

— City of —  
**PICKERING**



**City of Pickering  
Indoor Facility  
Rental Guide**

[pickering.ca/facilityrentals](http://pickering.ca/facilityrentals)

## Fees & Rental Terms and Conditions

All City of Pickering Rental Fees and other applicable charges are contained in the Council approved annual Fees & Charges. These fees do not include tax, or additional fees that may apply to permits such as Socan music fees, insurance etc. Permits are subject to refundable damage deposit providing there are no damages or excessive clean-up costs following the rental. The City reserves the right to cancel any permit temporarily or permanently, should an accommodation be required for special circumstances, or in an emergency. 50% of payment is due at time of booking. This is a non-refundable deposit. The remaining 50% is due in full, 90 days prior to the permit date of the event. The facility is to be used only on the date(s) and time(s) specified, and only for the purpose named. No teen dances/parties, stags or stagettes are permitted in City owned facilities. For more detailed information regarding Conditions of Agreement, please see the Rental Application.

## Insurance

All functions and events booked in City of Pickering facilities or on City property require commercial general liability insurance. Insurance fees are in addition to the facility rental fee and are mandatory. Rates vary based on the type of event, length of the event, number of attendees, and whether alcohol is being served. The City reserves the right to determine or amend the insurance requirements based on, but not limited to, risk assessment and event size.

## Municipal Alcohol Policy (MAP) and Special Occasion Permit (SOP)

Permit holders are required to obtain an SOP, issued by the Alcohol and Gaming Commission of Ontario (AGCO), which is mandatory for all functions where alcohol is served. All SOP's must be posted at the facility for the duration of the function or event. All alcohol must be served by "Smart Serve Certified" individuals.

## Planning for a Success Event - Helpful Tips

### Planning

1. What date and time works best for your event? You may want to pick three date options in case your preferred date isn't available.
2. Do you have a preferred location or a facility? Visit [pickering.ca/facilityrentals](http://pickering.ca/facilityrentals) for a complete venue list.
3. How many guests will be in attendance? Make sure you pick a venue that best suits your needs.
4. Will you be playing music or having a band? Is a dance floor or stage required in your floor plan?
5. Will you be serving alcohol? If so, make sure you complete your SOP application with the AGCO well in advance of your function.
6. Read and understand the Rental Terms & Conditions

### Committing

1. Visit [pickering.ca/facilityrentals](http://pickering.ca/facilityrentals) and submit the online Rental Application, this confirms that you have read and understand all of our Rental Terms and Conditions. The online form is a request only and does not confirm your booking.
2. Facility Staff will review your permit request within three days. Once your

- date and time has been confirmed by staff, you will be contacted to arrange payment of your deposit and complete the necessary documentation. Complete and submit the Facility Set-up sheet at least 21 days prior to the event date.
3. Submit all other required paperwork. (i.e. Special Occasion Permit and Certificate of Insurance) at least 21 days prior to the event date.
5. Ensure final payment is made 90 days prior to the event date.

Assistance is available Monday to Friday from 7:30 am to 5:00 pm. Call 905.420.4623, email [facilitybooking@pickering.ca](mailto:facilitybooking@pickering.ca), or visit Chestnut Hill Developments Recreation Complex for in-person assistance.



Venue	Capacity	Square Footage	Dimensions
Chestnut Hill Developments Recreation Complex			
Banquet Halls West & East	480	8,100	65'W x 125'L
Banquet Hall - West or East	240	4,030	65'W x 62'L
Meeting Room 2 & 3	50	1,160	25'W x 40'L
Meeting Room 2	25	996	29'W x 40'L
Meeting Room 3	25	374	22'W x 17'L
O'Brien Rooms A & B	120	2,001	69'W x 29'L
O'Brien Room A	50	870	30'W x 29'L
O'Brien Room B	70	1,131	39'W x 29'L

**Don Beer Arena**

Banquet Hall	150	2,430	45'W x 54'L
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**Dorsay Community & Heritage Centre**

Now Booking for Fall 2026

Dorsay Meeting Room	25	495	17'W x 28'L
Lobby	85	3,230	42'W x 75'L
Banquet Hall North & South	200	3,440	58'W x 58'L
Banquet Hall North or South	100	1,720	29'W x 29'L
Courtyard (seasonal)	200	2,852	59'W x 47'L
Program Room	60	1,182	35'W x 35'L
Teaching Kitchen	30	590	31'W x 19'L

**Dr. Nelson F. Tomlinson Community Centre**

Meeting Room	70	1,521	39'W x 39'L
Multipurpose Room	200	3,549	73'W x 37'L

Venue	Capacity	Square Footage	Dimensions
East Shore Community Centre			
Community Room	80	2,014	65'W x 30'L
Gymnasium	200	3,577	55'W x 64'L
Meeting Rooms 2 & 4	100	1,498	46'W x 32'L
Meeting Room 2	50	750	23'W x 32'L
Meeting Room 4	50	748	23'W x 32'L

**George Ashe Library & Community Centre**

Helen Paris & Russel Franklin Rooms	150	3,861	97'W x 39'L
Helen Paris Room	70	1,556	39'W x 39'L
Russel Franklin Room	80	2,304	58'W x 39'L

**Pickering Museum Village**

Bible Christen Chapel	80	838	33'W x 25'L
Odd Fellows Hall	120 standing 80 seated	645	43'W x 15'L
Puterbaugh Schoolhouse	20 seated	374	17W' x 14'L
Redman House	20 seated 40 lecture	645	35'W x 24'L

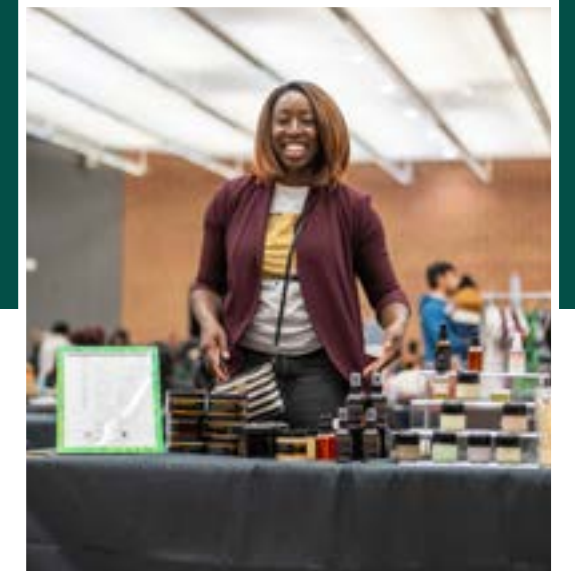
**West Shore Community Centre**

Banquet Hall	150	2,000	50'W x 40'L
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Chestnut Hill Developments Recreation Complex offers a variety of rental spaces perfect for meetings, social events, tradeshow, and galas. As Pickering's hub of activity, the complex features a large fitness facility, spa, racquet sports, twin ice pads, and more—making it an ideal location for your next gathering.



## Chestnut Hill Developments Recreation Complex

1867 Valley Farm Road



# Chestnut Hill Developments Recreation Complex

## Banquet Halls, East & West Salon

Looking to host a grand event? Chestnut Hill Developments Recreation Complex offers two spacious banquet halls with a combined total capacity of 600 guests. Whether used individually or together, these halls provide the perfect setting for large celebrations such as weddings, anniversaries, and other memorable gatherings.

The meeting rooms include set-up/take down and rectangle/round tables with chairs.






**Full Kitchen is included in rental.**

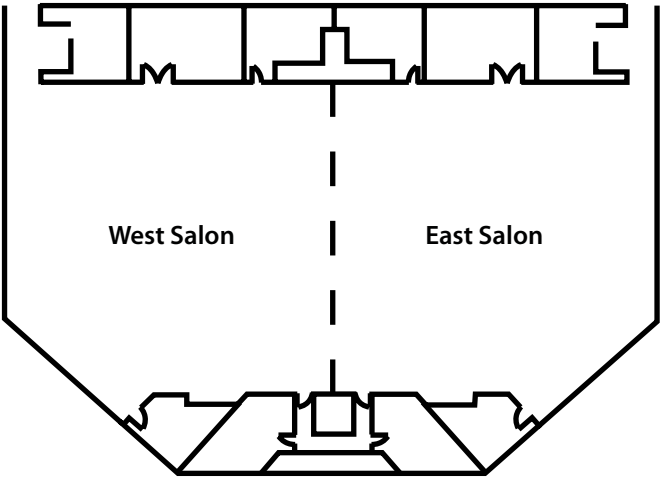
**Amenities:** Ice maker, microphone, air conditioning, podium, risers.

**Parking:** Parking is available on-site with additional parking at the rear of the building.

**Wheelchair accessible.**



 <p>Social Gathering 480 ppl full room 240 ppl half room</p>	 <p>Seminars 600 ppl full room 300 ppl half room</p>
 <p>Chairs Included</p>	 <p>Tables Included</p>
 <p>65'W x 125'L</p>	



# Chestnut Hill Developments Recreation Complex

## Meeting Rooms

The meeting rooms located on the second floor of Chestnut Hill Developments Recreation Complex, have a capacity of 25 to 50 people for meetings, seminars, or personal gatherings. This space can be divided into two distinct rooms or opened up to accommodate a larger gathering. Rooms can be booked together or individually.

The meeting rooms include set-up/take down of rectangle tables with chairs.

**Kitchnette:** sink, fridge, microwave included in rental of both rooms or Meeting Room 3.

**Amenities:** TV, microphone, air conditioning, podium and projector is available upon request.

**Parking:** Parking is available on-site and overflow behind near the arena.

**Wheelchair accessible.**



# Chestnut Hill Developments Recreation Complex

## O'Brien Rooms

The O'Brien Rooms are situated at the rear (east side) of the building, adjacent to the arena entrance. It is the perfect place to host a reception or social event. Room A features a walk out to a tree-lined patio overlooking Pickering's Diana, Princess of Wales Park.

The meeting rooms include set-up / take down, and rectangle/round tables with chairs.

**Full Kitchen:** Rental of both rooms or Room A

**Amenities:** Ice maker, microphone, air conditioning, podium, risers, patio (only available for full room or Room A).

**Parking:** Parking is available on-site.

**Wheelchair accessible.**



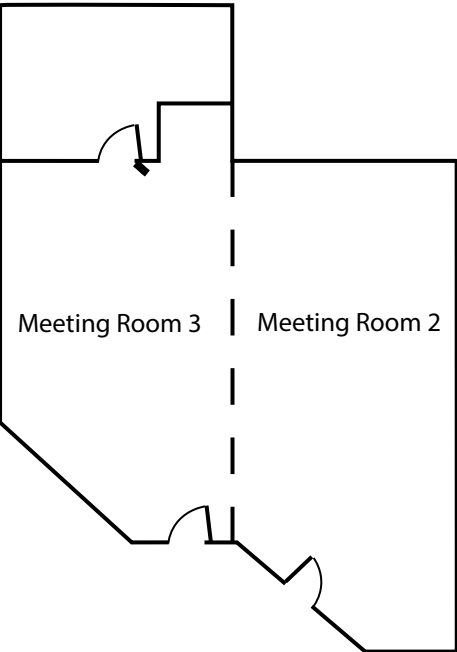
50 ppl for both rooms

25 ppl per room

Chairs Included

Tables Included

25'W x 40'L



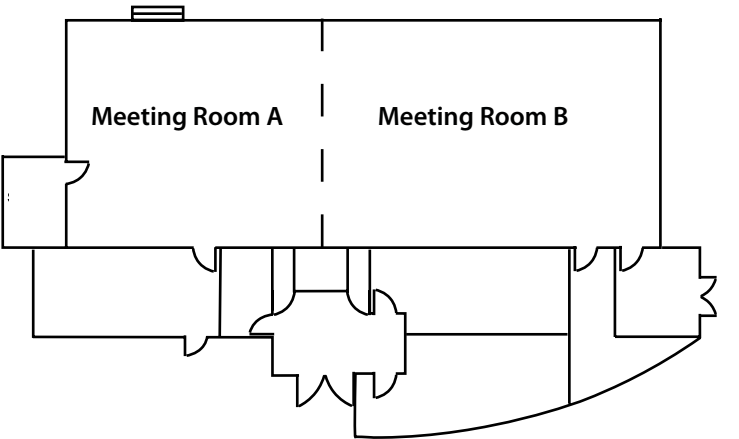
Social Gathering 120 ppl

Room A - 50 ppl  
Room B - 70 ppl

Chairs Included

Tables Included

69'W x 29'L







Located in the heart of Pickering, the Don Beer Arena Banquet Hall is ideal for medium to large social gatherings. This versatile space features a convenient kitchenette, a small stage area, and access to a beautiful outdoor patio surrounded by lush green space on the outskirts of the city. Ample on-site parking makes it a convenient and accessible choice for your next event.



**Don Beer Arena**  
940 Dillingham Road

# Don Beer Arena

## Banquet Hall

The banquet hall at Don Beer Arena is a versatile space ideal for medium to large social gatherings, including receptions, meetings, and celebrations. With access to a beautiful outdoor patio, it offers both functionality and charm. Conveniently located near Highway 401 East and West, and with ample on-site parking, it's a welcoming and accessible venue for your next event.

The banquet hall includes set-up/take down of rectangle/round tables along with chairs.


**Kitchenette includes fridge, sink, microwave and a warming oven.**

**Amenities:** Ice maker, microphone, air conditioning, podium, risers.


**Parking:** Parking is available in front of the building and behind the building.

**Wheelchair accessible.**







Social Gathering 150 ppl



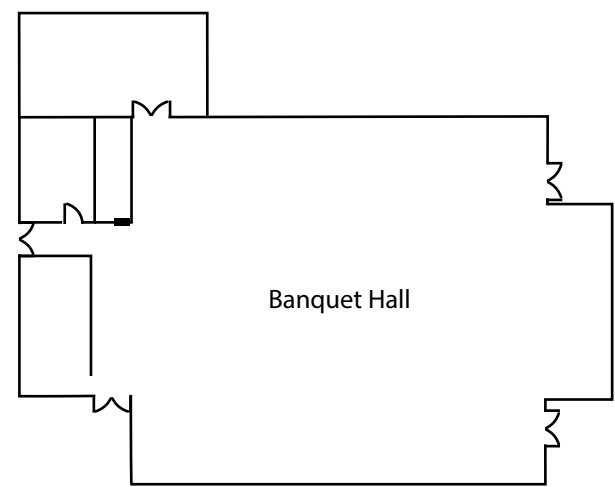
Chairs Included



Tables Included



45"W x 54"L







The City of Pickering proudly introduces a vibrant 44,000 square foot facility that blends heritage and community in one dynamic space. This new centre celebrates Pickering's rich history while providing modern amenities that inspire connection, creativity, and lifelong learning. This facility is designed to support the community through inclusive programs, cultural events, and engaging experiences for all ages. It also serves as a gathering place for local organizations and residents of Greenwood and surrounding areas—offering space to host, learn, and grow together.



## Dorsay Community & Heritage Centre

2365 6<sup>th</sup> Concession Road





# Dorsay Community & Heritage Centre

## Dorsay Meeting Room

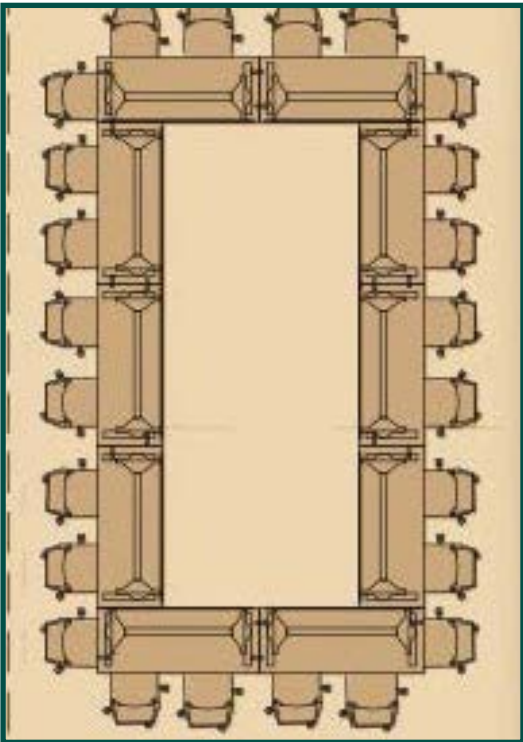
Nestled within the tranquil surroundings of the forest, the meeting room offers a peaceful and professional setting for small meetings and gatherings. With large windows that overlook the beautiful grounds, this bright and welcoming space provides a scenic backdrop that inspires focus, creativity, and collaboration. Whether you're hosting a team meeting or a community discussion, the boardroom's natural views and serene atmosphere make it an ideal choice.


The Dorsay Room is currently set up in boardroom seating but can be reconfigured to suit other layouts.

**Amenities:** Chairs and tables.


**Parking:** Parking is available on-site.

**Wheelchair accessible.**







Meeting Style 25 ppl



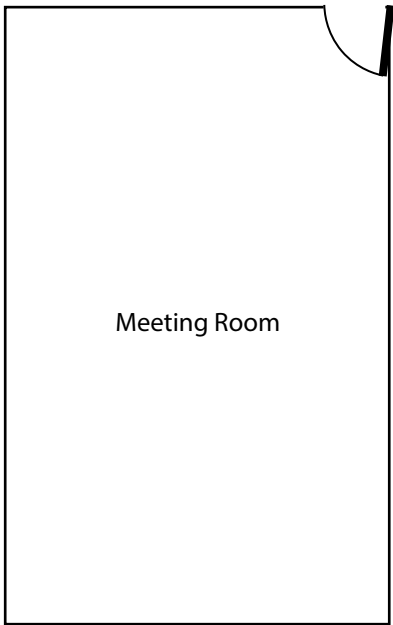
Chairs Included



Tables Included



45'W x 54'L



# Dorsay Community & Heritage Centre

## Lobby


Nestled in the peaceful surroundings of the forest, the lobby offers a warm and inviting space ideal for small to medium gatherings. With its open layout and natural charm, the lobby is perfect for hosting a cocktail hour during weddings, casual receptions, or open presentations. With large windows that overlook the beautiful grounds, this bright and welcoming space provides a scenic backdrop. The space remains open to all visitors during business hours, with exclusive use available only after hours.

The lobby includes set-up of cocktail tables along with sofa benches. Please note that certain restrictions apply to this space.


**Parking:** Parking is available on-site.

**Wheelchair accessible.**







Social Gathering 85 ppl



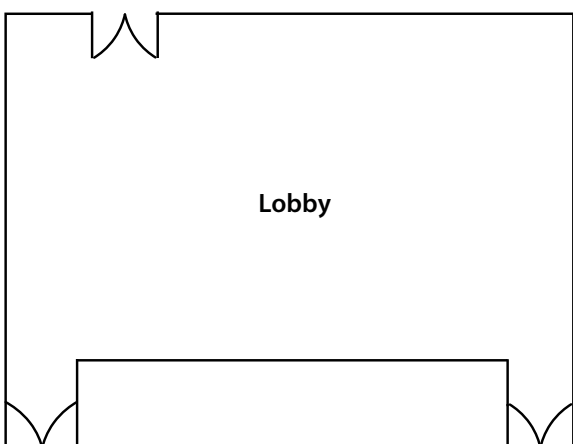
Sofa Benches Included



Tables Included



42'W x 75'L





# Dorsay Community & Heritage Centre

## Banquet Hall North & South

Pickering’s newest venue rental, blends modern amenities with a charming heritage setting. The multipurpose hall offers two spacious halls with a combined total capacity of 200 guests. Whether used individually or together, these halls provide the perfect setting for a wide range of events—from community gatherings to private celebrations and corporate functions. With flexible indoor and outdoor spaces, convenient on-site parking.

The multipurpose hall includes set-up/take down of rectangle/round tables with chairs.

**Amenities:** Wet bar on each side, full size cooler, water hook up, stage on south side, AV equipment.

**Parking:** Parking is available on-site.

**Wheelchair accessible.**



# Dorsay Community & Heritage Centre

## Courtyard

Tucked away in the tranquil beauty of lush gardens and forested surroundings, the patio offers a warm and inviting atmosphere perfect for medium to large gatherings. With its open layout, and scenic backdrop, it provides a stunning setting for wedding cocktail hours, casual receptions, and a variety of social events. Whether you're celebrating a milestone or hosting a relaxed get-together, the patio creates a memorable experience in nature’s embrace.

The patio includes set-up of chairs and cocktail/ outdoor tables.

**Amenities:** Electrical, cocktail tables, portable bar, portable cooler, heaters, outdoor tables.

**Parking:** Parking is available on-site.

**Wheelchair accessible.**

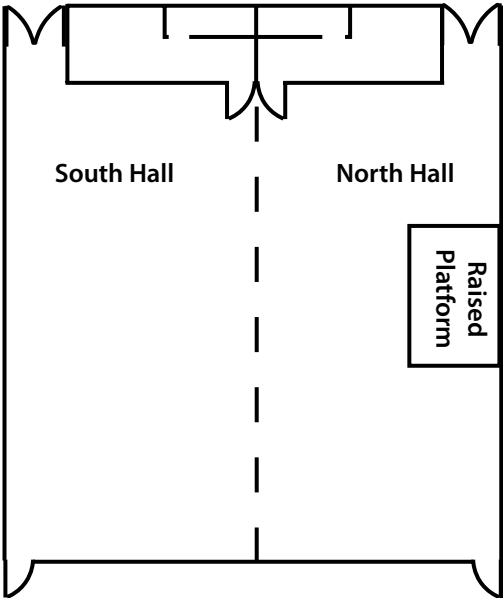


Social Gathering 200 ppl full  
100 ppl - South or North Side

Chairs Included

Tables Included

69'W x 29'L

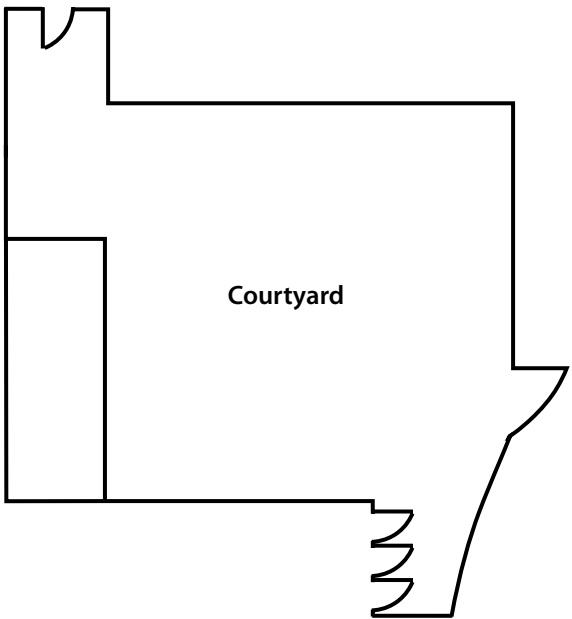


Social Gathering 200 ppl

Chairs Included

Tables Included

59'W x 47'L



# Dorsay Community & Heritage Centre

## Program Room

The program room is a bright and versatile space featuring large glass windows that offer stunning views of the surrounding greenery and landscaped grounds. Ideal for smaller rentals, this room is perfect for hosting meetings, workshops, or intimate gatherings. It also includes a convenient kitchenette equipped with a sink and fridge, making it easy to accommodate light catering or refreshments.

The program room includes set-up/take down of rectangle tables with chairs. Please note that certain restrictions apply to this space.

**Amenities:** Glass dry-erase board, countertop with a sink and a small bar fridge.

**Parking:** Parking is available on-site.

**Wheelchair accessibles**



# Dorsay Community & Heritage Centre

## Teaching Kitchen

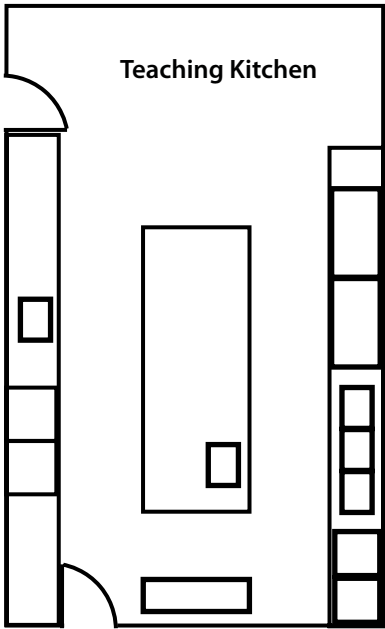
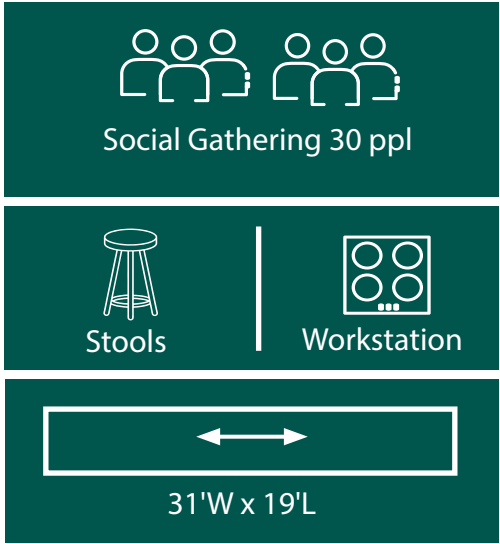
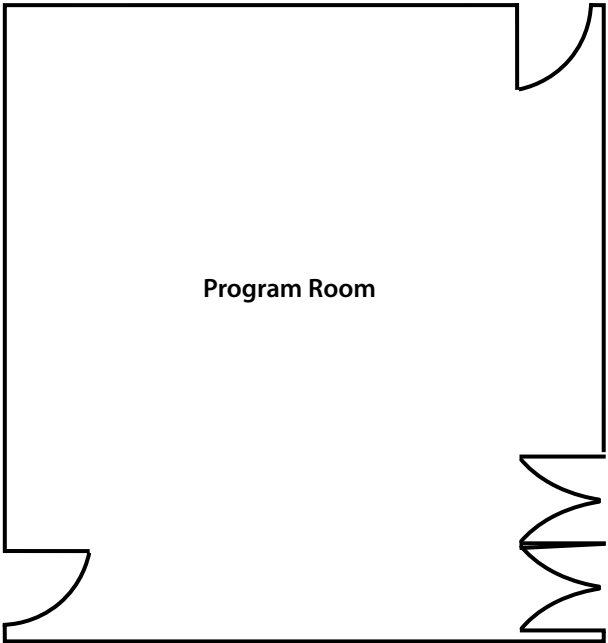
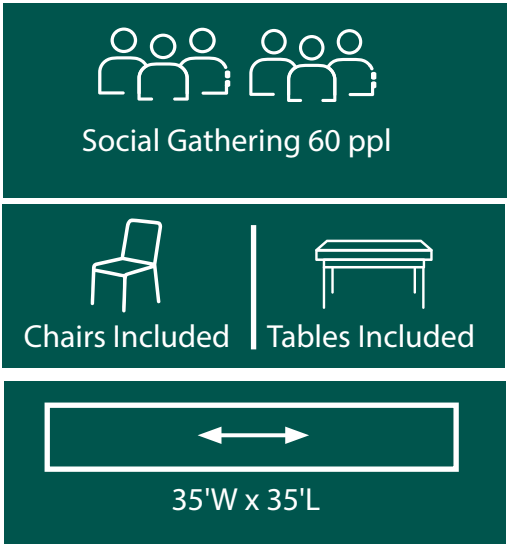
Discover our state-of-the-art teaching kitchen, designed to support hands-on learning in a welcoming and fully equipped environment. When not in use for City programming, this space is ideal for large family holiday baking, meal prep, and catering needs. Looking for more space? The teaching kitchen can also be rented in combination with other rooms, making it a flexible option for larger gatherings or multi-room events.

The kitchen includes moveable stools.

**Amenities:** Mobile storage unit, industrial fridge and cooling rack, range convection oven, bun/sheet pan rack.

**Parking:** Parking is available on-site.

**Wheelchair accessible.**







Nestled in Claremont just below the Oak Ridges Moraine, the Dr. Nelson F. Tomlinson Community Centre offers a beautiful, peaceful setting surrounded by forest, meadows, and the scenic Duffins Creek.

This charming space is perfect for meetings, workshops, bridal or baby showers, large gatherings, or sporting events. With on-site parking and a quiet, natural backdrop, it's an ideal spot to host your next event.



**Dr. Nelson F. Tomlinson  
Community Centre**  
4941 Old Brock Road, Claremont



Dr. Nelson F. Tomlinson Community Centre

Meeting Room

The meeting room at Dr. Nelson F. Tomlinson Community Centre features an open-concept layout that creates a bright and flexible environment—perfect for hosting meetings, workshops, bridal or baby showers, and other intimate gatherings. With its welcoming atmosphere this space provides a comfortable setting for both personal and professional events.

The meeting room includes set-up/take down, rectangle/round tables, with chairs.

**Kitchenette includes sink, fridge & microwave.**

**Amenities:** Podium.

**Parking:** Parking is available on-site.

**Wheelchair accessible.**



Dr. Nelson F. Tomlinson Community Centre

Multipurpose Room

The multipurpose room is Ideal for large social gatherings, trade shows, and sporting events. This versatile space features a full kitchen, outdoor patio, and a spacious stage—perfect for presentations, dance recitals, ceremonies, and more.

The multipurpose room includes set-up/take down, rectangle/round tables, and chairs.


**Full Kitchen is available with rental.**

**Amenities:** Stage, microphone, risers, podium, outdoor patio (seasonal).


**Parking:** Parking is available on-site.

**Wheelchair accessible.**







Social Gathering 70 ppl



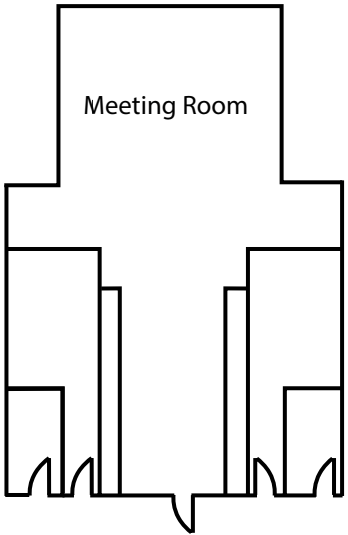
Chairs Included




Tables Included




45'W x 54'L







Social Gathering 200 ppl



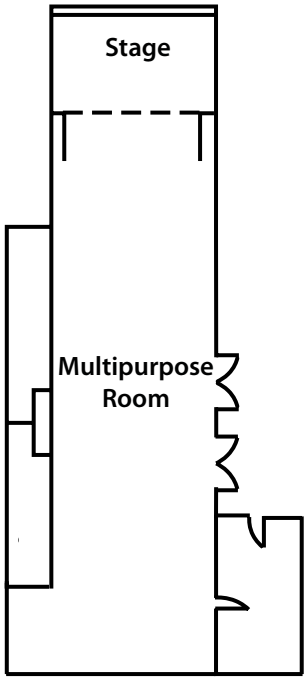
Chairs Included



Tables Included



73'W x 37'L







East Shore Community Centre is a versatile space, ideally located near Pickering's scenic waterfront and just minutes from the highway and Pickering's Go Station—offering easy access for guests traveling from any direction.

This welcoming facility is ideal for a wide range of events including parties, sports leagues, meetings, and community gatherings of all sizes. Whether you're planning a casual get-together or a more structured event, East Shore provides the flexibility and amenities to meet your needs.



## East Shore Community Centre

910 Liverpool Road





# East Shore Community Centre

## Community Room

The community room offers a bright, rustic atmosphere, highlighted by charming exposed beams. Its spacious open-concept layout makes it an ideal setting for meetings, workshops, bridal or baby showers, and other intimate gatherings. The warm and welcoming design creates a comfortable space for any occasion.


The community room includes rectangle tables, and chairs. Set-up not included.

**Amenities:** Private washrooms.


**Parking:** Parking is available on-site.

**Wheelchair accessible.**







Social Gathering 120 ppl



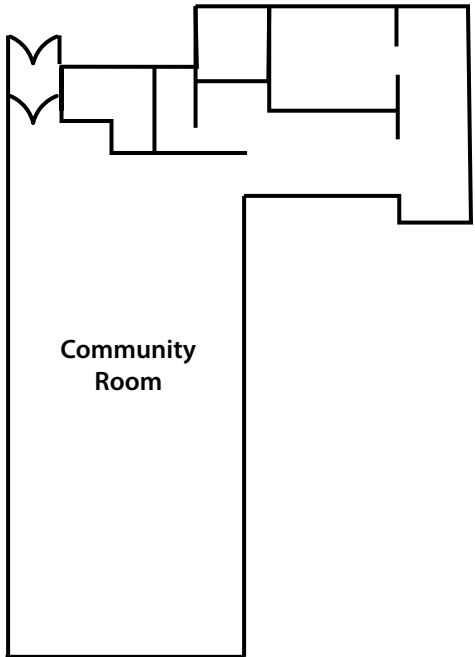
Chairs Included



Tables Included



65'W x 30'L



# East Shore Community Centre

## Meeting Rooms

The meeting rooms at East Shore Community Centre are bright and welcoming with a spacious open concept layout—perfect for meetings, workshops, and small to medium gatherings. The meeting rooms offers flexible rental options, allowing you to book one or both meeting rooms, and includes access to a convenient kitchen. Its warm design makes it a comfortable and versatile setting for any occasion.

The meeting rooms include rectangle tables, with chairs. Set up not included.


**Kitchen is included in rental of both rooms or Meeting Room 2.**

**Amenities:** Whiteboards.


**Parking:** Parking is available on-site.

**Wheelchair accessible.**







Social Gathering 100 ppl full  
50 ppl Room 2, 50 ppl Room 4



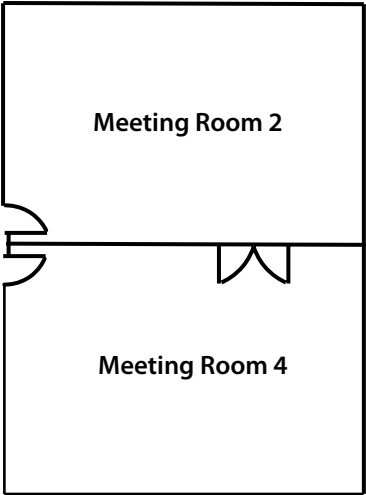
Chairs Included



Tables Included



46'W x 32'L





# East Shore Community Centre

## Gymnasium

The gymnasium at East Shore Community Centre is a bright, welcoming space with open-concept layout—perfect for hosting gatherings, meetings, or sporting events. Conveniently located just off the 401 and near Pickering’s beautiful waterfront, it’s an ideal venue for a wide range of activities in a scenic and accessible setting.

The gymnasium includes rectangle tables, with chairs. Set up not included.


**Full Kitchen is included in rental.**

**Amenities:** podium


**Parking:** Parking is available on-site.

**Wheelchair accessible.**







Social Gathering 200 ppl



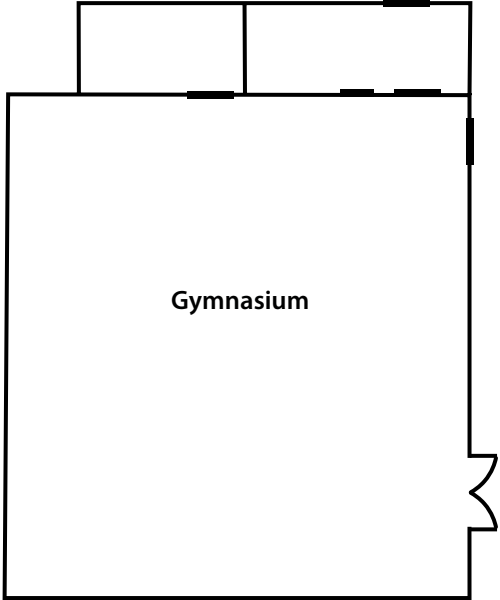
Chairs Included



Tables Included



66"W x 55"L







The George Ashe Library & Community Centre offers a breathtaking setting from the moment you arrive. Nestled beside a scenic ravine, the building is surrounded by natural beauty, and its interior is filled with natural light thanks to floor-to-ceiling windows that showcase the lush greenery outside. This versatile venue is ideal for wedding receptions, dances, showers, and family gatherings. The space can be used as one large room or divided into two smaller rooms — perfect for more intimate events.



## George Ashe Library & Community Centre

470 Kingston Road





# George Ashe Library & Community Centre

## Helen Paris & Russel Franklin Rooms

The Helen Paris and Russel Franklin Rooms at the George Ashe Library & Community Centre are nestled beside a scenic ravine, offering a peaceful and picturesque setting. Surrounded by natural beauty, these bright and inviting rooms feature floor-to-ceiling windows that showcase the lush greenery outside. Perfect for wedding receptions, dances, showers, and family socials, the space creates a warm and elegant atmosphere for any special occasion.

The Helen Paris and Russel Franklin Rooms includes set-up / take down, rectangle tables, and chairs.


**Full Kitchen is available for Russel Franklin Room only, or Full Room rentals.**

**Amenities:** Podium, kitchenette in Helen Paris Room, patios.


**Parking:** Parking is available on-site.

**Wheelchair accessible.**







Social Gathering 150 ppl full  
70 ppl Helen Paris Room  
80 ppl Russel Franklin Room



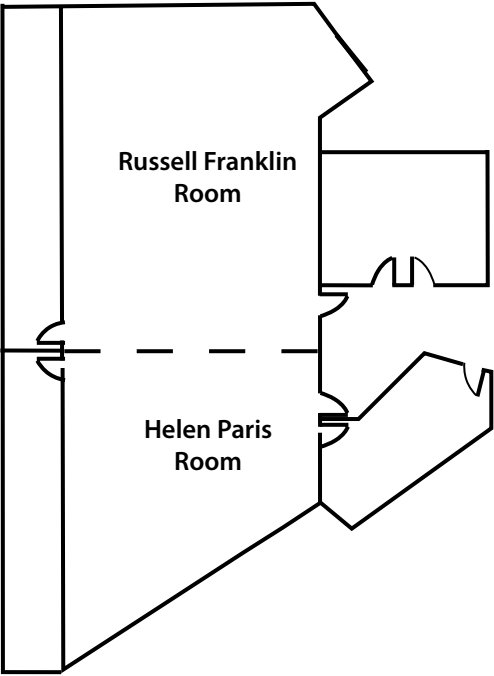
Chairs Included



Tables Included



97'W x 39'L







Nestled along the scenic banks of Duffins Creek, Pickering Museum Village offers a charming and one-of-a-kind setting to celebrate life's special moments. Surrounded by picturesque heritage gardens and beautifully restored historic buildings, this unique venue provides a storybook backdrop that's perfect for children's birthday parties, engagement photos, weddings, and other private events. Whether you're planning an intimate gathering or a larger celebration, the natural beauty and historic charm of the Village creates a warm, memorable atmosphere for you and your guests to enjoy.



## Pickering Museum Village

3550 Greenwood Road



# Pickering Museum Village

## Bible Christian Chapel

Built in 1853, the Bible Christian Chapel features its original box pulpit, wainscoting, and front doors. Set in the heart of Pickering Museum Village and surrounded by trees, it's a romantic and charming spot for intimate wedding ceremonies.

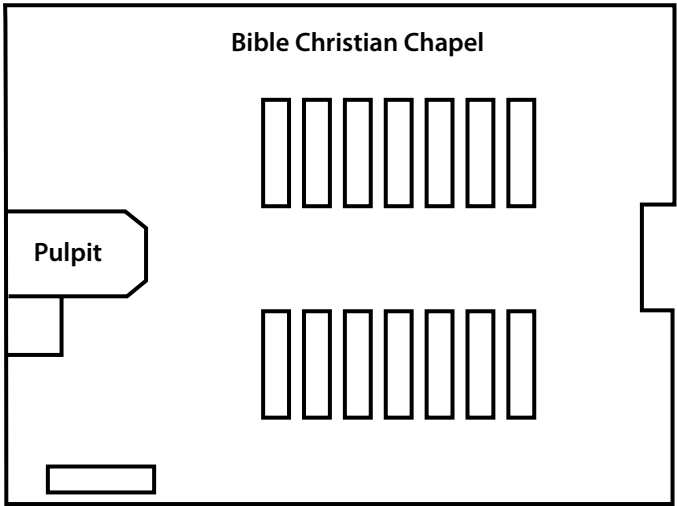
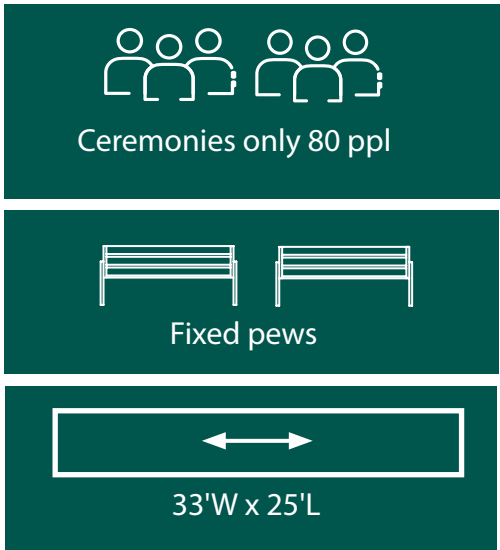
For larger events, pair it with The Meadow—just steps away and perfect for outdoor gatherings, family events, or receptions near picturesque Duffins Creek and the historic bridge.

The Bible Chapel includes 14 fixed pews.

**Amenities:** Electrical (limited receptacles).

**Parking:** Parking is available on-site.

**Wheelchair accessible.**



# Pickering Museum Village

## Odd Fellows Hall - Available for rent in spring 2026

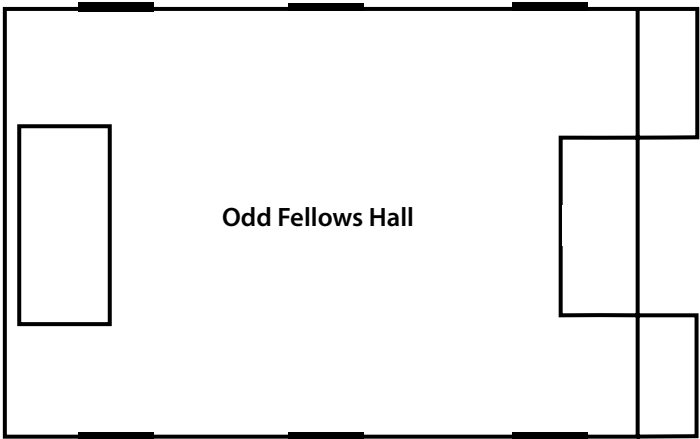
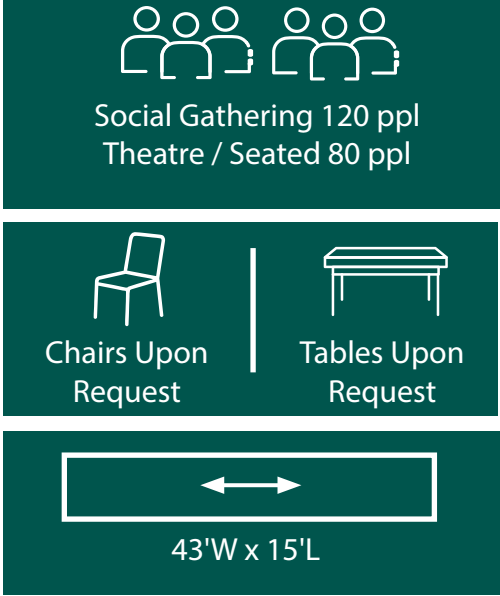
Nestled in the Pickering Museum Village and surrounded by beautiful forest, the Odd Fellows Hall offers a spacious, climate-controlled venue with stunning stained glass accents and large, bright windows. It features a raised stage at the front and a convenient nook for coats, equipment, or event check-in. Ideal for wedding ceremonies, medium-sized celebrations, gatherings, or workshops, this charming hall pairs perfectly with our nearby picnic shelter—making it an excellent option for an outdoor reception or ceremony with indoor comfort nearby.

The Odds Fellows Hall includes limited chairs and tables upon request. Set up not included.

**Amenities:** Power, air conditioning / heating.

**Parking:** Parking is available on-site.

**Wheelchair accessible.**



Pickering Museum Village

Puterbaugh Schoolhouse - Available May 2026

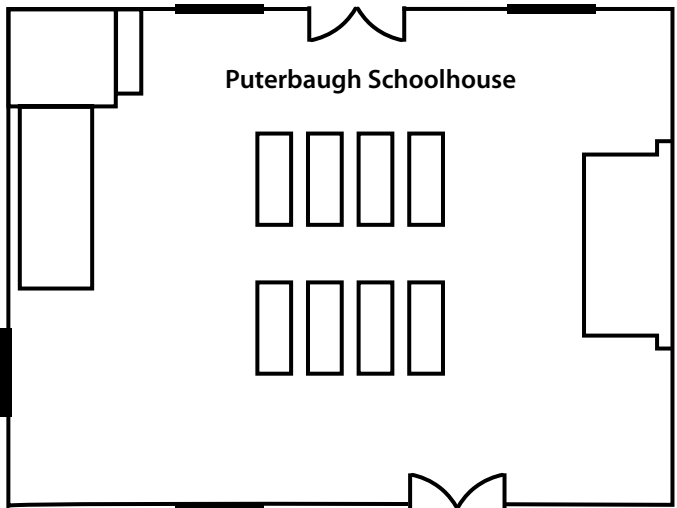
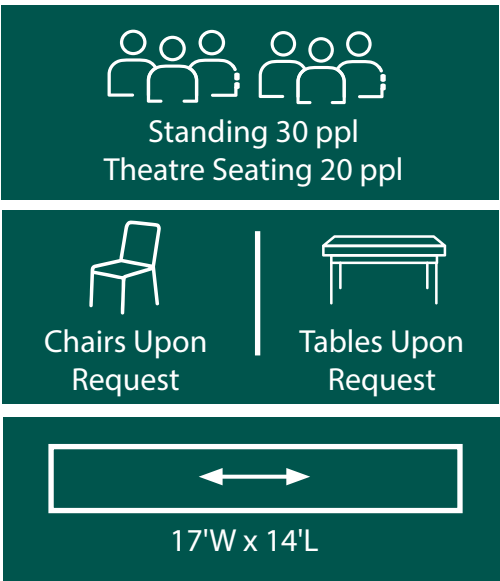
The Schoolhouse is located in the upper site near the Dorsay Community & Heritage Centre. This unique, heritage-style setting is perfect for meetings, small gatherings, or birthday celebrations. Its charming character also makes it an ideal backdrop for wedding or engagement photos. The space features heating and versatile, movable benches to accommodate a variety of layouts and event needs.

The Schoolhouse includes chairs and tables upon request. Set up not included.

**Amenities:** 8 movable wooden benches, heating, electrical.

**Parking:** Parking is available on-site.

**Wheelchair accessible.**



Pickering Museum Village

Redman House - Available Spring 2026

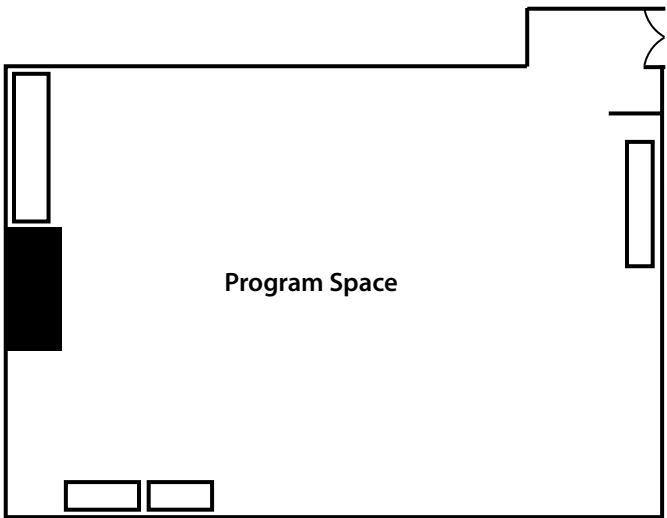
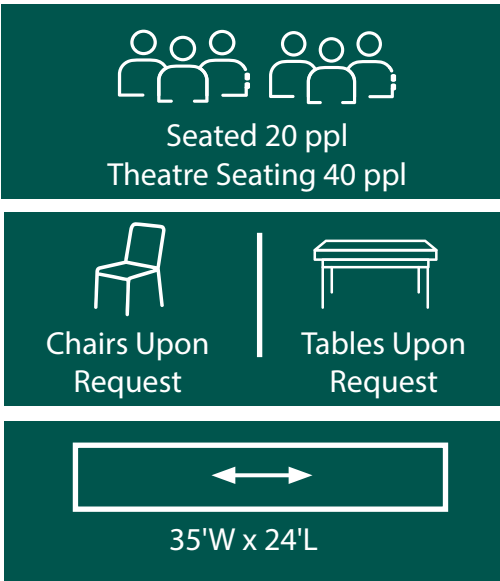
Recently refurbished and centrally located within the Pickering Museum Village, the Redman House offers a cozy and versatile space ideal for small meetings, gatherings, and intimate events. With air conditioning for warmer weather and heating for the cooler months, it's the perfect rental option year round. This charming space blends comfort with heritage charm—making it a unique setting in any season.

The Redman House includes chairs and tables upon request. Set up not included.

**Amenities:** TV, rolling coat rack, electrical, washrooms adjacent, air conditioning / heating.

**Parking:** Parking is available on-site, and at Dorsay Community & Heritage Centre.

**Wheelchair accessible.**







This charming pine lodge offers stunning views of Frenchman's Bay and is set within a lush green space, providing a peaceful and picturesque backdrop for any event. It's a popular choice for family gatherings, engagement parties, weddings, and other special occasions, thanks to its warm, rustic atmosphere and inviting design. The surrounding grounds are perfect for photo opportunities, or simply enjoying nature. With its distinctive ambience, spacious interior, and convenient on-site parking, this private venue offers both comfort and character for a memorable experience.



**West Shore Community  
Centre**  
1015 Bayly Street



# West Shore Community Centre

## Banquet Hall

The Banquet Hall at West Shore Community Centre is a bright, welcoming space with a spacious open-concept layout—perfect for hosting gatherings, meetings, or large family functions. Conveniently located near the 401 and with beautiful views of Frenchman’s Bay, it’s an ideal venue for engagement parties, weddings, and other special occasions.

The Banquet Hall includes rectangle/round tables, with chairs. Set-up is included.


**Full Kitchen is included in rental.**

**Amenities:** Ice machine, private washrooms.


**Parking:** Parking is available on site.

**Wheelchair accessible.**







Social Gathering 150 ppl



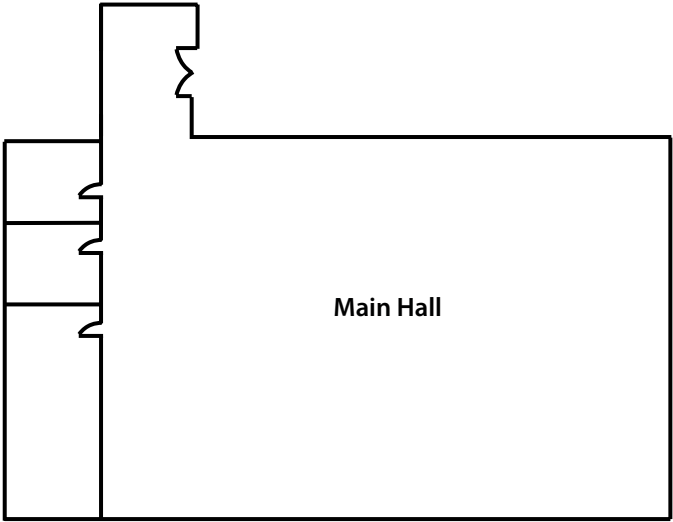
Chairs Included



Tables Included



50'W x 40'L







— City of —  
**PICKERING**

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