


# HALIFAX

P.O. Box 1749  
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**Item No. 11.1.1**  
**Halifax Regional Council**  
**September 8, 2015**  
**October 6, 2015**

**TO:** Mayor Savage and Members of Halifax Regional Council

**SUBMITTED BY:** Original signed by   
Richard Butts, Chief Administrative Officer  
Original Signed by  
Mike Labrecque, Deputy Chief Administrative Officer

**DATE:** August 14, 2015

**SUBJECT:** Amendments to By-Law S-1000, Respecting the Regulation of Sidewalk Cafés

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## **ORIGIN**

Regional Council motion, October 21, 2014, Item 9.1, MOVED by Councillor Whitman, seconded by Deputy Mayor Fisher request a staff report addressing the implications of the License Administrator taking the place of Council in the granting or refusing of a café license.

Regional Council motion, March 31, 2015, Item 11.1.8, MOVED by Councillor Mason, seconded by Councillor Whitman that Halifax Regional Council direct staff to bring forward amendments to By-law S-1000, the Sidewalk Café By-law and to Administrative Order 2014-016 GOV, the Delegation to the Appeals Committee Administrative Order, to delegate annual café approvals to the License Administrator.

## **LEGISLATIVE AUTHORITY**

*Halifax Regional Municipality Charter*, s58(3): "The Council may exercise by by-law any of the duties and powers that it may exercise by resolution or policy."

*Halifax Regional Municipality Charter*, s60(1): "The Council may make policies... (c) setting and amending the fees to be paid for (i) licences issued pursuant to a by-law of the Municipality, ... (iii) permits, applications and approvals required to be obtained from the Municipality or an employee of the Municipality pursuant to a by-law of the Municipality or an enactment, ... (d) delegating the power to issue, refuse, suspend, cancel or revoke licences and permits, but not including building permits and development permits."

*Halifax Regional Municipality Charter*, s324(2): "The Council may, by by-law, regulate encroachments upon under or over streets, including stipulating the period of time an encroachment may remain including terms and conditions, for particular Encroachments."

By-law Number S-1000, the *Sidewalk Café By-Law*.

**RECOMMENDATION ON NEXT PAGE**

## **RECOMMENDATION**

It is recommended that Halifax Regional Council:

1. Move first reading of By-law S-1001, amending By-law S-1000, Respecting the Licensing of Sidewalk Cafés, as set out in Attachment B to this report;
2. Adopt the proposed amendments to Administrative Order 2014-016 GOV, as set out in Attachment E, to this report; and
3. Adopt the proposed amendments to Administrative Order 15, as set out in Attachment H, to this report.

## **BACKGROUND**

Before By-Law S-1000, Sidewalk Cafés were permitted in accordance with the Sidewalk Café Policy. Annual Cafés were not permitted under the Policy. By-Law S-1000 has provisions that would allow cafés to be licensed for annual encroachment terms under certain conditions. As there was no existing approval process under the Policy for these types of applications, Staff constructed the process to mirror that of permanent encroachments on the street as per By-Law E-200, the Encroachments By-Law. The rationale was that cafés licensed to remain in place year-round are very similar to other types of permanent encroachments on the street. Such encroachments under By-law E-200 require Council approval, but are renewed by staff.

In a subsequent motion, Regional Council directed staff to investigate the implications of delegating approval of Annual Cafés to the License Administrator. Staff found no legislative reason that would prevent Council from delegating Annual Café approval authority to the License Administrator. Regional Council then directed staff to move forward with amendments to delegate the authority to the License Administrator.

## **DISCUSSION**

Staff is recommending several amendments to By-Law S-1000 to permit the approval authority for these types of cafés to be delegated to the License Administrator. The proposed amendments are shown in Attachment A. These amendments also remove all references to renewing a license. The current by-law has separate sections for Annual Café approval and renewals because approvals are done through Council but renewals are done by staff. As the authority for approvals is being delegated to staff, there is no need to complicate the by-law with separate sections for approvals and renewals as the application and review actions will be the same. Removing the repetitive language will simplify the by-law.

Staff is also taking the opportunity to do a few housekeeping amendments, such as changing the word "Employee" to "employee" Section 2. (j), and adding the definition of the "Engineer" to Section 2., and changing the word "later" to "earlier" in Section 3. (2) (a). The last housekeeping amendment in that list may be of particular interest. The change is meant to reflect the original intent of this Section, which is to establish the earliest date on which the seasonal sidewalk café applications may begin to be issued. This means that a café operator could apply for a seasonal café license and potentially have it issued as early as April 15<sup>th</sup>, or any time after that. These proposed amendments are also shown in Attachment A. If the current wording is maintained, under a strict reading of the by-law no licences would be available after April 15<sup>th</sup>.

Amendments to the Administrative Order 2014-016 GOV are required to reflect the expanded role of the License Administrator with respect to the issuance of Annual Cafés. This will allow any appeal of a decision of the License Administrator with respect to the issuance of an Annual Café license to be heard by the Appeals Committee rather than Regional Council. This is consistent with the appeals process for the rest of the S-1000 By-law. These proposed amendments are shown in Attachment D.

Amendments to Administrative Order 15 are required to reflect the change in the fee structure for Annual Cafés. The current fee configuration sets out a fee for the initial application, and a different fee for

subsequent renewals. As the proposed amendments would remove all references to Annual Café renewals, the Administrative Order must also be amended to reflect these changes. It is proposed that the current fee for the renewal fee be used as the yearly application fee for an Annual Café. Operators of Annual Cafés must apply for a new license every year at this rate. These proposed amendments are shown in Attachment G.

### **FINANCIAL IMPLICATIONS**

The current By-Law has separate fees for the initial application and subsequent renewals. The current fees are \$1,400 and \$1,000 respectively. The proposed amendments would change the structure, simplifying the application fee to \$1,000 every year. As there are currently no Annual Café license holders, this will have no impact on current revenues.

### **COMMUNITY ENGAGEMENT**

There were no consultations with any café owners / operators as there are no annual license holders at this time, however many of the recommended amendments originate from requests from Council as a result of comments from the public hearing held October 21, 2014.

### **ENVIRONMENTAL IMPLICATIONS**

Implications not identified.

### **ALTERNATIVES**

1. Regional Council may decide not to adopt the proposed By-law S-1001 or Administrative Order 15. This option is not recommended because it would leave Council with the obligation to approve all applications of Annual Café Licenses.
2. Regional Council may decide to adopt the proposed amendments to By-Law S-1000 and Administrative Order 15, but set the fee for an Annual Café application at a different rate than proposed by Staff. This option is not recommended because the proposed rate is set to be a cost recovery mechanism for the application review and subsequent inspections.
3. Regional Council may decide not to simplify the fee structure to a single amount for initial applications and renewals of Annual Cafés. This would require additional amendments, as sections referring to license renewals would have to be reinserted into the By-Law. This option is not recommended as there is no substantive difference between a new application and a renewal since the process will no longer involve Council approval.

### **ATTACHMENTS**

- Attachment A – Showing Proposed Amendments to By-Law S-1000
- Attachment B – Amending By-law S-1001
- Attachment C – Incorporating Proposed Amendments to By-Law S-1000
- Attachment D – Showing Proposed Amendments to Administrative Order 2014-016 GOV
- Attachment E – Amending Administrative Order 2014-016 GOV
- Attachment F – Incorporating Proposed Amendments to Administrative Order 2014-016 GOV
- Attachment G – Showing Proposed Amendments to Administrative Order 15
- Attachment H – Amending Administrative Order 15
- Attachment I – Incorporating Proposed Amendments to Administrative Order 15

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.php> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 902.490.4210, or Fax 902.490.4208.

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**Attachment A  
(Showing Proposed Amendments to By-Law S-1000)**

**HALIFAX REGIONAL MUNICIPALITY  
BY-LAW NUMBER S-1000  
RESPECTING THE REGULATION OF SIDEWALK CAFÉS**

**BE IT ENACTED** by the Council of the Halifax Regional Municipality as follows:

**WHEREAS** sidewalk cafés can enliven municipal streets and enhance Halifax’s economic vitality;

**AND WHEREAS** Council may pass by-laws promoting the health, well-being, safety and protection of its residents, under the authority vested in it by clause 188 (1) (a) of the *Halifax Regional Municipality Charter*, S.N.S. 2008, c. 39, as amended,

**AND WHEREAS** notwithstanding the *Motor Vehicle Act*, Council may, by by-law, regulate vending on the streets of HRM under authority vested in it by section 191 of the *Halifax Regional Municipality Charter*, S.N.S. 2008, c. 39;

**AND WHEREAS** Council may, by by-law, regulate encroachments upon, under or over streets, including stipulating the period of time an encroachment may remain and the entering into of agreements, including terms and conditions, for particular encroachments under authority vested in it by section 324(2) of the *Halifax Regional Municipality Charter*, S.N.S. 2008, c. 39;

**AND WHEREAS** Council may, by by-law, regulate activities and things in, on or near a public place or place that is open to the public under authority vested in it by section 188 (1) (c) of the *Halifax Regional Municipality Charter*, S.N.S. 2008, c. 39;

**Short Title**

1. This By-Law may be cited as the *Sidewalk Café By-Law*.

**Interpretation**

2. In this By-Law,

(a) “accessory use” means a use that is normally incidental, subordinate and exclusively devoted to a principal use and located on municipal property adjacent to the principle use property;

(b) “alcoholic beverages” includes wine, liquor and beer as defined by the *Liquor Control Act*, S.N.S. 1989, c. 260, as amended;

(c) “Appeals Committee” means the Appeals Committee as established by By-law A-100, the *Appeals Committee Bylaw*;

(d) “barrier” means a fence, railing or other obstacle that prevents or restricts the movement or access of pedestrians;

(e) “business day” means Monday through and including Friday, except for federal, provincial or municipal holidays;

(f) “café license” means a license to construct, use or operate a sidewalk café on municipal property, issued pursuant to this By-law;

(g) “café plan” means a scale drawing showing the layout and size of the sidewalk café including the amount and location of furniture and exits;

(h) “construction drawings” means technical drawings and specifications used to specify assembly requirements for elements of the sidewalk café;

(i) “Council” means the Council of the HRM;

(j) “Employee” includes agents, officers, servants, assigns and heirs;

(k) “encroachment” means a structure or facility upon, under or over a street and also includes any portion of the street required by the encroachment as a clearance from other structures by good engineering practice;

(l) “encroachment term” means the period of time during which an encroachment is allowed;

**(la) “the Engineer” means the Director of Transportation and Public Works and includes a person acting under his/her authority;**

(m) “food establishment” means any premises in which food is:

(i) processed, manufactured, prepared, labeled, or served;

(ii) sold, offered for sale, or distributed free of charge; or

(iii) dispensed, displayed, stored, or distributed,

but excludes a dwelling unit except a dwelling unit used for commercial food preparation;

(n) “*Heritage Property Act*” means the *Heritage Property Act*, R.S.N.S., 1989 c. 199;

(o) “HRM” means the Halifax Regional Municipality;

(p) “License Administrator” means the person or persons designated by the

Chief Administrative Officer and includes a person acting under the supervision and direction of the License Administrator;

(q) “licensed establishment” means a lounge, cabaret, beverage room, tavern, eating establishment or club licensed under the *Liquor Control Act*;

(r) “Mayor” means the Council member elected at large to be the chair of the Council;

(s) “municipal heritage property” means municipal heritage property as defined in the *Heritage Property Act*;

(t) “municipal infrastructure” includes infrastructure that supports the provision of municipal services and includes public trees, light standards, street lights, traffic signals, traffic signs, parking meters and other municipal signs;

(u) “municipal street furniture” includes bus shelters, banners, flower pots, benches, waste receptacles and other decorations located in the street;

(v) “owner” includes

(i) a part owner, joint owner, tenant in common or joint tenant of the whole or any part of land or a building, and

(ii) in the absence of proof to the contrary, the person or persons assessed for the property;

(w) “person” includes a corporation;

(x) “Peace Officer” means a police officer or a special constable appointed pursuant to the *Police Act*, S.N.S. 2004, c.31, as amended;

(y) “principal use property” means a licensed establishment or food establishment that has a sidewalk café as an accessory use;

(z) “premises” includes a mobile, stationary, temporary or permanent facility or location and the surroundings under the control of the same person;

(aa) “proprietor” means the person who controls, governs or directs the activity of a food establishment or a licensed establishment and includes the person who is actually in charge thereof at any particular time, an owner, or the occupant of the premises;

(ab) “provincial heritage property” means provincial heritage property as defined in the *Heritage Property Act*;

(ac) “roadway” means that portion of a street between the curb lines or the travelled portion of a street designed for vehicular travel;

(ad) “sidewalk” means that portion of a street between the curb line and adjacent property line or any part of a street especially set aside for pedestrian travel and separated from the roadway;

(ae) “sidewalk café” means a deck, patio, ramp, temporary sidewalk, group of tables and chairs or other accessories situated on a street including a sidewalk for the use and consumption of food and beverages sold to the public from, or in, an adjacent principle use property;

(af) “site plan” means a scale drawing showing:

(i) the location of the sidewalk café relative to the street and the sidewalk,

(ii) the location of any municipal street furniture and municipal infrastructure that is located within the proposed location of the sidewalk café, and

(iii) the principle use of the property which has applied for the café license;

(ag) “street” means a public street, highway, road, lane, sidewalk, thoroughfare, bridge, square and the curbs, gutters, culverts and retaining walls in connection therewith;

(ah) “traffic barrier” means an obstacle that prevents or restricts movement or access of vehicles;

(ai) “utility” means any corporation that provides sewage, storm-water, water, telecommunication or electricity services, including, natural gas or other gas intended for use as a fuel;

(aj) “utility infrastructure” means infrastructure required by a utility to deliver services, including pipes, conduits, valves, manholes, hydrants, vaults, poles, overhead wires, metering devices, and pressure regulators; and

(ak) “vend” means the sale and offering for sale of food or beverages on a street or municipally-owned property.

### **Types of Café License**

3. (1) There shall be two types of café license,

(a) a seasonal café license; and

(b) an annual café license.



(2) A seasonal café license shall permit a sidewalk café for an encroachment term set by the License Administrator, such term

(a) shall commence on a date being no later **earlier** than April 15th in any calendar year; and

(b) shall end on a date no later than November 15th, in the same calendar year.

(3) An annual café license shall permit a sidewalk café for an encroachment term not exceeding one calendar year, **and shall only be granted by Council.**

(4) ~~Notwithstanding subsection (2) of this section, for the encroachment term ending October 31, 2014, the License Administrator may extend the term of a seasonal café license until 11:59 pm on November 20, 2014 and, for the purposes of the extension only, a permit issued pursuant to By-law S-300, the *Streets By-law*, permitting a sidewalk café in the year 2014 is deemed to be a seasonal sidewalk café license issued pursuant to this By-law.~~ **Repeal.**

(5) ~~An application pursuant to subsection 4, shall be received by the HRM no later than 4:30 pm on October 30, 2014.~~ **Repeal.**

#### **Heritage Property**

4. (1) Notwithstanding section 3, an application for a café license, in relation to a provincial heritage property, shall be subject to review pursuant to the *Heritage Property Act*.

(2) Notwithstanding section 3, an application for a café license, in relation to a municipal heritage property, shall be subject to review pursuant to the *Heritage Property Act*, By-law H-200, the *Heritage Property By-law* and By-law H-500, the *Heritage Conservation District (Barrington Street) By-law*.

#### **Granting of License and Renewals**

5. Subject to sections 4 ~~and section 7~~, the License Administrator is authorized and empowered to:

(a) grant a seasonal café license ~~or a renewal of an annual café license;~~

**(aa) grant an annual café license;**

(b) refuse to grant a seasonal café license ~~or a renewal of an annual café license;~~

**(ba) refuse to grant an annual café license;**

- (c) suspend any café license;
- (d) revoke any café license;
- (e) issue the proprietor a Notice to comply with this By-law;
- (f) issue the proprietor an Order to comply with this By-law; and

**(g)** enter, at any time and without notice, a sidewalk café or principle use property to determine compliance with this By-law.

6. ~~(1) Subject to section 4, the Council may~~

~~(a) deny an appeal and refuse to grant a seasonal café license or a renewal of an annual café licence; or~~

~~(b) allow an appeal and grant a seasonal café license or a renewal of an annual café licence.~~

~~(2) Subject to section 4, Council may grant or refuse to grant an annual café license.~~

~~(3) Council may, by policy, delegate any of its authority pursuant to this By-law to the Appeals Committee and, where so delegated by the Council, the Appeals Committee stands in the place and stead of the Council with respect to such delegation.~~

**Repeal.**

7. ~~If Council grants an annual café license pursuant to section 6, tThe License Administrator may renew the an annual café license encroachment term, in perpetuity, providing~~

~~(a) the café plan, site plan and construction drawings that were approved by the License Administrator Council, pursuant to subsection 6(2), have not substantively changed;~~

~~(b) the café plan, site plan and construction drawings that are subject to review pursuant to section 4 have not substantively changed;~~

~~(c) each additional encroachment term remains the same as the encroachment term initially granted by the Licenses Administrator Council pursuant to section 6; and~~

~~(d) if the proprietor of the annual café license is not the owner of the property where such café is located, the owner agrees to the continued operation of the café.~~

**Repeal.**

### **Requirements for Sidewalk Café License**

8. No person shall construct, operate or vend at a sidewalk café

(a) unless a café license has been issued by the License Administrator ~~or the Council~~ and the café license has not been suspended or revoked;

(b) except in accordance with:

(i) any terms or conditions of the café license; and

(ii) the café plan, site plan and construction drawings approved by the License Administrator ~~or by the Council~~;

(c) outside the encroachment term specified in the café license;

(d) except by the person to whom the café license was granted; or

(e) in an obstructive manner including:

(i) obstructing the ingress or egress of the abutting property owner or tenant;

(ii) increasing traffic congestion or delay on the street where the sidewalk cafe is located;

(iii) constituting a hazard to pedestrian or vehicular traffic, life or property; or

(iv) obstructing adequate access to fire, police or sanitation vehicles or personnel.

9. In addition to prohibitions in section 8, no person shall operate or vend at a sidewalk café:

(a) unless the sidewalk café has, subsequent to construction, been inspected and approved for use:

(i) by HRM; and

(ii) by a professional engineer pursuant to section 27 of this By-law, proof of which must be filed with the License Administrator and must be in a form acceptable to the License Administrator;

(b) at any time when the principal use property is not open to the public for business; or

(c) any food or merchandise, other than food or merchandise that the person is permitted to sell from the principal use property.

## Requirements for Certain Other Licenses

10. (1) During the encroachment term:

(a) notwithstanding By-Law S-300, the *Streets By-law*, a Streets and Services permit is not required for the construction and removal of a sidewalk café;

(b) notwithstanding By-law E-200, the *Encroachment By-law*, an Encroachment License is not required for that portion of a street used by a sidewalk café; and

(c) notwithstanding By-law C-501, the *Vending By-law*, a Vending License is not required to vend food or beverages for that portion of municipal land used by a sidewalk café.

(2) Subsection 1 of this section only applies to the holder of the café license and for that portion of the street identified in the café plan, site plan and construction drawings approved pursuant to this By-law.

## Application for Café License

11. The applicant for a café license shall complete an application in a form prescribed by the License Administrator.

12. A separate application shall be made for each café license.

13. An application for a café license shall include:

(a) the name of the applicant, and:

(i) if the applicant is a natural person, it must be signed by him or her; or

(ii) if the applicant is a corporation, organization, society or other body, it must be signed by a director or officer who has the authority to bind the corporation, organization, society or other body;

(b) a written consent from the owner of the principle use property, if other than the applicant;

(c) proof of insurance coverage pursuant to section 20;

(d) an indemnity agreement which indemnifies and holds harmless HRM, its Mayor, Council, and Employees against all losses, claims, actions, damages, costs (including solicitor costs), liability and expense in connection with loss of life, personal injury, damage to property or any other loss or injury whatsoever arising from the design, construction, maintenance, operation, or removal of a sidewalk café, and from sidewalk or street remediation;

(e) detailed construction drawings, site plan and café plan that:

- (i) are in a form prescribed by the License Administrator; and
  - (ii) comply with the standards set out in Schedule A of this By-law.
- (f) any fee prescribed by Administrative Order 15; and
- (g) any other information required by the License Administrator.

### **Refusal to Grant a Café License**

14. The License Administrator shall refuse to grant a café license if:

- (a) the application is incomplete or contains false or misleading information;
- (b) the proposed sidewalk café does not comply with the requirements of this By-law, including the Design Standards in Schedule A;
- (c) the proposed sidewalk café would unreasonably interfere with the ability of HRM or any utility to have access to, or maintain, any municipal infrastructure, municipal street furniture, or utility infrastructure;
- (d) the proposed area for the sidewalk café is required for the construction or installation of a municipal work, service, utility or other improvement;
- (e) the proposed sidewalk café would unreasonably interfere with the public's use or enjoyment of the sidewalk or adjoining street;
- (f) the proposed sidewalk café would present a risk of harm to the health or safety of the public;
- (g) the proposed sidewalk café would not comply with the *Heritage Property Act*, By-law H-200 or By-law H-500;
- (h) the proposed sidewalk café would constitute a nuisance; or
- (i) in the opinion of the Engineer the proposed sidewalk café would:
  - (i) increase traffic congestion or delay on the street where the proposed café would be located; or
  - (ii) constitute a hazard to pedestrian or vehicular traffic, life or property.

15. The Council **License Administrator** may only grant an annual café license if

- (a) the width of the roadway is not reduced;

- (b) the sidewalk café does not create vehicular congestion;
- (c) the sidewalk café does not present a risk of harm to the health or safety of the public;
- (d) the sidewalk café does not constitute a nuisance;
- (e) the sidewalk café does not unreasonably interfere with municipal services, including fire service, police service, sanitation services and winter maintenance;
- (f) the sidewalk café does not unreasonably interfere with the public's use or enjoyment of the street including the sidewalk;
- (g) the sidewalk café does not unreasonably interfere with the construction or installation of a municipal work, service, utility or other improvement;
- (h) a minimum sidewalk width of 2.1 m (7 feet) remains unobstructed, including being unobstructed by sidewalk cafés, municipal infrastructure or municipal street furniture; and
- (i) HRM or any utility has reasonable access to maintain or install a utility or service.

### **Requirements of a Granted Café License**

16. A café license granted pursuant to this By-law shall specify:

- (a) the type of encroachment that is authorized by the café license;
- (b) the encroachment term;
- (c) the civic address of the principal use property;
- (d) the name of the person to whom the café license is granted; and
- (e) such other terms and conditions as may be necessary in the opinion of the License Administrator.

### **Encroachment Term**

17. (1) Subject to sections 3 and 4, the License Administrator shall establish an encroachment term for each seasonal café license granted pursuant to this By-law.

(2) ~~Council~~ **The License Administrator** may grant an annual café license with an encroachment term not exceeding one year.

(3) ~~The License Administrator may grant a renewal of an annual café license with an encroachment term not exceeding one year.~~ **Repeal.**

(4) Notwithstanding section 6 of Ordinance 173, the *Granville Mall Ordinance*, the License Administrator ~~or the Council~~ may grant a café license for any encroachment term permitted under this By-law.

18. (1) Every café license shall bear a number and shall be affixed to the principle use property in a conspicuous place.

(2) An affixed café license shall not be removed, for the duration of the encroachment term, except with the consent of the License Administrator.

### **Conditions on Proprietor of a Granted Café License**

19. (1) Where alcoholic beverages are not served or consumed at the sidewalk café, the proprietor shall, at their own expense, purchase commercial general liability insurance in the amount of not less than two million dollars (\$2,000,000 CDN).

(2) Where alcoholic beverages are served or consumed at the sidewalk café, the proprietor shall, at their own expense, purchase commercial general liability insurance in the amount of not less than two million dollars (\$2,000,000 CDN), with liquor not excluded.

(3) Insurance coverage, pursuant to subsections 1 and 2, shall

(a) be maintained during the encroachment term; **and**

(b) name HRM as an additional insured with respect to any loss, claims, actions, damages, costs (including solicitor costs), liability and expense in connection with loss of life, personal injury, damage to property or any other loss or injury whatsoever arising from the design, construction, maintenance, operation, or removal of a sidewalk café or from sidewalk or street remediation related thereto.

20. (1) The proprietor shall provide HRM with a certificate of insurance.

(2) The certificate of insurance provided pursuant to subsection 1 shall

(a) be in a form and with an insurer acceptable to HRM;

(b) evidence compliance with section 19;

(c) be provided to HRM upon insurance renewal; and

(d) be provided to HRM upon a material change in coverage.

### **Transferability of a Granted Café License**

21. A café license granted pursuant to this By-Law is not transferrable.

### **Suspension or Revocation of a Granted Café License**

22. The License Administrator may suspend or revoke a café license if:

(a) the proprietor fails to comply with any term or condition of the cafe license or this By-law;

(b) the proprietor is convicted of an offence under this By-law;

(c) the continued operation of the sidewalk café, would be a risk to the health or safety of the public, or would otherwise constitute a nuisance;

(d) the continued operation of the sidewalk café unreasonably interferes with the ability of HRM, or any utility, to have access to or maintain any municipal infrastructure, municipal street furniture, or utility infrastructure; or

(e) the proprietor fails to comply with sections 19 and 20.

23. In the event a café license is revoked, or suspended for a period of one week or more pursuant to clause 22(d), **HRM** ~~the Municipality~~ shall refund to the applicant of such license that portion of the license fee paid by the applicant pro-rated in proportion to the amount of time:

(a) that the license is suspended during the encroachment term; or

(b) remaining for the encroachment term if the license is revoked.

24. Notwithstanding sections 44 and 46, a suspension pursuant to clause 22(e) shall continue until:

(a) the proprietor complies with sections 19 and 20;

(b) the café license expires; or

(c) the café license is revoked.

### **Sidewalk Café Construction**

25. Subject to section 26, no person other than the HRM shall remove municipal infrastructure or municipal street furnishings to construct a sidewalk café.

26. (1) Where municipal infrastructure or municipal street furnishings must be removed to permit the construction of a sidewalk café, the proprietor shall notify the License Administrator of intent to construct.

(2) Notification shall be at least five (5) business days prior to the anticipated date of sidewalk café construction.



27. Where the sidewalk café exceeds a height of 0.6 m (2'-0") from any point on the sidewalk grade, the proprietor shall:

(a) engage the services of a professional engineer, licensed to practice in the Province of Nova Scotia;

(b) file with the License Administrator a written undertaking stating that the professional engineer has been engaged by the proprietor to supervise and set out the sidewalk café;

(c) ensure that the sidewalk café shall be constructed and maintained in accordance with the approved café plan, site plan and construction drawings; and

(d) subject the sidewalk café to inspection and approval by the professional engineer or his or her representative.

### **Sidewalk Café Maintenance and Repair**

28. The proprietor shall, to the satisfaction of the License Administrator, and at his or her sole expense, keep and maintain the area surrounding or adjacent to the sidewalk café in a clean, sanitary, attractive condition, free from papers, rubbish and debris of any kind.

29. The proprietor or employees or ~~agents~~ of the proprietor of a sidewalk café shall not damage the street, sidewalk, curb or the landscaping between the sidewalk and the curb by constructing, operating, removing, maintaining, repairing or altering a sidewalk café.

30. The proprietor shall, at his or her sole expense, maintain the sidewalk café in a safe condition, such that it is not dangerous or hazardous to traffic, pedestrians or the public at large.

31. Notwithstanding sections 44 and 46, if the License Administrator determines, in his or her sole discretion, that the sidewalk café is a safety issue, danger or hazard, HRM may, without notice to the proprietor, repair or alter the sidewalk café.

32. (1) The License Administrator may issue an Order to the proprietor that the proprietor shall:

(a) repair or alter the sidewalk café, in any manner that the License Administrator determines, in his or her sole discretion, is necessary to alleviate the safety issue, danger or hazard;

(b) repair the street in any manner that the License Administrator determines, in his or her sole discretion, is necessary to restore the street, sidewalk, landscaping between the sidewalk and the curb, or curb; or

(c) keep and maintain the area surrounding or adjacent to the sidewalk café in a clean, sanitary, attractive condition, free from papers, rubbish and debris of any kind.

(2) Any maintenance, repair, alteration or restoration pursuant to subsection (1) of this section, shall be at the proprietor's sole expense.

33. The License Administrator may cause the work to be done if

(a) the proprietor does not comply with an Order to repair or alter the sidewalk café issued under clause 32(1)(a), within five (5) business days of being served with the Order;

(b) the proprietor does not comply with an Order to repair the street issued under clause 32(1)(b), within five (5) business days of being served with the Order; or

(c) the proprietor does not comply with an Order to maintain the area surrounding, or adjacent to, the sidewalk café, issued under clause 32(1)(c), within five (5) business days of being served with the Order.

### **Sidewalk Café Access**

34. If the License Administrator determines, in his or her sole discretion, that access to any part of the street occupied by a sidewalk café is required to address an immediate safety issue, danger or hazard, HRM or a utility may, without notice to the proprietor, enter the sidewalk café to remedy the safety issue, danger or hazard.

35. Subject to sections 31 and 34, after 48 hours' notice to the proprietor, HRM, or a utility, may enter a sidewalk café to install, maintain or repair municipal infrastructure, municipal street furniture, or utility infrastructure.

36. (1) Emergency vehicles or personnel may enter, without notice, a sidewalk café to render or provide emergency services.

(2) The employee of any utility may enter, without notice, a sidewalk café to read any meter related to the utility service to the principle use property.

### **Sidewalk Café Removal**

36A. The proprietor shall, on or before the expiration of the encroachment term, and at his or her sole expense, remove the sidewalk café from the street.

37. Notwithstanding sections 45 and 47, if the License Administrator determines in his or her sole discretion, that

(a) the sidewalk café is an immediate safety issue, danger or hazard; or

(b) access to any part of the street occupied by a sidewalk café is necessary to remedy an immediate safety issue, danger or hazard,

HRM or a utility may, without notice and without compensating the proprietor remove the sidewalk café and restore the street right of way or remedy the safety issue, danger or hazard.

38. The License Administrator may issue an Order to the proprietor that the proprietor shall, at his or her sole expense, remove the sidewalk café from the street if

(a) a proprietor's café license is suspended or revoked; or

(b) access to a sidewalk café is required by HRM or by a utility to install, maintain or repair pipes, cables, wires, poles, hydrants or other improvements to the street.

39. The License Administrator may cause the sidewalk café to be removed from the street if:

(a) the proprietor does not remove the sidewalk café from the street on or before the expiration of the encroachment term;

(b) the proprietor does not comply with an Order to remove the sidewalk café from the street issued pursuant to clause 38(a), within five (5) business days of being served with the Order; or

(c) the proprietor does not comply with an Order to remove the sidewalk café from the street issued pursuant to clause 38(b), within two (2) business days of being served with the Order.

40. (1) If municipal infrastructure or municipal street furnishings have been removed to allow the construction of a sidewalk café, the proprietor shall notify the License Administrator of the intent to remove the sidewalk café.

(2) If the sidewalk café removal is further to an Order issued pursuant to this By-law, notification pursuant to subsection 1, shall be soon as practicable.

(3) If the sidewalk café removal is further to section 36A, notification pursuant to subsection 1, shall be at least five (5) business days prior to the anticipated date of sidewalk café removal.

### **Cost of Work**

41. If the Council, a committee, the Engineer, the License Administrator or another employee of the HRM causes work to be done pursuant to sections 31, 33, 37 or 39, the proprietor shall be fully responsible for the cost of the work, with interest at the rate determined by the Council, by policy, from the date of the completion of the work until the date of payment.

42. In addition to any other remedies at law, if the Council, a committee, the Engineer, the License Administrator or another employee of the HRM causes work to be done pursuant to this By-law, the cost of the work, with interest at the

rate determined by the Council, by policy, from the date of the completion of the work until the date of payment, is a first lien on the principle use property upon which, or for the benefit of which, the work was done.

### **Service**

43. (1) Any Notice or Order under this By-law may be served personally, by mailing it to the person at the latest address shown on either the assessment roll or on the application for the café license, by electronic mail or by facsimile.

(2) A Notice or Order is deemed to have been served on the day after it is personally served or on the third calendar day after it was served by any other means.

### **Appeals**

44. (1) The refusal by the License Administrator to grant a ~~seasonal~~ café license ~~or a renewal of an annual café license~~ may be appealed by the Applicant for such café license to the Council within four (4) business days of being served with a notice of the refusal.

(2) A notice of suspension or revocation issued by the License Administrator pursuant to section 22 may be appealed by the proprietor to the Council within four (4) business days of being served with the Notice.

(3) An Order that has been issued by the License Administrator pursuant to this By-law, may be appealed by the proprietor to the Council within four (4) business days of being served with the Order.

~~(4) The refusal by the Council to grant an annual café license is not subject to appeal.~~ **Repeal.**

**(5) Council may, by policy, delegate any of its authority pursuant to this By-law to the Appeals Committee and, where so delegated by the Council, the Appeals Committee stands in the place and stead of the Council with respect to such delegation.**

45. An appeal pursuant to section 44 shall be commenced by filing a written notice with the Municipal Clerk which clearly states the grounds for the appeal.

46. If the proprietor files an appeal, but the Council is not scheduled to meet before the date on which the license is to be suspended or revoked, or the repairs, alterations or restoration are to be completed, the suspension or revocation or repairs, alterations or restoration shall be held in abeyance until the Council has rendered its decision on the appeal.

47. (1) After hearing an appeal, the Council shall:

(a) deny the appeal; or

(b) allow the appeal and reverse the decision of the License Administrator.

(2) If the appeal is allowed, the Council may make any decision the License Administrator could have made pursuant to this By-law including ordering the removal of the sidewalk café.

### **Delivering of Impounded Items**

48. (1) Items removed from the street, pursuant to sections 37 and 39 shall be deemed seized.

(2) All items seized by a Peace Officer shall be delivered to a location specified by the License Administrator.

(3) The License Administrator shall detain all items seized and delivered by a Peace Officer pursuant to this By-law for a period of fourteen (14) calendar days.

(4) All items that are seized and delivered under this section are impounded items.

49. During the fourteen (14) calendar day period designated by subsection (3) of section 48 of this By-law, the License Administrator shall make reasonable efforts to notify the owner of the items that such items has been impounded.

50. Any items that has not had its owner identified within the fourteen (14) calendar days, shall become the property of the HRM and may be:

(a) sold; or

(b) destroyed.

51. An owner that has been notified that the License Administrator has impounded his or her item shall have the fourteen (14) calendar days, from the notification to redeem the item.

### **Compliance with Order**

52. The proprietor shall comply with any Order issued under this By-law.

### **Penalty**

53. A person who:

(a) violates or contravenes a provision of this By-law or an Order issued in accordance with this By-law;

(b) fails to do anything required by this By-law;

(c) fails to comply with an Order issued pursuant to this By-law;

(d) permits anything to be done in violation of this By-law or an Order issued in accordance with this By-law; or

(e) obstructs or hinders any person in the performance of their duties under this By-law or an Order issued pursuant to this By-law,

is guilty of an offence.

54. A person who commits an offence is liable upon summary conviction to a penalty of not less than two hundred and fifty dollars and not more than five thousand dollars and in default of payment, to imprisonment for a term of not more than two months.

55. Every day during which an offence pursuant to section 53 continues is a separate offence.

**Schedules**

56. Any Schedules attached this By-law shall form part of this By-law.

Done and passed in Council this 21<sup>st</sup> day of October, 2014.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Municipal Clerk

I, Cathy Mellett, Municipal Clerk of the Halifax Regional Municipality, hereby certify that the above noted by-law was passed at a meeting of the Halifax Regional Council held on October 21, 2014.

\_\_\_\_\_  
Cathy Mellett, Municipal Clerk

## **Schedule "A"** **Design Standards**

The following design standards shall be met to safeguard public health and safety:

### **Part I: General**

1. Sidewalk cafés shall be adjacent to a principle use property.
2. Sidewalk cafés shall not extend onto the frontage of a property without abutter permission.
3. Sidewalk café signage shall comply with any By-law respecting the licensing of temporary signs.
4. Sidewalk cafés shall comply with any applicable Land Use By-law.
5. Sidewalk cafés shall comply with the Canadian Standards Association (CSA) Accessible Design for the Built Environment, CSA Standard B651, as amended from time to time.
6. The design of the café or the arrangement of the furniture shall not restrict access to emergency exits.
7. The design of the café or the arrangement of the furniture shall not restrict access to any above ground utility meters or shut-off valves

### **Part II: Barrier**

8. All sidewalk cafés licensed for alcohol must be enclosed by a barrier.
9. A barrier shall be setback at least 0.45 m (1'-6") from any municipal street furnishings.
10. The barrier shall be installed in such a way that it does not reduce the unobstructed sidewalk width to less than 2.1m (7 feet), failing which, a temporary sidewalk shall be installed by the proprietor adjacent to the sidewalk café.
11. The minimum barrier setback from fire hydrants shall be 1.2 m (4'-0").
12. Barriers shall be at least 0.9 m (3'-0") in height, and no more than 1.2 m (4'-0") high.
13. Barriers higher than 0.9 m shall be at least 30 m (98'-0") away from the nearest intersection.
14. Barrier footings shall not penetrate the sidewalk.

### **Part III: Temporary Sidewalk**

15. Placement of temporary sidewalks shall not impede vehicular and pedestrian traffic movement or safety.

16. Temporary sidewalks shall be guarded by a traffic barrier at ends exposed to vehicular travel.

17. Traffic barriers shall be no less than .81 m (2'-8") in height and no more than 1.05 m (3'-6") in height (in total of all elements).

18. Traffic barriers shall incorporate reflectors.

19. Temporary sidewalk surfaces shall be slip resistant.

20. Temporary sidewalk surfaces shall not impede pedestrian movement.

21. Temporary sidewalk construction shall maintain existing drainage patterns and storm water runoff volumes.

### **Part IV: Decks**

22. The construction of a deck exceeding a height of 0.6 m (2'-0") shall comply with section 27 of this By-law.

23. Decks shall be as close to the elevation of the existing sidewalk grade as possible (accommodating a level surface area and deck framing).

24. Decks shall not be constructed over underground services (hydro vaults, chambers, maintenance holes, manholes, valves, etc.), without prior written approval from the relevant public utility, and must provide access to the infrastructure to the satisfaction of the affected utility.

25. Where alternate barrier-free access to the principle use property is not available, a ramp shall be provided within the deck area to facilitate barrier-free access.

### **Part V: Furnishings**

26. Plant material shall be contained within the sidewalk café.

27. Umbrellas shall:

(a) be made of non-combustible material; and

(b) when open, not extend beyond the sidewalk café's barrier.



## **Part VI: Lighting**

28. Sidewalk café lighting shall not project onto adjacent properties.

29. No sidewalk café shall place or permit lighting that, in the opinion of the Engineer, may:

(a) be confused with any traffic signal light, control sign or device;

(b) obstruct or interfere with the movement of motorists or pedestrians at any street intersection, any driveway street connection, any railway crossing or bridge;

(c) produce or cause glare to motorists, pedestrians or neighbouring premises;  
or

(d) moves or appears to move.

## **Diagrams**

30. The diagrams in this By-law are for illustrative purposes only and shall not form part of this By-law.

Notice of Motion:	September 9, 2014
First Reading:	September 23, 2014
Notice of Public Hearing Publication:	October 4, 2014
Second Reading:	October 21, 2014
Approval of Minister of Service Nova Scotia and Municipal Relations:	N/A
Effective Date:	November 1, 2014

**Attachment B  
(Amending By-law S-1001)**

**HALIFAX REGIONAL MUNICIPALITY  
BY-LAW NUMBER S-1001  
RESPECTING THE AMENDMENT OF THE SIDEWALK CAFÉ BYLAW**

**BE IT ENACTED** by the Council of the Halifax Regional Municipality that By-law S-1000, the Sidewalk Café By-law” is amended as follows:

1. Section 2 is amended by:
  - (a) Replacing the capital letter “E” with a lower case letter “e” in the word “employee” at the start of definition (j); and
  - (b) adding the following definition after the definition of (l) “encroachment term” and before the definition of (m) “food establishment”:
    - (la) “the Engineer” means the Director of Transportation and Public Works and includes a person acting under his/her authority;
2. Section 3 is amended by:
  - (a) striking out the word “later” after the word “no” and before the word “than” in clause (2)(a) and replacing it with the word “earlier”;
  - (b) repealing subsection (4); and
  - (c) repealing subsection (5).
3. Section 5 is amended by:
  - (a) striking out the words “and Renewals” after the word “License” in the heading;
  - (b) striking out the letter “s” at the end of the word “sections” after the word “to” and before the number 4;
  - (c) striking out the words “and section 7” after the number 4 and before the word “the”;
  - (d) striking out the words “or a renewal of an annual café license” after the word “license” and before the semicolon in clause (a);
  - (e) adding the following clause after clause (a) and before clause (b):
    - (aa) grant an annual café license;
  - (f) striking out the words “or a renewal of an annual café license” after the word “license” and before the semicolon in clause (b);
  - (g) adding the following clause after clause (b) and before clause (c):
    - (ba) refuse to grant an annual café license;
  - (h) adding the letters and brackets (g) after clause (f) and before the word “enter”.
4. Section 6 is repealed.
5. Section 7 is repealed.

6. Section 8 is amended by:
  - (a) striking out the words “or the Council” after the word “Administrator” and before the word “and” in clause (a); and
  - (b) striking out the words “or the Council” after the word “Administrator” and before the semicolon in subclause (b)(ii).
7. Clause 13(d) is amended by:
  - (a) striking out the word “indemnify” after the word “an” and before the word “agreement” and replacing it with the word “indemnity”; and
  - (b) Replacing the capital letter “E” with a lower case letter “e” in the word “employee” after the word “and” and before the word “against”.
8. Section 14 is amended by adding a period to the end of subclause (i)(ii).
9. Section 15 is amended by striking out the word “Council” after the word “The” and before the word “may” and replacing it with the words “License Administrator”.
10. Section 17 is amended by:
  - (a) striking out the word “Council” at the beginning of subsection (2) and replacing it with the words “The License Administrator”;
  - (b) repealing subsection (3);
  - (c) striking out the words “or the Council” after the word “Administrator” and before the word “may” in subsection (4).
11. Clause 19(3)(a) is amended by adding the word “and” at the end of the clause immediately following the semicolon.
12. Section 23 is amended by striking out the words “the Municipality” after the words “clause 22(d)” and before the word “shall” and replacing them with the word “HRM”.
13. Section 29 is amended by striking out the words “or agents” after the word “employees” and before the word “of”.
14. Subsection 44(1) is amended by:
  - (a) striking out the word “seasonal” following the word “a” and before the word “café”;
  - (b) striking out the words “or a renewal of an annual café license” following the word “license” and before the word “may”; and
  - (c) striking out the words “for such café license” after the word “Applicant” and before the word “to”.
15. Subsection (4) of Section 44 is repealed.
16. Section 44 is amended by adding the following subsection immediately following subsection (4):
  - (5) Council may, by policy, delegate any of its authority pursuant to this By-law to the Appeals Committee and, where so delegated by the Council, the Appeals Committee stands in the place and stead of the Council with respect to such delegation.

Done and passed in Council this \_\_\_\_day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
MUNICIPAL CLERK

I, Cathy Mellett, Municipal Clerk for the Halifax Regional Municipality, hereby certify that the above-noted by-law was passed at a meeting of the Halifax Regional Council held on \_\_\_\_\_, 2015.

\_\_\_\_\_  
Cathy Mellett  
Municipal Clerk

**Attachment C  
(Incorporating Proposed Amendments to By-Law S-1000)**

**HALIFAX REGIONAL MUNICIPALITY  
BY-LAW NUMBER S-1000  
RESPECTING THE REGULATION OF SIDEWALK CAFÉS**

**BE IT ENACTED** by the Council of the Halifax Regional Municipality as follows:

**WHEREAS** sidewalk cafés can enliven municipal streets and enhance Halifax’s economic vitality;

**AND WHEREAS** Council may pass by-laws promoting the health, well-being, safety and protection of its residents, under the authority vested in it by clause 188 (1) (a) of the *Halifax Regional Municipality Charter*, S.N.S. 2008, c. 39, as amended,

**AND WHEREAS** notwithstanding the *Motor Vehicle Act*, Council may, by by-law, regulate vending on the streets of HRM under authority vested in it by section 191 of the *Halifax Regional Municipality Charter*, S.N.S. 2008, c. 39;

**AND WHEREAS** Council may, by by-law, regulate encroachments upon, under or over streets, including stipulating the period of time an encroachment may remain and the entering into of agreements, including terms and conditions, for particular encroachments under authority vested in it by section 324(2) of the *Halifax Regional Municipality Charter*, S.N.S. 2008, c. 39;

**AND WHEREAS** Council may, by by-law, regulate activities and things in, on or near a public place or place that is open to the public under authority vested in it by section 188 (1) (c) of the *Halifax Regional Municipality Charter*, S.N.S. 2008, c. 39;

**Short Title**

1. This By-Law may be cited as the *Sidewalk Café By-Law*.

**Interpretation**

2. In this By-Law,

(a) “accessory use” means a use that is normally incidental, subordinate and exclusively devoted to a principal use and located on municipal property adjacent to the principle use property;

(b) “alcoholic beverages” includes wine, liquor and beer as defined by the *Liquor Control Act*, S.N.S. 1989, c. 260, as amended;

(c) “Appeals Committee” means the Appeals Committee as established by By-law A-100, the *Appeals Committee Bylaw*;

(d) “barrier” means a fence, railing or other obstacle that prevents or restricts the movement or access of pedestrians;

(e) “business day” means Monday through and including Friday, except for federal, provincial or municipal holidays;

(f) “café license” means a license to construct, use or operate a sidewalk café on municipal property, issued pursuant to this By-law;

(g) “café plan” means a scale drawing showing the layout and size of the sidewalk café including the amount and location of furniture and exits;

(h) “construction drawings” means technical drawings and specifications used to specify assembly requirements for elements of the sidewalk café;

(i) “Council” means the Council of the HRM;

(j) “employee” includes agents, officers, servants, assigns and heirs;

(k) “encroachment” means a structure or facility upon, under or over a street and also includes any portion of the street required by the encroachment as a clearance from other structures by good engineering practice;

(l) “encroachment term” means the period of time during which an encroachment is allowed;

(la) “the Engineer” means the Director of Transportation and Public Works and includes a person acting under his/her authority;

(m) “food establishment” means any premises in which food is:

(i) processed, manufactured, prepared, labeled, or served;

(ii) sold, offered for sale, or distributed free of charge; or

(iii) dispensed, displayed, stored, or distributed,

but excludes a dwelling unit except a dwelling unit used for commercial food preparation;

(n) “*Heritage Property Act*” means the *Heritage Property Act*, R.S.N.S., 1989 c. 199;

(o) “HRM” means the Halifax Regional Municipality;

(p) “License Administrator” means the person or persons designated by the

Chief Administrative Officer and includes a person acting under the supervision and direction of the License Administrator;

(q) “licensed establishment” means a lounge, cabaret, beverage room, tavern, eating establishment or club licensed under the *Liquor Control Act*;

(r) “Mayor” means the Council member elected at large to be the chair of the Council;

(s) “municipal heritage property” means municipal heritage property as defined in the *Heritage Property Act*;

(t) “municipal infrastructure” includes infrastructure that supports the provision of municipal services and includes public trees, light standards, street lights, traffic signals, traffic signs, parking meters and other municipal signs;

(u) “municipal street furniture” includes bus shelters, banners, flower pots, benches, waste receptacles and other decorations located in the street;

(v) “owner” includes

(i) a part owner, joint owner, tenant in common or joint tenant of the whole or any part of land or a building, and

(ii) in the absence of proof to the contrary, the person or persons assessed for the property;

(w) “person” includes a corporation;

(x) “Peace Officer” means a police officer or a special constable appointed pursuant to the *Police Act*, S.N.S. 2004, c.31, as amended;

(y) “principal use property” means a licensed establishment or food establishment that has a sidewalk café as an accessory use;

(z) “premises” includes a mobile, stationary, temporary or permanent facility or location and the surroundings under the control of the same person;

(aa) “proprietor” means the person who controls, governs or directs the activity of a food establishment or a licensed establishment and includes the person who is actually in charge thereof at any particular time, an owner, or the occupant of the premises;

(ab) “provincial heritage property” means provincial heritage property as defined in the *Heritage Property Act*;



(ac) “roadway” means that portion of a street between the curb lines or the travelled portion of a street designed for vehicular travel;

(ad) “sidewalk” means that portion of a street between the curb line and adjacent property line or any part of a street especially set aside for pedestrian travel and separated from the roadway;

(ae) “sidewalk café” means a deck, patio, ramp, temporary sidewalk, group of tables and chairs or other accessories situated on a street including a sidewalk for the use and consumption of food and beverages sold to the public from, or in, an adjacent principle use property;

(af) “site plan” means a scale drawing showing:

(i) the location of the sidewalk café relative to the street and the sidewalk,

(ii) the location of any municipal street furniture and municipal infrastructure that is located within the proposed location of the sidewalk café, and

(iii) the principle use of the property which has applied for the café license;

(ag) “street” means a public street, highway, road, lane, sidewalk, thoroughfare, bridge, square and the curbs, gutters, culverts and retaining walls in connection therewith;

(ah) “traffic barrier” means an obstacle that prevents or restricts movement or access of vehicles;

(ai) “utility” means any corporation that provides sewage, storm-water, water, telecommunication or electricity services, including, natural gas or other gas intended for use as a fuel;

(aj) “utility infrastructure” means infrastructure required by a utility to deliver services, including pipes, conduits, valves, manholes, hydrants, vaults, poles, overhead wires, metering devices, and pressure regulators; and

(ak) “vend” means the sale and offering for sale of food or beverages on a street or municipally-owned property.

### **Types of Café License**

3. (1) There shall be two types of café license,

(a) a seasonal café license; and

(b) an annual café license.

(2) A seasonal café license shall permit a sidewalk café for an encroachment term set by the License Administrator, such term

(a) shall commence on a date being no earlier than April 15th in any calendar year; and

(b) shall end on a date no later than November 15th, in the same calendar year.

(3) An annual café license shall permit a sidewalk café for an encroachment term not exceeding one calendar year.

(4) Repealed.

(5) Repealed.

### **Heritage Property**

4. (1) Notwithstanding section 3, an application for a café license, in relation to a provincial heritage property, shall be subject to review pursuant to the *Heritage Property Act*.

(2) Notwithstanding section 3, an application for a café license, in relation to a municipal heritage property, shall be subject to review pursuant to the *Heritage Property Act*, *By-law H-200*, the *Heritage Property By-law* and *By-law H-500*, the *Heritage Conservation District (Barrington Street) By-law*.

### **Granting of License**

5. Subject to section 4, the License Administrator is authorized and empowered to:

(a) grant a seasonal café license;

(aa) grant an annual café license;

(b) refuse to grant a seasonal café license;

(ba) refuse to grant an annual café license;

(c) suspend any café license;

(d) revoke any café license;

(e) issue the proprietor a Notice to comply with this By-law;

(f) issue the proprietor an Order to comply with this By-law; and

(g) enter, at any time and without notice, a sidewalk café or principle use property to determine compliance with this By-law.

6. Repealed.

7. Repealed.

### **Requirements for Sidewalk Café License**

8. No person shall construct, operate or vend at a sidewalk café

(a) unless a café license has been issued by the License Administrator and the café license has not been suspended or revoked;

(b) except in accordance with:

(i) any terms or conditions of the café license; and

(ii) the café plan, site plan and construction drawings approved by the License Administrator;

(c) outside the encroachment term specified in the café license;

(d) except by the person to whom the café license was granted; or

(e) in an obstructive manner including:

(i) obstructing the ingress or egress of the abutting property owner or tenant;

(ii) increasing traffic congestion or delay on the street where the sidewalk cafe is located;

(iii) constituting a hazard to pedestrian or vehicular traffic, life or property; or

(iv) obstructing adequate access to fire, police or sanitation vehicles or personnel.

9. In addition to prohibitions in section 8, no person shall operate or vend at a sidewalk café:

(a) unless the sidewalk café has, subsequent to construction, been inspected and approved for use:

(i) by HRM; and

(ii) by a professional engineer pursuant to section 27 of this By-law, proof of which must be filed with the License Administrator and must be in a form acceptable to the License Administrator;

(b) at any time when the principal use property is not open to the public for business; or

(c) any food or merchandise, other than food or merchandise that the person is permitted to sell from the principal use property.

### **Requirements for Certain Other Licenses**

10. (1) During the encroachment term:

(a) notwithstanding By-Law S-300, the *Streets By-law*, a Streets and Services permit is not required for the construction and removal of a sidewalk café;

(b) notwithstanding By-law E-200, the *Encroachment By-law*, an Encroachment License is not required for that portion of a street used by a sidewalk café; and

(c) notwithstanding By-law C-501, the *Vending By-law*, a Vending License is not required to vend food or beverages for that portion of municipal land used by a sidewalk café.

(2) Subsection 1 of this section only applies to the holder of the café license and for that portion of the street identified in the café plan, site plan and construction drawings approved pursuant to this By-law.

### **Application for Café License**

11. The applicant for a café license shall complete an application in a form prescribed by the License Administrator.

12. A separate application shall be made for each café license.

13. An application for a café license shall include:

(a) the name of the applicant, and:

(i) if the applicant is a natural person, it must be signed by him or her; or

(ii) if the applicant is a corporation, organization, society or other body, it must be signed by a director or officer who has the authority to bind the corporation, organization, society or other body;

(b) a written consent from the owner of the principle use property, if other than the applicant;

(c) proof of insurance coverage pursuant to section 20;

(d) an indemnity agreement which indemnifies and holds harmless HRM, its Mayor, Council, and employees against all losses, claims, actions, damages, costs (including solicitor costs), liability and expense in connection with loss of life, personal injury, damage to property or any other loss or injury whatsoever arising from the design, construction, maintenance, operation, or removal of a sidewalk café, and from sidewalk or street remediation;

(e) detailed construction drawings, site plan and café plan that:

(i) are in a form prescribed by the License Administrator; and

(ii) comply with the standards set out in Schedule A of this By-law.

(f) any fee prescribed by Administrative Order 15; and

(g) any other information required by the License Administrator.

#### **Refusal to Grant a Café License**

14. The License Administrator shall refuse to grant a café license if:

(a) the application is incomplete or contains false or misleading information;

(b) the proposed sidewalk café does not comply with the requirements of this By-law, including the Design Standards in Schedule A;

(c) the proposed sidewalk café would unreasonably interfere with the ability of HRM or any utility to have access to, or maintain, any municipal infrastructure, municipal street furniture, or utility infrastructure;

(d) the proposed area for the sidewalk café is required for the construction or installation of a municipal work, service, utility or other improvement;

(e) the proposed sidewalk café would unreasonably interfere with the public's use or enjoyment of the sidewalk or adjoining street;

(f) the proposed sidewalk café would present a risk of harm to the health or safety of the public;

(g) the proposed sidewalk café would not comply with the *Heritage Property Act*, By-law H-200 or By-law H-500;

(h) the proposed sidewalk café would constitute a nuisance; or

- (i) in the opinion of the Engineer the proposed sidewalk café would:
  - (i) increase traffic congestion or delay on the street where the proposed café would be located; or
  - (ii) constitute a hazard to pedestrian or vehicular traffic, life or property.

15. The License Administrator may only grant an annual café license if

- (a) the width of the roadway is not reduced;
- (b) the sidewalk café does not create vehicular congestion;
- (c) the sidewalk café does not present a risk of harm to the health or safety of the public;
- (d) the sidewalk café does not constitute a nuisance;
- (e) the sidewalk café does not unreasonably interfere with municipal services, including fire service, police service, sanitation services and winter maintenance;
- (f) the sidewalk café does not unreasonably interfere with the public's use or enjoyment of the street including the sidewalk;
- (g) the sidewalk café does not unreasonably interfere with the construction or installation of a municipal work, service, utility or other improvement;
- (h) a minimum sidewalk width of 2.1 m (7 feet) remains unobstructed, including being unobstructed by sidewalk cafés, municipal infrastructure or municipal street furniture; and
- (i) HRM or any utility has reasonable access to maintain or install a utility or service.

**Requirements of a Granted Café License**

16. A café license granted pursuant to this By-law shall specify:

- (a) the type of encroachment that is authorized by the café license;
- (b) the encroachment term;
- (c) the civic address of the principal use property;
- (d) the name of the person to whom the café license is granted; and

(e) such other terms and conditions as may be necessary in the opinion of the License Administrator.

### **Encroachment Term**

17. (1) Subject to sections 3 and 4, the License Administrator shall establish an encroachment term for each seasonal café license granted pursuant to this By-law.

(2) The License Administrator may grant an annual café license with an encroachment term not exceeding one year.

(3) Repealed.

(4) Notwithstanding section 6 of Ordinance 173, the *Granville Mall Ordinance*, the License Administrator may grant a café license for any encroachment term permitted under this By-law.

18. (1) Every café license shall bear a number and shall be affixed to the principle use property in a conspicuous place.

(2) An affixed café license shall not be removed, for the duration of the encroachment term, except with the consent of the License Administrator.

### **Conditions on Proprietor of a Granted Café License**

19. (1) Where alcoholic beverages are not served or consumed at the sidewalk café, the proprietor shall, at their own expense, purchase commercial general liability insurance in the amount of not less than two million dollars (\$2,000,000 CDN).

(2) Where alcoholic beverages are served or consumed at the sidewalk café, the proprietor shall, at their own expense, purchase commercial general liability insurance in the amount of not less than two million dollars (\$2,000,000 CDN), with liquor not excluded.

(3) Insurance coverage, pursuant to subsections 1 and 2, shall

(a) be maintained during the encroachment term; and

(b) name HRM as an additional insured with respect to any loss, claims, actions, damages, costs (including solicitor costs), liability and expense in connection with loss of life, personal injury, damage to property or any other loss or injury whatsoever arising from the design, construction, maintenance, operation, or removal of a sidewalk café or from sidewalk or street remediation related thereto.

20. (1) The proprietor shall provide HRM with a certificate of insurance.

(2) The certificate of insurance provided pursuant to subsection 1 shall

- (a) be in a form and with an insurer acceptable to HRM;
- (b) evidence compliance with section 19;
- (c) be provided to HRM upon insurance renewal; and
- (d) be provided to HRM upon a material change in coverage.

### **Transferability of a Granted Café License**

21. A café license granted pursuant to this By-Law is not transferrable.

### **Suspension or Revocation of a Granted Café License**

22. The License Administrator may suspend or revoke a café license if:

(a) the proprietor fails to comply with any term or condition of the cafe license or this By-law;

(b) the proprietor is convicted of an offence under this By-law;

(c) the continued operation of the sidewalk café, would be a risk to the health or safety of the public, or would otherwise constitute a nuisance;

(d) the continued operation of the sidewalk café unreasonably interferes with the ability of HRM, or any utility, to have access to or maintain any municipal infrastructure, municipal street furniture, or utility infrastructure; or

(e) the proprietor fails to comply with sections 19 and 20.

23. In the event a café license is revoked, or suspended for a period of one week or more pursuant to clause 22(d), HRM shall refund to the applicant of such license that portion of the license fee paid by the applicant pro-rated in proportion to the amount of time:

(a) that the license is suspended during the encroachment term; or

(b) remaining for the encroachment term if the license is revoked.

24. Notwithstanding sections 44 and 46, a suspension pursuant to clause 22(e) shall continue until:

(a) the proprietor complies with sections 19 and 20;

(b) the café license expires; or

(c) the café license is revoked.

### **Sidewalk Café Construction**

25. Subject to section 26, no person other than the HRM shall remove municipal



infrastructure or municipal street furnishings to construct a sidewalk café.

26. (1) Where municipal infrastructure or municipal street furnishings must be removed to permit the construction of a sidewalk café, the proprietor shall notify the License Administrator of intent to construct.

(2) Notification shall be at least five (5) business days prior to the anticipated date of sidewalk café construction.

27. Where the sidewalk café exceeds a height of 0.6 m (2'-0") from any point on the sidewalk grade, the proprietor shall:

(a) engage the services of a professional engineer, licensed to practice in the Province of Nova Scotia;

(b) file with the License Administrator a written undertaking stating that the professional engineer has been engaged by the proprietor to supervise and set out the sidewalk café;

(c) ensure that the sidewalk café shall be constructed and maintained in accordance with the approved café plan, site plan and construction drawings; and

(d) subject the sidewalk café to inspection and approval by the professional engineer or his or her representative.

### **Sidewalk Café Maintenance and Repair**

28. The proprietor shall, to the satisfaction of the License Administrator, and at his or her sole expense, keep and maintain the area surrounding or adjacent to the sidewalk café in a clean, sanitary, attractive condition, free from papers, rubbish and debris of any kind.

29. The proprietor or employees of the proprietor of a sidewalk café shall not damage the street, sidewalk, curb or the landscaping between the sidewalk and the curb by constructing, operating, removing, maintaining, repairing or altering a sidewalk café.

30. The proprietor shall, at his or her sole expense, maintain the sidewalk café in a safe condition, such that it is not dangerous or hazardous to traffic, pedestrians or the public at large.

31. Notwithstanding sections 44 and 46, if the License Administrator determines, in his or her sole discretion, that the sidewalk café is a safety issue, danger or hazard, HRM may, without notice to the proprietor, repair or alter the sidewalk café.

32. (1) The License Administrator may issue an Order to the proprietor that the proprietor shall:

(a) repair or alter the sidewalk café, in any manner that the License Administrator determines, in his or her sole discretion, is necessary to alleviate the safety issue, danger or hazard;

(b) repair the street in any manner that the License Administrator determines, in his or her sole discretion, is necessary to restore the street, sidewalk, landscaping between the sidewalk and the curb, or curb; or

(c) keep and maintain the area surrounding or adjacent to the sidewalk café in a clean, sanitary, attractive condition, free from papers, rubbish and debris of any kind.

(2) Any maintenance, repair, alteration or restoration pursuant to subsection (1) of this section, shall be at the proprietor's sole expense.

33. The License Administrator may cause the work to be done if

(a) the proprietor does not comply with an Order to repair or alter the sidewalk café issued under clause 32(1)(a), within five (5) business days of being served with the Order;

(b) the proprietor does not comply with an Order to repair the street issued under clause 32(1)(b), within five (5) business days of being served with the Order; or

(c) the proprietor does not comply with an Order to maintain the area surrounding, or adjacent to, the sidewalk café, issued under clause 32(1)(c), within five (5) business days of being served with the Order.

### **Sidewalk Café Access**

34. If the License Administrator determines, in his or her sole discretion, that access to any part of the street occupied by a sidewalk café is required to address an immediate safety issue, danger or hazard, HRM or a utility may, without notice to the proprietor, enter the sidewalk café to remedy the safety issue, danger or hazard.

35. Subject to sections 31 and 34, after 48 hours' notice to the proprietor, HRM, or a utility, may enter a sidewalk café to install, maintain or repair municipal infrastructure, municipal street furniture, or utility infrastructure.

36. (1) Emergency vehicles or personnel may enter, without notice, a sidewalk café to render or provide emergency services.

(2) The employee of any utility may enter, without notice, a sidewalk café to read any meter related to the utility service to the principle use property.

### **Sidewalk Café Removal**

36A. The proprietor shall, on or before the expiration of the encroachment term, and at his or her sole expense, remove the sidewalk café from the street.

37. Notwithstanding sections 45 and 47, if the License Administrator determines in his or her sole discretion, that

- (a) the sidewalk café is an immediate safety issue, danger or hazard; or
- (b) access to any part of the street occupied by a sidewalk café is necessary to remedy an immediate safety issue, danger or hazard,

HRM or a utility may, without notice and without compensating the proprietor remove the sidewalk café and restore the street right of way or remedy the safety issue, danger or hazard.

38. The License Administrator may issue an Order to the proprietor that the proprietor shall, at his or her sole expense, remove the sidewalk café from the street if

- (a) a proprietor's café license is suspended or revoked; or
- (b) access to a sidewalk café is required by HRM or by a utility to install, maintain or repair pipes, cables, wires, poles, hydrants or other improvements to the street.

39. The License Administrator may cause the sidewalk café to be removed from the street if:

- (a) the proprietor does not remove the sidewalk café from the street on or before the expiration of the encroachment term;
- (b) the proprietor does not comply with an Order to remove the sidewalk café from the street issued pursuant to clause 38(a), within five (5) business days of being served with the Order; or
- (c) the proprietor does not comply with an Order to remove the sidewalk café from the street issued pursuant to clause 38(b), within two (2) business days of being served with the Order.

40. (1) If municipal infrastructure or municipal street furnishings have been removed to allow the construction of a sidewalk café, the proprietor shall notify the License Administrator of the intent to remove the sidewalk café.

(2) If the sidewalk café removal is further to an Order issued pursuant to this By-law, notification pursuant to subsection 1, shall be soon as practicable.

(3) If the sidewalk café removal is further to section 36A, notification pursuant to subsection 1, shall be at least five (5) business days prior to the anticipated date of sidewalk café removal.

### **Cost of Work**

41. If the Council, a committee, the Engineer, the License Administrator or another employee of the HRM causes work to be done pursuant to sections 31, 33, 37 or 39,

the proprietor shall be fully responsible for the cost of the work, with interest at the rate determined by the Council, by policy, from the date of the completion of the work until the date of payment.

42. In addition to any other remedies at law, if the Council, a committee, the Engineer, the License Administrator or another employee of the HRM causes work to be done pursuant to this By-law, the cost of the work, with interest at the rate determined by the Council, by policy, from the date of the completion of the work until the date of payment, is a first lien on the principle use property upon which, or for the benefit of which, the work was done.

### **Service**

43. (1) Any Notice or Order under this By-law may be served personally, by mailing it to the person at the latest address shown on either the assessment roll or on the application for the café license, by electronic mail or by facsimile.

(2) A Notice or Order is deemed to have been served on the day after it is personally served or on the third calendar day after it was served by any other means.

### **Appeals**

44. (1) The refusal by the License Administrator to grant a café license may be appealed by the Applicant to the Council within four (4) business days of being served with a notice of the refusal.

(2) A notice of suspension or revocation issued by the License Administrator pursuant to section 22 may be appealed by the proprietor to the Council within four (4) business days of being served with the Notice.

(3) An Order that has been issued by the License Administrator pursuant to this By-law, may be appealed by the proprietor to the Council within four (4) business days of being served with the Order.

(4) Repealed.

(5) Council may, by policy, delegate any of its authority pursuant to this By-law to the Appeals Committee and, where so delegated by the Council, the Appeals Committee stands in the place and stead of the Council with respect to such delegation.

45. An appeal pursuant to section 44 shall be commenced by filing a written notice with the Municipal Clerk which clearly states the grounds for the appeal.

46. If the proprietor files an appeal, but the Council is not scheduled to meet before the date on which the license is to be suspended or revoked, or the repairs, alterations or restoration are to be completed, the suspension or revocation or repairs, alterations or restoration shall be held in abeyance until the Council has rendered its decision on the appeal.

47. (1) After hearing an appeal, the Council shall:
- (a) deny the appeal; or
  - (b) allow the appeal and reverse the decision of the License Administrator.
- (2) If the appeal is allowed, the Council may make any decision the License Administrator could have made pursuant to this By-law including ordering the removal of the sidewalk café.

### **Delivering of Impounded Items**

48. (1) Items removed from the street, pursuant to sections 37 and 39 shall be deemed seized.
- (2) All items seized by a Peace Officer shall be delivered to a location specified by the License Administrator.
- (3) The License Administrator shall detain all items seized and delivered by a Peace Officer pursuant to this By-law for a period of fourteen (14) calendar days.
- (4) All items that are seized and delivered under this section are impounded items.
49. During the fourteen (14) calendar day period designated by subsection (3) of section 48 of this By-law, the License Administrator shall make reasonable efforts to notify the owner of the items that such items has been impounded.
50. Any items that has not had its owner identified within the fourteen (14) calendar days, shall become the property of the HRM and may be:
- (a) sold; or
  - (b) destroyed.

51. An owner that has been notified that the License Administrator has impounded his or her item shall have the fourteen (14) calendar days, from the notification to redeem the item.

### **Compliance with Order**

52. The proprietor shall comply with any Order issued under this By-law.

### **Penalty**

53. A person who:
- (a) violates or contravenes a provision of this By-law or an Order issued in accordance with this By-law;

- (b) fails to do anything required by this By-law;
  - (c) fails to comply with an Order issued pursuant to this By-law;
  - (d) permits anything to be done in violation of this By-law or an Order issued in accordance with this By-law; or
  - (e) obstructs or hinders any person in the performance of their duties under this By-law or an Order issued pursuant to this By-law,
- is guilty of an offence.

54. A person who commits an offence is liable upon summary conviction to a penalty of not less than two hundred and fifty dollars and not more than five thousand dollars and in default of payment, to imprisonment for a term of not more than two months.

55. Every day during which an offence pursuant to section 53 continues is a separate offence.

**Schedules**

56. Any Schedules attached this By-law shall form part of this By-law.

Done and passed in Council this 21<sup>st</sup> day of October, 2014.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Municipal Clerk

I, Cathy Mellett, Municipal Clerk of the Halifax Regional Municipality, hereby certify that the above noted by-law was passed at a meeting of the Halifax Regional Council held on October 21, 2014.

\_\_\_\_\_  
Cathy Mellett, Municipal Clerk

## **Schedule “A” Design Standards**

The following design standards shall be met to safeguard public health and safety:

### **Part I: General**

1. Sidewalk cafés shall be adjacent to a principle use property.
2. Sidewalk cafés shall not extend onto the frontage of a property without abutter permission.
3. Sidewalk café signage shall comply with any By-law respecting the licensing of temporary signs.
4. Sidewalk cafés shall comply with any applicable Land Use By-law.
5. Sidewalk cafés shall comply with the Canadian Standards Association (CSA) Accessible Design for the Built Environment, CSA Standard B651, as amended from time to time.
6. The design of the café or the arrangement of the furniture shall not restrict access to emergency exits.
7. The design of the café or the arrangement of the furniture shall not restrict access to any above ground utility meters or shut-off valves

### **Part II: Barrier**

8. All sidewalk cafés licensed for alcohol must be enclosed by a barrier.
9. A barrier shall be setback at least 0.45 m (1'-6") from any municipal street furnishings.
10. The barrier shall be installed in such a way that it does not reduce the unobstructed sidewalk width to less than 2.1m (7 feet), failing which, a temporary sidewalk shall be installed by the proprietor adjacent to the sidewalk café.
11. The minimum barrier setback from fire hydrants shall be 1.2 m (4'-0").
12. Barriers shall be at least 0.9 m (3'-0") in height, and no more than 1.2 m (4'-0") high.
13. Barriers higher than 0.9 m shall be at least 30 m (98'-0") away from the nearest intersection.
14. Barrier footings shall not penetrate the sidewalk.

### **Part III: Temporary Sidewalk**

15. Placement of temporary sidewalks shall not impede vehicular and pedestrian traffic movement or safety.
16. Temporary sidewalks shall be guarded by a traffic barrier at ends exposed to vehicular travel.
17. Traffic barriers shall be no less than .81 m (2'-8") in height and no more than 1.05 m (3'-6") in height (in total of all elements).
18. Traffic barriers shall incorporate reflectors.
19. Temporary sidewalk surfaces shall be slip resistant.
20. Temporary sidewalk surfaces shall not impede pedestrian movement.
21. Temporary sidewalk construction shall maintain existing drainage patterns and storm water runoff volumes.

### **Part IV: Decks**

22. The construction of a deck exceeding a height of 0.6 m (2'-0") shall comply with section 27 of this By-law.
23. Decks shall be as close to the elevation of the existing sidewalk grade as possible (accommodating a level surface area and deck framing).
24. Decks shall not be constructed over underground services (hydro vaults, chambers, maintenance holes, manholes, valves, etc.), without prior written approval from the relevant public utility, and must provide access to the infrastructure to the satisfaction of the affected utility.
25. Where alternate barrier-free access to the principle use property is not available, a ramp shall be provided within the deck area to facilitate barrier-free access.

### **Part V: Furnishings**

26. Plant material shall be contained within the sidewalk café.
27. Umbrellas shall:
  - (a) be made of non-combustible material; and
  - (b) when open, not extend beyond the sidewalk café's barrier.



## **Part VI: Lighting**

28. Sidewalk café lighting shall not project onto adjacent properties.

29. No sidewalk café shall place or permit lighting that, in the opinion of the Engineer, may:

(a) be confused with any traffic signal light, control sign or device;

(b) obstruct or interfere with the movement of motorists or pedestrians at any street intersection, any driveway street connection, any railway crossing or bridge;

(c) produce or cause glare to motorists, pedestrians or neighbouring premises;  
or

(d) moves or appears to move.

## **Diagrams**

30. The diagrams in this By-law are for illustrative purposes only and shall not form part of this By-law.

Notice of Motion:	September 9, 2014
First Reading:	September 23, 2014
Notice of Public Hearing Publication:	October 4, 2014
Second Reading:	October 21, 2014
Approval of Minister of Service Nova Scotia and Municipal Relations:	N/A
Effective Date:	November 1, 2014

**Attachment D**  
**(Showing Proposed Amendments to Administrative Order 2014-016 GOV)**

**HALIFAX REGIONAL MUNICIPALITY**  
**ADMINISTRATIVE ORDER NUMBER 2014-016-GOV**  
**RESPECTING DELEGATION OF COUNCIL AUTHORITY TO**  
**THE APPEALS COMMITTEE**

**BE IT RESOLVED AS AN ADMINISTRATIVE ORDER** by the Council of the Halifax Regional Municipality as follows:

**Short Title**

1. This Administrative Order may be cited as Administrative Order Number 2014-016-GOV, the *Delegation to the Appeals Committee Administrative Order*.

**Interpretation**

2. In this Administrative Order,

(a) “Appeals Committee” means the Committee established pursuant to Bylaw Number A-100, the *Appeals Committee Bylaw*.

**Delegation of Authority Respecting Sidewalk Cafés**

3. Pursuant to subsection ~~6(3)~~ **44(5)** of By-law S-1000, the *Sidewalk Café By-law*, the Council delegates to the Appeals Committee the authority pursuant to sections 44 and 47 of that By-law to hear and determine appeals respecting

(a) a refusal by the License Administrator to grant a seasonal **or annual** café license ~~or to grant a renewal of an annual café licence;~~

(b) a notice of suspension or a notice of revocation issued by the License Administrator;  
or

(c) an Order issued by the License Administrator.

Done and passed by in Council this 21<sup>st</sup> day of October, 2014.

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Mayor

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Municipal Clerk

I, Cathy Mellett, Municipal Clerk of the Halifax Regional Municipality hereby certify that the above noted Administrative Order was passed at a meeting of Halifax Regional Council held on the 21<sup>st</sup> day of October, 2014.

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Cathy Mellett, Municipal Clerk

Notice of Motion:  
Approval:

September 9, 2014  
October 21, 2014

**Attachment E  
(Amending Administrative Order 2014-016 GOV)**

**HALIFAX REGIONAL MUNICIPALITY  
ADMINISTRATIVE ORDER NUMBER 2014-016 GOV  
RESPECTING THE AMENDMENT OF THE DELEGATION TO THE APPEALS COMMITTEE  
ADMINISTRATIVE ORDER**

**BE IT RESOLVED** that Administrative Order 2014-016-GOV, the *Delegation to the Appeals Committee Administrative Order* is amended as follows:

1. Section 3 is amended by:
  - (a) striking out the number "6(3)" after the word "subsection" and before the word "of" and replacing it with the number "44(5)";
  - (b) adding the words "or annual" after the word "seasonal" and before the word "café" in clause (a); and
  - (c) striking out the words "or to grant a renewal of an annual café licence" after the word "license" and before the semicolon in clause (a).

Done and passed by in Council this            day of            , 2015.

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Mayor

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Municipal Clerk

I, Cathy Mellett, Municipal Clerk of the Halifax Regional Municipality hereby certify that the above noted Administrative Order was passed at a meeting of Halifax Regional Council held on the            day of            , 2015.

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Cathy Mellett, Municipal Clerk

**Attachment F  
(Incorporating Proposed Amendments to Administrative Order 2014-016 GOV)**

**HALIFAX REGIONAL MUNICIPALITY  
ADMINISTRATIVE ORDER NUMBER 2014-016-GOV  
RESPECTING DELEGATION OF COUNCIL AUTHORITY TO  
THE APPEALS COMMITTEE**

**BE IT RESOLVED AS AN ADMINISTRATIVE ORDER** by the Council of the Halifax Regional Municipality as follows:

**Short Title**

1. This Administrative Order may be cited as Administrative Order Number 2014-016-GOV, the *Delegation to the Appeals Committee Administrative Order*.

**Interpretation**

2. In this Administrative Order,

(a) “Appeals Committee” means the Committee established pursuant to Bylaw Number A-100, the *Appeals Committee Bylaw*.

**Delegation of Authority Respecting Sidewalk Cafés**

3. Pursuant to subsection 44(5) of By-law S-1000, the *Sidewalk Café By-law*, the Council delegates to the Appeals Committee the authority pursuant to sections 44 and 47 of that By-law to hear and determine appeals respecting

- (a) a refusal by the License Administrator to grant a seasonal or annual café license;
  - (b) a notice of suspension or a notice of revocation issued by the License Administrator;
- or
- (c) an Order issued by the License Administrator.

Done and passed by in Council this 21<sup>st</sup> day of October, 2014.

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Mayor

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Municipal Clerk

I, Cathy Mellett, Municipal Clerk of the Halifax Regional Municipality hereby certify that the above noted Administrative Order was passed at a meeting of Halifax Regional Council held on the 21<sup>st</sup> day of October, 2014.

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Cathy Mellett, Municipal Clerk



Notice of Motion:  
Approval:

September 9, 2014  
October 21, 2014

**Attachment G  
(Showing Proposed Amendments to Administrative Order 15)**

Section 21

<b>By-law #</b>	<b>Short Title</b>	<b>Details</b>	<b>Fee</b>
By-law S-1000	<i>Sidewalk Café By-law</i>		
		Seasonal Sidewalk Café License Fee for unenclosed sidewalk café.	\$250 per Seasonal Sidewalk Café
		Seasonal Sidewalk Café License fee for unenclosed sidewalk café where the tables and chairs are removed from the sidewalk each day by the closing time of the principle use property.	No fee
		Seasonal Sidewalk Café License Fee for enclosed sidewalk cafés smaller than 9.29 square meters.	\$400 per Seasonal Sidewalk Café
		All other Seasonal Sidewalk Café License Fee.	\$800 per Seasonal Sidewalk Café
		Annual Sidewalk Café License Fee for: <del>a) an initial Annual Sidewalk Café License</del> <del>or;</del> b) a Substantive Change to a previous Annual Sidewalk Café License; or c) a change to the encroachment term.	\$1,400 <b>1,000</b> per Annual Sidewalk Café
		<del>Renewal of Annual Sidewalk Café License Fee.</del>	<del>\$1,000 per Annual Sidewalk Café</del>
		Parking Meter Removal and Reinstatement Fee.	\$150 per meter per sidewalk café season
		Street Post Removal and Reinstatement Fee.	\$150 per street post per sidewalk café season

**Attachment H  
(Amending Administrative Order 15)**

**HALIFAX REGIONAL MUNICIPALITY  
ADMINISTRATIVE ORDER NUMBER 15  
RESPECTING THE AMENDMENT OF THE LICENSE, PERMIT AND PROCESSING FEES  
ADMINISTRATIVE ORDER**

**BE IT RESOLVED** that Administrative Order 15, the *License, Permit and Processing Fees Administrative Order* is further amended as follows:

1. Section 21 is amended by:
  - (a) striking out the words “for: a) an initial Annual Sidewalk Café License or; b) a Substantive Change to a previous Annual Sidewalk Café License; or c) a change to the encroachment term.” after the word “Fee” in the row starting “Annual Sidewalk Café License”;
  - (b) striking out the number “1,400” and replacing it with the number “1,000” after the symbol “\$” and before the word “per” in the row starting “Annual Sidewalk Café License”; and
  - (c) striking out the row starting “Renewal of Annual Sidewalk Café License Fee” after the row starting “Annual Sidewalk Café License” and before the row starting “Parking Meter Removal and Reinstatement Fee”.

Done and passed by in Council this                      day of                      , 2015.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Municipal Clerk

I, Cathy Mellett, Municipal Clerk of the Halifax Regional Municipality hereby certify that the above noted Administrative Order was passed at a meeting of Halifax Regional Council held on the                      day of                      , 2015.

\_\_\_\_\_  
Cathy Mellett, Municipal Clerk

**Attachment I  
(Incorporating Proposed Amendments to Administrative Order 15)**

Section 21

<b>By-law #</b>	<b>Short Title</b>	<b>Details</b>	<b>Fee</b>
By-law S-1000	<i>Sidewalk Café By-law</i>		
		Seasonal Sidewalk Café License Fee for unenclosed sidewalk café.	\$250 per Seasonal Sidewalk Café
		Seasonal Sidewalk Café License fee for unenclosed sidewalk café where the tables and chairs are removed from the sidewalk each day by the closing time of the principle use property.	No fee
		Seasonal Sidewalk Café License Fee for enclosed sidewalk cafés smaller than 9.29 square meters.	\$400 per Seasonal Sidewalk Café
		All other Seasonal Sidewalk Café License Fee.	\$800 per Seasonal Sidewalk Café
		Annual Sidewalk Café License Fee.	\$1,000 per Annual Sidewalk Café
		Parking Meter Removal and Reinstatement Fee.	\$150 per meter per sidewalk café season
		Street Post Removal and Reinstatement Fee.	\$150 per street post per sidewalk café season