Bylaw No. 9881

Disclaimer:

This information has been provided solely for research convenience. Official bylaws are available from the Office of the City Clerk and must be consulted for purposes of interpretation and application of the law.
Office Consolidation

THE CLEAN PROPERTY BYLAW

No. 9881

Including Amendments to December 16, 2020

This Bylaw has been consolidated under the authority of the City Clerk. It represents proof, in absence of evidence to the contrary of:

a) the original bylaw and of all bylaws amending it; and

b) the fact of passage of the original and all amending bylaws.
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BYLAW NO. 9881
THE REGINA CLEAN PROPERTY BYLAW, 1997

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

PART 1. INTERPRETATION

Definitions

1. In this Bylaw, unless the context otherwise requires, the expressions:

"Adjoining" means in front of, alongside or adjacent but not necessarily in direct contact with the property line;

"Alley" means that kind of public highway intended primarily to give vehicles access to the rear or side of real property;

"Apartment Building" means any building in the City with four or more self contained suites as identified by a mill class code of Multi Family Residential and land use code of multi family component of mixed use property, multi family lease account, multi family component of a low rise mixed use property, apartment rental, apartment-special purpose, multi family component of a high rise mixed use property, apartment rental, townhouse, row house, duplex, one family dwelling and mobile home park;

"Boulevard" means the strip of land between the curb and the sidewalk and between the sidewalk and the property line or, where there is no sidewalk, between the curb and the property line;

"Bylaw Enforcement Officer" means any person employed by the City of Regina in one of the following positions:

(a) Manager of Bylaw Enforcement;

(b) Bylaw Standards Officer;

(c) Senior Bylaw Enforcement Officer;

(d) Bylaw Enforcement Officer; and

"Centre Median" means the strip of land dividing any road into two or more lanes for traffic going in opposite directions;
"City" means the City of Regina;
“City Manager” means the City Manager of the City of Regina or any employee acting or authorized to act on his or her behalf;

"Commercial Building" means any building in the City identified by a mill class code of commercial, including those buildings on properties tax exempted through bylaw by City Council, but not including those buildings on properties with statutory exemptions pursuant to The Cities Act;

"Commercial Parking Lot" means any property in the City identified by a mill class code of Commercial and land use code of free standing parkade or parking lot only;

"Committee" means the Committee of Council;

"Council" means the Council of the City of Regina;

"Curb" means the actual curb to a street and, if there be no curb, in existence, shall mean the dividing line between that part of a public highway intended for use by vehicles and that part of a public highway intended for use by pedestrians;

"Director" means the Director Roadways and Transportation and any employee acting or authorized by him or her to act on his or her behalf;

"Frederick W. Hill Mall" means that portion of all of Scarth Street lying between a line joining the southwest corner of Block 306 to the southeast corner of Block 307, and a line joining the northwest corner of Block 306 to the northeast corner of Block 307, as shown on Registered Plan Old No. 33.

"Garbage" includes any material intended or taken for disposal at the City Landfill;

"Litter" includes the discard or deposit of garbage which creates or contributes to untidiness or unsightliness, except in a proper garbage receptacle or Landfill site;

"Mobile Food Vending Unit" means a self-contained, self-propelled (motorized or muscle powered) vehicle containing equipment for the preparation and serving of food intended for immediate consumption without further preparation;

"Pedestrian Mall" means a street or portion thereof designated for use by pedestrians and which prohibits or restricts vehicle use on all or on any part of its width;
"Public Highway" means a street, alley, pedestrian mall or other road designed and intended for or used by the general public for the passage of vehicles or pedestrians, but does not include any privately or publicly owned area primarily intended to be used for the parking of vehicles and the necessary passageways on that area;

"Public Property" means any real property owned or under the control and management of the City of Regina, including a public highway;

“Radio Frequency Identification Device” means the device tag issued to users of the snow storage site in accordance with section 8.2(1);

"Regina Downtown" means the area designated by Regina Bylaw No. 9014 and continued by Bylaw No. 2003-80, The Regina Downtown Business Improvement District Bylaw, as a Business Improvement District, the boundaries of which area are shown on the plan appended to this Bylaw as Schedule “A” to the Bylaw;

"Sidewalk Vendor" means any person or firm that sells goods to the public from public property;

"Sign" includes a poster, banner, and placard or sign board;

"Street" means that portion of a public highway lying between curbs where constructed and intended primarily for use by vehicles, or where no curbs exist, that portion of a public highway intended for use by vehicles or pedestrians;

"Traffic Control Device" includes any sign, signal, parking meter, traffic island, pavement marking, barricade or other device erected, placed or marked on, at or above a public highway pursuant to the Regina Traffic Bylaw or Provincial Law for the purpose of regulating, warning or guiding the public;

"Utility Structure" includes any box or bin used for the storage of litter or garbage or any pole, line or kiosk intended for the transmission of a public utility service, including sewer, water, electrical power, natural gas, telephone or cable television.

"Vacant Property" means any vacant property located within the boundaries of the City’s Commercial Industrial Valuation Neighborhood areas that have been designated for assessment purposes: 4410, 4420, 4470, 4510, 4520, 4540 and 5205.
(#9950, s. 2, 1997; #10068, s. 6, 1998; #2004-70, s. 3, 2004; #2006-45, ss. 3 and 4, 2006; #2007-59, ss. 3, 4, 5, and 6, 2007; #2009-40, s. 39, 2009; #2009-71, s. 9, 2009;
Severability

2. If any section, subsection, sentence, clause, phrase or other portion of this Bylaw is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, that portion shall be deemed a separate, distinct and independent provision and the holding of the Court shall not affect the validity of the remaining portions of the Bylaw.

PART 2. LITTER

Littering

3. No person shall:

   (a) litter on any public property; or

   (b) attach or deposit any leaflets to any parked vehicle, except parking tickets or warning tickets issued pursuant to The Regina Traffic Bylaw, 1997.

(#10225, s. 2, 2000)

Vehicles

4. No person shall operate a vehicle, including any trailer, loaded with garbage on public property unless the garbage is secured to prevent it from falling out of the vehicle by completely enclosing the garbage inside the vehicle, or in sealed bags, covering by a tarpaulin or similar covering or fastening with ropes or cords.

Commercial Duties

5. (1) The owner and operator of a business which offers for sale food, refreshments or tobacco products shall:

   (a) ensure that the business premises, including the building, land, and all adjoining public property is kept free of discarded cartons, containers, papers or other garbage originating from the business by collecting and disposing of garbage found in that area each day that the business is open for business;
(b) provide garbage receptacles at each entrance to and exit from the business, in the case of a building, or at the sales counter, in the case of a vehicle;

(c) ensure that the garbage receptacles provided pursuant to clause (b) are:

(i) weighted or anchored to prevent the receptacle from being blown or knocked over;

(ii) of sufficient size to contain all garbage generated from the business each day;

(iii) placed in locations convenient for public use;

(iv) emptied daily to ensure that the receptacle is not full, into a garbage container for collection and disposal by the City or a private hauler.

(d) provide a separate receptacle for any recyclable beverage containers sold by the business in a location on the business premises convenient for public use.

(2) No owner or operator of a non-paved parking lot shall allow vehicle access or egress when normal vehicle traffic may cause mud from the surface of the parking lot to be tracked onto any public highway.

(3) No person shall sweep or place dirt or litter in or on the metal grates surrounding the trees in the Frederick W. Hill Mall.

(4) The owner, tenant or lessee of any shop abutting the Frederick W. Hill Mall shall keep clean the walk in front of the premise up to the closest tree line and shall deposit all refuse collected in the garbage disposal unit at the rear of that shop.

(#9950, s. 3, 1997; #10068, s. 6, 1998; #10225, ss. 3 and 4, 2000; #2006-45, s. 5, 2006; #2011-64, s. 8, 2011)

PART 3. SNOW REMOVAL

6. (1) Every owner, operator or occupant of land inside the area shown on Schedule "B" appended to this Bylaw shall maintain the public sidewalks adjoining the land whereas:

(a) subject to clause (b) any hazardous condition created by snow or ice shall be cleared and removed;
(b) sand or similar material which renders the sidewalk safe shall be applied where it can be clearly demonstrated that the surface condition makes it difficult to meet the requirement in (a) above;

(c) the sidewalk surface shall be clear and free of dirt, debris or other obstructions.

Within one day, excluding Sundays and holidays, of accumulation.

(2) Every owner, operator or occupant of any Commercial Building, Apartment Building, Commercial Parking Lot and Vacant Property that is situated outside the area shown in Schedule “B” shall maintain the public sidewalks adjoining those properties as follows:

(a) subject to clause (b) any hazardous condition created by snow or ice must be cleared and removed;

(b) sand or similar material that renders the sidewalk safe must be applied where it can be clearly demonstrated that the surface condition makes it difficult to meet the requirement in clause (a); and

(c) the sidewalk surface must be clear and free of dirt, debris or other obstructions;

Within forty-eight (48) hours of accumulation.

(3) Repealed. (#2007-59, s. 9, 2007)

(10225, s. 5, 2000; #2004-70, s. 4, 2004; #2007-59, ss.7 and 8, 2007)

**Deposit Snow**

7. (1) No person shall remove snow or ice from any public sidewalk by causing it to be placed upon any other portion of the sidewalk or roadway surfaces except as noted within this section.

(2) No person shall remove snow or ice from any public sidewalk by causing it to be placed onto private property other than their own.

(3) Snow and ice removed from any public sidewalk may be placed in the area between the public sidewalk and the adjacent property line as space is available.

(4) Snow and ice removed from any public sidewalk may be placed along the curbline provided the snow and ice does not encroach onto the sidewalk
surface more than 0.3 meters from curb face nor onto the road surface more than 2.5 meters from curb face.

(5) No person shall place snow, ice, dirt or debris removed from private property onto public property, including any street, except at sites posted and approved by the City for public use.

(6) Snow and ice removed from public property shall not obstruct sightlines in violation of the Traffic Bylaw #9900 nor be placed more than 2.5 meters from curb face on to the roadway surface.

(#2007-59, s. 10, 2007)

8. Repealed. (#10225, s. 6, 2000)

8.1 The area at the corner of Fleet Street and McDonald Street is hereby designated as the snow storage site of the City of Regina as delineated by the City using markings, fencing or other physical barrier.

8.2 (1) All persons attending at the snow storage site for the purpose of delivering snow must first obtain a Radio Frequency Identification Device issued by the City Manager.

(2) All persons attending at the snow storage site for the purpose of delivering snow shall present their Radio Frequency Identification Device prior to admittance to the site.

(3) In order to obtain a Radio Frequency Identification Device from the City an applicant must complete and submit the application form required by the City Manager and pay any required application fees.

(4) The fee to obtain a Radio Frequency Identification Device is set out in Schedule ``L`` to this bylaw.

(5) The applicant for a Radio Frequency Identification Device in subsection 8.2(3) of this Bylaw shall be responsible for all charges and conduct arising from the driver or vehicle associated with such Radio Frequency Identification Device.

(6) No person shall cause or permit a Radio Frequency Identification Device to be used by another person or vehicle other than the vehicle identified in the application in subsection (2) without the City Manager’s prior, written consent.
(7) The Radio Frequency Identification Device is the property of the City and shall be returned to the City upon request from the City Manager.

(8) The City Manager may deactivate a person’s Radio Frequency Identification Device where such person has neglected or refused to pay any fees assessed pursuant to this Bylaw or for such other reason that the City Manager deems appropriate.

8.3 (1) No person or vehicle shall enter the snow storage site except a person operating a vehicle for the purpose of delivering snow or as the City Manager otherwise permits.

(2) Persons and vehicles which have entered the site for the purpose of delivering snow are permitted to remain on the snow storage site only so long as reasonably may be required to unload the snow contained in the vehicle.

8.4 All persons attending at the snow storage site shall abide by all signs posted at the snow storage site and abide by all directions provided by the City with respect to use of the site.

8.5 (1) Subject to section 8.6, any person may deliver snow to the snow storage site during the times and dates of operation of the snow storage site as determined by the City.

(2) Every person delivering snow to the snow storage site shall pay the applicable charge as set out in Schedule “L” to this Bylaw.

8.6 The City may deny entry to the snow storage site if the person or vehicle requesting entry:

(a) Has neglected or refused to pay any fees assessed pursuant to this Bylaw;

(b) If the City reasonably believes that the person intends to deposit snow that contains material that is not accepted at the snow storage site;

(c) Does not have a valid Radio Frequency Identification Device issued by the City Manager;

(d) Has breached or been used in a breach of this Bylaw on a previous occasion; or
(e) For any other reason that the City Manager deems appropriate.

8.7 No person shall remove snow from the snow storage site without the prior, written consent of the City Manager.

8.8 Only snow shall be disposed of at the snow storage site.

8.9 No person shall dispose of any waste in the snow storage site, as defined in the *Waste Management Bylaw, 2012*, No. 2012-63. (#2015-54, s. 4, 2015, #2016-48, s. 8(6), 2016)

**PART 4. STRUCTURES ON PUBLIC PROPERTY**

**Sidewalk and Mobile Food Vendors**

9. (1) Subject to the Regina Traffic Bylaw, no person shall place, leave or operate any temporary structure, furniture or Mobile Food Vending Unit used for the purpose of serving food or seating customers on Public Property or any part of a Public Highway except for a Sidewalk Vendor or owner of a Mobile Food Vending Unit who has obtained a valid permit pursuant to this Bylaw.

(2) The Director may issue a permit, in a form as set out in Schedule "C" of this Bylaw, to place, leave or operate a newspaper stand, sidewalk vending unit, outdoor restaurant furniture, Mobile Vending Unit or similar object or to conduct a sidewalk sale or similar activity on Public Property or any part of a Public Highway upon:

(a) receipt of a fee from the applicant for each object in an amount established by resolution of Council;

(b) receipt of an agreement from the applicant to indemnify the City for any damage or injury resulting from or caused by the object or activity;

(c) satisfying himself that the object will not unduly interfere with the intended use, including the passage of pedestrian traffic, of the Public Property or Public Highway and that the object will not distract or impair the clear vision of or otherwise interfere with drivers or pedestrians.

(3) Any person who wishes to operate as a Sidewalk Vendor or Mobile Food Vendor or to whom a permit is issued pursuant to this Part, shall comply
with the applicable regulations which are attached to and form part of this Bylaw as follows:

(a) SCHEDULE "D" - Newspaper Vending;
(b) SCHEDULE "E" - Sidewalk Vending;
(c) SCHEDULE "F" - Sidewalk Sale;
(d) SCHEDULE "G" - Outdoor Restaurant; and
(e) SCHEDULE “K” – Mobile Food Vending

(4) Any Bylaw Enforcement Officer or any member of the Regina Police Service may remove any unauthorized object placed, left or maintained on Public Property or any part of a Public Highway at the cost of the person who caused or allowed the object to be placed, left or maintained.  

(2014-24, s. 3, 2014)

Cancel Permit

10.  (1) The Director may, upon notice to the owner or operator of a temporary structure, furniture or Mobile Food Vending Unit, cancel any agreement or permit issued pursuant to this Part or remove or relocate temporary structure, furniture or Mobile Food Vending Unit and refund any remaining fee where the Public Property or Public Highway is required for any municipal purpose or where the structure or activity, in the Director’s opinion, endangers public safety.

(2) Where the Director gives notice of his intention to cancel any agreement or permit issued pursuant to this Part, the owner or operator of the temporary structure, furniture or Mobile Food Vending Unit may appeal in writing, within fourteen days of the notice of cancellation, to the Secretary of the Committee and the Committee may, affirm, modify or reverse the decision of the Director."

(2014-24, s. 3, 2014)

PART 5. SIGNS

Public Highways

11. Subject to the Regina Traffic Bylaw, no person shall post a sign on a public highway or on public property.

Utility Structures
12. No person shall post a sign on any utility structure in the City, except:

(a) a person who has been authorized by the City to erect traffic signs; and

(b) the Chief Electoral Officer may affix a voters' list for a civic, provincial or federal election.

(#2006-45, s. 7, 2006; #2011-64, s. 8, 2011, #2016-48, s. 8(7), 2016)

**Graffiti**

13. No person shall deface any building, fence or other structure on public property by writing, drawing or posting a sign on the structure or by other similar means.

**Public Notice Boards**

14. (1) The Director, Facilities Management Services of the City is directed to construct and maintain the physical condition of public notice boards, for the posting of notices, and shall locate a public notice board in a conspicuous location in each of the places listed in Schedule "H" to this Bylaw.

(2) Any Bylaw Enforcement Officer or City employee authorized by the City Manager may remove any notice from a public notice board:

(d) when the advertised event is past;

(e) when there is no space left on the public notice board for new notices, in which case the Bylaw Enforcement Officer shall attempt to replace as many current notices as possible;

(f) when the notice is the subject of a criminal investigation by Police or the Attorney General concerning false news, fraud, hate literature or obscenity, in which case the notices shall be turned over to the investigator, or is the subject of a civil action concerning libel;

(g) where the notice is strictly a commercial advertisement.

(3) No person shall pull down, damage or deface:

(a) a public notice board;

(b) notices lawfully affixed to a public notice board, except pursuant to this Bylaw.

(#2006-45, s. 8, 2006; #2011-64, s. 8, 2011)
Sandwich Boards

15. (1) Any person who wishes to set up or erect a sandwich board sign in front of their place of business and to who a permit is issued, shall comply with the regulations which are attached, and form part of this Bylaw as Schedule "I".
PART 6. ENFORCEMENT

Default

16. (1) Where a person fails to do anything required by this Bylaw, the City or any Bylaw Enforcement Officer may, in default of its being done by that person, do the thing at the expense of the person in default, and the City may recover the expenses of doing so with costs:

(a) by action in any Court of competent jurisdiction;

(b) in the same manner as municipal taxes; or

(c) by adding the expenses to, and thereby they form part of, the taxes on the land on which or with respect to which the work is done.

(2) Any person against whom remedial action is taken pursuant to subsection (1) shall also be liable to prosecution for contravention of the Bylaw.

(#2006-45, s. 9, 2006; #2011-64, s. 8, 2011, #2016-48, s. 8(8), 2016)

PART 7. PENALTY

Fines

17. (1) Subject to subsection (2) and (3), any person who contravenes any provision of this Bylaw is guilty of an offence punishable on summary conviction by a fine in an amount not exceeding:

(a) two thousand dollars ($2,000.00) in the case of an individual;

(b) five thousand dollars ($5,000.00) in the case of a corporation;

Or in default of payment by an individual, by imprisonment for a term of not more than ninety (90) days.

(2) When a Bylaw Enforcement Officer has reason to believe that a person has contravened any provision of this Bylaw, that officer may issue a Notice of Violation to the person, which Notice of Violation shall indicate that the City will accept voluntary payment of an amount as prescribed in Schedule "J" of this Bylaw at City Hall, Regina, Saskatchewan.

(3) Where the City receives voluntary payment within ten days of issuance of the Notice of Violation, the prescribed amount may be reduced by thirty dollars ($30.00).
(4) Where the City receives voluntary payment of the amount prescribed on the Notice of Violation, the person receiving the Notice of Violation shall not be liable to prosecution for the alleged contravention.

(5) The failure of any person to remedy a breach of this bylaw within twenty-four hours after receipt of a Notice of Violation shall be deemed to constitute a separate offence for which an additional Notice of Violation may be issued or a prosecution initiated.

(6) Nothing in this section shall be construed to prevent any person from exercising his right to defend a charge of contravention of this Bylaw.

(#2006-45, s. 10, 2006; #2011-64, s. 8, 2011)

PART 8. APPEAL

18. If an application for approval of a permit pursuant to this Bylaw is refused then the applicant may appeal this decision by applying in writing to the Secretary of the Committee and the Committee may affirm, modify or reverse the decision.

(#2006-45, s. 11, 2006; #2011-64, s. 8, 2011, #2016-48, ss. 8(9), and 8(10), 2016)

PART 9. REPEAL

Repealed Bylaws

19. Bylaw No. 9454, The Clean Property Bylaw, as amended, is hereby repealed.

(#2006-45, s. 12, 2006)
PART 10.  ENACTMENT

Effective Date

This Bylaw shall come into force upon its passage.
(#2006-45, s. 13, 2006)

READ A FIRST TIME THIS 10TH DAY OF MARCH, 1997.

READ A SECOND TIME THIS 10TH DAY OF MARCH, 1997.

READ A THIRD TIME AND PASSED THIS 10TH DAY OF MARCH, 1997.

(SGD.) D.R. ARCHER    (SGD.) R.M. MARKEWICH
Mayor                   City Clerk

(SEAL)

CERTIFIED A TRUE COPY

_______________________
City Clerk
SCHEDULE “A”
Regina Downtown Boundaries
(as provided for in section 1)

(#2006-45, s. 14, 2006)
SCHEDULE "B"
Snow Removal
(as provided for in Section 6)
TEMPORARY STREET USE PERMIT

1. APPLICANT:
   Permit#:  
   Applicant:  
   Address:  
   City:  
   Telephone:  
   Fax:  
   Contact Person:  
   Date:  
   Postal Code:  

2. TYPE OF PERMIT:
   ☐ Other Specify:  

3. LOCATION:
   See Attached Plan:  
   Applicable City of Regina Temporary Traffic Control Manual drawing(s):  
   Special Conditions:  
   For Reserved Parking Meters Only> Meter numbers:  

4. PERMIT VALID:
   FROM  Hrs  Mon Year  TO  Hrs  Permit invalid during the following times:  
   Jan 2005 7:00 to 8:30 Hrs  ☐  12:00 to 13:00 Hrs  ☐  16:00 to 18:00 Hrs  ☐  

5. FEE(S):
   ☐ +7%GST  or ☐ or ☐ +$500.00 DGSL fee  
   TOTAL=$  

IMPORTANT - READ BEFORE SIGNING
In consideration of granting this permit, the applicant agrees to save harmless and keep indemnified the City of Regina from all action, causes of actions and demands whatsoever, which may be made against the City in consequence of the granting of this permit or of anything done thereunder by the applicant, his employees or agents, and pay the City for all damages done to any pavement, sidewalk, curb and gutter or for any damage to any property belonging to or under the control of the City of Regina, while used by the applicant.

☐ Signature of Applicant ☐ Approved ☐

☐ APPLICANT please sign and Fax back to 777-6806, ☐ FINANCE please invoice applicant

Space below is available for plan/diagrams (insert below section break)

(#2006-45, s. 16, 2006; #2011-64, s. 8, 2011, #2016-48, ss.8(11)(a) and 8(11)(b), 2016)
SCHEDULE “D”
Newspaper Vending Regulations

1.0 PURPOSE

To regulate the placement of newspaper vending units on public property.

2.0 DEFINITIONS

2.1 Approved Vending Sites - means sites determined by the Director be appropriate for vending.

2.2 Block Face - means one side of a city block measured along the curb, street corner to street corner, from and to the mid point of the curb radius at the street corner, distances not exceeding 150 metres in the north south direction or 90 metres in the east west direction.

2.3 Newspaper Vending Unit - means a vending unit used to sell or distribute any type of newspaper or magazine product to the public.

2.4 Public Property - means any real property owned or under the control and management of the City of Regina.

2.5 Public Sidewalk - means any sidewalks included on public property.

2.6 Regina Downtown - means the area of downtown Regina as per the boundaries described in Bylaw No. 2003-80 and exhibited as Schedule "A" attached hereto.

2.7 Side Boulevard - means the area between the back of curb and the property line that is not sidewalk.

2.8 Temporary Street Use Permit - means a permit issued by the City of Regina allowing the permit holder the right to occupy public property for the purpose prescribed in these regulations.

2.9 Vendor - any person who sells, offers for sale or displays any goods, wares or merchandise on City sidewalks.

(#2011-64, s. 8, 2011)

3.0 DISCUSSION

3.1 The type of newspaper vending covered by these guidelines is the licensed and unlicensed distribution of newspapers, magazines and other literature approved by the Director.
SCHEDULE “D”  
Newspaper Vending Regulations

3.2 The vending shall be from dispensers approved for the purpose. Vendors will be granted approval to vend from specific locations. The Director, or his or her designate, may withdraw the location approval at any time.

3.3 These guidelines cover vending locations on the side boulevard and public sidewalk of road right-of-way. The vending units shall be placed in such a manner to not interfere with pedestrian traffic.

(#2011-64, s. 8, 2011)

4.0 PROCEDURE

4.1 All requests for approval to place a newspaper vending unit on Regina's city streets must be sent to:

City Hall  
P.O. Box 1790  
Regina, Saskatchewan  
S4P 3C8

4.2 Temporary Street Use Permits shall contain the following information:

1. Identification of the newspaper product being sold or distributed. Identification of coinage required for individual product purchase.

2. List each vending site so City representatives can easily determine where the vending machine will be located.

3. List the Company's identification number that will be stamped or affixed to the vending unit and the location to which it will apply.

4. Applicants are encouraged to contact local businesses prior to making an application for a particular vending site.

5. A plan showing the specifications of the vending unit.

6. Proof of insurance as required.

(#10225, s. 8, 2000; #2011-64, s. 8, 2011, #2016-48, s. 8(12), 2016)

5.0 REGULATIONS

Newspaper vending units shall be permitted in locations that meet the following requirements:
SCHEDULE “D”
Newspaper Vending Regulations

5.1 A vending unit dispenser shall be located so that it does not confine, impede or be a hazard to public traffic. There shall be 2.0 clear metres of walkway available on the sidewalk in Regina Downtown and 1.5 clear metres of walkway on the sidewalk in all other locations. Locations on side boulevards shall not restrict access (i.e. parking meters and buildings).

5.2 A vendor will be allowed a maximum of one vending unit per block face. The Director reserves the right to limit the total number of vending units per block face and the total number of vending units in a group. In Regina Downtown the total number of vending units per block face shall be six (6), the total number of vending units in a group shall be two (2), and the minimum spacing between groups shall be five (5) metres.

5.3 A business or property owner may request the City to remove or relocate a vending unit abutting their business or property. The Director shall determine if the objection is valid and has the right to cancel the approved vending site.

5.4 In no case shall a vending unit be situated in shaded locations as shown in Figure D-1 or:

1. Within 2.0 metres of a doorway (measured in the horizontal direction)

2. Within the sight triangle at the corners of street or alley intersections (current sight triangles are 10.0 metres from a street intersection measured along the curb projection and 4.6 metres from an alley or commercial driveway measured along the back of sidewalk) as per Traffic Bylaw #9900.

3. Within the defined limits of a loading/unloading zone disabled parking zone or taxi stand (marked on the ends by signs and 1.5 metres in the perpendicular direction from the edge of the curb).

4. Within the loading/unloading platform area of a bus stop (measured as a rectangle 9.0 metres long and 1.5 metres wide starting 1.5 metres in advance of the bus stop sign).

5. Within the defined limits of a pedestrian ramp.

6. Leaning against or hanging from a building, street light, parking meter, sign post, fire hydrant, or other structure.
SCHEDULE “D”
Newspaper Vending Regulations

5.5 Individuals making application for the same location each year shall have preference over new applications for the same locations, although the Director reserves the right to grant locations as deemed necessary.

5.6 The City reserves the right to relocate or remove vending units to accommodate emergency repairs or maintenance of any pavement, walk, street light, and signal light or underground facility.

(#2011-64, s. 8, 2011)

6.0 NEWSPAPER VENDING UNITS

Units must be constructed according to the following size and quality requirements specified by the City:

6.1 Vending units shall be of good quality and aesthetically pleasing in appearance. They shall not have any lights, sounds or actions which could be a distraction for motorists and/or pedestrians.

6.2 All vending units must be approved by the Director.

6.3 The vending unit:

1. shall not exceed 130 cm in height, 60 cm in width and 50 cm in depth.

2. shall have no sharp corners.

3. shall have no glass or any window unless made of a shatterproof material.

4. shall have a mechanical door return to prevent the door from remaining open unless held.

5. shall be weatherproof and be of high quality, painted and of such design and construction as to be structurally sound and entirely self-supporting.

6. shall be regularly inspected to ensure that it is maintained in good repair (including washing) and that no nuisance is created at any time.

7. shall be removed for repair immediately when damaged (no major repairs will be permitted on-street).
SCHEDULE “D”
Newspaper Vending Regulations

8. shall not be used for any advertising other than to identify the owner.

6.4 The vending unit must display in a prominent location clearly visible to all patrons:

1. Name of Company or individual that owns or operates the unit.

2. The unit identification number.

7.0 APPROVALS

After receipt of all necessary information, the City will review the request and approve or not approve. The following criteria shall apply during the application procedure:

7.1 The approval process may take up to forty-five (45) days, therefore, applicants should submit their request for vending sites well in advance of expected commencement of vending.

7.2 All vending units placed within the boundaries of Regina Downtown area must conform to design criteria and location acceptable to the City of Regina. Applications for newspaper vending sites in the downtown will be forwarded to Regina Downtown for review and related comments.

7.3 Approvals are valid for a period of one year, and expire December 31 of each year.

7.4 Issuance of a Temporary Street Use Permit for vending units.
(#10225, s. 8, 2000; #2011-64, s. 8, 2011, #2016-48, ss. 8(13), and 8(14), 2016)

8.0 MAINTENANCE OF VENDING SITE

The area in the immediate vicinity of the vending unit shall be kept clear of all garbage and litter resulting from the vending operation.

9.0 POLICY COMPLIANCE

The City reserves the right to withdraw vendor privileges at any location for failure to meet one or more of the requirements outlined in this policy. The vendor must remove the vending unit within 24 hours.
10. **INDEMNIFICATION**

10.1 The vendor shall save the City harmless of all activities undertaken by the vendor.

10.2 The Vendor shall obtain and provide the City with proof of a minimum general liability insurance of $1,000,000, in a form satisfactory to the City’s Risk Manager.

10.3 The Vendor shall obtain and provide the City with proof of a minimum automobile liability insurance of $1,000,000, in a form satisfactory to the City Solicitor. Where no vehicle will be used in the performance of the street use or in the delivery of goods or services relating to the permit, automobile liability insurance may not be required, as determined by the City’s Risk Manager.

10.4 The City assumes no responsibility for any theft of property owned by the vendor.

11. **LEGISLATION**

The vendor must abide by all laws and regulations, bylaws and resolutions governing the vending operation and must satisfy all levels of government agencies.

11.1 **Clean Property Bylaw**

1. No person shall litter or place or leave any object on public property without compliance to the City of Regina Clean Property Bylaw and Regina Traffic Bylaw.

(#2011-64, s. 8, 2011, #2016-48 s. 15, 2016)

12. **FEES**

Each vending unit is subject to a street use permit fee. All permit fees are established by resolution of City Council.
SCHEDULE “D”
Newspaper Vending Regulations

WHERE NO RESTRICTION FROM BUILDING

ALLEY

PROPERTY LINE
CURB
SIDE BOULEVARD
SIDEWALK
VARIES

DETAIL “A”
DOORWAYS

PROPERTY LINE
VARIES
SIDEWALK
LOADING ZONE
SIGN

DETAIL “B”
LOADING ZONES

PROPERTY LINE
SIGN
SIDEWALK
BUS STOP
9.000
1.5

DETAIL “C”
BUS STOPS

LEGEND
NON PERMITTED IN THESE AREAS

Note: All dimensions given meters.

Figure D-1

(#2006-45, s. 17, 2006)
SCHEDULE “E”
Sidewalk Vending Regulations

1.0 PURPOSE

To enhance the overall image and economic vitality of Regina, and in particular Regina Downtown, by increasing the interest and service of the streetscape to the people using it through the provision of specialized vending on public sidewalks and side boulevards.

2.0 DEFINITIONS

2.1 Approved Vending Site means a location on the road-right-of-way as permitted on an annual basis and determined by the Director to be appropriate for vending.

2.2 Food or Beverage Vending Unit - means a street vending unit used to sell any type of food or beverage product to the public.

2.3 Merchandise Vending Unit - means a street vending unit used to sell any type of non-edible merchandise as permitted by City bylaws. The unit shall be portable.

2.4 Public Property - means any real property owned or under the control and management of the City of Regina.

2.5 Public Sidewalk - means any sidewalks included on public property.

2.6 Regina Downtown - means the area of downtown Regina as per the boundaries described in Bylaw No. 2003-80 and exhibited as Schedule "A" attached hereto.

2.7 Side Boulevard - means the area between the curb and the property line that is not sidewalk.

2.8 Sidewalk Vending - means a vendor displaying and selling approved food or merchandise from an approved vending unit at an approved vending site.

2.9 Temporary Street Use Permit - means a permit issued by the City of Regina allowing the permit holder the right to occupy public property for the purpose prescribed in these guidelines.

2.10 Vendor - means any person who sells, offers for sale and displays any goods, wares or merchandise on City sidewalks.

(#10225, s. 9, 2000; #2011-64, s. 8. 2011)
3.0 DISCUSSION

3.1 The type of sidewalk vending covered by these regulations include food items, quality craftwork and any other items approved by the Director.

3.2 The vending shall be from mobile units such as hand carts or push carts that can be removed from the street each night. Vendors will be granted approval to vend from specific locations and these locations may not be changed without proper approval from the City.

3.3 These regulations cover specialized vending from mobile units on the sidewalks and side boulevards of public property in the City of Regina, with emphasis on Regina Downtown.

3.4 The regulations do not cover sidewalk vending from businesses that may want to extend their service to the walk in front of their place of business (e.g. outdoor restaurants, sidewalk sales) nor does it cover vending from muscle powered or motorized vehicles (e.g. ice cream sales, chip truck).

(#2011-64, s. 8. 2011)

4.0 PROCEDURE

The applicant may contact the City, to obtain information about sidewalk vending.

4.1 All requests for Temporary Street Use Permits allowing sidewalk vending operations must be sent to:

    City Hall
    P.O. Box 1790
    REGINA, Saskatchewan
    S4P 3C8

4.2 Applicants wishing to re-apply for the same location must re-submit an application complete with payment by February 15th. Failure to provide notice will result in the location being opened to other applicants.

4.3 Temporary Street Use Permits shall contain the following information:

    1. Complete list of products proposed for sale;
SCHEDULE “E”
Sidewalk Vending Regulations

2. Exact location of the proposed vending site shown on a plan. The plan shall indicate the dimensions of the site and two reference distances to adjacent curb, sidewalk, property line, or other object to clearly identify the site on public property;

3. Plan indicating all dimensions and specifications for the proposed vending unit;

4. Proof of insurance as required.
(#2011-64, s. 8. 2011, #2016-48, ss. 8(16) and 8(17), 2016)

5.0 REGULATIONS

Sidewalk vending shall be permitted in locations that meet the following requirements:

5.1 Sidewalk vending shall be permitted only on approved vending sites.

5.2 Approval of vending sites shall be based on the following criteria:

1. Not located on any surface used for vehicular traffic, such as driveway or on the street;

2. Not located at a disabled parking zone, loading zone, taxi stand, pedestrian ramp or bus stop;

3. Not located in the Intersection Sight Line Controls (as specified in Traffic Bylaw No. 9900) except where buildings are erected in compliance with the Building and Zoning Bylaws of the City and for which a Building and Development Permit was obtained;

4. A minimum of 3m is required between any portion of the vending unit and the beginning of the curb radius at an intersection that falls under the exemption of the Intersection Sight Line Controls;

5. Vending units must allow a minimum of 1.5m of sidewalk as clear passage way for pedestrians;

6. Only established businesses may vend from the sidewalk area immediately abutting their property. Other vendors must allow a minimum clear distance of 1.5m (5 ft.) of sidewalk between the private property and their vending unit, unless the vender has written approval from the business;
SCHEDULE “E”
Sidewalk Vending Regulations

7. Not located adjacent to any road right of ways with a speed limit greater than fifty (50) kilometres per hour;

8. Not located adjacent to any road right of ways outside of the Regina Downtown that is signed with no parking or no stopping;

9. Not located within one city block (150 m) of a school;

10. Not located on any side boulevard that is landscaped with grass, plants or landscape materials, such as rocks, wood chips;

11. Not located in areas that are zoned residential in the City of Regina Zoning Bylaw No. 9250.

5.3 The vendor shall not conduct business in such a way as would restrict or interfere with the ingress or egress of the adjacent property owner or constitute an obstruction to adequate access by fire, police or maintenance vehicles.

5.4 Neither the vending unit nor any item relating to the operation of the vending business shall lean against or hang from any building, street light, signs, parking meter, etc. or other structure without permission from the owner of the applicable building or structure.

5.5 Vendors shall not vend within 150 metres of a business selling the same merchandise or within twenty (20) metres of a business selling food items unless the business competitor agrees in writing.

5.6 A maximum of twelve (12) sidewalk vending sites shall be allowed within Regina Downtown.

5.7 Sidewalk vending units shall not be allowed on the Frederick W. Hill Mall except for two sites, one located at the north end, adjacent to 11th Avenue, and one at the south end adjacent to 12th Avenue.

5.8 For those approved vending sites within Regina Downtown, the Director shall allocate sites to individual applicants in accordance with these regulations.
SCHEDULE “E”
Sidewalk Vending Regulations

5.9 Individuals making application for the same location each year shall have preference over new applications for the same locations although the Director reserves the right to grant location as they see fit. Application for the renewal of a vending site must be received prior to February 15th of current year.

5.10 Applicants are not permitted to sublet or transfer their vending location to another party. Only registered applicants may operate vending units on approved locations.

5.11 The Director may cancel any permit or relocate or remove vending units in accordance with section 10 of the Bylaw. A temporary Street Use Permit for sidewalk vending shall be issued on an annual basis and at no time shall any property right in a road-right-of-way, nor any right to occupy a specific site on the expiration of an existing permit, transfer to or vest in any vendor.

5.12 Should a Temporary Street Use Permit be issued, the vendor must commence the sale of merchandise:

1. prior to July 31st or;
2. within 60 days of issuance of permit if the permit is issued after May 1st.

(#10225, s. 9, 2000; #2011-64, s. 8. 2011)

6.0 VENDING UNITS

Units must be constructed according to the following size and quality requirements specified by the City:

6.1 Vending units shall be of good quality and aesthetically pleasing in appearance. They shall not have any lights, sounds or actions which could be a distraction for motorists and/or pedestrians;

6.2 All vending units must be approved by the Director;

6.3 Maximum size of the vending unit shall not exceed three (3) square metres and the minimum size is one (1) square metre. The maximum width of the unit shall not exceed 1.35 metres;

6.4 Height of the vending unit shall not exceed three (3) metres;
SCHEDULE “E”  
Sidewalk Vending Regulations

6.5 There shall be no permanent modifications made to the vending site. Any damage to the sidewalk or other public structures resulting from vending shall be repaired by the City and the costs paid by the Vendor;

6.6 The vending unit must display the Regina Qu’Appelle Health Region Permit and City Business License, if applicable, in a prominent location that is clearly visible to all patrons. Also, the name of the Company or individual that owns or operates the vending unit must be prominently displayed on the vending unit;

6.7 All vending machines must have a canopy;

6.8 All vending units must:
1. have at least two wheels; and
2. be removed from the street at the end of each operating day without causing damage to any public or private property.

6.9 Any hitch assembly, which may be used to transport the vending unit, must be removable or be protected in such a fashion as not to pose a safety hazard to pedestrians.

6.10 Special consideration to the maximum permissible size of a sidewalk vending unit will be given to those vendors operating during winter months (November 1 to April 30). The vending unit may be increased to accommodate weather protection devices for the vendor. Special approval of the Director is required to exceed the maximum dimensions.  

(#2004-70, s. 5, 2004; #2011-64, s. 8. 2011)

7.0 TYPES OF VENDING

7.1 The following products may be sold from a sidewalk-vending unit:

7.1.1 Food and Beverages
1. Non-alcoholic beverages;
2. Popcorn;
3. Candy floss;
4. Roasted nuts;
5. Sandwiches;
6. Hot dogs;
7. Confections;
8. Candy;
9. Ice cream.
SCHEDULE “E”
Sidewalk Vending Regulations

7.1.2 Merchandise
1. Arts and crafts items;
2. Homemade jewellery;
3. Flowers;
4. Newspapers and magazines.

7.2 Products not listed in subsection 8.1 must be approved for sale by the Director.
(#2004-70, s. 5, 2004; #2011-64, s. 8. 2011)

8.0 APPROVALS

After receipt of all necessary information, the City will review the request and approve or not approve. The following criteria shall apply during the approval process:

8.1 The approval process may take up to forty five (45) days. Applicants should submit their request well in advance of expected commencement of vending operations;

8.2 Applications for vending sites in Regina Downtown will be forwarded to the Regina Downtown for review of location and appearance of each vending unit;

8.3 Applications for vending sites adjacent to the Wascana Centre must have the approval of the Wascana Centre Authority;

8.4 The vender is responsible to acquire written approval from the adjacent property owners/business;

8.5 Upon receipt of preliminary approval of the requested vending site and the proposed vending unit, the Applicant shall arrange for:

1. Inspection of the actual vending unit by the City to determine compliance with the drawings and specifications for the unit;

2. Inspection by the Public Health Inspector to determine compliance with The Public Health Act. Submission of proof of approval by the Regina Qu’Appelle Health Region;

3. Submission of proof of liability insurance;
SCHEDULE “E”
Sidewalk Vending Regulations

4. Submission of the required permit fee;
5. Issuance of a Temporary Street Use Permit by the City;
6. The Temporary Street Use Permit is valid for a period of one calendar year and must be renewed annually to remain in force.

(2011-64, s. 8. 2011, #2016-48, ss. 8(18), 8(19) and 8(20), 2016)

9.0 MAINTENANCE OF VENDING SITE

The area in the immediate vicinity of the vending unit shall be kept clear of all garbage and litter.

10.0 POLICY COMPLIANCE

The City reserves the right to withdraw vendor privileges at any location for failure to meet one or more of the requirements outlined in this policy.

11.0 INDEMNIFICATION

The vendor shall indemnify and save the City harmless from and against all costs, losses, claims, actions and causes of action arising from the vendor's activities under his permit.

12.0 SPECIAL EVENTS

12.1 Unless otherwise determined by City Council, an individual assigned an "approved vending site" shall also have authority to provide vending services at that site during special events.

12.2 Vendors may apply to temporarily relocate their vending unit from their existing location to another location for special events. The application shall be in the same format and subject to the same process as their original locations.
SCHEDULE “E”
Sidewalk Vending Regulations

13.0 INSURANCE

13.1 The Vendor shall obtain and provide the City with proof of a minimum general liability insurance of $2,000,000, in a form satisfactory to the City’s Risk Manager.

13.2 The Vendor shall obtain and provide the City with proof of a minimum automobile liability insurance of $1,000,000, in a form satisfactory to the City Solicitor. Where no vehicle will be used in the performance of the street use or in the delivery of goods or services relating to the permit, automobile liability insurance may not be required, as determined by the City’s Risk Manager.

14.0 THEFT

The City assumes no responsibility for any theft of property owned by the vendor.

15.0 LEGISLATION

The vendor must abide by all laws and regulations, bylaws and resolutions governing the vending operation as listed, but not necessarily limited to those below:

15.1 Regina Qu’Appelle Health Region

1. No person shall operate a street vending unit for the purpose of selling food and/or beverages without having a valid permit from the Regina Qu’Appelle Health Region to do so.

15.2 Finance - Licensing and Municipal Fines

1. No person shall operate a vending unit without compliance to The Licensing Bylaw, No. 9565.

15.3 Fire Department

1. A fire extinguisher shall be provided on all propane equipped vending units in accordance with City of Regina Fire Regulations.

15.4 Provincial Fire Codes

1. If applicable.
15.5 SaskEnergy

1. Permits for gas barbecues if applicable.

16.0 FEES

All permit fees are established by resolution of City Council. (#2006-45, s. 18, 2006)
SCHEDULE "F"
Sidewalk Sale Regulations

1.0 PURPOSE

To permit businesses located in Regina, and particularly within Regina Downtown, to utilize a portion of the City Sidewalk adjacent to their place of business for the purpose of displaying and sale of retail goods.

2.0 DEFINITIONS

2.1 Business - shall have the meaning given to it in the Urban Municipality Act.

2.2 Public Sidewalk - means any sidewalks included on public property.

2.3 Public Property - means any real property owned or under the control and management of the City of Regina, including a public highway.

2.4 Regina Downtown - means the area of downtown Regina as per the boundaries described in Bylaw No. 2003-80 and exhibited as Schedule "A" attached hereto.

3.0 DISCUSSION

Businesses in Regina Downtown periodically request permission to conduct merchandise displays on city sidewalks. These displays, also known as Sidewalk Sales, require regulation pertaining to the area required and the exact location of the display. Any business wishing to have a sidewalk display shall apply for a Street Use Permit.

4.0 PROCEDURE

4.1 All requests for approval to utilize a portion of the sidewalk for the purpose of selling merchandise must be sent to:

P.O. Box 1790
City Hall
Regina, Saskatchewan
S4R 3C8

4.2 Requests shall contain the following information:

1. The general layout and location of each display;
2. The duration the display will be on the sidewalk.

(#2011-64, s. 8. 2011, #2016-48, s. 8(21), 2016)
5.0 REGULATIONS

The following regulations shall apply and are illustrated in Figure F-1.

5.1 A sidewalk sale display must be located on the sidewalk nearest and parallel to the building or the property line of the store having the sale. The public sidewalk must be at least 3.2 metres wide;

5.2 Displays may only be operated during store hours when the store is open for business.

5.3 If a sidewalk display is adjacent to a street with an outside curb lane that is used as a driving or bus lane, then there must be a minimum of 2.0 metres between the street and any objects on display.

5.4 Display must project no more than 1.2 metres from the building or property line onto the sidewalk and must be more than 1.5 metres from any other object, including any traffic sign, metre post, street light standard, tree, bus shelter, litter box, or flower box on the sidewalk.

5.5 Sale merchandise must be from the retail business carried on within the abutting building.

5.6 The Director may withdraw an applicant’s privilege to have a sidewalk sale display, if:

1. the display interferes with vehicular or pedestrian traffic;

2. there is an emergency; or

3. if the display interferes with any work that is to be performed upon the public sidewalk by or on behalf of the City.

(2004-70, s.6, 2004; #2011-64, s. 8. 2011)

6.0 APPROVALS

After receipt of all necessary information, the City will review the request for conformance to City of Regina regulations regarding displays on sidewalks. Applicants shall allow a two week period for approvals. Upon approval, a Temporary Street Use Permit will be issued by the City.

(2011-64, s. 8. 2011, #2016-48, s. 8(22), 2016)
SCHEDULE "F"
Sidewalk Sale Regulations

7.0 POLICY COMPLIANCE

The City reserves the right to withdraw an applicant's privileges at any location for failure to meet the requirements outlined in these guidelines.

8.0 INDEMNIFICATION

8.1 The applicant shall indemnify and save the City harmless from and against all costs, losses, claims, actions or causes of action arising from the vendor's activities under the permit.

8.2 The Vendor shall obtain and provide the City with proof of a minimum general liability insurance of $1,000,000, in a form satisfactory to the City’s Risk Manager.

8.3 The Vendor shall obtain and provide the City with proof of a minimum automobile liability insurance of $1,000,000, in a form satisfactory to the City Solicitor. Where no vehicle will be used in the performance of the street use or in the delivery of goods or services relating to the permit, automobile liability insurance may not be required, as determined by the City’s Risk Manager.

9.0 FEES

All permit fees are established by resolution of City Council.
SCHEDULE "G"
Outdoor Restaurant Regulations

1.0 PURPOSE

To enhance the overall image and economic vitality of Regina, by increasing the interest and service of the streetscape to the people using it through the provision of Outdoor Restaurants.

2.0 DEFINITIONS

2.1 Driveway – means a private right-of-way, paved or unpaved, that provides access for vehicles and pedestrians from a boulevard, curb, or sidewalk to a lot or a carport, garage, parking pad, loading berth, or structure located on the lot.

2.2 Outdoor Restaurant – means an outdoor eating establishment which extends onto the adjacent Right-of-way, requiring no permanent construction.

2.3 Parking Lane – means that portion of longitudinal division of a highway or sufficient width to accommodate the storage of a single line of vehicles adjacent to the curb and where parking is permitted.

2.4 Parking Stall – means a portion of a public highway or an area indicated by signs, markings, meters or physical barriers as a parking space for a single vehicle.

2.5 Public Property - means any real property owned or under the control and management of the City of Regina, including public highways.

2.6 Public Sidewalk - means the actual sidewalk where constructed on or adjacent to a part of a public highway or that portion of a public highway intended primarily for use by pedestrians or any structure in a park or other public place designed and intended for use by pedestrians.

2.7 Seasonal Boardwalk – means a platform constructed in a parking lane for the purpose of creating a pedestrian corridor or to house an Outdoor Restaurant.

2.8 Side Boulevard - means the area between the curb and the property line that is not sidewalk.

2.9 Sign – includes a poster, banner, and placard or sign board.
2.10 Temporary Street Use Permit - means a permit issued by the City of Regina pursuant to The Traffic Bylaw.

2.11 Traffic Lane – means a longitudinal division of a highway of sufficient width to accommodate the passage of a single line of vehicles.

2.12 Vendor - means the owner or operator of an established restaurant.

3.0 PERMIT

3.1 Issuance of Temporary Street Use Permits shall be at the sole discretion of the City and shall only be considered after receipt of all information as required by these regulations and evidence, to the City’s satisfaction, of compliance with all applicable standards and requirements.

3.2 No person shall operate an Outdoor Restaurant on a Public Sidewalk without a Temporary Street Use Permit.

3.3 A Vendor may apply to the City for a Temporary Street Use Permit for permission to encroach onto the Public Sidewalk for the purpose of operating an Outdoor Restaurant.

4.0 PROCEDURE

TEMPORARY STREET USE PERMIT

4.1 An application for a Temporary Street Use Permit for an Outdoor Restaurant or Seasonal Boardwalk in Parking Lane must be sent to:

Service Regina
13th Floor City Hall
P.O. Box 1790
Regina, Saskatchewan
S4P 3C8

4.2 Questions can be directed to Service Regina (306) 777-7000 between the hours of 8:00 am and 4:45 pm.

4.3 Vendors must obtain a Temporary Street Use Permit prior to commencing any use of public property.

4.4 Vendors must renew their Temporary Street Use Permit annually.
SCHEDULE "G"
Outdoor Restaurant Regulations

4.5 Temporary Street Use Permits will expire annually on a date at the discretion of the City.

4.6 Permits are non-transferrable and are only valid at the address indicated on the permit.

4.7 Any damage to public property shall be repaired by the City and the costs of the repairs paid for by Vendor;

4.8 Signs must abide by the Sandwich Board Sign Regulations established in Schedule “I” of this Bylaw unless approved otherwise by the City.

4.9 All applications for a Temporary Street Use Permit must contain the following:

1. General description of food and beverage services being offered and whether alcohol will be served;

2. Proposed business hours and approximate season of operation of the Outdoor Restaurant;

3. Plan showing layout of building elements (doors, windows, signs, decor, cash registers and fencing) located on Public Property and adjacent the building. Plan shall be fully dimensioned, referencing property line and width of Public Sidewalk;

4. Elements requiring anchoring into the Right-of-way must be approved in writing by the City;

5. Proof of insurance as required. (See Section 4.11)

4.10 The City reserves the right to rescind the Temporary Street Use Permit. Structures installed on or above the Public Sidewalk will be considered non-permanent, and the City may, in its sole discretion require the entire structure, including supports, to be returned to its original condition within 24 hours if required. Any of the following events (among others) may, in the City’s sole discretion, cause temporary or permanent revocation of the Temporary Street Use Permit and require the removal of the Outdoor Restaurant:

1. Emergency use of walk;
2. Maintenance or reconstruction of City walks or underground utilities;

3. Excessive congestion of pedestrians or safety concerns of pedestrians walking around the Outdoor Restaurant;

4. Non compliance with these regulations, City bylaws, and building codes, Saskatchewan Liquor and Gaming Association, or any other regulations;

5. Road widening.

4.11 The Vendor shall obtain and provide the City with proof of minimum general liability insurance in a form satisfactory to the City’s Risk Manager. The requirements are as follows:

1. Automobile liability insurance - $1,000,000 where vehicle is used for the delivery of goods and services relating to the permit;

2. No sale of alcohol - $2,000,000 minimum liability;

3. Sale of Alcohol - $5,000,000 minimum liability including host liquor liability coverage.

OUTDOOR RESTAURANTS

General Criteria:

4.12 The general requirements for Outdoor Restaurants are as follows:

1. May not restrict or interfere with ingress or egress of adjacent properties or obstruct access to fire service connections, hydrants or by police, fire services or City maintenance crews;

2. Must ensure barrier-free access to building entrances and exits, public utilities and service connections at all times;

3. Must not be used for storage at any time;
SCHEDULE "G"
Outdoor Restaurant Regulations

4. All costs associated with development and maintenance of the Outdoor Restaurant, including litter pick up, shall be the responsibility of the Vendor.

Location Criteria for Outdoor Restaurant:

4.13 The location criteria for Outdoor Restaurants are as follows:

1. Licensed Outdoor Restaurants must be located adjacent to the building face;

2. Unlicensed Outdoor Restaurants may be located along the curb allowing pedestrians between the Outdoor Restaurant and building face or directly adjacent the building face.

3. Must operate directly adjacent and not extend laterally beyond the frontage of the established restaurant by the same Vendor, unless approved by the City;

4. May not be located in a Traffic Lane or Driveway;

5. May not be located adjacent to any driving or bus lanes where the passageway for pedestrians is less than 2 meters;

6. Notwithstanding the above, a minimum 2 meter wide clear walkway for pedestrians must be provided at all times between the edge of the Outdoor Restaurant and either the curb face, or any obstructions along the sidewalk such as trees, tree pits (where a metal tree grate is not present), meters, light poles or other furnishings;

7. May not be located on any Side Boulevard landscaped with grass, plants, or landscape materials;

8. Corner restaurants will require special consideration to ensure intersection sight-lines are maintained and is at the discretion of the City;

Design Criteria for Outdoor Restaurant:

4.14 The design criteria for Outdoor Restaurants are as follows:
SCHEDULE "G"
Outdoor Restaurant Regulations

1. Must have an open appearance with defined edge such as a railing or a row of planters or pots;

2. All furniture or articles must be of commercial quality;

3. Furniture placement must not extend beyond the approved perimeter;

4. Advertising and other equipment used in the operation of the restaurant must not lean against or hang from any street light, traffic sign, parking meter or other structure on public property;

5. Vendor may install a railing not exceeding 1.2 meters in height to delineate the restaurant area. Railing must not obstruct view of seated patrons.

SEASONAL BOARDWALKS IN PARKING LANE

4.15 A Seasonal Boardwalk constructed in a Parking Lane is designed to offer restaurants with narrow City sidewalks the option of a pedestrian corridor to accommodate Outdoor Restaurant service.

Boardwalks will be permitted seasonally from April 1st and must be removed by October 15th of the same calendar year. Cost for this type of development will be fully born by the proponent.

Location Criteria for Boardwalk:

4.16 The location criteria for boardwalks are as follows:

1. An approved boardwalk shall be located in a Parking Lane and shall not exceed the width of the Parking Lane;

2. Must operate directly adjacent to and not extend laterally beyond the frontage of the established restaurant by the same Vendor, unless approved by the City, and consent granted by neighboring businesses;

3. Shall not be allowed along arterial or freeway roadways, main bus routes, designated bus lanes or in front of a bus stop;
SCHEDULE "G"
Outdoor Restaurant Regulations

4. Corner Outdoor Restaurants will require special consideration to ensure intersection sight-lines are maintained and is at the discretion of the City;

5. Shall not be located in front of a taxi stand, loading zone, disabled loading zone, pedestrian ramp, or adjacent to a street with a speed limit greater than fifty (50) kilometers per hour;

Design Criteria for Boardwalk:

4.17 The design criteria for boardwalks are as follows:

1. Must be designed by a Saskatchewan licensed designer and be to the satisfaction of the City;

2. The surface shall have no protrusions (i.e. screws, nails, planks, etc.) and be made of timber or composite decking affixed with screws;

3. Sections must be securely fastened together;

4. Decking must be tightly spaced to prevent heels or mobility devices such as canes from becoming caught;

5. Shall be a minimum width of 2 meters and shall not exceed the width of the Parking Lane;

6. Decking must allow proper drainage to prevent ponding;

7. A significant and reflective vertical design element shall be included along the outer edges of a boardwalk to warn motorists and pedestrians of its presence (i.e. planters, fences), and be approved by the City;

8. Must be affixed to the sidewalk with the transition from the sidewalk to the boardwalk being flush to provide wheelchair access;

9. Barrier free access must be provided from the boardwalk to the entrance of the building from a location perpendicular to the sidewalk;
5.0 APPROVALS

5.1 The City will review the application. The approval procedure involves the following:

1. Applicants should submit their request well in advance of commencement of operations. The approval process may take up to twenty-eight (28) days;

2. Applications for Outdoor Restaurants within Regina Downtown will be sent to Regina Downtown Business Improvement District for their information;

3. Applications for Outdoor Restaurants within the Warehouse District will be sent to Regina’s Warehouse Business Improvement District for their information;

4. Upon payment of the Street Use Fee and evidence satisfactory to the City of compliance with all applicable regulations and standards, a Temporary Street Use Permit will be issued;

(#2016-48, s. 8(23), 2016)

6.0 LEGISLATION

6.1 The Vendor must abide by all laws and regulations, bylaws and resolutions governing the vending operation including, but not necessarily limited to those below:

1. No person shall operate an Outdoor Restaurant for the purpose of selling food and/or beverages without having a valid permit from the Regina Qu’Appelle Health Region to do so;

2. Any alcohol service shall be approved by the Saskatchewan Liquor and Gaming Authority;

3. All Vendors shall comply with the Litter Section in this Bylaw that are in effect and applicable to the Vendor. Vending apparatus must be removed from the sidewalk upon expiry of the Temporary Street Use Permit.

4. Properties located in the boundaries of the Victoria Park Heritage Conservation District are protected by heritage designation
SCHEDULE "G"
Outdoor Restaurant Regulations

according to the provisions of the Victoria Park Heritage Conservation District Bylaw No. 9656 and are regulated by the guidelines provided in this Bylaw.

5. Alterations to properties designated as Municipal Heritage Properties are regulated by the guidelines provided in the Municipal Architectural Design Guidelines Bylaw No. 2007-78.

7.0 PERMIT FEES

7.1 The Temporary Street Use Permit fee is based on the fees established under Schedule “J”, Section 65 of the Traffic Bylaw by resolution of City Council.
(#2006-45, s. 20, 2006; #2011-64, s. 8, 2011; #2013-31, s. 2, 2013, #2014-35, s. 2, 2014)
### SCHEDULE "H"

**Location of Public Notice Boards**
(as provided in Section 14(1))

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albert-Scott Community Centre</td>
<td>1264 Athol Street</td>
</tr>
<tr>
<td>Argyle Park Community Centre</td>
<td>35 Davin Crescent</td>
</tr>
<tr>
<td>Cathedral Community Centre</td>
<td>2900 13th Avenue</td>
</tr>
<tr>
<td>Central Park</td>
<td>2000 Block 15th Avenue</td>
</tr>
<tr>
<td>Core/Ritchie Neighbourhood Centre</td>
<td>445 14th Avenue</td>
</tr>
<tr>
<td>Glencairn Neighbourhood Centre</td>
<td>2626 Dewdney Avenue East</td>
</tr>
<tr>
<td>Neil Balkwill Civic Arts Centre</td>
<td>2420 Elphinstone Street</td>
</tr>
<tr>
<td>Northwest Leisure Centre</td>
<td>1127 Arnason Street North</td>
</tr>
<tr>
<td>Queen Elizabeth II Square</td>
<td>2476 Victoria Avenue</td>
</tr>
<tr>
<td>Frederick W. Hill Mall</td>
<td>1800 Block Scarth Street</td>
</tr>
<tr>
<td>Sandra Schmirler Leisure Centre</td>
<td>3130 Woodhams Drive</td>
</tr>
<tr>
<td>South Leisure Centre</td>
<td>170 Sunset Drive</td>
</tr>
<tr>
<td>Sportplex/Lawson Aquatic Centre</td>
<td>1717 Elphinstone Street</td>
</tr>
<tr>
<td>Uplands Community Centre</td>
<td>20 Weekes Crescent</td>
</tr>
<tr>
<td>Victoria Park</td>
<td>2200 Block Victoria Avenue</td>
</tr>
</tbody>
</table>

(#2006-45, s. 21, 2006; #2011-64, s. 8, 2011)
SCHEDULE “I”
Sandwich Board Sign Regulations

1.0 PURPOSE

To allow businesses located in Regina, and particularly within Regina Downtown, to utilize a portion of the City sidewalk adjacent to their place of business for the purpose of advertising:

- Products and services available for sale at that location.
- Events at that location.
- The business itself.

2.0 DISCUSSION

Businesses would like to place portable signs on City sidewalks to advertise business operations. The signs, commonly known as sandwich board signs, are portable and not secured to the walk in any manner.

3.0 DEFINITIONS

3.1 Business – shall have the meaning given to it in The Cities Act.

3.2 Public Sidewalk – means any sidewalks included on public property.

3.3 Public Property – means any real property under the control and management of the City of Regina, including a public highway.

3.4 Sandwich Board Sign – means a portable A-frame type sign hinged at the apex to be folded into a sandwich position when transported or stored.

3.5 Vendor – the owner of the business which owns the sign.

4.0 REGULATIONS

The following regulations shall apply to all sandwich board signs placed on public property:

4.1 On walkways and public sidewalks, a minimum of 2 metres between the edge of the business face and either the curb face or any obstructions along the sidewalk – such as trees, tree pits (where a metal tree grate is not present), meters, light poles or other furnishings – must be clear for pedestrians at all times.
SCHEDULE “I”
Sandwich Board Sign Regulations

4.2 Signs shall be placed in line with other street infrastructure or obstructions to provide the most consistent 2 metre walkway.

4.3 A sign may not be placed within 2 metres of a pedestrian ramp, an intersection, a driveway, or an alley crossing.

4.4 A sign may not impede access to any entrance or emergency exit.

4.5 All signs and advertisements shall comply with The Advertising Standards of Canada Act.

4.6 Vendors shall monitor and inspect the sandwich board on a regular basis to ensure it is clean, free of graffiti and defects, and remains stable.

4.7 The business must remove the sign during inclement weather or periods of high winds.

4.8 Where there is private property between the face of the business and the public sidewalk, the sign should be placed, where possible, on the private property.

4.9 A sign may only be placed directly in front of a business, and may only advertise:

(a) Products or services available for sale at that location.
(b) Events at that location.
(c) The business itself.

4.10 A sign may only be placed on public property while the business is open to the public.

4.11 Sandwich board signs may not require electrical energy in any form and shall not display lights, be backlit, or contain moving parts.

4.12 All sandwich board signs shall adhere to the specifications shown on Figure I-1.

4.13 Only one sandwich board sign is allowed per business.
SCHEDULE “I”
Sandwich Board Sign Regulations

4.14 The Vendor shall be responsible for determining and obtaining any necessary general liability insurance.

4.15 The City reserves the right to remove any sign:

(a) That interferes with vehicular traffic or pedestrian movement.
(b) In an emergency situation.
(c) During the periods of inclement weather or periods of high winds.
(d) That interferes with work that is to be performed upon the public sidewalk by or on behalf of the City.
(e) That fails to meet these or other relevant regulations.

5.0 REMOVAL AND RELOCATION

The City reserves the right to order temporary or permanent relocation or removal of sandwich board signs at any location and at any time, notwithstanding adherence to this Schedule. The City reserves the right to confiscate any sign not removed upon a temporary or permanent order for removal or relocation.
SCHEDULE “I”
Sandwich Board Sign Regulations

NOTE:
MINIMUM WEIGHT FOR 600MM OR SMALLER IS 10kg PER SIDE

SIDE VIEW
FRONT VIEW

TYPE I SIGN

SIDE VIEW
FRONT VIEW

TYPE II SIGN

Figure I-1

(#2016-21, s. 2, 2016)
## SCHEDULE "J"

**Voluntary Payments for Notice of Violation**

(as provided in Section 17(2))

<table>
<thead>
<tr>
<th>SECTION</th>
<th>AMOUNT ($)</th>
<th>OFFENCE DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>3(a)</td>
<td>50</td>
<td>Litter on public property</td>
</tr>
<tr>
<td>3(b)</td>
<td>50</td>
<td>Attach leaflets to a parked vehicle</td>
</tr>
<tr>
<td>4</td>
<td>50</td>
<td>Operate a vehicle loaded with unsecured garbage</td>
</tr>
<tr>
<td>5(a)</td>
<td>100</td>
<td>Fail to keep business premises and adjacent public property free of garbage</td>
</tr>
<tr>
<td>5(b)</td>
<td>100</td>
<td>Fail to provide garbage receptacles</td>
</tr>
<tr>
<td>5(c)</td>
<td>100</td>
<td>Fail to provide proper garbage receptacles</td>
</tr>
<tr>
<td>5(d)</td>
<td>100</td>
<td>Fail to provide receptacle for recyclable beverage containers</td>
</tr>
<tr>
<td>5(2)</td>
<td>100</td>
<td>Fail to prevent tracking onto a public highway</td>
</tr>
<tr>
<td>6(1)</td>
<td>100</td>
<td>Fail to keep public sidewalk clear in Regina Downtown</td>
</tr>
<tr>
<td>6(2)</td>
<td>100</td>
<td>Fail to keep clear the public sidewalk adjoining a Commercial Building, an Apartment Building or a commercial parking lot</td>
</tr>
<tr>
<td>7</td>
<td>225</td>
<td>Deposit snow from private property onto public property</td>
</tr>
<tr>
<td>8</td>
<td>100</td>
<td>Pile snow above 1.5 metres within 3 metres of street or alley</td>
</tr>
<tr>
<td>8.2 to 8.9</td>
<td>100</td>
<td>Breach of bylaw requirements in sections 8.2 to 8.9 by 1 Ton Pick-up or smaller truck without trailer</td>
</tr>
<tr>
<td>8.2 to 8.9</td>
<td>225</td>
<td>Breach of bylaw requirements in sections 8.2 to 8.9 by 1 Ton Pick-up or smaller truck with trailer</td>
</tr>
<tr>
<td>8.2 to 8.9</td>
<td>375</td>
<td>Breach of bylaw requirements in sections 8.2 to 8.9 by tandem axle truck or single axle truck bigger than 1 Ton (both without trailer)</td>
</tr>
<tr>
<td>8.2 to 8.9</td>
<td>525</td>
<td>Breach of bylaw requirements in sections 8.2 to 8.9 by a tandem axle truck with trailer or single axle truck bigger than 1 Ton with trailer or Semi-trailer truck</td>
</tr>
<tr>
<td>9(1)</td>
<td>50</td>
<td>Leave temporary structure on public property</td>
</tr>
<tr>
<td>9(4)</td>
<td>50</td>
<td>Fail to comply with street-vending regulations</td>
</tr>
<tr>
<td>11</td>
<td>50</td>
<td>Post a sign on public property or public highway</td>
</tr>
<tr>
<td>12</td>
<td>50</td>
<td>Post sign on utility structure</td>
</tr>
<tr>
<td>13</td>
<td>50</td>
<td>Deface building, fence or structure</td>
</tr>
<tr>
<td>14(3)(a)</td>
<td>Court Appearance</td>
<td>Damage or deface a public notice board</td>
</tr>
<tr>
<td>14(3)(b)</td>
<td>50</td>
<td>Pull down notices from a public notice board</td>
</tr>
</tbody>
</table>

(#2004-70, s. 7, 2004; #2006-45, s. 23, 2006, #2015-54, s. 5, 2015; #2017-1, s. 2, 2017)
SCHEDULE “K”
Mobile Food Vending Regulations

1.0 **Purpose:**
To provide a set of regulations allowing Vendors operating Mobile Food Vending Units to do business from road rights-of-way and the City Square Plaza in the City of Regina.

2.0 **Discussion:**
These Regulations will provide assistance to businesses wishing to apply for a permit to operate a Mobile Food Vending Unit in Regina. The Regulations also detail conditions that must be met during the operations of Mobile Food Vending Units on City of Regina road rights-of-way and the City Square Plaza. The Regulations are not meant to govern vending on private property, or lands managed by The Wascana Centre Authority, The University of Regina, EVRAZ Place, or in any park area, with the exception of the City Square Plaza.

3.0 **Definitions:**

3.1 **Downtown** – means the area of the City bounded by 13th Avenue to the south, Albert Street to the west, Saskatchewan Drive to the north and Broad Street to the east, including the sidewalks and boulevards on both sides of those streets shown within the area outlined in purple on Map A.

3.2 **Regulations** – means these Mobile Food Vending Regulations.

3.3 **Loading Zone** – means the zone used for loading and unloading of people or goods, which is the parking stall located nearest to the Loading Zone Parking Meter, or which zone is defined by appropriate signs.

3.4 **Loading Zone Parking Meter** – means the parking meter located closest to a Loading Zone.

3.5 **Mobile Food Vending Unit** – means a self-contained, self-propelled (motorized or muscle powered) vehicle (truck or trailer) containing appropriate equipment for the type and method of Prepared Food served, that operates from the Parking Lane, vending onto a Public Sidewalk.
SCHEDULE “K”
Mobile Food Vending Regulations

3.6 Parking – means the standing of a vehicle, whether occupied or not, on a public highway, otherwise than temporarily for the purpose of and while actually engaged in loading or unloading or in obedience to traffic regulations, signs or signals.

3.7 Parking Lane – means that portion of longitudinal division of a highway of sufficient width to accommodate the storage of a single line of vehicles adjacent to the curb and where parking is permitted.

3.8 Prepared Food – means food or drink sold by Vendors intended for immediate consumption without further preparation/cooking.

3.9 Public Sidewalk – means any sidewalks included on public property.

3.10 Stop – means:
   (a) when required, a complete cessation from movement; and
   (b) when prohibited, any stopping, even momentarily, of a vehicle, whether occupied or not, except when necessary to avoid conflict with other traffic.

3.11 Temporary Street Use Permit – means a permit issued by the City of Regina allowing the permit holder the right to occupy public property for the purpose prescribed in these Regulations.

3.12 Vendor – means any person who offers food for sale from an approved Mobile Food Vending Unit while conducting business from the public right-of-way or on the City Square Plaza.

3.13 City Square – means the area of the City of Regina which includes the City Square Plaza, Victoria Park, the F.W. Hill Mall, and the 1900 blocks of Scarth and Lorne Streets. (See Map B)

3.14 City Square Plaza – means the hard-surface portion of the City Square on the north side of Victoria Park between Lorne Street and the lane between Scarth and Hamilton Streets.

3.15 City Square Special Event Permit – means a permit issued by the City of Regina for the temporary use of some portion of the City Square to host a festival or event in accordance with the City Square Special Events Policy.
SCHEDULE “K”
Mobile Food Vending Regulations

4.0 Application:
Permits expire December 31st, and must be renewed annually.

Applications for Temporary Street Use Permits for Mobile Food Vending Units shall contain the following information:

4.1 Written confirmation from the Regina Qu’Appelle Health Regina (RQHR) that the Mobile Food Vending Unit complies with the Province of Saskatchewan Food Safety Regulations and the RQHR’s Mobile Food Guidelines.

4.2 A copy of the Vendor’s City of Regina Business License, if the Vendor is required by The Licensing Bylaw, 2007 to have such a license.

4.3 Photographs or detailed drawings and dimensions of the exterior of the Mobile Food Vending Unit.


4.5 Proof of $2,000,000.00 general liability insurance and $1,000,000.00 automobile liability insurance.

4.6 Proof that the vehicle and/or trailer is properly licensed and registered with SGI.

4.7 Certification from SaskPower Gas Inspections indicating that the installation of any gas equipment and appliances meets minimum code requirements.

5.0 Application Review:
5.1 After receipt of all necessary information, City staff will review the application and either approve or deny the request. Applicants should submit their request well in advance of their desired date for commencement of operation.

5.2 Temporary Street Use Permits for Mobile Food Vending Units are issued under the authority of The Traffic Bylaw and are subject to the conditions outlined in this document.

6.0 Permit Conditions:
SCHEDULE “K”
Mobile Food Vending Regulations

Vendors may operate Mobile Food Vending Units at locations that meet the following requirements:

6.1 General
- No minimum distance is required between two or more Mobile Food Vending Units.
- Vendors are free to relocate their Mobile Food Vending Unit at any time in accordance with these regulations.

6.2 Acceptable Locations
- Parking lanes on streets classified as local streets throughout the City, including the downtown.
- 11th Avenue from Lorne Street to McIntyre Street.
- 11th Avenue from Broad Street to Winnipeg Street.
- 12th Avenue from Scarth Street to Broad Street.
- Victoria Avenue from Rose Street to Smith Street on the north side and Rose Street to Lorne Street on the south side.
- 13th Avenue from Albert Street to Elphinstone Street.
- Other locations as determined acceptable by the Planning Department.

6.3 Prohibited Locations
- A Mobile Food Vending Unit may not be located or operated in areas designated as “No Parking” or “No Stopping”.
- A Mobile Food Vending Unit may not be located or operated in such a way as would restrict or interfere with the ingress or egress of adjacent property owners.
- A Mobile Food Vending Unit may not be operated within 20 metres of a permanent business selling prepared food while that permanent business is open to customers unless the business owner/manager agrees.
- A Mobile Food Vending Unit may not be operated within 20 metres of a licensed sidewalk vendor while the sidewalk vendor is open to customers unless the sidewalk vendor’s owner/manager agrees.
- A Mobile Food Vending Unit shall not be operated within 10 metres of an intersection or crosswalk.
- A Mobile Food Vending Unit shall not be operated on any street abutting school property on a school day between 8:00am and 6:00pm.
- Vending on any portion of a block that is primarily residential for more than 20 minutes per day.
SCHEDULE “K”
Mobile Food Vending Regulations

7.0 Required Signage for Mobile Food Vending Units:

7.1 A message indicating, “This unit makes frequent stops” shall be prominently displayed at the rear of the Mobile Food Vending Unit. The lettering of the message shall be at least five (5) centimetres high and the entire message located fifteen (15) to sixty (60) centimetres above the rear bumper of the vehicle.

7.2 A slow moving vehicle warning device in accordance with The Vehicle Equipment Regulations, 1987 shall be affixed to the rear of the vehicle.

8.0 Hours of Operation:

8.1 Hours of operation in the Downtown, Warehouse District Industrial Zones are limited to 7:00am to 2:00am daily.

8.2 Hours of operation in all other areas are limited to dawn – dusk daily.

8.3 These Regulations apply to a mobile operation and therefore require all stops for the purpose of operating the Mobile Food Vending Unit outside of Downtown to be limited by adjacent parking signage restrictions. In the Downtown (Map A), Vendors may choose to remain at a single location from 7:00am to 2:00am daily.

9.0 Mobile Vending Unit Requirements:

9.1 Mobile Food Vending Units may not exceed 7.6 metres (25’) in length and 2.4 metres (8’) in width.

9.2 Music or any device used to attract business to the Mobile Food Vending Unit shall not exceed sixty-five (65) decibels measured at any property line.

9.3 Electrical generators may not exceed sixty-five (65) decibels measured at any property line.

9.4 The Mobile Food Vending Unit must be configured to allow customers to safely access the service window from a sidewalk.

9.5 All Mobile Food Vending Units must be equipped with a garbage receptacle and business practices must adhere to The Clean Property Bylaw No. 9881.
SCHEDULE “K”
Mobile Food Vending Regulations

9.6 Mobile Food Vending Units should be of good quality and aesthetically pleasing in appearance. Vendors shall maintain their units in a professional manner. Vehicles/vending units deemed by City staff to be in a poor state of maintenance or repair will result in immediate suspension of the vending permit.

9.7 Vendors are encouraged to make professional use of colour and graphic design when designing the exteriors of their units, canopies, and umbrellas.

9.8 When not in use Mobile Food Vending Units must be stored in accordance with *The Traffic Bylaw No. 9900.*

10.0 Parking Meter Bags:

10.1 An approved vendor may elect to purchase a permit that includes a parking meter bag. The parking meter bag allows the vendor to bag any available meter that meets the criteria set out in these Regulations and operate a Mobile Food Vending Unit from that location.

(#2018-65, s. 4, 2018)

10.2 Meter bags must be affixed to the meter once the Vendor is in place with a zip-tie and must remain in place at all times while the Vendor is in attendance.

10.3 Bags must be removed at the end of each business day.

10.4 The City or its agents may remove bags found left in place while the Mobile Food Vending Unit is not in attendance.

10.5 The vendor will be charged a replacement fee if the meter bag is lost. The City accepts no responsibility for any loss of the meter bag.

(#2018-65, s. 5, 2018)

10.6 Mobile Food Vending Units may not be left unattended at a bagged parking meter for more than 15 minutes.

11.0 City Square Plaza Food Vending:

11.1 Food Trucks/Trailers:
Seven (7) food vending sites intended for use by food trucks/trailers on the City Square Plaza are identified on Map B. Access to these spots will be determined as follows:
SCHEDULE “K”
Mobile Food Vending Regulations

- Daily access to individual spots will be on a first-come-first-served basis. Mobile Food Vending Units must be removed by 11:00pm daily.
- Vendors are encouraged to cooperate and organize schedules and locations to share the available vending sites.
- The City will not manage scheduling, designate particular vending sites on an individual, or endorse any specific organization aiming to do so.
- Hours of operation on the City Square Plaza are 7:00am to 11:00pm daily.
- Vendors operating on the City Square Plaza must ensure that fluids from their vehicles are not discharged onto the Plaza surface. Evidence of fluid leaks, or the improper disposal of cooking liquids will result in immediate suspension of the vending permit. Costs related to the clean-up of fluid leaks will be charged to the vendor.
- Additional spots on the plaza for vendors not requiring electrical access will be determined at the discretion of the Planning Department.

11.2 Vending During Special Events:
- Vendors must seek permission to vend on the Plaza from holders of City Square Special Event Permits, whose permits include use of the City Square Plaza.
- Event participation fees are set by the permit holder and may vary between events. It is the vendor’s responsibility to contact event organizers to participate.
- City Square Special Event Permit holders are under no obligation to provide space for Vendors during their events.
- City Square Special Event Permit holders may, at their sole discretion, relocate/redistribute Vendors throughout their entire permit area for the duration of their event.

11.3 Furnishings:
- Vendors operating on the City Square Plaza may provide commercial quality bistro-type chairs, tables and umbrellas adjacent to their vending unit for the use of their clientele.
- Furnishings must be removed along with the vending unit at the end of each day.

11.4 Support Vehicles:
- Support vehicles, including trucks required to transport Mobile Food Vending Units, are not allowed on the City Square Plaza except for
SCHEDULE “K”
Mobile Food Vending Regulations

the purposes of dropping off or picking up food carts/trailers. Support vehicles are not permitted on the Plaza between 10:00am and 2:00pm.

11.5 Electrical Access:
• Vendors are not permitted to operate generators on the City Square Plaza except in the case of a power outage. Access to electrical services for food trucks/trailers will be provided by the City. Electrical service is provided on a first-come-first-served basis.

12.0 Vending Other Goods:
12.1 Alongside or in lieu of prepared food, at the discretion of the Planning Department, vendors may also sell:
• Fresh Produce
• Live or fresh cut flowers

12.2 At the discretion of the Planning Department, vendors may sell promotional items related to their Mobile Food Vending Operation alongside prepared food, produce, or flowers.

13.0 Maintenance of Vending Sites:
The area in the immediate vicinity of the vending unit shall be kept clear of all garbage and litter in accordance with The Clean Property Bylaw No. 9881. The vendor shall be responsible for the removal and proper disposal of all garbage collected at the site over the course of time that the vendor is in that location.

14.0 Compliance:
The City reserves the right to revoke the Vendor’s permit for failure to meet one or more of the regulations outlined in The Clean Property Bylaw No. 9881, The Traffic Bylaw No. 9900 or these Regulations. Vendors found to be in contravention of these Regulations will be subject to enforcement procedures as detailed in The Traffic Bylaw No. 9900.

15.0 Indemnification:
The Vendor shall indemnify and save the City, its employees and agents from and against any and all claims, demands, actions and costs arising from the Vendor’s activities under the Temporary Street Use Permit.

16.0 Insurance:
The Vendor shall at all times carry and maintain comprehensive general liability insurance in the amount of $2,000,000.00 and automobile liability
insurance in the amount of $1,000,000.00 for each approved permit. The Vendor shall provide the City with proof of the insurance in a form satisfactory to the City’s Risk Manager.
17.0 Legislation:
The Vendor will comply with all applicable legislation and bylaws and shall keep a copy of these Regulations with their Mobile Food Vending Unit, along with a City map at all times.

18.0 Fees, Payments and Permit Cancellations:
18.1 All permit fees are established by The Traffic Bylaw No. 9900, Schedule J.
18.2 Mobile Food Vending Permits are in effect from the date of issue until December 31st annually.
18.3 Payment of permit fees can be made in a lump sum or in two equal installments the first of which is due upon issuance of the permit and the second due June 1st.
18.4 Permits issued after June 1st must be paid in full upon issuance of the permit.
18.5 Vendors wishing to cancel their permits before June 1st will be refunded 50% of the total value of their permit. No refunds will be issued for cancelled permits on or after June 1st.
18.6 The cost of a permit issued on or after August 1st shall be reduced by 50%.
(#2018-65, s. 6, 2018)
SCHEDULE “K”
Mobile Food Vending Regulations

Downtown Boundary

MAP A
SCHEDULE “K”
Mobile Food Vending Regulations

City Square

Legend
Yellow: Truck / Trailer Vendors

(#2016-21, s. 3, 2016)
## SCHEDULE “L”

### SNOW STORAGE SITE FEES

<table>
<thead>
<tr>
<th>Truck Categories</th>
<th>Radio Frequency Identification Device Tag Fees</th>
<th>Cost per load</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Ton Pick-up or smaller truck without trailer</td>
<td>$10</td>
<td>$5</td>
</tr>
<tr>
<td>1 Ton Pick-up or smaller truck with trailer</td>
<td>$10</td>
<td>$15</td>
</tr>
<tr>
<td>Tandem axle truck or single axle truck bigger than 1 Ton (both without trailer)</td>
<td>$10</td>
<td>$25</td>
</tr>
<tr>
<td>Tandem axle truck with trailer or single axle truck bigger than 1 Ton with trailer or Semi-trailer truck</td>
<td>$10</td>
<td>$35</td>
</tr>
</tbody>
</table>

(#2015-54, s. 6, 2015; #2017-1, s. 3, 2017; 2017-15, s. 2)