



CITY PROCEDURE

Sidewalk Patio Program Requirements

Procedure Title	Sidewalk Patio Program Requirements		
Procedure Number	622-2	Approved Date	2024/04/25
Department	Development Services	Last Amended	2025/05/13
City Manager Signature		Last Reviewed	2026/05/08
		Signature Date	2026/05/08

1. Purpose

- 1.1. The City of Grande Prairie (City) Sidewalk Patio Program aims to enhance the vibrancy of the community by providing opportunities for outdoor dining and Sidewalk Displays that create a safe, inviting, and enjoyable outdoor dining and shopping experience for residents and visitors while maintaining pedestrian accessibility and the overall aesthetics of the City streets.
- 1.2. Restaurants, bars, cafes, and retail businesses are invited to plan their Patio/Sidewalk Display using the City's streets and sidewalks.
- 1.3. This procedure outlines the steps from design to approval to installation, supporting businesses in co-creating lively, accessible and dynamic public 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/Sidewalk Display or Permit Tags for an A-Board Sign.
- 2.4. **"City Solicitor"** means a legal professional who has been contracted to provide legal advice and representation to the City.
- 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.



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- 2.6. **"Director of Development Services"** means the senior employee in the highest level of authority of the Development Services 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. **"Sidewalk Display"** means the arrangement and presentation of products or goods by a business for the purpose of attracting customers and promoting sales.
- 2.13. **"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.
 - 3.1.1. The program shall encompass public sidewalks and streets within the City of Grande Prairie. See section 10.
 - 3.1.2. Restaurants, bars, cafes and businesses 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;



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- 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>Seasonal Patios (May to October)</p> <p><i>The Patio is open and actively used during the spring, summer and fall.</i></p>	<p>5.1.1. Maintain all structures and Patio furnishings in a safe, clean, and sanitary condition including:</p> <ul style="list-style-type: none"> a. Fixing any damage resulting from vandalism or theft; and b. Keeping the Patio area clear of any projections that may create a danger to the public. <p>5.1.2. Ensure the Patio area, Patio structures, and sidewalks adjacent to the Patio area are clear of any ice, pooling water, leaves and debris.</p>
<p>Year-Round Patios</p> <p><i>Set-up and open year-round (365 days), including in the winter.</i></p>	<p>5.1.3. All seasonal Patio operations and maintenance obligations (as stated above).</p> <p>5.1.4. Snow and falling snow/ice from rooftops/awnings must be cleared from the Patio area, Patio structures, and sidewalks adjacent to the Patio area.</p> <p>5.1.5. Snow must not be stacked, piled, or stored within the Patio area or on any Patio structures or furnishings.</p> <p>5.1.6. If snow is stacked on private property, it must not constrain the 2 m pedestrian clear path or affect sightlines at intersections or vehicle access points.</p> <p>5.1.7. Slip-resistant Treatments must be applied and maintained on any boardwalk or Parklet Patio structures.</p> <p>5.1.8. 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.</p> <p>5.1.9. 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.</p>



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6. Patio/Display 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">6.1.1. Patio furnishings (tables and chairs) must be taken in and out each business day.6.1.2. The Patio area cannot be enclosed by railings or barriers.6.1.3. No umbrellas, heaters or string lighting are permitted.6.1.4. Must maintain a clear and accessible 2 m wide path on the sidewalk for pedestrians of all abilities.6.1.5. Can be operated as a seasonal Patio or a year-round Patio.

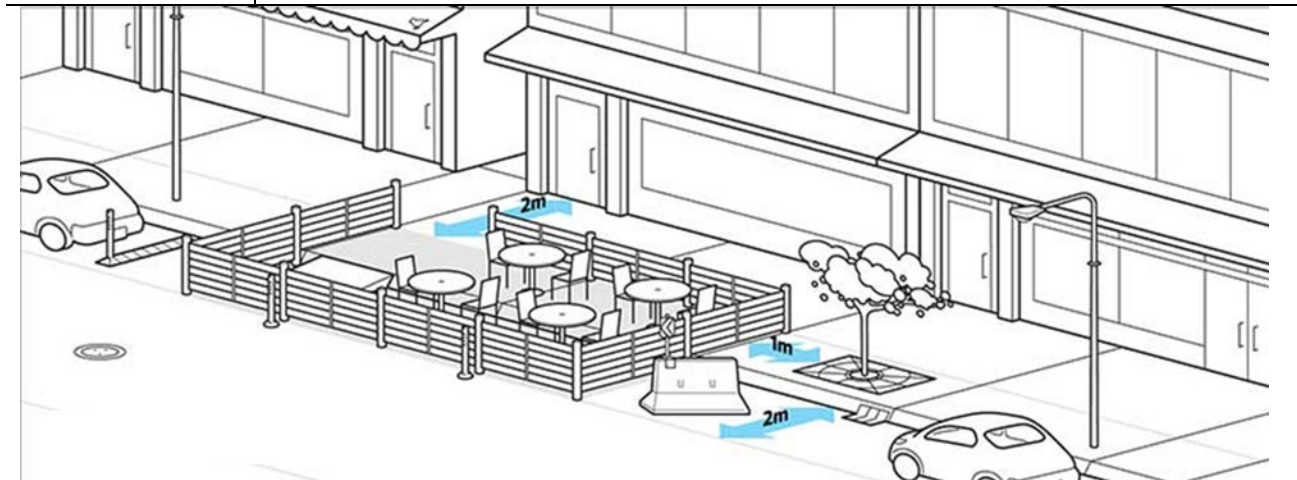




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Option 2: Parklet Patio	Requirements
<p>Create a Patio on the street within the curb lane by repurposing parking space.</p>	<ul style="list-style-type: none"> 6.2.1. Patios can be developed on a platform that is level with the sidewalk or placed directly on the street. 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. 6.2.3. 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. 6.2.4. The Patio can be furnished with tables, chairs, umbrellas, heaters, string lighting and planters. 6.2.5. In case of an Emergency, all Patio furnishings must be fully removable within 24 hours for maintenance, events, or other activities by the City and the utility providers. 6.2.6. This type of Patio can be operated as a seasonal Patio or a year-round Patio.





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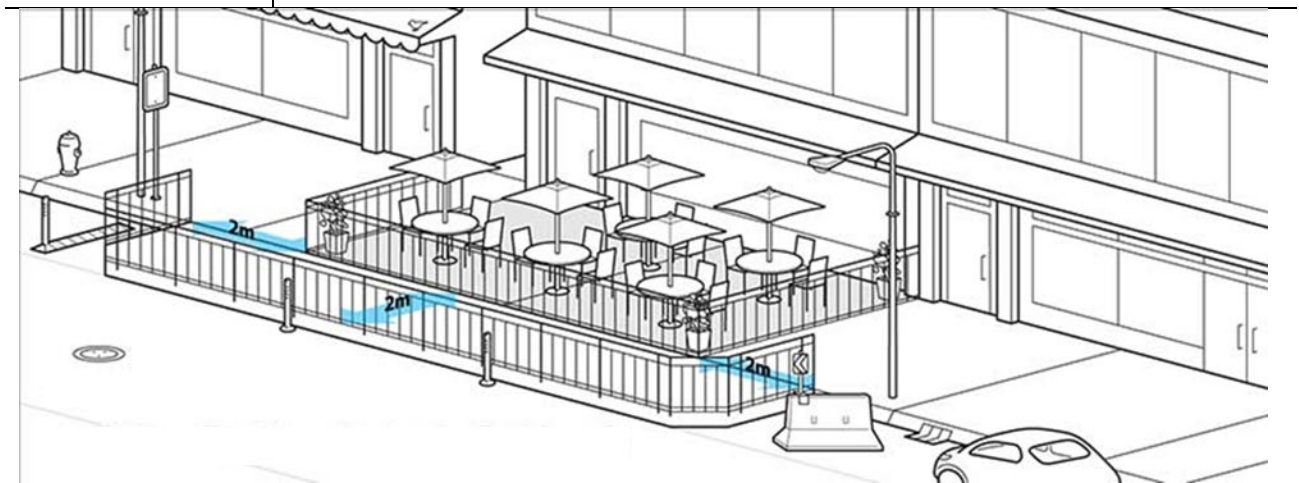
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Option 3: Full Sidewalk Patio with Re-Routed Sidewalk

Requirements

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

- 6.3.1.** Businesses are responsible for supplying a boardwalk sidewalk structure or a Asafe re-routed pedestrian walkway depending on the curb height for people of all accessibilities in the curb lane.
- 6.3.2.** Boardwalk structures/Re-Routed pedestrian walkway and the Patio area must include a guard and Patio railing around the perimeter in accordance with section 9 of this procedure and concrete barrier(s) for temporary traffic control.
- 6.3.3.** Patios can be furnished with tables, chairs, umbrellas, heaters, string lighting and planters.
- 6.3.4.** In case of an Emergency all boardwalk structures and Patio furnishings must be fully removable within 24 hours for maintenance, events or other activities by the City and the utility providers.
- 6.3.5.** This type of Patio can be operated as a seasonal or a year-round Patio.





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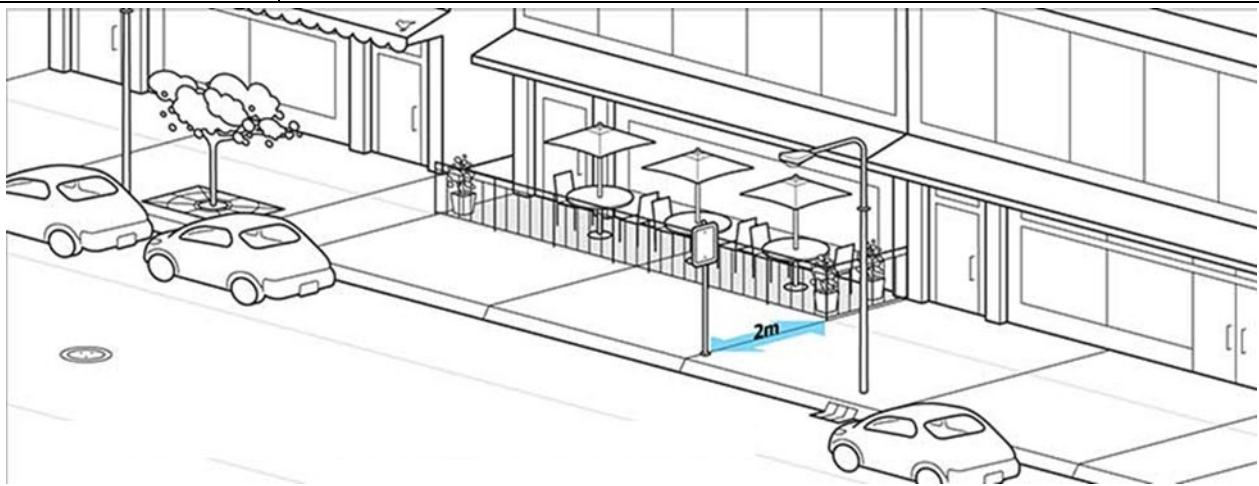
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Option 4: Partial Sidewalk Patio (no boardwalk sidewalk)

Requirements

Create a Patio on the sidewalk while pedestrians are accommodated on the sidewalk next to the Patio.

- 6.4.1.** Patios must include a Patio rail system around the perimeter in accordance with section 9 of this procedure.
- 6.4.2.** This option is only available where the sidewalk is wide enough to accommodate both the Patio and a 2 m clear path for pedestrians.
- 6.4.3.** Patios can be furnished with tables, chairs, umbrellas, heaters, string lighting and planters.
- 6.4.4.** In case of an Emergency, all railings and Patio furnishings must be fully removable within 24 hours in case the City requires maintenance, events or other activities.
- 6.4.5.** This type of Patio can be operated as a seasonal or a year-round Patio.





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Option 5: Sidewalk Display	Requirements
<p>Showcase products outside the storefronts while maintaining pedestrian space on the sidewalk.</p>	<ul style="list-style-type: none"> 6.5.1. Display of products must happen on the sidewalk directly in front of the business. 6.5.2. The Sidewalk Display shall be located within 1 m of the exterior front wall of the building for which a permit is issued provided a minimum of 2 m clear of pedestrian path can be achieved. 6.5.3. The Sidewalk Display must be in accordance with Section 22 of this procedure. 6.5.4. In case of an Emergency, furnishings must be fully removable within 24 hours in case the City requires access for maintenance, events or other activities.

Option 6: A-Board Signs	Requirements
<p>Place A-Board signs—classic sandwich board-style sidewalk signs—to attract customers while keeping pedestrian pathways clear and accessible.</p>	<ul style="list-style-type: none"> 6.6.1. A-Board signs shall be located directly in front of the business. 6.6.2. A-Board signs shall be placed in a way that they do not obstruct sight lines for pedestrians. 6.6.3. A-Board signs must be in accordance with Section 15 of this procedure. 6.6.4. A-Board signs are only permitted on City property in the Central Commercial - CC District as identified in the <u>Land Use Bylaw C-1260</u>. 6.6.5. In case of an Emergency, signs must be removable within 24 hours in case the City requires access for maintenance, events or other activities. 6.6.6. A-Board sign permits must be renewed annually.

7. Approval Process

- 7.1. All Patios/Sidewalk Displays require a Licence of Occupation with the exception of A-Board signs, which require a permit. This is a formal licence that allows the business to use the road right-of-way like a sidewalk or street.



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7.2. Patios/Sidewalk Displays/A-Board signs are not to be installed or used until approval is granted. Businesses that fail to submit the required application or obtain the necessary Licence and/or Permit Tags will be required to remove their Patios, Displays, or A-Board signs immediately.

7.3. Application Process for Patios/Sidewalk Display – Licence of Occupation (Options 1-5)

7.3.1. The Applicant will fill out the Application Form. Applications must include:

- a.** The Site Plan (Only for Options 1-4);
- b.** Confirmation of the type: seasonal vs. year-round;
- c.** Proof of Liability Insurance:
 - i.** Patios on public property must maintain not less than \$2 million in liability insurance with the City of Grande Prairie listed as "Additional Insured," unless a higher amount is determined to be appropriate by the City in writing.
 - ii.** Sidewalk Displays on public property must have \$2 million liability insurance.
- d.** Applicable fees as per the [Fees, Rates and Charges Bylaw C-1395](#), if applicable.

7.3.2. The Applicant shall work with the City during the review and evaluation process of their application.

- a.** This may include a site visit with the City.
- b.** The applicant will make changes and adjustments to the Site Plan, as necessary, to align with technical guidelines and temporary traffic control requirements.

7.3.3. Once the City review is complete, if the application is approved, the Applicant will receive their Licence of Occupation.

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

7.4. Application Process for A-Board Signs (Option 6)

7.4.1. The Applicant will fill out the Application Form. Applications must include:

- a.** Proof of \$2 million liability insurance.

7.4.2. Once the City review is complete, the Applicant will receive a permit number tag to attach to the A-Board sign.

8. Create a Site Plan

8.1.1. A site 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.



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- 8.1.2.** The site plan must include the following:
- a.** Location – including municipal address and legal land description (Lot, Block, Plan);
 - b.** All property lines;
 - c.** Front, rear, and side setbacks of the proposed 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:
- 9.2.** The Patio may only operate within the Designated Patio Area identified in the Licence of Occupation.
- 9.3.** 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 Development Services 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 0.65 m from the edge of any adjacent travel lane, bike lane, or shared pathway.
- 10.4.** Patios must be at least:
 - a.** 5.0 m from the corner of an uncontrolled intersection; or
 - b.** 10.0 m from the corner of a controlled intersection (stop/yield sign or signals) or an intersection with a marked pedestrian crosswalkas 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.



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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/Sidewalk Display must maintain a clear pedestrian path of at least 2 m 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/Sidewalk Display must not constrain the 2 m 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.



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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 Development Services Department before installing signage.
- 15.3. Requirements for A-Board signs:
 - 15.3.1. A-Board signs shall be a maximum of 0.6 m wide and 0.9 m high when placed.
 - 15.3.2. A-Board signs shall be constructed of a rigid material such that a rigid and stable frame is created.
 - 15.3.3. A-Board shall be placed on the outside of the sidewalk in line with light poles and shall provide a 2 m clear width for pedestrian traffic; or in the vestibule of a doorway. A-Board signs shall not be permitted in the centre of a sidewalk or on grassed areas.
 - 15.3.4. A-Boards signs shall be placed in such a way that they do not obstruct sight lines for pedestrians, cyclists and motorists.
 - 15.3.5. A-Board signs shall only be placed on sidewalks during the hours when the business is open to the public.
 - 15.3.6. Businesses are limited to one A-Board sign, which may only be placed directly in front of the premises.
 - 15.3.7. A-Board signs shall not be placed on centre medians.
 - 15.3.8. A-Board signs shall be placed a minimum of 1.0 m away from parking metres.
 - 15.3.9. In the event of conflicts or unforeseen problems, the City reserves the right to request the moving or removal of an offending A-Board sign and/or issue a penalty tag.
 - 15.3.10. A-Board signs are only permitted on City property in the Central Commercial - CC District as identified in the [Land Use Bylaw C-1260](#).

16. Platforms for Parklet Patios or Boardwalk Sidewalks

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



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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/Sidewalk Display 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 1.5 m of clear space around any fire hydrant.
- 18.2. In no case will the required exits from the main building empty into an enclosed Patio or contained exterior space.

19. Utilities

- 19.1. Patios cannot be located overtop of underground utility vaults.
- 19.2. Patios must not obstruct utility connections/disconnects, lines or meters.
- 19.3. Maintain 1.5 m 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 3 m 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.



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22. Requirements for Sidewalk Display

- 22.1. Any person who owns or operates a street-level retail business in the City shall be permitted to sell, attempt to sell or display for sale any goods, wares, or merchandise that is a regular part of the inventory of such retail business on the sidewalk directly in front of such business, provided that:
 - 22.1.1. No person shall display or sell any merchandise on the sidewalk without first having obtained a sidewalk sales permit from the City.
- 22.2. A Sidewalk Display shall be located within 1 metre of the exterior front wall of the building for which a Permit is issued provided a minimum of 2 metres of pedestrian clear path can be achieved.
- 22.3. Sidewalk Display furniture shall be made of rigid material.
- 22.4. Sidewalk Displays should not obstruct access for persons with disabilities, including blocking access ramps or curb cuts.
- 22.5. Merchandise and display structures must not create tripping hazards, sharp edges or other dangerous conditions.
- 22.6. Sidewalk Displays must be secured against wind and adverse weather conditions to prevent injury or damage.
- 22.7. A Sidewalk Display shall only display clothing, items, structures or chattels used to exhibit wares or services of items for sale at that establishment.
- 22.8. Sidewalk Displays must be maintained in a tidy, clean and sanitary condition.
- 22.9. All fixtures used for Sidewalk Displays and sales of merchandise must be removable and no such fixtures shall remain on the sidewalk when the retail business is closed.
- 22.10. All Sidewalk Displays and sales of merchandise shall be at the sole risk of the retail business, and the City shall not be responsible for any injuries to persons or damage to property which result from such Sidewalk Displays and sales of merchandise.
- 22.11. There shall be no permanent modifications made to the public right-of-way (i.e., sidewalk, boulevard or street). The Applicant is liable for all loss, costs, damages, and expenses whatsoever incurred or suffered by the City for the operation of sidewalk sales.
- 22.12. This Sidewalk Display permit allows for the everyday display and sale of goods on the sidewalk in accordance with the guidelines outlined herein. It is important to note that this permit does not extend to special events, such as festivals, street performers, or large-scale activities like Downtown Vegas Night. For these types of events, a separate special events permit is required as per the relevant bylaw. Merchants planning to host or participate in such special events must obtain the necessary permits to ensure compliance with local regulations.



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23. Cooking or food/drink preparation

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

24. Operating Hours

- 24.1. Sidewalk Patios/Sidewalk Display shall operate within regular business hours.
- 24.2. All activities and operations within the Patio area must cease at the designated closing time.

25. Licence Agreement

- 25.1. 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 Development Services.

26. Compliance and Enforcement

- 26.1. Non-compliance with these rules and regulations may result in warnings, fines or suspension/revocation of the Licence of Occupation or Permit Tag.
- 26.2. The City may conduct periodic inspections to ensure compliance with the Sidewalk Patio Program policy and related procedures.

27. Renewal and Review

- 27.1. Businesses must renew their Patio/Sidewalk Display Licence and A-Board sign permits annually, subject to review by the City.
- 27.2. The City will periodically review the policy and make necessary adjustments based on feedback and changing circumstances.

28. Contact Information

- 28.1. For inquiries and applications, please contact the City of Grande Prairie's Development Services Department at land@cityofgp.com.



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29. Related Policies and Other References

- 29.1. [Bylaw 1260](#) Land Use
- 29.2. [Bylaw C-1328](#) Building
- 29.3. [Bylaw 1395](#) Fees, Rates and Charges
- 29.4. [Council Policy 622](#) Sidewalk Patio Program
- 29.5. [City Procedure 622-1](#) Sidewalk Patio Application
- 29.6. [Barrier-Free Guidelines](#)
- 29.7. National Building Code 2019 (AB) Edition

30. Version History

Action	Date	Description
New Procedure	2024/04/25	
Revision	2025/05/13	New template applied. Reorganization updates. Addition of Sidewalk Displays and A-Board signs.
Revision	2026/05/08	Adjustments made to section 7.3.1.(c) to remove separate liability insurance requirements for patios serving alcohol.