

City of Toronto Act, 2006 Public Notice

Municipal Licensing and Standards and Transportation Services is proposing that the Council of the City of Toronto establish a separate municipal code for sidewalk cafes, public parklets, and marketing displays and adopt amendments to Chapter, 27, Council Procedures, respecting delegation, and Chapter 441, Fees and Charges.

At its meeting to be held in Council Chamber, Toronto City Hall, 100 Queen Street West, Toronto, on Monday, December 4, 2016, at 9:30 a.m., or as soon as possible thereafter, a joint meeting of Licensing and Standards and Public Works and Infrastructure Committees will hear in person or by his or her counsel, agent or solicitor, any person who wishes to speak to the matter.

The proposed amendments are subject to the decision of the joint meeting of Licensing and Standards and Public Works and Infrastructure Committees and the decision of Toronto City Council. Consequently, the proposed amendments may be modified. Additional or other amendments to the above-noted by-laws, including amendments not contemplated or considered in the proposal by Municipal Licensing and Standards and Transportation Services, may occur as a result of the decisions of joint meeting of Licensing and Standards and Public Works and Infrastructure Committees and Toronto City Council.

It is proposed that the by-laws be amended at the Council meeting to be held on January 31, 2018 or at a subsequent meeting.

Municipal Licensing and Standards and Transportation Services is proposing that Toronto City Council:

1. City Council establish a separate Toronto Municipal Code Chapter for sidewalk cafés, public parklets, and marketing displays, in accordance with the recommendations contained in this report.

Definitions

2. City Council establish the following definitions for sidewalk cafés, public parklets and marketing displays:

AWNING - A removable or retractable unenclosed temporary structure, affixed to a building, made of light material having a light metal or reasonably equivalent frame covered by fire-proof canvas or similar sail goods material, plastic, fibreglass or light aluminum which is erected over a licensed frontage café, temporary year-round café enclosure, or marketing display area. If the structure is attached to the surface of a street, it is not an awning under this chapter.

APPLICANT – A person applying for a permit under this Chapter.

ARTERIAL ROAD - Any street that is designated as such in the City's road classification system, as amended from time to time.

BOULEVARD CAFÉ – Has the same meaning as sidewalk café.

BUSINESS IMPROVEMENT AREA – An area designated as an improvement area by a by-law passed under the City of Toronto Act, 2006 or predecessor legislation.

CHIEF BUILDING OFFICIAL – The Chief Building Official of the Toronto Building Division for the City of Toronto and his or her designate.

COLLECTOR ROAD - Any street that is designated as such in the City's road classification system, as amended from time to time.

CURBSIDE – The portion of a sidewalk located immediately adjacent to the edge of the portion of the street used for vehicle traffic, where the edge is demarcated by a continuous poured raised concrete curb.

CURBSIDE CAFÉ – A sidewalk café that is located curbside.

EMERGENCY WORK – Work within a street that must be completed immediately due to health or safety concerns, or due to the urgent need to restore essential services, as determined in the sole and exclusive opinion of the City.

EXECUTIVE DIRECTOR – The Executive Director of the Municipal Licensing and Standards Division for the City of Toronto and his or her designate.

FORMER BY-LAW – Means Chapter 313, Streets and Sidewalks of the former City of Toronto; by-law 16-97 of the former City of East York; by-law 41-93 of the former Municipality of Metropolitan Toronto; by-law Number 29607 of the former City of North York; by-law 3343-79 of the former Borough of York; and any permission or approval of the City of Toronto or any predecessor municipality to an operator of a sidewalk café granted at any time immediately prior to the date this Chapter came into force.

FRONTAGE CAFÉ – A sidewalk café that is located immediately adjacent to the frontage wall of the associated establishment.

FURNISHING AND PLANTING ZONE – The zone or area of the sidewalk and boulevard that provides space for a wide range of street elements such as trees, other plantings, litter and recycling bins, benches, street lights, and bicycle racks.

GENERAL MANAGER - The General Manager of Transportation Services for the City of Toronto and his or her designate.

LOCAL ROAD - Any street that is designated as such in the City's road classification system, as amended from time to time.

MARKETING DISPLAY - Displaying, placing or exposing any goods, articles, foodstuffs, or merchandise within a street for the purposes of retail sale from inside the adjoining commercial or industrial premises

OBSTRUCTION – Any fixture or object that interferes with the pedestrian clearway including but not limited to street furniture, fire hydrants, fire department connections, hydro poles, planters and plants, street trees, open tree pits, publication boxes, parking meters, A-frame signs, bicycle parking including the bicycle, benches, ramps, street lights, traffic lights/boxes, waste bins, transit shelters, bollards, merchandise, fences, pillars, and utilities.

OPERATOR – the operator of the business on the property associated with a sidewalk café, parklet café or marketing display.

PARKLET CAFÉ– A type of sidewalk café that is a temporary lateral projection into the curb lane or parking lane of a street that is used for a sidewalk café.

PEDESTRIAN CLEARWAY – the zone or area of sidewalk that accommodates pedestrian movement, is free of obstructions, and must be a clear and continuous path that provides universally accessible, safe and comfortable passage for pedestrians.

PERMIT - A permit issued under this article.

PERMIT AREA - the part of the street for which a permit was issued under this article

PERMIT HOLDER – the holder of a permit issued under this article or where a permit has been transferred, the new owner or operator to whom the permit has been transferred;

PUBLIC PARKLET – A temporary lateral projection into the curb lane or parking lane of a road that is used for a public space.

SERVICE ANIMAL - An animal described in subsection 80.45(4) of O.Reg. 191/11, Integrated Accessibility Standards.

SIDEWALK - The portion of a street that is improved for the use of pedestrians.

SIDEWALK CAFÉ – an outdoor eating area located in a street that is operated in conjunction with an eating or drinking establishment as defined in the Toronto Municipal Code, Chapter 545, Licensing, as long as food or drink is served to the public under the control of the eating or drinking establishment; and includes a curbside café, frontage café, parklet café and temporary year-round café enclosure. A sidewalk café does not include a small frontage café or small curbside standing café.

SMALL CURBSIDE STANDING CAFÉ – A sidewalk café that consists only of a single table, without any seating, extending no greater than 1.2 metres in length, running parallel to the curb line, and standing no taller than 1.2 metres from the top of the standing café table to the surface of the sidewalk, with all parts of the standing café and its patrons within the furnishing and planting zone of the sidewalk.

SMALL FRONTAGE CAFÉ – A sidewalk café that consists only of a single line of seating, with or without tables, extending no greater than 0.8 metres out from the frontage wall of the adjoining eating establishment.

SMALL MARKETING DISPLAY – A Marketing Display, that extends onto the sidewalk no greater than 0.5 metres from the frontage wall of the adjoining establishment.

STREET - A highway as defined in the City of Toronto Act, 2006.

TEMPORARY YEAR-ROUND CAFÉ ENCLOSURE – A temporary structure, constructed pursuant to a building permit issued by the Chief Building Official, and pursuant to a heritage permit where a property is included on the Heritage Register, temporarily enclosing a

permitted sidewalk café, consisting of an awning or cover affixed to an adjacent building and a canvas or similar sail goods material between and affixed to the top rail of the fence and the awning or cover, with material which meets all building code and fire code standards."

Proposed Requirements

3. City Council direct that:

- a. Any person who wants to install a sidewalk café, public parklet, or marketing display must apply for and obtain a permit from the City; pay all applicable fees, including permit and application fees; and, enter into a written agreement with the City in a form satisfactory to the Executive Director or General Manager in the case of public parklets.
- b. A small frontage café, small curbside standing café, or small marketing display on a sidewalk does not require a permit, application, or fee, but the operator must comply with the requirements set out in the new by-law.

Applications for Permits

4. City Council direct that to apply for a permit, applicants must submit:

- a. name, contact information, and business information;
- b. if the applicant is not the owner of the property adjoining the location of the proposed sidewalk café, public parklet or marketing display, a letter signed by the property owner indicating that the property owner does not object to the application;
- c. detailed, scaled plans and specifications to the satisfaction of the Executive Director or the General Manager, in the case of public parklets, including but not limited to detailed designs, site plans and photographs, property dimensions, sidewalk and street dimensions and photographs, location and separation distances to street elements and utilities, and other construction specifications such as for awnings, fencing, platforms or parklet elements, as may be required;
- d. site plan details that show the design will be accessible to persons with disabilities as per the requirements in the by-law;
- e. proof that the adjoining property is zoned for industrial or commercial uses; and
- f. any other information deemed necessary by the Executive Director or General Manager, in the case of public parklets.

Notice Requirements for Sidewalk Café and Public Parklet Applications

5. City Council direct that, upon receipt of a complete application for a sidewalk café or public parklet, the Executive Director or General Manager, in the case of public parklets, will notify the following people:

- a. the Applicant;

- b. the local Ward Councillor;
- c. the local Business Improvement Area under Toronto Municipal Code, Chapter 19, if applicable; and
- d. any resident associations registered with the City Clerk that includes the proposed café location within its area of representation.

6. City Council direct the Executive Director to mail notifications to all property owners and occupants located within a 60 metre radius of the proposed café location, if the sidewalk café is being proposed along a local road.

7. City Council direct that all sidewalk café applicants, other than applicants for public parklets, must display a notice of the application in a form, size and manner satisfactory to the Executive Director on the associated establishment for no less than twenty-one (21) days commencing on a date specified by the Executive Director.

Thresholds for Refusing an Application

8. City Council direct the Executive Director or General Manager, in the case of public parklets, to refuse an application for a sidewalk café, public parklet, and/or marketing display if:

- a. the application contains false, misleading or fraudulent information;
- b. in the case of sidewalk cafés and public parklets,
 - i. staff receives an objection to the application from the local Councillor within 21 days of the Councillor receiving notice; or
 - ii. staff receives more than one objection to the application from any member of the public during the 21 day period of displayed public notice.
- c. staff receives an objection from Transportation Services, Toronto Fire Services, Parks, Forestry and Recreation, City Planning, Enbridge, Toronto Hydro, and any other utility company deemed necessary by the Executive Director;
- d. the proposed sidewalk café, public parklet, or marketing display does not meet the requirements of this by-law or any policy adopted in accordance with the by-law; or
- e. the applicant has outstanding fees or fines with the City.

Appeal Process

9. City Council direct that:

- a. An applicant will be notified if their application has been refused.
- b. An applicant can appeal the refusal of the application within 14 days of receipt of the notice of refusal.

- c. The appeal must be made in a form acceptable to the Executive Director and must include grounds for the appeal.

Appeals – Changes to Delegation of Authority

10. City Council delegate to the General Manager, Transportation Services the authority to hear, review and make final decisions with regard to appeals in relation to parklets (i.e. parklet café and public parklets) and appeals of pedestrian clearway requirements for any permit under the new by-law.

11. City Council amend Chapter 27, Council Procedures, to remove appeals in relation to parklets and/or pedestrian clearway requirements under the new by-law from Community Council's authority to hear, review and make final decisions with regard to boulevard café and marketing display permit appeals.

Appeals – General Manager, Transportation Services

12. City Council direct that:

- a. The General Manager may consult with a staff working group, including staff from Economic Development and Culture and City Planning in considering appeals on the grounds of parklets and pedestrian clearway requirements.
- b. The General Manager will review the appeals of application refusals related to parklets and pedestrian clearways and may make the following decisions that are sent to the Executive Director for notification to the applicant:
 - i. refuse the appeal,
 - ii. grant the appeal and direct that permit be issued with any additional terms and conditions as determined by the General Manager if there are no other grounds under appeal, or
 - iii. grant the appeal for the parklets or the pedestrian clearway and if there are other grounds in the appeal apart from those on parklets or pedestrian clearways, the remainder of the appeal will be forwarded to Community Council for further consideration.

Appeals – Community Councils

13. City Council direct that:

- a. The Executive Director prepare and forward a report to the appropriate Community Council upon receipt of an appeal on grounds other than parklets or pedestrian clearways and the report include the,
 - i. applicant's appeal information
 - ii. Executive Director's decision
 - iii. reasons for the refusal to issue the permit; and
 - iv. General Manager's decision and conditions in relation to the approval of a pedestrian clearway appeal, where applicable.

- b. A notice of the appeal hearing will be provided to any person who submitted an objection to the application.
- c. Community Council will provide the applicant and any other person with the opportunity to be heard and may make the following decisions;
 - i. refuse the appeal, or
 - ii. grant the appeal and direct that permit be issued under a set of terms and conditions as determined by Community Council.
- d. If an appeal is refused for any reason, the application fee will not be refundable.

Permit Issuance

- 14. City Council direct that a permit may be issued when all the following conditions are met:
 - a. an application is approved or an appeal is granted,
 - b. an applicant has entered into a written agreement with the City that is satisfactory to the Executive Director or the General Manager in the case of an application for a public parklet,
 - c. an applicant has agreed to indemnify and save harmless the City from any actions, loss, costs, claims or damages arising from the use of the sidewalk or street for the purposes of the permit,
 - d. an applicant has paid the annual permit fee and tree installation fee, if applicable, and
 - e. an applicant has obtained the applicable approvals from Toronto Building, Toronto Fire Services and other City agencies, as may be necessary in the opinion of the Executive Director.

Permit Renewal

- 15. City Council direct that:
 - a. Permits for a sidewalk café, public parklet and marketing display must be renewed by permit holders annually on the date the permit was initially issued.
 - b. A permit will not be renewed if the permit holder is in violation of this by-law and/or has unpaid fees or fines under the by-law.

Permit Requirements

- 16. City Council direct that:
 - a. Permit holders shall install and maintain the sidewalk café, public parklet or marketing display in accordance with the approved permit plan and permit agreement.
 - b. Permit holders comply with any other applicable by-law or legislation.

c. Permit holders maintain in good standing a business licence issued under Chapter 545, Licensing, where applicable.

d. Permit holders maintain at all times a policy of Commercial General Liability insurance in an amount and form satisfactory to the City of Toronto.

e. All permit holders, other than holders of a public parklet permit, display a permit notice issued by the Executive Director on the street door or in the lower front window of the adjoining business in a way that is visible at all times from the public sidewalk.

17. City Council direct that permit holders are not allowed to:

a. Place or permit the placement of lighting, heating, barbeques, platforms, visual screens, ramps, and awnings in the permit area, without first obtaining permission to do so from the Executive Director or the General Manager, in the case of public parklets.

b. Place or permit the placement of any café or marketing elements including chairs, tables, planters, umbrellas and sales goods outside the permitted area with the exception of an umbrella canopy if it is a minimum of 2.1 meters above the sidewalk surface.

c. Place or permit the placement of any outdoor carpeting, artificial turf or other surface covering on any portion of the sidewalk or street.

d. Refuse entry of any person into a permit area on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or disability.

e. In respect of any person with a disability being accompanied by a service animal, by reason only of the presence of the said service animal:

i. refuse to serve such person;

ii. refuse to permit such person to enter with such guide dog or service animal into or upon any place, premises, vehicle or thing to which the licence relates; or

iii. refuse to permit such person and such guide dog or service animal to remain in or upon such place, premises, vehicle or thing.

f. Obstruct, hinder or interfere with the free access of a Municipal Enforcement Officer, employee, agent of the City, or any utility provider to enter any portion of the permit area for the purpose of the installation, maintenance or repair work or inspection of any part of the permit area.

g. Damage, prune or attach any object or permit the damaging, pruning or attachment of any object to a tree.

h. Use the permit area for any purpose other than for the use permitted by the Executive Director or General Manager, in the case of public parklets, in accordance with the by-law.

- i. Assign, transfer or sub-let the permission for the use of any portion of the permit area to any other person, except in accordance with the by-law.

Permit Transfer

18. City Council direct that to transfer a permit, the new owner or occupant must apply to transfer a permit and pay the applicable transfer application fee.

19. City Council direct that public parklet permits are not transferable.

20. City Council direct the Executive Director to approve an application to transfer a permit for a sidewalk café or marketing display if:

- a. the pedestrian clearway, fencing and accessibility of the permit area meet the requirements of the by-law;
- b. the permit area has not been altered in any way from the terms of the original agreement with the City, other than to meet the pedestrian clearway, fencing and accessibility requirements of the by-law;
- c. the Councillor for the ward in which the property is located has been notified of the application to transfer and has not objected within 21 days of being notified; and
- d. the new owner or occupant has entered into a new agreement with the City in a manner satisfactory to the Executive Director.

Permit Cancellation, Suspension, Reduction of Permit Area & Temporary Removal of Café/Marketing Installations

Permit Cancellation by Community Council

21. City Council authorize Community Councils to cancel permission for the use of any portion of the sidewalk or street at any time and for any reason.

22. City Council direct that the affected permit holder receive notice of the item on the agenda and be allowed to speak to the matter before Community Council makes its decision.

Permit Cancellation by Executive Director and General Manager

23. City Council direct that the Executive Director or General Manager may cancel a permit, without reporting to Community Council, if:

- a. the annual permit fee has not been paid 90 days after the payment due date;
- b. it is determined that the permit was obtained through the submission of false, misleading or fraudulent information;
- c. the permit holder has failed to remove all the café or marketing elements from the sidewalk or street within thirty days of receiving notice in writing from the Executive Director or General Manager, in the case of a public parklet, instructing the permit holder to remove all elements from the sidewalk or street;

- d. the associated property lacks the applicable business licence; or
- e. the associated property is demolished, substantially altered and/or subject to redevelopment.

24. City Council direct the Executive Director to provide the permit holder a written notice of the permit cancellation.

Permit Suspension by Executive Director and General Manager

25. City Council authorize the Executive Director or General Manager, in the case of public parklets, to suspend permission for the use of the sidewalk or street if they have reason to believe that:

- a. the use poses a risk to public health and safety; or
- b. the provisions of the permit are being violated by the permit holder and a decision by Community Council is pending in respect to the violations.

26. City Council direct that the Executive Director and General Manager, in the case of public parklets, may require any person to take any action to terminate a use that poses a risk to the health or safety of any person. If a person fails to comply, the City may take the action and terminate the danger.

27. City Council direct that no café or marketing activities or elements be allowed in the permit area during the permit suspension.

28. City Council direct the Executive Director to provide the permit holder with a written notice of the permit suspension.

Reduction or Relocation of Permit Area

29. City Council authorize the Executive Director to direct the permit holder to reduce the size of the permit area or relocate the permit area at any time if, in the opinion of the Executive Director, the permit area poses a risk to the health or safety of any person, and where the reduction or relocation terminates the risk to the health and safety of any person.

Temporary Removal of Installations for Civic Works, Emergencies and Permit Suspensions

30. City Council authorize the Executive Director or General Manager, in the case of a public parklet, to require the temporary removal of sidewalk café and marketing installations due to planned street improvements, civic works, emergencies and/or permit suspensions.

31. City Council direct that any installation can be removed within the permit area with or without notice in the case of an existing or potential emergency.

Responsibilities of Permit Holder

32. City Council direct that, within 30 days after receiving written notice about a permit cancellation, reduction, relocation, or temporary removal due to civic works, emergencies or permit suspensions, the permit holder must:
- a. remove all equipment, furnishings and personal property from the sidewalk or street at his or her own expense; and
 - b. replace and restore the sidewalk or street to a safe and proper condition to the satisfaction of the Executive Director or General Manager, in the case of a public parklet.
33. City Council direct the permit holder cannot make any claim against the City on account of the removal.
34. City Council authorize, if following the 30 days' notice the permit holder has not undertaken the necessary removal actions, the Executive Director, or General Manager in the case of a public parklet, to undertake any work necessary to remove all equipment, furnishing and personal property from the sidewalk or street and restore them to a safe and proper condition.
35. City Council authorize the Executive Director and General Manager to charge the costs of the removal to the owner and/or recover those costs by adding them to the tax roll and collecting them in the same manner as property taxes.
36. City Council direct that, where a permit is cancelled due to public safety reasons or civic works, the Executive Director or General Manager, in the case of a public parklet, shall refund the permit holder the pro-rated portion of the annual permit fee applicable for each remaining day in the permit year.
37. City Council direct that where a permit area is reduced, the Executive Director shall refund the permit holder the pro-rated portion of the annual permit fee applicable to the reduced area by square metre to each remaining day in the permit year.

Requirements for New Café Types and Public Parklets

Separation from Residential Zone Requirements

38. City Council direct that all sidewalk café permit applications provide for:
- a. A minimum separation distance of 30 metres measured from the closest part of the permit area to the nearest lot in a Residential Zone, Residential Zone Category or Residential Apartment Zone Category, as set out in the applicable zoning by-law.
 - b. A minimum separation of one metre between the permit area and any entrance to a dwelling unit that may be located on a local road within an adjacent building or within the building containing the eating establishment.
 - c. A minimum separation of six metres between the permit area and the extended boundary of a Residential Zone, Residential Zone Category or Residential Apartment Zone Category containing properties fronting on the opposite side of the street across from the proposed permit area.

Pedestrian Clearway and Accessible Entrance Requirements

39. City Council direct that, with the exception of temporary year-round café enclosures, pedestrian clearway widths for all sidewalk cafés, small frontage café, small curbside standing café and public parklets must:

- a. be no less than 1.8 metres on a local road,
- b. be no less than 2.1 metres for a collector or arterial road, and
- c. for streets in Downtown Toronto in Attachment 2 of the staff report, where the sidewalk is at least 5 metres (as measured from the face of the building's exterior wall on the ground floor to the face of the curb), the pedestrian clearway must be at least 2.5 metres unless a different minimum is determined by the General Manager.

40. City Council direct that the pedestrian clearway must:

- a. be continuous and unobstructed along the full length of the permit area and not have changes in direction of more than 20 degrees along a street block;
- b. be measured from the outermost edge of the permit area to the closer of the nearest obstruction or back of curb for frontage permit areas, or in the case of curbside cafés, be measured from the outermost edge of the permit area adjacent to the pedestrian path to the closer of the nearest obstruction on the sidewalk or the property line; and
- c. comply with conditions set by the General Manager where the permit area may be expanded or altered based on time-of-day pedestrian clearway requirements (for example at times when pedestrian traffic volumes are higher).

41. City Council direct that a sidewalk café or public parklet must be designed so as to permit easy access by a person in a mobility device, and contain at least one entrance of minimum width equal to the entrance of the associated establishment but in no case less than 1.0 metre.

Small Frontage Café

42. City Council establish a new category for small frontage cafés, with the following requirements:

- a. be located against the building wall of the associated establishment, facing the street, and not extend across a neighbouring frontage;
- b. not extend further than 0.8 m out from the building wall of the establishment and have a maximum width of 5.5 metres across the building frontage or the width of the associated establishment frontage, whichever is smaller;
- c. meet the minimum pedestrian clearway standards set out in the by-law and maintain the pedestrian clearway unencumbered at all times;
- d. remove tables and chairs from the sidewalk at the time of business closing, and during the period between November 15 and April 14, inclusive; and

e. shade umbrellas, fencing, railing, partition or enclosure of any kind must not be placed on the small frontage café area.

Small Curbside Standing Café

43. City Council establish a new category for small curbside standing cafés with the following requirements:

- a. be located at the curbside in front of the associated establishment;
- b. be located on a street with posted speeds of 40 kilometres/hour or less;
- c. be no less than 15 metres before the curb edge of an intersection or a pedestrian crossover;
- d. be no less than 9 metres after an intersection or pedestrian crossover;
- e. have a minimum 0.5 metres set back from the curb face to the nearest edge of the standing café table;
- f. not extend longer than 1.2 metres in length running parallel to the curb line;
- g. not be taller than 1.2 metres from the top of the standing café table to the surface of the sidewalk;
- h. all parts of the standing café table and its patrons must be within the furnishing and planting zone;
- i. meet the minimum pedestrian clearway standards in this by-law;
- j. have no seating, chairs, shade umbrellas, fencing, partition or enclosure permitted;
- k. be stable and sturdy, and easily removed during non-business hours;
- l. be removed during the period between November 15 and April 14, inclusive;
- m. be designed with a lower rail or box frame so it is cane-detectable for the visually-impaired, and is see-through in visibility between the table top, the legs and bottom frame;
- n. must not present trip hazards to pedestrians or patrons, such as having a base that extends out, and
- o. be removed at any time for any reason as required by the City.

Extended Frontage, Curbside or Parklet Café

44. City Council permit sidewalk cafés to extend across the front of an adjacent establishment, or across the curbside area or parking area of the adjacent establishment in accordance with the by-law.

45. City Council direct that applicants proposing extended frontage, curbside or parklet cafés provide, as part of their applications, a letter of consent from the adjacent property owner across whose area the frontage, curbside or parklet café will extend to the satisfaction of the Executive Director.

46. City Council direct that any adjacent property owner that wants to revoke their consent for an extended frontage, curbside or parklet café must provide written notice to the Executive Director and the permit holder, and the revocation of the extended portion of the permit area will occur at the time permit expiry.

Temporary Year-Round Café Enclosure

47. City Council permit temporary year-round café enclosures for frontage cafés on a local road in accordance with the by-law.

48. City Council direct that permit holders of temporary year-round café enclosures must obtain a building permit from the Chief Building Official and a heritage permit, where applicable.

49. City Council direct that temporary year-round café enclosures must meet the following requirements:

- a. provide an unobstructed, minimum pedestrian clearway width of 2.5 metres along the full frontage of the permit area and not result in the pedestrian clearway changing in direction more than 20 degrees along the street block;
- b. not be built in such a way that impedes access to any of the buildings fire protection equipment or fire department connections;
- c. not be built over gas mains, transformer vaults, manholes, or other utilities or services without the express consent of the owner of the utility or service;
- d. not interfere with the operation of, or access to, any utilities or services above or below ground;
- e. provide access to carry out construction, reconstruction, maintenance or repairs to underground utilities and services located in the permit area twenty-four (24) hours per day.
- f. create an enclosure around the sidewalk café using temporary side curtains or removable wall panels from September 15 to May 15, inclusive, and roll up or remove the curtains or panels from the permit area from May 16 to September 14, inclusive;
- g. be designed and constructed in a way that the temporary year-round café enclosure can be removed upon 24 hours' notice;
- h. meet all requirements in the Ontario Building Code, including zoning and other applicable laws, and Ontario Fire Code;
- i. meet or exceed all applicable electrical wiring and lighting safety standards and codes; and

j. Meet any additional terms and conditions that the Executive Director deems appropriate..

50. City Council direct that a permit holder of a temporary year-round café enclosure is responsible for:

a. any costs associated with the removal or partial removal of the temporary year-round café enclosure to accommodate the construction, reconstruction, maintenance or repairs to underground utilities and services; and

b. any costs of relocating any existing utility or service required to accommodate the construction of the temporary year-round café enclosure where the utility or service relocation is approved by the owner of the utility or service.

Curbside Café

51. City Council establish a new category for curbside cafés, which must be located:

a. at the curbside in front of the applicant's establishment;

b. on a street with posted and operating speeds of,

i. 40 kilometres/hour or less; or

ii. greater than 40 kilometres/hour if approved by the General Manager based on a review of factors such as street context, number and width of travel lanes, traffic volumes and speeds, setbacks, and other safety-related considerations;

c. no less than 15 metres before the closest curb edge of an intersection or a pedestrian crossover;

d. no less than 9 metres after the closest curb edge of an intersection or pedestrian crossover;

e. a minimum 0.5 metres set back from the curb face (as measured from the café edge).

52. City Council direct that curbside cafés must have fencing or cane-detectable planters for the visually-impaired.

53. City Council direct that all parts of any umbrellas in a curbside café must be set back at least 0.8 metres from the curb face. Shade umbrellas may project into the pedestrian clearway to the lesser of half the umbrella's width or 1.5 meters. The umbrella's lowest edge must be at least 2.1 meters above the sidewalk surface.

Parklets

54. City Council establish new categories for parklet cafés and public parklets, which must be located:

- a. only within parking spaces where there are no posted time-based parking, standing or stopping prohibitions in effect;
- b. on a street with posted and operating speeds of,
 - i. 40 kilometres/hour or less; or,
 - ii. greater than 40 kilometres/hour if approved by the General Manager based on a review of factors such as street context, number and width of travel lanes, traffic volumes and speeds, setbacks, and other safety-related considerations;
- c. No less than 30.5 metres before the closest curb edge of a signalized intersection;
- d. No less than 15 metres before the closest curb edge of an unsignalized intersection or pedestrian crossover;
- e. No less than 9 metres after the closest curb edge of an intersection, except where barriers such as a curb extension is present. Where a curb extension is present, the parklet may be located in a parking space adjacent to the curb extension;
- f. No less than 9 metres after a pedestrian crossover;
- g. No wider than 2.0 metres in depth; and
- h. With a minimum 0.5 metres set back from the adjacent travel lane (as measured from the edge of the parklet café or public parklet closest to the adjacent travel lane) or a greater setback as determined by the General Manager if considered on a street where posted and operating speeds are greater than 40 kilometres/hour.

55. City Council direct that parklet cafés and public parklets must meet the following requirements:

- a. have a secure, stable, and safe vertical barrier along the perimeter of the parklet, except between the parklet and the sidewalk;
- b. have a vertical barrier at least 0.9 metres in height and any opaque portions of any barrier must not be greater than 0.9 metres in height, measured from the surface of the street, to preserve sight lines;
- c. include a wheel stop within the permit area at a distance of 1.2 metres from each end of the parklet platform, unless determined otherwise by the General Manager; and have secure, stable and safe planters in the permit area at each end of the parklet, either freestanding or integrated with the parklet platform, to help protect the parklet from moving traffic and parking vehicles;
- d. have retro-reflective marking tape at each end of the parklet and all other parklet materials must minimize glare for drivers and cyclists;
- e. not have jersey barriers;

- f. have platform surfaces level with the sidewalk with a cross slope (from curb to outer parklet edge) of no greater than 2% and a running slope (along the street) of no greater than 5%;
- g. have a platform that is stable, safe, slip-resistant, and accessible with no transitions greater than 13mm between the level of the sidewalk curb and the parklet platform;
- h. not block stormwater drainage and overland flow;
- i. not be used as a detour of an existing sidewalk;
- j. have all parts of any umbrellas on a parklet be set back 0.8 metres from the parklet edge adjacent to the travel lanes and parking spaces;
- k. be removed entirely, including the platform and all related elements from the permit area, at the sole expense of the permit holder, during the period from November 15 to April 14, inclusive; and
- l. be closed to the public and removed if at any time the General Manager is concerned that a parklet poses a risk to the health or safety of any person.

56. City Council authorize the General Manager to temporarily close any highway or portion of a highway to vehicular traffic from April 14 to November 15 of any year, or any period between those dates, for permitted parklet installations without requiring compliance with section 937-5 of Chapter 937, Temporary Closing of Highways.

Common Requirements for Curbside Cafés & Parklets

57. City Council direct that curbside cafés, parklet cafés and public parklets meet the following requirements:

- a. be located at least 3 metres from any mid-block curb ramp with tactile walking surface indicators and at least 1 metre from any driveway or laneway;
- b. not result in more than 12 metres of curbside café(s), parklet café(s) and/or public parklet(s) fronting along any block of a street;
- c. provide access between adjacent curbside cafés or parklets for pedestrians from the street to the property line that is unobstructed and at least 1 metre in width;
- d. have an unobstructed emergency access route, in conformance with the Ontario Building Code and Fire Code;
- e. not interfere with curbside garbage collection;
- f. not have waste receptacles in use by servers or patrons, or work stations for servers in the permit area;
- g. not have outdoor food preparation in the permit area;
- h. not have any enclosures, structures, or visual screens on or over the permit area;

i. not be adjacent to, or in a location that interferes with, transit stop zones, taxi zones and/or loading zones; and

j. meet any minimum separation distances to utilities or public infrastructure set out in Attachment 4 of the staff report that may be required for safety, operations and maintenance as determined by the General Manager.

Requirements for Sidewalk Café Elements

Minimum Separation Distances

58. City Council direct that fixed and portable café elements must meet the minimum separation distances from sidewalk elements and utilities set out in Attachment 4 of the staff report.

Visual Screens

59. City Council direct that permit holders of a frontage café located on a local road have a visual screen on the edge of the permit area facing a residential area and that the visual screen meet the following requirements:

- a. have a maximum height of 1.8 metre;
- b. not be permitted on any café other than frontage café on a local road; and
- c. not be installed in a permit area if the Executive Director determines the visual screen poses a risk to the safety of any member of the public or obscures a traffic control sign or heritage building feature.

Fence

60. City Council direct that a permit holder must provide fencing if the proposed permit area is located on an arterial or collector road, and is a frontage café or curbside café.

61. City Council direct that fencing is not permitted on any marketing displays, small frontage cafés, parklet cafés and public parklets.

62. City Council direct that fencing must be:

- a. easily removable and located on the perimeter of the permit area; and
- b. at least 1.2 metres from any fire hydrant;
- c. designed so that pumper or fire department (Siamese) connections on adjoining buildings shall be clearly visible and directly and easily accessible from the street, and the location of access openings in the fence shall be satisfactory to the Fire Chief and the Executive Director;
- d. curved or angled at a street corner where the frontage café extends around the corner to accommodate unimpeded pedestrian movement;

e. designed to provide detectability for the visually-impaired by including at least one of the following features:

i. lower rail height between 75mm and 150mm above the sidewalk surface with a contrasting colour to the sidewalk; or

ii. planter boxes with a detectable base that are spaced no more than 0.3 metres apart from each other except for the entrance.

f. no shorter than 0.9 metres and no taller than 1.2 metres for the height of the top rail of the fence or top of the opaque part of planters and plants;

g. no taller than 0.9 metres in height for all opaque parts of the fence or planters with plants within 30 metres of any intersection to maintain sightlines;

h. self-supporting or supported by removable plates attached to the paved surface of the permit area so long as no parts of the fence create a trip hazard and do not project beyond the limits of the permit area; and

i. not permitted to penetrate the surface of the sidewalk with footings, although bolt attachments are acceptable.

63. City Council direct that fencing must not be attached to properties on the heritage register, street trees, street furniture, or utilities/services

Retractable Cafés

64. City Council authorize the Executive Director to require a permit holder to remove and relocate a fence, white cane-detectable planters and/or café elements on a daily basis and at times specified to comply with the time-of-day pedestrian clearway requirements determined by the General Manager.

Decks

65. City Council direct that:

a. Decks are never to be installed without first obtaining a permit for the installation of the deck from the Executive Director and the Chief Building Official.

b. Decks are only permitted on sidewalk cafés where the sidewalks exceed a slope of 5%.

66. City Council direct that decks on sidewalk cafes, except for parklet cafés, meet the following requirements:

a. not be higher than what is required to accommodate a level area and the deck framing members which shall be the minimum depth required;

b. have a skirt or screen wherever there is a gap or opening between the surface of the sidewalk and the bottom boards of the deck;

- c. not be physically attached to the street;
- d. comply with the standards for decks, platforms and ramps set out in the Accessibility for Ontarians with Disabilities Act and the Ontario Building Code;
- e. provide a break in the railing of a minimum width of 1 metre at the high side of the slope to provide wheelchair access;
- f. not be constructed over existing underground services (i.e. hydro vaults, chambers, maintenance holes, etc.), except with prior written approval given by the relevant utility or service;
- g. be removed by a permit holder to the satisfaction of the Executive Director upon 30 days' notice should future installation of services within the sidewalk area be required; and
- h. be removed by the permit holder at the end of the café season in accordance with the by-law.

Operational Requirements for Sidewalk Cafes and Public Parklets

Seasonal Operation

67. City Council direct that all sidewalk café permit holders, except those with a permit for temporary year-round café enclosures, remove all sidewalk café elements including fencing from the permit area, at the sole expense of the permit holder, from November 15 to April 14, inclusive.

Hours of Operation

68. City Council direct that if the permit area is located on a local road, a permit holder must ensure that the sidewalk café is closed and cleared of customers by 11:00pm or, in accordance with the alternative hours of operation adopted by Community Council for the permit area.

69. City Council authorize Community Councils to impose temporary or permanent alternative operating hours on sidewalk café permit holders, where a request by a permit holder has been made.

70. City Council authorize Community Council to designate events as special events under the by-law and to enable the establishment of temporary alternative operating hours for the duration of the special event for any permit holder or for permit holders located in any specified area of the City.

71. City Council amend Chapter 27 in order to delegate final decision making authority to Community Councils for the imposition of alternative operating hours and temporary alternative operating during special events.

Amplified Sound

72. City Council direct that sidewalk café permit holders meet the following requirements in regards to amplified sound:

- a. No amplified sound is permitted on any sidewalk café.
- b. Door and windows of an establishment associated with a permit area must be closed if the establishment has interior music or amplified sound.

73. City Council direct that amplified sound on a curbside café, parklet café, or public parklet be allowed only if the permit holder has obtained an approved street event permit under Chapter 743, Streets and Sidewalks, Use of.

Radiant Heater

74. City Council direct that radiant heaters only be permitted on frontage cafés and temporary year-round café enclosures, if the permit holder obtains prior written approval from the Executive Director and complies with the following requirements:

- a. An application site plan must show the location and specifications of the proposed heating unit,
- b. Permit holders that operate a radiant heater on the permit area must ensure the radiant heater is:
 - i. certified for outdoor use;
 - ii. certified by and installed according to guidelines of the Standards Council of Canada;
 - iii. installed in accordance with the location and specifications of the submitted site plan;
 - iv. installed and operated in conformity with the manufacturer's instructions and specifications, including clearance from combustible materials; and
 - v. inspected by a representative of the energy provider and a copy of the inspection certification must be provided to the Executive Director.

75. City Council direct that any heating unit must be located on the permit area in a way that does not present a hazard to sidewalk café patrons or pedestrians; and directs heat waves away from any trees or landscaping.

Portable Propane Heater

76. City Council direct that propane heaters only be permitted on frontage cafés and temporary year-round café enclosures if the permit holder obtains prior written approval from the Executive Director and complies with the by-law.

77. City Council direct that an application site plan must show the location and specifications of the proposed heating unit.

78. City Council direct that a permit holder that operates a portable propane heater must:

- a. Install and operate the portable propane heater in conformity with the manufacturer's instructions and specifications, including clearance from combustibles and securing the portable propane heating unit to the permit area utilizing the manufacturer's listed parts.
- b. Install the portable propane heater in accordance with the location and specifications of the submitted site plan.
- c. Comply with the requirements as set out in Technical Standards and Safety Act, 2000 Ontario Regulation 211/01 Propane Storage and Handling.
- d. Provide evidence satisfactory to the Executive Director respecting completion of a training course in the use of propane by all persons intended to be operating the propane unit on the permit area.

79. City Council direct that any heating unit must be located on the permit area in a way that does not present a hazard to sidewalk café patrons, pedestrians or vehicles; and directs heat waves away from any trees or landscaping.

Barbecue

80. City Council direct that barbecues only be permitted on frontage cafés and temporary year-round café enclosures if the permit holder obtains prior written approval from the Executive Director and complies with the following requirements:

- a. An application site plan must show the location and specifications of the proposed barbecue.
- b. A permit holder that operates a barbeque must install the unit in accordance with the location and specifications of the submitted site plan.
- c. A permit holder that operates a barbecue must maintain a clearance of at least 1.2 metres between any barbeque and café seating areas or any added heat sources (e.g., radiant or propane heaters), and the clearance shall be defined by a portable physical barrier made of a fireproof material, with dimensions of not less than 1.2 metres in width and 2 metres in height.

Marketing Display Requirements

81. City Council direct that a permit holder for a marketing display must meet the following requirements:

- a. be the owner or the occupant of the ground floor premises adjoining the permit area;
- b. provide a minimum separation of 1 metre between the permit area and any adjacent entrance to a dwelling unit;
- c. not erect any fences or enclosures around the permit area;

- d. not store merchandise on the sidewalk overnight if the permit area is located on a collector or arterial street;
- e. limit the placement and display of materials and merchandise to a height that is easily accessible for patrons standing on the sidewalk surface;
- f. not place or display or allow the placement or display of any materials beyond the permit area;
- g. not play or emit amplified sound or live music in any permit area;
- h. ensure that marketing display stands that come into direct contact with food must be corrosion resistant and non-toxic; free from cracks, crevices and open seams; and the bottom of the marketing display stand is placed no less than fifteen centimetres above ground; and

Extended Frontage Marketing Display

82. City Council direct that marketing displays whose permit areas extend across the front of an adjacent property be permitted if they meet the following requirements:

- a. An applicant for an extended frontage marketing display must provide as part of their permit application a letter of consent to the satisfaction of the Executive Director from the adjacent property owner.
- b. An adjacent property owner that wants to revoke their consent for an extended frontage marketing display must provide written notice to the Executive Director and the permit holder, and the revocation of the extended portion of the permit area will occur at the time permit expiry.

Small Marketing Display

83. City Council direct that small marketing displays meet the following requirements:

- a. be located against the building wall of the establishment, facing the street, and cannot extend across a neighbouring frontage;
- b. may extend no further than 0.5m out from the building wall of the associated establishment and can have a maximum width that is the lesser of 5.5 metres across the building frontage or the width of the adjoining establishment frontage;
- c. the pedestrian clearway adjacent to the small marketing display must meet the minimum pedestrian clearway standards set out in the by-law and the pedestrian clearway must be maintained unencumbered at all times;
- d. all marketing display stands and goods must be removed from the permit area at the end of each day at the time of business closing; and
- e. shade umbrellas, fencing, railings, partitions or enclosures of any kind are not permitted on a small marketing display permit area.

Pedestrian Clearway Requirements for Marketing Displays

84. City Council direct that the pedestrian clearway width for marketing displays must:

- a. be no less than 2.2 metres on a local road;
- b. be no less than 2.5 metres on a collector or arterial road; and
- c. for streets in Downtown Toronto in Attachment 2 of the staff report, where the sidewalk is at least 5 metres (as measured from the face of the building's exterior wall on the ground floor to the face of the curb), the pedestrian clearway must be at least 2.5 metres unless a different minimum is determined by the General Manager.

85. City Council direct that the pedestrian clearway must:

- a. be continuous and unobstructed along the full length of the permit area and not have changes in direction of more than 20 degrees along a street block; and
- b. be measured from the outermost edge of the permit area to the closer of the nearest obstruction or back of curb.

86. City Council direct that marketing displays must be designed so as to permit easy access by a person in a mobility device, and contain at least one entrance of minimum width equal to the entrance of the associated establishment but in no case less than 1.0 metre.

Requirements for Café and Marketing Awnings

87. City Council direct that the placement of awnings or similar temporary installations be permitted only over the permit area of frontage cafés or marketing displays.

88. City Council direct that a permit holder that wishes to erect an awning or similar temporary installation over the permit area, must receive prior approval from the Executive Director and submit the following information prior to the installation of any awning or similar temporary installation:

- a. Certificate of Fireproof rating for the awning or similar temporary installation;
- b. site plan details showing the location of the awning or similar temporary installation;
- c. mechanical specifications for framing;
- d. mounting and materials used;
- e. applicable permit approvals from the Chief Building Official;
- f. applicable permit approvals from Heritage Preservation Services if the proposed installation is being attached to a building on the Heritage Register; and
- g. any other information required by the Executive Director.

89. City Council direct that any awning framework, awning, curtain, canopy, fabric or similar sail goods material used in an awning or similar temporary installation must be:

- a. at least 2.1 metres above the level of the street or sidewalk;
- b. in conformity with CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films; and
- c. in conformity with the Ontario Building Code.

90. City Council direct that the permit holder must pay in advance of erecting any awning or similar temporary installation an additional annual charge.

Requirements for Sidewalk Café and Marketing Lighting

91. City Council direct that lighting related to the permit area must meet the following requirements:

- a. comply with all applicable safety standards and codes;
- b. consist of temporary fixtures and be removed from November 15 to April 14, inclusive;
- c. be directed into the permit area to avoid casting glare on passersby and nearby properties;
- d. not have any power cables or lighting elements run on or over the pedestrian clearway;
- e. not be attached or affixed to street elements, street trees or utilities; and
- f. must obtain its power from a private source or from a Business Improvement Area where permission has been granted.

Maintenance, Cleanliness and Orderliness Requirements for Sidewalk Cafes, Public Parklets and Marketing Displays

92. City Council direct that all permit holders are required at all times and at their own expense to:

- a. maintain all portions of the permit area and the street around the permit area in clean and sanitary condition, including removing all debris and cigarette butts;
- b. keep any objects and furnishings associated with the permit area in good and proper repair and condition, including the immediate removal of all graffiti;
- c. secure all moveable objects, including café furniture, with cable wire or similar device during non-business hours; and
- d. pay all utility, service, infrastructure or other rates, fees and charges that are incurred due to the operation of the permit area.

Temporary A-frames

93. City Council amend Chapter 693, Signs, and any other necessary by-laws to prohibit any location where a small frontage café or small marketing display has been installed to hold a Temporary A-frame sign permit; and/or erect a Temporary A-frame sign.

Enforcement

Offences and Penalties

94. City Council direct that anyone who contravenes any provision of this by-law is guilty of an offence and upon conviction is liable to a fine of no more than \$100,000.

95. City Council direct that directors or officers of a corporation knowingly concurring in the contravention of any offence under this by-law by the corporation are guilty of an offence.

96. City Council direct that anyone who contravenes any provision of the by-law may be subject to fines for continuing and multiple offences and special fines where it is determined that the conduct could have resulted in economic advantage or gain to the party found to have breached this by-law.

Permit Review

97. City Council authorize the Executive Director to prepare a report for the appropriate Community Council in cases where the operation of a sidewalk café or marketing display has caused, in the opinion of the Executive Director, significant disruptions to any member of the public for reasons including but not limited to noise.

98. City Council direct that the report from the Executive Director will include:

- a. a summary of the nature of the disturbance; and
- b. a summary of the conduct of the permit holder;
- c. the recommendation for a review of the permit conditions, including but not limited to operating hours, or revocation of the permit.

99. City Council direct the City Clerk to notify the affected permit holder of the hearing date at the Community Council and the permit holder will be given the opportunity to depute the matter to the appropriate Community Council.

Inspections, Orders and Remedial Actions

100. City Council authorize the Executive Director and General Manager to conduct inspections, issue orders for compliance, take remedial action, and take any other enforcement activities consistent with the authorities in the City of Toronto Act, 2006 for non-compliance with the by-law or any former by-law.

Seizure of Goods

101. City Council authorize the Executive Director or General Manager to move, take, or store a permit holder's sales goods or café elements in accordance with the Repair and Storage Liens Act where a permit holder is in contravention of the new by-law.

102. City Council direct that any seized goods or café elements that remain unclaimed after 60 days from the date of seizure become the property of the City and can be sold.

103. City Council direct that any seized perishable object or refreshment become a property of the City upon removal and can be disposed of immediately.

Transition of Existing Permit Holders

104. City Council direct that existing permit holders can continue to operate under the terms and conditions of their approved permit and agreement with the City as of the day before this by-law comes into force, except for the following requirements whereby existing permit holders must comply with this by-law immediately upon its coming into force:

a. definitions; appeals; fees and charges; indemnification and insurance; business licence and applicable regulations; term; permit renewal, permit transfer, permit review; permit cancellation or suspension; reduction in permit area or relocation; permit refund; temporary removal of installations for civic works; emergencies and permit holder responsibilities; accessible entrance; maintenance, upkeep and cleanliness; permit to be posted on premises; hours of operation; amplified sound; seasonal operation; extended frontage, curbside or parklet café – consent from neighbouring property owner; radiant heaters; decks; awnings; propane heaters and barbecues; marketing displays; café and marketing lighting; enforcement; seizure of goods; and offences and penalties.

105. City Council direct that all permit holders must meet the pedestrian clearway and fencing requirements of this Chapter by their permit expiry date in 2025.

106. City Council direct that any complete application for a café or marketing display received before May 1, 2018 will be processed under the applicable by-law as it existed prior May 1, 2018 and appeals made in relation to that application will also be processed under the former by-law.

Fees

107. City Council amend Municipal Code, Chapter 441, Fees and Charges, to include the new permit fees for sidewalk cafés, public parklets and marketing displays set out in Attachment 1 of the staff report.

108. City Council direct the Executive Director to apply any permit fee increases for existing sidewalk café and marketing display permit holders equally over a ten (10) year period starting May 1, 2018.

109. City Council direct the Executive Director to apply any resulting permit fee decreases for existing sidewalk café and marketing display permit holders at the time of the first permit renewal following May 1, 2018.

110. City Council direct new sidewalk café applicants to pay a one-time \$1,300 tree planting fee when,

- a. a new permit is approved at a location where there is a soft, unpaved boulevard; and,
- b. Urban Forestry has determined that the proposed use (sidewalk café) would limit the ability to plant a tree.

111. City Council direct that a tree planting fee will not be collected if:

- a. there is no available space to plant a tree;
- b. there is already a tree at the proposed sidewalk café location;
- c. the application is for a marketing display or parklet café.

112. City Council direct that the non-refundable fee of \$1,300 collected for tree planting be contributed to the Tree Canopy Reserve (XR1220) at the end of every fiscal year to ensure actual revenues collected are available to expand the tree canopy and facilitate long term planning.

Implementation

113. City Council direct that the new municipal code chapter and any related or necessary by-law amendments come into effect on May 1, 2018.

114. City Council authorize the City Solicitor to make stylistic and technical changes in the drafting of the by-law and any related and necessary amendments to existing by-laws including Chapter 743, as a result of the adoption of the new by-law.

To view or obtain a copy of the staff report outlining and explaining the proposed amendments please visit the City's website at: <http://app.toronto.ca/tmmis/decisionBodyProfile.do?function=doPrepare&meetingId=13188#Meeting-2017.JC1>. To submit comments or make a presentation to the joint meeting of Licensing and Standards and Public Works and Infrastructure Committees, please contact the following no later than 12:00 p.m. on December 1, 2017.

Licensing and Standards Committee
City Clerk's Office
Toronto City Hall, 100 Queen Street West
10th Floor, West Tower, Toronto, Ontario, M5H 2N2
Telephone: 416-397-4592
Fax: 416-392-1879
Email: lsc@toronto.ca

To ask questions regarding the content of the report, respecting the above items, contact:

Carleton Grant
Director, Policy and Strategic Support
Municipal Licensing and Standards
Toronto City Hall, 100 Queen Street West
16th Floor, West Tower, Toronto, Ontario, M5H 2N2
Telephone: 416-338-5576
Email: Carleton.Grant@toronto.ca

Any comments received after the Committee meeting will be processed to Council.

If this matter is deferred at the Committee meeting or Council meeting or considered at a subsequent Committee or Council meeting, no additional notice will be provided other than the information on the subsequent Committee or Council agenda. Please contact the above City officials if you require notice in these cases.

Notice to People Writing or making presentations to the joint meeting of Licensing and Standards and Public Works and Infrastructure Committee: The City of Toronto Act, 2006 and the City of Toronto Municipal Code authorize the City of Toronto to collect any personal information in your communication or presentation to City Council or its committees.

The City collects this information to enable it to make informed decisions on the relevant issue(s). If you are submitting letters, faxes, e-mails, presentations or other communications to the City, you should be aware that your name and the fact that you communicated with the City will become part of the public record and will appear on the City's website. The City will also make your communication and any personal information in it - such as your postal address, telephone number or e-mail address - available to the public, unless you expressly request the City to remove it.

Many Committee, Board, and Advisory Body meetings are broadcast live over the internet for the public to view. If you speak at the meeting you will appear in the video broadcast. Video broadcasts are archived and continue to be publicly available.

If you want to learn more about why and how the City collects your information, write to the City Clerk's Office, City Hall, 100 Queen Street West, Toronto ON M5H 2N2 or by calling 416-397-4592.

This Notice is dated this 27th day of November, 2017.

Ulli S. Watkiss
City Clerk