

CaféTO

WHAT'S NEW FOR 2022

Program enhancements are coming to CaféTO in 2022. This document highlights essential information for BIA Coordinators.

GENERAL PROGRAM INFORMATION

- All program fees including application, transfer and permit fees continue to be waived in 2022, as directed by Council.
- Registration for all café types will open on January 18, 2022.
- Program information and guidelines will continue to be available at toronto.ca/CafeTO
- Participation in the program requires at least \$2 Million in commercial general liability coverage. Policy certificates may be post-dated to begin in May 2022.
- Patios may continue to expand on private property under the same conditions as 2020/2021.

CURB LANE CAFÉS

Important Deadline Changes

The **registration deadline for curb lane cafés is April 2, 2022 at 11:59 p.m.** A restaurant or bar operator must successfully complete and submit their CaféTO application, including all relevant documentation by this date in order to have their café request reviewed and installed during the main café installation period in May.

It is essential for operators to submit their application for curb lanes on or before April 2 so that (i) CaféTO's traffic services consultant can create the traffic plans that are needed to safely close curb lanes, and (ii) business operators have time to plan and secure appropriate materials for their café area.

Meeting the April 2, 2022 date for submitting a CaféTO application is also critical because, this year, there will be no changes to an approved and installed existing café's dimensions to accommodate a late

registrant. This change means that operators who do meet the registration deadline can confidently plan for their café's operational needs without the risk of having the size of their café reduced by a late applicant.

Registrations received after April 2 will be reviewed and, if feasible, approved and accommodated on an exception basis. An application for a curb lane café received after April 2 will not be approved if an existing café would need to be "bumped" or reduced in size in order to accommodate it. Furthermore, even if approved, the City cannot guarantee a timeline for the installation of any curb lane cafes which is applied for after the deadline.

If a late applicant is not able to be accommodated during the 2022 CaféTO season the business operator will have an opportunity to apply again next year.

Use of Space

In order to ensure valuable public curb lane space is being actively used for maximum community and operator benefit, businesses must operate their approved curb lane café area during normal business hours for at least one meal service a day, three times a week. CaféTO enforcement officers will ensure that café operators are consistently and regularly using their café area. Failure to meet this requirement could result in the cancellation of the permit.

More details on the Use of Space policy are available in the CaféTO Curb Lane Café Guidebook that can be found at toronto.ca/CafeTO.

Curb Lane Allocation

Based on feedback on the 2021 Café TO program from BIAs, in 2022 the City's CaféTO staff will have the sole responsibility for determining the allocation of curb lane café space as well as other curbside management uses in the vicinity of the curb lane closures. BIA Coordinators will have an opportunity to review and provide suggestions on streetscape and traffic plans as well as make requests for public parklets and planters with support from staff in the Economic Development and Culture division.

Other Curbside Uses

During the 2021 program, CaféTO staff received many comments from non-restaurant business operators that a more balanced approach was needed to curb lane use to support all businesses. This was especially of concern in neighbourhoods with a high number and concentration of curb lane cafés. In response, staff will integrate other curbside uses into the broader streetscape during the review and allocation of curb lane space, including but not limited to:

- Advisory loading/boarding zones
- Bicycle corrals and racks
- Public parklets
- Garbage and recycling pick-up zones
- Retention of on-street pay and display parking opportunities

Curb Lane Café Accessibility

In 2022, curb lane café operators that do not apply for a temporary platform or deck, will need to supply a temporary ramp into their curb lane café area while their café is in operation. More details on temporary ramp requirements are available in the CaféTO Curb Lane Café Guidebook that can be found at toronto.ca/CafeTO.

SIDEWALK CAFÉS

City Council directed staff to return to a permanent permitting process for sidewalk cafés in 2022 while continuing to waive all application, transfer and permit fees in 2022. Benefits of applying for and obtaining a permanent sidewalk café permit include a one-time application submission that is automatically renewed during the annual business licence renewal process and certainty for operators which will allow for greater confidence when considering investments in café furnishing and elements.

A number of previous sidewalk café application requirements have been removed, including:

- Public notice of application (e.g. posting/polling, public objections)
- Setback distances from residential properties
- Adjacent property owner permission
- Propane heater certification submission

To participate in CaféTO in 2020 and 2021, prospective café operators needed to complete and submit registration and Certificate of Insurance forms as well as a letter of approval if they were expanding in front of a neighbouring business. In 2022, sidewalk café permit applicants will also need to provide:

- A site plan drawing
- Three photos of the location
- Awning drawings, if required

STAFF RESPONSIBILITIES

Support for Operators

City staff at the Municipal Licensing & Standards division can help operators to understand and successfully complete the process to receive a permanent sidewalk café permit. Restaurant and bar operators who had a café permit prior to March 2020 and have not changed their approved footprint do not need to reapply. Assistance with understanding alternative outdoor dining opportunities will also be provided to operators who do not meet the site requirements for a permanent sidewalk café. An application checklist for operators is available at toronto.ca/CafeTO.

FINANCIAL INCENTIVES

CaféTO Property Improvement Program

New for 2022, café operators are now eligible for a matching grant of up to \$7,500 to cover 50 per cent of the cost of eligible property or site improvements related to curb lane café installations, sidewalk cafés or patios on private property, through the CaféTO Property Improvement Program. More information, including the application is available [here](#).

To avoid delays, café operators may apply for the grant when submitting their CaféTO permit application. Grants will be approved subject to the applicant securing a valid permit.

CaféTO BIA Grant

As in 2020 and 2021, BIAs will be eligible for matching grants of up to \$5,000 through the CaféTO BIA Grant, administered by the Toronto BIA Office. The grant covers costs associated with planters and parklets installed through CaféTO. Information on the program will be distributed to BIAs the first week of February.

Several additional staff resources have been allocated to the CaféTO program in 2022. Staff responsibilities are as follows:

Economic Development and Culture (EDC)

Two dedicated EDC staff members will be assigned to work with Business Improvement Areas. Among their duties, these staff will distribute the streetscape and traffic plans prepared by the traffic services consultant to BIAs for review and comment. These staff members will also receive parklet and planter requests and be responsible for on-going issues management with restaurants and BIAs about non-technical matters.

Municipal Licensing and Standards (MLS)

MLS is the main administrative partner to the CaféTO program and is responsible for the intake, initial review and circulation of all sidewalk café permit applications and curb lane café registrations. MLS also manages the CaféTO inbox and provides enforcement resources for permanently permitted sidewalk cafés.

Transportation Services (TS)

TS is responsible for all safety and accessibility elements of cafés on the right of way, including managing the traffic services consultant for the curb lane closures, reviewing all technical elements of both curb lane and sidewalk cafés, and enforcing the CaféTO guidelines and other elements of Chapter 742, Sidewalk Cafés, Parklets and Marketing Displays as necessary.

More information is available at

toronto.ca/CafeTO

or by emailing

cafeto@toronto.ca