



# CITY PROCEDURE

## Sidewalk Patio Program Requirements

<b>Procedure Title</b>	Sidewalk Patio Program Requirements		
<b>Procedure Number</b>	622-2	<b>Approved Date</b>	April 25, 2024
<b>Department</b>	Planning & Development	<b>Last Amended</b>	
		<b>Last Reviewed</b>	
<b>City Manager Signature</b>	"S. Bourke" (signed)	<b>Signature Date</b>	May 31, 2024

### 1. Purpose

The City of Grande Prairie Sidewalk Patio Program aims to enhance the vibrancy of the community by providing a safe, inviting, and enjoyable outdoor dining experience for residents and visitors while maintaining pedestrian accessibility and the overall aesthetics of the City streets. Restaurants, bars, and cafes are invited to plan their Patio using the City's streets and sidewalks. This procedure outlines the steps from design to approval to installations used to co-create a Patio with the City and contribute to safe, vibrant, and accessible spaces for everyone.

### 2. Definitions

In addition to the definitions in the Sidewalk Patio Program Policy 622, the following definitions apply to this procedure:

- 2.1. "Accessible Parking Spaces"** means spaces reserved for vehicles with disabled parking placards.
- 2.2. "Alberta Gaming, Liquor, and Cannabis" (AGLC)** means the agency responsible for administering the Gaming, Liquor and Cannabis Act, RSA 2000, c G-1, as amended or any statute enacted in its place.
- 2.3. "Applicant"** means a property owner or a tenant (with the property owner's permission) who applies for a Licence of Occupation for a Sidewalk Patio.
- 2.4. "City Solicitor"** means the senior employee in the highest level of authority of the Legal & Risk Department, or any department substituted in its place, or their designate.
- 2.5. "Designated Patio Area"** refers to a specific area that is identified and approved for use as a Patio under a Licence of Occupation agreement.
- 2.6. "Director of Planning and Development"** means the senior employee in the highest level of authority of the Planning and Development Department, or any department substituted in its place, or their designate.



- 2.7. **“Emergency”** means an unforeseen situation where immediate action must be taken to preserve the environment, public health, safety or an essential service of the City.
- 2.8. **“Licence of Occupation”** means an agreement prepared by the City by which the Licensee is granted authorization to erect, place or maintain an Encroachment on Public Lands.
- 2.9. **“Licensee”** means an individual or entity that is granted authorization by the City to erect, place or maintain an Encroachment on Public Lands under a Licence of Occupation.
- 2.10. **“Parklet Patio”** means a Patio located on a Public Road, which may replace one or more on-street parking spaces.
- 2.11. **“Parks Personnel”** means employees of the Environment & Parks Department of the City or any department substituted in its place.
- 2.12. **“Slip-resistant Treatment”** means the application of a coating or treatment to a surface to reduce its slipperiness, especially when wet to reduce the risk of slip and fall accidents. Examples include but are not limited to rock salt, ice melt, sand, gritty absorbers, etc.

### 3. Eligibility

- 3.1. When private property does not provide the required space for a Patio, public property may be considered using space within the curb lane of the street, along the sidewalk, or in an alleyway.
  - a) The program shall encompass public sidewalks and streets within the City of Grande Prairie. See section 10.
  - b) Restaurants, bars and cafes with a valid business licence and meeting AGLC standards are eligible to participate.

### 4. How Patios Can Be Used

- 4.1. What is Permitted:
  - a) Serving and eating food and beverages; and
  - b) Non-permanent Patio installations that can be moved in case of an Emergency. Types of structures and furnishings vary depending on the option.
- 4.2. What is not Permitted:
  - a) Cooking of food and drink preparation;
  - b) Permanent infrastructure;
  - c) Use of City power receptacles for any purposes;
  - d) Patios with a capacity of more than sixty (60) people;



- e) Portable washrooms;
- f) Stages; and
- g) Pergolas or any overhead elements aside from umbrellas.

## 5. When Patios Can Operate

5.1. Throughout the year there are two options for Patio Operations:

Operating Time Period	Operations and Maintenance Obligations
<p><b>Seasonal Patios</b> <b>(May to October)</b></p> <p><i>The Patio is open and actively used during the spring, summer, and fall.</i></p>	<ul style="list-style-type: none"> <li>a) Maintain all structures and Patio furnishings in a safe, clean, and sanitary condition including:               <ul style="list-style-type: none"> <li>i) Fixing any damage resulting from vandalism or theft, and</li> <li>ii) Keeping the Patio area clear of any projections that may create a danger to the public.</li> </ul> </li> <li>b) Ensure the Patio area, Patio structures, and sidewalks adjacent to the Patio area are clear of any ice, pooling water, leaves and debris.</li> </ul>
<p><b>Year-Round Patios</b></p> <p><i>Set-up and open year round (365 days), including in the winter.</i></p>	<ul style="list-style-type: none"> <li>a) All seasonal Patio operations and maintenance obligations (as stated above).</li> <li>b) Snow and falling snow/ice from rooftops/awnings must be cleared from the Patio area, Patio structures, and sidewalks adjacent to the Patio area.</li> <li>c) Snow must not be stacked, piled, or stored within the Patio area or on any Patio structures or furnishings.</li> <li>d) If snow is stacked on private property, it must not constrain the 2m pedestrian clear path or affect sightlines at intersections or vehicle access points.</li> <li>e) Slip-resistant Treatments must be applied and maintained on any boardwalk or Parklet Patio structures.</li> <li>f) Ensure that all chords or lines that cross the pedestrian walking lanes are covered to prevent potential tripping hazards and/or damage to the lines.</li> <li>g) Year-Round Patios cannot be used for winter storage of Patio furnishing. If the Patio is not actively used by customers during the winter months, then all Patio elements (parklets, boardwalk sidewalks, and all furnishings) must be removed.</li> </ul>



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### 6. Patio Options

Option 1: Small Sidewalk Patio	Requirements
Place tables and chairs on the sidewalk to expand seating while keeping a clear path for pedestrians.	<ul style="list-style-type: none"><li>a) Patio furnishings (tables and chairs) must be taken in and out each business day.</li><li>b) The Patio area cannot be enclosed by railings or barriers.</li><li>c) No umbrellas, heaters or string lighting are permitted.</li><li>d) Must maintain a clear and accessible 2m wide path on the sidewalk for pedestrians of all abilities.</li><li>e) Can be operated as a seasonal Patio or a year-round Patio.</li></ul>





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Option 2: Parklet Patio	Requirements
Create a Patio on the street within the curb lane by repurposing parking space.	<ul style="list-style-type: none"><li>a) Patios can be developed on a platform that is level with the sidewalk or placed directly on the street.</li><li>b) Parklet Patios must include a guard around the perimeter in accordance with section 9 of this Procedure and concrete barrier(s) for temporary traffic control.</li><li>c) Businesses are responsible for ensuring the Parklet Patio is accessible which may include supplying curb ramps into the Patio area if it is directly on the street.</li><li>d) The Patio can be furnished with tables, chairs, umbrellas, heaters, string lighting and planters.</li><li>e) In case of an Emergency all Patio furnishings must be fully removable within twenty-four (24) hours for maintenance, events, or other activities by the City and the utility providers.</li><li>f) This type of Patio can be operated as a seasonal Patio or a year-round Patio.</li></ul>



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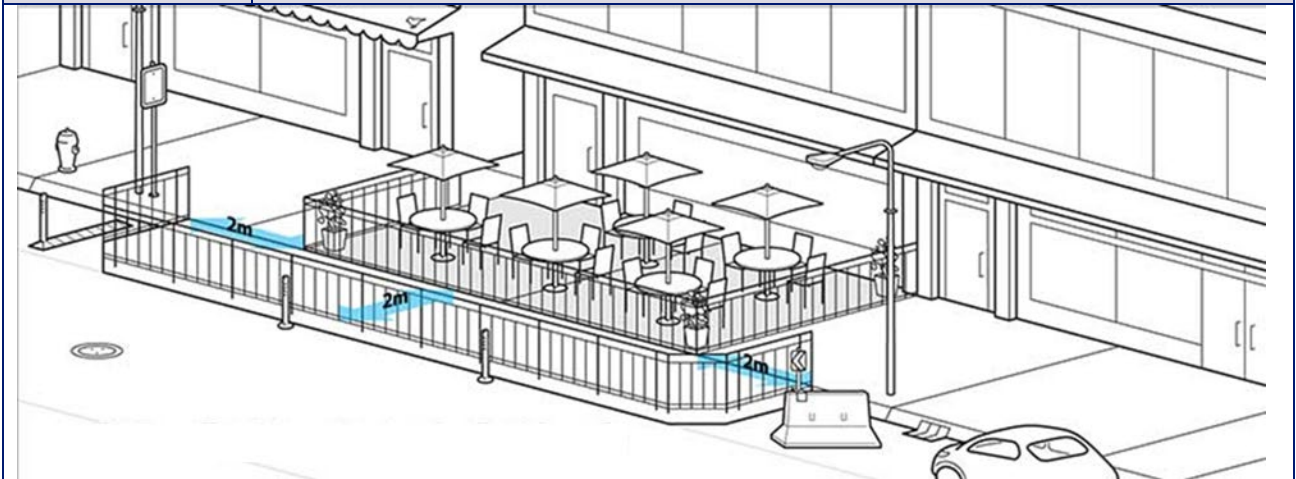
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### Option 3: Full Sidewalk Patio with Re-Routed Sidewalk

#### Requirements

Create a Patio on the sidewalk while pedestrians are accommodated on a re-routed sidewalk in the curb lane.

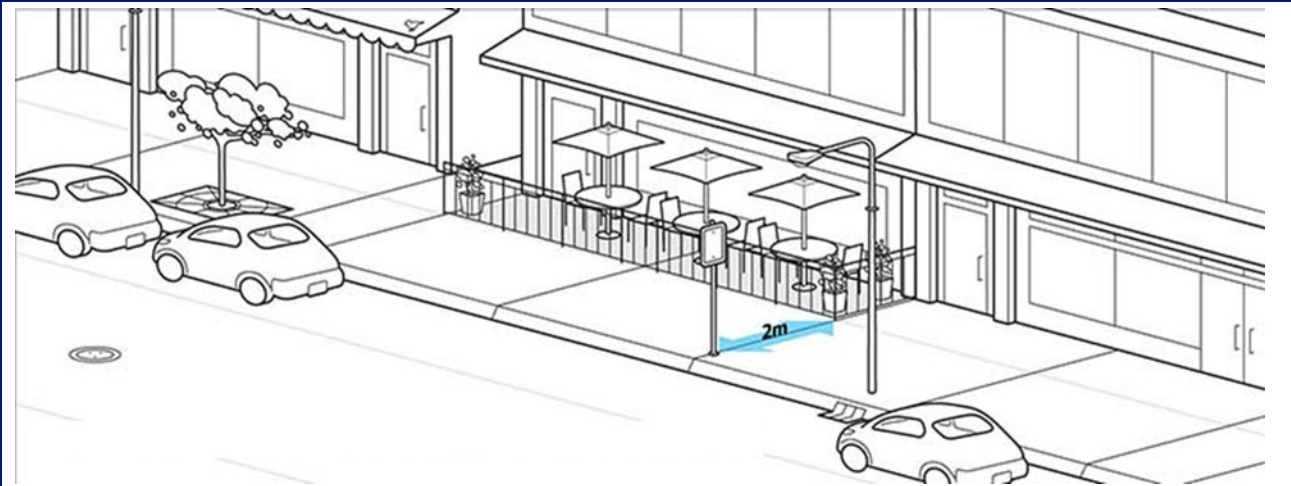
- a) Businesses are responsible for supplying a boardwalk sidewalk structure or a safe re-routed pedestrian walkway depending on the curb height for people of all accessibilities in the curb lane.
- b) Boardwalk structures/Re-Routed pedestrian walkway and the Patio area must include a guard and Patio railing around the perimeter in accordance with [section 8](#) of this procedure and concrete barrier(s) for temporary traffic control.
- c) Patios can be furnished with tables, chairs, umbrellas, heaters, string lighting and planters.
- d) In case of an Emergency all boardwalk structures and Patio furnishings must be fully removable within twenty-four (24) hours for maintenance, events or other activities by the City and the utility providers.
- e) This type of Patio can be operated as a seasonal or a year-round Patio.





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Option 4: Partial Sidewalk Patio (no boardwalk sidewalk)	Requirements
Create a Patio on the sidewalk while pedestrians are accommodated on the sidewalk next to the Patio.	<ul style="list-style-type: none"><li>a) Patios must include a Patio rail system around the perimeter in accordance with section 9 of this Procedure.</li><li>b) This option is only available where the sidewalk is wide enough to accommodate both the Patio and a 2m clear path for pedestrians.</li><li>c) Patios can be furnished with tables, chairs, umbrellas, heaters, string lighting and planters.</li><li>d) In case of an Emergency all railings and Patio furnishings must be fully removable within twenty-four (24) hours in case the City requires maintenance, events or other activities.</li><li>e) This type of Patio can be operated as a seasonal or a year-round Patio.</li></ul>
	

## 7. Approval Process

- 7.1. All Patios require a Licence of Occupation. This is a formal licence that allows the business to use the road right-of-way like a sidewalk or street for Patios. Patios are not to be installed or used until approval is granted by signing the Licence of Occupation.
- 7.2. The Applicant will fill out the Application Form. Applications must include:
  - a) The Patio (Site) Plan;
  - b) Confirmation of the type of Patio: seasonal vs. year-round; and



c) Proof of insurance documents.

**7.3.** The Applicant shall work with the City during the review and evaluation process of their Patio Plan.

a) This may include a site visit with the City.

b) The applicant will make changes and adjustments to the Patio Plan, as necessary, to align with technical guidelines and temporary traffic control requirements.

**7.4.** Once the City review is complete, if the Sidewalk Patio is approved, the Applicant will receive their Licence of Occupation.

a) The licence will be issued for the duration of the seasonal program, subject to renewal each year.

## 8. Create A Patio (Site) Plan

**8.1.** A Patio plan is a drawing that identifies what portion of street and/or sidewalk space will be used for the Patio. The application form also requires photos of the business frontage, including showing adjacent businesses.

**8.2.** The Patio (site) plan must include the following:

a) Location – including municipal address and legal description (Lot, Block, Plan);

b) All property lines;

c) Front, rear, and side setbacks of the Patio from all property lines and all buildings on the site;

d) Dimensions of the proposed Patio, showing all exits;

e) Identification for adjacent City streets, sidewalks, curbs, and proposed and existing curb cuts;

f) Seating layout;

g) Locations of affected parking areas including length and width of stalls, driveway, etc.;

h) Fire Department Connection (FDC) – if located in proximity or within the area boundary; and

i) Fire Hydrant – if located in proximity.

## 9. Patio Design and Technical Requirements

**9.1.** While operating a Sidewalk Patio as a business, the following should also be kept in mind:

a) The Patio may only operate within the Designated Patio Area identified in the Licence of Occupation.

b) The City, and all persons authorized by the City, shall have access to the Designated Patio Area at all times and may perform any work or repairs which it deems necessary without any prior notice including, but not limited to, work and repair concerning utilities, highways, and sidewalks.





### 10. Patio Location Requirements

- 10.1.** The location of a Sidewalk Patio is typically the frontage of the business. However, alterations to this location may be considered at the discretion of the Planning and Development Department, subject to the consent of adjacent business owners.
- 10.2.** Patios are only allowed on roadways with a posted speed limit of 50 km/h or less.
- 10.3.** The edge of the Patio (side adjacent to vehicle traffic) must be at least 0.65m from the edge of any adjacent travel lane, bike lane, or shared pathway.
- 10.4.** Patios must be at least:
  - a)** 5.0m from the corner of an uncontrolled intersection; or
  - b)** 10.0m from the corner of a controlled intersection (stop/yield sign or signals) or an intersection with a marked pedestrian crosswalk.as measured from the edge of the Patio area to the face-of-curb of the intersecting roadway.
- 10.5.** Curb lanes where on-street parking exists are available for Parklet Patio or re-routed Sidewalk installation, subject to the specifications outlined in section 11 of this Procedure.
- 10.6.** Patios will not be permitted on curb lanes signed as No Parking, No Stopping, or Tow Away Zones.

### 11. Parking

- 11.1.** Accessible Parking Spaces cannot be used for a Parklet Patio or Re-Routed Sidewalk Patio.
- 11.2.** Curb lanes with on-street parking can be used for a Parklet Patio or Re-Routed Sidewalk Patio.
- 11.3.** Patios are not permitted at bus stops.

### 12. Accessibility

- 12.1.** Sidewalk Patios must maintain a clear pedestrian path of at least 2m wide.
- 12.2.** All setups must adhere to the City's accessibility guidelines ([Building Bylaw C-1328](#), [Barrier-Free Guidelines](#), and National Building Code 2019 (AB) Edition) to accommodate persons with disabilities.

### 13. Temporary Traffic Control

- 13.1.** The Patio must not constrain the 2m pedestrian clear path or affect sightlines at intersections or vehicle access points.
- 13.2.** The Licensee must ensure that there is a clear, unobstructed path for pedestrians to navigate around the Patio area.



- 13.3.** All traffic control devices for the Designated Patio Area shall be installed by the Licensee once the City has provided approval to the Licensee to permit the installation of the traffic control devices. The Licensee shall not move, remove or otherwise disturb the traffic control devices without express written permission from the City.
- 13.4.** Temporary traffic control devices include, but are not limited to, traffic cones, concrete barriers and reflective posts.

### 14. Street Signs and Street Furniture

- 14.1.** Traffic Control Signs (for example, stop signs, yield signs, and speed limit signs) cannot be moved to accommodate a Patio.
- 14.2.** Benches, Canada Post Boxes, Newspaper Boxes, Poster Columns, and Affixed Wastebins cannot be relocated to accommodate a Patio.

### 15. Signage

- 15.1.** Patios should not include banner signs on the railings or fencing of the Patio, which reduces visibility into the Patio area.
- 15.2.** Permits may be required for other types of signage. Applicants must confirm permitting requirements with the Planning and Development Department before installing signage.

### 16. Platforms for Parklet Patios or Boardwalk Sidewalks

- 16.1.** Any platform, whether for Parklet Patio or Boardwalk Sidewalk, must:
- a)** Be directly on the ground surface.
  - b)** Be constructed and supported such that it must not damage any public property and must be readily removable at any time.
  - c)** Be secured with City-approved techniques.
  - d)** The base of the platform must not interfere with the drainage flow in the gutter.
  - e)** The width of the platform must accommodate the 2m pedestrian clear path.

### 17. Public Boulevard Trees

- 17.1.** Nothing is to be secured to, hung from, affixed to or attached to a City-owned tree without prior permission and approval from approved Parks Personnel.



- 17.2.** The Licensee is responsible for any loss of or damage to City trees located within the Designated Patio Area deemed to be the result of the Patio or its operation.
- 17.3.** There shall be no excavation or alteration of any landscaping, curbs, boulevards, sidewalks, roads, streets or alleys without prior written consent of the City at its sole discretion.
- 17.4.** Any required pruning or removal of branches is only to be performed by certified Parks Personnel. Any maintenance requests should be made through 311.

### 18. Fire Department Infrastructure

- 18.1.** The Licensee must maintain 1.5m of clear space around any fire hydrant.
- 18.2.** In no case will the required exists from the main building empty into an enclosed Patio or contained exterior space.

### 19. Utilities

- 19.1.** Patios cannot be located otop of underground utility vaults.
- 19.2.** Patios must not obstruct utility connections/disconnects, lines or meters.
- 19.3.** Maintain 1.5m of clear space around any utility cabinet or pedestal.

### 20. Waste Management

- 20.1.** Businesses are responsible for maintaining cleanliness within their Patio area and providing appropriate waste disposal facilities for patrons.
- 20.2.** Sidewalk Patios must not interfere with regular waste collection or create additional burdens for waste management services.

### 21. Requirements for Winter Patios (Year Round Patios)

- 21.1.** Any outdoor heaters being used must comply with CSA standards. CSA-certified electric or propane Patio heaters (with a max 20lb tank) are permitted when located at least 3m away from tree branches (and other landscaping), operated per the manufacturer's directions, and not stored on the road right-of-way. Solid-, gel- or liquid-fuel fire features are not permitted.
- 21.2.** Outdoor wood-burning fire pits, fireplaces or appliances are not permitted to be used on Patios.
- 21.3.** The Licensee must take care of snow storage and removal from the Designated Patio Area.



### 22. Cooking or food/drink preparation

- 22.1. No cooking or food/drink preparation may be conducted in the Designated Patio Area.
- 22.2. All activities including any use of the Designated Patio Area shall be in accordance with the applicable law.
- 22.3. The Licensee must confirm that their proposed service meets relevant Alberta Food and Food Safety Regulations.
- 22.4. The Licensee must confirm with AGLC that their proposed alcohol service meets regulations.

### 23. Operating Hours

- 23.1. Sidewalk Patios shall operate within regular business hours.
- 23.2. All activities and operations within the Patio area must cease at the designated closing time.

### 24. Sidewalk Patio Licence Agreement

- 24.1. An Applicant shall be required to enter into a Sidewalk Patio Licence Agreement containing terms and conditions satisfactory to the City Solicitor and the Director of Planning and Development.

### 25. Compliance and Enforcement

- 25.1. Non-compliance with these rules and regulations may result in warnings, fines or suspension/revocation of Patio licence.
- 25.2. The City may conduct periodic inspections to ensure compliance with the Sidewalk Patio Program policy and related procedures.

### 26. Renewal and Review

- 26.1. Businesses must renew their Patio Licence annually, subject to review by the City.
- 26.2. The City will periodically review the policy and make necessary adjustments based on feedback and changing circumstances.

### 27. Contact Information

- 27.1. For inquiries and licence applications, please contact the City of Grande Prairie's Planning and Development Department at [land@cityofgp.com](mailto:land@cityofgp.com).



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## 28. Related Policies and Other References

- 28.1. Sidewalk Patio Program Policy 622
- 28.2. Sidewalk Patio Application Procedure 622-1

## 29. Version History

Action	Date	Description
New Procedure	April 25, 2024	