

THE CORPORATION OF THE TOWNSHIP OF NORTH STORMONT

BY-LAW NO. 45-2025

BEING a By-Law to repeal and replace By-Law No. 39-2024 and to adopt Policy Number ADMIN 02-2025, the Temporary Patio Extension Policy, for the Township of North Stormont.

WHEARAS the *Municipal Act, 2001*, c. 25 s. 5(1) provides that the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS the *Municipal Act, 2001*, c. 25 s. 5(3) provides that the powers of every Council are to be exercised by By-law;


AND WHEREAS the *Municipal Act, 2001*, c. 25 s. 224 provides that the Township and a local board shall adopt policies with respect to certain matters;

AND WHEREAS the Council of the Corporation of the Township of North Stormont is desirous of standardizing its processes as well as implementing best practices to reduce risk.

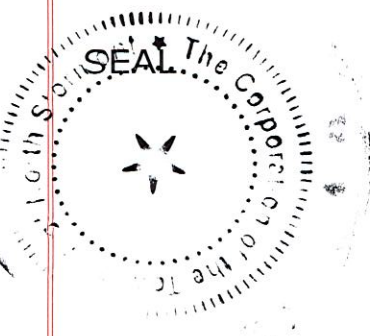
NOW THEREFORE the Council of the Corporation of the Township of North Stormont enacts as follows:

1. That the Temporary Patio Extension Policy attached hereto as Schedule "A" forming part of this By-law be approved.
2. That By-law No. 39-2024 is here by repealed in its entirety and any other By-law inconsistent with this By-law is hereby repealed.
3. That this By-law shall come into full force and effect on the date of passing.

READ A FIRST, SECOND AND THIRD TIME and passed in open Council, signed and sealed this 24th day of June 2025.


François Landry, Mayor


Craig Calder, CAO/Clerk



Schedule "A"
to BY-LAW NO. 45-2025

POLICY MANUAL	Policy No. ADMIN 02-2025
For: Township of North Stormont	Effective Date: June 24, 2025
Subject: Temporary Patio Extension Policy	Department: Administration

Policy Statement

The Township of North Stormont is committed to assisting and fostering businesses within the Township and encouraging the hospitality sector. This policy is intended to streamline the process and provide consistency for licensed establishments to request a licensed temporary patio extension.

Purpose

Provincial regulations dictate that local municipalities within Ontario must implement a review process and be the approval body for temporary patio extensions for licensed establishments. These permits will only be issued for a maximum time period of eight (8) months.

Scope

This policy will apply to all licensed establishments wishing to create an outdoor temporary patio extension. This policy will also apply to Township staff responsible for reviewing applications and providing approvals for such requests.

This policy does not apply to those businesses that already have a permanent licensed patio.

This policy will not apply to those businesses with non-licensed temporary or permanent patio extensions.

Objectives

The objectives of this policy are to establish a clear, concise and streamlined process in which licensed establishments can apply for a temporary patio extension. This policy also outlines the specific criteria and application process for staff to review and approve such requests while maintaining

compliance with Alcohol Gaming Commission of Ontario (AGCO) requirements, any zoning and building code requirements along with any public safety considerations that may be applicable.

Policy

To apply for a Temporary Patio Permit, applicants must provide the following using the application form provided.

1. Site Plan

- a) Location of the proposed patio in relation to existing fire routes, parking stalls, aisles, property lines, buildings, etc.
(Refer to example - Schedule A in application)
- b) Indicate dimensions of the proposed patio, include pedestrian egress/ingress from the proposed patio area locations of all accesses in and out of the patio area. The plan should include details as to how the temporary patio will be constructed (chain link fencing, wood fencing, rope fencing, planters, cement blocks etc.)

2. Description of Occupant Load

- a) Indicate the proposed occupant load of the proposed patio, and the indoor area it will serve.
- b) If the total occupant load of the business (both indoor and outdoor) is proposed to be increased, we will also require details regarding any existing indoor washroom facilities.
- c) The capacity of the area to which the extension would apply must meet the Ontario Building Code regulations.

3. Notice Requirement and Fees

- a) Completed applications must be submitted to the Township at a minimum of 30 days prior to commencement date.
- b) The fee of \$150.00 must accompany the application or be paid before the permit is issued.
- c) Township Volunteer Recreation Groups will be exempt from fees but will still have to complete the same process of completing an

application and sketch and the time frame remains a minimum of 30 days required prior to issuance of permit.

Once the above information is provided, the application will be circulated to staff in the Clerk's Department, Building Department, Planning Department, Fire Chief, and By-Law Departments. Should an application be approved, the applicant will receive a letter from the Township which they must provide to Alcohol and Gaming Commission of Ontario (AGCO) in regard to the duration of the approval and any applicable conditions if may have.

Monitoring and Compliance

This policy will be reviewed as required by the Township of North Stormont Clerk's Department, in conjunction with staff from applicable approval departments.

Authority and Related Policies

Legislated Requirements:	<i>O. Reg. 746/21: LICENSING UNDER Liquor Licence and Control Act, 2019, S.O. 2019, c. 15, Sched. 22</i>
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Contact

For further information regarding this policy, please contact the Clerk's Department.