

Portolets – Implementation Protocols

If a request for a portable washroom (portolet) in a park comes from the Council Office or a resident:

- Staff will acknowledge the request and communicate with the area Councillor.
- Community Development staff will verify that the requesting group is affiliated. If the group is not affiliated, the process to affiliate will take place before proceeding with the request.
- The site will be assessed for suitability. Consideration will be given as to whether there is sufficient screening (trees, shrubs and other plant material), buffer zone and distance from other properties and streets.
- Parks Maintenance & Forestry staff (Community Development) will develop and implement a survey for the community to determine acceptance for the request.
- Community Development staff will arrange for delivery of the surveys to the residents who are directly adjacent to the park in question. Houses that front on and back onto the requested park will receive surveys. Residents will have two weeks to respond to the surveys, responses will be communicated via email.
- Area Councillors will be provided with the results of the survey two days after the deadline for the residents to respond. Area Councillors will be informed whether the requested portolet was approved or denied.
- The request for the portolet will be denied if more than **25%** of the respondents object. In the event there are no objections, the portolet will be placed in an appropriate location, taking into account safety and convenience of the public, staff, and contractors.
- The first approved unit will be provided by the City of Brampton, however, extra units must be funded by the group. A maximum of 2 portable toilets per park will be permitted.
- Groups will be charged the applicable rental fees for additional amenities provided.
- In the event a request for a portolet in a specific park has been received within the past five years, the results from the previous survey will be used to determine the response to the request.

The following criteria will be used to determine ability to provide portolets:

- Groups must be affiliated with the City of Brampton.
- Requests for portolets will be considered based on the financial ability of the Parks Maintenance & Forestry's Capital Budget.
- Portolets will only be considered in parks that are a minimum of 0.6 hectares (1.5 acres) and have adequate access for weekly service. Portolets will not be permitted in parks that are less than 0.6 hectares (1.5 acres).
- Consideration will be given as to whether there is sufficient screening (trees, shrubs and other plant material), buffer zone and distance from other properties and streets.