regarding this issue, and have direct contact with Durham Regional Police Services Marine Unit Officers.

That being said, there are only two full time and two part time officers on the unit with three lakes to patrol, limiting the amount of time that can be spent patrolling Frenchman's Bay. The officers patrol the Bay as part of their Lake Ontario patrol routine. Their patrol times are Thursday to Sunday from 7 am to 5 pm. If offences are witnessed outside these days, the public can assist the police by obtaining bow numbers from the vessels or plate numbers from the vehicles towing the speeding boats. This information can be relayed through our Municipal Law Enforcement Officers or to the non-emergency number from the DRPS (905-579-1520 ext 6234). Officers will follow up with a warning to the alleged offenders. Only in the case of a marine emergency, should you can dial *16 for the Coast Guard or 911 for the Police.

Can the old cottage foundations remain as a historic landmark?

Typically, old building foundations and other structures are removed when properties such as this are naturalized. Often the structures pose a safety risk to the public. During construction, if some of the foundations can be incorporated into the overall design and are not a risk, consideration will be made to preserve them.

Will vehicles traffic and parking be permitted on the West Spit? Can the road way not remain open to the end of the spit?

No vehicular traffic (with the exception of maintenance and emergency vehicles) will be permitted on the West Spit. A boardwalk structure is to be constructed to the harbour entrance to provide an accessible path for pedestrians and cyclists. A turn around and gate are proposed at the current informal boat launch area at the west end of the spit. A minimal amount of vehicle and trailer parking (less

than what currently exists today), has been shown at this location with a number of these spaces being for barrier free parking.

The desire is to be naturalize this section of the spit through additional plantings of Marram Grass and the like, to stabilize the dunes and protect and enhance the area for migratory and shoreline nesting birds and other fauna. Maintaining vehicular traffic and parking on the spit would defeat this purpose.



Marram Grass Planting and Dune Restoration

How is parking and traffic being addressed?

In order to replace the parking that is currently permitted on the West Spit, adjacent to the current location of the Pickering Rouge Canoe Club, sixty-six parking spaces are proposed as "lay-by" parking along west end of Beach Point Promenade. Four short term car, four trailer parking and three barrier parking spaces are also proposed at the new Pickering Rouge Canoe Club location, adjacent to the small watercraft launch area. The existing parking area can accommodate 17 vehicles. This provides for a total of ninety-four spaces.

A bus turn-around is proposed at the end of West Shore Boulevard, to encourage park users to take public transit to the park. By improving trail connections to and within the park, the hope is that the local community will walk or cycle to the park.

In order to control vehicle speed along Beach Point Promenade, traffic calming features will be introduced between the pods of lay-by parking. The roadway between the existing parking area and the proposed Pickering Rouge Canoe Club location will be constructed as a single lane with periodic lay-bys to permit oncoming traffic to pass.

Is a bridge being proposed to be able to cross the harbour entrance?

In order to allow sailboats enter Frenchman's Bay, the design of the bridge across the channel would either need to be extremely high, or be able to open. This type of structure would be cost prohibitive. The Master Plan has made provisions of the possibility of a ferry type service that could take pedestrians and cyclists from one spit to the other during the summer months.

Are change rooms and washrooms really needed for this park? Will it not bring other unwanted uses to the park?

Based on the current and proposed uses with the park, there is a need to provide public change room and washroom facilities. The Pickering Rouge Canoe Club currently has several porta-potties but no change rooms for their members and students. Permanent washrooms and change rooms are desirable, particularly for water sport activities.

The City of Pickering has other park washrooms and has not experienced illegal activities at these facilities. With the proposed change room and washrooms being attached to the Pickering Rouge Canoe Club, there will be a fair bit of other activity around the area that will deter illegal activities.

Why is the water quality of the whole Bay not being addressed in the Frenchman's Bay Waterfront Master Plan?

The Frenchman's Bay Waterfront Master Plan includes the area of Rotary Frenchman's Bay West Park, the Harbour Entrance and East Spit only. It does not include the entire area of the Bay.

Please be assured that the water quality of the Bay is being dealt with under the Frenchman's Bay Stormwater Management Master Plan (endorsed by the TRCA Board and Pickering Council in 2010). To-date, \$6.5 million dollars has been approved by Pickering Council for stormwater management, flood control and erosion control works including:

- the installation of oil/grit separators at various locations
- replacement of the Pine Creek Culverts
- a stormwater management facility in the Krosno Creek watershed
- erosion control protection for Amberlea Creek and Krosno Creek
- overland flow route improvements in the West Shore area
- flood control works for Krosno Creek.

Staff have been diligently working on completing the necessary Environmental Assessments as required by the *Ontario Environmental Assessment Act*, feasibility studies, and detailed designs for these projects. As an aside, TRCA has advised that they have seen the water clarity in the bay improve dramatically over the past few years to the point where they are seeing the re-emergence of submerged aquatic plants, as evidenced by the updated mapping of the Frenchman's Bay Wetland Complex recently completed by the Ministry of Natural Resources, which showed an increase in area for these Provincially Significant Wetlands.

For further information on the Frenchman's Bay Waterfront Master Plan please contact:

Mr. Arnold Mostert, OALA
Coordinator, Landscape & Parks Development
Engineering Services Division
City of Pickering
One The Esplanade
Pickering, ON, L1V 6K7
Tel: 905.420.4660 ext. 2143
Fax: 905.420.4650
Email: amostert@pickering.ca

**COSBURN
GIBERSON** | LANDSCAPE
ARCHITECTS

Preliminary Cost Estimate

Project: Frenchman's Bay Waterfront Master Plan
Owner: City of Pickering
File No: 2266
Date: August 15, 2012

Item	Description	Qty.	Unit	Unit Price	Total
PHASE ONE					
1.0 Site Preparation					
1.1	Silt and tree preservation fencing			Lump Sum	\$30,000.00
1.2	Rough grading and filling for parking areas			Lump Sum	\$20,000.00
1.0 Sub-Total:					\$ 50,000.00
2.0 Walkways, Roads and Parking					
2.1	Raised walkway -unit pavers	1030	m ²	\$105.00	\$108,150.00
2.2	Raised walkway - concrete curb	632	LM	\$70.00	\$44,240.00
2.3	Raised walkway - emergency knock-down bollards	33	each	\$350.00	\$11,550.00
2.4	Resurfacing of Beachpoint Promenade, turn around and existing granular parking lot with heavy duty asphalt	3260	m ²	\$30.00	\$97,800.00
2.5	Heavy duty asphalt paving laybys	1430	m ²	\$70.00	\$100,100.00
2.6	Heavy Duty granular drive, laybys and parking lot	2380	m ²	\$25.00	\$59,500.00
2.7	Ditches and culverts			Lump Sum	\$75,000.00
2.8	Beachpoint Promenade street lighting			Lump Sum	\$100,000.00
2.0 Sub-Total:					\$ 596,340.00
3.0 Site Structures and Features					
3.1	Identification signage at main entrances	3	each	\$5,000.00	\$15,000.00
3.2	Trailhead to waterfront trail	1	each	\$10,000.00	\$10,000.00
3.3	Access gates	1	each	\$3,000.00	\$3,000.00
3.0 Sub-Total:					\$ 28,000.00
4.0 Planting and Restoration					
4.1	Fine grade and sod for boulevard works	10980	m ²	\$4.25	\$46,665.00
4.0 Sub-Total:					\$ 46,665.00
5.0 Miscellaneous					
5.1	Subtotal items 1.0 to 4.0				\$ 721,005.00
5.2	Performance bonding @1%			Lump Sum	\$7,210.05

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ARCHITECTS

Preliminary Cost Estimate

Project: Frenchman's Bay Waterfront Master Plan
 Owner: City of Pickering
 File No: 2266
 Date: August 15, 2012

Item	Description	Qty.	Unit	Unit Price	Total
5.3	Testing @1%			Lump Sum	\$7,210.05
5.4	Mobilization, demobilization & Division 1 requirements @2%			Lump Sum	\$14,420.10
5.5	Contingency @ 10%			Allowance	\$72,100.50
5.6	Professional fees @ 10% (includes studies fees)			Lump Sum	\$72,100.50
SUB-TOTAL PHASE ONE					\$ 894,046.20
PHASE TWO					
1.0	Site Preparation				
1.1	Silt and tree preservation fencing			Lump Sum	\$10,000.00
1.2	Hazardous and invasive vegetation removal			Lump Sum	\$25,000.00
1.0 Sub-Total:					\$ 35,000.00
2.0	Walkways, Roads and Parking				
2.1	Boardwalk - 3.0m wide	520	LM	\$1,250.00	\$650,000.00
2.0 Sub-Total:					\$ 650,000.00
3.0	Site Structures and Features				
3.1	Dayuse surfboard lockers			Lump Sum	\$20,000.00
3.0 Sub-Total:					\$ 20,000.00
4.0	Boat Docks				
4.1	Small Craft Boat Launch			Lump Sum	\$75,000.00
4.2	Dock and decking at boat launch			Lump Sum	\$275,000.00
4.0 Sub-Total:					\$ 350,000.00
5.0	Planting and Restoration				
5.1	Ponds and wetland area habitat structures and restoration planting			Lump Sum	\$50,000.00
5.2	Shoreline restoration and Dune plantings*			Lump Sum	\$385,500.00
5.0 Sub-Total:					\$ 435,500.00
6.0	Miscellaneous				
6.1	Subtotal items 1.0 to 5.0				\$ 1,490,500.00
6.2	Performance bonding @1%			Lump Sum	\$14,905.00
6.3	Testing @1%			Lump Sum	\$14,905.00
6.4	Mobilization, demobilization & Division 1 requirements @2%			Lump Sum	\$29,810.00
6.5	Contingency @ 10%			Allowance	\$149,050.00
6.6	Professional fees @ 10% (includes studies fees)			Lump Sum	\$149,050.00

**COSBURN
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ARCHITECTS

Preliminary Cost Estimate

Project: Frenchman's Bay Waterfront Master Plan
 Owner: City of Pickering
 File No: 2266
 Date: August 15, 2012

Item	Description	Qty.	Unit	Unit Price	Total
<u>SUB-TOTAL PHASE TWO</u>					<u>\$ 1,848,220.00</u>
PHASE THREE					
<u>1.0</u>	<u>Site Preparation</u>				
1.1	Silt and tree preservation fencing			Lump Sum	\$5,000.00
<u>1.0 Sub-Total:</u>					<u>\$ 5,000.00</u>
<u>2.0</u>	<u>Walkways, Roads and Parking</u>				
2.1	Primary walkway - 3.0m wide granular	1430	LM	\$55.00	\$78,650.00
2.2	Secondary walkway - 2.0m wide granular walkway	575	LM	\$36.00	\$20,700.00
<u>2.0 Sub-Total:</u>					<u>\$ 99,350.00</u>
<u>3.0</u>	<u>Site Structures and Features</u>				
3.1	Seating			Lump Sum	\$75,000.00
3.2	Waste receptacles	15	each	\$1,200.00	\$18,000.00
3.3	Picnic tables	8	each	\$2,500.00	\$20,000.00
3.4	bike racks	3	each	\$1,200.00	\$3,600.00
3.5	Playarea, including equipment, resilient surfacing, curbing and subsurface drainage			Lump Sum	\$100,000.00
3.6	Viewing platforms	3	each	\$10,000.00	\$30,000.00
3.7	Display boards and presentation walls at teaching area			Lump Sum	\$10,000.00
3.8	Interpretive signs			Lump Sum	\$20,000.00
<u>3.0 Sub-Total:</u>					<u>\$ 276,600.00</u>
<u>4.0</u>	<u>Planting and Restoration</u>				
4.1	Fine grade and sod at picnic area	4020	m ²	\$4.25	\$17,085.00
<u>4.0 Sub-Total:</u>					<u>\$ 17,085.00</u>
<u>5.0</u>	<u>Miscellaneous</u>				
5.1	Subtotal items 1.0 to 5.0				\$ 398,035.00
5.2	Performance bonding @1%			Lump Sum	\$3,980.35
5.3	Testing @1%			Lump Sum	\$3,980.35
5.4	Mobilization, demobilization & Division 1 requirements @2%			Lump Sum	\$7,960.70
5.5	Contingency @ 10%			Allowance	\$39,803.50
5.6	Professional fees @ 10% (includes studies fees)			Lump Sum	\$39,803.50
<u>SUB-TOTAL PHASE THREE</u>					<u>\$ 493,563.40</u>

**COSBURN
 GIBERSON** | LANDSCAPE
 ARCHITECTS

Preliminary Cost Estimate

Project: Frenchman's Bay Waterfront Master Plan
 Owner: City of Pickering
 File No: 2266
 Date: August 15, 2012

Item	Description	Qty.	Unit	Unit Price	Total
				SUB-TOTAL PHASES ONE-THREE:	\$ 3,235,829.60
				H.S.T. 13%	\$ 420,657.85
				TOTAL ESTIMATED COST	\$ 3,656,487.45

- Notes:
- *costs provided by TRCA
 - 1. Canoe Club building by others, including all servicing, filling and retaining structures.
 - 2. Dune restoration works and fish habitat improvements by TRCA.

Legal and Legislative Services
Clerk's Office

Directive Memorandum

November 22, 2012

To: Everett Buntsma
Director, Community Services

From: Lisa Harker
(Acting) City Clerk

Subject: Direction as per Minutes of the Special Meeting of City Council
held on November 19, 2012

Director, Community Services, Report CS 39-12
Frenchman's Bay Waterfront Master Plan

Council Decision

Resolution #140/12

1. That Report CS 39-12 of the Director, Community Services regarding Frenchman's Bay Waterfront Master Plan be received;
2. That the Frenchman's Bay Waterfront Master Plan be endorsed by Council, subject to the following amendments:
 - a) inclusion of a phase II plan for additional automobile parking area(s) to be constructed if a need arises in the future; and
 - b) deletion of the tot lot area.
3. That City staff be directed to work with the Toronto and Region Conservation Authority to look for external funding sources to assist with the construction costs;
4. That City staff be directed to coordinate with the Toronto and Region Conservation Authority, other service clubs identified as park users and relevant community associations including the West Shore Ratepayers Association and the East Shore Ratepayers Association, and to prepare detailed designs in preparation for construction; and
5. That a copy of this report be forwarded to the Toronto and Region Conservation Authority for their information, and that they be advised of Council's decision on this matter.

Please take any action deemed necessary.

Lisa Harker
/lr



LEGEND

- 1 UPGRADED BEACHPOINT PROMENADE
- 2 LAY-BY PARKING
- 3 NEW WATERFRONT TRAIL CONNECTION
- 4 PEDESTRIAN TRAIL CROSSING POINTS
- 5 NATURAL INTERPRETIVE PLAY AREA
- 6 NATURALIZED PICNIC AREA
- 7 TRAFFIC TURN-AROUND WITH DROP-OFF AND GATHERING SPACE
- 8 UPGRADED EXISTING PARKING FACILITIES
- 9 INTERPRETIVE EDUCATIONAL AREA
- 10 ENHANCED BEACHFRONT ACCESS
- 11 ENHANCED PEDESTRIAN TRAIL NETWORK
- 12 POTENTIAL FUTURE WASHROOM FACILITY
- 13 ENHANCED SINGLE-LANE ROADWAY WITH PEDESTRIAN TRAIL CONNECTION
- 14 ENHANCED SMALL WATERCRAFT LAUNCH AREA
- 15 EXPANDED TEMPORARY CAR AND/OR BOAT TRAILER PARKING
- 16 POTENTIAL CANOE CLUB / PARK FACILITIES BUILDING
- 17 ACCESSIBLE BEACH ACCESS POINTS
- 18 ENHANCED PEDESTRIAN TRAIL
- 19 PROPOSED EMERGENCY AND MAINTENANCE VEHICLE TURN-AROUND
- 20 ENHANCED WATERFRONT INTERPRETIVE NODE
- 21 ACCESSIBLE FISHING NODE

TERRESTRIAL RESTORATION OPPORTUNITIES
 INVASIVE SPECIES MANAGEMENT AREA
 DUNE ENHANCEMENT AREA
 NEW DUNE
 AREAS RESTORED TO OFFSET CONSTRUCTION DISTURBANCE
 AQUATIC ENVIRONMENT ENHANCEMENT AREAS
 EXISTING TREE
 EXISTING TRAIL
 FUTURE TRAIL CONNECTION
 EXISTING POLLINATOR BOX

From: Richard Holborn
Director, Engineering Services

Subject: Beachfront Park Rehabilitation & Needs Assessment
- Work Plan Status Report
- File: A-1440

Recommendation:

1. That Report ENG 12-20 regarding a Work Plan Status Report for Beachfront Park, as a follow-up to Report ENG 13-19 and in response to Resolutions #196/19 & 197/19, be received for information; and,
 2. That the appropriate officials of the City of Pickering be authorized to take the necessary actions as indicated in this report.
-

Executive Summary: The City of Pickering has retained The MBTW Group and Shoreplan Engineering to complete the Beachfront Park Rehabilitation & Needs Assessment Study. The study will consider the future population growth and pressures for increased use and programming of waterfront parkland, keeping in mind increased lake water levels and wave action that has caused significant damage to the waterfront area. Concept plans are being developed in consultation with City and Toronto and Region Conservation Authority (TRCA) staff. Refined concept plans will be available for public engagement and comment upon completion of this study.

Financial Implications: Funds for the preparation of a Waterfront Park Needs Assessment were approved by Council as part of the Engineering Services 2019 Current Budget. Funds to complete the public engagement process will be requested in the 2021 Current Budget. Funds for the preparation of detailed design drawings and construction will be included in the 2022 and future years Capital Budgets for Council consideration.

Discussion: With the projected population growth of Pickering, through downtown intensification and the development of Seaton, there will be more pressure for public access to the Pickering waterfront. As such, the requirement for a Waterfront Park Needs Assessment was identified in the 2017 Development Charges Study.

With the extremely high lake water levels and wave action of 2017 and 2019, much of Pickering's waterfront sustained significant damage. The boardwalk in Beachfront Park, which formed part of the Waterfront Trail, was damaged beyond repair and was removed by City Public Works staff in spring 2020.

The MBTW Group in association with Shoreplan Engineering were retained in late 2019 to complete a Beachfront Park Rehabilitation & Needs Assessment Study. The study area extends from the west end of Alex Robertson Park to the Frenchman's Bay harbour entrance. An updated bathymetry survey was completed for the beach area, near shore and mid-shore area, to inform a wave up-rush analysis. Wave modelling and up-rush calculations were completed along the shoreline, to determine the maximum height and effects of the wave action, considering the higher water levels that were experienced in 2017 and 2019.

Initial discussions regarding existing and projected park uses with Community Services, City Development and Engineering Services staff led to the development of several concept plans. Both passive and more active waterfront park features are currently being considered. The reconstruction of the boardwalk to re-establish the Waterfront Trail connection through Beachfront Park is one of the key elements for all concept plans. Consideration is also being made for the relocation and enhancement of the washroom facilities to service this section of the Pickering waterfront.

TRCA attended a site meeting to view the study area's existing conditions and to provide preliminary comments on the concept plans. The consulting team and City staff are currently working with TRCA to develop plans that will be functional, environmentally sensitive to the beachfront area the adjacent Provincially Significant Wetlands of Frenchman's Bay and the Hydro Marsh, as well as, be resilient to future high water levels, erosion and wave action. The intent is that the refined concept plans will receive acceptance in principle from TRCA staff as the approval agency and landowners of the east spit. Being that Ontario Power Generation (OPG) are the landowners for Beachfront Park (east of Liverpool Road), staff will be consulting with them as well, to obtain their endorsement.

The deliverables for this Beachfront Park Rehabilitation & Needs Assessment will include concept plans for both the passive and more active options. Upon completion of these plans, staff will review the plans with Council and organize a public consultation process. Funds to undertake this public engagement/consultation will be requested in the 2021 Current Budget.

Funds required for the preparation of detailed designs, cost estimates and other studies that may be required to obtain approval from TRCA, the Ministry of Natural Resources and Forestry (MNR) and other approval agencies will be considered for the 2022 Capital Budget. The first phase of construction could proceed as early as fall 2022, pending approval of funding through the budget process.

Attachments:

1. Report to Council, ENG 13-19 dated December 16, 2019
2. Council Resolutions # 196/19 & 197/19
3. Location map

Subject: Beachfront Park Rehabilitation & Needs Assessment
Work Plan Status Report

Prepared By:

Approved/Endorsed By:

Original Signed By:

Original Signed By:

Arnold Mostert, OALA
Senior Coordinator, Landscape &
Parks Development

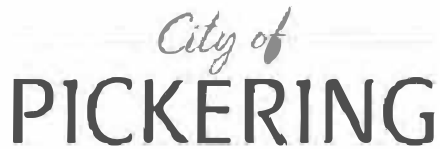
Richard Holborn, P.Eng.
Director, Engineering Services

AM:mjh

Recommended for the consideration
of Pickering City Council

Original Signed By:

Marisa Carpino, M.A.
Interim Chief Administrative Officer



**Report to
Council**

Report Number: ENG 13-19
Date: December 16, 2019

From: Richard Holborn
Director, Engineering Services

Subject: Beachfront Park Work Plan
- File: A-1440

Recommendation:

1. That Report ENG 13-19 regarding an update on the proposed work plan for the re-creation of Beachfront Park in response to Resolution #99/19 (Notice of Motion from May 27, 2019), be received for information;
2. That the appropriate officials of the City of Pickering be authorized to take the necessary actions as indicated in this report.

Executive Summary: On May 27, 2019, Pickering City Council passed Resolution #99/19 requesting staff to:

- Report back to Council prior to the December 16, 2019 Council meeting on a work plan that will include:
 - a process to engage subject experts, residents, and community partners to begin discussions in 2020 on the re-creation of a new park plan; and
 - possible sources of funding including gas tax revenues, grants associated with the carbon tax and other environmental incentives offered by the Federal and or Provincial Government, a funding formula that could draw from a dedicated casino revenue account, development charges, and other sources that may exist.
- Incorporate funds in the 2020 current budget to hire required resources to assist in the planning for the Beachfront Park Plan.

To that end, staff have commissioned a Beachfront Park Rehabilitation and Needs Assessment Study and hired the consulting firm of MBTW Group to address the requirements contained within Resolution #99/19 which is anticipated to be complete by June 2020, using funds that were approved in the 2019 Current Budget. Staff have also reviewed the existing conditions of Beachfront Park and have recommended the removal of built features, including the boardwalk that are located along the barrier beach, due to their unsafe conditions and have suggested a temporary re-routing of the Waterfront Trail.

Financial Implications: A budget of \$100,000 was approved in the 2019 Current Budget, for the preparation of a Waterfront Park Needs Assessment study. Staff have recently retained the consulting firm of MBTW Group with the assistance of Shoreplan Engineering to prepare this study, including looking at requirements for park rehabilitation due to the shoreline damage experienced from the high water levels and high wind and wave action. The Beachfront Park Rehabilitation & Needs Assessment Study will include the preparation of cost estimates for the proposed works, for Council consideration in future years budgets.

Discussion: On May 27, 2019, Pickering City Council passed Resolution #99/19 (Attachment 1) for staff to prepare a work plan, to engage subject experts, residents and community partners to begin discussions on the re-creation of a new plan for Beachfront Park and to investigate funding sources to implement the project.

As outlined in Memo CAO 55-19 (Attachment 2), due to the high water levels experienced in 2017 and 2019, compounded by high winds and waves, Beachfront Park has sustained substantial damage. The type of damage sustained is common to municipalities along the Lake Ontario shoreline. The playground structure, swings and volleyball courts were removed earlier this year due to their unsafe conditions. Staff have recommended the removal of the boardwalk, from east of the splash pad to Alex Robertson Park as it is in a state of disrepair and is unsafe for public use. The area has been fenced off from public access and Public Works staff intend on performing the removals over the winter months as the time and resources permit between winter control events. The Waterfront Trail will be temporarily re-routed and signed (from the east) through Alex Robertson Park, north on Sandy Beach Road, west on Parkham Crescent and Colmar Avenue, through the midblock walkway to Annland Street, south and west on Annland Streets to Liverpool Road, as shown in Attachment 2.

Engineering Services have also retained a consulting team to prepare the Beachfront Park Rehabilitation & Needs Assessment Study. The MBTW Group and Shoreplan Engineering, who were the consultants for the Rotary Frenchman's Bay West Park Master Plan update and first phase of construction, will be working with City of Pickering and Toronto and Region Conservation Authority (TRCA) staff to determine the best approach for park repairs and rehabilitation with consideration for the potential of increased public use of the park due to population growth.

The park's existing conditions will be reviewed and a land survey and bathymetric survey of near shore and mid shore in-water soundings will be taken, to provide accurate and current data of the beach conditions. This data will provide the basis for the modelling of nearshore wave transformations and wave run up analysis at the presently designated datum high water level and projected "overload" level for the increased water levels that we experienced in 2017 and 2019.

Options for the reconstruction and/or re-routing of the Waterfront Trail will be investigated. Design solutions for other park amenities will be recommended to address the anticipated shift in the intensity of park use in response to population growth. The design will need to address both current and future park level of service expectations as well as provisions for inclusive and barrier-free design.

Stakeholder consultation meetings will be held with City staff from the Engineering Services Department and Community Services Department ,as well as TRCA and Ontario Power Generation (OPG) as landowners and approval agencies. Based on input from the stakeholder groups, a preferred solution will be prepared along with associated costing. The material prepared will be suitable to engage residents and community partners for review and input and will form a good basis to take this project into detailed design and consideration for future year budgeting purposes.

Attachments:

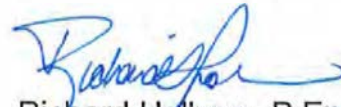
- 1. Council Resolution #99/19
- 2. CAO 55-19 Memorandum dated November 26, 2019
- 3. Location Map

Prepared By:



Arnold Mostert
Sr. Coordinator, Landscape & Parks Development

Approved/Endorsed By:




Richard Holborn, P.Eng.
Director, Engineering Services



Scott Booker
Manager, Capital Projects & Infrastructure

AM:mjh

<p>Recommended for the consideration of Pickering City Council</p> <p> Dec. 10, 2019</p> <p>Tony Prevedel, P.Eng. Chief Administrative Officer</p>

Legislative Services Division
Clerk's Office
Directive Memorandum

May 30, 2019

To: Richard Holborn
Director, Engineering Services

From: Susan Cassel
City Clerk

Subject: Direction as per Minutes of the Meeting of City Council
held on May 27, 2019

Notice of Motion
Re-Creation of the Beachfront Park

Council Decision

Resolution #99/19

Whereas in 1997, the City of Pickering adopted the Waterfront 2001 Interim Task Force report;

Whereas the Task Force report was the foundation leading to the construction of the Beachfront Park to serve as a link to the Great Lakes Waterfront Trail, a Nautical Village and marine destination, a tourist destination, and a place for families to enjoy one of Pickering's jewels - "Lake Ontario and Frenchman's Bay";

Whereas for two decades, the Frenchman's Bay east waterfront has grown in popularity as not only a recreational place, but a place to appreciate Pickering's rich history and the importance of environmental stewardship;

Whereas in spite of all efforts to maintain our Beachfront Park, the impact of global warming and climate change has resulted in water levels increasing to record levels, causing severe flooding and damage to properties across the entire Lake Ontario shoreline;

Whereas the frequency of storms and winds off the lake has become the norm resulting in many of the amenities that were built on the shoreline of Lake Ontario, including the Beachfront Park to be damaged to the point that many can no longer be restored; And whereas the Council for the Corporation of the City of Pickering and its residents deem the re-creation of a new Beachfront Park as a priority;

Now therefore be it resolved that staff be directed through the direction of the CAO to:

1. Report back to Council prior to the December 16, 2019 Council meeting on a work plan that will include:

- a) A process to engage subject experts, residents, and community partners to begin discussions in 2020 on the re-creation of a new park plan; and,
 - b) Possible sources of funding including gas tax revenues, grants associated with the carbon tax and other environmental incentives offered by the Federal and or Provincial Government, a funding formula that could draw from a dedicated casino revenue account, development charges, and other sources that may exist.
2. Incorporate funds in the 2020 current budget to hire required resources to assist in the planning for the Beachfront Park Plan.

Please take any action deemed necessary.

Susan Cassel

Copy: Chief Administrative Officer
Director, Community Services
Director, Finance & Treasurer



Memo

To: Tony Prevedel
 Chief Administrative Officer

From: Marisa Carpino
 Director, Community Services

Richard Holborn
 Director, Engineering Services

Copy: Division Head, Operations
 Manager, Public Works
 Supervisor, Parks Operations

Subject: Beachfront Park
 - Damages to the Boardwalk & Rerouting of the Waterfront Trail
 File: 0-8110-001-19

Office of the CAO		November 26, 2019
Received	NOV 26 2019	
File #		
Follow Up		
<input checked="" type="checkbox"/> Mayor		City Development
<input checked="" type="checkbox"/> Council		Corporate Services
<input checked="" type="checkbox"/> Directors		Clerk
Community Services		Legal & LS
Eng. Services		Finance
Fire Services		Human Resources
Customer Care		Economic Dev.
CAO Mgt Team		Public Affairs & Comm.

As you are aware, Beachfront Park has lost significant shoreline to high water levels, wave energy and storm erosion over the last five years. The recent high water levels in Lake Ontario, coupled with more frequent storm events, has severely compromised the City's ability to maintain many of the amenities along the barrier beach at Beachfront Park. Already, damage caused by high water levels and continuing erosion has led to the removal of the beach volleyball courts and the playground structure. On October 30, 2019, an overnight storm with high winds and significant storm surge caused significant damage to the boardwalk at Beachfront Park (see Attachment 1) which must be addressed.

In December 2017, Council received report CS 30-17 Lake Front Water Damage which detailed the damage and service interruptions at Beachfront Park and Rotary Frenchman's Bay West Park. As reflected in that report, the water level of Lake Ontario in 2017 was the highest ever recorded. It was not anticipated that within two years these levels would be surpassed.

In light of the persistent nature of these weather events, and persistent high water levels, it is clear to staff that the boardwalk cannot be reinstated or maintained in a manner that will withstand these elements. The barrier beach is regulated by TRCA and designated as a dynamic beach which precludes more substantial structures that would be needed for a storm-resistant boardwalk replacement.

As a result, staff are recommending removal of the boardwalk at Beachfront Park (from the east limit of the splash pad to the connection to Alex Robertson Park). The removal will be completed over the winter months to allow for regrading and updated signage will be installed well before spring/summer use in 2020. Since the boardwalk is part of the Waterfront Trail, staff will establish an alternate route prior to its removal (see Attachment 2). Signage will be installed to direct


Waterfront Trail users along the new route, and public notifications will be made on the appropriate web and social media channels.

The 2017 DC Background Study includes a Waterfront Park Needs Assessment study. As such, a budget of \$100,000 (97.5% DC funded) was approved in the 2019 Current Budget. This study will be commissioned by the Engineering Services Department in late 2019 and will be completed later in 2020, and will include a full assessment of existing conditions and a review of storm resilient design for all existing and proposed infrastructure.

Although the 2021-2024 Capital Budget forecast will include the life-cycle replacement of the Beachfront Park boardwalk as part of the multi-year Beachfront Park Master Plan Implementation, the Waterfront Park Needs Assessment will determine if this is practical or if an alternate solution should be developed, which may include a permanent re-routing of the Waterfront Trail connection. The Waterfront Park Needs Assessment will also determine sustainable and resilient amenities and infrastructure that can be located at Beachfront Park, moving forward.



Marisa Carpino
Director, Community Services

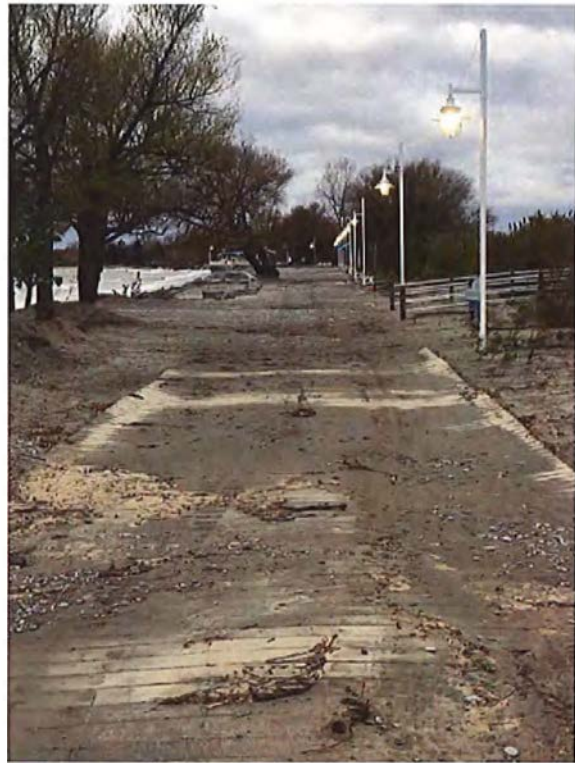


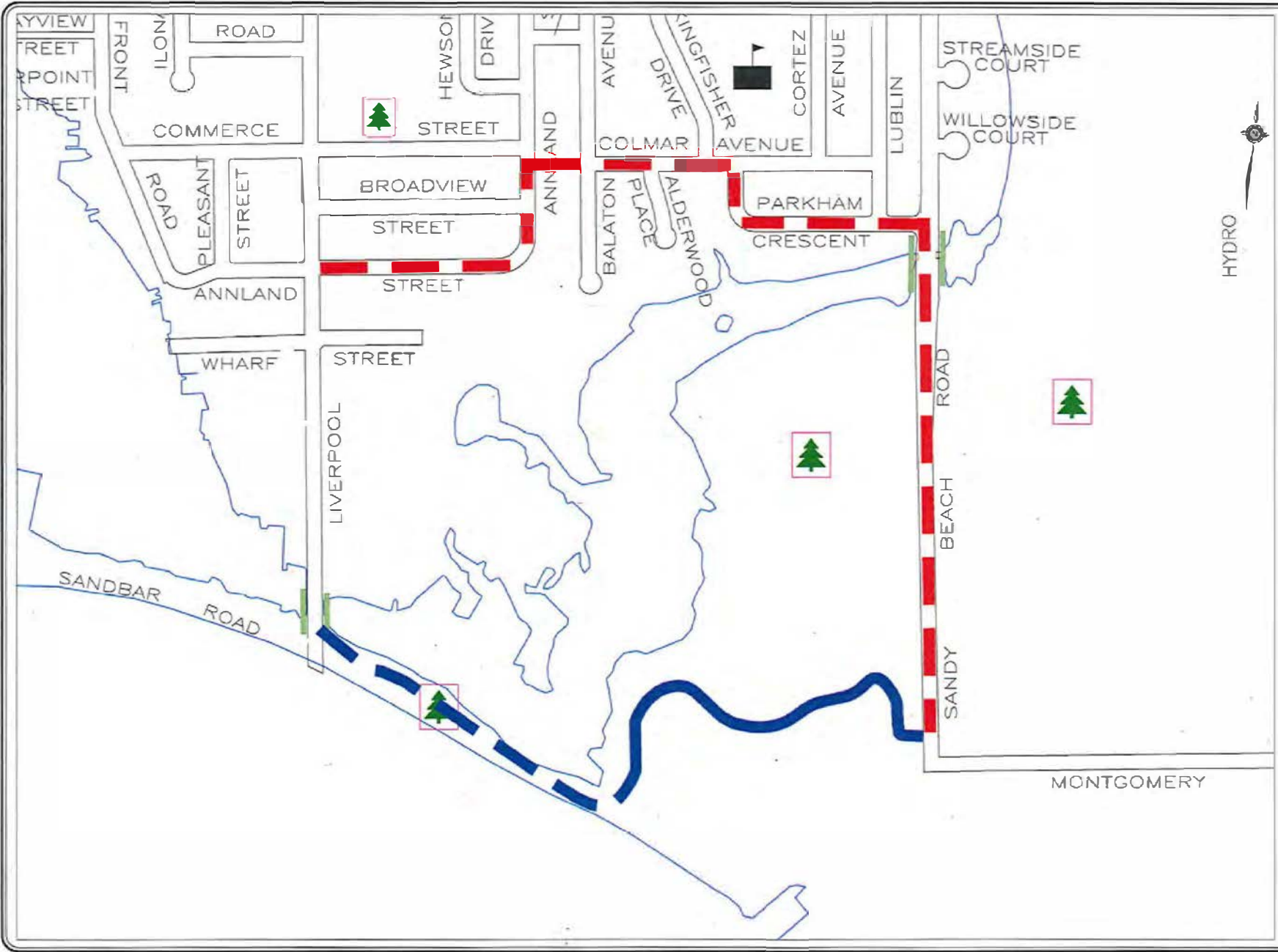
Richard Holborn, P. Eng.
Director, Engineering Services

:mc

Attachments Photographs of the damaged Beachfront Park Boardwalk
Waterfront Trail Re-route Map

Damages to Beachfront Park Boardwalk, October 2019





City of
PICKERING

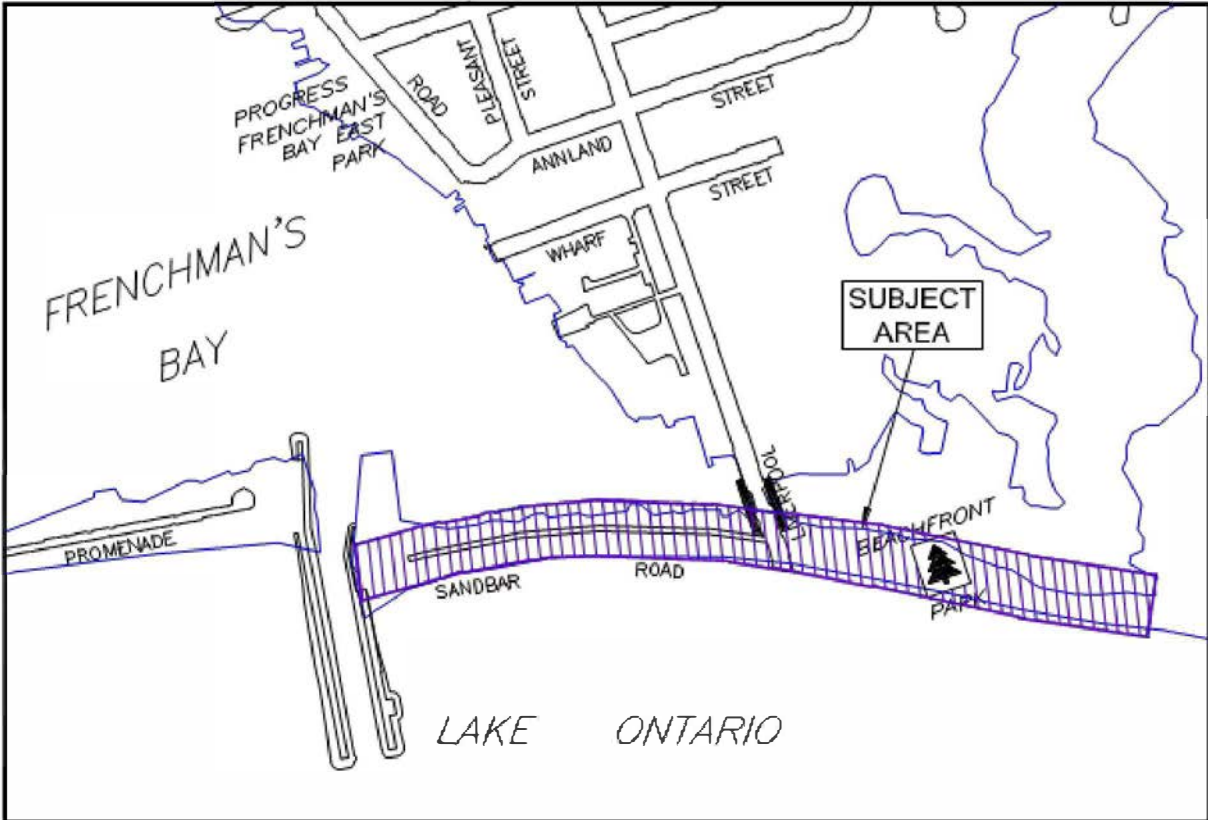
**WATERFRONT
TRAIL SYSTEM
CLOSURE**

MAP LEGEND

-  Existing Trail
-  Trail Closure
-  Waterfront Detour

City of
PICKERING

Engineering Services Department
Frenchman's Bay East – Beachfront Park



Location Map

Legislative Services Division
Clerk's Office
Directive Memorandum

December 23, 2019

To: Richard Holborn
Director, Engineering Services

From: Susan Cassel
City Clerk

Subject: Direction as per Minutes of the Meeting of City Council held on
December 16, 2019

Director, Engineering Services, Report ENG 13-19
Beachfront Park Work Plan

Council Decision

Resolution #196/19 & 197/19

1. That Report ENG 13-19 regarding an update on the proposed work plan for the re-creation of Beachfront Park in response to Resolution #99/19 (Notice of Motion from May 27, 2019), be received for information;
2. That the appropriate officials of the City of Pickering be authorized to take the necessary actions as indicated in this report; and,
3. That Staff be directed to provide an update, through a report back to Council, on the status of the Beachfront Park Work Plan, by the end of 2nd Quarter 2020.

Please take any action deemed necessary.

Susan Cassel

Copy: Chief Administrative Officer



Engineering Services
Department

SCALE:
1:5,000

DATE:
Oct. 13, 2020

**Beachfront Park
Location Map**

City of
PICKERING

From: Stan Karwowski
Director, Finance & Treasurer

Subject: 2021 Interim Levy and Interim Tax Instalment Due Dates
File: F-4200-001

Recommendation:

1. That an interim property tax levy be adopted for all realty property classes for 2021;
 2. That the interim property tax levy instalment due dates be February 24 and April 28, 2021;
 3. That the attached draft by-law, providing for the imposition of the taxes, be enacted; and
 4. That the appropriate City of Pickering officials be authorized to take the necessary actions as indicated in this report.
-

Executive Summary: Each year, prior to the adoption of the estimates for the year, Council authorizes the adoption of a by-law that establishes an interim tax levy to all property classes, payment due dates, and penalty and interest charges. Under Provincial legislation, the interim levy can be no more than 50 per cent of the previous year's annualized taxes.

The tax levy raises funds that are used for the continuing operations of the City, Region and the School Boards.

These due dates are relatively unchanged from prior years.

Financial Implications: This is an annual report which is procedural in nature. Enacting a by-law that establishes an interim tax levy to all properties will permit the City to meet its financial obligations and reduce borrowing costs until such time as the 2021 Budget and 2021 Final Tax Levy by-laws are approved by Council. The first instalments payable to the School Boards and Region are due shortly after the due dates.

Discussion: In accordance with the *Municipal Act, 2001*, as amended, the City issues interim property tax bills based on the previous year's annualized taxes.

Those taxpayers that utilize the City's Pre-authorized Tax Payment Plan (PTP) will have the benefit of spreading any potential tax increase over the 6 instalments that occur after the City's budget has been passed and after the Province sets the 2021 (final) education tax rates. The City currently has approximately 12,000 ratepayers using the monthly PTP program. Taxpayers who have taxes included with their mortgage payments pay their taxes over a 12-month period and also do not experience the impact of an increase to the same extent as a taxpayer who pays their taxes on the four regular instalment due dates.

Attachments:

1. By-law to Establish the 2021 Interim Instalment Due Dates

Prepared By:

Approved/Endorsed By:

Original Signed By:

Original Signed By:

Mike Jones
Supervisor, Taxation

Stan Karwowski
Director, Finance & Treasurer

<p>Recommended for the consideration of Pickering City Council</p>
--

<p>Original Signed By:</p>

<p>Marisa Carpino, M.A. Interim Chief Administrative Officer</p>
--

The Corporation of the City of Pickering

By-law No. /20

Being a by-law for the collection of taxes and to establish the instalment due dates for the Interim Levy 2021

Whereas Section 317 of the *Municipal Act, 2001*, S.O.2001, c.25, as amended, provides that the council of a local municipality may, before the adoption of the estimates for the year, pass a by-law levying amounts on the assessment of property, in the local municipality ratable for local municipality purposes; and

Whereas, the Council of the Corporation of the City of Pickering deems it appropriate to provide for such an interim levy on the assessment of property in this municipality.

Now therefore, the Council of the Corporation of the City of Pickering hereby enacts as follows:

1. The amounts levied shall be as follows:
 - a. For the residential, pipeline, farmland and managed forest property classes there shall be imposed and collected an interim levy of:
If no percentage is prescribed, 50 per cent of the total annualized taxes for municipal and school purposes levied in the year 2020.
 - b. For the multi-residential, commercial and industrial property classes there shall be imposed and collected an interim levy of:
If no percentage is prescribed, 50 per cent of the total annualized taxes for municipal and school purposes levied in the year 2020.
 - c. For the payment-in-lieu property classes, there shall be imposed and collected an interim levy of:
If no percentage is prescribed, 50 per cent of the total annualized taxes for municipal and where applicable for school purposes, levied in the year 2020.
2. For the purposes of calculating the total amount of taxes for the year 2021 under paragraph 1, the Treasurer has the authority to prescribe the percentage for the calculation of the interim taxes, and if any taxes for municipal and school purposes were levied on a property for only part of 2020 because assessment was added to the collector's roll during 2020, an amount shall be added equal to the additional taxes that would have been levied on the property if taxes for municipal and school purposes had been levied for the entire year.
3. The provisions of this by-law apply in the event that assessment is added for the year 2020 to the collector's roll after the date this by-law is passed and an interim levy shall be imposed and collected.

4. Taxes shall be payable to the Treasurer, City of Pickering.
5. When not in default, the payment of taxes, or any instalment thereof, may also be made at any financial institution permitted by Subsection 346 (2) of the *Municipal Act, 2001*, S.O. 2001 c. 25, as amended.
6. The Treasurer may mail, or cause to be mailed, all notices of taxes required in accordance with the provisions of the *Municipal Act, 2001*, S.O. c. 25, as amended, to the address of the residence or place of business or to the premises in respect of which the taxes are payable unless the taxpayer directs the Treasurer in writing to send the bill to another address, in which case it shall be sent to that address. Notices will not be mailed to tenants. It is the responsibility of the person taxed to notify and collect taxes from tenants or other persons.
7. The Treasurer is hereby authorized to accept part payment from time to time on account of any taxes due, in accordance with the provisions of subsection 347 (1) and (2) of the *Municipal Act, 2001*, S.O. c.25, as amended, and to give a receipt for such part payment under Section 346 (1) of the *Municipal Act, 2001*, S.O. c.25, as amended.
8. The Treasurer is hereby authorized to prepare and give one separate tax notice for the collection of 2021 interim taxes, 1 notice being an interim notice, with 2 instalments under the provisions of Section 342 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, as follows:

Interim Tax Notice

 - Due date of the first instalment February 24, 2021
 - Due date of the second instalment April 28, 2021; or either date adjusted by the Director, Finance & Treasurer.
9. Section 8 of this by-law in respect to the due dates does not apply to those taxpayers who participate in the City's monthly Pre-authorized Tax Payment plan (PTP). Monthly PTP interim due dates are the 1st, 8th, and 16th day of each month.
10. Except in the case of taxes payable in respect of assessments made under Sections 33 and 34 of the *Assessment Act*, R.S.O. 1990, c.A31, as amended, the late payment charge of 1.25 per cent for non-payment of taxes and monies payable as taxes shall be added as a penalty to every tax or assessment, rent or rate of any instalment or part thereof remaining unpaid on the first day of default and on the first day of each calendar month thereafter in which such default continues pursuant to subsections 345 (1), (2) and (3) of the *Municipal Act, 2001*, S.O. c.25, as amended. The Treasurer shall collect by distress or otherwise under the provisions of the applicable statutes all such taxes, assessments, rents, rates or instalments or parts thereof as shall not have been paid on or before the several dates named as aforesaid, together with the said percentage charges as they are incurred pursuant to sections 349, 350 and 351 of the *Municipal Act, 2001*, S.O. c.25, as amended.

11. In the case of taxes payable in respect of assessments made under Sections 33 and 34 of the *Assessment Act*, R.S.O. 1990, c.A.31, as amended, the late payment charge of 1.25 per cent for non-payment of taxes and monies payable as taxes shall be added as a penalty to every tax so payable remaining unpaid on the first day after 21 days from the date of mailing by the Treasurer of a demand for payment thereof and on the first day of each calendar month thereafter in which default continues pursuant to subsections 345 (1), (2) and (3) of the *Municipal Act, 2001*, S.O. c.25, as amended. It shall be the duty of the Treasurer immediately after the expiration of the said 21 days to collect at once by distress or otherwise under the provisions of the applicable statutes, all such taxes as shall not have been paid on or before the expiration of the said 21 day period, together with the said percentage charges as they are incurred pursuant to sections 349, 350 and 351 of the *Municipal Act, 2001*, S.O. c.25, as amended.
12. Nothing herein contained shall prevent the Treasurer from proceeding at any time with the collection of any rate, tax or assessment, or any part thereof, in accordance with the provisions of the statutes and by-laws governing the collection of taxes.
13. Where tenants of land owned by the Crown or in which the Crown has an interest are liable for the payment of taxes and where any such tenant has been employed either within or outside the municipality by the same employer for not less than 30 days, such employer shall pay over to the Treasurer on demand out of any wages, salary or other remuneration due to such employee, the amount then payable for taxes under this by-law and such payment shall relieve the employer from any liability to the employee for the amount so paid.
14. If any section or portion of this by-law is found by a court of competent jurisdiction to be invalid, it is the intent of Council for the Corporation of the City of Pickering that all remaining sections and portions of this by-law continue in force and effect.
15. That this by-law is to come into effect on the 1st day of January, 2021.

By-law passed this 23rd day of November, 2020.

David Ryan, Mayor

Susan Cassel, Clerk

From: Stan Karwowski
Director, Finance & Treasurer

Subject: 2020 Year End Audit (Interim)
File: F-3300-001

Recommendation:

1. That the Audit Service Plan as submitted by Deloitte LLP, set out in Attachment 1 to this report, be received for information; and
 2. That the Interim Chief Administrative Officer and the Director, Finance & Treasurer be authorized to sign the confirmation of change to the master services agreement on behalf of the City.
-

Executive Summary: In accordance with generally accepted auditing standards, the Audit Service Plan is prepared to communicate the auditor's approach and reporting responsibilities to the Executive Committee, who has oversight responsibility for the financial reporting process. This plan is submitted at the commencement of the year end audit.

Financial Implications: The base audit fee for City and Library is estimated at \$70,000. This is the same fee as in the previous year. Sufficient provision is available in the 2020 Budget.

Discussion: In the Committee's role as the body responsible for oversight of the financial reporting process, it must review the Audit Service Plan for the 2020 year end audit. The Audit Service Plan includes the scope of the audit services to be provided, the auditor's reporting responsibilities and an outline of the audit approach. It is included as Attachment 1 to this report.

The master services agreement (MSA) with Deloitte LLP (Deloitte), dated October 17, 2019, summarizes the services Deloitte will provide, their responsibilities and management's responsibilities. There was a new general business term added in regards to COVID-19 which is provided in the confirmation of changes letter (Attachment 2). The signing of the confirmation of change forms part of the master services agreement with Deloitte.

Attachments:

1. 2020 Audit Service Plan
2. Confirmation of Changes Relating to Updates to the General Business Terms

Prepared By:

Approved/Endorsed By:

Original Signed By:

Original Signed By:

Kristine Senior, CPA, CA
Manager, Accounting Services

Stan Karwowski, MBA, CPA, CMA
Director, Finance & Treasurer

Recommended for the consideration
of Pickering City Council

Original Signed By:

Marisa Carpino, M.A.
Interim Chief Administrative Officer



The Corporation of the City of Pickering
2020 Audit service plan

For the year ended December 31, 2020

October 15, 2020

Private and confidential

To the Members of the
Executive Committee of
The Corporation of the City of Pickering
1 The Esplanade
Pickering ON L1V 6K7

2020 Audit service plan

Dear Executive Committee Members:

We are pleased to provide you with our audit service plan for The Corporation of the City of Pickering (the "City"), for the year ending December 31, 2020. This document describes the key features of our plan including our audit scope and approach, our planned communications with you, and our team.

Our audits will include:

- **An audit of the City of Pickering's consolidated financial statements (the "Financial Statements")** for the year ending December 31, 2020 prepared in accordance with Canadian Public Sector Accounting Standards ("PSAS")
- **An audit of the City of Pickering Public Library Board's financial statements for the year ending** December 31, 2020 prepared in accordance with Canadian PSAS, and
- **An audit of the Trust Funds of the City of Pickering's financial statements** for the year ending December 31, 2020 prepared in accordance with Canadian Accounting Standards for Not-for-Profit Organizations.

Our commitment to you is straightforward: we will provide you with outstanding professional services delivered by an experienced and dedicated team of professionals. Our professionals will continue providing you with best practices and insights to face the increasingly complex array of issues and challenges encountered by the City.

This report has been provided to the Executive Committee (the "Committee") on a confidential basis. It is intended solely for the use of the Committee to assist you in discharging your responsibilities with respect to the various financial statement audits enumerated above and is not intended for any other purpose.

We look forward to discussing our audit service plan with you and answering any questions you may have.

Yours truly,



Chartered Professional Accountants
Licensed Public Accountants

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Executive summary

Audit scope and terms of engagement

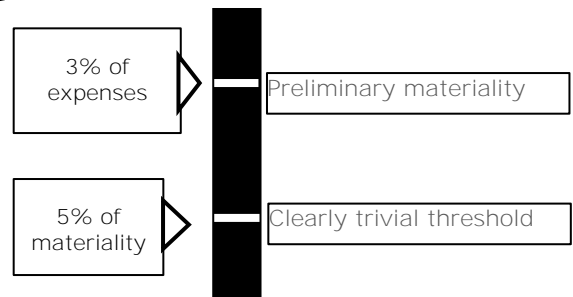
We have been engaged to perform an audit of the City, Library and Trust Funds' Financial Statements, as at, and for the year ending, December 31, 2020 (the "Financial Statements") prepared in accordance with Canadian Public Sector Accounting Standards ("PSAS") for the City and the Library Board and Canadian Accounting Standards for Not-For-Profit Organizations for the Trust Funds. Our audit will be conducted in accordance with Canadian generally accepted auditing standards ("Canadian GAAS").

The terms and conditions of our engagement are described in the Master Services Agreement for Professional Services dated October 17, 2019, which has been signed on behalf of the Committee and management, and Confirmation of Changes letter dated November 2, 2020 which is to be signed.

Audit risks

- 1 Revenue recognition
- 2 Management override of controls
- 3 Implementation of new financial system
- 4 Management judgments and accounting estimates

Materiality



We are responsible for providing reasonable assurance that your financial statements as a whole are free from material misstatement.

Our materiality levels are based on professional judgment and will be determined using total expenses or fund balances as a reference point for the ultimate determination of materiality as follows:

- Consolidated financial statements for the City – approximately 3% of expenses
- City of Pickering Public Library Board – approximately 3% of expenses, and
- City of Pickering Trust Funds – approximately 3% of fund balances

We will inform the Executive Committee of all uncorrected misstatements greater than a clearly trivial amount (5% of materiality) and any misstatements that are, in our judgment, qualitatively material. In accordance with Canadian GAAS, we will ask that any misstatements be corrected.



Fraud risk

We will develop our audit strategy to address the assessed risks of material misstatement due to fraud.

Determining this strategy will involve:

1. Enquiry of those involved in the financial reporting process about inappropriate or unusual activity.
2. Testing a sample of journal entries throughout the period as well as adjustments made at the end of the reporting period.
3. Identifying and obtaining an understanding of the business rationale for significant or unusual transactions that are outside the normal course of business.
4. Evaluating whether your accounting policies may be indicative of fraudulent financial reporting resulting from **management's effort to manage earnings**.
5. Evaluating whether the judgements and decisions related to management estimates indicate a possible bias.
6. Incorporating an element of unpredictability in selecting our audit procedures.

We will ask the Committee for their views about the risk of fraud, whether they know of any actual or suspected fraud affecting the City and their role in the **oversight of management's antifraud programs**.

If we suspect fraud involving management, we will immediately inform the Committee of our suspicions and discuss the nature, timing, and extent of audit procedures necessary to complete the audit.

Use of the work of specialists

We intend to rely on the work of the following expert during our audit:

- Deloitte Risk Advisory

We intend to use our own IT specialists to assess the design and implementation of general computer controls as well as testing of any systems conversion processes (if applicable).

If our assessment does not provide us with sufficient, appropriate audit evidence, we will need to perform additional audit procedures to address the risks of material misstatements in the Financial Statements.

COVID-19 Impacts

Other than COVID-19, and the related impacts to revenue, cash management and operations of the City, we are not currently aware of any significant events that would impact the audit of the financial statements for the December 31, 2020 year-end. We have incorporated these COVID-19 considerations in the "Audit risks" section of this document.

Below are some of the Deloitte resources we have developed and have available to assist with the potential impacts COVID-19 may have on the 2020 audit. We will continue to monitor the status of the situation and, if necessary will discuss and finalize an action plan with management as to how to best continue to conduct the audits remotely, if necessary.

COVID-19 Working remotely

What makes Deloitte's audit different going forward is that with our technology platform, we focus efforts on what actually matters rather than taking a "needle in a haystack" random sampling approach. Through consistent processes and capabilities within our global audit platform, we facilitate a better client experience by focusing on what matters, reducing client burden, and delivering value. How would this look and feel different for you?

Spotlight

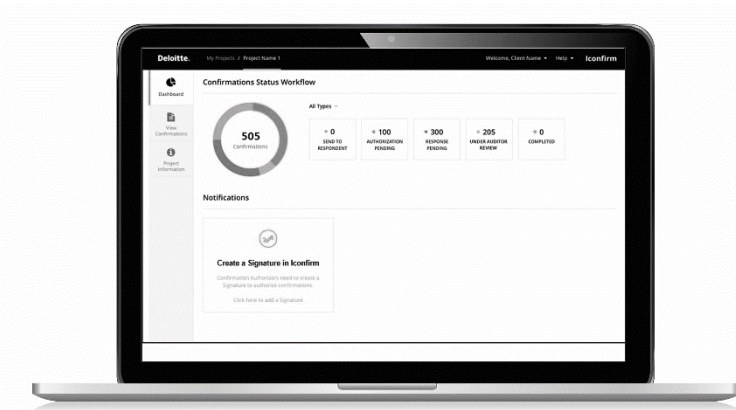
Using Spotlight's data analytics capabilities, we're able to be laser-focused on transactions that are out of the norm. This means less burden on you and your team providing audit support, more relevant and smarter questions, and less time wasted on immaterial issues.



Deloitte Connect

One centralized collaboration portal where you can quickly drag and drop files, ask clarifying questions, get reminders. You have visibility into audit and request status on real-time dashboards, whether on your computer or on a mobile app.





iConfirm

A secure web-based application for preparing, sending, receiving and managing confirmations. **We're able to automatically create confirmations,** have you apply your signature to the entire batch, and send them electronically rather than by mail. This approach also provides much better visibility into the status of all of the confirms with a clear real-time dashboard.

COVID-19 Resources



- [Deloitte public domain on COVID-19](#) (includes links to government grant program details)
- Our [Deloitte COVID-19 Information Centre](#) brings together Deloitte insights to help businesses manage and mitigate the risk.
- [Webcasts for clients](#) (recordings of past webcasts and invitations for upcoming webcasts)
- [Centre for Financial Reporting COVID-19](#) section where clients will find all our external-facing resources
- [POVs and thought Leadership](#) – various reading material and toolkits
- Leveraging artificial intelligence - Deloitte has created a [COVID-19 Economic Recovery Dashboard](#) to monitor the health, community/social activity, financial and economic indicators that will signal when the rebound stage has arrived.

Audit risks

The following tables set out the audit risks that we identified during our preliminary planning activities, including our proposed response to each risk. Our planned audit response is based on our assessment of the **likelihood of a risk’s occurrence, the significance should a misstatement occur, our determination of materiality and our prior knowledge of the City.**

Revenue recognition*

Significant Audit risk	Our proposed audit response
<p>Under Canadian GAAS, we are required to evaluate the risk of fraud in revenue recognition.</p> <p>For municipalities, there is a risk around the occurrence, completeness and accuracy of revenue, deferred revenue, and classification of recognition related to government transfer/grants.</p> <p>We recognize that as a result of COVID-19 there may be certain changes to other revenue streams (i.e. recreation, permits and fees, etc.) which will be captured as part of our audit response.</p>	<ul style="list-style-type: none"> • Certain revenue streams are presumed areas of significant audit risk. We will test the design and implementation of controls in significant revenue streams and perform substantive analytic procedures and/or detailed testing in these areas, and • Substantive testing to determine if restricted contributions (i.e. development charges), and government transfers/grants have been recognized appropriately. (Revenue vs. deferred revenue).

Management override of controls*

Significant Audit risk	Our proposed audit response
<p>Under Canadian Auditing Standards, it is the responsibility of the management, with the oversight of those charged with governance to place a strong emphasis on fraud prevention and detection. Oversight by those charged with governance includes considering the potential for override of controls or other inappropriate influence over the financial reporting process.</p> <p>Management override of controls is present in all entities. It is a risk of material misstatement resulting from fraud and therefore is considered as a significant risk.</p>	<ul style="list-style-type: none"> • Our audit tests the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of financial statements • We obtain an understanding of the business rationale for significant transactions that we become aware of that are outside of the normal course of business, or that otherwise appear to be unusual given our understanding of the City and its environment • We review accounting estimates for bias and evaluate whether the circumstances producing the bias, if any, represent a risk of material misstatement • In addition, experienced Deloitte personnel are assigned to the testing and review of journal entries and areas of estimates, and • Professional skepticism will be maintained throughout the audit.

Areas of Special Audit Consideration

During our risk assessment, we identified some areas of audit risk that will require special audit consideration. These areas of risk, together with our planned responses, are described below:

Management judgments and accounting estimates

Audit risk	Our proposed audit response
<p>Management judgments and accounting estimates may be subject to estimation uncertainty.</p>	<ul style="list-style-type: none"> • Understand how management makes the accounting estimates and the underlying data on which those estimates are based.
<p>Significant judgements and estimates Accounts involving significant estimates include allowance for doubtful accounts, certain accrued liabilities, post-employment benefits liability, WSIB liabilities and estimates relating to the useful lives of tangible capital assets.</p>	<ul style="list-style-type: none"> • Review support for significant assumptions made by management. (i.e., third party source data). • Evaluate whether the significant assumptions made by management provide a reasonable basis for the accounting estimate, whether and how management considered alternative assumptions or outcomes, and why they have rejected them. • Review transactions and events occurring subsequent to year-end to determine the reasonableness of estimates made at year-end. • Review the consistency of assumptions made by management.

*Area of Significant risk

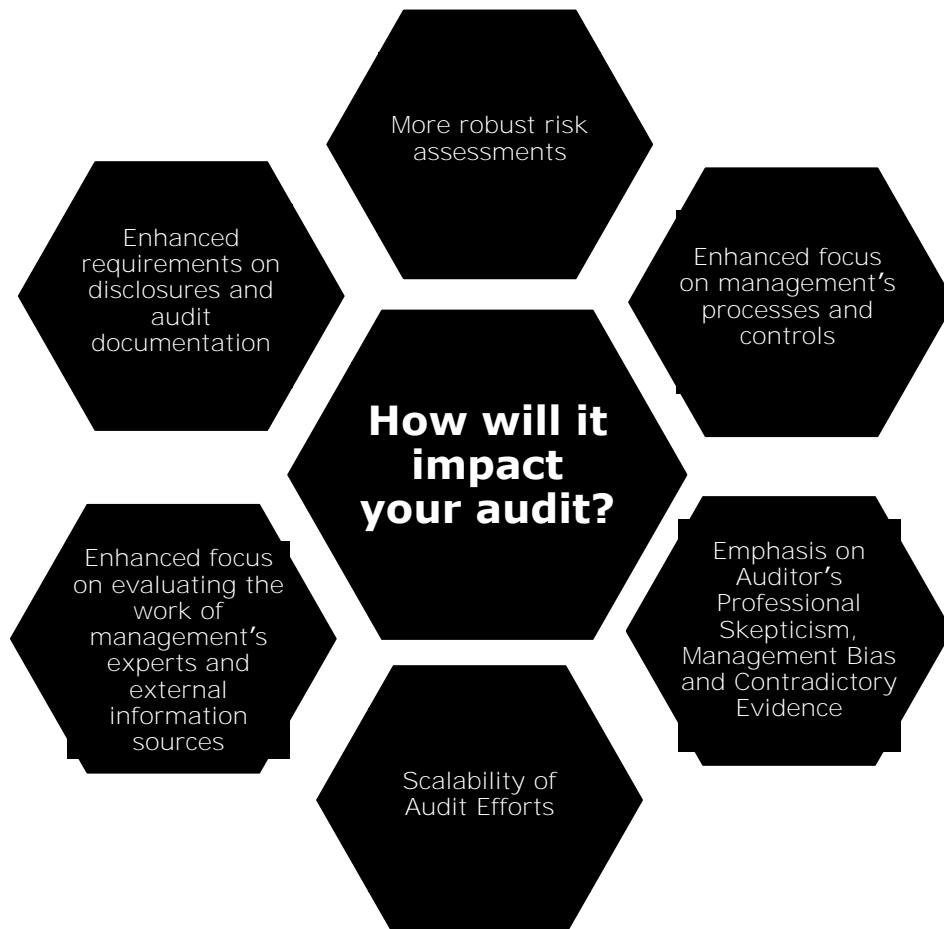
Implementation of new financial system

Audit risk	Our proposed audit response
<p>The City is in the process of implementing a new financial system, SAP, which is expected to go live during fiscal 2021.</p> <p>Given the complexity associated with such a significant undertaking and the impact on numerous City departments, proper planning is critical to ensure implementation success and the proper conversion and migration of financial data.</p>	<ul style="list-style-type: none"> • Although the go live date is scheduled for fiscal 2021, as part of the 2020 audit, we will obtain an understanding of the project scope for the systems implementation through discussion with Finance and IT management to assess the implications on our audit strategy. • We will obtain an understanding of the City's data conversion and migration plans from the current to the new system to assess the impact on the extent of testing required. • We will also discuss with management to ensure that key considerations and audit trail as part of a typical systems integration have been factored into the project plan. • Based on the discussions above, we will formulate our preliminary systems and data conversion testing plan for the 2021 audit. Understand how management makes the accounting estimates and the underlying data on which those estimates are based.

Revised CAS 540, Auditing Accounting Estimates and Related Disclosures

Drivers for the Revised Standard

- Changes in financial reporting frameworks and standards include a greater focus on complex accounting estimates, which highlights the importance of fostering professional skepticism
- The revised standard strives to improve communication and transparency between auditors and those charged with governance on complex accounting estimates.
- Our communication and transparency with the Committee previously were already in compliance with this new standard.



What can you expect from your auditor?

Management

- Greater focus in assessing how management understands the nature, extent, risks, and controls associated with accounting estimates
- Varying audit procedures to drive work efforts based on assessed risk levels including consideration to adopt a control reliance approach to auditing accounting estimates.
- **More interaction with management's experts**
- Specific written management representations

Communication with the Committee

- The Committee can expect to have enhanced dialogue on accounting estimates. This may include the **auditor's views and assessment of:**
 - significant qualitative aspects of the **entity's accounting practices relating to accounting estimates and related disclosures;**
 - indicators of management bias;
 - **appropriateness of management's methods, assumptions and data used; and**
 - significant deficiencies in internal controls around accounting estimates

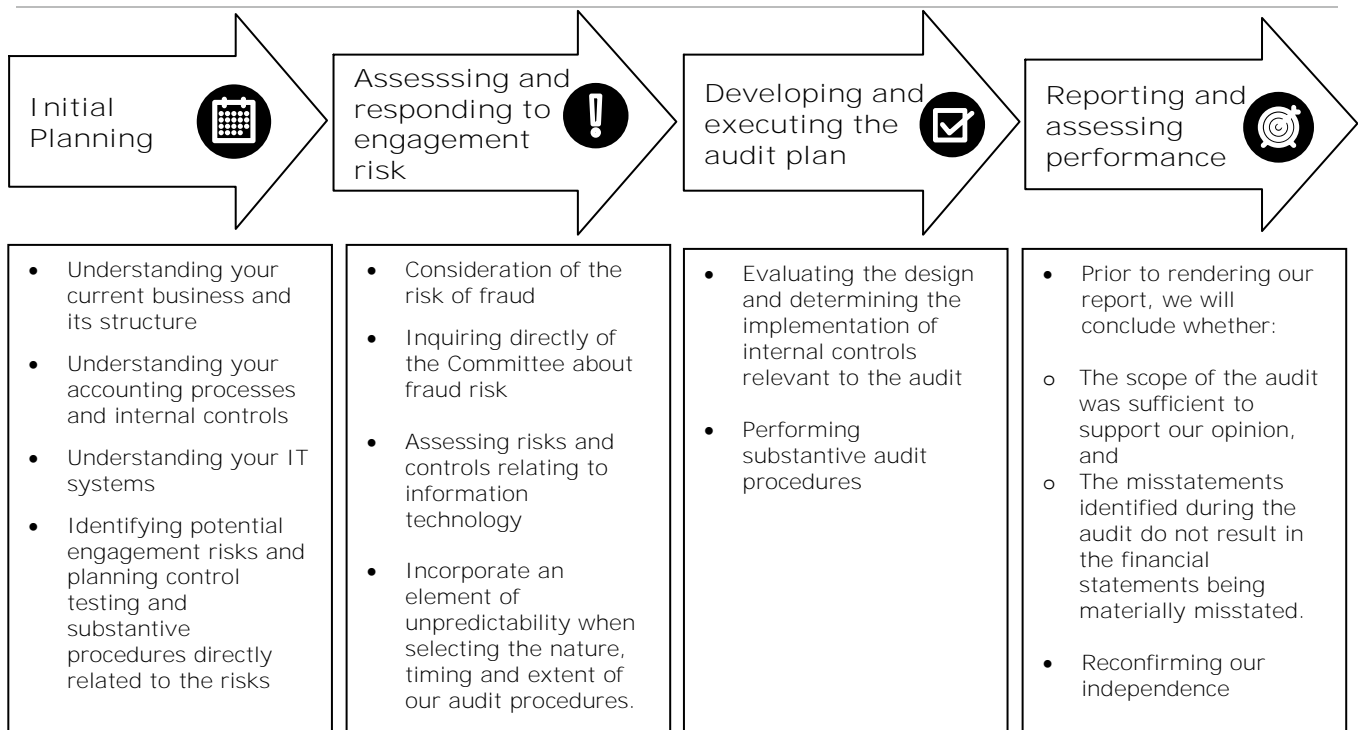
Appendix 1 – Audit approach

Deloitte’s audit approach is a systematic methodology that enables us to tailor our audit scope and plan to address the unique issues facing the City



Delivering professional excellence

Focus area	
Risk based audit	<ul style="list-style-type: none"> Deliver a customized risk assessment, focusing our attention and resources on the audit areas that are most relevant to the City.
Confidential Information	<ul style="list-style-type: none"> Protecting the privacy and confidentiality of our clients and the firm is a cornerstone of the professional standards every Deloitte partner and practitioner commits to upholding every day. Deloitte employs technical, physical, and procedural safeguards, including our Confidential Information Program, to appropriately safeguard your data before, during, and after the course of the engagement.
Professional skepticism	<ul style="list-style-type: none"> Obtain a thorough understanding of the relevant facts and information, analyze reasonable alternatives, apply a questioning mindset and challenge management’s assumptions. Perform a more rigorous review of potential contradictory evidence.
Consultations	<ul style="list-style-type: none"> Involve additional resource or consult with technical resources concerning the significant or unusual events.



When general IT controls (GITCs) may be relevant?

Factor #1 Data

For example:

A billing system that performs many functions (such as processing orders, generating invoices, and tracking financial balances) and it processes and houses data. The entity relies on the functionality and the data processed by the system.

Additionally, the volume and complexity of transactions processed by system is considered high. Therefore the billing system is relevant to the audit.

Factor #3: System Generated Reports

For example, a system-generated A/R aging report from the financial reporting application is used to determine the allowance for doubtful accounts.

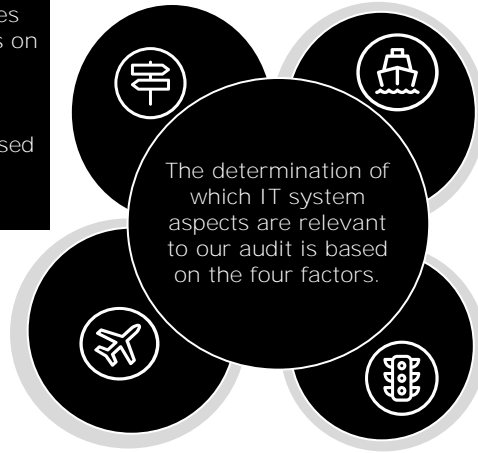
Factor #2 Automated Controls

For example:

- 3-way match of the purchase order, goods receipt and invoice prior to payment
- The calculation of depreciation expense
- Access is restricted to update inventory quantity

Factor #4: Substantive Procedures

For example, a telecommunications company uses its application system to create a log of the services provided to its customers, to initiate and process its billings for the services, and to automatically record such amounts in the general ledger. It is a highly automated environment and therefore most of the audit evidence is maintained in the application system itself. The team has concluded that substantive procedures alone would not be sufficient to address certain risks of material misstatements. Therefore, the application system is relevant for the audit.



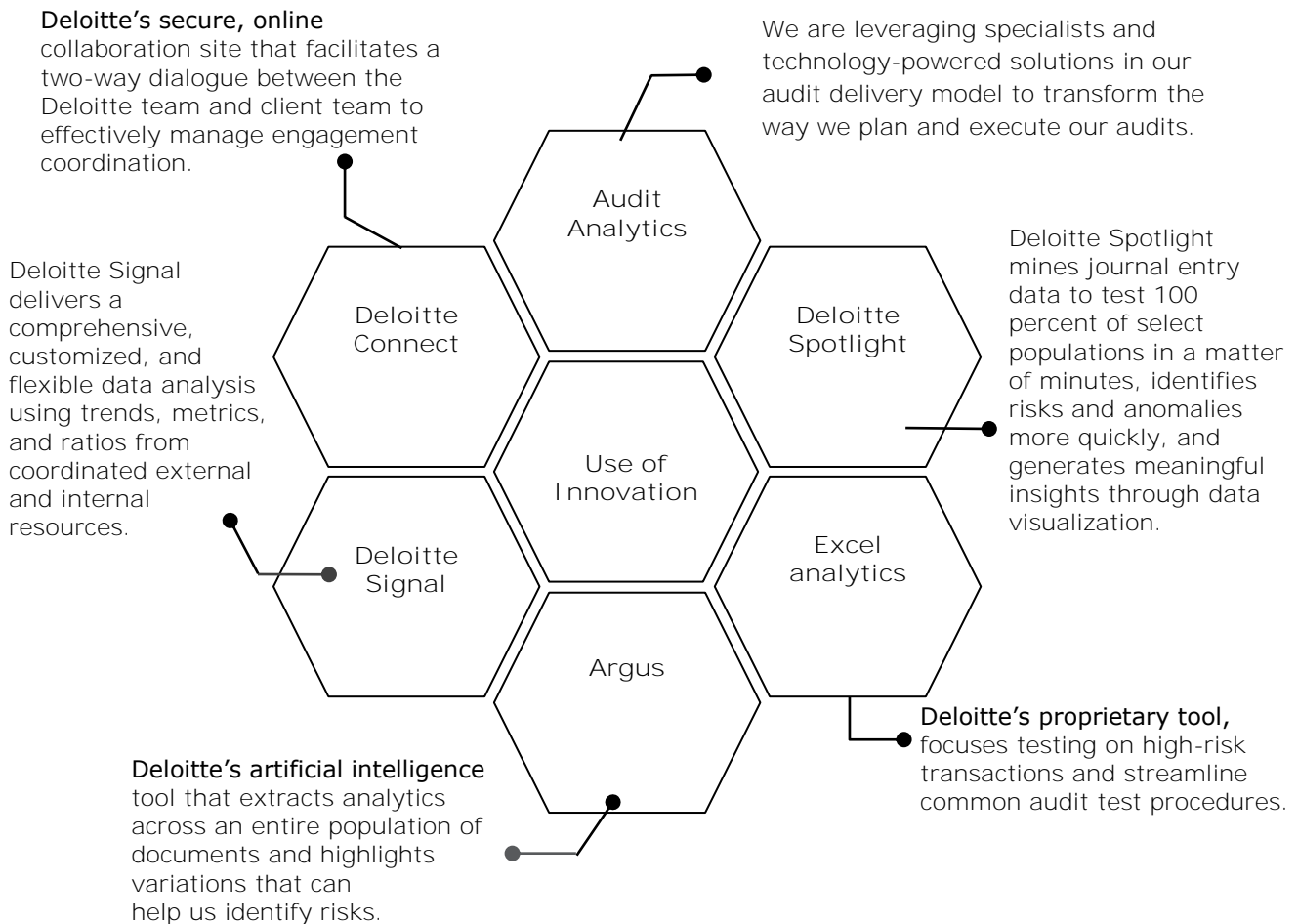


Innovating our audit approach

Focus area

Audit technology

- Deloitte Connect – Use Deloitte’s secure, online collaboration site to facilitate a two-way dialogue between the Deloitte team and the City team to effectively manage engagement coordination and provide greater transparency allowing both management and auditor visibility over client request status.
- Deloitte Spotlight - Gather data and test journal entries, identify risks and anomalies more quickly, and generate meaningful insights through data visualization.
- Argus – Use Deloitte’s artificial intelligence tool to analyze the population of contracts or other documents to identify variations, potential risks and hone in on items of interest.



Focus area

Processes

- Optimizing interim - Proactively shift work forward from peak periods, including journal entry testing to our interim visit.
 - Project management - Enhance project management oversight and effective communications between the audit team and management.
-

Appendix 2 – Communication requirements

Required communication	Reference
Audit Service Plan	
1. Our responsibilities under Canadian GAAS, including forming and expressing an opinion on the financial statements	CAS ¹ 260.14
2. An overview of the overall audit strategy, addressing: <ul style="list-style-type: none"> a. Timing of the audit b. Significant risks, including fraud risks 	CAS 260.15
3. Significant transactions outside of the normal course of business, including related party transactions	CAS 260 App. 2, CAS 550.27
Enquiries of those charged with governance	
4. How those charged with governance exercise oversight over management’s process for identifying and responding to the risk of fraud and the internal control that management has established to mitigate these risks	CAS 240.21
5. Any known suspected or alleged fraud affecting the City	CAS 240.22
6. Whether the City is in compliance with laws and regulations	CAS 250.15
Year-end communication	
7. Modification to our audit plan and strategy	CAS 260.A26
8. Fraud or possible fraud identified through the audit process	CAS 240.40-.42
9. Significant accounting policies, practices, unusual transactions, and our related conclusions	CAS 260.16 a.
10. Alternative treatments for accounting policies and practices that have been discussed with management during the current audit period	CAS 260.16 a.
11. Matters related to going concern	CAS 570.25
12. Management judgments and accounting estimates	CAS 260.16 a.
13. Significant difficulties, if any, encountered during the audit	CAS 260.16 b.
14. Material written communications between management and us, including management representation letters	CAS 260.16 c.
15. Circumstances that affect the form and the content of the auditor’s report	CAS 260.16d.
16. Modifications to our opinion	CAS 260.A21
17. Our views of significant accounting or auditing matters for which management consulted with other accountants and about which we have concerns	CAS 260.A22
18. Significant matters discussed with management	CAS 260.A.22

¹ CAS: Canadian Auditing Standards – CAS are issued by the Auditing and Assurance Standards Board of CPA Canada

19. Matters involving non-compliance with laws and regulations that come to our attention, unless prohibited by law or regulation, including illegal or possibly illegal acts that come to our attention	CAS 250.23
20. Significant deficiencies in internal control, if any, identified by us in the conduct of the audit of the financial statements	CAS 265
21. Uncorrected misstatements and disclosure items	CAS 450.12-13,
22. Any significant matters arising during the audit in connection with the City's related parties	CAS 550.27

Appendix 3 – New and Revised Public Sector Accounting Standards

The following is a summary of certain new or revised Canadian Public Sector Accounting Standards that will become effective in 2022 and beyond.

Public Sector Accounting Standards

Title	Description	Effective Date
<u>Section PS 3280 - Asset retirement obligations</u>	This Section establishes standards on how to account for and report on the legal obligations associated with the retirement of tangible capital assets.	Effective April 1, 2022. Earlier adoption is permitted.
<u>Section PS 3400 - Revenue</u>	This Section establishes standards on how to account for and report on revenue. Specifically, it differentiates between revenue arising from transactions that include performance obligations and transactions that do not have performance obligations.	Effective for fiscal years beginning on or after April 1, 2023. Earlier adoption is permitted. This Section may be applied retroactively or prospectively.

Appendix 4 – Deloitte resources a click away

At Deloitte, we are devoted to excellence in the provision of professional services and advice, always focused on client service. We have developed a series of resources, which contain relevant and timely information.

See links below to receive practical insights, invitations to Deloitte events/webcasts, and newsletters via email and other electronic channels. You will be able to select business topics and industries that align with your interests.

<input type="checkbox"/> Canada’s Best Managed Companies www.bestmanagedcompanies.ca Target audience <ul style="list-style-type: none"> • Directors and CEO/CFO 	The Canada’s Best Managed Companies designation symbolizes Canadian corporate success: companies focused on their core vision, creating stakeholder value and excelling in the global economy.
<input type="checkbox"/> Centre for financial reporting https://www.iasplus.com/en-ca/standards Target audience <ul style="list-style-type: none"> • Directors and CEO/CFO • Controller and Financial reporting team 	Web site designed by Deloitte to provide the most comprehensive information on the web about financial reporting frameworks used in Canada.
<input type="checkbox"/> Deloitte Viewpoints https://www.iasplus.com/en-ca/tag-types/deloitte-viewpoints Target audience <ul style="list-style-type: none"> • CFO • Controller and Financial reporting team 	Electronic communications that helps you to stay on top of standard-setting initiatives impacting financial reporting in Canada.
<input type="checkbox"/> CFO’s corner https://www.iasplus.com/en-ca/cfos-corner Target audience <ul style="list-style-type: none"> • CFO and VP Finance • Controller and Financial reporting team 	Editorial providing insights into key trends, developments, issues and challenges executives face, with a Deloitte point of view.
<input type="checkbox"/> Deloitte Dbriefs https://www.iasplus.com/en-ca/dbriefs/webcasts Targeted audience <ul style="list-style-type: none"> • CFO and VP Finance • Controller and Financial reporting team 	Learning webcasts offered throughout the year featuring our professionals discussing critical issues that affect your business. Recent publications (ASPE) <ul style="list-style-type: none"> • Revenue (Jan 13, 2020) • Accounting for shares issued in tax planning arrangements (ROMRS) (Dec, 18, 2019) • Agriculture (Dec 18, 2019)



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November 2, 2020

Private and confidential

Marisa Carpino
Interim Chief Administrative Officer
The Corporation of the City of Pickering
1 The Esplanade
Pickering ON L1V 6K7

Stan Karwowski
Director, Finance and Treasurer
The Corporation of the City of Pickering
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Re: Confirmation of Changes Relating to Updates to the General Business Terms

Dear Mrs. Carpino and Mr. Karwowski:

This letter is issued to you further to the Master Services Agreement for Professional Services ("MSA") between The Corporation of the City of Pickering (the "Client") and Deloitte LLP ("Deloitte") dated October 17, 2019. This letter is subject to the terms of the MSA, the appendices to the MSA and the general business terms that form part of the MSA, all as may be updated or amended from time to time.

The purpose of this letter is to confirm our mutual understanding of the updates to the general business terms.

Update of General Business Terms

The Corporation of the City of Pickering **(the "Client") and Deloitte agree to the following new or modified** general business terms being added to the general business terms of the Agreement.

1. Force Majeure – No party shall be deemed to be in breach of the engagement as a result of any delays or non-performance directly or indirectly resulting from circumstances or causes beyond its reasonable control, including, without limitation, fire, epidemic or other casualty, act of God, strike or labor dispute, war or other violence, any law, order or requirement of any governmental agency or authority, or pandemics (including, without limitation, COVID-19 and any such restrictions or conditions on working practices in response to such a threat).

For greater certainty, Deloitte shall have no liability for any failure or delay to perform its obligations related to the Services, to the extent caused and/or contributed to by the spread of COVID-19 and its associated impacts.

This confirmation of change letter (including any appendices and documents incorporated by reference) will continue in force for future services provided by us to you unless amended.

Please sign and return a copy of this letter to indicate your acknowledgement that it is in accordance with your understanding of the arrangements for our engagement.

Yours truly,

Deloitte LLP

Chartered Professional Accountants
Licensed Public Accountants

Enclosure

The services and terms set forth in and incorporated into this letter are acknowledged and approved by the Corporation of the City of Pickering:

Signature

Title

Date

Signature

Title

Date

From: Kyle Bentley
Director, City Development & CBO

Subject: Street Naming Policy
- Council Endorsement
- File: D-9610

Recommendation:

1. That Council endorse the Street Naming Policy, as set out in Appendix I to this report, subject to minor revisions acceptable to the Director, City Development & CBO; and
2. That the appropriate City of Pickering officials be authorized to take the necessary actions as indicated in this report.

Executive Summary: The purpose of this report is to obtain Council's approval of a formal, comprehensive policy for naming streets within the City of Pickering. A policy is required to ensure consistency in the naming of all street types in order to: deal with concerns relating to the naming and identification of private streets; recover costs associated with requests to add names to the City of Pickering's Reserve List of Street Names; consolidate previous Council resolutions on the use of personal names such those of veterans or firefighters; and, establish municipal addressing for all condominium types.

The draft policy was circulated to the "Policy Review Committee" and their comments have been incorporated in the attached document, (see Appendix I). It is recommended that Council approve the policy.

Financial Implications: The implementation of the new policy would provide for cost recovery of applications to add names to the City of Pickering's Reserve List of Street Names.

Discussion:

1. Purpose of Street Names

Street names are part of all municipal addresses within the City of Pickering. Street names are important for wayfinding and ensuring timely responses by police, fire and emergency medical services to emergencies. While the Region of Durham has an official procedure in place for approving street names in the Region, the City of Pickering currently has an unofficial procedure which is yet to be formalized into official policy.

2. Overview of Procedures for Street Naming

Reservation of specific street names requires two levels of approvals. The City of Pickering initially approves the specific names submitted for use on a street within the City of Pickering, and those street names are then submitted to the Region of Durham for final approval. Once the approved street names have been added to the City's Reserved List of Street Names, a developer can select street names from the Reserve List and designate them to new streets within their development, in accordance with the City's development approval processes, such as the registration of a draft plan of subdivision.

3. Criteria for Selecting Street Names

In light of the two step approval process for street names, the City has been working closely with the Region for years to ensure names are acceptable. Some key considerations are that: emergency services are readily able to respond to emergencies by ensuring names do not sound alike or are duplicated elsewhere in the Region; the names are easy to pronounce; the names do not confer a competitive advantage, benefit, or preferential treatment; and, from a practical perspective, names fit on a standard street sign.

There were also restrictions on using proper names of individuals. Originally, the proper name of an individual could be used as a street name if that resident (living or deceased) had exhibited significant importance to Pickering's heritage.

However, in 2005, Council passed two resolutions expanding the criteria under which a proper name could be used as a street name. Council Resolution #12/05 spoke to the selection of veteran's names for streets in Pickering and Council Resolution #55/05 spoke to the selection of firefighter's names for streets in Pickering. The draft policy incorporates these free-standing resolutions along with other personal name standards used throughout Durham and the Greater Toronto Area into a single policy.

4. Requests to add Names to the Reserve List

Although the City has an extensive list of names on our "Reserve List" (there are currently 282), some landowners prefer to suggest their own names. The process of vetting the names with the City and ultimately the Region is time consuming. Accordingly, staff has recently started charging a fee for this service. This fee is now referenced in the proposed policy and will be reviewed on an annual basis, and updated when necessary, as part of the budget process and Council's consideration of its Summary of Fees and Charges.

5. Recent Challenges

Within the past few years, three significant challenges have arisen:

- 1) an increase in more complex development forms (e.g., condominiums containing a number of private streets with units facing public and private streets as well as courtyards and green spaces);
- 2) increased requests from developers to use street suffixes set aside for public streets for use on private streets; and

- 3) increased requests from developers to have municipal addresses which do not utilize unit numbers on condominium developments.

5.1 Complex Housing Forms

In regard to more complex forms of development and developer requests to assign municipal addresses (a street and house number) instead of utilizing unit numbers, City Development staff have, during the past three years, tried to accommodate developer requests by assigning municipal addresses on the more complex forms of development. Unfortunately, the results created more confusion for emergency response agencies and the general public.

Complex development forms can have units facing private streets, public streets, courtyards, and green spaces. An example of such a development is the Averton Phase 1 Condominium development. Within this development, there are three different built forms: stacked townhouses; back-to-back townhouses; and, stacked back-to-back townhouses. The four stacked townhouse blocks within this development have no man-doors visible from any street, just garage doors; these units are accessed through the garage, or from an internal courtyard. Four of the stacked back-to-back townhouse blocks in the same development have some units accessed from a private street while other units are accessed from a public street. The two back-to-back townhouse blocks have units accessed from two different private streets. The two remaining stacked back-to-back townhouse blocks have some units with access from a private street while other units are accessed from a walkway that runs through what would traditionally be the backyard.

In an effort to rectify this problem, City Development staff worked with Fire Services and developed a new standard operating procedure (SOP) for assigning civic numbers to properties. The new SOP for assigning civic numbers came into effect in March 2020. In spite of the new SOP, confusion continued to exist in relation to more complex development forms because street naming goes hand in hand with civic numbering. The creation of consistency between the civic numbering and street naming procedures will improve and simplify the review and management of these processes, make wayfinding more predictable, and improve response time to emergencies and municipal services inquiries.

5.2 Private Street Suffixes

As the City started approving development with different types of streets, staff wanted the different types to be readily identifiable by the suffix used. For example, with the use of Back Lanes in Duffin Heights and Seaton, the suffix “Mews” was selected and will only be used for Back Lanes.

In a similar manner, as the number of developments with Private Streets increased, staff wanted to use street suffixes that would distinguish the Private Streets from the Public Streets. Accordingly, staff followed an unofficial protocol to allow the selection of the suffix to be one of “Chase”, “Crossing”, or “Glen”. However, with the proliferation of private streets in the City, staff have been receiving more and more requests to assign suffixes set aside for public streets, for use on new private streets.

There are currently over 700 public streets in Pickering, with the potential of another 250 when Seaton is fully developed, and this does not account for the number of existing and new private streets. Municipal by-law enforcement and maintenance work on public streets is significant and ongoing. Using a specific street suffix to identify Private Streets ensures the City is not inadvertently overstepping its jurisdiction on a Private Street, and it also provides timely referrals to private land owners on reported issues related to Private Streets. It is therefore important that proper differentiation be made between public and private streets.

Following research into best practices, and on a go-forward basis, staff is proposing that the differentiation between Private and Public Streets occur in two aspects: by using a different colour street name sign; and by limiting the suffix used for new Private Streets to one choice only: "Private". Formalizing these approaches through this policy will create a consistent and standardized method for differentiating Public Streets from Private Streets.

5.3 House Numbers versus Unit Numbers on Condominium Developments

The interest in naming internal Private Streets in condominium developments also arose from the developers' and homeowners' desires to have a "house" number instead of a "unit" number plus a street name as their address. As discussed in section 5.1 above, when a dwelling faced and had access from a public road, it appeared logical to create the municipal address based on our civic numbering convention and the name of the Public Street. But this approach was not successful for the more complex condominium developments, as described in the Averton example above.

Through Council's adoption of the recommendations of Report PLN 04-19 on Civic Numbering, and the development of the related standard operating procedure, condominium developments will have one civic number representing the development's location on the Public Street from which it has frontage and vehicular access, and will include reference to "Building", "Floor" and "Unit" numbers as appropriate. Private Streets will be named for wayfinding purposes, not for the purpose of municipal addressing.

6. Staff Recommend that the Policy be forwarded to Council for adoption

Staff consulted with internal departments including City Development (Planning & Design Division), Fire Services, Engineering Services, Community Services (Road Operations), Corporate Services (Municipal Law Enforcement Services, Legislative Services and Legal Services) during the formulation of the policy. It is recommended that the proposed Street Naming Policy, contained in Appendix I to Report PLN 23-20, be approved by Council for adoption.

Appendix

Appendix I Draft Street Naming Policy

Prepared By:

Original Signed By:

Jill McMullen
Supervisor, Geomatics

Original Signed By:

Déan Jacobs, MCIP, RPP
Manager, Policy & Geomatics

JM:DJ:ld

Approved/Endorsed By:

Original Signed By:

Catherine Rose, MCIP, RPP
Chief Planner

Original Signed By:

Kyle Bentley, P. Eng.
Director, City Development & CBO

Recommended for the consideration
of Pickering City Council

Original Signed By:

Marisa Carpino, M.A.
Interim Chief Administrative Officer

Draft Street Naming Policy

Procedure Title: Street Naming Policy			Policy Number ADM 220
Reference Resolution #XXX/20	Date Originated (m/d/y) November XX, 2020	Date Revised (m/d/y) "Click and type date"	Pages 10
Approval: Interim Chief Administrative Officer		Point of Contact Supervisor, Geomatics	

Policy Objective

To implement a comprehensive policy on street naming including: criteria for selecting street names; consolidating previous Council Resolutions on the use of personal names; process and cost recovery and responsibilities for adding a street name to the Reserve List; assigning a street name; establishing a naming and signage convention for Private Streets; establishing municipal addressing for both standard condominiums and common element condominiums; and retiring street names.

Index

- 01 Definitions
- 02 Street Naming
- 03 Street Name Signs
- 04 Changing Street Names
- 05 Names of Streets being stopped up and closed

01 Definitions

- 01.01 **Back Lane** – those Public Streets which are intended for or used by the general public for the passage of vehicles along the back yard of properties.
- 01.02 **City** – The Corporation of the City of Pickering.
- 01.03 **Civic Number** – the number assigned by the City to a property or building, which forms part of a Municipal Address.
- 01.04 **Council** – the Council of the Corporation of the City of Pickering.
- 01.05 **Customers** – property owners, developers, builders and Pickering residents or their representatives/agents.
- 01.06 **Emergency Services** – those members of the Police Services, Fire Services, Ambulance and Paramedic Services.

- 01.07 **Geomatics Staff** – the staff members within the Geomatics Subsection of the Policy and Geomatics Section of the City Development Department of the City.
- 01.08 **Municipal Address** – the Civic Number and Public Street name.
- 01.09 **Pickering Firefighters** – those members of the Pickering Fire Services.
- 01.10 **Private Street** – the lands which provide vehicular access to a development but is not owned or maintained by a public municipal, provincial or federal body.
- 01.11 **Proper Names** – the names of people, brand names and/or companies.
- 01.12 **Public Street** – a common and public highway, road, avenue, parkway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles, and includes the area between the lateral property lines thereof.
- 01.13 **Region** – the Regional Municipality of Durham.
- 01.14 **Reserve List** – the list of reserved names that have already gone through all the approvals required for reserving the street name; these names can be used for any proposed Public or Private Street.
- 01.15 **Street Name** – the name and suffix assigned for each Public or Private Street within the City of Pickering.
- 01.16 **Street Name Signs** – the signs erected at the intersection of two or more streets and identifying those streets by displaying the names of the streets.
- 01.17 **Street Suffix** – words that follow a street name and that usually indicate the type of street configuration and or street direction.
- 01.18 **War Dead** – those persons who died or went missing in action while serving overseas in active military duty including in the Canadian Merchant Navy that served in a war zone as defined by the Canadian Government and in nursing overseas during: the Peninsular and Crimean Wars, the Boer War, World War 1, World War 2, peacemaking action initiated by the United Nations and/or NATO including the Korean War, the Gulf War of 1991 and Afghanistan or any peacekeeping action initiated by the United Nations and/or NATO in which Canada played an active military role.
- 01.19 **War Veterans** – those persons who voluntarily enlisted with Canadian military forces including the Canadian Merchant Navy that served in a war zone as defined by the Canadian Government and in nursing and served overseas in active duty during: the Peninsular and Crimean Wars, the Boer War, World War 1, World War 2, peacemaking action initiated by the United Nations and/or NATO including the Korean War, the Gulf War of 1991 and Afghanistan or any

peacekeeping action initiated by the United Nations and/or NATO in which Canada played an active military role.

02 Street Naming

02.01 Criteria for selecting names to be reserved for Public or Private Streets in Pickering:

- a) Street Names shall not impair the ability of Emergency Services to respond to emergencies or the City's ability to deliver services;
- b) Street Names shall not result in or be perceived to confer, any competitive advantage, benefit or preferential treatment or advertisement to the named party, or product, service or a particular business;
- c) Street Names shall not result in inappropriate abbreviations or acronyms;
- d) Street Names shall be easy to pronounce;
- e) Street Names shall not duplicate or sound similar to other street names including spelling variations of the same name being used within the Region;
- f) Street Names shall be a reasonable length so as to fit the size of a standard street sign blade width when combined with the street type abbreviation (for sign blade width see Engineering Services Department Standards P-809 & P-811);
- g) Proper Names will only be approved for use by the City if:
 - i) the names are those of the War Dead who were residents of Pickering at the time they served;
 - ii) the names are those of War Veterans who were, or became and remained, residents of Pickering after their service;
 - iii) the name is that of a Pickering Firefighter who was killed on the job or passed as a result of a job-related injury/illness; or
 - iv) the name is that of a resident, living or deceased, who has exhibited significant importance to Pickering's heritage.

02.02 Procedure for reserving names not on the Reserve List to be used for Public or Private Streets in Pickering:

- a) All customers must submit an "Application to Add a Street Name to the Reserve List" to the City Development Department, (see Appendix 1), which shall include the proposed name and the rationale for the name, in addition to the applicable fees as per the City's Fees and Charges By-law;

- b) Geomatics Staff will vet names submitted by customers to ensure that they comply with section 02.01 of this policy;
- c) Names vetted by Geomatics Staff will be submitted to the Region for approval according to their procedure for Street Names in Regional Procedure D20;

02.03 Process and responsibilities for assigning reserved names to proposed Public or Private Streets in Pickering:

- a) The Customer picks names from the Reserve List or submits names as per sections 02.01 and 02.02 of this policy;
- b) Suffixes are assigned by Geomatics Staff to ensure the appropriate suffix is used to describe the type, function, length and configuration of the street, and are chosen from the standard list of Street Suffixes used by Canada Post (see Appendix 2);
 - i) Only Back Lanes will use the suffix “Mews”;
 - ii) Private Streets will only use the suffix “Private”;
- c) Private Streets will be named using the following principles:
 - i) where a development has a Private Street that functions as vehicular access to a development and the overall layout and design is simple and easily understood, (see Appendix 3), the Private Street will not be named;
 - ii) where a development has multiple Private Streets and the layout more complex, (see Appendix 4), the Private Streets will be named to provide wayfinding but shall not be part of the Municipal Address;
 - iii) notwithstanding subsections b) ii), c) i) and c) ii) above, all Private Streets named prior to this policy will be grandfathered, (see Appendix 5);
- d) The Street Names are registered through one of the following processes as the City deems appropriate to the development type:
 - i) registration of a draft plan of subdivision/condominium;
 - ii) registration of a development agreement/site plan agreement; or
 - iii) registration of a by-law and survey.

03 Street Name Signs

03.01 Street Name Signs will adhere to the development standards as set out in the development agreement, subdivision/condominium agreement or site plan agreement.

- 03.02 Street Name Signs for Public Streets will use a green background with white lettering.
- 03.03 Street Name Signs for Private Streets will use a blue background with white lettering.

04 Changing Street Names

- 04.01 Applications to change an existing Public Street Name, including those initiated by the City, are overseen by the Legal Services Division of the Corporate Services Department. All costs associated with the procedure to change the street name will be the responsibility of the applicant. Selecting the name to replace an existing Street Name will be in accordance with section 02 of this policy.

05 Names of Public Streets being stopped up and closed

- 05.01 A Street Name of a Pickering street that is permanently stopped up and closed, in its entirety, will be retired and not re-used anywhere else within Pickering.

Please refer to all associated Procedures and Standard Operating Procedures, if applicable, for detailed processes regarding this Policy.

Appendices

- Appendix 1 Application to Add a Street Name to the Reserve List
- Appendix 2 Standard list of Canada Post Street Suffixes and their Approved Abbreviations
- Appendix 3 Examples of Developments with a Private Street with overall simple layout and design
- Appendix 4 Examples of Developments with multiple Private Streets and complex layouts
- Appendix 5 Private Street Names grandfathered by this Policy (Existing)

Application to Add a Street Names to the Reserve List



Application to Add Street Names to the Reserve list

1. Name of Applicant _____
 Address _____
 _____ Postal Code _____
 Telephone _____ Fax _____
 Email Address _____

2. Street names suggested for addition to the reserve list for the City of Pickering:

3. For use on which development (City of Pickering file number eg. SP2002-04 or S01/15).

4. Other Information that may assist with the decision to reserve the suggested names:

5. Declaration/Authorization:
 I agree for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, to authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the *Municipal Act* for the purposes of processing this application. Any questions related to the collection of this information should be directed to the City Clerk, One The Esplanade, Pickering, ON L1V 6K7, 905.420.4611

 Signature

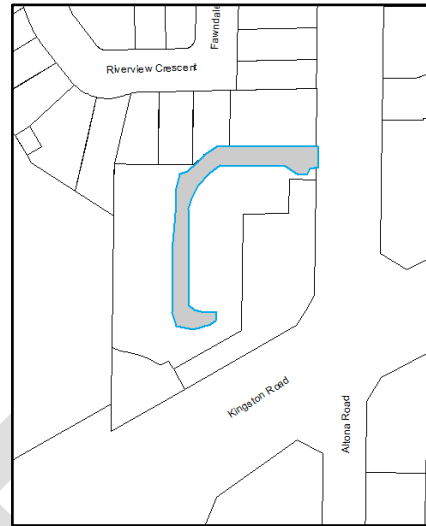
Canada Post Standard Street Suffixes and their Approved Abbreviations

Suffix	Abbreviation	Suffix	Abbreviation	Suffix	Abbreviation
Abbey	ABBEY	Front	FRONT	Passage	PASS
Acres	ACRES	Gardens	GDNS	Path	PATH
Alley	ALLEY	Gate	GATE	Pathway	PTWAY
Avenue	AVE	Glade	GLADE	Pines	PINES
Bay	BAY	Glen	GLEN	Place	PL
Beach	BEACH	Green	GREEN	Plateau	PLAT
Bend	BEND	Grounds	GRNDS	Plaza	PLAZA
Boulevard	BLVD	Grove	GROVE	Point	PT
By-Pass	BYPASS	Harbour	HARBR	Port	PORT
Byway	BYWAY	Heath	HEATH	Private	PVT
Campus	CAMPUS	Heights	HTS	Promenade	PROM
Cape	CAPE	Highlands	HGHLDS	Quay	QUAY
Centre	CTR	Highway	HWY	Ramp	RAMP
Chase	CHASE	Hill	HILL	Range	RG
Circle	CIR	Hollow	HOLLOW	Ridge	RIDGE
Circuit	CIRCT	Impasse	IMP	Rise	RISE
Close	CLOSE	Inlet	INLET	Road	RD
Common	COMMON	Island	ISLAND	Route	RTE
Concession	CONC	Key	KEY	Row	ROW
Corners	CRNRS	Knoll	KNOLL	Run	RUN
Court	CRT	Landing	LANDING	Square	SQ
Cove	COVE	Lane	LANE	Street	ST
Crescent	CRES	Limits	LMTS	Terrace	TERR
Crossing	CROSS	Line	LINE	Thicket	THICK
Cul-de-sac	CDS	Link	LINK	Towers	TOWERS
Dale	DALE	Lookout	LKOUT	Townline	TLINE
Dell	DELL	Loop	LOOP	Trail	TRAIL
Downs	DOWNNS	Mall	MALL	Turnabout	TRNABT
Drive	DR	Manor	MAOR	Vale	VALE
End	END	Maze	MAZE	Via	VIA
Esplanade	ESPL	Meadow	MEADOW	View	VIEW
Estates	ESTATE	Mews	MEWS	Village	VILLGE
Expressway	EXPY	Moor	MOOR	Vista	VISTA
Extension	EXTEN	Mountain	MTN	Walk	WALK
Farm	FARM	Orchard	ORCH	Way	WAY
Field	FIELD	Parade	PARADE	Wharf	WHARF
Forest	FOREST	Park	PK	Wood	WOOD
Freeway	FWY	Parkway	PKY	Wynd	WYND

Examples of Developments with a Private Street with the overall simple layout and design.



Example 1



Example 2



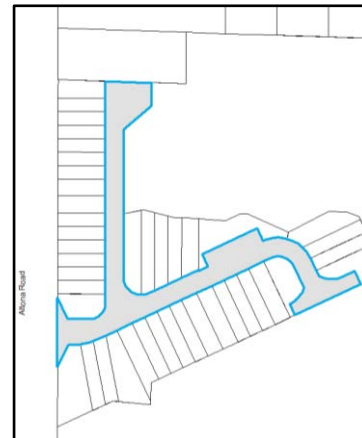
Example 3



Example 4

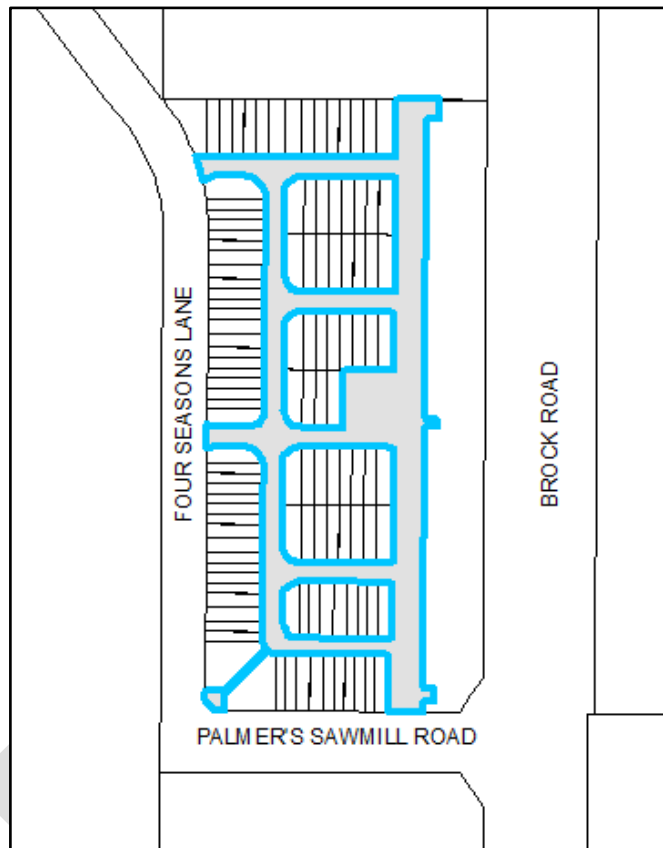


Example 5

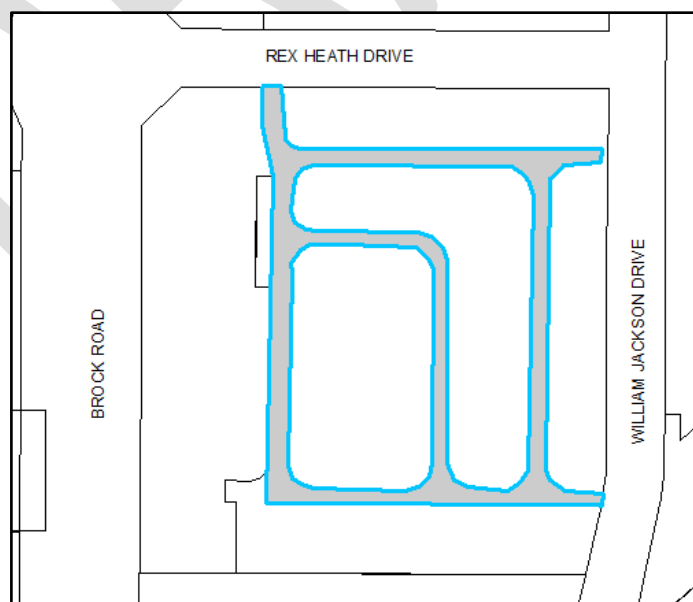


Example 6

Examples of Developments with multiple Private Streets and complex layouts



Example 1



Example 2

Private Street Names grandfathered by this Policy (Existing)

Names of Private Streets with a suffix other than “Private”
Adirondack Chase
Beachpoint Promenade
Bluebird Crescent
Boston Glen
Castlegate Crossing
Durham Live Avenue
Garrison Crossing
Grenwich Glen
Gull Crossing
Hidden Valley Glen
Huckleberry Crossing
Jackpine Crossing
Ladyfern Crossing
Nantucket Chase
Mayapple Crossing
Moonbeam Glen
Shining Star Chase
Stallion Chase
Tribo Studios Avenue
Universal City Way
Waterpoint Street