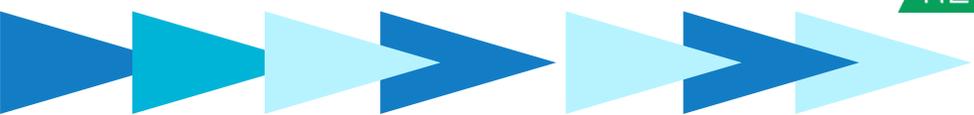




# **BUILD BACK VICTORIA**

RE-OPENING + RECOVERY



## **Permit Requirements & Information**

## Introduction

Now, more than ever, our economy is a local one. The diverse restaurants, boutique shops, services, and vibrant retail storefronts that attract hundreds of thousands of visitors each year are the very same local businesses our residents love. As these local businesses take steps to get back to work safely, the City is doing what it can to support their re-opening and recovery.

In June 2020, the City of Victoria launched the Build Back Victoria Program to support businesses during the COVID-19 pandemic. By opening up areas of the public realm that are typically off-limits to business activity or require longer-term commitments, the City has helped hundreds of businesses adjust to this new reality.

### Program Objectives

- Facilitate business recovery while protecting public health and safety
- Maintain accessibility of and access to public space
- Support innovation to accommodate variety of business locations / sectors
- Create a culture of temporary stewardship of public space

The Build Back Victoria program has been approved for continuation through October 2021. Space on sidewalks, streets, boulevards, parking spaces, plazas and parks is temporarily available for businesses to safely conduct commercial activities. Applications for this program are accepted via email only. All businesses must apply and be granted a permit before extending their operations into any public space.

**This document outlines mandatory requirements for the program, effective November 1, 2020.**

## Other City-Supported Business Programs – COVID-19

The Province's Restart Plan lays out a series of steps to protect people and ensure the B.C. and local economies can recover from the impacts of COVID-19 stronger than before. In response, the City has developed a toolkit of Business Resources to help establish confidence in businesses that are practicing physical distancing, taking hygienic measures, and generally exercising the necessary precautions to prevent the spread of COVID-19. Learn more at the [COVID-19 business resources](#) page of the Business Hub.

**If you are a business wanting to change the footprint of your private land** for purposes of COVID-related recovery and commercial operations, a designated development application may be required. For more information email [zoning@victoria.ca](mailto:zoning@victoria.ca) to be connected with a staff from the Planning Department who will review your proposal.

## Terms for Businesses – All Programs

The City of Victoria is seeking a culture of “temporary stewardship” – meaning we want all applicants to take care of and steward the public space while they have access to the area. All applicants will be required to:

- **Maintain compliance with Program Requirements & Permit Terms:** The City of Victoria reserves the right to conduct spot compliance checks to ensure that all businesses are in compliance with program requirements and permit terms.
- **Operating Hours:** Proposed operating hours are subject to approval by the City and must comply with related bylaws such as noise or liquor licensing. All applicants are reminded to balance residential needs and be good neighbours.
- **Furnishings/materials:** Businesses must provide their own furnishings for spaces. All materials used in the approved space must be temporary; nothing can be anchored to the public right-of-way and must be movable for emergency or maintenance needs.
- **Physical Distancing:** Activities in public spaces, including the placement of any furnishings or materials must allow for physical distancing for the public and customers.
- **Cleanliness:** Public spaces and any furnishings/materials/structure used in these spaces must be kept clean and clear of debris, litter, and trip hazards.
- **Protection of City-supplied Materials:** City-supplied pylons, barricades or other materials must be securely stored by the applicant.
- **Insurance:** Applicants must, at their own expense, obtain and maintain commercial general liability insurance, in the minimum amount of \$5 million with the City added as an additional insured, together with a cross liability clause. Insurance may not be cancelled, lapsed or materially changed without the insured giving 30 days to the City.
- **Liability:** Permit holders indemnify and save harmless the City of Victoria against all claims, liabilities, judgments, cost and expenses which may accrue against the City in consequences of, and incidental to, the granting of the permit.
- **Garbage and Recycling:** Applicants need to provide their own recycling, garbage and compost receptacles and should not rely on public facilities.
- **Advertising:** No external advertising, third party banners or branding is permitted.
- **Regulatory Adherence:** The use of public spaces through these initiatives is subject to general provisions of City and CRD bylaws including, but not limited to:
  - Noise Bylaw
  - Sign Bylaw
  - Liquor License Policy
  - CRD Clean Air Bylaw
  - Sidewalk Café Regulation Bylaw
  - Work Safe BC requirements

The City of Victoria reserves the rights to the following:

- Allocating space for the purposes of facilitating the commercial use of public space.
- Changing or adapting the layout of approved space or installations, based on distribution, adjacent demand or operational needs. All costs associated with changing or adapting space are the responsibility of the permit holder.
- Requiring the temporary closure of any temporary installation, without notice, for maintenance, utility work, or emergency purposes. The City is not responsible for any damages or loss of equipment removed pursuant to this subsection.
- Removal of any installation that creates an obstruction to, or causes congestion of, pedestrian or vehicular traffic due to existing conditions on the surrounding public right-of-way if it finds the installation represents a danger to the health, safety or general welfare of the public.

## Build Back Victoria - Programs

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***The City of Victoria reserves the right to update information and requirements found within this document. Contact [bizhub@victoria.ca](mailto:bizhub@victoria.ca) with any questions related to this information guide or your application.***

## FLEX SPACES

Flex Spaces allow businesses to expand their footprint during business hours providing more space for their goods, services, and customers. Flex Spaces can be used for:

- Seating (self-serve/café style, table service, or other)
- Customer queueing
- Selling retail goods
- Providing business services
- Displaying / demonstrating goods
- Hosting performances

Business activities in Flex Spaces are subject to the uses permitted by the applicant's existing business license and health and safety requirements. Flex Spaces are set-up during business hours and taken down at the end of the day. Pylons and any other materials or furnishings must be secured by the host outside of business hours.

Flex Spaces will be determined by City Staff and may extend into:

### Sidewalks, Plazas and Squares

Suitability of a Flex Space will depend on site-specific conditions. Flex Spaces must:

- Maintain an unobstructed pedestrian right-of-way with a minimum of 1.5m clear space;
- Maintain access to public utilities, building entrances, crosswalks, and bus stops; and
- Not exceed the width of the sidewalk frontage of the subject property;

### Boulevards

The Parks Division reviews the application for temporary use of Boulevards in partnership with Engineering. We encourage you to search out hard surface areas first for your Flex Space request. Boulevard suitability is site-specific and considers tree health and infrastructure in the permit approval process. If the Flex Space on a Boulevard request is assessed as suitable, it must meet the Parks Division's requirements for set up and remediation including:

- Set-up plan, guidelines provided
- Remediation plan, example provided
- Deposit for remediation

The Parks Division encourages businesses owners to be stewards of the park space occupied on a temporary basis. Remediation is an important step at the end of the program, or at the end of use, to be completed by the business owner to return the area back to the City in a healthy state and is the reason a deposit is required.

### On-Street Parking Spaces

Businesses may apply for a maximum of two (2) consecutive parking spaces. If a business wishes to use a parking space not adjacent to their business frontage, the application must be accompanied by a letter of support by the neighbouring business. Neighbouring businesses are encouraged to apply together (one principal applicant with additional businesses as co-applicants) if they are interested in a greater number of consecutive on-street parking spaces. Eligible parking spaces includes those that are:

- Either parallel or angled street parking, in the public right-of-way
- Located on the immediate frontage of the applicant's business

- Either a metered, time-limited, or unrestricted parking space. Stalls marked *residential parking only* will be considered on a case-by-case basis.
- NOT an accessible parking space
- NOT a “No Stopping/Parking”, Commercial Loading”, “Transit” zone or “Passenger” zone.

**Flex Zone Accessibility Requirements:**

Accessible Flex Zones are a requirement in the City of Victoria’s Build Back Victoria Program. By ensuring that accessibility is considered in the design and layout of commercial spaces that have permits to operate in the public right-of-way, we can create spaces for everyone in our community to enjoy. We encourage your business to engage with your customers on how to make your business more barrier-free.

**In addition to all terms listed on Page 3 of this document, the following requirements are mandatory as part of the flex permit:**

Facility Type	Accessibility Requirements
Sidewalk, Plaza, or Square Flex Zone	<ul style="list-style-type: none"> <li>- Any customer queuing area should not impede existing barrier-free access or sidewalk clearance for pedestrians</li> <li>- An unobstructed space of min. 1.5m must be provided to allow wheelchairs or mobility devices to comfortably pass on sidewalk or pathway</li> <li>- A cane detectable device spanning the boundary of the Flex Zone must be placed at the base with a minimum height of 100mm</li> </ul>
Boulevard Flex Zone	<ul style="list-style-type: none"> <li>- Any customer queuing area should not impede existing barrier-free access or sidewalk clearance for pedestrians</li> <li>- An unobstructed space of min. 1.5m must be provided to allow wheelchairs or mobility devices to comfortably pass on sidewalk or pathway</li> </ul>
On-Street Parking Stall Flex Zone	<ul style="list-style-type: none"> <li>- Any customer queuing area should not impede existing barrier-free access or sidewalk clearance for pedestrians</li> <li>- Must provide a curb ramp for people with mobility devices to access the flex space. Curb ramps must be a minimum 1m wide, with a slope not greater than 1:12 or 8.3%, consistent with the B.C. Building Code.</li> <li>- Ramps must have a non-slip surface and the edges be clearly marked with contrasting colours.</li> <li>- An unobstructed space of min. 1.5m must be provided to allow wheelchairs or mobility devices to comfortably pass on sidewalk or pathway.</li> </ul>

### Approved applicants will receive:

- A temporary permit to operate in the designated Flex Space (valid until March 30, 2021). Following re-evaluation, businesses may extend their permit until October 31, 2021.
- A set of blue stackable pylons can be provided by the City to be placed around the perimeter of the Flex Space during business hours
- A marked boundary to identify the business activity area
- A parking sleeve for metered stalls, where applicable, to restrict parking during business hours

## TEMPORARY PATIOS

Temporary Patios provide businesses the ability to establish a designated area that remains in place 24 hours a day, 7 days a week. The host is responsible for securing their patio space and all furnishings when not in use.

Physical structures to support a temporary patio can be established by the applicant at their own cost. City staff will work with applicants to find suitable solutions for their design to maintain safety and accessibility, while considering overall aesthetics and function. General design requirements for temporary patios are as follows:

- No parts of the patio is to be anchored into the surface (i.e. roadway, sidewalk, plaza, or boulevard). Structures must be sturdy enough to be freestanding.
- If on-street, have a continuous physical barrier between the patio and travel lane
- Be no more than 2.5m wide if located on the roadway, with width reviewed and determined on a case-by-case basis
- Be located at least 6m from an intersection if located on the roadway
- Be located a minimum 1m from adjacent parking stalls
- Be no more than 4m high from road surface
- Required to provide a substantial drainage gap at the gutter to accommodate significant rainwater flow and prevent blockages
- Not alter the sidewalk in anyway
- Maintain access to City infrastructure such as litter cans, manhole covers, hanging baskets and other items

### Approved applicants will receive:

- A permit to construct and operate a Temporary Patio in a designated space, once applicant's plans and designs are approved and a pre- and post-construction inspection has been completed with City Staff.
- Permits will be valid until March 30, 2021. Following re-evaluation, businesses may extend their permit until October 31, 2021.
- An initial permit will be granted for the construction of the patio. Once a post-construction inspection is completed by City Staff, a separate permit will be issued for operations. Dimensions will be determined by city staff upon assessment of permit application.

Temporary Patio Locations will be determined by City Staff and may extend into:

### 1. Sidewalks, Plazas and Squares

Suitability of a temporary patio will depend on site-specific conditions. Patios must:

- Maintain an unobstructed pedestrian right-of-way with minimum 1.5m clear space;
- Maintain access to public utilities, building entrances, crosswalks, and bus stops.

### 2. Boulevards

The Parks Division reviews the application for temporary use of Boulevards in partnership with Engineering. We encourage you to search out hard surface areas first for your patio request. Boulevard suitability is site-specific and considers tree health and infrastructure in the permit approval process. If the Flex Space on a Boulevard request is assessed as suitable, it must meet the Parks Division's requirements for set up and remediation including:

- Set up plan, guidelines provided
- Remediation plan, example provided
- Deposit for remediation

The Parks Division encourages businesses owners to be stewards of the park space occupied on a temporary basis. Remediation is an important step at the end of the program, or at the end of use, to be completed by the business owner to return the area back to the City in a healthy state and is the reason a deposit is required.

### 3. On-street Parking Spaces

Businesses may also access on-street parking spaces. Neighbouring businesses are encouraged to apply together (one principal applicant with additional businesses as co-applicants) if they are interested in a greater number of consecutive on-street parking stalls. Eligible parking spaces includes:

- Parallel or angled street parking, in the public right-of-way
- Located on the immediate frontage of the applicant's business
- Either a metered, time-limited, or unrestricted parking space. Stalls marked *residential parking only* will be considered on a case-by-case basis.
- NOT an accessible parking space
- NOT a "No Stopping/Parking", Commercial Loading", "Transit" zone or "Passenger" zone. Exemptions on eligibility may occur on a case-by-case basis.

## **ACCESSIBILITY REQUIREMENTS**

Accessible temporary patios are a requirement in the City of Victoria's Build Back Victoria Program. By ensuring that accessibility is considered in the design and layout of commercial spaces which have permits to operate in the public right-of-way, we can create spaces for everyone in our community to enjoy. The City of Victoria has identified a set of requirements as well as additional guidelines to prepare your outdoor patio space for people with disabilities.

In addition to all terms listed on Page 3 of this document, the following requirements are mandatory as part of the patio permit:

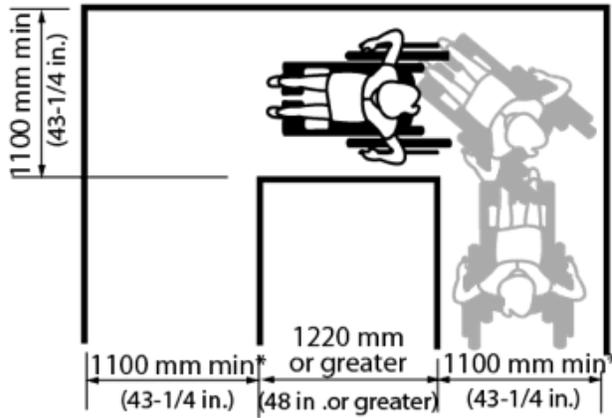
Facility Type	Accessibility Requirements
Sidewalk, Plaza, or Square Temporary Patio	<ul style="list-style-type: none"> <li>• An accessible entrance to the temporary facility must be provided, with a minimum width of 1.2m.</li> <li>• Surface materials must be firm, stable and slip-resistant. Hardened materials such as concrete, asphalt, tile, and wood are sufficiently firm and stable for accessibility.</li> <li>• An unobstructed space of min. 1.5m must be provided to allow wheelchairs or mobility devices to comfortably pass</li> <li>• A clear path for people with mobility aids to turn around an obstacle must be 1.1m minimum wide.</li> <li>• Any customer queuing area should not impede existing barrier-free access or sidewalk clearance for pedestrians</li> <li>• Ensure any barricades/boundaries (railings, planters, pylons, etc.) to identify the patio area are cane-detectable. To be cane-detectable, ground materials should have textural contrasts that are detectable by a long cane and underfoot.</li> <li>• Railings must be distinct from the surrounding environment to ease navigation around the patio and avoid obstructions of furniture</li> <li>• Sanitizing and washing facilities must be on an accessible path and be within operable reach for people using wheelchairs or scooters</li> <li>• At least one seating area must be wheelchair accessible and support maneuvering. The space around the table should have a level, firm ground surface extending minimum 2.0m on at least two sides of the table for persons who use wheelchairs or other mobility devices and minimum 1.22m on the other sides</li> </ul>
Boulevard Temporary Patio	<ul style="list-style-type: none"> <li>• An accessible entrance to the temporary facility must be provided, with a minimum width of 1.2m.</li> <li>• An unobstructed space of 1.5m must be provided to allow wheelchairs or mobility devices to comfortably pass</li> <li>• A clear path for people with mobility aids to turn around an obstacle must be 1.1m minimum wide.</li> <li>• Ensure any barricades/boundaries (railings, planters, pylons, etc.) to identify the patio area are cane-detectable.</li> <li>• Railings must be distinct from the surrounding environment to ease navigation around the patio and avoid obstructions of furniture</li> <li>• Sanitizing and washing facilities must be on an accessible path and be within operable reach for people using wheelchairs or scooters</li> <li>• At least one seating area must be wheelchair accessible and support maneuvering. The space around the table should have a level, firm ground surface extending minimum 2.0m on at least two sides of the table for persons who use wheelchairs or other mobility devices and minimum 1.2m on the other sides</li> </ul>

<p>On-Street Temporary Patio</p>	<ul style="list-style-type: none"> <li>• An accessible entrance to the temporary facility must be provided, with a minimum width of 1.2m.</li> <li>• Surface materials must be firm, stable and slip-resistant. Hardened materials such as concrete, asphalt, tile, and wood are sufficiently firm and stable for accessibility.</li> <li>• An unobstructed space of min. 1.5m must be provided to allow wheelchairs or mobility devices to comfortably pass</li> <li>• A clear path for people with mobility aids to turn around an obstacle must be 1.1m minimum wide.</li> <li>• Any customer queuing area should not impede existing barrier-free access or sidewalk clearance for pedestrians</li> <li>• Ensure any barricades/boundaries (railings, planters, pylons, etc.) to identify the patio area are cane-detectable. To be cane-detectable, ground materials should have textural contrasts that are detectable by a long cane and underfoot</li> <li>• Railings must be distinct from the surrounding environment to ease navigation around the patio and avoid obstructions of furniture</li> <li>• Sanitizing and washing facilities must be on an accessible path and be within operable reach for people using wheelchairs or scooters</li> <li>• At least one seating area must be wheelchair accessible and support maneuvering. The space around the table should have a level, firm ground surface extending minimum 2.0m on at least two sides of the table for persons who use wheelchairs or other mobility devices and minimum 1.2m on the other sides</li> </ul>
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The following guidelines can be used by businesses to further increase the accessibility of their temporary patio. We encourage your business to engage with your customers on how to make your business even more barrier-free.

- Tables that have the support leg(s) in the centre of the table provide a higher level of accessibility
- Providing contrasting surface colours and/or textures on the patio to make it distinct and easy to identify
- All portions of the facility entry way or an accessible route can be equipped with adequate lighting to provide a minimum level of illumination
- Where planters may be installed as part of the patio, businesses may consult the [City's Low Allergen Landscape Planting Resource List](#)

Temporary Patio Sample Design



## WINTERIZATION REQUIREMENTS

Temporary patios and flex zones may have temporary covering, heating and lighting during winter months. There are additional safety and operational requirements associated with hosting an outdoor flex space or temporary patio during the winter months. A summary of requirements is provided below:

Cover / Roofing	Heating	Lighting
<ul style="list-style-type: none"> <li>Tents allowed, but must be weighted and can only be enclosed on two sides</li> <li>Umbrellas allowed, but must be weighted and cannot extend beyond the patio footprint</li> <li>Retractable awnings allowed, attached to the patio structure only</li> <li>Tents and umbrellas are to be brought inside daily at the close of business.</li> <li>Awnings are to be retracted at the close of business.</li> <li>All materials must be flame retardant</li> </ul>	<ul style="list-style-type: none"> <li>Freestanding, portable propane heaters are allowed</li> <li>Heaters must not be placed underneath umbrellas, tents, awnings or trees</li> <li>Heaters must be brought inside daily at the end of the business day</li> <li>Propane tanks must be stored and locked in an outdoor vented structure in compliance with the BC Gas Safety Regulation</li> <li>Portable electrical heaters, plumbed gas heating, or hardwired electrical connections not allowed</li> </ul>	<ul style="list-style-type: none"> <li>Solar or battery powered lights allowed</li> <li>No hardwired electrical connections, including electrical cords or cables across the sidewalk</li> <li>Suspended lights are not allowed</li> </ul>

### 1. PATIO ROOF / COVERS

Covers must be temporary in nature and removed each night -- this includes tents, umbrellas and retractable awnings. Permanent roof structures are not permitted. The requirements associated with temporary patio coverings are as follows:

- At the end of the business day, tents and umbrellas must be removed and stored, and awnings must be retracted
- Tents, umbrellas and awnings are allowed and must have a flame retardant material to satisfy NFPA 705
- Must be located within the footprint of the approved patio, and are not to extend over the sidewalk or adjacent vehicle or parking lanes
- Tents or umbrellas must be weighted with sufficient weights/concrete blocks/sandbags. They are not to be left unsecured at any time.
- Tents and umbrellas are to be freestanding, not anchored into the roadway, sidewalk or otherwise.
- Tents and umbrellas need to be 1 meter away from sidewalks.
- To follow health guidelines and allow for ventilation, tents must not be fully enclosed. Any tent walls provided must be transparent and leave two walls open at all times

- Awnings must be retractable and mounted on a wall bracket within the temporary patio structure, not attached to the building face
- Patio spaces generally, as well as the coverings, are not to include materials such as a tarp, hay, straw, and shavings

Placement of covers must not obstruct sidewalks, building exits or access, or restrict movement between the building and sidewalk:

- Placement must not obstruct fire department connections
- Exits must be provided and maintained
- Any overhead structures/supports or furniture to be assessed by City staff at time of application.

## 2. HEATING

Portable propane-powered heating devices are allowed, but must have adequate ventilation and air flow. A Fire Safety Plan may be required upon review of your application. Staff will notify the applicant if required. Further requirements are as follows:

### Appliance Requirements

- All propane heaters must be designed for outdoor use only and conform to safety standards established by the Canadian Standards Association (CSA) and certified by Underwriters' Laboratories of Canada (ULC).
- ULC appliances must be installed, used, and maintained in conformance with the manufacturer's requirements
- Appliances must not have an unprotected open flame
- Hardwired or portable electrical devices, and plumbed gas-powered devices are not allowed

### Siting

- Must be free-standing, placed on a non-combustible, solid surface, that is not the table top
- Portable heaters are not be located:
  - Under trees / vegetation
  - Under fire escapes
  - Within exits or adjacent to an exit
  - Adjacent to or otherwise obstruct fire hydrants or fire department connections
  - Near or attached to utilities or other street elements

### Storage Requirements

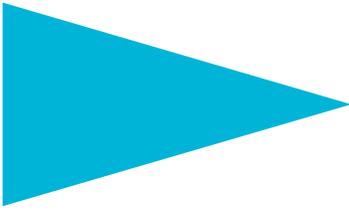
- All portable heating devices and propane tanks must be stored outdoors. Storing propane tanks indoors is not permitted under any circumstance.
- At the close of business day, heating devices must be stored and secured in a vented structure outside in compliance with the BC Gas Safety Regulation.
- Fire to review if these are applicable / relevant here
  - A propane tank used must meet these requirements [https://propane.ca/wp-content/uploads/2016/07/CPA\\_FactSheet\\_Cylinder-Markings\\_2016.pdf](https://propane.ca/wp-content/uploads/2016/07/CPA_FactSheet_Cylinder-Markings_2016.pdf)

- Business owners are to keep a maximum of one (1) day's supply of propane on site
- The maximum allowable propane tank size is a single 9 Kg (20lb) tank (approximately 10 hours of operation)

### 3. LIGHTING

Temporary patios and Flex Zones may incorporate lighting for patrons, including:

- Solar powered or battery powered lighting is allowed
- Lighting levels should be low and directed into the patio rather than out towards the street.
- One extension cord for powering lights is permitted and must be exterior rated and secured minimum 2.1m overhead. Cords are not permitted to be placed at ground level across any sidewalks or boulevards.
- Hardwired electrical lighting is not allowed
- Lights may not be strung in trees, wrapped up trunk or around branches.
- No lighting components are to be anchored into the roadway



## CURBSIDE LOADING

Many businesses have adapted their business to offer online ordering, curbside pick-up, and delivery through third party services. Businesses can apply to convert existing on-street parking spaces into Temporary Loading Zones to support either customer or business loading activities.

**A Temporary Loading Zone is established from an on-street parking stall and can be used for:**

- Delivery, pick up or loading (15 minutes max.)

**Approved applicants will receive:**

- A permit for (1) assigned parking space, located in front of or near the business frontage
- City of Victoria signage for reserving the space

### Operating Hours

Temporary Loading Zones are restricted to business hours of operation where after posted hours, the stall reverts back to general parking.

## MOBILE VENDING

The City has designated zones throughout the City where food trucks and other mobile vendors are permitted to operate. Spaces can be used to operate a mobile business during approved hours of operation. Business activities in Mobile Vending spaces are subject to the uses permitted by the applicant's existing business license, and health and safety requirements.

### Approved applicants will receive:

- A permit to operate in a designated Mobile Vending space valid for four consecutive weeks from start date

### In addition to all terms listed on Page 3 of this document, Mobile Vendors must adhere to the following:

- **Hours of operation:** Hours of operation are determined on a case-by-case basis and must comply with all City bylaws. Hours of operation cannot be extended by applicant.
- **Designated Spaces:** Each food truck may only operate in their designated Mobile Vending spot, assigned by City staff.
- **Accessibility:** Vendors must provide directions for queueing customers as to not obstruct the sidewalk for accessibility purposes and to maintain physical distancing.
- **Cleanliness:** Food truck operators are fully responsible for cleanliness in and around their mobile vending spot. The area must be kept clean and clear of debris, litter, and trip hazards.
- **Furnishings:** Mobile Vendors may make full use of their assigned Mobile Vending space which, in some cases, may allow for materials/furnishings outside the primary vehicle/cart/trailer. Any furnishings/materials must allow adequate space for physical distancing, following Public Health recommendations.
- **Refuse:** Food truck permit holders must provide their own refuse collection bins and assume responsibility for refuse disposal. Mobile vendors cannot rely on City of Victoria litter / recycling bins.
- **Hook-ups:** The City is not providing electricity, water or other utility hook ups at these locations. All vendors must be self-sufficient.

### Designated Locations

Vendors will be given a chance to identify preferred locations from a pre-approved list of sites provided by the City. City staff will aim to rotate vendors through different locations if there is demand and may choose to omit locations from vendors to balance residential, special event or transportation related needs.

## TEMPORARY LANE OR ROAD CLOSURES

The City will consider applications for full and partial road closures to provide expanded space for businesses activities and physical distancing. Applications for road closures to facilitate business needs will be prioritized by City staff. Applications to support other community-building activities or celebration areas facilitated through Neighbourhood / Community Associations are also welcomed.

Full or partial road closures may be facilitated for a single event or for an extended period of time.

### Once installed, Road Closures can be used for:

- Seating (self-serve/café style, table service, or other)
- Customer queueing
- Selling retail goods
- Community-focused activities or events
- Providing business services
- Displaying / demonstrating goods
- Hosting performances

Business activities in Road Closure spaces are subject to the uses permitted by the applicant's existing business license, and health and safety requirements. The City will review each application on a case-by-case basis.

### Approved applicants will receive:

- A designated space indicating the maximum extents of road closure
- Traffic barricades / traffic control signage, provided by the City, to define the closed space
- A City-informed traffic plan to deploy detours/signage as needed to direct people away from the closure
- A Temporary Permit to operate in the designated Road Closure (valid for different lengths of time, pending applicant request)

### Extent of Road Closures

Full or partial street closures allow clusters of businesses near a commercial activity hub to expand their footprint providing more space for their goods, services, and customers. Full or partial street closures may also facilitate community recovery events, activities and celebration areas. The design and configuration of each road closure will vary depending on the particular site constraints and programming needs of the sponsoring community group.

Road Closures require 80% support from neighbouring businesses and residents. Interested applicants must petition businesses and residents on the proposed block and include their information in the application form. The City reserves the right to review all applications and direct the applicant to conduct additional engagement.

Road Closures can vary from partial to full closures depending on street characteristics and demand for the space – for both business and transportation needs. In most cases, approved areas may require applicants to maintain access for local traffic for driveway/delivery access.

City staff will review and assess each proposed location on a case-by-case basis. Staff will work with applicants to find solutions that provide the greatest benefit.

### Eligible Areas for Road Closures

Eligible areas for full or partial road closures:

- Near a commercial activity hub / cluster of businesses
- Low traffic volume road
- NOT on a designated truck route
- NOT on a transit route

Exemptions on eligibility may occur on a case-by-case basis. Road closure requests are more complex in nature due to competing demands, local traffic circulation characteristics, loading/delivery considerations, emergency access, and more. The City will seek to review the request as expediently and efficiently as possible.

### **Additional Guidelines for Temporary Road Closures**

- **Accessibility requirements:** A marked accessible path should be provided along the corridor that meets the width of a person with a mobility device to safely pass (1.5m) and cane detectable markings for people with low vision. Closing a road does not permit applicants to take over sidewalk or pathway areas.
- **Active travel:** The City may require reserved space within a road closure for pedestrian and bicycle travel. In such cases, the designated travel areas must remain clear at all times.
- **Cleaning:** Cleaning and maintaining closures and plaza spaces is the responsibility of the host.

## **BUSINESS IN PARKS**

The City will accept applications for business activity in select City Parks, excluding Beacon Hill Park. Priority for permits to operate in Parks is for businesses with recreation, wellness, and fitness related focus areas. Neighbourhood / Community Associations may also apply for a permit in Parks to support community events or activities.

Guidelines required for the use of parks:

- **Public access:** all parks will remain open to the public
- **Physical distancing:** Maintaining required distances from pedestrian pathways
- **Landscape protection:** Activities should remain clear of trees and significant landscape features.
- **Refuse:** All businesses are required to manage their own waste, recycling and composting.

- **Alteration of site:** On-site signage and/or structures are not permitted; temporary outdoor tents to provide overhead coverage during the winter months are allowed, but cannot be anchored to the landscape

Operators can locate City Parks and find details on park amenities here  
<https://www.victoria.ca/EN/main/online-services/maps.html>

Sports fields follow the traditional guidelines and application processes and are not subject to this program.

**Approved applicants will receive:**

- A permit to operate in approved City of Victoria Parks