

CORPORATION OF THE TOWN OF PETAWAWA

BY-LAW 819/13

**BEING A BY-LAW TO ADOPT A SPECIAL EVENTS
POLICIES AND PROCEDURES MANUAL FOR THE
CORPORATION OF THE TOWN OF PETAWAWA**

WHEREAS Section 11(2)1. of the *Municipal Act 2001, S.O. 2001, Chapter 25*, as amended, provides that lower-tier municipalities may pass by-laws respecting the governance structure of the municipality and its local boards;

AND WHEREAS Section 8(1) of the *Municipal Act 2001, S.O. 2001, Chapter 25*, as amended, provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

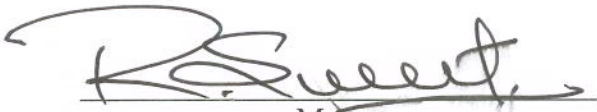
AND WHEREAS Council of the Corporation of the Town of Petawawa deems it advisable to adopt a Special Events Policies and Procedures Manual for the municipality;

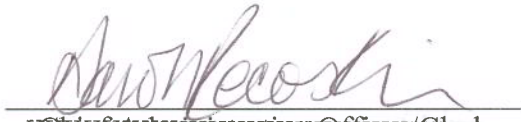
**NOW THEREFORE BE IT ENACTED BY THE COUNCIL OF THE
CORPORATION OF THE TOWN OF PETAWAWA AS FOLLOWS:**

1. That the "Town of Petawawa Special Events Policies & Procedures Manual" attached hereto as Schedule "A" be and is hereby adopted.
2. That Schedule "A" is deemed to form part of this by-law.
3. This by-law shall come into force and take effect following third reading.

By-law read a first and second time this 19th day of February, 2013.

By-law read a third time and passed this 19th day of February, 2013.


Mayor


~~Chief Administrative Officer/Clerk~~
Deputy Clerk

Schedule “A” to By-law 819/13

The Corporation of the Town of Petawawa



Special Events Policies & Procedures Manual

Approved by Council: February 19, 2013

PREPARED BY:

The Corporation of the Town of Petawawa

Parks and Recreation Department

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Purpose

Special Events Policies & Procedures Manual

1.0 Purpose

1.1 **Background** - Each year The Corporation of the Town of Petawawa receives multiple requests from individuals and groups to operate special events on Town of Petawawa property.

1.2 **Support Statement** - The Corporation of the Town of Petawawa recognizes special events offered to residents of Petawawa as an important part of Petawawa's quality of life and as providers of affordable entertainment to its citizens. It also recognizes that special events enhance tourism, culture, recreation and education as well as providing an economic benefit to businesses in the Town of Petawawa.

1.3 **Foreword** - These policies and procedures are designed to help the special event organizer effectively use the requirements that are in place and to effectively plan and execute a successful special event.

Most special events represent a major investment of time and money. When well conceived and planned, they can bring rewarding dividends to the organizers and the Town of Petawawa. Successful events do not just happen; they are a result of:

- Responsible leadership
- Careful planning
- Good organization
- Provisions against the unexpected; and
- Methodical 'follow through' and evaluation

The Corporation of the Town of Petawawa is at your service to help in every way possible to make your event a success.

The Town of Petawawa Parks and Recreation Department is committed to working with event organizers in helping them to achieve their outcomes while maintaining the standards established by the Policies and Procedures Manual.

1.4 **Purpose** - The purpose of the Special Events Policies & Procedures Manual is to incorporate, into one manual, policies and procedures used by the various agencies and departments within The Corporation of the Town of Petawawa to process applications for special events. It will also outline an approved policy regarding the operation of events on Town of Petawawa property, streets and roadways, and associated fees and charges for related services provided by The Corporation of the Town of Petawawa.

Section

2

Our Special Events Corporate Core Values

Special Events Policies & Procedures Manual

2.0 Town of Petawawa Special Events Core Values

We believe in integrity in everything we do

- . We will never compromise what is right for what is easiest.

We believe that special events contribute to the identity of our community.

- . Town of Petawawa identifies with the special event opportunities that are afforded to them.

We believe in celebrating our cultural diversity

- . Festivals and events help us to understand and appreciate people from different backgrounds.

We believe in consistency and fairness

- . We will treat everyone with fairness, courtesy and respect.

We believe in service

- . Our job is to make the event organizer's job easier through timely and efficient service.

We are sensitive to community and neighborhood needs.

- . We recognize that events occur in other people's "backyards".

We are conscious of our impact on the environment

- . We will take all necessary steps to ensure all events are "green" events

We are aware of the needs of people in our community

- . We will work with organizers to create an accessible event for all.

Goals & Objectives

Special Events Policies & Procedures Manual

3.0 Goals & Objectives

- 3.1 **Goals** - The primary goal for the Policies & Procedures Manual is to create an “event friendly” atmosphere for the Town of Petawawa.
- 3.2 **Objectives** - The specific objectives of the policy are as follows:
- (a) Provide logistical assistance to special events operation on Town of Petawawa property, streets and roadways;
 - (b) Ensure that event applications are treated fairly and in an equitable manner;
 - (c) Ensure all Town interests are met to protect assets and citizens of Petawawa;
 - (d) Ensure that all Federal and Provincial laws and regulations and Municipal by-laws are observed;
 - (e) Work closely with Economic Development in promoting Petawawa as a premiere place to hold special events;
 - (f) Clearly outline the environmental standards for special events with regards to waste reduction and waste diversion programs, and to provide assistance to special event organizer in the roll-out of these programs at their events;
 - (g) Provide assistance to the special event organizer that is eligible under the ‘Definition of Special Events’.
 - (h) Establish contracts for the use of Town of Petawawa property, streets and roadways, between the special event organizer and The Corporation of the Town of Petawawa;
 - (i) Recover all direct costs related to services provided by The Corporation of the Town of Petawawa;
 - (j) Seek advice through the Parks and Recreation Department on special events applications, as required, and conduct an annual review of the Special Events Policies & Procedures Manual.
 - (k) Ensure that all events are “green” and environmentally conscious.

Special Events Coordinating

Special Events Policies & Procedures Manual

4.0 Special Events Coordinating

4.1 **Purpose** - The purpose of Special Events coordinating is to ensure that the special events organizers are working with the various external outside agencies and internal departments involved with planning and implementing a special event. Each event may involve different departments and agencies in many different ways. Through the Parks and Recreation Department, the Special Events Policies & Procedures Manual is reviewed and revised annually to ensure that it continues to be a user friendly process for the special event operators. The following are examples of the agencies or departments that are commonly involved with operating a special event:

Parks and Recreation Department
Town of Petawawa Economic Development
Fire Prevention – Petawawa Fire Department
OPP Upper Ottawa Valley Detachment
Town of Petawawa Clerk's Office
Planning & Development Department
Renfrew County and District Health Unit
Technical Standards & Safety Authority
St John Ambulance
SOCAN / ReSound

4.2 Objectives

To evaluate, on an ongoing basis, all special events policies and procedures

To make a recommendation when a special event organizer requests a facility on the same date and location as an existing event

To report to the Manager of Parks and Recreation annually, and advise of any changes or modifications to the Special Events Policies & Procedures Manual

Definition of Special Events

Special Events Policies & Procedures Manual

5.0 Definition of Special Events

- 5.1 **General Definition of Special Events** - For the purpose of this policy a Special Event is defined as a one time, annual or infrequently occurring event on Town of Petawawa property that is reserved for exclusive use and which meets but limited to the following criteria:

Celebration of a specific theme

Has a pre-determined opening and closing date/time

Is available to the community at large

NOTE: activities not meeting the criteria may still be permitted to occur as a private rental function and may be subject to some or all of the policies and procedures contained in this manual as determined by Parks and Recreation Department or designate.

- 5.2 **Specific Types of Events**

Harvest/Agricultural: celebrates/educates agriculture

Cultural: celebrates/educates heritage and cultures

Theatrical: The display of theatre arts

Neighborhood: provides neighborhoods with an opportunity to celebrate

Commemorative: acknowledge significant dates or occurrences

Athletics: involves competition of an athletic nature

Artistic: celebrates/displays of creative and artistic works

Commercial: events designed to generate surplus revenue

NOTE: A special event ***IS NOT*** a wedding, a hall rental, an exercise class or other related facility rental programs and therefore this manual may not apply. Please contact the recreation department for all questions and/or concerns.

Bandshell Bookings (Evergreen Stage)

Special Events Policies & Procedures Manual

6.0 Bandshell Bookings

The Town of Petawawa owns and operates a bandshell (Evergreen Stage) at Centennial Park. Evergreen Stage bookings may be made for a variety of reasons that are for the enjoyment of the general public or a specific audience; these may include but are not limited to the following types of events:

Concerts

Fund Raisers

Display Purposes

Ceremonies

Town of Petawawa Property Rental Statement

Special Events Policies & Procedures Manual

7.0 Town of Petawawa Property Rental Statement

7.1 All commercial events including trade shows are to be booked through the Parks and Recreation Department and coordinated by the Parks and Facilities Supervisor.

7.2 Only special events involving Neighborhood Association/Community Associations will be permitted to use neighborhood parks for special events

7.3 The Corporation of the Town of Petawawa reserves the right to request event financial statements, certificates of insurance, and other documentation deemed necessary.

General Policies & Procedures

Special Events Policies & Procedures Manual

8.0 General Policies & Procedures

8.1 All legislation, bylaws and regulations must be adhered to by the special event organizer.

8.2 The special event organizer is required to adhere to all special event policies and procedures. In the interest of public safety, a zero tolerance policy is enforced for all special events. This means failure to comply with standards will result in ticketing and/or closure of event. A rental agreement must be obtained and completed; the special event organizer will adhere to all terms and conditions of the agreement.

8.3 The special event organizer is required to provide evidence of all necessary licenses/permits and insurance required to operate the event.

8.4 Major special events will be allocated a maximum of 40 combined staff support hours per event. The special event operator will be billed for each hour of work thereafter at the appropriate rate.

8.5 **Waste Reduction and Waste Diversion Changes** As of 2013 the special event organizer is required to submit a waste management plan one month prior to their event.

The Town will continue to work with special event organizer, using Civic Centre grounds, to deliver the EcoStation service (to reduce the volume of waste generated from food packaging. **EcoStation Definition:** are consolidated waste collection points where event participants can dispose of their garbage, recyclables and compostable materials

Recycling programs should be in place at all special events where Blue Box recyclables, Yellow bins and Green Bins (consistent with Town of Petawawa recycling program) are being generated. The Town will provide special events with an appropriate number of recycling containers and will arrange for the removal of recyclable materials from a designated location (which may include curbside for smaller events) after the event.

For events selling food and beverages, the EcoStation service is available upon request. However, the special event organizer is required to first demonstrate they are able to provide sufficient volunteers or paid staff to operate the EcoStations and that they will ensure that all of their food vendors are using compostable, recyclable or reusable food packaging.

8.6 The special events organizer is required to provide a hand wash station at any event in which food vendors are present. The Explorer Sanitation Station can be provided by the Town for any such events upon request.

8.7 Solicitation of funds during special events is prohibited without written permission from the Manager of Parks and Recreation. Permission to collect donations may be granted for not-for-profit agencies, charities or events provided that evidence can be demonstrated that donations will be solicited on an unobtrusive, strictly voluntary basis.

8.8 (a) If an event operates successfully and in compliance with the requirements of this Manual, the special event will be given priority consideration to reserve the use of the Town of Petawawa property, streets and roadways for the same date(s) and/or weekend the following year (extenuating circumstances may apply).

(b) Occasionally an event is operated in proximity to a specific weekend or holiday. The Town will attempt to honor these dates as a priority each year (for example an event that is held the weekend following Canada Day will have priority for that weekend the following year).

8.9 (a) In the event a special event is sold or discontinued and a new special event organizer wants to purchase or revive the event, the property and date(s) are not automatically transferred to the new special event organizer. The special events review process will take into consideration the new special event organizer's request to continue on the same date and location.

(b) In the occasion a special event is discontinued and the existing event operator wishes to create a new event the property and date(s) are not automatically transferred to the existing operator (extenuating circumstances may apply – i.e.: the event can no longer continue in its current state for safety reasons). The Parks and Recreation Department will take into consideration the existing special event organizer's request to continue on the same date and location with a new special event.

8.10 The special event organizer is required to submit an Emergency Plan 10 days prior to their event. The emergency plan should identify potential risks and provide information on how to respond to those risks.

8.11 Special events that feature performances on a band shell or main stage should ensure accessibility to stage meets accessibility set forth by the ACCESSIBILITY CUSTOMER SERVICE POLICY.

8.12 In order to mitigate the potential for aggressive behavioral issues that arise, the OPP Police Service in conjunction with the Special Event Organizer and the Parks and Recreation Department or designate will develop security requirements for each event. The special event organizer may be required to hire paid duty uniformed police officers or security according to the special event evaluation.

8.13 No person may be permitted at any special event to: a] carry or sell firearms or prohibited weapons or b] carry or sell illegal drugs. Depending on the nature of the event, in the sole discretion of the Parks and Recreation Manager or designate, in consultation with OPP Police Services, event operators may be required to post signs advising of these or other prohibitions at every entrance to every property and building used in the event to notify attendees that weapons are prohibited at the site. Any person carrying or selling firearms, prohibited weapons or selling illegal drugs will be charged by the Police.

8.14 Groups who intend to gather at the Cenotaph or Women's Monument for a purpose and decorum consistent with the symbolism of the location must notify the Town of Petawawa, Town Clerk's Office, by letter, no later than two weeks in advance of the special event.

8.15 No person shall carry on retail sales within the vicinity of the Cenotaph or Women's Monument

Special Events Policies & Procedures Manual

9.0 Specific Procedures for the Use of the Civic Centre Grounds

NOTE: Civic Centre Grounds refers to but is not limited to the following locations; Civic Centre building, baseball diamonds, soccer pitches, playground areas, KinHut and Mini golf area, pump track, tennis courts, public gardens, smash up derby grounds and all parking lots.

In order to minimize site impacts in Civic Centre Grounds due to special events, the following procedures are adopted:

9.1 An Event Site Plan will be developed in conjunction with each event organizer to develop plans that optimize concession placement and minimize site impacts associated with tree and turf health.

(a) A minimum of 26 parking spaces must remain open for use to the public for access to the Petawawa Public Library and Parks and Recreation Department office. The parking spaces will consist of 12 accessible parking spaces and 14 standard parking spaces.

(b) Event organizers and those involved with the event must park all vehicles not directly related to the event on the north side of the Civic Centre building located adjacent to the tennis courts and community gardens.

9.2 The special event organizer agrees to prevent the operation of, and the parking of, all motorized vehicles in the park during an event unless prior approval is given by the Parks and Recreation Department or designate.

9.3 All vehicles should remain on paved surfaces unless otherwise approved by the Parks and Recreation Facilities Supervisor.

9.4 Set-up on grassed areas not directly adjacent to a paved surface should be limited to non-vehicular booths and/or tents.

9.5 At larger events, additional staff may be required to ensure set-up and takedown activities are in accordance with the approved Event Site Plan. The Corporation of the Town of Petawawa staff is available to coordinate and monitor activities at the expense of the event holder.

9.6 The Civic Centre grounds will be limited to nine major special events with produced amplified concerts per year between June 1st and Labour Day in September.

9.7 In order for the park to rejuvenate, Town of Petawawa will strive to allow 10 days between each major event on Civic Centre grounds.

9.8 Parking of cars, trucks, food stock trailers, or sleeping quarters are allowed in designated areas when associated with the event.

9.9 **All vehicular traffic must cease** within the Civic Centre grounds one hour before start of any part of the event. (e.g. sale by vendors, opening of exhibits, etc.) Any vehicles on Civic Centre grounds without permission/permit from the Parks and Recreation Department or designate will be ticketed and then towed from Civic Centre grounds at the owners risk and expense. The event organizer will be subject to a vehicle administration fee for each vehicle towed or vehicles left parked in the park at the start of an event may be subject to a ticket from Bylaw Enforcement.

9.10 For every four food vendors, event organizer is required to set up one EcoStation. The Town of Petawawa will provide event organizers with as possible a sufficient number of EcoStations, tents, bins, signs etc. The event organizer is required to set up and staff the EcoStation with sufficient volunteers or paid staff for the duration of their event in accordance with their approved waste management plan. The Corporation of the Town of Petawawa staff is available to coordinate and monitor EcoStation activities at the expense of the event holder.

9.11 For the collection of recyclables, the Town of Petawawa will cover the cost of bulk bins, where warranted, for the collection of recyclables and compost materials for major special events. This includes the provision of recycling containers for the collection of recyclables consistent with the Town's program, and the removal after the event. The Town is not responsible for transporting any of the bagged waste materials (i.e. recyclables, compostable or garbage) from the EcoStation to the bulk bin area.

9.12 Possession and/or consumption of alcoholic beverages on Town of Petawawa grounds are prohibited unless it is authorized by the issuance of a Special Occasion Permit or Caterers Endorsement by the Alcohol & Gaming Commission of Ontario. Please refer to the Municipal Alcohol Policy. Which can be found at www.petawawa.ca or at the Town Hall and Parks and Recreation Department office.

Procedures for the Use of Centennial Park & Petawawa Point

Special Events Policies & Procedures Manual

10.0 Specific Procedures for the Use of Centennial Park & Petawawa Point

In order to minimize site impacts in Centennial Park and Petawawa Point due to special events, the following procedures are adopted:

10.1 An Event Site Plan will be developed in conjunction with each event organizer to develop plans that optimize concession placement and minimize site impacts associated with tree and turf health and all associated park and turf related items.

10.2 The special event operator agrees to prevent the operation of, and the parking of, all motorized vehicles in the park during an event unless prior approval is given by the Parks and Facilities Supervisor or designate.

10.3 All vehicles should remain on paved surfaces when possible.

10.4 Set-up on grass or sand areas not directly adjacent to a paved surface should be limited to non-vehicular booths and/or tents.

10.5 At larger events, additional staff may be required to ensure set-up and takedown activities are in accordance with the approved Event Site Plan. The Corporation of the Town of Petawawa staff is available to coordinate and monitor activities at the expense of the event holder.

10.6 In order for the park to rejuvenate, Town of Petawawa will strive to allow 10 days between each major event.

10.7 Parking of cars, trucks, food stock trailers, or sleeping quarters are not allowed at Centennial Park and Petawawa Point unless approved in writing by the Parks and facilities Supervisor.

10.8 **All vehicular traffic must cease** within Centennial Park and Petawawa Point one hour before start of any part of the event. (e.g. sale by vendors, opening of exhibits, etc.) Any vehicles in Centennial Park or Petawawa Point without permission/permit from the Parks and Recreation department or designate will be ticketed and then towed at the owners risk and expense..

10.9 For every four food vendors, event organizer is required to set up one EcoStation. The Town of Petawawa will provide event organizers with a sufficient number of EcoStations, tents, bins, signs etc. The event organizer is required to set up and staff the EcoStation with sufficient volunteers or paid staff for the duration of their event in accordance with their approved waste management plan. The Corporation of the Town of Petawawa staff is available to coordinate and monitor EcoStation activities at the expense of the event holder.

10.10 For the collection of recyclables, the Town of Petawawa will cover the cost of bulk bins, where warranted, for the collection of recyclables and compost materials for major special events. This includes the provision of recycling containers for the collection of recyclables consistent with the Town's program), and the removal after the event. The Town is not responsible for transporting any of the bagged waste materials (i.e. recyclables, compostable or garbage) from the EcoStation to the bulk bin area.

Financial Security

Special Events Policies & Procedures Manual

11.0 Financial Security

11.1

- A) The special event operator must maintain public liability insurance of no less than \$2,000,000. Evidence of this insurance is only acceptable on the Corporation of the Town of Petawawa Certificate of Insurance form (please see following page). Evidence of insurance must be provided to the Parks and Recreation Department or designate no less than 10 days prior to the event. The special event operator shall indemnify and hold the Corporation of the Town of Petawawa harmless from and against all liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence or acts or omissions by the above-names, their officers, agents, employees, volunteers or others for whom they are responsible at law, arising out of any cause whatsoever, either direct or indirect, through its use and/or operation of Town property in connection with the special event. The insurance policy should list the Town of Petawawa as additional insured.

An amount between \$5 million and \$2 million may be permitted at the sole discretion of the Parks and Recreation department or designate in consultation with the Manager of Parks and Recreation.

- B) The Corporation of the Town of Petawawa reserves the right solely at its discretion to set higher insurance limits. This may be required depending on the type of activity planned during the event (e.g. Fireworks displays, amusement rides, sale of alcoholic beverages).
- C) The special event operator may be required to post a security bond 60 days prior to the event. The amount of the security bond will reflect the size and scope of the event and/or the performance of the special event operator in making timely payments in past event.

THE CORPORATION OF THE TOWN OF PETAWAWA

STANDARD CERTIFICATE OF INSURANCE

This is to certify that the insured, named below is insured as described below.

This form must be completed and signed by your insurer insurance broker.

- Note:**
1. Proof of liability insurance will be accepted on this form only (with no amendments)
 2. Insurance company must be licensed to operate in Canada.

NAMED INSURED:	Telephone no. (including area code) ()
	Fax no. (including area code) ()
Insured's address (street name, city, province, postal code)	

Type Of Insurance	Insurance Company (full legal name)	Policy Number	Effective Date Year/Month/Day	Expiry Date Year/Month/Day	Limits of Liability
Commercial General Liability					\$
Umbrella <input type="checkbox"/> Excess <input type="checkbox"/>					\$
Other <input type="checkbox"/> (explain)					\$

Commercial General Liability: Occurrence Basis, Including personal Injury, Property Damage, Broad Form Property Damage, Contractual Liability, Non-Owned Automobile Liability, Owner's and Contractor's Protective Coverage, Products – Completed Operations, Contingent Employees Liability Clause and severability of Interest Clause.

Tenant's Legal Liability	NO <input type="checkbox"/>	YES <input type="checkbox"/>	(Limit) \$
Liquor Liability	NO <input type="checkbox"/>	YES <input type="checkbox"/>	

THE CORPORATION OF THE TOWN OF PETAWAWA,

If cancelled or charged in any manner, that would affect the Town of Petawawa or other scheduled additional insured for any reason, so as to affect this certificate, thirty (30) days prior written notice by registered mail or facsimile transmission will be given by the insure(s) to:

The Corporation of the Town of Petawawa Attention: CAO 1111 Victoria Street, Petawawa, On K8H 2E6

Motor Vehicle Liability	Insurance Company (full legal name)	Policy Number	Effective Date Year/Month/Day	Expiry Date Year/Month/Day	Limits of Liability

This is to certify that the Policies of Insurance as described above have been issued by the undersigned to the Insured named above and are in force at this time. This certificate is executed and issued to the aforesaid Corporation of the Town of Petawawa, the day and date herein written below.

Name of Insurance Company or Broker (completing form)		Telephone no. (including area code) ()
Address		Fax no. (including area code) ()
Name of Authorized representative or official (please print)	Signature of Authorized representative or official	Date (Year/ Month/ Day)

Garbage & Recycling/Site Clean-up/General Maintenance

Special Events Policies & Procedures Manual

12.0 Garbage & Recycling/Site Clean-up/General Maintenance

12.1 The special event organizer is responsible for the clean up of the facility and the removal of all garbage by noon the day after the event ends.

12.2 The Town will provide all normal maintenance services to its current routine standards including but not restricted to grass cutting, snow and ice clearing and any regular housekeeping/janitorial supplies and services at the event location before and during the event. Any additional maintenance required by the special event operator prior to or during the event, shall be at the sole cost and responsibility of the special event operator.

12.3 Event organizers shall be responsible for removing the bagged materials from both the recycling containers and garbage bins and placing them in a designated location. The Town will be responsible for the collection of bagged recyclable materials from the designated location (which may include curbside for smaller events) after the event. The event organizer shall be responsible for the removal of the garbage.

12.4 As part of their waste management plan, event organizers will inform the Town of the range of waste materials being generated. They will also work with Town representatives to ensure the recycling containers are on site and appropriately distributed around the event site (e.g., ensure collection is separate from bottle and can collection). Generally this will require the special event operator to place the recycling containers adjacent to the garbage containers (i.e., all garbage containers are twinned with a recycling container).

Note: this does not apply to the sites where the EcoStation service will be delivered.

12.5 Waste Reduction and Waste Diversion Changes for Civic Centre grounds, Petawawa Point and/or Centennial Park - For events where food and beverages are to be sold, special event operator using Civic Centre grounds, Petawawa Point and/or Centennial Park will participate in a plan to improve the waste management practices at public events held on Town owned property. Will build on changes which included i) the elimination of non recyclable, non compostable and non reusable food packaging, and ii) expanded delivery of the EcoStation service. EcoStations are consolidated waste collection points where event participants can dispose of their garbage, recyclables and compostable materials. The roles of the Town and the special event operators with regards to these new initiatives are outlined below.

Civic Centre grounds, Petawawa Point and/or Centennial Park only, the Town will:

Provide bulk bins, where warranted, for the collection of recyclables and compost materials. provide for the removal of recyclables and compost materials from a designated waste depot area or bulk bin station in the park set up and take down 5 (and possibly up to 10) EcoStations. The Town will supply all the necessary containers, signage, and tents for the EcoStations.

Civic Centre grounds, Petawawa Point and/or Centennial Park only, the Special Event Operator will:

Submit a waste management plan one month prior to their event inform the Town of the range of waste materials being generated provide bulk bins for the collection of garbage provide volunteers or paid staff to assist with the operation of EcoStations. These individuals will:

Staff the EcoStations and assist event participants in sorting their waste materials into the correct containers

Transport waste materials from the EcoStations to the waste depot area or bulk bin station and other activities required to manage waste (garbage, recyclables, compostables) at the event. Work with the Town to ensure that the EcoStation volunteers or paid staff is properly trained prior to the launch of the event

Grey Water Removal on Civic Centre grounds, Centennial Park and/or Petawawa Point

The Special Event Operator agrees to contact OCCU with regards to removal of grey water interceptors at Civic Centre grounds, Centennial Park and/or Petawawa Point.

The Special Event Operator will ensure that their vendors are not disposing of grey water on grass, rivers, Town sanitary or sewer system.

Table 12.1: Recyclable Materials to Be Collected

List #1 Commingled Containers For all Special Events	List #2 Commingled Paper Products For Special Events that generate paper products	List #3 Corrugated Cardboard For Special Events that have Food and Retail Vendors
<p>Recycle these materials: •Beverage containers made of aluminum, steel, glass or plastic. Plastic containers must have the numbers 1, 2, 4 or 5 in the recycling symbol usually found on the bottom of the container.</p> <p>Do not recycle these materials:</p> <ul style="list-style-type: none"> • polystyrene cups and containers • paper cups (green bin recycling) •other containers not specifically included above. 	<p>Recycle these materials:</p> <ul style="list-style-type: none"> • newspaper • magazines • flyers • mixed paper •flattened cartons and boxes <p>Do not recycle these materials:</p> <ul style="list-style-type: none"> •paper cups and plates. (green bin recycling) laminated paper products (that contain plastic, foil, and or wax) 	<p>Recycle these materials:</p> <ul style="list-style-type: none"> • flattened cardboard boxes (must be flattened) <p>Do not recycle these materials:</p> <ul style="list-style-type: none"> •corrugated cardboard that is laminated with other materials such as plastic, wax or foil.

Noise Policy

Special Events Policies & Procedures Manual

13.0 Noise Policy

CORPORATION OF THE TOWN OF PETAWAWA BY-LAW 368/06

BEING A BY-LAW TO REGULATE AND PROHIBIT UNUSUAL NOISES

WHEREAS section 129 of the *Municipal Act, 2001* authorizes the Council of every local municipality to regulate and prohibit with respect to noise;

AND WHEREAS it is deemed expedient and necessary to regulate or prohibit unusual noises or noises likely to disturb the inhabitants of the Town of Petawawa.

THEREFORE the Council of the Corporation of the Town of Petawawa enacts as follows:

1. That no persons shall, within the boundaries of the Corporation of the Town of Petawawa (hereinafter referred to as the “Town”) ring any bell, blow or sound any horn or cause the same to be rung, blown or sounded, shout or create, cause or permit any unusual noises or noises likely to disturb any other inhabitants.
2. That for the purpose of and not so as to limit the generality of Section 1, the following noises or sounds shall be deemed to be unusual noises or noises likely to disturb and inhabitant, namely:
 - a. the sounding of any bell, horn, siren or signal device for an unnecessary or unreasonable period of time;
 - b. the sound or noise from or created by any radio or phonograph, public address system, sound equipment, loud speaker or similar device or devices or any musical or sound producing instrument of whatever kind, when such device or instrument is played or operated in such a manner or with such volume as to annoy or disturb the peace, quiet, comfort or repose of any individual in any dwelling house, apartment house, hotel or any other type of residence;
 - c. any noise made by an domesticated pet, which unduly disturbs the peace, quiet, comfort and repose of any individuals in any dwelling house, apartment house, hotel or any other type of residence;

d. any noise arising between the hour of 10:00 o'clock in the afternoon of any day and 6:00 o'clock in the forenoon of the following day from any excavation or construction work whatsoever, including the erection, demolition, alteration or repair of any building authorized by the Town, except in case of urgent necessity and then under a permit from the Building Inspector for the Town;

e. any noise from a pit or quarry outside the following permitted hours:
Monday to Friday inclusive - 06:00 am to 07:00 p.m.

Saturday - 07:00 a.m. to 12:00 p.m.

Sundays and Statutory Holidays – no operation or activities shall occur on Sundays or statutory holidays as defined in the *Employment Standards Act*.

f. the noise or sound created by the use or operation of any drum, horn, bell, radio or mechanical loudspeaker, or other instrument or device of sound production, or sound transmitting instrument or apparatus for the purpose of advertising or for attracting attention to any performance, show or sale or display of goods, wares, or merchandise or which projects noise or sound into any street or other public place;

g. the noise or sound created by the use or operation of any radio or mechanical loudspeaker or amplifier or other instrument or device or sound producing, or sound transmitting instrument or apparatus, in or upon any vehicle, except for such time and under such conditions as may be approved by the Council of the Town; and,

h. the noise or sound caused by the discharge of any gun or other firearm, air gun or spring gun or any class or type thereof, provided that this shall not apply to peace officer in the performance of their duties or hunters during a legalized hunt.

3. That none of the provisions of this by-law shall apply to the following, namely:

a. the use in a reasonable manner of any apparatus or mechanism for the amplification of human voice or of music in a public park, provided written permission from Council of the Town of Petawawa has first been obtained;

b. any band or any parade operating under written permission first obtained from the Council of the Town;

c. any vehicle of the police or fire department or any ambulance or any public service or emergency vehicle in the performance of their duties;

d. the ringing of bells in connection with an Church, Chapel, meeting house or religious service or the ringing of fire alarms or burglar alarms; and, and;

e. normal activities of industry in any Industrial Zone, as defined by the Zoning By-law.

4.
 - a. Any person who contravenes any provision of this By-law is, upon conviction, guilty of an offence and is liable to any penalty as provided in the *Provincial Offences Act*.
 - b. The Court in which the conviction has been entered and any Court of competent jurisdiction thereafter may make an Order prohibiting the continuation or repetition of the offence by the person convicted and such Order shall be in addition to any other penalty on the person convicted.
5. It is declared that, notwithstanding any section or sections of this By-law or parts thereof, may be found by any Court of law to be bad or illegal or beyond the power of Council to enact, such section or sections or parts thereof shall be deemed to be severable and that all other sections or parts of this By-law are separate there from and enacted as such.
6. All by-laws previous and inconsistent are hereby repealed.
7. This By-law comes into force and takes effect on the third and final reading.
8. The short title of this By-law shall read “the Noise By-law 2006”.

SET FINE SCHEDULE
TOWN OF PETAWAWA – BY-LAW 368/06

PART 1 *PROVINCIAL OFFENCES ACT*
TITLE: UNUSUAL NOISE BY- LAW

ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 PROVISION CREATING OR DEFINING OFFENCE	COLUMN 3 SET FINE
1	Cause noise/vibration likely to disturb	s. 1	125
2	Cause construction noise/vibration when prohibited	s. 3(d)	250
3	Cause pit/quarry noise/vibration when prohibited	s. 3(e)	500

NOTE: The penalty provision for the offences indicated above is section 6 of by-law no.368/06, a certified copy of which has been filed.

Admission Policy

Special Events Policies & Procedures Manual

14.0 Admission Charges

14.1 Admission charges are permitted for the following but not limited to:

- (a) Amusement rides and carnival games, live entertainment and trade shows
- (b) One entertainment tent no larger than 60 ft. x 100 ft. when in conjunction with a major special event involving a registered local charity/not for profit organization.
- (c) Cost of admission with regards to all events must remain consistent between advertising and actual gate admission or ticket prices

14.2 An admission or gate fee may be charged for a special event located on the Civic Centre Grounds only under the following criteria:

- (a) A business plan may be required to be submitted demonstrating why admission/gate fee charge is required to support their event;
- (b) Any event that is permitted to charge an admission/gate fee will not receive any direct financial assistance from The Corporation of the Town of Petawawa;
- (c) The special event operator must maintain free access at all times to a portion of the park used for events as to be determined with the Parks and Facilities Supervisor;
- (d) The special event operator must maintain, at all times during the event, unrestricted and unimpeded public access to all public pathways and bike paths that runs through Town of Petawawa parks including all fire roads and exits;
- (e) The special event operator must recognize that some components of the park or facility must remain open to the public free of charges at all times during the event and that these free components reflect the nature of the event and site consideration, all to the satisfaction of the Manager of Parks and Recreation department.

14.3 The Parks and Recreation department highly recommends that all special events organizers consider the following:

- (1) Admissions associated with the event are at a fair and appropriate cost in comparison to other similar events in nature.
- (2) A cash handling procedure be developed and operational during the duration of the event.

Procedure for Street Closure

Special Events Policies & Procedures Manual

15.0 Procedure for Street Closure

15.1 Applicants requesting a temporary street (meaning any part of the municipal road allowance) closure, for any special event, will need to “Request a Temporary Street Closure” that must be approved by Town Council.

15.2 (a) The Parks and Recreation department is the initial contact to be used by the applicant for a Special Event Temporary Street Closure. The Parks and Recreation department will initiate the process to approve a Temporary Street Closure via the Petawawa Town Council.

(b) The Town of Petawawa may temporarily close to vehicular traffic any street or portion of a street for a period of not more than 7 consecutive days for social, recreation, community, athletic, or cinematographic purposes, or combination of such purposes and can only be done by Town of Petawawa or designate.

15.3 The approval is contingent upon ensuring adequate signage and barricades and providing adequate emergency access at all times to the satisfaction of the Fire Department, the Police, the Emergency (Ambulance) Services, and the Town of Petawawa staff or designates. Additional permits may be required from the Building Department, Town Hall, for erecting tents, booths, etc., within the road allowance.

15.4 The applicant will be required to submit a site plan, prepared to scale, showing the road closure. The site plan will indicate the required 6 meter (20 feet) accessible lane for the Fire, Police and emergency vehicles. This lane will remain unobstructed during the event unless otherwise agreed upon by the Petawawa Fire Department and the Ontario Provincial Police Department. The site plan shall indicate what will be located on the road (amusement rides, stages, booths, etc) and must be shown to scale. Sign off approval of the plan will be required by the Manager of Parks and Recreation prior to set up of the event. The site plan should be available to the area residents/owners who are required to sign the road closure compliance form. Map templates for any particular road closure request can be obtained by contacting the Town Hall.

15.5 To request a temporary street closure, the applicant will be asked to submit a petition signed and approved by:

a) 66% of the residents, and/or by 66% of the business owners, and/or by 66% of the property owners on the street(s) or blocks(s) proposed to be closed; and/or

- b) 66% of the residents, and/or by 66% of the business owners, and/or by 66% or the property owners located in adjacent blocks that may be affected by the temporary street closure.

The decision whether the residents, business owners or property owners are to be petitioned for the road closure and whether the petition is considered successful will lay solely with the Manager of Parks and Recreation department and Petawawa Town Council with input from the Parks and Recreation department. In the event that the road closure spans more than one block, each block must be petitioned separately unless otherwise approved by the Petawawa Town Council.

15.6 In the case of a Business Association or similar organization making application on behalf of its members, the association will not be required to submit a petition unless the area being requested for closure is outside or partially outside of the boundaries of the organization.

15.7 The special event operator, or designate, must be present on the site during the entire duration of the street closure and have a signed copy of the approved site plan with him/her.

15.8 Possession and/or consumption of alcoholic beverages on the closed portion of the street are prohibited unless it is authorized by the issuance of a Special Occasion Permit by the Alcohol & Gaming Commission of Ontario.

15.9 The special event operators are encouraged to advertise parking locations in the vicinity of the event.

15.10 An event organizer will be required to purchase signage decals from the Town of Petawawa or approved signage by the Manager of Parks and Recreation to advertise their street closure. The street closure should be advertised at least two weeks in advance of the Special Event unless otherwise approved by the Petawawa Town Council

REQUEST FOR TEMPORARY STREET CLOSURE

(must be completed at least 30 days prior to the event)

Street:	Applicant Name:		
From:	Address:		
To:	Phone No.:		
Purpose:			
Date Closure Request:	From: (M/D/Y)	To: (M/D/Y)	
I hereby agree to abide by the terms and conditions provided in The Corporation of the Town of Petawawa, Special Events Policies & Procedures Manual, and all applicable Town of Petawawa By-Laws. Signature _____ Date _____ (M/D/Y)			
	APPROVED BY	DATE	COMMENTS
Town Engineer (or designate)			
Signature:			
Issued by:			
Date:			

Copies to:

Town of Petawawa Council

Town of Petawawa (Town Hall)

Parks and Recreation Department

Petawawa Fire Department

OPP

Renfrew County Emergency Medical Services

Vendors Policies & Procedures for the Sale of Ingestible Items and Amusement Devices

Special Events Policies & Procedures Manual

16.0 Vendor Policies & Procedures

- 16.1 All food vendors must be registered with The Corporation of the Town of Petawawa, Parks and Recreation, ten (10) working days prior to the event set-up, to operate a concession at a special event on Town owned land.
- 16.2 In the interest of public safety, a zero tolerance policy is enforced for all special events. This means failure to comply with standards may result in ticketing and/or closure.
- 16.3 All vendors selling food items must complete and file with the Renfrew County and District Health Unit a Special Event Food Vendors Form.
- All animal exhibitors must complete and file with the Renfrew County Health Unit a Special Event Animal Exhibitors Form. Please contact the Renfrew County Branch of the OSPCA to confirm your presence and details of your exhibit.
- 16.4 In order for any vendor's booth to be connected to hydro, E.S.A. approval on all equipment is required.
- 16.5 The Corporation of the Town of Petawawa reserves the right to operate a concession service at any special event.
- 16.6 Local community groups are exempted from the vendor registration fees.
- 16.7 Where the Town of Petawawa is unable to provide electrical hook ups, a generator (ESA approved) and fuel (TSSA approved) may be utilized with permission from the Parks and Recreation Department or designate.
- 16.8 All vendors will be required to ensure:
- The uses of all outdoor electrical cords are in good operating condition.
 - The use of only manufactured extension cords with a three wire configuration or wire polarized outdoor rated cords, are acceptable (no modifications to cords or equipment is permitted).

- The use of panels that are properly assembled and contained in an approved weatherproof enclosure supplying 15 and 20 amp receptacles only which are protected by Ground Fault Circuit Interrupters. Panels which are used shall be approved by a Certified Field Evaluation Organization [a division of the Electrical Safety Authority does Field Evaluation].
- Any non waterproof electrical equipment used in display enclosures [tents, gazebos etc.] shall be protected from rain.
- All vendors shall supply the event organizer with the voltage and current that their equipment will require to eliminate the over loading of circuits.
- All trailers which are self contained and have lighting and equipment shall be approved by a Certified Field Evaluation Organization.
- Failure on the part of the event organizers to comply will result in the Disconnection of the Offending Exhibitor and all cost incurred by the Electrical Safety Authority shall be imposed upon the event organizer.

16.9 Vendors are prohibited from depositing grease or waste water directly into the Town's storm or sanitary sewer unless a proper hook-up to the existing sanitary manholes by a licensed plumber paid for by the special event operator and inspected by the Town's Sewer Operations (OCWA) prior to use. Offenders are subject to prosecution under Town By-law and/or Provincial or Federal legislation. The Town will allow use of the Town of Petawawa grease deposit though permission must be obtained from the Parks and Facility Supervisor prior to use.

16.10 Food & Beverage Vendors in Centennial Park, Petawawa Point or Civic Centre grounds will:

- . Use only food packaging that is compostable, recyclable (in the Town of Petawawa's recycling program), or reusable.
- . Refrain from the use of polystyrene (e.g., Styrofoam TM) during food production or in packaging
- . Provide, upon request (during event set up) organizers, or a designate, with samples of the vendor's food packaging to be used on the EcoStation signage.

THE CORPORATION OF THE TOWN OF PETAWAWA, PARKS AND RECREATION SALE OF FOOD AND/OR AMUSEMENT DEVICES REGISTRATION FORM

THE FOLLOWING INFORMATION CAN BE FAXED TO 613-687-6746 OR MAILED TO: TOWN OF PETAWAWA, PARKS AND RECREATION DEPARTMENT, 16 Civic Centre Rd, Petawawa Ontario, K8H 3H5

- 1 REGISTRATION FORM (BELOW)
- 2 PAYMENT (PLEASE MAKE CHEQUE PAYABLE TO: Town of Petawawa PARKS AND RECREATION)

Questions, please call 613-687-5678

Application Date _____

A. Name of Vendor: _____

Business Name: _____

Address: City: Postal Code: _____ Phone Number: _____

Registration fee:

- a. WITH a Town of Petawawa Business registration: \$25 per vendor/ per unit (Inquiries regarding a Business License call Town Hall: (613-687-5536)
- b. WITHOUT a Town of Petawawa Business registration: \$50 per event/per unit (Inquiries regarding a Business License call Town Hall: (613-687-5536)

B. Town of Petawawa Business registration Number: _____

C. Name of special event at which you will be operating: _____

D. Hydro Needs: Voltage _____ Amps _____

E. Water Needs: Potable. _____ Washing Only. _____

F. Size of Unit: _____ Feet _____ Inches

Trailer: Yes No **Mobile:** Yes No **Tent:** Yes No

Civic Centre Grounds/ Centennial Park/ Petawawa Point

Special Events Policies & Procedures Manual

17.0 Civic Centre Grounds, Centennial Park & Petawawa Point

The following policies and procedures, in conjunction with the other policies and procedures in this Manual, will apply for the use of the Civic Centre Grounds, Centennial Park and Petawawa Point.

- 17.1
- (a) A letter of support from the Manager of the Town of Petawawa Parks & Recreation Confirming the event dates and times is required.
 - (b) For events that require the Civic Centre facility and portion of the Civic Centre grounds including the parking lot the organizer will be required to provide a Certificate of Insurance and enter into a formal contract with the Town of Petawawa.
 - (c) All electrical hook-ups will be performed by the Civic Centre staff/ authorized Town of Petawawa electrician and charged to the special event operator.

Securing a Permit for a Special Event

Special Events Policies & Procedures Manual

18.0 Securing a Permit for a Special Event

- 18.1 Apply in writing to The Corporation of the Town of Petawawa, Parks and Recreation, c/o Special Events, 16 Civic Centre Rd, Petawawa Ontario, K8H 3H5
- 18.2 Outline the type of event planned (includes a contact name and phone number).
- 18.3 Outline how this event will be supported and where revenues derived from this event will be distributed. (profit or non-profit)
- 18.4 Outline how the event will benefit Petawawa.
- 18.5 Submit preference of the Town of Petawawa property, streets, and roadways
- 18.6 Give date and times that the event will take place.
- 18.7 A meeting will be scheduled to review requests and to help make the event a success.
- 18.8 For annual events, applications should be submitted 120 days prior to the event year.
- 18.9 If an event operates successfully, the special event will be given priority consideration to reserve the use of the Town of Petawawa property, streets and roadways for the same date(s) and/or weekend the following year. Parks and Recreation Department reserves the right to adjust dates based on Statutory/Civic holidays (extenuating circumstances may apply).

Administration / Rental for Special Event Organizer

Special Events Policies & Procedures Manual

19.0 Administration Fees (taxes not included) for Special Event Operator

Please refer to the most current Town of Petawawa Rental rates. A current version can be provided by the Parks and Recreation Department or by calling 613-687-5678 ex 2101 or email recreation@petawawa.ca. Administration/ rental fees can be found at www.petawawa.ca

OPP Upper Ottawa Valley Detachment

Special Events Policies & Procedures Manual

20.0 Special Events Policies and Procedures Manual

Any time a march, parade, walk, road race or similar event is planned in conjunction with a special event the special event organizer must:

- 1) Contact the O.P.P - Upper Ottawa Valley Detachment to inform the department of the event the organization will be implementing including; all details and pertinent information.
- 2) If the event is approved by the O.P.P. – Upper Ottawa Valley Detachment, the event organizer will discuss and/ or meet with the O.P.P to ensure a safe and effective traffic control plan is in place for the event. Discussion will include but not limited to the security measures and/ or personnel, persons in charge, contact numbers, etc.
- 3) The event organizer may be required to meet in person with the O.P.P. after the initial contact has been made.

Town of Petawawa, Fire Prevention

Special Events Policies & Procedures Manual

21.0 TOWN OF PETAWAWA. FIRE PREVENTION

Petawawa Fire Department, 1111 Victoria Street, Petawawa, Ontario K8H 2E6

Fire Chief Officer 613- 687-4759

If a special event includes cooking, heating, tents or street closings, organizers must ensure that the applicable fire prevention measures are taken as outlined below.

TENTS AND AIR SUPPORTED STRUCTURES

The following requirements are for all large tents and in part for smaller commercial tents where cooking and/or heating is to take place therein.

Location: All tents or air supported structures must remain 3 meters from any building. A 3 meter wide isle must be clear from all exits. A 3 meter wide perimeter around buildings to ensure fire department access at all times.

Building Permits: A building permit is required to erect a tent in excess of 60m². The permit is obtained from the Town Hall 1111 Victoria Street, Petawawa, Ontario K8H 2E6 and the tent must meet Building Code requirements.

Fire Safety Plan: A Fire Safety Plan is required for tents in excess of 30m² (320 Sq. Ft.) This plan must address the foregoing and be posted in a conspicuous location. The Fire Prevention office will provide a generic safety plan form, appropriate to tent structure for your convenience. Fire Safety Plans shall be approved prior to the event by the Petawawa Fire Department.

Portable Fire Extinguishers: Portable fire extinguishers (2A-10BC rating) are required. They must be mounted in conspicuous and easily accessible locations, near exits and cooking areas. Fire extinguishers must have a tag indicating that it was serviced by a qualified company within the past 12 months. Further, all fire extinguishers provided must be appropriate for the hazard, deep frying activities require an appropriate class K type that has been serviced in the past 12 months.

Exit Signs: Exit signs are required for each designated exit. Commercially available card type signs are acceptable.

Emergency Lighting: Emergency lighting must be provided for any functions being held at night. This lighting must be located so as to provide illumination at all exits and access to exits in the event of a power failure.

Fire Watch: Where a fire alarm system is not provided in conformance with the Fire Code, a person will be employed for fire watch duty to patrol the area to ensure the means of egress are kept clearly and to enforce the requirements of the Fire Safety Plan.

Smoking and Open Flame: Smoking and the use of open flame devices is not permitted unless approved by Chief Fire Official.

Heating & Cooking: Only approved heating and cooking equipment may be used. Cooking in an enclosed tent, canopy or other similar structure is prohibited. Any canopy used over a cooking activity shall have a high degree of flame resistance in accordance with one of the following standards: NFPA 701 or Note 4 of Test Method 27.1 of the CAN 2-4.2 or CAN/ULC S-1(-M). Applies to ALL sizes. This equipment must not be located adjacent to exits or access to exits.

All Mobile Food Vendor including Truck and Trailers must comply with the provisions of Appendix A of the Fire Prevention portion of the Special Events Manual.

All FOOD vendors in tents (applies to all sizes) using fuel fired appliances (propane, natural gas, wood, or otherwise) must comply with the provisions of Appendix B of the Fire Prevention portion of the Special Events Manual.

All Non FOOD vendors in tents (applies to all sizes) must comply with the provisions of Appendix C of the Fire Prevention section of the Special Events Manual.

Failure to comply with the Fire Prevention portion of the Special Events Manual may result in your removal from the property.

Compressed Gas Cylinders: All compressed gas cylinders must be stored in racks, chained or tied securely as a safety measure.

All propane cylinders must be secured and stored outside the tent or air supported structure in a safe well-ventilated location protected from damage or upset.

STREET CLOSING

All street closings must be in conformance with the requirements of the Ontario Provincial Police Department to ensure that:

- a. The barriers being used are easy to remove to allow emergency vehicles to access the closed portion of the street.
- b. All hydrants remain visible and not be obstructed in any manner, leaving at least a 3m radius around each hydrant.
- c. A 20ft. Emergency lane shall be provided.

The listing of products to be fired MUST be submitted to the Fire Prevention 3 weeks prior the event.

FUEL SAFETY

The following requirements for using propane appliances and equipment were established by the Technical Standards & Safety Authority, 4th Floor, West Tower, 3300 Bloor Street West, Toronto, Ontario M8X 2X4. The telephone number for information about the Fuel Safety Program is 1-877-682-8772. Topics covered include approval requirements, safety concerns, fuel containers and guidelines for using heating and cooking equipment at public gatherings.

Approval Requirements

Appliances and equipment used in propane service must be approved by a testing organization recognized by the Province of Ontario, such as the Canadian Standards Association (CSA) and Underwriters Laboratories of Canada (ULC) to name a few. Contact TSSA if there is a question about an appliance approval.

- 1 CGA - Canadian Gas Association
- 2 CSA - Canadian Standards Association
- 3 ULC - Underwriter Laboratory Canada
- 4 Warnock Hersey
- 5 T.S.S.A. Fuels Safety

Common Safety Concerns

Common safety concerns associated with propane include:

- 1 Equipment has not been maintained by a qualified and ticketed Registered Contractor.

Cylinders do not have clearly marked test dates less than 10 years from current date.
- 2 Inadequate clearances from appliances to combustibles.
- 3 Improperly supported and protected regulators, hose and piping.
- 4 Unsecured cylinders (to be chained in upright position).
- 5 Maximum hose length of 10 feet is often exceeded.
- 6 Unused piping and valve openings are not capped.
- 7 Certified hose and hose assemblies are often not used.
- 8 The use of rubber and/or vinyl hose inside enclosures/trailers, etc. Piping or tubing must be used.

Fuel Containers for Gasoline and/or Diesel Powered Generator

Fuel containers shall have to be built in conformance with one of the following Standards or Regulations:

- 1 The Transportation of Dangerous Goods Regulations (Canada)
- 2 CSA-B736, "Portable Containers for Gasoline and Other Petroleum Fuels"
3. ULC/ORD-C30, "Safety Containers" All approved containers will be imprinted or labeled with the appropriate approving organization.

Guidelines for Heating and Cooking Equipment Use at Public Gatherings Fuel Suppliers

1 Where fuel IS supplied to a site: And NOT connected to an appliance by the supplier, the supplier shall ensure that the cylinders a] are in good safe condition, and b] are properly stored, and

2 ARE connected to an appliance by the supplier; supplier shall ensure that a] the cylinder is properly installed and that connections are leak free, b] the equipment is in safe operating condition, c] the installation complies with the applicable code.

Equipment Users

Where a person or organization intends to use propane, natural gas or other hydrocarbon fuelled equipment at a public event, the person responsible shall,

- a] Ensure that equipment to be used is in safe working condition and meets the requirements of all applicable legislation (local and Provincial),
- b] That the equipment is installed/operated in a safe manner,
- c] That all persons operating the equipment are trained in its safe use and their duties and emergency procedures,
- d] Where equipment is to be used indoors, that specific permission for such use is gained from the authority having jurisdiction unless approved for the use,
- e] Equipment must be certified for use by any one of the following:
 - Canadian Gas Association (CGA)
 - Underwriters Laboratories of Canada (ULC)
 - Underwriters Laboratories Inc. (CUL)
 - Warnoch Hersey (WH)
 - Canadian Standards Association (CSA)
 - International Approval Services (IAS)
 - TSSA Fuels Safety or other testing organization recognized by the Province of Ontario

f] Special effects equipment which utilizes hydrocarbon fuel shall be properly engineered and approved for use prior to the event by the authority having jurisdiction.

Fair/Event Organizers

Fair/event organizers shall:

- a] Make prospective exhibitors aware of all rules and requirements for the event prior to set up,
- b] Ensure that exhibitors have all required safety/operator documentation where applicable,
- c] Ensure through an appropriate process that all safety/operational procedures are followed during an event,
- d] Should ensure through an appropriate process that equipment is as represented from a safety perspective.

Facility Operators

- a] Must ensure that the event can be safely accommodated by the facility,
- b] Ensure that prospective users are made aware of all local requirements prior to the event,
- c] Ensure through an appropriate process that all safety/operational procedures are followed during an event,
- d] Ensure through an appropriate process that equipment is as represented from a safety perspective. Special Issue: Open flame construction heaters are ***not to be used*** to heat structures utilized for a fair or event.

FIRE SAFETY PLAN FOR TENTS

Applicable to all commercially used tents having an area in excess of 320 sq. ft or 30m².

LOCATION AND/OR ADDRESS WHERE TENT IS SET-UP:

(Please print)

1 Location of nearest telephone to call 911: _____

2 Number, type and location of portable fire extinguishers provided:

a) Number _____

b) Type(s) _____

c) Location(s) _____

3. Name of person employed for fire watch duty:

Such duties to include keeping the means of egress clear, enforcement of no smoking policy, proper use and storage of combustible materials and general enforcement of regulations as determined by lessee.

1 Number of exit signs posted: _____ Exit signs are required for all tents having wall panels and/or where exiting is impeded by ropes, tables, etc.

2 Has emergency lighting been tested Yes ☐ No ☐ *Applicable to night-time tent use only.*

3 Are open flame devices such as gas heaters, barbecues and fuel-fired appliances intended for use? Yes ☐ No ☐ *Relative to the tent, where would these devices be located? Must not be located adjacent to an exit or access to an exit.*

4 Has a building permit for the erection of this tent been obtained? Yes ☐ No ☐

8. Provide the name, address and telephone number of person(s) or company providing the tent rental:

Name: _____

Address: _____

Phone: _____

9. Provide the name, address and telephone number of person(s) leasing the tent: Name:

Address: _____

Phone: _____

A copy of this Fire Safety Plan shall be approved by the Chief Fire Official or his designate and be posted in a conspicuous location near the main entrance.

Approved by: _____ Dated _____

Appendix A Petawawa Fire Department, 1111 Victoria Street, Petawawa, Ontario K8H 2E6 SPECIAL EVENTS MOBILE FOOD VENDORS CHECKLIST

Please complete this form and return to the above address

**MOBILE FOOD VENDORS UTILIZING PROPANE FIRED COOKING EQUIPMENT
(TRUCK OR TRAILER)**

A – Vent Hoods

All hoods must be constructed of not less than No. 20 MSG (0.94mm) stainless steel or No. 18 MSG (1.09mm) steel **NO** galvanized metal is acceptable.

All seams and joints must be liquid tight.

All hoods must be vented to the exterior of the vehicle by one of the following methods:

Venturi Vent

A listed electrical fan

B - Fuel Supply for cooking equipment

All Fuel Fired Equipment must be certified by a qualified service company annually. A letter of certification must be supplied by the service company.

Fuel tanks must be installed and protected in accordance with the Propane Handling and Utilization code of Ontario.

C – Fire Protection

All vent hoods are to be equipped with an automatic fixed extinguishing systems installed and certified by a qualified service technician.

These systems must be serviced and tagged semi- annually by a qualified service technician.

At least one portable fire extinguisher of the proper rating and type must be installed in the immediate area.

These extinguishers must be serviced and tagged annually by a qualified service technician. Class K required in addition to 2A-10BC for deep fat frying.

Fryers must be equipped with fire damper covers

D – Exiting

A clear accessible exit from the interior of the trailer or truck shall be maintained at all times.

A 10 foot clearance must be established between additional refreshment vehicles

E – Cleaning

All equipment must be cleaned on a regular basis as required by NFPA 96 and a certificate of proof shall be made available to the inspector upon request indicating that cleaning has been done.



TOWN OF PETAWAWA FIRE DEPARTMENT
FIRE PREVENTION BRANCH
STATION # 2
1111 VICTORIA STREET
PETAWAWA ONTARIO
K8H 2E6
PHONE (613) 687-4759 FAX (613) 687-7225

REQUIREMENTS FOR REFRESHMENT VEHICLES

1. Initial inspections of refreshment Vehicles are conducted by Fire prevention Officers of the town of Petawawa Department by appointment only.
2. Inspections are required annually.
3. Vehicles operating within the town of Petawawa on a temporary basis will be subject to a fire inspection and will meet all requirements.
4. The following items must be presented at the time of inspection:
 - registered vehicle ownership
 - If equipped with propane, an original inspection will require a propane Safety Inspection by a licensed Propane fitter. The fitter and the owner are required to complete the form provided and sign.
5. All electrical installations and hook-ups are to be inspected by Ontario Hydro and will have Hydro Inspection Sticker attached. An electrical inspection shall be obtained when required by Ontario Hydro or upon transfer of ownership of vehicle.
6. Fryers will be equipped with fire damper covers.
7. Fryers will be equipped with exhaust hoods with fans operating when fryers are in use.
8. Duct work will be kept free of excessive grease build up.
9. Exterior cylinder platforms will be integral to the frame of the vehicle, with the cylinders securely attached and protected by a substantial bumper.
10. Cylinders located on the ground shall be protected in such manner as not be easily susceptible to damage or upsetting. A flexible section of line shall be installed between the tank and the vehicle in the low pressure side so as to protect against vehicle movement during use.
11. **All vehicles shall be equipped with a minimum 5 lbs ABC type Fire Extinguishers.** In addition to above, all vehicles equipped with deep fat fryers shall be equipped with **a Class K Wet chemical or alkali-based dry chemical portable extinguisher.**
12. All fire extinguishers shall be installed in a bracket and located in a conspicuous location. The fire extinguishers shall be maintained and tagged once every 12 months by an extinguisher service agency. The operator shall inspect the extinguisher once a month and record on the extinguisher tag. **Operation of the vehicle is not permitted unless the extinguisher is in a serviceable condition.**
13. When in operation maintain a 25 foot clearance from any permanent structure and a 10 foot clearance from any other refreshment vehicle.
14. A propane safety inspection and form provided will be completed any time the propane system is altered or upon transfer of ownership. (i.e.: change or addition of appliances.)
15. The Town of Petawawa Fire Department reserves the right to enter and inspect any refreshment vehicle.



TOWN OF PETAWAWA FIRE DEPARTMENT

FIRE PREVENTION BRANCH

STATION # 2

1111 VICTORIA STREET

PETAWAWA ONTARIO

K8H 286

PHONE (613) 687-4759 F AX (613) 687-7225

REFRESHMENT VEHICLE REGISTRATION FORM

***BOTH SIDES OF THIS FORM MUST BE COMPLETED IN FULL AND FORM SIGNED AND SURRENDERED TO THE FIRE DEPARTMENT AT THE TIME OF INSPECTION.**

NAME OF REFRESHMENT VEHICLE AND SITE LOCATION/ADDRESS	OWNER NAME/ADDRESS
PHONE #	PHONE #
CONTACT NAME /#	EMAIL
MAKE OF VEHICLE:	VIN#
PORTABLE FIRE EXTINGUISHERS (Y/ N) TYPE	FIXED EXTINGUISHING SYSTEM (Y/ N) TYPE
DATE LAST INSPECTED:	DATE LAST INSPECTED:

I HAVE READ AND UNDERSTAND THE TOWN OF PETAWAWA FIRE DEPARTMENT BYLAW REQUIREMENTS FOR THE OPERATION OF A RESFRESHMENT VEHICLE IN THE TOWN OF PETAWAWA.

SIGNATURE:

DATE:



TOWN OF PETAWAWA FIRE DEPARTMENT

FIRE PREVENTION BRANCH

STATION # 2

1111 VICTORIA STREET

PETAWAWA ONTARIO

K8H 286

PHONE (613)6 87-4759 F AX (613) 687-7225

TO BE COMPLETED BY PROPANE FITTER:

FITTERS NAME	BUSINESS NAME AND ADDRESS
CONTACT #	TSSA LICENCE

APPLIANCE TYPE AND SERIAL NUMBERS

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

LICENCE. SERIAL OR IDENTIFICATION NUMBER OF VEHICLE INSPECTED

--

I _____, CONFIRM THAT, AT TIME OF INSPECTION,
THIS VEHICLE MET THE STANDARDS OF THE PROPANE INSTALLATION CODE

FITTERS LICENCE NUMBER

SIGNATURE:

DATE:

Appendix B Food Vendor – Tent

Petawawa Fire Department, 1111 Victoria Street, Petawawa, Ontario K8H 2E6

Name of Event: _____

Name of Vendor: _____

Responsible Person: _____ Phone # _____

As a condition of approval for vendors to attend or participate in the special event hosted on Town of Petawawa property, the event organizer is obligated to ensure that all vendors comply with the following requirements

Vendors conducting any cooking activities must also complete the Vendor Cooking Conditions form available from the event organizer.

(1) Cooking Activities:

Any cooking activity within any enclosed tent is prohibited.

Public access is prohibited under any open sided canopy used to cover cooking.

Fuel fired cooking will be conducted a minimum of 1.2m (4ft) from combustible materials and or any tent, unless the appliance is labeled for specific clearance to combustibles.

Any canopy used over a cooking activity shall have a high degree of flame resistance in accordance with one of the following standards: **NFPA 701** or **Note 4 of Test Method 27.1 of the CAN 2-4.2** or **CAN/ULC S-109-M**.

A portable fire extinguisher with a minimum 2A 10BC rating with a technicians tag certifying maintenance within the last 12months shall be provided for any cooking activity other than deep fat frying.

An extinguisher with a minimum 40BC or K class rating shall be provided with a technicians tag certifying maintenance within the last 12months for **any deep fat frying**

(2) Fuel Safety Concerns; (Propane, Natural Gas etc)

The event organizer shall arrange for a general inspection by the TSSA (Technical Standards and Safety Authority) of all vendors utilizing fuel fired cooking appliances.

Vendors with propane fired equipment must have a Mobile Food Service Equipment Inspection completed and a copy of the report on site. Vendors have any questions specific to the certifications and approval of their equipment should contact the Fuel Safety Division of the TSSA (416) 734-3351, a minimum 30 days prior to the event.

By signature, the vendor certifies that they will comply with the above conditions. Failure to comply may result in vendor exclusion from the event. Fully completed and signed form to be returned to and retained by the event organizer:

Signature _____

Date _____



Appendix C Non Food Vendor –Tent

Petawawa Fire Department, 1111 Victoria Street, Petawawa, Ontario K8H 2E6

Name of Event: _____ Name of

Vendor: _____ Responsible

Person: _____ Phone # _____

As a condition of approval for vendors to attend or participate in the special event hosted on Town of Petawawa property, the event organizer is obligated to ensure that all vendors comply with the following requirements

Vendors conducting any cooking activities must also complete the Vendor Cooking Conditions form available from the event organizer.

(1) Portable Fire Extinguishers Protection:

- Vendors must have a portable fire extinguisher with a minimum 2A 10BC rating. The extinguisher shall have a technicians tag attached certifying maintenance within the last 12 months.

(2) Vendor Tents If a tent, tarp, canopy or similar shelter is being supplied and used by the vendor it must:

- o Have an aggregate area of less than 60sq. m. (645sq. ft.) Larger tents require a building permit.
- o Must be labeled or have documentation confirming the tent material has a high degree of flame resistance in accordance with one of the following standards: **NFPA 701** or **Note 4 of Test Method 27.1 of the CAN 2-4.2** or **CAN/ULC S-109-M**.
- o Multiple tents in groupings shall not exceed a maximum area of 60sq. m. (645sq. ft.) without a minimum 3M fire break separating the grouping from other tents or structures.

(3) Electrical Service and Installation:

- o Any electrical work (service/generator supply, box or panel connections, lighting appliances etc) will be undertaken by a qualified, licensed electrician, and will be subject to an inspection by ESA
- o All electrical equipment, devices and appliances shall be listed and approved for use in Canada. Details of electrical requirements shall be provided to the event organizer for inclusion in the electrical permit application covering the event.

By signature, the vendor certifies that they will comply with the above conditions. Failure to comply may result in vendor exclusion from the event. Fully completed and signed form to be returned to and retained by the event organizer:

Signature _____

Date _____

Technical Standards & Safety Authority

Special Events Policies & Procedures Manual

22.0 Technical Standards & Safety Authority

Fuels Safety Program

4th Floor, West Tower 3300 Bloor Street West Toronto, Ontario M8X 2X4 1-877-682-8772

Mobile Food Service Equipment

There has been industry confusion regarding approval/inspection requirements for Mobile Food Service Equipment (Hot Dog Carts, Chip Wagons). The following Director's Order was developed, with industry input, for the purpose of assisting owner/operators and certificate holders with this issue.



Fuels Safety Program	Ref. No.: FS- 056- 06	Rev. No.:
DIRECTOR'S ORDER	Date: February 13, 2006	Date:

IN THE MATTER OF:
THE TECHNICAL STANDARDS AND SAFETY ACT, 2000,
S.O. 2000, c. 16

- and -

ONTARIO REGULATION 211/01 made under the
Technical Standards & Safety Act, 2000
(Propane Storage and Handling)

- and -

ONTARIO REGULATION 212/01 made under the
Technical Standards and Safety Act, 2000
(Gaseous Fuels)

Subject: Mobile Food Service Equipment
Sent to: Posted on TSSA's Web-Site

Pursuant to subsection 36.(3)(a) of the *Technical Standards and Safety Act, 2000*, the Director, subject to the conditions herein, authorizes the use of and requires compliance with the following:

1. Application

Effective immediately, this Order shall apply to all newly manufactured and existing Mobile Food Service Equipment.

2. Definition

Mobile Food Service Equipment ("MFSE"), is mobile equipment, whether or not permanently parked, containing propane or other hydrocarbon fired fuel cooking equipment and, if applicable, associated fuel storage. MFSE are commonly known as, but not limited to, "Coffee Trucks" "Chip Wagons", "Hot Dog Carts" and "Hamburger Carts".

3. Requirements for Compliance - Newly Manufactured MFSE

3.1 All newly manufactured MFSE must be approved for its intended use.

3.2 The approval of newly manufactured MFSE shall comply with the following:

- a)** a motor vehicle with integrated propane or other hydrocarbon fired equipment shall have a suitable (weather exposure and combustible environment) interlock mechanism that extinguishes all pilot lights within thirty (30) seconds from the start of fuelling the motor vehicle;

- b) the fuel system as a whole unit including gas storage, supply, appliance and venting shall be appropriate for its use; and
- c) the labelling requirements outlined in section 4 shall apply.

3.3 Newly manufactured MFSE that is put into service shall comply with the annual inspection requirements outlined in section 5.

4. Requirements for Compliance - Existing and Newly Manufactured MFSE

Danger Labels

4.1 The following danger label shall be affixed to all MFSE, be readily visible and located adjacent to the propane container with the following wording:

- DANGER
- Cooking appliances shall not be used for space heating
- When the propane appliance is not in use or the vehicle is stored, shut off the supply of propane to the appliance (at the propane tank)
- BEFORE TURNING ON PROPANE:
 - Make certain all propane connections are tight, all appliance valves have been turned off and any unconnected outlets are capped
 - If an open door is used for ventilation/combustion air, ensure the door is open before turning on propane
- AFTER TURNING ON THE PROPANE
 - Light all pilots of appliances to be used
 - Each connection, including those at appliances, regulators, and cylinders, shall be leak tested initially and periodically with soapy water by the operator. Never use a lighted match or other flame when checking for leaks
 - Do not leave a system turned on or containers connected until the system has been proven to be leak (propane) tight
 - When the containers are disconnected, the propane supply line shall be capped or plugged

4.2 For all MFSE that are part of a motor vehicle, the following additional danger label shall be affixed at the vehicle's fuelling point and inside the driver's compartment with the following wording:

- DANGER
- All pilot lights shall be extinguished and the supply of propane shut off before refuelling this vehicle

4.3 In subsections 4.1 and 4.2, the word "DANGER" shall be a minimum of ¼-inch (6.4 mm) in height. All other words on the label shall be a minimum 1/8-inch (3.2 mm) in height.

5. Annual Inspections - Newly Manufactured and Existing MFSE

5.1 All newly manufactured MFSE put into service and existing MFSE shall be inspected annually by a certified gas technician and all identified deficiencies shall be corrected.

5.2 When fuel for the MFSE is supplied by a container that is installed so its length is on a horizontal plane, a method shall be incorporated to ensure liquid propane cannot splash in the vapour withdrawal line. The certified gas technician shall verify this during the annual inspection.

5.3 Following the annual inspection, the certified gas technician shall provide the owner/operator with a completed copy of the inspection certificate (Attachment #1) and the information fact sheet (Attachment #2).

Roland Hadaller, P.Eng.,

Director, appointed under the *Technical Standards and Safety Act, 2000*,

Additional Notes

Mobile Food Service Equipment owners/operators should check with their local municipality to determine if there are additional compliance requirements.

Inspectors appointed under the *Technical Standards and Safety Act, 2000*, are authorized to inspect Mobile Food Service Equipment to ensure compliance with this Director's Order.



Technical
Standards and
Safety Authority

Web site: www.tssa.org

Attachment #1 - Inspection Certificate
Director's Order FS-056-06
Mobile Food Service Equipment

Equipment Description:		
Equipment Owner:		
Equipment Owner Address:		Telephone No.:
Municipal Licence No.:	Certificate Holder Type:	Certificate Holder Name:
TSSA Certificate Holder No.:		
Contractor Business Name:		Contractor Business Telephone No.:
TSSA Contractor Registration No.:		

This checklist is intended as minimum, other inspection tests
may be necessary to ensure safe operation.

To pass the inspection,
ALL answers shall be either Yes or N/A

	Yes	No	N/A
1. Is labelling affixed as outlined in Director's Order FS-056-06	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If equipment is mounted on 4 wheels, 2 wheels shall be lockable to prevent movement when in service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the equipment as it was originally manufactured without modifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are the gas components (hoses, regulators, etc.) approved for that service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are the appliances equipped with the correct orifices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are the gas lines, fittings and hoses in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the propane cylinder supported properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. If the cylinder is in a cabinet, is it well ventilated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are the clearances to combustibles appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Is the equipment in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Is the equipment and all its components leak tight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Are all supply pressures to the equipment set properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Does all equipment ignite safely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Do the safety controls operate properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Does the equipment operate properly through its firing range	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Have all deficiencies been corrected and is the equipment safe to operate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Does owner/operator understand the Operations/Responsibilities outlined in the Labelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Did you provide the owner/operator with an Information Fact Sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

Certificate Holder Name (Print)

Signature of Certificate Holder

Date

Attachment #2 – Director's Order FS-056-06



FUELS SAFETY PROGRAM
TECHNICAL STANDARDS
& SAFETY AUTHORITY
14th Floor, Centre Tower
3300 Bloor Street West
Toronto, Ontario
Canada M8X 2X4

February 13, 2006

Re: Mobile Food Service Equipment

Attention Owner/Operator:

The Technical Standards and Safety Authority (TSSA) is an Administrative Authority empowered under the *Safety and Consumer Statutes Administration Act, 1996* to administer and enforce the *Technical Standards and Safety Act, 2000* (the "Act") and its regulations. The Fuels Safety Program of the TSSA regulates the storage, transmission and utilization of hydrocarbon fuels (e.g. propane and natural gas) and includes the installation and maintenance of associated equipment. The Act and appropriate Regulations can be found on our web site at www.tssa.org.

The TSSA is concerned that Mobile Food Service Equipment (MFSE), commonly known as "Coffee Trucks", "Chip Wagons" or "Hot Dog and Hamburger Carts", containing propane fired equipment/appliances may be: a) unapproved, b) not properly serviced or maintained, or c) operated in an unsafe manner. These conditions may result in a hazardous situation including a fire or explosion.

Reported incidents and unsafe practices include; a) not extinguishing the pilot lights when refuelling the vehicle resulting in ignition of gasoline vapours, b) not shutting off the propane supply when the appliances are not in use, c) not shutting off the propane when the vehicle is in motion or stored, and d) lack of maintenance resulting in gas leaks during operation.

Consequently, the TSSA has developed new requirements for MFSE to promote the continued safe use and operation of MFSE for both newly manufactured and existing equipment. These requirements include:

- Ensuring that newly manufactured equipment is approved.
- Communicating operational/maintenance procedures to equipment owners/operators as outlined in the new labels affixed to the equipment. **For personal safety, it is important to follow these procedures at ALL times.**
- To ensure that the MFSE is in safe operating condition, a TSSA certified gas technician shall inspect all MFSE annually.
- A copy of the completed MFSE annual "Inspection Report" shall be retained by the owner/operator and available for review by TSSA inspectors.

If you require further clarification or have questions, please contact your propane fuel supplier or the TSSA at 1-877-682-8772.

Town of Petawawa, Building Department

Special Events Policies & Procedures Manual

23.0 Tents and Washrooms

3.13.8.5.

2006 BUILDING CODES

ONTARIO

TENTS AND AIR-SUPPORTED STRUCTURES

TENTS

Application

- (1) Except as provided in this Subsection, tents are exempted from complying with the requirements of this Division.

General

- (1) Except as provided in Sentence (2), the requirements of this Subsection shall apply to all tents.
- (2) Articles 3.14.1.4., 3.14.1.5., 3.14.1.6., 3.14.1.10. apply to tents that,
 - (a) Do not exceed 225 m² in the ground area
 - (b) Do not exceed 225 m² in aggregate ground area and are closer than 3m apart,
 - (c) Do not contain bleacher, and
 - (d) Are not enclosed with sidewalls.

Means of Egress

- (1) Except as provided in Sentences (2) and (3), tents shall conform to Sections 3.3. and 3.4.
- (2) A tent need not conform to Article 3.4.6.11. except where swing doors are provided.
- (3) Where the area between adjacent tents or a tent and the property line is used as a means of egress, the minimum width between stake lines shall be the width necessary for means of egress, but not less than 3m.

Clearance to Other Structures

- (1) Tents shall not be erected closer than 3m to the property line.
- (2) Except as provided in Sentence (3), (4) and (5), tents shall not be erected closer than 3m to other tents or structures on the same property.
- (3) A walkway between a building and a tent occupied by the public provided
 - (a) The tent is not closer than 3 m from the building, and
 - (b) The walkway conforms to Article 3.2.3.19.
- (4) Tents not occupied by the public need not be separated from one another, and are permitted to be erected less than 3 m from other structures on the same property, where such closer spacing does not create hazard to the public.

- (5) Tents located on fair grounds or similar open spaces, need not be separated from one another provided such closer spacing does not create a hazard to the public.

Interior3.14.2.2.

2006 BUILDING CODES

ONTARIO

Clearances to Flammable Material

- (1) The ground enclosed by a tent and for not less than 3 m outside of such structure shall be cleared of all flammable or combustible material or vegetation that will carry fire.

Flame Resistance

- (1) Every tent, and tarpaulins, decorative materials, fabrics and films used in connection with tents, shall be certified to CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films", or MNFPA 701 "Fire tests for Flame Resistant Textiles and Films".

Bleachers

- (1) Where bleachers are provided in tents, they shall be designed in conformance with Articles 3.3.2.8., 3.3.2.10 and Subsection 4.1.5.

Sanitary Facilities

- (1) Except as provided in Sentence (3), the minimum number of water closets for tents shall be determined in accordance with Table 3.7.4.3.E.
- (2) Article 3.7.4.16. applies to sanitary facilities in Sentence (1).
- (3) Sanitary privies, chemical closets or other means for the disposal of human waste may be provided in the lieu of toilet fixtures.

Provision for Fire Fighting

- (1) Access shall be provided to all tents for the purpose of fire fighting.

AIR-SUPPORTED STRUCTURES

Application

- (1) Except as provided in this Subsection, the requirements of this Division apply to *air-supported structures*.

General

- (1) *Air-supported structures* shall not be used for Groups B, C, or Group F, Division 1 *major occupancies* or for classrooms.
- (2) Except where no *fire separation* is required between *major occupancies*, *air-supported structures* shall contain not more than one *major occupancy*
- (3) Except as provided in Sentence (5), *air-supported structures* are exempt from complying with Articles, 3.2.2.20. to 3.2.2.83., except for maximum *building size*.
- (4) *Air-supported structures* may be designed with interior walls, *mezzanines*, or similar *construction*.
- (5) Interior construction contained within *air-supported structures* must meet the construction requirements of Articles 3.2.2.20. to 3.2.2.83.

Table 3.7.4.3.D.

Water Closets for Assembly Occupancies

Forming Part of Sentence 3.7.4.3. (5)

Number of Persons of Each Sex	Minimum Number of Water Closets for Each Sex
1 to 20	1
21 to 70	2
71 to 105	3
106 to 135	4
136 to 165	5
166 to 195	6
196 to 225	7
226 to 275	8
276 to 325	9
326 to 375	10
376 to 425	11
Over 425	12 plus 1 for each additional increment of 50 persons of each sex in excess of 425
Column 1	2

- (5) The number of water closets required for establishments used primarily for the consumption of alcohol beverages that provide limited or no food service shall conform to Table 3.7.4.3.E.

Table 3.7.4.3.E.

Water Closets for Assembly Occupancies

Forming Part of Sentence

Number of Persons of Each Sex	Minimum Number of Water Closets for Each Sex
1 to 50	1
51-70	2
71-90	3
91 to 110	4
111 to 140	5
141 to 180	6
181 to 220	7
221 to 260	8
Over 260	9
	10 plus 1 for each additional increment of 40 persons of each sex in excess of 260
Column 1	2

- (6) In every dining room, restaurant, cafeteria and alcohol beverage establishment having more than 40 seats, separate sanitary facilities shall be provided for employees, in addition to facilities provided for patrons, and the number of water closets and lavatories shall conform to 3.7.4.3.F.
- (7) Except as provided in Sentence (8), in every dining room, restaurant, cafeteria, and alcohol beverage establishment having not more than 40 seats, patrons are permitted to share the sanitary facilities provided for employees, and the minimum number of water closets and lavatories shall conform to 3.7.4.3.D. based on,
- (a) a male *occupant load* of 50% of the number of seats plus the number of male employees, and
 - (b) a female *occupant load* of 50% of the number of seats plus the number of female employees.

Note: the event organizer must ensure all washrooms/hand wash stations are kept stocked with toilet paper and hand soap.

- 1 You must apply for a tent permit through the Building Division of The Corporation of the Town of Petawawa at least 48hrs. prior to event. When the tent exceeds 60m² (645 sq. ft.), where bleachers are provided in tents, they will also need an approval for compliance with the Ontario Building Code. Engineered designs are required to be submitted for all bleachers.
- 2 Upon approval and payment of the set fees you will receive your tent/building permit.
- 3 In addition, if the tent exceeds 225m² (2,420 sq. ft.), a professional engineer is required to certify the design and installation prior to occupancy of the tent.
- 4 Tent fabric to comply with CAN/ULC S109-M or NFPA 701 standard for flame test on flame-resistant fabrics and films. Submit confirmation documentation to the Building Division.
- 5 Applicant must provide tent design information and a site plan showing location of tent and distances to other tents or buildings.
- 6 Personal Tents or Sun Shade Tents that are brought onto Town property by the public for personal use must be secured using weights and/or stakes. If possible tents must be lowered to a suitable height as not to allow wind to lift. If weather conditions are not suitable (at discretion of Parks and Recreation staff - high winds, lightning or excessive rain) all shelters must be disassembled and removed from the property.
- 7 If installing a stage or viewing area which is over 600mm above grade a building permit will be required.



Application for a Permit to Construct or Demolish

For use by Principal Authority

Application number:

Permit number (if different):

Date received:

Roll number:

Application submitted to:

(Name of municipality, upper-tier municipality, board of health or conservation authority)

Project information

Building number, street name

Unit number

Lot/con.

Municipality

Postal code

Plan number/other description

Project value est. \$

Area of work (m²)

Applicant

☐ Owner or

☐ Authorized agent of owner

Applicant is:

Last name

First name

Corporation or partnership

Street address

Unit number

Lot/con.

Municipality

Postal code

Province

E-mail

Telephone number

Fax

Cell number

()

()

()

Owner (if different from applicant)

Last name

First name

Corporation or partnership

Street address

Unit number

Lot/con.

Municipality

Postal code

Province

E-mail

Telephone number

Fax

Cell number

()

()

()

Builder (optional)

Last name

First name

Corporation or partnership (if applicable)

Street address

Unit number

Lot/con.

Municipality

Postal code

Province

E-mail

Telephone number

Fax

Cell number

()

()

()

Purpose of application

☐

New construction

☐

Addition to an

existing building

☐

Alteration/repair

☐

Demolition

☐

Conditional

Permit

Proposed use of building

Current use of building

Description of proposed work

Tarion Warranty Corporation (Ontario New Home Warranty Program)

i. Is proposed construction for a new home as defined in the *Ontario New Home Warranties Plan Act*? If no, go to section G.

☐

Yes

☐

No

ii. Is registration required under the *Ontario New Home Warranties Plan Act*?

☐

Yes

☐

No

iii. If yes to (ii) provide registration number(s):

Attachments

i. Attach documents establishing compliance with applicable law as set out in Article 1.1.3.3.

ii. Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.

iii. Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.

iv. Attach types and quantities of plans and specifications for the proposed construction or demolition that are prescribed by the by-law, resolution, or regulation of the municipality, upper-tier municipality, board of health or conservation authority to which this application is made.

Declaration of applicant

I _____ certify that:

(print name)

1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.

2. I have authority to bind the corporation or partnership (if applicable).

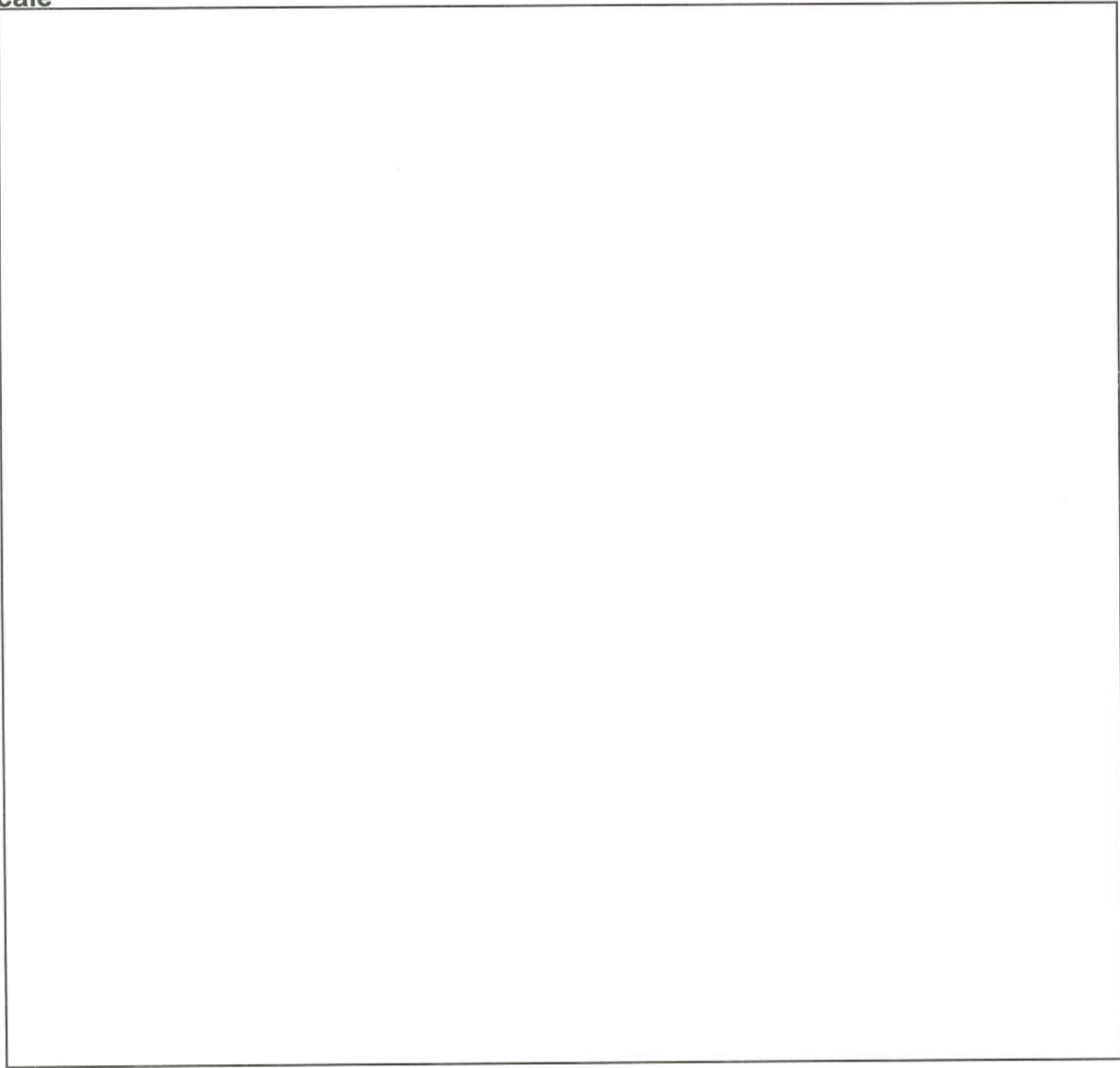
Date

Signature of applicant



COPY OF PLOT PLAN

Scale



←←←←Street/Concession→→→→

Comment: _____

SOCAN / Re: Sound

Special Events Policies & Procedures Manual

24.0 SOCAN/ Re:Sound

If a special event is planned that includes live or recorded music of any kind, license fees must be paid to SOCAN and Re: Sound.

SOCAN

SOCAN is the Society of Composers, Authors and Music Publishers of Canada. SOCAN collects license fees for the public performance of music in Canada. Those fees are then distributed to music creators around the world. SOCAN tariffs are regulated by the Copyright Board of Canada.

The SOCAN representative for Petawawa is Rodrick Makengo. He can be reached at 519-868-0549 or via email at makengor@socan.ca. Please contact Mr. Makengo to obtain the proper licensing for the event.

Online: Visit the “**SOCAN Tariffs**” page [www.socan.ca/jsp/en/resources/tariffs.jsp] to determine the applicable licence and fee, or call your nearest **SOCAN office** [www.socan.ca/jsp/en/contact_us/index.jsp].

Re:Sound

Re:Sound is the Canadian not-for-profit music licensing company dedicated to obtaining fair compensation for artists and record companies for their performance rights. On behalf of its members, representing thousands of artists and record companies, Re:Sound licenses recorded music for public performance, broadcast and new media.

Re:Sound is also a member of the Canadian Private Copying Collective, created to receive private copying levies from the manufacturers and importers of blank audio recording media.

The Re: Sound representative for Petawawa is Serge Lossono. He can be reached at 416-968-8870 or via email at info@resound.ca. Please contact Mr. Lossono to obtain the proper licensing for your event.

Renfrew County and District Health Unit

Special Events Policies & Procedures Manual

25.0 Renfrew County and District Health Unit

Renfrew County and District Health Unit

All organizers of a special event at which food is prepared, served, provided and/or offered to the public, must comply with the following requirements:

Contact the Renfrew County and District Health Unit and notify them of the date of the event and the expected number of food vendors that will be attending.

Provide the Renfrew County and District Health Unit with a final list of food vendors at least two (2) weeks prior to the event.

All food vendors involved in any charitable and/or commercial functions at which food is prepared, served, provided and/or offered to the public, must comply with the following requirements:

Contact the Renfrew County and District Health Unit and obtain a Special Events Information Package.

Complete the Special Events Food Vendor Form and return it to the Renfrew County and District Health Unit seven (7) days prior to the event.

Complete a consultation meeting with the Renfrew County and District Health Unit or attend a food-handler lecture for special events.

Arrange for an on-site inspection of food concessions to obtain approval to operate.

Comply with all requirements as set out in the Standards for Outdoor Special Events.

All vendors involved in providing personal services to the public must comply with the following requirements:

Contact the Infectious Disease Control Team at (613) 735-8651

Complete the Special Events Personal Service Settings Form and return it to the Infectious Disease Control Team seven days (7) prior to the event.

All animal exhibitors must comply with the following requirements:

1. Contact the Renfrew County and District Health Unit and obtain a Special Events Information Package
2. Complete the Special Events Animal Exhibitors Form and return it to the Renfrew County and District Health Unit (7) days prior to the event.
3. Comply with the requirements as set out in the Standards for Owners and Operators of Animal Exhibits.

STANDARDS FOR OUTDOOR SPECIAL EVENTS

Pursuant to the Food Premises Regulation Ontario Regulation 586/99

Definition: A charitable or commercial function where food is provided and/or offered to the public. The function must be a special occasion rather than a continuous or permanent operation.

Requirements

- 1) Health Unit approval must be obtained prior to food vendors operating.
- 2) All food must be obtained from an approved commercial source. All food must be prepared in an approved commercial kitchen or on-site. No home prepared or home canned food shall be used, sold or given away.
- 3) All hazardous foods must be maintained at an internal temperature of lower than 4°C or higher than 60°C
- 4) A probe thermometer shall be available on-site to check temperatures.
- 5) Adequate refrigerated units for the safe storage of perishable and hazardous foods must be provided. An accurate thermometer must be provided in each unit.
- 6) Adequate hot holding units must be provided for the safe storage of hazardous foods. An accurate indicating thermometer must be provided in each unit.
- 7) Raw and ready to eat products must be fully separated, and stored in tightly covered containers to prevent cross-contamination. For example: In a refrigerator, the raw products should be stored on the bottom shelf with the ready to eat food above. If thermos cases and ice packs are used, SEPARATE cases must be provided for raw and ready to eat items.
- 8) A supply of hot and cold potable water under pressure must be provided.
- 9) A separate hand wash basin must be provided AT THE FOOD PREPARATION AREA before any food is handled. This sink must be supplied with hot and cold potable running water under pressure together with a supply of liquid soap and single service (paper) towels in dispensers. The unit can be permanently plumbed or be portable. A blend of hot and cold water in a single dispenser equipped with a spigot is acceptable.

10) All utensils and equipment must be: a) WASHED: in hot water and detergent b) RINSED: in hot water c) SANITIZED: in a solution of hot water for 45 seconds in one of the following solutions:

- 100 ppm chlorine (bleach)
- 200 ppm quaternary ammonium (QUATS)
- 25 ppm iodine

11) A minimum of a 2 compartment sink with a drain board, supplied with hot and cold potable running under pressure must be available for washing and sanitizing utensils. Where the 2 compartment sink is not available on site, food vendors must provide a sufficient number of clean back up utensils (at least four sets is recommended per day of the event) and the vendor must have access to an approved kitchen off-site.

12) Test strips must be provided to test sanitizer strength.

13) All waste water shall be disposed of in an acceptable sanitary manner. Do not dump onto ground surface.

14) Single use containers shall be used for the service or sale of food.

15) Where reusable plates or containers are provided by the patrons, food handlers must ensure that there is no direct contact between the serving utensils and the plates or must wash, rinse and sanitize the utensil(s) after each patron.

16) Tongs, spatulas, or any multi-service utensils, must be cleaned and sanitized after each use or as required.

17) Ensure separate tongs are used for raw and cooked product to eliminate cross-contamination.

18) All food must be protected from contamination and adulteration. E.g. all foods must be covered and stored properly.

19) All food and food containers must be stored 15 cm (6") off the ground.

20) Floor surfaces of food concession must be of a material that can be cleaned. E.g. no grass surfaces allowed.

21) All food handlers must wear clean outer garments, and head gear that confines the hair.

22) Ensure that an adequate number of garbage receptacles with tight fitting or self-closing lids is provided. Garbage must be disposed of in a sanitary manner.

A ZERO TOLERANCE POLICY IS ENFORCED FOR ALL SPECIAL EVENTS. THIS MEANS FAILURE TO COMPLY WITH STANDARDS MAY RESULT IN CLOSURE AND/OR TICKETING.



Renfrew County & District
Health Unit

SPECIAL EVENTS FOOD VENDOR APPLICATION

MUST BE COMPLETED BY INDIVIDUAL VENDOR AND RETURNED 10 DAYS PRIOR TO EVENT
Food concession prohibited from operating until approval is granted

Name of Concession: _____ File No: _____
Name of Event: _____ Event Dates: _____
Contact Person: _____ Home #: _____
Contact Address: _____ Business #: _____
Location: _____ Set up Date & Time: _____

Food Items: _____
Food Suppliers: _____
Food Preparation Location (On and Off-site): _____

VENDOR SITE:

Approved Enclosed Mobile Unit () Barbecue Adjacent to Approved Kitchen ()

Other: _____

Type of Water Supply System (hot and cold running water under pressured required)

Municipal Water () Well Water () Holding Tanks ()

Sinks: 3 compartment () 2 compartment () Handwash basin ()

Waste Water Disposal: Collection method: _____ Disposal site: _____

Cold Storage: Mechanical: _____ Ice: _____

Hot Holding: Method: _____

Thermometers Present: Yes _____ No _____

Garbage: Receptacles Provided: Yes _____ No _____ Disposal Method: _____

Comments: _____

I _____ certify and I accept the responsibility for ensuring the above-mentioned information is correct and will be adhered to.

Date: _____ Signature of Applicant: _____

Approved: Yes () No () Signature of Inspector: _____

Inspector Comments: _____

The Health Protection and Promotion Act 1990, Chapter H.7 as amended, provides for a fine of not more than \$5,000 if convicted of contravening provision of the Ontario Food Premises Regulation 562, R.R.O. 1990

Completion of this form in detail is essential to the efficient processing of your application. Your co-operation is appreciated so unnecessary delays can be avoided.

This report does not purport to set forth all hazards nor to indicate that other hazards do not exist at the time services are rendered. By issuing this report, neither the Renfrew County & District Health Unit nor any of its employees makes any warranty, express or implied, concerning the property described in this report. Furthermore, neither the Renfrew County & District Health Unit nor any of its employees shall be liable in any manner for any personal injury or property damage or loss of any kind arising from or connected with this inspection or failure to inspect.

August, 2006

RENFREW COUNTY AND DISTRICT HEALTH UNIT
7 INTERNATIONAL DRIVE, PEMBROKE, ONTARIO K8A 6W5
TELEPHONE: 735-8654 FAX: 735-3067

Under the Health Protection and Promotion Act the Health Unit has a mandate to enforce the regulation pertaining to food premises. This responsibility and function has been performed in the County since the inception of the Health Unit in 1964.

Efforts are being made to make this function and its implications more understandable for operators and would-be operators in this jurisdiction.

Under the legislation there are four acceptable provisions for preparing food which is offered for sale to the public. Other forms of application/provision are unlikely to meet legislated standards. Reference should be made to Regulation 562, R.S.O. 1990.

1. Preparation of food in a **conventional type building** being in compliance with the physical requirements as set out in the legislation. Walls, floors and ceilings must be of a type that can be easily cleaned and maintained. All openings to the outside, doors and windows, must be constructed to omit the presence of vermin including flies and mice. Any recognized materials may be utilized such as pressurized air screens or closure; however screening with an appropriate grid is usually considered to be the most practical cost effective means. The facility must contain a **three-compartment sink or a two-compartment sink** and commercial automatic dishwasher for food operations that offer an eat-in service, as well as a handwash basin in the food preparation area(s). In cases of a take-out food service, a two-compartment dishwashing sink is the minimum requirement along with a separate handwashing basin with soap and paper towel dispensers. All dishwashing sinks must be of sufficient size to ensure thorough cleaning and sanitizing of utensils. Of course there must be a supply of hot and cold running water as well as an acceptable waste or sewage disposal system. Ventilation facilities of an approved design must be provided over cooking appliances. Sufficient refrigeration facilities must be provided equipped with easily read thermometers. If patrons are to be served in this same facility, washrooms would be required for the patrons as well as the staff. These washrooms of course would require mechanical ventilation.
2. Food may be prepared in a facility such as described above and transported off site in portion packaged pre-wrapped form with the maintenance of safe temperatures; hot foods must be at least 60°C, cold foods must be not higher than 4°C. The food products must be protected from dust, vermin or any other type of contagion during transit and until sold to patrons. Items such as pre-packaged chilli or soup may be reheated (microwaved) at the point of sale. The product must be handed to the patron who opens the package and adds the condiments he/she wishes.
3. A **mobile food preparation vehicle** in the form of a retrofitted vehicle (cube van) or trailer could be provided. This facility would as the name implies, be mobile and would be moved on a frequent basis. This facility will require interior construction that is amenable to ease and effectiveness of cleaning. Therefore the walls, ceiling and floor would have to be of a suitable material with acceptable joints. The regulation requires that all openings to the outside (windows/doors/serving port(s)) must be adequately screened to prevent the entrance of vermin such as flies and mice. An approved exhaust system would be required if cooking takes place within this facility. Refrigeration facilities with an easily read thermometer are necessary. A two-compartment sink for utensil washing would be acceptable if single service provisions are available for the service of food (i.e. disposable plates, knives, forks, spoons, cups). A handwashing basin for staff is required. These plumbing fixtures would be serviced with hot and cold running water under pressure utilizing an adequately sized reservoir for potable water. A water heater and a waste tank for the grey water is required. The regulation requires that gauges be provided on these reservoirs so that an inventory of available water and capacity can be determined with ease. An energy source must be provided such as a generator or hydro electric outlet; all wiring is to be concealed where there is a risk of food splatter or other food contact. Electrical switches are to be flush with the surface on which it is mounted. A mobile preparation facility operating within the perceived intent of the regulation does not require the provision of patron or staff washrooms.
4. The fourth alternative would be what is commonly known as a "**hot dog cart**". These are stainless steel facilities, which you have probably noted in the larger communities on street corners. This facility will require the same water and energy facilities as described in mobile premises above. Refrigeration facilities with an easily read thermometer are necessary. The regulation permits that the attendant or server is not required to remain in the facility. The type of food is restricted to the **reheating of precooked sausage** and sausage-like meat products. Such products must bear labels indicating the manufacturer. It should be noted that this does not include hamburgers.

The Health Unit policy will permit the **barbecuing** of foods immediately outside of complying facilities as described in alternative one and three above. Hamburgers, sausages and sausage-like products may be cooked or reheated on the barbecue and be placed directly on a "bun". Although single service portions of condiments are recommended, alternative dispensers of condiments including onions, tomatoes, etc. are permitted providing the operator is successful in maintaining a clean and insect controlled environment. If single service portions are not used, the operator should consult the Public Health Inspector with regard to alternatives prior to set up. The barbecuing of other foods such as chicken, hips of beef or other meat forms will only be sanctioned after the procedure(s) have been submitted, considered and approved by the Director of Environmental Health or the Medical Officer of Health.

The above indicates the general requirements of the legislation and their particular application in serving food to the public. It must be understood that all details of the regulation could not be included in this précis; however the major items are covered. Any individual interested in pursuing a business of food preparation and service should contact the public health inspector at the local office regarding details of the provincial regulation.

Revised: March 2005

August, 2006

SPECIAL EVENTS

PERSONAL SERVICES VENDOR FORM

MUST BE COMPLETED BY INDIVIDUAL VENDOR AND RETURNED 7 DAYS PRIOR TO EVENT.

Name of Event: Event Dates: _____

Location: _____ Set-up Date & Time: _____

Name of Vendor: _____

Contact Person: _____

Contact Address: _____

SERVICES PROVIDED:

- Tattooing (not airbrush, temporary or henna) Body Piercing Ear Piercing Manicure/Pedicure Massage
- Other aesthetic services _____
- _____
- _____
- _____
- _____

SITE: Hot and Cold Running Water Yes No

Handwash sink Yes No

Disinfection/ Sterilization location _____

Vendor's Signature: _____ Date: _____

P.H.I.'s Signature: _____ Date: _____

Public Health Inspector Comments _____

Approved: Yes No

The personal information on this form is collected under authority of The Health Protection and Promotion Act, R.S.O. 1990, Ch. H7. It will be used for owner

Standards for Owners and Operators of Animal Exhibits and Agricultural Fairs

The following are the standards for all petting zoos, pony rides and educational animal exhibits.

Ensure that there are signs near the animal exhibit that include the following messages:

Wash hands with soap and water after touching the animals;

Wash hands with soap and water before eating;

Avoid touching your face and mouth before washing your hands with soap and water;

Do NOT eat or drink while touching animals.

Provide sufficient handwashing stations with running water, pump soap and disposable towels or alcohol based hand sanitizer in several locations throughout the animal exhibit.

Ensure that handwashing stations and washrooms are kept clean and fully stocked.

Ensure that manure is quickly and thoroughly cleaned-up, and appropriately discarded.

At least once daily, ensure that the rails in the petting zoo are appropriately disinfected and that the floors in the petting zoo are thoroughly cleaned.

Animal enclosures with smooth surfaced barrier rails and hard-surfaced floors shall be cleaned and disinfected by washing all soiled surfaces with a detergent solution and following-up with a safe and effective disinfectant such as a,

Chlorine solution at 100 ppm or a

Quaternary ammonium compound solution at 200 ppm.

Manure shall be removed from animal enclosures and runs as often as necessary to prevent contamination of the animals. Animal enclosures with pens or runs using gravel, sand or dirt shall have the material contaminated with manure removed as necessary to prevent odors, diseases, pests, insects and vermin infestations.

Provisions must be made for the proper disposal of animal wastes.

Ensure that food is not fed to the animals in containers that can be eaten by people (e.g. ice cream cones or other edible products).

Do not display ill animals or those known to be positive for *E.coli* O157:H7 or other infectious agents.

Report any animal bit or scratch to the Renfrew County and District Health Unit (613) 735-8651

Depending on the nature of the exhibit, other standards may apply and will be provided to the exhibitor prior to the event.

SPECIAL EVENTS

ANIMAL EXHIBITORS FORM

MUST BE COMPLETED BY INDIVIDUAL EXHIBITOR AND RETURNED 7 DAYS PRIOR TO EVENT.

Name of Event: _____ Event Dates: _____
Location: _____ Set-up
Date & Time: _____ Name of Exhibitor: _____
Contact
Person: _____ Home #: _____ Contact
Address: _____ Business #: _____

SERVICES PROVIDED:

. Petting Zoo . Pony Rides . Educational Display . Other _____

TYPE OF ANIMALS ON SITE:

SITE:

Handwash stations available Yes () No () describe: _____

Alcohol Hand Sanitizer available Yes () No () Handwashing signs posted Yes () No ()
Current Rabies Vaccination (if applicable) Yes () No ()

Exhibitor's Signature: _____ Date: _____

Public Health Inspector

Comments: _____

P.H.I.'s Signature: _____

Date: _____

Approved: Yes () No ()

The personal information on this form is collected under authority of The Health Protection and Promotion Act, R.S.O.1990, Ch. H7. It will be used for ownership identification and enforcement of the pertinent Regulations under this Act.

Alcohol & Gaming Commission of Ontario (AGCO)

Special Events Policies & Procedures Manual

26.0 Alcohol & Gaming Commission of Ontario

Alcohol & Gaming Commission of Ontario

90 Sheppard Ave. East, Suite 200

Toronto, ON

M2N 0A4

1-800-522-2876

Check Phone book Under: Alcohol & Gaming Commission Of Ontario

Any time a special event that will involve alcohol is being held, it is necessary to;

- 1 Apply for a special occasion permit at any Alcohol & Gaming Commission of Ontario.

If requested by A.G.C.O., submit a letter of request in writing to the Town Clerk's Department in order to obtain a letter of approval for the insurance of the A.C.G.O. Permit.

- 2 Supply a copy of the Special Occasion Permit to The Corporation of the Town of Petawawa, Parks and Recreation, c/o Special Events.

- 3 **All policies within the Town of Petawawa Alcohol Policy must be adhered to**

Municipal Alcohol Policy

Special Events Policies & Procedures Manual

27.0 Alcohol Risk Management Policy



Municipal Alcohol Policy

The Corporation of the Town of Petawawa

Municipal Alcohol Policy

PURPOSE:

To provide a policy and guidelines to direct the responsible management of alcohol consumption in and on municipally owned and controlled facilities.

SCOPE:

The Town of Petawawa is the holder of a licence to sell liquor under the Liquor Licence Act of Ontario. The Town also holds a Licence “Catering” endorsement which permits the Licence holder to operate bars at events in locations other than those areas which are specified on the Licence, as long as the event is not sponsored by the Licence holder.

The areas covered by the Licence are the Petawawa Civic Centre second floor main hall and the Fundraising Room, and the Kin Hut. There are occasions in which the Town deems it appropriate to serve alcohol in areas other than the specified locations.

Service of alcohol is performed by the Petawawa Civic Centre Fundraising Committee, a registered charity whose objects are to raise funds to support the capital needs of the Civic Centre as well as community festivals held at the Civic Centre. Service is also performed by others who rent Town Facilities for a variety of functions. Some events are covered by the Town Liquor Licence; others are operated under a Special Occasion Permit issued by the Alcohol and Gaming Commission of Ontario in the name of the event coordinator.

The Town of Petawawa is required to manage the use of alcohol in all facilities owned and operated by the Town in a manner that ensures the health and safety of all participants and the protection of facilities, and which will mitigate any potential liability as a result of alcohol use on Town property.

OBJECTIVES:

1. To create a safe and reasonable alcohol environment at Town facilities for users and staff in order to enhance enjoyment of events and amenities by consumers, abstainers, adults, youth and families;
2. To protect the public and staff against bodily injury and property damage caused by alcohol use or abuse;
3. To provide appropriate procedures and education to ensure that all Alcohol and Gaming Commission of Ontario legislation pertaining to liquor licences is properly understood and complied with;
4. To provide Users and Staff with Municipal guidelines and prevention tools aimed at reducing the potential of alcohol related incidents;
5. To reduce the Town’s and Event Sponsors’ exposure to legal liability which could result from the improper operation of a licensed event or the abuse of responsible consumption; and
6. To encourage and reinforce responsible moderate, low risk drinking practices through the employment of appropriate operational procedures, controls, training and education.

DEFINITIONS

In this policy document the following definitions shall apply:

Alcohol	Spirits, wine or beer or any combination thereof and includes any product of fermentation or distillation in a form appropriate for human consumption as a beverage and which is controlled by the Liquor Licence Act of Ontario.
A.G.C.O.	The Alcohol and Gaming Commission of Ontario.
Designate	A person(s) appointed by the Sponsor, and acceptable to the Town, who is over the age of 19 and who has satisfactorily proven to the Sponsor that (s)he will act in accordance with the Municipal Alcohol Policy.
Facility Representative	City Official or designate having operational jurisdiction over a Town premise.
Good Standing	A person in good standing is one who has no prior unresolved issue of non-compliance to the Town of Petawawa Municipal Alcohol Policy or related Town of Petawawa By-laws, Policies and Procedures, Terms and Conditions and Standards, and who operates in compliance with the Liquor Licence Act.
M.A.P.	Town of Petawawa <u>Municipal Alcohol Policy</u>
Monitor	A paid or volunteer person appointed by the Sponsor to observe the progress of an event to ensure compliance of all applicable regulations. This person shall be over the age of 19 years.
Policy	A policy under the Municipal Alcohol Policy
Premises	All Town of Petawawa owned or leased lands, buildings, and structures, or any of them.
S.O.P.	A Special Occasion Permit issued by the Alcohol and Gaming Commission of Ontario to permit serving of alcohol in an otherwise un-licensed area.
Sponsor	Any person seeking to hold an event involving the serving or consumption of alcohol on Town premises.
Town	The Corporation of the Town of Petawawa and all its agents.
Trained Server	A paid or volunteer person who is over the age of 19 and has successfully completed a recognized alcohol server training course such as Smart Serve or Server Intervention Program.

REGULATIONS

REG. 1: Liquor Events and Service Authorization

All events selling or serving alcohol on municipally owned and controlled facilities must be under the authority of the Town's Liquor License or a Special Occasion Permit (S.O.P.) issued by the Alcohol and Gaming Commission of Ontario. The Town operates a bar service under the auspices of its liquor license. The Petawawa Fundraising Committee provides bar operation services on behalf of the Town. Proceeds generated through the sale of alcohol by the Petawawa Fundraising Committee are used to support the capital needs of the Petawawa Civic Centre as well as community festivals held at the Civic Centre. Event organizers wishing to utilize this service must notify the Town at time of booking.

Sponsors wishing to operate their own bar service at their event must do so through a Special Occasion Permit (S.O.P.) and must follow all applicable regulations of the Municipal Alcohol Policy and Terms and Conditions contained within their Facility Rental Agreement. Sponsors wishing to operate their own bar must notify the Town at time of booking.

REG. 2: Facilities and Areas Licensed

The following facilities / areas are licensed under the Town's liquor licence when operating a function sponsored by the Town or when the bar is operated by Town employees or Town sanctioned volunteers such as the Petawawa Civic Centre Fundraising Committee:

- Arena Floor excluding the spectator seating area
- Petawawa Civic Centre upstairs Main Hall and Fundraising Room
- The Kin Hut

REG. 3: Additional areas licensed (Caterer's Endorsement)

The remainder of the Petawawa Civic Centre is licensed under a Caterer's Endorsement to the Liquor Licence. The Caterer's endorsement enables the use of un-licensed areas of the Civic Centre property for events where alcohol may be served. Such events must be sponsored by a person other than the Town of Petawawa, must not be a continuing event of more than ten consecutive days, and must comply with all applicable conditions of the Municipal Alcohol Policy.

Any event operated under the Caterer's Endorsement must be staffed by employees of the Town, including volunteers of the Petawawa Civic Centre Fundraising Committee Inc.

REG. 4: Town Facilities Not Licensed

Town of Petawawa property assets other than the Petawawa Civic Centre are covered by the Town Liquor Licence Caterer's endorsement. If there is a desire to hold an event where alcohol is to be served, then the sponsor must make arrangements through the Parks and Recreation Department.

REG. 5: Town Facilities Suitable for Licensed Functions (S.O.P.)

The following Town facilities are suitable for licensed functions under a S.O.P.:

Town Hall	<ul style="list-style-type: none">• Council Chambers when closed to the public, for “by invitation only” functions such as official receptions• Boardroom
Centennial Park	<ul style="list-style-type: none">• When proper enclosure and washroom facilities are provided in accordance with Liquor Licence Act guidelines
Other Facilities	<ul style="list-style-type: none">• At any other Town owned facility authorized by Council for an official function, such as a Grand Opening Reception, whether indoors or outdoors.

REG. 6: Town Facilities where Consumption of Alcohol is Prohibited

The following facilities are not suitable for the consumption of alcohol and are therefore to be maintained Alcohol-Free:

- All dressing Rooms and Coach’s Rooms in the Petawawa Civic Centre.
- Spectator seating areas in the Civic Centre Arena.
- Parks and Playgrounds, including Caretaker / Staff facilities at Town parks and playgrounds, except as noted in Reg. 4: above.
- Fire halls.
- Public Works buildings.

REG. 7 Youth Admittance to Adult Events

Persons under the legal drinking age are prohibited from adult events where alcoholic beverages are served unless accompanied and supervised by a parent or guardian.

REG. 8 Signage

1. Statement of Intoxication

In Ontario, it is illegal for anyone to serve a person to the point of intoxication or to serve an intoxicated person. The following sign shall be prominently displayed during all licensed events in municipal facilities:

The Town of Petawawa strives to provide facilities available for the enjoyment of all members of the community. Servers are required by law not to serve an intoxicated person, nor to serve anyone to the point of intoxication. Event organizers are pleased to provide non-alcoholic beverages and food items.

2. R.I.D.E. Awareness

The following sign will appear at the main entrance of a licensed event:

The Upper Ottawa Valley Detachment of the Ontario Provincial Police thanks you for helping to reduce impaired driving everywhere. We look forward to thanking you personally at one of our spot checks for leaving this event a sober driver.

3. Accountability

The following information shall be made available to patrons by signage in the bar and exit areas:

Sponsor of the event and contact phone number

Petawawa Parks and Recreation Department address and telephone number

Ontario Provincial Police, Upper Ottawa Valley Detachment address and telephone number

4. Sandy's Law

The following sign shall be posted in the bar area at each licensed event:

Warning: Drinking alcohol during pregnancy can cause birth defects and brain damage to your baby.

The official sign can be downloaded from the following website:

<http://www.agco.on.ca/en/b.alcohol/warningsign.html>

5. Personal Alcohol Prohibited

Where there is the possible temptation for patrons to bring their own alcoholic beverages to an event, at the discretion of the Manager of Parks and Recreation, the following sign shall be displayed prominently at the entrances:

ATTENTION: It is unlawful to bring alcoholic beverages onto the premises of this event. Violators will be asked to leave the property without refund. There will be zero tolerance.

6. Consumption Control Signage

Signage shall be posted at the bar and, if applicable, the removed ticket sales point, which indicates the limits for tickets and drinks imposed in Regulation 11. This information may be incorporated into other control signage and will refer to the Town of Petawawa Municipal Alcohol Policy.

REG. 9 Contract with Petawawa Civic Centre Fundraising Committee Inc

The Town may enter into an agreement with the Petawawa Civic Centre Fundraising Committee Inc, (PCCFC) a registered charitable organization with the objects of raising funds for the upgrade and improvement of the Petawawa Civic Centre, to be the primary server organization in the Town's licensed premises. Members of the PCCFC are deemed to be employees of the Town during the discharge of their bartending duties and will be subject to all relevant policies and regulations of the Town.

REG. 10 Server Training

All alcohol servers must successfully complete the Smart Serve course and be certified as such within 60 days of employment or acceptance as a volunteer bartender with the Petawawa Civic Centre Fundraising Committee Inc.

The Town will be responsible for the cost of certification of all employees who require Smart Serve certification.

The Petawawa Civic Centre Fundraising Committee Inc. will be responsible for the cost of certification of all its volunteer servers. Petawawa Civic Centre Fundraising Committee members who currently hold of a Server Intervention Program (S.I.P.) certification will be given 90 days to complete the Smart Serve certification.

Where service authorization falls under a Special Occasion Permit, the signatory must demonstrate to the satisfaction of the Manager of Parks and Recreation that persons serving alcohol (bartenders), ticket sellers, door supervisors and floor monitors have been certified through attending an A.G.C.O. recognized server-training course (Smart Serve).

For information on the Smart Serve program, contact Smart Serve Ontario, toll free at 1-877-620-6082 or visit their website at www.smartserve.ca

REG. 11 Consumption Control

It is illegal for anyone to serve a person alcohol to the point of intoxication or to serve an intoxicated person. In order to more effectively monitor consumption, the following quantity restrictions are imposed with regard to alcoholic drinks:

Limit on number of tickets sold to one person at one time:	6
Limit on number of drinks served to one person at one time:	2
Multi-serving drinks (doubles, etc.) served anytime:	0

Notwithstanding the above restrictions, under a Special Occasion Permit, beer may be served in a pitcher at a themed event if the following are observed:

- a. The pitcher is intended to serve more than one person
- b. The pitcher does not contain more than the equivalent of two regular beer servings per person, and
- c. The pitcher is served to a table by a server staff in order to monitor the consumption.

No liquor is to be sold or served from a vending machine.

A permit holder or sponsor of an event shall not require a person to purchase a minimum number of drinks in order to gain entry to or remain on, the premises.

A permit holder or sponsor shall not engage in, or allow practices which may tend to encourage the immoderate consumption of alcohol by a person attending the event.

A permit holder or sponsor of a licensed event shall not permit contests which involve the purchase or consumption of alcohol, or the offer of free alcoholic drinks as a prize.

A permit holder or sponsor shall not permit contests which require a patron to remain on the premises in order to receive a prize.

Free drinks or reduced prices shall not be permitted at any event where a sale permit is in effect.

REG. 12 Food Availability

In accordance with Liquor Licence Act Regulations, food items must be available throughout the duration of the event where alcohol is served. Pizza slices, sandwiches, soups, vegetable dishes, hot dogs or hamburgers are considered substantial food types. Snacks such as pretzels, chips, nachos and nuts are not considered food.

As well, a sufficient supply of non-alcoholic beverages, including low alcohol beverages (0.5%) must be available at a price substantially below the price of alcoholic beverages.

REG. 13 Safe Transportation

In order to ensure the safety of patrons of events where alcohol is served, the sponsors of events shall be required to provide the following:

1. Local Taxi phone numbers shall be posted by each payphone and at the entrance/exit to the event.

2. Have a Designated Driver program which is advertised and announced during the event.
3. Provide the Designated Drivers with non-alcoholic drinks at prices substantially below the prices of alcoholic drinks.
4. Announce alternate transportation arrangements during the event.
5. Sponsor will be responsible for arranging to drive an intoxicated guest home either personally or by contacting a friend or relative of the guest, or by Taxi with explicit instructions to deliver the guest to his/her residence.
6. Consider and, if appropriate, to collect the car keys of an intoxicated guest.
7. If necessary, call police (911) to warn of an impaired driver.

REG. 14 Security

Sponsors of events are required to provide staffing in relation to the service of alcohol in the form of bartenders, ticket sellers, door supervisors and floor monitors. The number of each required depends on the size and location of the event. The determination of the requirement shall be the responsibility of the Manager of Parks and Recreation. Each person holding these positions must be Smart Serve certified.

See **Appendix II** for the minimum required Alcohol Staff complement.

Security Personnel: If security personnel are engaged for an event, they shall be appropriately trained and certified / licensed for the job. The use of trained security personnel is at the discretion of the Manager of Parks and Recreation in consultation with the event sponsors. The Manager shall have full discretionary power over the necessity for trained security personnel.

REG. 15 Insurance

The Town shall ensure that Alcohol Service is insured as a liability in the Town's umbrella Policy. The Town carries liability insurance in the amount of twenty million dollars (\$20,000,000.00) at time of writing. This amount may change at the discretion of Council.

The Petawawa Civic Centre Fundraising Committee Inc shall maintain liability insurance in the amount of a minimum of two million dollars (\$2,000,000.00).

Sponsors of major events which are operated under a Special Occasion Permit are required to provide an insurance certificate indicating comprehensive general liability insurance coverage in the amount of a minimum of two million dollars (\$2,000,000.00). The certificate of insurance must also indicate the specific event, location and date that it is being provided for. The Town of Petawawa must be named as an additional insured on the policy for that event. The certificate must be received by the Parks and Recreation Department at least 10 working days prior to the scheduled event.

REG. 16 Alcohol Advertising

Any permanent advertising which promotes alcoholic beverages or the use of alcohol is prohibited in and on all municipal facilities.

Pursuant to the Liquor Licence Act, advertising for a licensed event shall be in compliance with section 87, R.R.O. 1990, Regulation 719.

REG. 17 Purchase of Alcohol for Events

All alcoholic beverages acquired for serving at an event under the Town Liquor Licence or Caterer's Endorsement shall be purchased under the Town Liquor Licence number.

All alcoholic beverages acquired for an event under a Special Occasion Permit shall be purchased under the S.O.P. number.

REG. 18 Event Controls

Rules and procedures which govern the conduct of events at which alcohol is served or consumed are contained in **Appendix I** and form part of the Municipal Alcohol Policy. Appendix I may be amended by Council without the requirement to change the Policy in its entirety.

REG. 19 Orientations to the Policy

The Chief Administrative Officer shall ensure that all heads of departments are provided with a copy of the Municipal Alcohol Policy. The Manager of Parks and Recreation shall ensure that all staff of the Parks and Recreation Department are trained through awareness of the Municipal Alcohol Policy and have a working knowledge thereof, at time of hiring and as revisions are incorporated.

REG. 20 Monitoring and Revising the Municipal Alcohol Policy

The Parks and Recreation Department, through the Manager of Parks and Recreation, shall be charged with the responsibility of monitoring the regulations and best practices in the alcohol service industry and make recommendations to Council for changes to the Municipal Alcohol Policy through the normal chain of communications.

REG 21 Failure to Comply with the Municipal Alcohol Policy

Failure to comply with the Town of Petawawa Municipal Alcohol Policy can result in the Manager of Parks and Recreation, or their designate, terminating the event. Person's found to be consuming alcohol on Town owned property in contravention of this policy may be asked to leave the facility or area and may be prohibited from using Town owned property for future alcohol events.

APPENDIX I

Rules and Procedures to Govern the Conduct of an Event At which Alcohol is Served or Consumed

Prior to the Event:

1. Where necessary, the Sponsor will complete an application to hold an event and rental agreement with the Recreation Department.
2. Where necessary, the Sponsor will obtain a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario and provide a photocopy of same with the application to hold an event and rental agreement.
3. The sponsor will provide to the Recreation Department a list of server staff with each worker's Smart Serve certificate number. The Recreation Department reserves the right to reject any worker which has an unsatisfactory history as a server.
4. The Sponsor will provide the name of the permit holder's designate(s) to the Recreation Department.
5. The Manager of Parks and Recreation, or his designate, shall not enter into a rental agreement where the expected number of participants, including staff, exceeds the official capacity of the premises.
6. The Manager of Parks and Recreation, or his designate, has the right to require the presence of off-duty police officers or commercial security personnel, and the number thereof, to be in attendance for the duration of an event and the cost is to be borne by the sponsor of the event.

Marketing practices which encourage increased consumption, such as oversize drinks, double shots of spirits, pitchers of beer, drinking contests and volume discounts are not permitted.

Only beer, spirits or wine which has been purchased under licence or permit from a Government store may be served at a licensed event or event held pursuant to a S.O.P.

The liquor licence or Special Occasion Permit shall be posted in a conspicuous place in the premises where the event is taking place.

1. The event sponsor shall ensure that a list is posted or available to patrons, describing
 - a. The varieties of drinks available
 - b. The amount of liquor in each drink
 - c. The price of each drink, and
 - d. The variety of non-alcoholic drinks available for sale and the sale price.

During the Event:

1. The person, who signs the Special Occasion Permit and the Rental Agreement, or the Designate, must attend the event and be responsible for making decisions regarding the operation of the event.
2. Server staff and event workers shall have some form of identification acceptable to the Manager of Parks and Recreation to set them apart from patrons of the event.
3. All server staff and the sponsor and designate may not consume alcohol while on duty at the event.
4. Any server staff, the sponsor or the designate who is impaired or intoxicated will not be permitted to be on duty at the event.
5. The event sponsor and Town staff must ensure that the physical setting is safe for both drinkers and non-drinkers.
6. The event sponsor and Town staff must prevent participants from engaging in activities that can harm them or others.
7. At least one representative from the Town Parks and Recreation Department with authority to demand correction and/or shut down an event on behalf of the Town, shall monitor all S.O.P. and licensed events.
8. The event sponsor must abide by the rules of the Municipal Alcohol Policy as enforced by the Municipal representative.

9. The event sponsor shall not permit a person to possess, sell, offer for sale, distribute or consume a controlled substance as defined by the *Controlled Drugs and Substances Act* (Canada) on the premises.
10. The event sponsor shall not permit drunkenness, riotous, quarrelsome, violent or disorderly conduct to occur in the premises or in the adjacent washrooms.
11. Wherever possible, Police will be notified by the Municipal representative or the event sponsor, of a potentially risky situation before the situation is out of control.
12. All entrances and exits must be supervised by door supervisors who monitor for the following:
- a. Persons arriving in an intoxicated state
 - b. Persons bringing alcohol into the premises
 - c. Persons who are not, or appear not to be eligible by virtue of age
 - d. Persons who try to leave the premises in an intoxicated state
 - e. Containment of alcohol within the licensed area
13. The acceptable forms of identification for age verification are:
- a. Current driver's licence issued by the Province of Ontario
 - b. Current Canadian passport
 - c. Canadian Armed Forces identification card
 - d. Photo Card issued by the Liquor Control Board of Ontario
 - e. Canadian Citizenship Card with photograph of the person identified.
14. No person shall serve alcohol to a person who is, or appears to be under the age of nineteen years.
15. No person shall serve alcohol to a person who is, or appears to be intoxicated.
16. No person who is, or appears to be under the age of nineteen shall be permitted to consume alcohol at any event on Town premises.
17. A Floor Monitor will be available to assist the Door Supervisor and the Ticket Seller in the event that there is any need in managing a person who is refused entry or service.

18. Sales of drinks shall be through the sale of tickets by the Ticket Seller.
19. Each person may purchase no more than six (6) tickets at any one time.
20. Unused tickets are to be redeemable for cash at any time during the event at which the tickets were sold.
21. Each person may be served no more than two drinks at any one time.
22. Glass bottles must be retained within the bar area and all drinks must be served in original cans or paper or plastic cups.
23. There will be no “last call” announcement or signal indicating that the bar area will be closing.
24. Ticket sales must cease no later than thirty (30) minutes prior to bar closing. Cash redemptions for unused tickets may continue until the bar closes.
25. The bar will cease to serve no later than 1:00 a.m. for indoor events.
26. The bar will cease to serve no later than 12:00 a.m. for outdoor events.
27. No bar shall serve alcoholic beverages before 11:00 a.m. on any day.
28. All entertainment must be concluded by 1:15 a.m. for indoor events, and by 12:00 p.m. for outdoor events.
29. All tables must be cleared of alcohol service articles by 1:45 a.m. at indoor events and by 12:45 p.m. at outdoor events.
30. Facilities must be vacated by patrons by 2:00 a.m. at indoor events and by 1:00 a.m. at outdoor events.
31. Notwithstanding the above time deadlines, for a new year’s eve event all deadlines are extended by two hours at the discretion of the Manager of Parks and Recreation.

After the Event:

1. If a person other than the holder of a liquor sales licence is entitled to receive 15 per cent or more of the gross revenue from the sale of liquor under the licence, the Parks and Recreation Department will provide the Registrar of Alcohol and Gaming with a copy of the agreement or, if the agreement is not in writing, with the details of the arrangement entitling the person to the payment within thirty (30) days after entering into the agreement.

APPENDIX II
Minimum Requirements for Alcohol Service Staffing

Civic Centre Hall

Number of Participants	Bartenders	Floor Monitors	Door Supervisors	Ticket Sellers
Up to 200	2	1	1	1
Over 200	3	1	1	1
Over 200 with entertainment	3	1	2	1

Fundraising Lounge

Number of Participants	Bartenders	Floor Monitors	Door Supervisors	Ticket Sellers
Up to Capacity	1	0	0	0

Arena Floor

Number of Participants	Bartenders	Floor Monitors	Door Supervisors	Ticket Sellers
Up to 300	2	1	1 per exit	1
300 to 500	3	2	2 per exit	1
500 to 1000	4	2	2 per exit	2
Over 1000	5	2	2 per exit	2

Kin Hut

Number of Participants	Bartenders	Floor Monitors	Door Supervisors	Ticket Sellers
Up to 100	1	>>	1	optional
Over 100	2	>>	1	1

Caterer's Endorsement - Outdoor

Number of Participants	Bartenders	Floor Monitors	Exit Supervisors	Ticket Sellers
Up to 100	1	>>	1	Optional
100 to 300	2	>>	2	1
Over 300	3	1	1	1

Caterer's Endorsement – Indoor

Number of Participants	Bartenders	Floor Monitors	Door Supervisors	Ticket Sellers
Up to 100	1		1	1
100 to 200	2	1	1	1
200 to 300	2	2	2	1
300 to 500	3	2	2 per exit	1
500 to 1000	4	2	2 per exit	2
Over 1000	5	2	2 per exit	2

Minimum Server Staff requirements for events and locales outside the guidelines contained herein shall be determined by the Manager of Parks and Recreation.

First-Aid

Special Events Policies & Procedures Manual

28.0 First-Aid

The Special Event organizer must arrange for the provision of adequate medical services for all special events. This coverage could be provided by the local St John Ambulance organization (***St. John Ambulance Public Event Coverage***, Mackay St., Pembroke, ON, K8A 1C5, (613)-735-0772 – or other recognized emergency medical providers.

Section

29

Town of Petawawa Accessible Customer Service Policy

Special Events Policies & Procedures Manual

29.0 Accessible Customer Service Policy

ACCESSIBILITY CUSTOMER SERVICE POLICY
REQUIRED FOR THE IMPLEMENTATION OF THE
ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT
(AODA 2005)

ACCESSIBILITY STANDARDS FOR CUSTOMER SERVICE

A. SCOPE

This policy is written and delivered in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005* and “Accessibility Standards for Customer Service” (O Reg. 429/07) and is applicable to all personnel, policies, procedures and processes of the Town of Petawawa.

B. DEFINITIONS

For the purposes of this policy, the following definitions shall apply:

Assistive Devices: Auxiliary aids such as communication aids, cognition aids, personal mobility aids, and medical aids (i.e. canes, crutches, wheelchairs, hearing aids).

Disabilities: In accordance with the Human Rights Code, disability means:

a. any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, brain injury, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, physical reliance on a guide dog or other support animal or on a wheelchair or other remedial appliance or device;

b. a condition of mental impairment or a developmental disability;

c. a learning disability or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;

d. a mental disorder; or,

e. an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*.

Guide Dog: A guide dog as defined in section 1 of the *Blind Persons’ Rights Act* is a dog trained as a guide for a blind person and having qualifications prescribed by the regulations under the *Blind Persons’ Rights Act*.

Nurse: A registered nurse or registered practical nurse who is a registered member in good standing with the College of Nurses of Ontario.

Personnel or Employee: Shall include all employees, staff, volunteers, students, supervisors, managers, department heads, members of Council, Mayor or other persons representing the Town of Petawawa as an employee, agent, volunteer or otherwise.

Persons with Disabilities: Shall include persons with all types of disabilities, whether visible or non-visible. A person with a disability may include a customer, client, service provider, contractor, co-worker, supervisor, etceteras.

Physician: A physician who is a registered member, in good standing, with the College of Physicians and Surgeons of Ontario.

Service Animal: Any animal used by a person with a disability for reasons relating to the disability where it is readily apparent that the animal is used by the person for reasons relating to his or her disability; or where the person provides a letter from a physician confirming that he or she requires the animal for reasons relating to his or her disability; or a valid identification card signed by the Attorney General of Canada or a certificate of training from a recognized guide dog or service animal training school.

Support Person: A person who accompanies a person with a disability in order to assist him or her with communication, mobility, personal care or medical needs or with access to goods or services.

Town: Shall mean the Corporation of the Town of Petawawa.

C. PURPOSE

This document will bear witness to the ongoing efforts of the Town of Petawawa to ensure that goods and services provided by the Town are provided to all persons in accordance with the following criteria:

Dignity: Services shall be provided in a respectful manner consistent with the needs of the individual.

Independence: Services for persons with disabilities shall support their independence while respecting their right to safety and personal privacy.

Equity/Equality of Outcome: Service is the same for persons with disabilities as for persons without disabilities.

Integrates: Services allow people with disabilities to fully benefit from the same services, in the same place and in the same or similar way as other customers. In addition to the above key principles, The Town of Petawawa will insure service will be:

Sensitive: Service will be provided in a manner that is respectful to an individual's needs.

Responsive: Service will be delivered in a timely manner, giving full consideration to the situation at hand. If needed, an alternate format of service will be provided and the customer will be kept apprised of the situation and timelines.

D. POLICY

1. **Assistive Devices:** Persons with disabilities shall be permitted to obtain, use or benefit from goods or services through the use of their own assistive devices. Where it is determined that the assistive devices may pose a risk to the health and safety of a person the Town will offer reasonable measures to assist him/her in obtaining, using and benefiting from the Town's goods and services. In the event a person with a disability is hindered from accessing goods or services and, after consulting with the person, the Town of Petawawa will accommodate the person by using any other assistive measures available, such as, but not limited to, providing temporary access to other assistive devices or a Support Person.

2. **Service Animals:** Service Animals, such as, but not limited to, guide dogs, hearing dogs, seizure response dogs or other certified service animals, shall be permitted entry to all Town facilities and meeting rooms which are open to the public, unless prohibited by law, in which case alternate means of service will be provided. A service animal is defined as: "any animal where it is readily apparent that the animal is used by the person for reasons relating to his or her disability and if the person provides a letter from a physician or nurse or other government issued certification confirming that the person requires the animal for reasons relating to the disability."

3. Personnel will be trained on how to properly handle service animals and will provide owners of service animals information on fresh water supplies and areas for walking their dogs.

4. **Support Persons:** A support person is any person who accompanies a person with a disability, whether hired, a friend or family member or volunteer, to assist with communications, mobility, personal or medical care or with access to goods and services. A person with a disability may enter premises owned and/or operated by the municipality with a support person and shall have access to the support person while on the premises.

When serving a person with a disability, insure you receive their consent to have their support person present prior to commencing services, especially when dealing with confidential matters. Be sure to speak to and use eye contact with the client, not the support person.

The Town of Petawawa reserves the right to set fees, full or partial, for support persons when attending functions where there is an attendance/registration fees.

4. **Disruption in Services:** If there is a disruption in a particular facility or service used to allow a person with a disability to access goods or services, the Town will give notice of the disruption to the public by posting the reason for the disruption, the anticipated duration of the disruption and alternative facilities or services that may be available. This posting shall be by reasonable method and in a conspicuous place. In the event the disruption is anticipated, reasonable advance notice shall be given.

E. TRAINING

All employees of the Town of Petawawa shall be trained in the various aspects of accessible customer service delivery. Training shall include:

- a.** an overview of the purposes of the *Accessibility for Ontarians with Disabilities Act*, 2005, the Accessibility Standards for Customer Service (OReg 429/07) and a good awareness of the Town's policy with respect to customer service for persons with disabilities;
- b.** learning the various types of disabilities, both visible and non-visible;
- c.** instructions on how to interact and communicate with people with various types of disabilities;
- d.** instruction on interacting with people with disabilities who use assistive devices or require the assistance of a guide dog, other service animal or a support person;
- e.** instruction on the use of equipment or devices available, such as wheelchairs and TTY;
- f.** the process available to persons with disabilities to provide feedback to the Town and how and when the Town will respond to such feedback; and,
- g.** Instruction on what to do if a person with a disability is having difficulty accessing your services. All employees shall receive this training within six months of the passing of this document. All new employees shall receive this training during orientation and training shall be repeated every five (5) years thereafter. The Town will keep records of training, including the date on which training is provided and to whom it was provided.

F. FEEDBACK

The Town of Petawawa is committed to providing high quality goods and services to all members of the public. Feedback from the public is welcome and helps to identify areas that require change and encourages continuous service improvements.

Please direct your feedback the CAO/Clerk of the Town of Petawawa. Feedback from the public about the delivery of goods and services may be given by telephone, in person, in writing or in electronic format as follows:

Telephone: 613-687-5536

Facsimile: 613-687-5973

Address: 1111 Victoria Street, Petawawa, ON K8H 2E6

Email: email@petawawa.ca

All feedback will be kept in strict confidence and in accordance with provisions of the *Municipal Freedom of Information and Protection of Privacy Act* and used only to improve customer service. You will receive a response to your feedback within five (5) business days of receipt by the Town of Petawawa.

Schedule "A"

STANDARD PRACTICES

Barriers and Solutions

HEARING DISABILITY

Deaf

- severe to profound hearing loss

Hard of Hearing

- a person who uses their residual hear and speech to communicate

Deafened

- caused to hear poorly or not at all.
- Attract customer's attention before speaking – gently touch on the shoulder or wave your hand, if necessary - Look directly at the person - You may have to use a pen and paper - Speak clearly, keep your hands away from your face - Reduce background noise - Ensure appropriate lighting

DEAFBLIND DISABILITY

- Cannot see or hear to some degree - Many will be accompanied by a support person - Speak directly to the customer, not the support person - Identify yourself to the support person.

INTELLECTUAL OR DEVELOPMENTAL DISABILITY

- Intellectual development and capacity that is below average - Can mildly or profoundly limit ability to learn, communicate, does everyday activities and live independently - May be an invisible disability - May understand you more than you know - Don't assume what the customer can or cannot do - Use plain language - Take your time, be patient - Ask: "Do you understand this?" - Provide one piece of information at a time – step by step instruction. - Offer information in simpler concepts

LEARNING DISABILITY

- Affects how a person acquires, interprets, retains or takes in - Take some time, be patient - Demonstrate a willingness to assist information - In many cases individual has average or above average intelligence May affect: -language base learning, mathematics, writing, fine motor skills - Speak normally, clearly and directly to your customer - Provide information in a way that works for your customer (ie. Pen and paper) - Be prepared to explain any materials you provide.

MENTAL HEALTH DISABILITY

- Defined as the absence of psychological well being and satisfactory adjustment to society - Some common features of mental health disabilities are: phobias and panic attacks, hallucinations, mood swings, bipolar disorders (depression and manic phases) - Treat customer with the same level of respect and consideration - Be confident and reassuring - Do not be confrontational - If the customer is in crisis, ask how best to help - Take customer seriously - Don't take things personally

SPEECH OR LANGUAGE DISABILITY

- May have problems communicating - May be difficult to pronounce words, slurring or stuttering - May use communicative boards or other assistive devices - Don't make assumptions - Give whatever time they need to get their point across - Ask questions that can be answered "Yes" or "No", if possible - Don't interrupt or finish your customer's sentences - May have to use pen and paper - Say: "I don't understand, can you repeat that?", if needed.

PHYSICAL OR MOBILITY DISABILITY

- May restrict a person in the following ways: - control or speed of movements - ability to grasp some objects - ability to walk long distances ability to sit or stand for prolonged periods - Can be present at birth, result from disease or injury or may be temporary. - Speak directly to the customer - Ask before you help - Respect personal space - Don't move any items they may have - Describe what you are going to do beforehand - Don't leave your customer in an awkward, dangerous or undignified position.

VISION DISABILITY

- Most individuals who are legally blind have some remaining vision, very few are totally blind - Low or no vision can restrict ability to read signs, locate landmarks or see hazards - May use guide dog or white cane - May need to view written documents in large print, or with help of magnifier - Don't assume customer can't see you - Speak directly to customer - Offer your elbow to guide - If they accept, walk slowly, wait for permission - Identify landmarks - Be precise and descriptive with information - Don't leave customer Most importantly – recognize your nervousness and relax! People with disabilities are generally aware they may need some accommodations and will work with you. Just remember to ask how you can help. If staff needs help with a situation they are encouraged to ask other staff for assistance.

Section**30****Town of Petawawa, Special Event Complaint Form****Special Events Policies & Procedures Manual****30.0 Town of Petawawa, Special Event Complaint Form**

Date of Complaint:	Time of Complaint:
Name of Event:	
Complaint Details:	
Complainant's Name:	Phone Number:
Address:	
How was the complaint received?	Phone: Written:
If by phone, will the complaint be followed up in writing? Yes No If No, explain	
How did Parks and Recreation, follow-up?	