

FESTIVAL AND EVENT GUIDANCE FOR ORGANIZERS

www.brockville.com 613-342-8772

BROCKVILLE
CITY OF THE 1000 ISLANDS

Contents

Festivals & Events 3
Facility Use Application: 3
Outdoor Public Spaces (Parks) or City Streets 3
Indoor City Facilities and Ball Fields 3
Road Closures: 5
Insurance Requirements: 5
Tent Requirements: 7
TSSA patio heater safety guidelines 7
Building Permit: 8
Locates: 8
Entertainers, Vendors, and Contractors: 8
Food vendors: 8
Alcohol and Gaming Commission of Ontario – Special Occasion Permit 9
Municipal Notification 9
Photo/Video Drones: 9
Electrical Safety Authority: 10
Temporary Event Banner (optional): 10
Accessibility 10
Ensuring your event is successful 11
Picking a date for your event 11
Funding 11
Give eventgoers the information they need 11
Give visitors opportunities to discover more that Brockville has to offer 12
Promoting your event 13
Work with the staff at the Brockville Tourism office 13
Get your event listed 13
Create packages and itineraries with area partners 14
Work with media 14
Create a poster for your event 14
Tracking & Statistics 16
Attachment A: Facility Use Application 17
Attachment B: Facility Use Application, Road Closure Addendum 20
Attachment C: Vehicles in City Parks 22
Attachment D: Tent Advisory Document 23
Attachment E: TSSA Patio Heater Safety Guidelines 27
Attachment F: Health Unit Food Safety Special Event Guidelines 31
Attachment G: Transport Canada Infographic, Drones 40

Festivals & Events

If you are planning a festival or event in the City of Brockville, please read through this guidance document in its entirety prior to contacting City Staff. A Facility Use Application is required for any outdoor event on public property, and you should plan to submit your application and other documentation as soon as possible.

Facility Use Application:

Before you can host an event on public property, you must submit a Facility Use Application with the City of Brockville. This application is required for any use of City meeting halls/facilities, public parks, and city streets. Events held on private property do not require a City Facility Use Application, however many of the other requirements found in this document will still be applicable to your event and should be addressed well before your event is scheduled to take place. Events to be held indoors at city facilities (ex. Brockville Memorial Centre) are booked through a separate booking form through the Facilities and Arenas Department.

Outdoor Public Spaces (Parks) or City Streets

Contact:
Parks & Operations
613-342-8772 x 3266
parks@brockville.com

Indoor City Facilities and Ball Fields

Contact:
Arenas & Facilities
(613) 342-8772 x 3238
arenas@brockville.com

A site map indicating the location of all event elements is required for your event. Your Facility Use Application will be circulated to relevant city departments, and once all details have been confirmed, a conditional acceptance or denial will be sent back to you, the organizer. If conditionally accepted, any additional requirements or guidance (such as sign-offs or permits from the local health unit, fire prevention, building permits, and Electrical Safety Authority (ESA) inspections) will be included in your correspondence. You, the organizer, are responsible for contacting the relevant agencies and securing all required permits and inspections.

If your event will require the closure of any streets, a Street Closure Addendum will also be required (see below).

Please allow a **minimum** of 14 days for your Facility Use Application to be reviewed. Depending on the size, location, and complexity of your event, multiple departments may be affected by the event (ie. local transit, parks, solid waste etc.) and will need to review your application to offer comment. A site visit with City Staff may be required to go over your site plan and to discuss any other outlying concerns that you may not have considered.

See Attachment A.

Road Closures:

If your event requires the closure of any City Streets, a Road Closure Addendum is required in addition to your Facility Use Application. Please include as much detail as possible about the affected streets and times for the closure. Be sure to include sufficient time in your request for set up and tear down for your event.

(**Note:** Closures to King Street or other roads affecting the Emergency Detour Route (EDR) require additional MTO approvals which add to the processing time for your application. You are advised to submit your Facility Use Application and Road Closure Addendum as soon as possible in order to ensure sufficient time for all signs offs and approvals. Additionally, any requested closure along the EDR must only include elements that can be easily and quickly removed in the event that the Emergency Detour Route must be enacted, and you will need to have a plan in place for how this will be communicated to any vendors, entertainers, or participants).

If your event will necessitate the closure of any public parking lots, please indicate that on your facility use application. Monthly pass holders and regular lot users will need to be notified in advance of the closure and latest time that they can remove their car from the lot in order to accommodate your event.

City staff will reach out if they have any questions or require any further information. However, it is best if you can provide as much detail as possible when filling out your application so that staff have as much information to go off of as possible.

Take note that a non-refundable $226.50 deposit is due at the time of submitting the Addendum. The City requires a non-refundable $226.50 deposit to be submitted with the completed Addendum. Following the event, the City will prepare a statement and the Applicant will be billed for any costs that exceed $$226.50 (i.e. City Staff labour, use of trucks, etc.)

See Attachment B.

Insurance Requirements:

Any event held on City property requires proof of $5 million in Third-Party General Liability Insurance and an insurance certificate naming the Corporation of the City of Brockville as an additional insured. Each

contractor, vendor, and entertainer that you use will also need to show proof of insurance and name the Corporation of the City of Brockville as an additional insured.

Options are available if you are an individual or smaller group (not a business, corporation, or organization with your own insurance policy).

Please see details included in the Facility Use Application for specifics on your insurance requirements.

For information about vehicles in City Parks, **please see Attachment C.**

Tent Requirements:

If you plan to have tents or other temporary structures at your event, please review our advisory on tents, awnings, and canopies. Tents require a building permit unless exempted below:

Tent Exemptions*

A tent or group of tents is exempt from a building permit **if all** the following criteria are met:

- The tent or combination of tents is not more than 60m^2 in aggregate ground area,
- The tent is not attached to a building, and
- The tent shall be constructed more than 3m from all other structures, including buildings on the same property.

*If the tent, awning or canopy has been exempted from a building permit, businesses must comply with other regulations for public safety, specifically:

- All fabric, textile, or film, as applicable, is required to be certified to CAN/ULC-S109 Flame Tests of Flame-Resistant Fabrics and Films or NFPA 701 Fire Tests for Flame Propagation.
- Tents, awnings, and canopies that are intended to be equipped with a fuel fired appliance or heater, as applicable, shall comply with the clearance and ventilation requirements provided by the manufacturer and all applicable standards.
- At least two full sides of the outdoor dining area must be open to the outdoors and must not be substantially blocked by any walls or other impermeable physical barriers as per Provincial Legislation.

See Attachment D.

TSSA patio heater safety guidelines

The Technical Standards and Safety Authority has created Patio Heater safety guidelines.

See Attachment E.

Building Permit:

Certain conditions of your event may require you to apply for a building permit. This includes things like tents, awnings, and canopies, temporary outdoor structures, demountable stages, etc. Please plan ahead and apply early.

Building permits are processed through cloud-based, e-permitting software. Start your application online by visiting www.brockville.com/cloudpermit

Locates:

Event organizers must acquire their own locates in their own name, even if the event will take place on City property. Locates are valid for 60 days, and it is recommended to get these early through Ontario One Call as last minute requests cannot be accommodated. Request locates at https://ontarioonecall.ca/

Why would you need locates? Locates are necessary any time you will be disturbing the ground, even if it is only a few inches. For example, securing tents with pegs, potentially for fencing, or securing other items.

Entertainers, Vendors, and Contractors:

Any entertainers, vendors, or other contracted services that will be at your event are required to have Third Party Liability Insurance naming the City of Brockville as an additional insured as per the requirements on the Facility Use Application. City Staff will notify you if a site visit is required for your event.

Food vendors:

If there will be food vendors or food served at your event, please review the attached special event guidelines from the Leeds Grenville and Lanark District Health Unit. Food handling protocols will need to be enacted and your event is subject to health unit approval and inspection.

See Attachment F.

Alcohol and Gaming Commission of Ontario – Special Occasion Permit

The Alcohol and Gaming Commission of Ontario (AGCO) is responsible for administering the Liquor Licence and Control Act, 2019 (LLCA). Among its responsibilities in the liquor sector, the AGCO oversees the administration of the Special Occasion Permit (SOP) program, which allows for the sale and service of liquor on special occasions, as well as larger scale events that are open to the public.

A Special Occasion Permit is required any time liquor is offered for sale anywhere other than in a liquor licensed establishment. You may apply online through the AGCO's website, which requires you to create an account.

Municipal Notification

For outdoor events, the applicant must provide written notice to the local municipal clerk's department, police, fire and health departments informing them of the event, and include a sketch identifying the physical boundaries.

The timelines for applicants notifying local authorities are:

- 30 days before the event takes place, if fewer than 5,000 people per day are expected to attend the event; or
- 60 days before the event takes place if 5,000 or more people per day are expected to attend the event.

Click here for more information and to apply to the AGCO.

Photo and Video Drones:

If your event has been advertised and is open to the public, anyone using drones must have a valid Special Flight Operations Certificate through Transport Canada. In addition to providing the City of Brockville with confirmation of the valid operator's Certificate, the operator must also provide proof of adequate Third-Party Liability Insurance showing the City of Brockville listed as an Additionally Insured.

See Attachment G.

Additional links:

- https://tc.canada.ca/en/aviation/drone-safety/learn-rules-you-fly-your-drone/find-your-category-drone-operation

- https://dronesmart.ca/flying-your-drone/

Electrical Safety Authority:

Plan ahead for special events that include electrical equipment and large generators.

You'll need to file an ESA notification of electrical work four to six weeks before your event. An ESA inspector may need to review the site to identify any safety concerns. Find out more at https://esasafe.com/business-and-property-owners/special-events/

Temporary Event Banner (optional):

The City allows a temporary banner to be flown over streets at specific, designated areas for the duration of your event for qualifying applicants. Applicants are restricted to non-profit service organizations, or to non-commercial organizations whose event will promote the City of Brockville and benefit its residents. The banner must be related to an event of specific and short duration.

The application must be made at least 30 days prior to the proposed installation date (installation and removal dates shall be within 3 days of start/finish dates of the related event) and submitted to the Operations Department. The applicable fee must be paid at the time of application. The fee is set in the City's annual fee schedule and is based on the cost-recovery for the banner installation work.

There are very specific requirements as to the fabrication standards (materials and size) for this banner in order to be permissible under this program. Details can be found in the Banner Application from the Operations Department. Proof of third-party public liability and property damage insurance naming the City of Brockville as an additional insured in an amount not less than $5 million per occurrence.

Be sure to keep in mind production timelines for the company that you choose to use to produce the banner and factor that into your application.

Accessibility

The Province has created a guidance document on accessibility considerations for your event. It is recommended that you read through this

information as soon as possible in order to adapt or modify your event to put these recommendations in place.

https://accessibilitycanada.ca/wp-content/uploads/2016/06/Festivals-and-Events-Guide-EN.pdf

Ensuring your event is successful

Picking a date for your event

If you are not sure when the best time would be to host your event in order to avoid conflicts with other local festivals, contact the Brockville tourism office who will help you find gaps in the event calendar. Most events occur annually at roughly the same time, so that should also help you find a date for your event. City staff may have some insights into when certain annual events may be taking place and may be able to help direct you to an open date.

Funding

The government of Ontario has typically been a strong supporter of festivals and provides festival funding for large events through Celebrate Ontario (now the Reconnect Ontario Marquee Fund), Experience Ontario, the Ontario Cultural Attractions Fund, and on a regional level through Regional Tourism Organizations (we are in region 9)). There are different stipulations for each one, so please book an appointment with staff at the Brockville tourism office to see which funding stream you may be eligible for.

Give eventgoers the information they need

Provide information to potential eventgoers that will help them decide whether to attend your event. This includes information such as a schedule of events, what entertainment they will find and when, ticket pricing and where to purchase, and festival hours of operation. Put yourself in the position of someone who has never been to Brockville before and think about all of the things they would want to know before arriving at your festival:

- Where is the festival site? What is the best way to get there from my destination (general directions to downtown Brockville can be found on the Brockville tourism website)
- Is there parking on site? Is there a cost for parking?
- Are their restaurants nearby or food vendors on site?

- Can I bring my own water/snacks into the grounds?
- Is there anything I should bring AND is there anything I am not allowed to bring?
- Is the site accessible? Are all activities within the festival accessible? Is there accessible parking or a shuttle I can take?
- What does my ticket include?
- How soon can I get into the festival grounds?
- Where can I book accommodations close to the festival site?
- Where and when is this activity (within the festival) taking place?
- What is the ticket exchange/return policy?

While a lot of events choose to use Facebook instead of a website, we recommend having a website for your festival, especially if you plan to make it an annual event. You are then able to address the above information in a way that makes it easier for the customer to locate. Plan to address the questions above on your website as soon as possible. Don't be afraid to list information that is not 100% confirmed, just make sure to follow the information with a disclaimer. People would rather see the whole plan for your event as soon as possible and know to check back later than to go to your site and not find anything that they are looking for.

In addition to your website, make sure to list a festival phone number. People still like to call to confirm information and ask questions and will be frustrated if they cannot do so. If you do not have someone to answer calls, consider an answering service so that people can leave a voicemail and you can return calls when it is more convenient for you.

Give visitors opportunities to discover more that Brockville has to offer

While your goal as a festival organizer is of course to get people to your event, it is also important to promote other things that people can do while they are in Brockville. This will help you attract more out of town visits from people who want to make a full day or weekend out of your event and will help the local economy.

- List other events that are happening on the same dates or within 2 or 3 days before/after your event (and ask them to list yours)
- List other attractions that are near to your festival site that eventgoers can easily get to along with their hours of operation, location, website and phone number (and make sure that those attractions know all about your event so they can send people your way)

- List nearby accommodations to make it easy for them to extend their visit.
- Link to www.brockvilletourism.com as a place to find more information and things to do in brockville

Promoting your event

Work with the staff at the Brockville Tourism office

The tourism office is open year round. They would love to tell visitors about your event, but you need to make sure that they have all the information they need. Make sure your website is up to date so they can quickly find relevant information for visitors, and if you have new information, make sure that they are the first to know about it.

Get your event listed

Brockville & 1000 Islands Tourism will help you get your event listed on their website and can suggest a variety of partner event calendars including:

- Brockville Tourism http://brockvilletourism.com/events-calendar/ & their email blast
- Regional Tourism Organization 9 https://southeasternontario.ca/ *(directs people to Brockville Tourism's event calendar)*
- Thousand Islands International Tourism Council www.visit1000islands.com
- Destination Ontario https://www.destinationontario.com/en-ca/corporate
- Festivals and events Ontario https://festivalsandeventsontario.com
- Book the outdoor event promotion sign on Blockhouse Island: contact the tourism office to make a booking
- Cogeco & YourTV Brockville local community message board https://www.yourtv.tv/brockville/bulletin-board
- Summer fun guide https://www.summerfunguide.ca/
- Attractions Ontario https://attractionsontario.ca/
- We go places http://www.wegoplaces.com/submit.aspx

Contact Brockville Tourism at info@brockvilletourism.com or 613-342-4357 to ensure that you provide them with all of the necessary information in order to be listed on their website and social media, including a festival photo that will be needed for each listing. In order to maximize your exposure and ensure that you also submit your event in time for

accompanying print deadlines, plan well in advance and have this information to the tourism office by the end of each calendar year. They also have information on paid advertising through additional platforms that they can talk to you about.

Make sure to create a Facebook event for your festival as soon as possible. When people say that they are "going" or "interested" in an event, their Facebook friends will see this and become aware of your event. It could also show up as a suggested event for people who are interested in similar events, and in upcoming events.

Create packages and itineraries with area partners

Team up with at least one other event, attraction, or accommodation and put together a package. Typically a package will give the customer a slight price break as an incentive to purchase, but this doesn't have to be the case. Consider a free upgrade or added experience that makes the package more interesting. Packages also make it easy for visitors to put together their experience and to decide to attend your event. If the visitor already knows that they can book accommodations when they purchase their tickets, or get tickets to another nearby attraction, it lets them know that there are other activities that they can take part in while they are here to attend your event, and this encourages longer stays. If you partner with another attraction, event, or activity, they can also cross-promote your event so that both of your audiences benefit from the additional exposure. Having more partners can also increase your eligibility for certain grants and partnership funding.

Work with media

- Send out a press release
- Talk about your event on local cable news
- Offer local radio stations and media outlets tickets to run contests or request on-air interviews
- Provide press passes to media to attend your event, and media kits with information that journalists and media outlets will be looking for

Create a poster for your event

Consider size and the best time to post. Most places that will display your poster will have space restrictions so posters that are too large may not be posted as the same space could support 2-3 other events instead. You should also aim to deliver your poster roughly 4-6 weeks in advance of your event. Delivering them before that may cause your poster to sit behind the

desk too long before the company has room to post it (and it may even get lost in the process), and you want the information to be fresh for the public so they don’t forget about it.

Tracking & Statistics

To gauge the success of your event, you will want to be able to assess certain information in order to understand the impact of your event, find out more about your visitors, improve your event, and improve your future marketing efforts: How many people attended, total value of tickets sold, where people came from, how did attendees hear about your event, general attendee information (age, number of people traveling with etc.), average length of stay, and other key details. This information will be helpful to you as an event organizer to target ads in the future, provide entertainment for your audience, and figure out which marketing strategies are worth investing in. You will also need to provide this information in final reports for any grant funding you may have received, and the municipality will be looking for this information to measure the success and economic impact of your event on the city. If you were successful in receiving any grants to support your festival, the granting body usually requires information and data that shows the success of your event in your grant report and a survey is one of the ways to gather this information. Check with tourism staff to see if they have a standardized survey that they are currently using to gather visitor data.

If you are selling tickets through a ticket vendor, you can usually get some basic info such as where they are from, but it is still a good idea to have your own survey to get some additional insights. It is recommended that you have volunteers on site to complete visitor surveys, with some incentive for participating.

FACILITY USE APPLICATION – OUTDOOR EVENT

- **The Corporation of the City of Brockville will review this application and forward an *ACCEPTANCE* or *DENIAL* for this event (please allow *at least 14 days* for processing)**
- **Third Party Liability Insurance naming the Corporation of the City of Brockville as an additional insured *is required for all events* (see page 2)**
- **A Site Layout detailing the location of all logistics/elements of your event *must be included with this application***

APPLICANT

Company/Organization: _____

Authorized Contact: _____

Role/Title: _____

Address: _____

_____

City: _____ Prov: _____ Postal: _____

Primary Telephone: _____ E-mail: _____

EVENT DETAILS

Event Date(s) and Times: _____

Set-Up Starts: *DD / MMM / YYYY HH : MM* ☐ AM ☐ PM Tear-Down Ends: *DD / MMM / YYYY HH : MM* ☐ AM ☐ PM

Maximum # of Attendees: _____

*Attendee total must include **all** participants (volunteers, guests, instructors, etc.)*

Park(s): _____

_____

Specific Location(s): _____

_____

Event Name/Type: _____

Event Details: _____

_____

_____

☐ **Site Layout included/attached** ☐ **Street closure(s) required**

Large Community Events ONLY

Set-Up Date: _____ ***Tear-Down Date:*** _____

FACILITY USE APPLICATION – OUTDOOR EVENT

THIRD-PARTY LIABILITY INSURANCE

Third-Party Liability Insurance, naming the Corporation of the City of Brockville as an additional insured, is required for ***all events***. Please select from one of the two options below (take note that Certificates of Insurance must be submitted with the Facility Use Application):

Option 1 - Companies/Organizations: Certificate of Insurance

Please provide your insurance provider with the City of Brockville's standard insurance requirement information which is listed below:

Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than $5 million per occurrence / $5 million annual aggregate for any negligent acts or omissions relating to their activities/ event.

Such insurance shall include, but is not limited to, bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; occurrence property damage; products; broad form completed operations; employees and volunteers as Additional Insured(s); tenants' legal liability; cross liability and severability of interest clause. Where applicable, the City will also require owners & contractors protective and/or contingent employers' liability extensions.

If applicable, the Commercial General liability insurance policy shall not contain an exclusion pertaining to liquor liability.

Such insurance shall add the Corporation of the City of Brockville as Additional Insured subject to a waiver of subrogation with respect to the operations of the enter. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the City.

All deductibles applicable to the above noted insurance shall be the sole responsibility of the Named Insured and the City shall bear no cost towards such deductible.

The Named Insured is responsible to keep their property/assets insured – failure to do so shall not impose any liability on the City.

The Named Insured shall provide The Corporation of the City of Brockville with a certificate of insurance evidencing coverage as noted above. Such policies shall not be cancelled, changed or lapsed unless the Insurer notifies the City in writing at least thirty (30) days prior to the effective date of such cancellation, material change or lapse. The insurance policy will be in a form and with a company licensed to write business in the Province of Ontario and which are, in all respects, acceptable to the City.

The City also reserves the right to request additional insurance and/or higher limits of insurance or otherwise alter the types of insurance coverage requirements as the City may reasonably require from time to time.

☐ *A Certificate of Insurance has been provided with this application*

Option 2 - Individuals/Private Users: Third Party Insurance Program

The Corporation of the City of Brockville coordinates a Third-Party Insurance Program for low-risk users of municipal facilities. The policy covers any individual or community group renting a municipal facility to run an event or activity. This Program is in place for the everyday resident who would not otherwise have insurance in place as requested above. This coverage cannot be used for corporate entities or in addition to other policies of the Renter. This coverage automatically adds the municipality as additionally insured on the policy. This program is a low-cost solution to protect residents of the community and provide coverage for the person in control of the event. Renters that do not have Third-Party Liability Insurance as listed above will be charged the appropriate fees based on the size and risk level of the event, under this program.

Upon application acceptance, a sales summary clearly indicating the charge will be provided. Upon payment, a Memorandum of Insurance will be provided to the Renter as proof of insurance.

☐ *Applicant will utilize Third-Party Insurance Program for Private Users*

FACILITY USE APPLICATION – OUTDOOR EVENT

INDEMNIFICATION

The Renter shall defend, indemnify and save harmless the Corporation of the City of Brockville, their elected officials, officers, employees and others who the City is responsible from and against any and all claims, actions, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury or to damage to or destruction of tangible property including loss of revenue arising out of or allegedly attributable to the negligence acts, errors, omissions, whether willful or otherwise by Renter, their officers, employees, agents, or others who the Renter is legally responsible. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Renter in accordance with this agreement and shall survive this agreement.

CUSTODIAL DAMAGES

The applicant/organization is responsible for all clean-up and disposal of refuse related to the event detailed in this agreement. Should the City of Brockville determine that the applicant/organization did not take due care to adequately return the facility to the condition in which it was found prior to the event, the City of Brockville reserves the right to bill associated custodial or damage charges to the applicant/organization.

CANCELLATION

This contract cannot be cancelled for convenience.

In the event of an event cancellation, the City and the Renter will review options for rescheduling the event. If the event cannot be rescheduled, the City reserves the right to charge the Renter for any fees that may occur due to the event cancellation. The City reserves the right to retain deposits and/or charge administrative fees due to the rescheduling of an event.

Under this contract, the Renter and the City will take practicable efforts, following guidelines set out by Public Health and the Province, to reduce the transmissibility of a communicable disease. The City or the Renter may cancel this contract in whole or in part due to unforeseen illness, guidelines, or Public Health measure at any time, where the illness, guidelines or Public Health measure will affect the event from continuing. Cancellation cannot be due to reduced capacity limits at the venue, only a full closure of the facility.

GENERAL

1. The City will always have access to and control of its facility.
2. The Applicant hereby agrees to observe and comply with any and all fire regulations and codes, Provincial, Federal or other regulations, statues and by-laws pertaining in any way to the use of the facility.
3. The Applicant waives the right to assign this Agreement in whole or in part, nor sublet all or any parts related to the leased space or building to any other person.

_____ _____

Signature of Applicant/Authorized Representative *Date*

SUBMITTING COMPLETED APPLICATION

ATTN: Parks & Events Coordinator
(613) 342-8772 x 3266
parks@brockville.com

Mail:

City of Brockville - Operations Department
P.O. Box 5000
Brockville, ON K6V 7A5

Hand-Deliver (*after-hours mail slot available* **):

Operations Department
251 North Augusta Road
Brockville, ON
** *Weekday Hours: 8:00 am – 4:00 pm*

ADDENDUM – STREET CLOSURE(S)

- **A six (6) metre clearway (as measured equidistant from the centerline of the traveled portion of the roadway) must be maintained at all times on each closed street for emergency vehicles**
- **The City requires a *non-refundable $226.50 deposit* to be submitted with the completed addendum**
- **Following the event, the City will prepare a statement and the Applicant will be billed for any costs that exceed $226.50 (i.e. City Staff labour, trucks etc.)**

APPLICANT

Company/Organization: _____

Authorized Contact: _____

Role/Title: _____

Address: _____

_____

City: _____ Prov: _____ Postal: _____

Telephone: _____ E-mail: _____

STREET CLOSURE(S)

Closure # 1

Date: _____ Start Time: _____ End Time: _____

Street Name: _____

Closure # 2

Date: _____ Start Time: _____ End Time: _____

Street Name: _____

Closure # 3

Date: _____ Start Time: _____ End Time: _____

Street Name: _____

Closure # 4

Date: _____ Start Time: _____ End Time: _____

Street Name: _____

☐ Received deposit

_____ _____

Date *Signature of Applicant/Authorized Representative*

ADDENDUM – STREET CLOSURE(S)

SUBMITTING COMPLETED APPLICATION

ATTN: Parks & Events Coordinator
(613) 342-8772 x 3266
parks@brockville.com

Mail:

City of Brockville - Operations Department
P.O. Box 5000
Brockville, ON K6V 7A5

Hand-Deliver (*after-hours mail slot available* **):

Operations Department
251 North Augusta Road
Brockville, ON
** *Weekday Hours: 8:00 am – 4:00 pm*

INTERNAL USE ONLY

CIRCULATION – PRE-APPROVAL:

- ☐ Public Works
- ☐ Parks
- ☐ Cultural Services
- ☐ Fleet
- ☐ Engineering & Infrastructure
- ☐ Economic & Development Services
- ☐ Waste Water Systems
- ☐ Water Systems
- ☐ Police Department
- ☐ Fire Department
- ☐ Downtown Brockville BIA

APPROVED:

Phil Wood – Director of Operations *Date*

CIRCULATION – APPLICATION APPROVED:

- ☐ Applicant
- ☐ Public Works
- ☐ Parks
- ☐ Cultural Services
- ☐ Fleet
- ☐ Engineering & Infrastructure
- ☐ Economic & Development Services
- ☐ Waste Water Systems
- ☐ Water Systems
- ☐ Police Department
- ☐ Fire Department
- ☐ Downtown Brockville BIA

BROCKVILLE
CITY OF THE 1000 ISLANDS

PARKS DIVISION

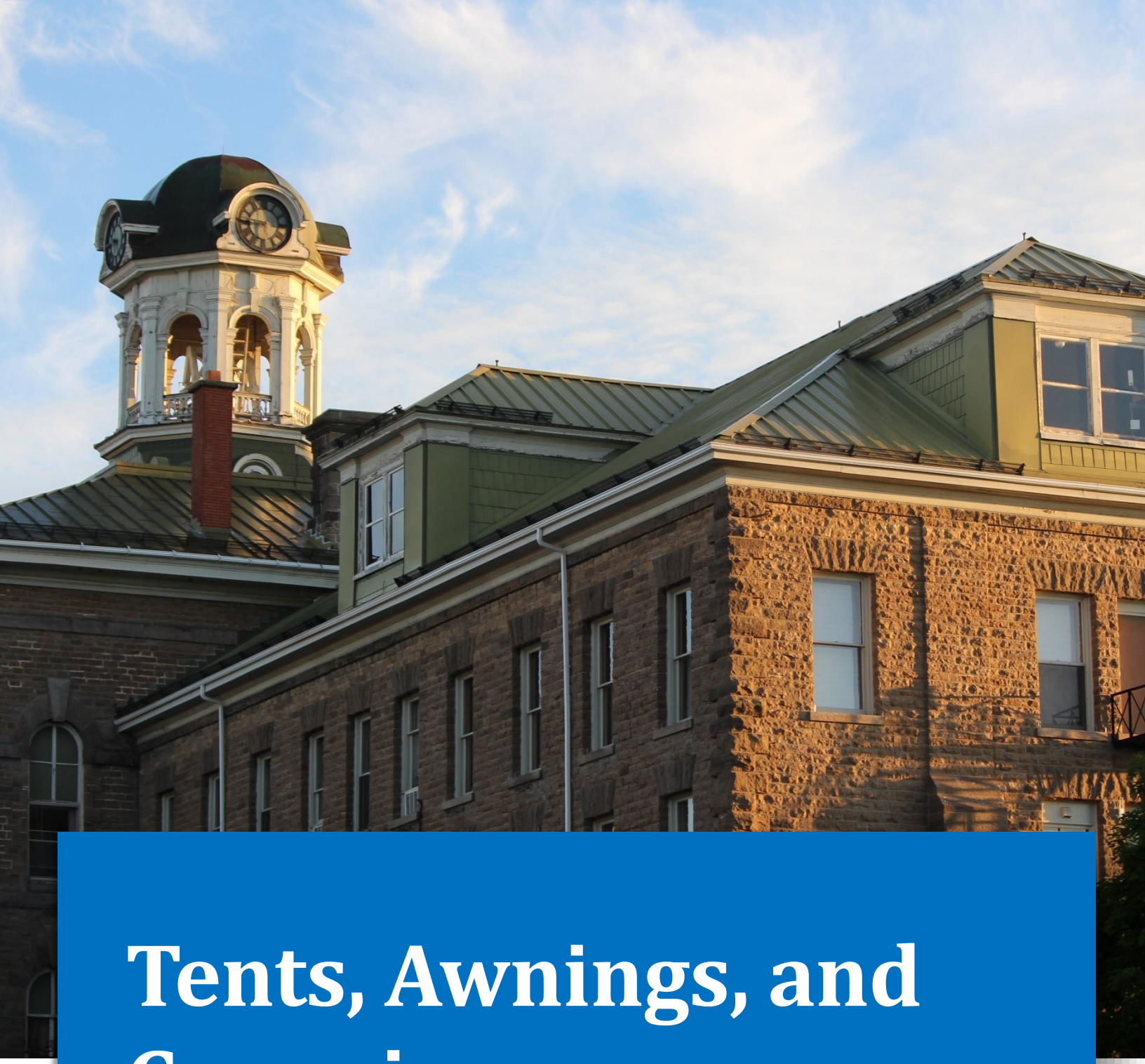
VEHICLES IN CITY PARKS

Vehicles are **prohibited** in City parks; however, an exception can be made when the following safety precautions are employed:

- A vehicle may enter a park for the ***sole*** and ***immediate*** purpose of loading or unloading and only if escorted by a person on foot. The vehicle, once loaded/unloaded, must immediately be escorted back out of the park (maximum stay in park - 20 minutes)
- At the termination of the event, the vehicle may again be escorted into the park by a person on foot, loaded up and then escorted back out of the park (maximum stay in park - 20 minutes)

At no time may a vehicle stay/park within any City park.

Questions?
Please contact Robyn Houle - Parks & Events Coordinator
e: rhoule@brockville.com **t:** 613-341-2276



Tents, Awnings, and Canopies

Economic and Development Services

Authored by: Sebastian Scott, CBCO
Chief Building Official
www.brockville.com 613-342-8772

BROCKVILLE
CITY OF THE 1000 ISLANDS

A building permit may be required for temporary tents, awnings and canopies. The following outlines the requirements for tents, awnings and canopies to ensure that residents, business owners and event planners are informed of all municipal requirements to maintain public safety in accordance with statutory regulations.

Tents, awnings, and canopies require a building permit unless exempted below:

Tent Exemptions*

A tent or group of tents is exempt from a building permit if **all of the following** criteria are met:

- ☐ The tent or combination of tents is not more than 60m^2 in aggregate ground area,
- ☐ The tent is not attached to a building, and
- ☐ The tent shall be constructed more than 3m from all other structures, including buildings on the same property.

Awning Or Canopy Exemptions*

An awning or canopy is exempt from a building permit if the following are met:

- ☐ The awning or canopy is attached to the building and does not project more than 300mm from the face of the building.

***Requirements For Exempted Tents, Awnings Or Canopies**

If the tent, awning or canopy has been exempted from a building permit, businesses must comply with other regulations for public safety, specifically:

- All fabric, textile, or film, as applicable, is required to be certified to CAN/ULC-S109 Flame Tests of Flame-Resistant Fabrics and Films or NFPA 701 Fire Tests for Flame Propagation.
- Tents, awnings, and canopies that are intended to be equipped with a fuel fired appliance or heater, as applicable, shall comply with the clearance and ventilation requirements provided by the manufacturer and all applicable standards.
- At least two full sides of the outdoor dining area must be open to the outdoors and must not be substantially blocked by any walls or other impermeable physical barriers as per Provincial Legislation.

Building Permits

Any tent, awning, and canopy that does not satisfy all requirements for an exemption is required to be erected under the benefit of a building permit.

Where a building permit is required, site specific pre-consultation with a Building Official is recommended and may be arranged by calling 613-342-8772 extension 4425.

Location Requirements

Ontario Building Code requires tents constructed to be located at least 3 meters away from property lines and all other structures, including buildings on the same property.

Structural Requirements

The structure and all components, connections, and fabric, as applicable, are required to be designed by a Professional Engineer. The design must be able to resist all snow and wind load requirements for Brockville.

Fabric, Textile or Film Requirements

All fabric, textile, or film, as applicable, is required to be certified to CAN/ULC-S109 Flame Tests of Flame-Resistant Fabrics and Films or NFPA 701 Fire Tests for Flame Propagation. The certification of the fabric must form part of the design documents submitted for permit.

Mechanical Requirements

Tents, awnings, and canopies that are intended to be equipped with a fuel fired appliance or heater, as applicable, shall comply with the clearance and ventilation requirements provided by the manufacturer and all applicable standards.

Enclosure Requirements

At least two full sides of the outdoor dining area must be open to the outdoors and must not be substantially blocked by any walls or other impermeable physical barriers as per Provincial Legislation.

The Ontario Building Code

(http://www.e-laws.gov.on.ca/html/statutes/english elaws_statutes_92b23_e.htm) outlines the minimum requirements for all building construction and can be viewed on the Ontario Ministry of Municipal Affairs and Housing website. (http://www.mah.gov.on.ca/site4.aspx)

Building Permit Application: Required documents

1. Completed building permit application "Permit to Construct or Demolish". Please note that if the application is for a temporary tent, the "description of work" line must include the dimensions on the tent, the words "temporary tent" and the duration of time for which the tent is to remain on site (ie. 40 ft x 40 ft Temporary Tent, August 6 to 12)
   - Schedule 1: Designer Information
   - Applicable Law Checklist
2. Two (2) copies of plans and specifications which provide the following information:
   - Copy of property survey showing:
     - the location of all existing buildings on the property
     - the location and dimensions of the tent
     - the setbacks (distance) from property lines and existing buildings
     - the location of any "designated" fire routes on the property
   - Manufacturer's specifications providing verification that the tent conforms to CAN/ULC S-109M "Standard for Flame Tests of
   - Flame Resistant Fabrics and Films" or NFPA 701 "Standard Method of Fire Tests for Flame-Resistant Textiles and Films".
   - Specifications stamped by a professional engineer shall be provided for the supporting framing structure and anchorage
   - system for all tents greater than 225m² in area (2422 ft²).
   - Occupant load: The maximum number of people permitted to occupy the tent.
   - Seating: If seating is provided show the number and arrangement of seats.
   - Exits: Indicate the number of sides of the tent to be left open. If all sides are closed show the location and width of exits.
   - Sanitary Facilities: Indicate the number of required portable toilets and their location in accordance with Table 3.7.4.3E Division B.3.7.4.3 of the Ontario Building Code.
3. Permit fee: refer to current year User Fee Schedule.

Note: For large tents, additional information concerning, construction of bleachers, means of egress and sanitary facilities may be required to confirm compliance with the Ontario Building Code. For more information, please contact the City of Brockville Building Department at 613-342-8772 ext. 4425

How do I determine how many portable toilets I will need?

The number of privies shall comply to Table 3.7.4.3E of the Building Code. (See table below)

Privies required for Each Sex:

Number of Persons	Minimum number of Water
1 to 50	2
51 to 70	3
71 to 90	4
91 to 110	5
111 to 140	6
141 to 180	7
181 to 220	8
220 to 260	9
260 or more	Provide 10+1 for each additional increment of 40 persons of each sex.



PATIO HEATER SAFETY GUIDELINES

DO'S and DON'TS for using patio heaters, open-flame appliances and propane cylinders.

Knowing how to use patio heaters and open-flame appliances safely will help everyone enjoy outdoor dining well into the fall and winter season — while avoiding the dangers of carbon monoxide poisoning and fire.

KEEP THEM OUTSIDE

PATIO HEATERS ARE DESIGNED FOR OUTDOOR USE ONLY

NEVER use them indoors or within an enclosed structure such as a tent to avoid the danger of carbon monoxide poisoning.

PROPANE CYLINDERS SHOULD NEVER BE STORED INDOORS.

They must be stored upright and safeguarded with tamper-proof, vehicle-proof protection, such as a locked cage or fenced-in area.

If you need to store your patio heater indoors for security reasons, remove the propane cylinder first.

LOOK UP AND AROUND

DO install heaters according to the manufacturers' instructions regarding ceiling height clearance and proper distancing from any fire hazards, building openings or mechanical air intakes.

Fire hazards can be located around, above or underneath heating units and can include combustible materials such as umbrellas, awnings, tent walls, tablecloths, paper products, decorations, etc.

DON'T position patio heaters next to or in the path of an exit, including fire escapes. Do not obstruct firefighting equipment such as fire hydrants and fire department connections.

DO make sure propane cylinders are not stored near operating heaters or smoking areas. A cylinder is considered to be in storage when not connected to an appliance.

KEEP THEM STABLE

DO make sure heaters are on a stable surface so they don't get knocked over.

DON'T install heaters on grass or an uneven sidewalk, or near the edge of an elevated platform.

Make sure all free-standing units have an anti-tilt feature.

MOVE THEM WITH CARE

NEVER move portable heaters while the flame is lit. Make sure the fuel supply is properly shut off and the unit cool before relocating.

USE CAUTION when moving propane cylinders to avoid dropping or impact.



KEEP AN EYE ON THEM

NEVER LEAVE patio heaters unattended. Additional caution should be used when children or inebriated adults are in the vicinity.

INFORM OPERATORS OF SAFE OPERATING PRACTICES

Be sure that all staff are familiarized with the safe operation of patio heaters.

To ensure your guests stay safe while enjoying the comfort of your outdoor patio, DO make sure all operators understand how to:

- Safely install and operate heaters according to the manufacturers' instructions
- Identify hazards - fire and carbon monoxide poisoning
- Safely light, turn off and move heaters
- Safely connect, disconnect, move, store and transport propane cylinders
- Detect leaks in hoses, valves and fittings
- Prepare equipment for inclement weather
- Respond to an emergency including the location of fire extinguishers and symptoms of carbon monoxide poisoning (nausea, dizziness, headache)

FIRE EXTINGUISHERS AND CARBON MONOXIDE DETECTORS

Be sure to locate sufficient, easily accessible, fire extinguishers in the patio area.

Make sure smoke and carbon monoxide detectors located inside buildings are working properly.



SAFETY CERTIFIED

Make sure your equipment is certified by the CSA/ULC or other recognized testing laboratory and meets the requirements of TSSA Act 2000.



INSTALL THEM PROPERLY

All units must be installed as per the manufacturer's instructions. All fixed fuel-fired heating units must be installed by a TSSA-certified technician.





PROPANE CYLINDER SAFETY

- ✓ Familiarize operators with safe practices for propane cylinder installation, disconnection and leak detection as well as emergency procedures.
- ✓ Propane cylinders must not exceed the manufacturer's recommended propane cylinder size (generally 20 pounds = approximately 10 hours of operation).
- ✓ Store propane cylinders upright and protect them against tampering, unauthorized movement, dropping or impact that could result in a leak or fire. Propane cylinders that are not connected to an appliance are considered to be in storage.
- ✗ Do not store propane cylinders indoors, close to operational heaters or near smoking areas.
- ✓ Stored propane cylinders must be safeguarded with tamper-proof, vehicle-proof protection, such as a locked cage or fenced-in area.
- ✓ Stockpiles of up to 25 20-pound cylinders must be located at least three feet from any building opening and 10 feet from any sidewalk, air intake and adjoining property occupied by schools, churches, hospitals, athletic fields or other points of gathering.
- ✓ Up to five 20-pound propane cylinders may be transported in a vehicle provided they are safety secured in an upright position in the passenger compartment with the windows open or secured in the box of a truck.
- ✓ Transportation of five or more 20-pound propane cylinders must be conducted according to Transport Canada Transportation of Dangerous Goods regulations.

HOW TO TEST PROPANE CYLINDERS FOR LEAKS

When installing fuel cylinders, always test for leaks by applying a 50/50 solution of water and dish soap to all propane cylinder connections and hoses. If bubbles appear, gas may be leaking. Tighten the connection and retest. If bubbles reappear, contact a TSSA-certified technician to repair or replace damaged parts.

PUTTING PUBLIC SAFETY FIRST

The Technical Standards and Safety Authority (TSSA) delivers public safety services on behalf of the Government of Ontario in three key sectors:

1. Boilers and pressure vessels and operating engineers
2. Elevating devices, amusement devices and ski lifts
3. Fuels

TECHNICAL STANDARDS & SAFETY AUTHORITY
TSSA

FOR MORE INFORMATION:
1-877-682-8772
TSSA.org
customerservices@tssa.org

@TSSAOntario
TSSA – Technical Standards & Safety Authority
TSSA (Technical Standards & Safety Authority)
Technical Standards & Safety Authority (TSSA)

Special Event Guidelines For Event Organizers

This document has been designed to assist Organizers and Vendors at Special Events in meeting the requirements of the Health Protection and Promotion Act and the Ontario Food Premises Regulation.

These operational guidelines are applicable to events where food is prepared, sold or distributed to the public and occur for short periods of time. Examples include fall fairs, carnivals, music festivals, food festivals, street festivals and plowing matches. The Leeds, Grenville and Lanark District Health Unit is committed to working with you to ensure the event is successful and safe for your guests.

Each food vendor at a special event must comply with the Health Protection and Promotion Act and the Food Premises Regulation. This includes businesses providing samples to the public as part of a display. The following categories of food premises are permitted to operate provided they meet the requirements set out in the legislation:

- Fixed premises (permanent buildings equipped with kitchen facilities)
- Mobile Preparation Premises

Please view the Ontario Food Premises Regulation available online at the following link: https://www.ontario.ca/laws/regulation/R17493.

The health unit may conduct site inspections to ensure compliance. Some vendors may be exempt from the Food Premises Regulation (e.g. religious organizations, service clubs, fraternal organizations and charities) provided certain conditions are met. Please refer to the "Requirements for Groups Exempt from the Food Premises Regulation for Special Events" document or contact the health unit if you wish to qualify for an exemption. Inspections of these premises may still be conducted under the Health Protection and Promotion Act.

General Requirements

- The organizer of the event must notify the Medical Officer of Health of the Leeds, Grenville and Lanark District Health Unit in writing. In order to process and respond to your notifications and better serve your vendors, we request that notification is received by this office at least 30 days prior to the event (Coordinator Notification form).
- If there is more than one vendor attending the event, the organizer of the event must ensure that each vendor completes the Vendor Notification form and provide them to the health unit.
- The site proposed for the event must be dry, well drained, and free of any health hazards.

Food Safety

It is the goal of the health unit to assist you in providing safe food to the patrons of your event. Some foods require extra attention to ensure their safety. Potentially hazardous foods are those foods that are capable of supporting the growth of microorganisms that cause illness or the production of toxins by such organisms. These may include, but are not limited to, meat and meat products, poultry, fish and shellfish, eggs, dairy and dairy products, grains and cereals such as rice and pasta, sauces, gravy and unpasteurized juices.

For the preparation and service of food, utilizing self-contained mobile food premises is recommended. Premises without a valid exemption that do not comply with the minimum standards set out in the Food Premises Regulation will not be permitted to open until such time as all requirements are met.

Approved Sources

- All meat must be inspected. Check meat and meat products for stamps and tags.
- Use only Grade A and B eggs (never use ungraded, cracked, or Grade C eggs).
- All milk must be pasteurized.
- Do not serve food to the public that has not been prepared in an inspected food premises (i.e. do not prepare food at home).

Transportation of Food

- Refrigerated trucks, mechanical refrigeration units, and insulated coolers are all methods that can be used for transporting hazardous food to the event provided the food can be maintained at 4°C or less. Thermometers must be placed in each cooler or refrigeration unit to monitor the temperature of the food.

Food Temperatures

- Keep cold foods cold and hot foods hot! Potentially hazardous foods must be held at 4°C or lower for cold holding or 60°C or above for hot holding.
- Frozen food should be held at -18°C or lower.
- Cold holding units must be equipped with thermometers.
- Cook/Reheat foods to the proper temperature.
- A probe thermometer is required to check internal temperatures of food.

Food Protection

- Food and food preparation surfaces must be protected from contamination by means of shields, cabinets, containers. Condiment containers must have closable lids with separate dispensing utensils or be in bulk dispensing units (ie. squeeze bottles or pump, individual packets).
- Only single service items (e.g. disposable plates and cups) are allowed for serving food to customers.
- Keep raw meat separate from ready-to-eat foods.
- All barbecue stations and food vending carts must have an umbrella or covering to protect food from contamination.
- The premises must be free from conditions that adversely affect the wholesomeness of the food.

Food Handlers

- There is at least one food handler or supervisor on the premises who has completed food handler training during every hour in which the premises is operating.
- Food handlers must follow good personal hygiene practices: wash hands frequently, refrain from smoking or eating while handling food, wear clean clothing and hair coverings.
- Use utensils to handle food to minimize direct hand contact.
- Do not handle money and food without washing hands in between. It is recommended that one person be in charge of food handling and another in charge of handling money.
- Gloves are not a substitute for handwashing. Each time gloves are changed, hands must be washed. Change your gloves as often as you would wash your hands.
- Alcohol hand sanitizer is not a replacement for handwashing.

Sinks

- A separate handwash basin supplied with hot and cold running water must be conveniently located for food handlers in the food preparation area, with a supply of liquid soap and paper towels.
- A two compartment sink is required for cleaning and sanitizing utensils.

Water Supply

- Water used for drinking, food preparation, handwashing and dishwashing must be potable. For water sources other than a municipal water treatment system, the health unit must be notified in advance so that the water source can be assessed and tested (3 samples taken over 3 weeks are required).
- Disinfect drinking water distribution systems (e.g., hoses) prior to the event.
- Hoses supplying water to food premises must be made of food grade material (not garden hoses).
- If a water hauler is being used to supply the event, the company name and address must be provided to the health unit in advance so the water source and vehicle can be inspected.

Sanitary Facilities and Waste Water Disposal

- Have washroom facilities and handwash stations available for vendors and patrons. Portable facilities and handwash stations are acceptable.
- Keep facilities in a clean and sanitary condition.
- All sewage waste, including sink waste, must be disposed of in a clean and sanitary manner. No wastewater can be dumped onto the ground. Holding tanks must be pumped out as often as is necessary and the waste must be disposed of at an approved dump station.
- Table 3.7.4.3.C from Division B of the Ontario Building Code 2012 should be used to determine the minimum number of washroom facilities required for your event.

Item	Number of Persons of Each Sex	Minimum Number of Water Closets for Each Sex
1	1 to 50	1
2	51 to 150	2
3	151 to 250	3
4	251 to 375	4
5	376 to 500	5
6	over 500	6 plus 1 for each additional increment of 150 persons of each sex in excess of 500

Source: Ontario Building Code 2012, Division B, Part 3, Table 3.7.4.3.C.

Garbage Disposal

- Each food vendor must have appropriate garbage receptacles equipped with lids.
- An adequate number of garbage receptacles shall be provided for use by the public and placed in locations convenient for use.
- Garbage receptacles must be emptied as necessary, but not less than once daily.

Animal Exhibits/Petting Zoos

- Post signs at each animal exhibit stating the following:

> **NOTICE**
>
> Wash hands with soap and water after touching animals. Do not eat or drink while touching animals (a sample sign is provided for your convenience).

- Ensure manure is quickly and thoroughly cleaned up and appropriately discarded.
- Do not allow the public to drink unpasteurized milk.
- Ensure barriers are adequate to impede the touching of animals that should not be handled by the public (e.g. newborns).
- Do not display animals that are ill or those known to be positive for E. coli 0157:H7 and other infectious diseases.
- Clean and disinfect rails and floors daily.
- Do not set up animal exhibits in close proximity to food premises.
- Provide hand wash stations in close proximity to these areas.

For further information on petting zoos, please contact the Community Health Protection Department at our Brockville office at 613-345-5685 or at Smiths Falls office at 613-283-2740.

The event must be operated in such a manner, to ensure no health hazards exist on the site.

Additional considerations for your special event: Do you have an emergency plan?

We all hope that each event we plan will go smoothly and not be interrupted by an emergency. During special events, there usually are large numbers of people attending, Many attendees could be visitors to the area who are unfamiliar with your community. It is important to contemplate the types of incidents that could lead to a medical emergency such dehydration, exposure to the elements and or participants engaging in the use of substances. These can range from alcohol, cannabis as well as other substances. As it is well known that illicit opioids are present in many of our communities in Leeds Grenville and Lanark, having event organizers and volunteers trained in how to identify and respond to an opioid overdose including naloxone administration can save lives. The health unit can provide overdose response training.

Other incidents including severe weather events should also be considered and having a plan in place to alert people of impending dangers and what action to take, as well as a plan of evacuation for the site. It is advisable to work with fire officials, the police, the emergency management coordinator and the health unit to ensure that should an emergency occur, that injuries and/or deaths can be prevented or at least minimized.

Leeds, Grenville & Lanark District
HEALTH UNIT
Your Partner in Public Health
www.healthunit.org

For more information, please call 1-800-660-5853 or visit our website at www.healthunit.org





WASH HANDS

with soap & water
after touching animals
or use available

HAND SANITIZER

DO NOT EAT OR DRINK

while touching animals

Leeds, Grenville & Lanark District
HEALTH UNIT
Your Partner in Public Health

www.healthunit.org

2703 Feb 2019

MAIN OFFICE:
458 Laurier Blvd.
Brockville, ON K6V 7A3
Tel: 613-345-5685
Fax: 613-345-7148
Email: protection@healthunit.org

Leeds, Grenville & Lanark District
HEALTH UNIT
Your Partner in Public Health
www.healthunit.org

25 Johnston Street
Smiths Falls, ON K7A 0A4
Tel: 613-283-2740
Fax: 613-283-1679

SPECIAL EVENT COORDINATOR NOTIFICATION FORM

Coordinator Information:

Owner/Operator Name:

Corporation Number:

Address:

Town/City: Postal Code:

Telephone: Fax No.:

E-mail:

DESCRIPTION OF EVENT:

Name of Event:

Location/Address of Event:

Public Park Street Fairground Mall Property Other:

Start Date of Event: End Date of Event:

Daily Operating Hours: Expected Number of Attendees:

DESCRIPTION OF SERVICES:

Sanitary Facilities (Indicate Number):

Portable toilets Portable Handwash Basins Permanent toilets

Permanent handwash basins

Water Supply:

All premises preparing food must have a supply of potable hot and cold water under pressure.

Potable water supplied to vendors Yes No

How? Water Truck SDWS Municipal

Other

Water Sample taken (if non-municipal source): Yes No

Date Taken: Result: Total Coliform E. coli

Hydro:

Electricity available to vendors? Yes No

Refrigeration trucks available to vendors? Yes No

Backup power available? Yes No

Garbage:

Garbage bins supplied to vendors? Yes No

Garbage must be disposed of at least daily.

Vendors

Total number of food vendors:

Animal Exhibits: Yes No

Personal Services (i.e. tattooing): Yes No

Vendor Registration List: (If additional space is required, please use separate page)

Name of Vendor	Mailing Address	Telephone Number

Owners and operators have a responsibility to ensure compliance with the Smoke-Free Ontario Act 2017. (See sections 14 and 15).

☐ I understand that the information contained in this form may be provided to the Smoke-Free Ontario program to assist in compliance.

Please mail, e-mail or fax this completed form to the Health Unit.

FOR OFFICE USE ONLY:

Approved Not Approved

Comments:

NOTE:

Notification is for Health Unit requirements only. Other permits may be required. Please contact the municipal office where you plan to hold the event.

Public Health Inspector Signature

Operator Signature

Date

Date

Personal information on this form is collected under the authority of the Health Protection and Promotion Act, R.S.O. 1990, c. H.7 as amended under Section 16 (2) and will be used for the administration and enforcement of the Food Premises Regulation. Questions concerning collection of this information should be directed to the Privacy Officer of the Leeds, Grenville & Lanark District Health Unit at 458 Laurier Blvd, Brockville, ON, K6V 7A3 Privacyofficer@healthunit.org or 1-800-660-5853.

Leeds, Grenville & Lanark District HEALTH UNIT
Your Partner in Public Health
www.healthunit.org

For more information, please call 1-800-660-5853 or visit our website at www.healthunit.org

MAIN OFFICE:
458 Laurier Blvd.
Brockville, ON K6V 7A3
Tel: 613-345-5685
Fax: 613-345-7148
Email: protection@healthunit.org

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25 Johnston Street
Smiths Falls, ON K7A 0A4
Tel: 613-283-2740
Fax: 613-283-1679

SPECIAL EVENTS - FOOD VENDOR APPLICATION

Under Section 16(2) of the Health Protection and Promotion Act, every person who intends to commence to operate a food premises shall give notice of the person's intention to the Medical Officer of Health of the Health Unit in which the food Premises will be located.

Please submit a completed form to the Health Unit within 10 working days prior to the event to allow adequate time for processing. Failure to be in compliance with the Food Premises Regulation may result in closure of your premises.

Name of Concession:

Name of Event: Event Dates:

Location:

Contact Person: Phone No.:

Contact Address: City:

Postal Code: Email: Fax No.:

MENU ITEMS:

Food Suppliers:

Location of Food Preparation:

Number of Certified Food Handlers:

Type of Food Facility:

Fixed Premises Mobile Preparation Premises

Other: (Explain)

Potable Water Source: Municipal Well Water Holding Tanks

Sinks Provided with hot and cold running water under pressure:

3 compartment 2 compartment Handwash basin

Waste Water Disposal: Septic System Holding tank Disposal site

Cold Storage: Mechanical Insulated containers with Ice Other

Garbage: Receptacles Provided: Yes Disposal Method:

Owners and operators have a responsibility to ensure compliance with the Smoke-Free Ontario Act 2017. (See sections 14 and 15).

☐ I understand that the information contained in this form may be provided to the Smoke-Free Ontario program to assist in compliance.

I have received and read the Special Events information package provided and I accept responsibility for ensuring that the information that I have provided on this form is correct.

Print Name _____ Signature _____ Date _____

HEALTH UNIT INTERNAL USE ONLY

EXEMPT UNDER REG. 493: Yes ☐ No ☐ **APPROVED FOR EVENT:** Yes ☐ No ☐

Signature of Inspector: _____ Date: _____

Inspector Comments: _____

Personal information on this form is collected under the authority of the Health Protection and Promotion Act, R.S.O. 1990, c. H.7 as amended under Section 16 (2) and will be used for the administration and enforcement of the Food Premises Regulation. Questions concerning collection of this information should be directed to the Privacy Officer of the Leeds, Grenville & Lanark District Health Unit at 458 Laurier Blvd, Brockville, ON, K6V 7A3 Privacyofficer@healthunit.org or 1-800-660-5853.

3185_28 May 2019

FOOD SAFETY

Food Vendor's Checklist

Category of food premises fits one of the following:

- Fixed Premises (permanent buildings equipped with kitchen facility)
- Mobile Preparation Premises
- Other (Describe) _____

- ☐ A certified food handler is on site at all times of operation (copies of certificate must be available on site)
- ☐ Potable hot and cold running water under pressure is supplied for handwashing, food preparation and equipment cleaning
- ☐ Approved grey water disposal available
- ☐ A separate handwash sink with liquid soap and paper towel is provided
- ☐ A minimum of a 2-compartment sink is provided for dishwashing
- ☐ Meat, poultry, dairy and egg products from approved/inspected source
- ☐ Probe thermometer available for checking internal food temperatures
- ☐ Thermometers in each cooler, refrigeration unit, and freezer
- ☐ Equipment for transportation capable of maintaining cold food at 4°C or lower and hot food at 60°C or greater
- ☐ Food is protected from contamination (containers with lids, plastic wrap, aluminum foil, sneeze guards)
- ☐ Food is stored 15 cm (6 inches) off the ground
- ☐ Adequate supply of clean utensils (serving spoons, tongs, spatulas) are available throughout the day
- ☐ Single service utensils used for eating are provided and stored properly
- ☐ Leak-proof containers/tanks (transparent or equipped with a gauge) are provided for storage of wastewater
- ☐ Detergent and sanitizer(can be bleach)
- ☐ Sanitizer test strips
- ☐ Clean outer garments and aprons
- ☐ Hairnets, caps or hair restraints
- ☐ Garbage receptacles and bags
- ☐ Wiping clothes for cleaning and sanitizing preparation areas and service areas
- ☐ Premises is clean and in good repair
- ☐ Back-up power (is recommended to ensure you are able to operate in the event that power is not available at the site when your arrive)

Leeds, Grenville & Lanark District
HEALTH UNIT
Your Partner in Public Health
www.healthunit.org

For more information, please call 1-800-660-5853 or visit our website at www.healthunit.org

3185_30 JD Sept 2019

KNOW BEFORE YOU GO!

FIND YOUR DRONE CATEGORY

YOU NEED A **PILOT CERTIFICATE – BASIC OPERATIONS** TO:

Fly
+30 m
from bystanders



Fly in uncontrolled airspace
(where no air traffic
control is provided)

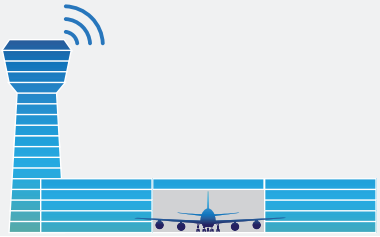


YOU NEED A **PILOT CERTIFICATE – ADVANCED OPERATIONS** TO:

Fly less than
30 m from
or **over**
bystanders



Fly in controlled airspace
with air traffic control approval
navcanada.ca/rpas



YOU NEED A **SPECIAL FLIGHT OPERATIONS CERTIFICATE** TO FLY:

At an advertised event



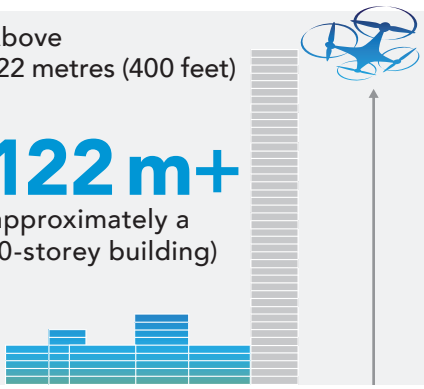
A drone over 25 kg



25 kg+

Above
122 metres (400 feet)

122 m+
(approximately a
30-storey building)



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