

GUIDELINES FOR TEMPORARY OUTDOOR RETAIL SPACE LOCATED ON PUBLIC PROPERTY

General Requirements

1. Temporary outdoor retail space shall only be permitted for Convenience Retail Stores; General Retail Stores; and Market Uses operating under an existing valid Development Permit.
2. Temporary outdoor retail space permitted under this guideline shall extend no later than November 1, 2021; however the City may terminate these permissions upon 24 hours notice. Further, the City may terminate the permissions without notice in the event of an emergency and/or operational safety concern.
3. The business owner is responsible for obtaining all relevant permissions, including but not limited to AGLC, AHS, and their landlord. The business owner must comply with all regulations and requirements from AGLC, AHS, and other relevant regulatory bodies.
4. The sale and on-site consumption of alcohol, tobacco, or cannabis is not permitted in a temporary outdoor retail space.
5. Temporary outdoor retail space shall not contain any structures, permanent or temporary, except for tables, chairs, umbrellas and heaters. If the business owner requires any other structure, they must enter into a License of Occupation with the City.
6. The business owner of a temporary outdoor retail space shall mitigate any negative impacts on abutting or nearby residential development; including prioritizing the use of private land before utilizing public space.
7. No outdoor audio-visual equipment (for example speakers, sound systems, television, visual displays, projectors, etc.) may be used on a temporary outdoor retail space.
8. Temporary outdoor retail spaces shall comply with the **Community Standards Bylaw** at all times.
9. Wheelchair access must be provided to, and throughout, the temporary outdoor retail space.
10. Umbrellas must stand at least 2.1m (7ft) above the walking surface.

11. Cooking or food and drink preparation is not permitted on temporary outdoor retail spaces.
12. A minimum 1.5m (5ft) clearance from fire department (siamese) connections and hydrants must be maintained on a temporary outdoor retail space.
13. A fire extinguisher (minimum 2A-10BC) must be available within 23m (75ft) of any part of the temporary outdoor retail space.
14. Temporary outdoor retail spaces must not extend in front of any building exit. Temporary outdoor retail spaces must not extend in front of adjacent tenant spaces, exits, or beyond business frontage without written permission from affected adjacent property owners and tenants; this includes any overhanging elements.
15. ULC- or CSA-certified electric or propane patio heaters (with max 20lb tank) are permitted where located at least 3m (10ft) away from City tree branches, operated per the manufacturer's directions and must be stored off the road right-of-way when not in use. Solid-, gel- or liquid-fuel fire features are not permitted.
16. A clear path of pedestrian travel of minimum 2.0m (6'6") must be maintained on the public sidewalk. A clear path of 2.3m (7'6") is recommended.
17. The side of the temporary outdoor retail space adjacent to vehicle traffic shall maintain a minimum distance of 0.65m (2'2") from the edge of any adjacent travel lane.
18. Temporary outdoor retail spaces shall not be permitted in any portion of a parking lane or travel lane.
19. Temporary outdoor retail space shall not be placed within 5.0m (16'5") from the corner of an intersection and 10.0m (32'9") from the corner of an intersection that has a stop/yield sign or pedestrian crosswalk.
20. Temporary outdoor retail space must not encroach into existing loading zones, Accessible Parking Stalls, bike racks and bike corrals, tow away zones, bus stops, shared pathways or designated bike lanes.
21. The business owner is responsible for maintaining any structures and equipment in a safe and clean condition and in good repair. This maintenance must include keeping the area free of any potential dangers; including power cords, debris, and pooling water.