



CORPORATION OF THE TOWNSHIP OF AUGUSTA
BY-LAW NUMBER 3389-2018
BEING A BY-LAW FOR LICENSING, GOVERNING THE OPERATION OF
SEASONAL SPECIAL EVENTS

WHEREAS, pursuant to the provisions of Part IV of the Municipal Act, 2001, as amended, the Council of The Corporation of the Township of Augusta may pass By-laws for licensing, regulating and governing seasonal special events;

WHEREAS, pursuant to the provisions of Part IV of the Municipal Act, 2001, as amended, the Council of The Corporation of the Township of Augusta may pass By-laws for licensing, regulating and governing seasonal special events;

AND WHEREAS section 150 of the Municipal Act, 2001 allows a municipality to license, regulate and govern any business wholly or partially carried on within the Municipality;

AND WHEREAS sections 390-400 of the Municipal Act, 2001, as amended enable municipalities to pass By-laws for imposing fees or charges for permits and services provided or done by them;

NOW THEREFORE the Council of the Township of Augusta hereby enacts as follows that:

Definitions

1. In this By-law,

“applicant” means a person applying for a license under this By-law;

“Clerk” means the Clerk of the Township of Augusta;

“event site” means the property described in the application form;

“Licence” means the certificate issued under this By-law;

“Licensee” means the person licensed under this By-law;

“Municipality” means the Corporation of the Township of Augusta and any authorized agent of thereof;

“person” means an individual, an association, a chartered organization, a firm, a partnership, a corporation, an agent or trustee and the heirs, executors, administrators or other legal representatives of a person to whom the context can apply according to law.

“Parking area” means an area for the temporary parking and display or showcasing of vehicles.

“Prescribed licence fee” means the fee set out in Schedule “A” to this By-law;

Terms and Conditions

2. The applicant shall conform to all the terms and conditions as set out in this By-law and the Schedules hereto and forming part of this By-law.

Schedules "A", "B" and "C" attached hereto are and form an integral part of this By-Law,

Offence Not to Have Licence

3. No person shall carry on the business on the event site in the Township of Augusta without having a current valid licence to carry on such business in the Township of Augusta.

Application for Licence

4. Every application for the issuance or renewal of a licence to carry on the business of a seasonal special event shall be made in writing on forms provided by the Clerk of the Township of Augusta and shall contain the following information:

- (a) the full name, street address and mailing address of the applicant;
- (b) whether the applicant is a sole proprietorship, partnership or corporation, and whether the applicant has the authority to bind the corporation;
- (c) nature of the event being held;
- (d) location, date and time duration for the event or events;
- (e) current ownership of the property on which the event or events is to take place; and
- (f) any information requested by the Clerk to demonstrate compliance with the conditions of the license.

Issuance of Licence

5. The Clerk shall issue a licence except where

- (a) The applicant does not meet the requirements of this By-law including Schedules "A", "B", and "C" attached hereto or any other applicable law or By-law; or
- (b) The application is incomplete or the prescribed licence fee is unpaid, or where any outstanding invoices or previous fees are unpaid.

Renewal of Licence

6. The Clerk shall renew the licence on submission of a new application therefore except where:

- (a) The application does not meet the requirements of this By-law or any other applicable law or By-law; or
- (b) The application is incomplete or the prescribed licence fee is unpaid;
- (c) The past conduct of the applicant or licensee affords reasonable grounds for the belief that the applicant or licensee will not carry on the activity for which he is licensed or continue to be licensed in accordance with law or the provisions of this By-law; or
- (d) The applicant or licensee is carrying on activities that are, or will be, if the applicant is licensed, in contravention of this By-law.

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Expiration of Licence

7. Every licence issued under this By-law shall, unless revoked or surrendered at an earlier date, expire on the date indicated on the face of the licence but in no case shall the term of the licence exceed one year.

Revocation of Licence

8. Where the licensee fails to make any payment when due under this By-law, or fails to comply with the requirements or conditions of the license, including Schedules "A", "B" and

"C" attached hereto, the Clerk may give notice of intention to revoke the license. The Clerk may at his/her sole discretion revoke the license without notice where the licensee is in contravention of this By-law. Where such license is revoked, the licensee upon being notified shall immediately cease and desist from operating the event.

Licence Transferable

9. The licence issued under this By-law shall not be transferable.

License Not Authority to Contravene Law

10. The issuance or renewal of a licence is not intended and shall not be construed as permission or consent by the Municipality for the licensee to contravene or to fail to observe or comply with any applicable law of Canada or Ontario or any By-law of the Municipality. Failure to comply with other laws or to obtain required permits or approvals shall constitute grounds for the revocation of a license.

Licence Surrender Cancellation

11. The Clerk may cancel a licence which is voluntarily surrendered by the holder for cancellation.

Penalty

12. Every person who contravenes any provision of this By-law is guilty of an offence and is liable upon conviction to a penalty as authorized by the Provincial Offences Act.

Severability

13. In the event that any particular provision or provisions or a part of one is found to be void, voidable or unenforceable for any reason whatsoever, then the particular provision or provisions or part of the provision shall be deemed severed and the remaining portion of such provision and all other provisions of the by-law shall remain in full force.

This By-law comes into force on the day it is passed.

READ a first time and second time this 25 day of January, 2019.

READ a third time and passed this 25 day of January, 2019.


MAYOR


CLERK

SCHEDULE "A"
TO BY-LAW NUMBER 3389-2018
ANNUAL LICENCE FEES

A fee of \$250.00 per event shall be submitted with the application for the issuance of a licence or renewal of a licence, where the licence is for a period of 1 year or less.

SCHEDULE "B"
TO BY-LAW NUMBER 3389-2018
TERMS AND CONDITIONS

1. For the purposes of this By-law, the license shall apply seasonal special events.
2. All events shall be operated under the Rules and Regulations of the appropriate governing body (for example, but not limited to, Eastern Ontario Mud Drag Association, Ontario Off Road Association, White Water Tractor Association, etc.).
3. The Leeds Grenville & Lanark Health District Health Unit shall be notified prior to the event. (Schedule F) In addition, the licensee shall provide proof that the said Health Unit has been notified and, where applicable has issued an approval and/or undertaken an inspection. All food service vendors must be in compliance with TSSA Certificates for Mobile Food Service Equipment (MFSE) (Chip Huts etc.) as defined in TSSA Directors orders FS-056-06.
4. Medical/first aid services shall be provided on site during all events. The licensee shall provide proof that St. John's Ambulance, or an acceptable alternative, will provide first aid services for the duration of an event.
5. Parking shall be restricted to an area separate from the events, as outlined in the Site Plan attached as Schedule "C", and parking signs stating "Parking shall not be permitted on the road or right-of-way of the adjacent municipal road" shall be posted at the entrance. Unrestricted access for emergency vehicles (fire, ambulance, police) shall be provided at all times during an event.
6. Security shall be provided for the duration of all events. The licensee shall provide proof that arrangements have been made with the OPP and/or security company for security. (Schedule D)
7. There shall be NO Smoking or any open flames in any area used for refueling of vehicles or storage of fuel. Signs stating this shall be prominently posted throughout the area.
8. ABC Extinguishers must be installed in all buildings, even if they are temporary.
9. All temporary wiring, junction boxes, breaker panels etc. must be inspected and approved by the Electrical Safety Authority (ESA).
10. All Fire Access Routes must be shown on the site plan. All Fire Routes shall be kept clear at all times.
11. Fire access route signs shall be placed along all designated fire routes.
12. Where applicable, the licensee shall obtain a Campground Campfire Permit as per schedule E. The only outdoor burning that will be approved will be campfires no bigger than 2 feet X 2 feet X 2 feet, and only clean wood shall be burned. Any fires must be at least 15 feet from any combustible items including vehicles, trailers, tents etc.
13. There shall be lighting installed at all path/roadway intersections.
14. The Licensee shall obtain written approval from the property owner allowing the hosting of the event on their site.
15. A written fire safety plan shall be developed in accordance with "O Reg. 213/07: Ontario Fire Code.
16. The Fire Department shall conduct an inspection 10 days prior to the event and if any items are found not in compliance the license may be revoked.
17. Overnight camping shall be restricted to one or more designated areas, as outlined in the Site Plan attached as Schedule "C", and which is identified with appropriate signage. Over flow may be allowed until new site plan control is submitted.
18. Garbage receptacles will be placed throughout the site and a dumpster shall be provided for the removal of garbage. The refuse/garbage dumpster shall be removed from the site no later than three (3) days following the conclusion of any event.

19. Any and all events permitted by license under this By-law shall comply with the Ministry of the Environment Document "NPC-232, Sound Level Limits for Stationary Sources in Class 3 (Rural) Areas, October 1995". This shall not be deemed to limit the combination of motorsports activities so long as the noise generated by the motorsports activities does not exceed the sound level limits for a Class 3 Area at Critical Points of Reception including but not limited to the dwellings along the adjacent municipal road. The Municipality reserves the right to conduct random noise tests at any time during an event to determine compliance with the sound level limit and to seek a professional opinion on compliance with the sound level standard set out in NPC-232. The licensee agrees to allow unobstructed entry by the Municipality upon the property, as shown in Schedule "C", for the purposes of conducting a noise test. In addition to random noise tests, the Municipality may monitor any noise generating event. All costs associated with the random noise tests shall be borne by the applicant.

20. The applicant must provide proof that a General Liability Insurance Policy is carried with limits of not less than two Million Dollars (\$2,000,000.00) inclusive per occurrence for bodily injury, death and damage to Property, including loss of use thereof. The General Liability Insurance Policy shall be in the name of the Organizer and shall name the Township as an additional insured there under. The General Liability Insurance Policy shall contain an endorsement to provide the Township with thirty (30) days written notice of cancellation or material change that would diminish coverage.

21. The applicant shall notify the Public Works Manager of the date of events in order to facilitate dust control/road maintenance.

22. Fireworks are prohibited during any event.

23. Fueling or refueling of any vehicle and repairs or maintenance of a vehicle within the area shown on Schedule "C" including any pit area shall be done in a safe manner. In the event of a petroleum spill, proper containment/disposal of contaminated soil will be carried out in compliance with Ministry of Environment guidelines. Refueling outside the pit area is prohibited.

24. The licensee shall provide, install and maintain security fencing (or equivalent controls) in all areas indicated on Schedule "C" for the duration of any event.

25. The licensee shall provide, install and maintain silt fencing and straw bale check dams in all areas indicated on Schedule "C" for the duration of any event.

26. The discharge of grey water or sewage from recreational vehicles in any camping area shown on Schedule "C" is prohibited.

27. The licensee agrees to allow unobstructed entry by the Municipality upon the property shown in Schedule "C" for the purposes of determining compliance with the licensing By-law.

28. Each year an updated sketch shall be provided with application to renew the license and shall become part of the annual license.

SCHEDULE "C"
TO BY LAW NUMBER 3389-2018
SITE PLAN MAP

- To be provided by applicant

**Schedule D
TO BY LAW NUMBER 3389-2018**

LICENCE APPLICATION FOR THE OPERATION OF SEASONAL SPECIAL EVENTS

DATE: _____

NAME OF APPLICANT: _____

MAILING ADDRESS: _____

CIVIC ADDRESS (IF DIFFERENT FROM MAILING ADDRESS): _____

PHONE NUMBER: _____ CELL: _____

APPLICANT IS: ___ SOLE PROPRIETOR ___ PARTNERSHIP ___ CORPORATION

NAME OF PROPERTY OWNER: _____

MAILING ADDRESS: _____

CIVIC ADDRESS (IF DIFFERENT FROM MAILING ADDRESS): _____

PHONE NUMBER: _____ CELL: _____

EVENT

TYPE OF EVENT APPLYING FOR:

DATE(S) OF EVENT: _____

TIME/HOURS: _____

CHECKLIST OF LETTERS OF COMPLIANCE AND ITEMS TO BE INCLUDED WITH APPLICATION:

- INSURANCE (\$2,000,000) _____
- HEALTH UNIT (SEE SCHEDULE F)
- MEDICAL/FIRST AID SERVICES _____
- SECURITY FIRM OR OPP SERVICES _____
- CAMPGROUND CAMPFIRE PERMIT (WHERE APPLICABLE)
- WRITTEN APPROVAL FROM PROPERTY OWNER
- FEE (CHEQUE TO BE INCLUDED WITH APPLICATION)
- FIRST AID SERVICES
- ESSA APPROVAL & INSPECTION OF ALL TEMPORARY ELECTRICAL
- FIRE SAFETY PLAN WITH FIRE DEPARTMENT APPROVAL

DISCLAIMER:

NO WORKER AT THIS EVENT SHALL BE CONSIDERED AN EMPLOYEE OF THE TOWNSHIP OF AUGUSTA.

DECLARATION

AS THE APPLICANT NAMED HEREIN, I HEREBY MAKE THIS APPLICATION AND CONFIRM THAT I HAVE READ BY-LAW NUMBER 3389-2018 AND AGREE TO ABIDE BY AND POST SAME AT THE EVENT LOCATION.

DATED THIS _____ DAY OF _____, 20_____

AT THE TOWNSHIP OF AUGUSTA, IN THE COUNTY OF GRENVILLE.

APPLICANT
(1 copy to applicant, 1 copy to municipality)

THIS LICENCE IS HEREBY GRANTED AND IS IN EFFECT FOR THE
PERIOD _____ TO _____.

CLERK/LICENCING OFFICER



Augusta Fire Department

CPG-___/20__

Campgrounds Campfire Permit

OWNER: _____ OWNERS PHONE: _____

OWNERS CIVIC ADDRESS: _____

ADDRESS OF OPEN BURN: _____

CONDITIONS

- 1) person shall set or maintain an open air fire without first having obtained the necessary permit from the Municipal Office, which is valid until December 31 in year of issue.
 - 2) No person shall set or maintain an open air fire on any municipally owned or operated property unless approved by the Fire Chief or Designate.
 - 3) No person shall set or maintain an open air fire when a fire ban on open air fires has been issued by the Fire Chief or Designate.
 - 4) No person shall set or maintain an open air fire that uses prohibited materials;
 - 5) **"Prohibited Materials"** includes household waste, rubber or rubber products, plastic or plastic products, and waste petroleum products and any material or materials which are prohibited by the *Environmental Protection Act*, as amended
 - 6) No person shall set or maintain an open air fire to burn anything other than untreated wood and wood fiber products such as non-laminated paper and cardboard and boxboard, brush, tree branches / limbs, leaves, paper, and sisal twine;
 - 7) No owner shall undertake to set or maintain any open air fire except in accordance with the conditions of the permit.
 - 8) The owner shall comply at all times with the FPPA, and with all other applicable municipal by-laws and provincial and federal laws.
 - 9) A permit issued under this by-law is valid on the date of issue and for the balance of the calendar year in which the permit is issued.
 - 10) The holder of an un-revoked permit issued under this by-law may set or maintain an open air fire provided the following requirements and conditions are met:
 - i) Calls the Township Open Burning Hotline to verify if a burn ban has been declared, campgrounds must call daily
 - ii) produces his or her permit upon being so directed by the Fire Chief or Designate and,
 - iii) immediately extinguishes the fire upon being so ordered by the Fire Chief or Designate; and
 - iv) follows this bylaw in its entirety,
 - 11) The Fire Chief or Designate may attach such additional conditions to a permit as he or she deems necessary to ensure public safety.
 - 12) A permit for an open air fire is not transferable to another person or to a new location.
 - 13) **"Campfire"** means an open air fire where the material to be burned does not exceed 0.9m (3ft) in height ,width and length, that is set and maintained solely for the purposes of cooking food, providing warmth and recreational enjoyment;
 - 14) No permit holder shall set or maintain a campfire or outdoor fireplace
 - i) unless the campfire is located a distance of not less than 5m (16.5 ft) from any building, overhead wiring, highway or other combustible material.
 - ii) that uses material other than dry firewood;
 - 15) No person shall set or maintain a campfire or outdoor fireplace when the wind is in such a direction or intensity to cause any or all of the following;
 - i) the possible spread of the fire beyond the open burn site;
 - ii) a decreased in visibility on any highway
 - iii) an adverse effect for any person
 - 16) No person shall set or maintain more than one campfire or outdoor fireplace at any time
 - 17) No person shall begin a campfire or outdoor fireplace unless they ensure that a competent person or persons eighteen (18) years of age or older maintain constant watch and control over the open air fire at all times from the time of the setting of the fire until the fire is totally extinguished;
 - 18) A campground fire permit transfers the responsibilities for control and extinguishment of a campfire from the campground campers to the campground property owner.
 - i) As such the campground owner is responsible for any and all violations of this bylaw and is liable for recovery of any fees for response and or extinguishment of any open burn or any fires caused by any open burn.
 - 19) The campground must have a means of extinguishment to control and or extinguish a fire that can be taken to any campsite within 10 minutes.
 - 20) The campground must have staff available at all times that are trained to respond with and use the equipment noted in 19)
 - 21) Each and every campground staff must have a cell phone to call 9-1-1 should a fire escape containment.
 - 22) If the campground is unable to comply with 21). Then the campground must have at least one staff member working at all times with a cell phone and a two-way Radio. All other staff members must also have a two way radio so they may contact the staff member with the cell phone to contact 9-1-1 should the fire escape containment.
 - 23) A map of such campground must be supplied to the Fire Chief which includes roadways, routes, lanes, water sources, and structures.
 - 24) Permits issued to an owner under this by-law may be revoked by the Fire Chief or Designate if, in the opinion of the Fire Chief or Designate, an adverse effect or dangerous condition exists in or near the site of the open air fire.
 - 25) Permits issued to an owner under this by-law may be revoked by the Fire Chief or Designate if the permit holder fails to comply with the requirements of the permit or permits and any other provisions of this by-law.
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- 26) The owner shall indemnify and save harmless Augusta Township from any and all claims, demands, causes of action, losses, costs or damages that the Municipality may suffer, incur or be liable for resulting from the open air fires as set out in the by-law whether with or without negligence on the part of the applicant, the applicant's employees, directors, contractors and agents.

_____ Signature of Registered Land Owner _____ Issuing Designate _____ Date of Issue

OFFENCES AND PENALTIES

- 5.1. Every person who sets a fire in contravention of this by-law or who fails to extinguish a fire once ordered to do so by the Fire Chief or Designate is guilty of an offence and may receive a penalty of \$410.00 for each and every offence.
- 5.2. Every person who sets an open burn, with or without a permit, that requires the Fire Department to extinguish the burn, shall, in addition to any penalty provided for herein, be liable to the Municipality for all expenses incurred for the purpose of investigating, controlling and extinguishing any fire set or left to burn.
- 5.3. Every person who sets a fire in contravention of this by-law or who fails to extinguish a fire once ordered to do so by the Fire Chief or Designate shall, in addition to any penalty provided for herein, be liable to the Municipality for all expenses incurred for the purpose of investigating, controlling and extinguishing any fire set or left to burn.
- 5.4. Any costs chargeable to any person pursuant to this section shall be invoiced to the person and paid to the Municipality within sixty (60) days of the date of such invoice, failing which the costs may be deemed to be municipal taxes added by the Clerk of the Municipality to the Collector's Roll and collected in the same manner and with the same priority as municipal taxes.

**You MUST call the Open Burning Hotline prior to burning to check for any burning restrictions.
OPEN BURNING HOTLINE 348-3455 ext. 200**



COMMUNITY HEALTH PROTECTION DEPARTMENT

SPECIAL EVENTS GUIDELINES

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

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 a success 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 display. Under the Food Premises Regulation various types of food premises are outlined. 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)
- Catering vehicles
- Mobile Preparation Premises
- Street vending carts

Each of these types of food premises has specific requirements and restrictions associated with them. Please view the Ontario Food Premises Regulation available online at the following link:

http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_900562_e.htm

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 "Exemption Guideline" 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. Hazardous foods are those foods that are capable of supporting the growth of microorganisms that cause illness or the production of the toxins of 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.

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! Hazardous foods must be held at 4°C or lower for cold foods or 60°C or above for hot foods.**
- Frozen food must 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).
- 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.
- Floors of food preparation areas must be of sound construction and readily cleanable.

Food Handlers

- 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.

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.

Gender	Expected Occupancy	Toilets	Washbasins
Male	1-1200	6 (50% may be urinals)	4
Female	1-1200	6	4
Male	Over 1,200	6 plus 1 additional sanitary fixture per 300 persons	4 plus 1 additional washbasin per 600 persons
Female	Over 1,200	6 plus 1 additional sanitary fixture per 300 persons	4 plus 1 additional washbasin per 600 persons

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 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, some local people, but many could be visitors to the area who are unfamiliar with your community. It is important to contemplate the types of incidents that could occur such as medical emergencies or severe weather events and have 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, the casualties and/or deaths can be prevented or at least minimized.



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 Health

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



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

COMMUNITY HEALTH PROTECTION DEPARTMENT

SPECIAL EVENT COORDINATOR NOTIFICATION FORM

COORDINATOR INFORMATION:

Owner/Operator Name: _____

Corporation Number: _____

Address: _____

Town/City: _____ Postal Code: _____

Telephone: _____ Fax Number: _____

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 RUNNING WATER UNDER PRESSURE

Potable water supplied to vendors Yes No

How? Water Truck Well Municipal,

Other _____

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

Date: _____ 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: _____

Type of food supplied: _____

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

FOR OFFICE USE ONLY

Approved Not Approved

Comments: _____

NOTE:

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

Public Health Inspector Signature

Operator Signature

Date

Date

O: HPD 11/10 - 118 R:
CHPD 02/12 - 118

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

**COMMUNITY HEALTH PROTECTION DEPARTMENT 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: _____

MENU ITEMS: _____
Food Suppliers: _____
Location of Food Preparation: _____

Type of Food Facility:		
Approved/Inspected Kitchen <input type="radio"/>	Approved/Inspected Mobile Unit <input type="radio"/>	Barbecue Adjacent to Approved/Inspected Kitchen <input type="radio"/>
Food Sales only (prepackaged) <input type="radio"/>	Other: _____	
Potable Water Source: Municipal <input type="radio"/>	Well Water <input type="radio"/>	Holding Tanks <input type="radio"/>
Sinks Provided: 3 compartment <input type="radio"/>	2 compartment <input type="radio"/>	Handwash basin <input type="radio"/>
Waste Water Disposal: Septic System <input type="radio"/>	Holding tank <input type="radio"/>	Disposal site: _____
Cold Storage: Mechanical <input type="radio"/>	Insulated containers with Ice <input type="radio"/>	Other _____
Garbage: Receptacles Provided: Yes <input type="radio"/>	Disposal Method: _____	

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

PRINT NAME

SIGNATURE

DATE

<u>HEALTH UNIT INTERNAL USE ONLY</u>	
EXEMPT UNDER REG. 562: Yes <input type="radio"/> No <input type="radio"/>	APPROVED FOR EVENT: Yes <input type="radio"/> No <input type="radio"/>
Signature of Inspector: _____	Date: _____
Inspector Comments: _____	

The information contained on this form is collected under the authority of the Health Protection and Promotion Act, R.S.O. 1990, Chapter H.7., for the purpose of enforcing the Act and its Regulations.

FOOD VENDOR'S CHECKLIST

D Meat, poultry, dairy and egg products from approved/inspected source D Probe

thermometer available for checking internal food temperatures D Thermometers in each cooler, refrigeration unit, and freezer

D Equipment for transportation capable of maintaining cold food at 4°C or lower and hot food at 60°C or greater

D Food is protected from contamination (containers with lids, plastic wrap, aluminum foil, sneeze guards)

D Food is stored 15 cm (6 inches) off the ground

D Adequate supply of clean utensils (serving spoons, tongs, spatulas) are available throughout the day

D Single service eating utensils are provided and properly stored

D Potable water is supplied for handwashing, food preparation, and equipment cleaning

D Leak-proof containers/tanks are provided for storage of wastewater D

Detergent and sanitizer/bleach

D Liquid soap and paper towel in a dispenser at handwash stations D Clean

outer garments and aprons

D Hairnets, caps or hair restraints D

Garbage receptacles and bags

D Wiping clothes for cleaning and sanitizing preparation areas and service areas D

Premises is clean and in good repair

D Back-up power (is recommended to ensure you are able to operate in the event that power is not available at the site when you arrive).