



**To:** His Worship the Mayor and Members of Council  
**From:** John Scherer  
Building, Development and Drainage Manager, CBO  
**Report Number:** CBO2024-03  
**Subject:** Summer Patios on Municipal Property  
**Meeting Date:** December 18, 2024

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**Recommendation:**

**THAT** Report CBO-2024-03 be received as information,

**AND THAT** Council direct staff to develop an application package and permit guide for Seasonal Patios on Municipal Property based on the general recommendations in the *Ontario Traffic Council's Restaurant Patio Guidelines within the Right of Way* publication.

**Report:**

In early 2024, staff were approached by a restaurant business located in Tavistock wanting to utilize a portion of the Township sidewalk for use as a patio. The patio area was to be licensed for alcohol in addition to serving food.

In reviewing this proposal, staff contacted Oxford County for any comments and/or approvals. Township Staff were pointed towards the '*Ontario Traffic Council's Restaurant Patio Guidelines within the Right of Way*' guide as a standard for this type of proposal. Staff visited the site and took measurements/markings the sidewalk and agreed to the erection of the patio. While the guideline recommends a minimum of 1.8m (~5'10") in clear sidewalk walking width, staff were ok with allowing a reduction in clear width to approximately 1.6m (5'3") as any less room would not work for seating.

As part of the allowance/approval, staff asked for the following:

- Site Plan showing the exact layout,
- Insurance naming the Township and County as insured, and,
- An agreement with the building owner.

Staff also ensured the proper approvals were in place with the LCBO, Public Health, and local codes (fire and building). While a formal site plan control application would be required, staff felt the entire process length and cost would make the project unviable as the patio was to be seasonal and instead opted to a condensed site plan review with the affected stakeholders.

While staff did not track, in detail, comments received from the public, we did receive a few complaints regarding the actual reduction in available walking width around the patio. Staff did not receive any complaints regarding noise or inappropriate behavior and the patio was removed with ample time prior to starting winter control activities.

Given the public feedback, staff feel its in the best interest of the Township to adhere to the Ontario Traffic Council's guide noted in this report and ensure a minimum of 1.8m of clear space is maintained for pedestrian use.

### **Financial Implications:**

Minimal. Total staff time spend on the project amounted to approximately 8 hours.

### **Strategic Plan Linkage:**

- Financial Sustainability
- Good Governance
- Infrastructure
- Service Delivery
- Community Vitality
- Environmental Awareness

### **Attachments:**

None

## Report Approval Details

Document Title:	Summer Patios on Municipal Property.docx
Attachments:	
Final Approval Date:	Dec 12, 2024

This report and all of its attachments were approved and signed as outlined below:

Karen DePrest