

Guidelines for Temporary Sidewalk Use

The City of Port Alberni is excited to see that local retail businesses are preparing to reopen their doors and/or modify the way that they offer their services in response to the new COVID-19 standards. We want to support and work with the local businesses to make things easier for a quicker and safer start up.

For those businesses that are looking to expand their retail or food and beverage operations onto City-owned property we have outlined a few things that must be taken into consideration prior to moving forward with your operational changes.

General Criteria

1. Retail or patio use applicants are to obtain a “License to Occupy” for temporary sidewalk use on City property, which will remain valid until October 31, 2021.
2. Prepare an accurately drawn plan showing the location of the proposed use(s) and building entrances, curb line, trees, and other structures (e.g. utilities, vents or exhaust, street lights, bike racks, and other relevant structures).
3. Confirm that the proposed use is congruent with zoning and a current business license is in place.
4. Proof of general liability insurance policy for a minimum of \$5 million, naming the City of Port Alberni as an additional insured.
5. Written permission of additional property owner(s) and/or business owner(s) if the proposed sidewalk patio extends in front of a business not included in this permit application or onto another property.
6. Complete a COVID-19 Plan, as per WorkSafeBC and post on site.
7. Meet the Guidelines for sidewalk use.

Guidelines for Sidewalk Use

- Unless otherwise authorized, pedestrian passageways are to be 2.0m wide, are to be located on the sidewalk, and shall not include areas that are grass, soil, gravel, tree grate, or other similar areas. As well as, the pedestrian passageway must be wheelchair or scooter accessible, unless shown to be impractical.
- Sidewalk use is not permitted in a location where it would impede visibility or safety.
- Clearance for pedestrian passageways shall remain as straight and clear as possible.
- Adequate clearance is to be maintained from the sidewalk use area to the nearest utility and/or feature (e.g. utility pole, tree, municipal planter/bench/picnic table, bike rack, bus shelter, etc.) to ensure their safe function and maintenance.
- The business holding the permit is responsible for the proper maintenance and cleaning of the sidewalk use area at all times.
- City owned trash receptacles are not permitted within the sidewalk use area.
- All objects associated with the sidewalk use area which could pose a hazard (e.g. furnishings, umbrellas, fixtures, planters, etc.) are to be located within the sidewalk patio area and be securely fastened.

- No additional business signage is permitted in the sidewalk use area or on the patio barriers.
- All provincial orders and guidelines regarding social distancing are to be observed at all times (Example: separation between parties, maximum number of individuals per party and the buildings revised occupancy levels).

Additional Guidelines/Criteria for Food & Beverage Owners/Operators

- Where sidewalk patios are established they are to be enclosed and delineated by a barrier such as railings, rope and stanchions, planters or similar free-standing method. The height of any perimeter barrier must be between 85cm-95cm above the permit area surface. Perimeter barriers are to be stable and secure at all times.
- Sidewalk patios must maintain a minimum distance of 1.0m from the nearest curb to separate the sidewalk patio from parked vehicles and traffic unless the sidewalk patio has permission to occupy the adjacent parking stall.
- Clearly mark your patio's entry and exit as well as maintain a clear Emergency Exit, if required. If deemed appropriate, mark the flow of guest traffic for your sidewalk patio in a "none permanent" manner.
- *If alcohol is to be served, receive a Temporary Expanded Service Area Authorization from the Liquor and Cannabis Regulation Branch. This will require the business owner to apply to the LCRB directly via their online application portal. [NOTE: The City of Port Alberni has elected to review all individual requests for liquor primary and manufacturer applications. Therefore, licensees, as part of the application process, will be required to provide written approval from the City of Port Alberni with their application to the LCRB. The City will readily provide this approval following receipt of an executed copy of a License to Occupy.]*
- If the business has the appropriate permit to serve alcohol in the expanded area all requirements outlined by Liquor and Cannabis Regulation Branch must be adhered to (i.e. fencing to delineate the Licensed Area).

Your business' "License to Occupy" will remain valid until October 31, 2021, unless the sidewalk use is deemed unsafe or does not meet the requirements of any regulatory agency (i.e. WorkSafeBC, Health Board etc.) or City of Port Alberni (i.e. City Bylaws).

If you have any questions or would like to discuss using City property for your retail or food & beverage operation, please contact:

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