

**THE CORPORATION OF THE TOWNSHIP OF RIDEAU  
LAKES**

**By-Law 2007-19**

**A By-Law to regulate the holding of public events, festivals and parades within the  
Corporation of the Township of Rideau Lakes**

Passed: March 5, 2007

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**2016 Office Consolidation**

**As Amended by By-Law No:**

<b>By-Law</b>	<b>Date Passed</b>	<b>Amendment No.</b>	<b>Subject Matter</b>
2016-23	April 4, 2016	1	Annual Class of Licence

**By-Law 1998-47 repealed by By-Law 2007-19 on March 5, 2007.**

**BY-LAW NUMBER 2007-19**

**THE CORPORATION OF THE TOWNSHIP OF RIDEAU LAKES**

**BEING** a By-Law to regulate the holding of public events, festivals and parades within the Corporation of the Township of Rideau Lakes.

**WHEREAS** pursuant to Section 126 of the Municipal Act S.O. 2001, c.25, Council may pass By-Laws to regulate cultural and recreational events, including public fairs;

**AND WHEREAS** pursuant to Section 28 (1) of the Municipal Act S.O. 2001, c.25, Council may pass By-Laws regulating sales on a highway or vacant lands adjacent thereto and regulating traffic and preventing blocking of highways;

**AND WHEREAS** pursuant to Section 127, of the Municipal Act S.O. 2001, c.25, Council may pass By-Laws prohibiting littering on public or private property;

**AND WHEREAS** pursuant to Section 150 (6) of the Municipal Act S.O. 2001, c.25, Council may pass By-Laws for the regulating and licensing of Exhibitions held for hire or gain;

**AND WHEREAS** pursuant to Section 42 of the Municipal Act S.O. 2001, c.25, Council may pass By-Laws regulating traffic and parades;

**AND WHEREAS** the Council of the Corporation of the Township of Rideau Lakes deems it expedient to license and regulate the holding of public events, parades and festivals within the limits of the Township;

**NOW THEREFORE** the Council of The Corporation of the Township of Rideau Lakes enacts as follows:

- 1) **DEFINITIONS:** in this By-Law
  - a) “Corporation” means The Corporation of the Township of Rideau Lakes.
  - b) “Applicant” includes an individual, any form of association of individuals, and a corporation who “shall” be wholly responsible for the event.
  - c) “Applicant/Sponsor” means conduct, arrange, be in charge of, or be significantly involved in, the presentation of an event.
  - d) “Event” shall include but not be limited to a festival, concert, parade, entertainment or production held out-of-doors and to which the general Public is invited or admitted.

Notwithstanding the generality of the foregoing the following shall not be included:

- i) Any festival concert, parade, entertainment or production held on the property of and being sponsored directly by any religious organization

as defined by the Religious Organization Land Act (Religious Organization – any association of persons that is charitable according to the Law of Ontario), or any recognized service clubs or any Registered Canadian Charities.

AND

- ii) Any festival concert, parade, entertainment or production, which may be reasonably expected to attract fewer than 200 participants present at the event at any given time.

AND

- iii) Any festival, concert, parade, entertainment or production held on property other than the property of any Religious Organization or any Service Clubs or any Registered Canadian Charities shall refer to Section D “ii”

- e) “Site Plan” means a drawing or sketch of the subject area indicating the details of the event that shall include but not limited to booths, emergency entrances/exits and any other structures that is to be accompanied by a map displaying the size and location of the event.
  - f) “Structure” as defined by Ontario Building Code Act.
  - g) “Life Safety Plan” means a written plan to mitigate any emergencies or risks, which may occur on scene and outlines the procedures or safeguards to react to those situations, along with a plan to advise and train anyone who is assisting with the event in those procedures.
2. No person shall sponsor an event within the geographical limits of the Corporation without a licence (Schedule “A”) issued by the Corporation pursuant to this By-Law.
- 2.1 For the purpose of this section, the following definitions apply:  
(By-Law 2016-23)
- a) “event characteristics” includes the nature of the event and its specific operational aspects, including, but not limited to, anticipated maximum attendance capacity, site area and structure use, food and beverage vending/services, entertainment, traffic management, life safety plan, security, utilities and services etc. as applicable.
  - b) “minor changes” shall mean changes which are not likely to be material to the safety of the site or operation. This may include, but is not limited to, small changes to the site layout, the addition of tents or groups of tents with an aggregate floor area up to 225m<sup>2</sup>, changes in food and beverage services, changes in parking areas etc. This determination shall be at the sole discretion of the Corporation.

- c) “major changes” shall mean changes which are likely to be material to the safety of the site or operation. This may include, but is not limited to, proposed road closures, the addition of alcohol sales and service, the addition of fireworks or pyrotechnics, the addition of open air burning, the addition of TSSA regulated amusement devices, the addition of tents or groups of tents containing bleachers, or having sidewalls, or with an aggregate floor area over 225m<sup>2</sup> etc. This determination shall be at the sole discretion of the Corporation.

2.1.1 A property owner, tenant, or authorized agent may obtain a license for a property which is valid for the calendar year subject to the following provisions:  
(By-Law 2016-23):

- a) That this license shall be known as an “annual class” license.
- b) An application shall be made 30 days before the first planned event of the calendar year.
- c) An application shall be made in accordance with Section 3 and any other applicable sections of this by-law.
- d) The application shall outline and seek approval for a standardized site plan and set of event characteristics.
- e) An application may include multiple distinct site plans and/or event characteristic options for the property.
- f) If an application is approved, an applicant shall provide the Corporation with 7 days’ notice that it plans to activate its license and hold an event in accordance with the approved site plan and/or event characteristic option. If applicable, the notice shall detail which site plan and/or event characteristic option is being activated if a license includes multiple options.
- g) If minor changes to the approved site plan and/or set of event characteristics are required, 14 days’ notice shall be provided, along with a full listing of the proposed changes to the event characteristics and an amended site plan as applicable.
- h) If major changes to the approved site plan and/or set of event characteristics are required, 30 days’ notice shall be provided, along with a full listing of the proposed changes to the event characteristics and an amended site plan as applicable.
- i) If subsection g) or h) applies, the event shall not proceed unless and until written approval is provided by the Clerk.
- j) When a license is activated under sub sections f), g), or h), the event specific releases from applicable third party approval authorities outlined in Section 3 e) shall be obtained by the applicant and shall be forwarded to the Clerk a minimum of 3 days before the event.
- k) The event shall not proceed if the applicant fails to obtain the necessary third party approvals and provide them to the Corporation in accordance with subsection i).
- l) The insurance requirement of Section 3 c) can be addressed with a certificate valid for the full calendar year, or on an event by event basis.

- m) All notice shall be made in writing and provided to the Clerk of the Corporation.
3. An Applicant for such licence must provide to the Clerk, a minimum of thirty (30) days in advance, a completed application satisfying their requirement, which includes all documentation and letters prior to said event as set out hereto:
- a) Contact the Medical Officer of Health, Fire Department, Police and Building Department having jurisdiction in the area of the proposed event within fourteen (14) days of submitting the Application, satisfying their requirements for licence and comply therewith. Provide copies of written approvals.
  - (b) Must provide the Corporation with a written proposal of the security to be provided by the Applicant to ensure the safe and orderly conduct of the event.
  - (c) Provide the Corporation with proof of general liability insurance for the duration of the event in such amount as the Clerk of the Corporation deems required, and which shall provide coverage of not less than Two Million Dollars (\$2,000,000.00) per occurrence.
  - (d) The applicant shall apply for and obtain building permits for any structure, as defined by the Ontario Building Code Act, S.O. 1992 c.23, as amended, including tent structures (under 3.14 of the Ontario Building Code), and shall provide all required documentation for processing of said permits. Building permits applications will be reviewed according to the submissions by suppliers of the said structures certifications. The Municipality will be held harmless of such temporary structures and the provider will submit a certification of Two Million Dollars (\$2,000,000.00) Liability Insurance, naming the Municipality.
  - (e) The applicant shall supply copies of approvals from any/all agencies which would have interest in the event, including, but not limited to the following within:
    - a) Ministry of the Environment (1-800-267-0974) for sewage disposal approvals on daily Design flow rates exceeding 10,000 litres per day and written confirmation from the provider of the disposal services. Where the Design flow rates do not exceed 10,000 litres, the applicant will apply to the Township and provide the name of the supplier providing sewage services and any related documents regarding designs.
    - b) Ministry of Health for food service, water supply, sanitary facilities and wastewater disposal.
    - c) Electrical Safety Authority (ESA) for all electrical safety and construction issues.

- d) Liquor Licence Board of Ontario for any alcohol related or licenced events as set out in Schedule “E” attached hereto.
  - e) The event shall respect the conditions of any related By-Law.
  - f) Must complete and submit to the Corporation the application form attached hereto as Schedule “A”, “B”, “C”, “D”, “E” and together with such application fee as set out in Schedule “F” attached hereto.
4. An Applicant/Sponsor licensed pursuant to this By-Law shall:
- a) Conduct the Licensed Event in accordance with the terms of the licence and application as set out in Schedule “E”;
  - b) Following conclusion of the Event, the Event Site must be restored to pre-Event condition, all lands and buildings affected by the event on Municipal owned property. Private property will fall under the Property Standards By-Law.
5. Any Applicant/Sponsor of an Event that is held on Municipal owned property shall deposit \$1,000.00 to cover restoration or replacement of any borrowed/loaned materials from the Township. At Council’s discretion this fee may be waived.
6. Every person who contravenes a provision of this By-Law is guilty of an offense and upon conviction is liable to a fine of not less than One Thousand Dollars (\$1,000.00) or not more than Five Thousand Dollars (\$5,000.00) exclusive of costs, each day the offense is continuing is considered a New Offense under the provisions of the Provincial Offences Act, R.S.O. 1990, c.P.33, or any successor thereof.
7. WHEREAS pursuant to Section 150 (8) of the Municipal Act S.O. 2001, c.25, without limiting subsection (1), the power to licence, regulate and govern a licence includes the power to refuse to grant a licence or to revoke or suspend a licence.

This By-Law hereby repeals any Motions/Notice of Motions, Actions and Resolutions of Council that are in contravention of this By-Law. –98-47-

**SCHEDULE "A"**

**TO**

**BY-LAW NUMBER 2007-19**

Regulate the holding of Public Events

1) DATE: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

TYPE OF EVENT APPLIED FOR – LIST EVENTS:  
\_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

TIME / HOURS: \_\_\_\_\_

2) PROOF OF INSURANCE, ACCORDING TO SECTION 3 (d) OF BY-LAW NUMBER 2007-19 – SCHEDULE "C" ATTACHED HERETO.

GENERAL LIABILITY AND PROPERTY DAMAGE, ACCEPTABLE TO THE MUNICIPALITY, BUT NOT LESS THAN TWO MILLION DOLLARS (\$2,000,000.00).

NAME OF INSURANCE COMPANY, AGENT AND POLICY NUMBER – SEE SCHEDULE "C" ATTACHED HERETO.

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- 3) FOOD AND BEVERAGES TO BE SOLD: (please describe)

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- 4) IS SECURITY CONFIRMED AS PROPOSED IN SECTION 3 (c)?

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- 5) CHECKLIST OF THE RESOURCES YOUR GROUP IS GOING TO HAVE:

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- 6) LETTER OF COMPLIANCE (to be filed with the application) AND ITEMS TO BE INCLUDED AS FOLLOWS:

RIDEAU LAKES FIRE CHIEF SCHEDULE "B": \_\_\_\_\_

INSURANCE – SCHEDULE "C": \_\_\_\_\_

MEDICAL OFFICER OF HEALTH SCHEDULE "D" \_\_\_\_\_

ONTARIO PROVINCIAL POLICE: \_\_\_\_\_

WRITTEN APPROVAL OF (PRIVATE PROPERTY OWNER/MUNICIPAL)

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PROVIDE A SITE PLAN WHICH WILL INCLUDE THE FOLLOWING:

a) LOCATION AND SIZE OF EVENT – PROVIDE A MAP \_\_\_\_\_

b) DRAWING OF SITE OF EVENT – SHOWING LOCATION OF EMERGENCY ENTRANCES/EXITS, BOOTHS, ETC. \_\_\_\_\_

NOTIFICATION IN WRITING OF ROAD AUTHORITY: \_\_\_\_\_

- 7) FEE: (cheque to be included with application) \_\_\_\_\_  
A Registered Charitable Organization may submit a written request to have the fee waived.



8) SPONSORS OF THE EVENT: \_\_\_\_\_

9) DISCLAIMER:

NO WORKER (at this Event) SHALL BE CONSIDERED AN EMPLOYEE OF THE TOWNSHIP.

10) DECLARATION

As the applicant as named herein, I hereby make this application and confirm that I have read By-Law Number 2007-19 and agree to abide by and post same at event location.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_

\_\_\_\_\_  
APPLICANT/SPONSOR  
(1 copy to applicant, 1 copy municipality)

THIS LICENCE IS HEREBY  
GRANTED AND IS IN EFFECT  
FOR THE PERIOD

\_\_\_\_\_  
CLERK/LICENCING OFFICER

**SCHEDULE “B”  
TO  
BY-LAW NUMBER 2007-19**

**FIRE CHIEF FESTIVAL and EVENT REQUIREMENTS**

The following needs to be provided to Rideau Lakes Fire Chief fourteen days in advance of submitting the completed Application to the Clerk in order for a letter of approval to be supplied the Applicant.

**FIRE**

- 1) Site Plan for each location, showing
  - a. Activities
  - b. Parking
  - c. Access Routes
  - d. Emergency Access
  - e. Emergency Equipment Location
- 2) If in building you will need
  - a) Layout and occupancy load
  - b) Activities
  - c) Evacuation Plan
  - d) Emergency Access
  - e) Parking
- 3) Life Safety Plan for event
- 4) Names - contact information of individuals in charge
- 5) Expected Attendance

**FIREWORKS**

- 1) Specific Site Plan
  - a) Distances
  - b) Launch point
  - c) Spectator area
  - d) Surrounding topography
  - e) Safety equipment location
- 2) Safety Plan and Procedures
- 3) Copy of Fireworks Supervisor Card
- 4) Firing List
- 5) Names and contact information and ages of those assisting

**SCHEDULE "C"**  
**TO**  
**BY-LAW NUMBER 2007-19**

CERTIFICATE OF INSURANCE

APPLICANT/SPONSOR

It is certified that insurance as described below has been arranged for the insured name herein on whose behalf this certificate is executed, and we hereby certify that such insurances are in full force and effect. If the said insurance is cancelled or changed during its term in such a manner as to affect this Certificate, written notice of such change or cancellation will be given by letter.

INSURED NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

Postal Code

TYPE & INSURER

GENERAL LIABILITY      The Contractor shall maintain a Policy of General Liability insurance having limits of not less than **\$2,000,000.00** inclusive per occurrence for bodily injury, death and damage to property.

POLICY NO. \_\_\_\_\_      EFFECTIVE DATE: \_\_\_\_\_

EXPIRATION: \_\_\_\_\_      LIMITS OF LIABILITY: \_\_\_\_\_

SIGNATURE:

\_\_\_\_\_  
Of Insurance Company Officer (Broker or agents signature not acceptable)

NOTE: The following shall be added to THE GENERAL LIABILITY INSURANCE CERTIFICATE

The Township of Rideau Lakes, is hereby named as an additional insured but only in respect of and for the duration of the services to be performed under this agreement, and shall contain a cross liability clause endorsement.

**SCHEDULE “D”  
TO  
BY-LAW NUMBER 2007-19**



**COMMUNITY HEALTH PROTECTION DEPARTMENT**

**SPECIAL EVENTS GUIDELINES FOR EVENT ORGANIZERS**

This document has been designed to assist Organizers 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/regis/english/elaws\\_regs\\_900562\\_e.htm](http://www.e-laws.gov.on.ca/html/regis/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 “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. 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.

<b>Gender</b>	<b>Expected Occupancy</b>	<b>Toilets</b>	<b>Washbasins</b>
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



2703 Feb 2012



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



## **FOOD VENDOR'S CHECKLIST**

Category of food premises fits one of the following:

- Fixed Premises (permanent buildings equipped with kitchen facility)
  - Mobile Preparation Premises
  - Street Food Vending Cart
  - Catering Vehicle
  - Other (Describe) \_\_\_\_\_
- 
- 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 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).

O: 05/2009

R: 07/2013

# SCHEDULE "E"

TO

## BY-LAW NUMBER 2007-19

### Special Occasion Permits

**Important Information - Please read these instructions carefully and retain this information.**

#### What is a Special Occasion Permit?

A permit is needed any time liquor is sold or served anywhere other than in a licensed establishment or a private place. A private place is an **indoor** area usually not open to the public and not open to the public during the event; for example, a residence or private office.

(Note: A permit is needed any time liquor is being sold.)

Special Occasion Permits are for **occasional special** events only, not for private profit. If you intend to serve liquor for private profit, you must obtain a liquor licence. A permit may be revoked before the event if the Registrar has reason to believe the event is being used for personal gain.

#### Your Responsibilities

The permit holder is responsible for the safety and sobriety of people attending the event as well as compliance with the Act and Regulations. The Liquor Licence Act and Regulations may be obtained from Publications Ontario at 1 800 668-9938 or 416 326-5300 and on the AGCO website at <http://www.agco.on.ca/en/ft.features/ft4.acts.html>.

Permit applications must be submitted at least **30 days** before the event takes place. (Exception: 10 days for indoor reception events.) Your application may be refused if you don't meet this requirement.

### General Information

#### Applicants

You must be 19 years of age or older to apply for a Special Occasion Permit. You may be asked to provide acceptable I.D.

If the applicant is an organization, the application must be signed by a member or representative at least 19 years of age who has signing authority for the organization.

Applicants must submit **all** information, records, materials, documentation or approvals to the AGCO as requested.

The permit holder or representative shall attend and be present throughout the Special Occasion Permit event.

The permit (and levy receipt for Sale events) must be posted in a noticeable place during the event.

#### Refunds

There will be no refunds for cancelled events or events where changes have occurred after a permit has been issued. Cancellations or changes to an existing permit will require a new Special Occasion Permit and fee.

#### Hours of Service

You may serve liquor only during the hours specified on your permit.

Hours must be between:

- Monday to Saturday: 11 a.m. to 1 a.m.
- Sunday: 12 noon to 1 a.m.
- New Year's Eve (December 31): 11 a.m. to 2 a.m.

#### Food

An adequate supply of food must be available to persons attending the event. Snacks such as chips, peanuts or popcorn are not an acceptable substitute for this requirement.

#### Advertising (except Receptions)

Advertisements for the event may include the name and location of the event, the fact that the AGCO has issued a permit, and the availability of liquor. The advertisement may only refer to the general types of liquor available; do not include brand or manufacturers' names.

**THE AVAILABILITY OF LIQUOR CANNOT BE ADVERTISED FOR RECEPTION EVENTS.**

#### Security

The permit holder must provide security sufficient to ensure that unauthorized persons do not attend the event and to ensure that the conditions of the permit and requirements of the Act are observed.

In order to determine whether security is sufficient, the permit holder shall consider,

- a) the nature of the event;
- b) the size of the premises; and
- c) the age and number of persons attending the event.

#### Homemade Wine/Beer

##### For a wedding or other religious event

Homemade wine and beer can be served but not sold at a wedding or other religious event. The wine/beer must be made by a member of the family hosting the event, acquired and served free of charge. The permit holder may not sell the wine/beer.

##### For Wine/Beer Club/Association/Group

The objects of the club/association/group are the testing, exhibition and judging of wine/beer made by its members. If the event is open to the public, wine/beer may only be served to members of the club/association/group. No service is allowed to the public.

#### Premise Guidelines

You should ensure that the location where the event is to take place meets the following guidelines. Obtain this information from the premise owner or manager along with confirmation that the building has been inspected by the proper authorities.

- The location may not be in a dry area if liquor is to be sold at the event;
- The premises may not have tiered seating where alcohol is to be sold and consumed;
- The permit location must be partitioned from areas where the permit does not apply or alcohol may not be consumed;
- The location may not be a licensed establishment under suspension and the event must comply with any conditions that apply to the licence (eg. restricted hours of operation);
- The premises may not be a dwelling or rooms or land adjacent to and used in conjunction with a dwelling;
- The maximum capacity of the premises must be posted and may not be exceeded during the event.

#### Permit Area Capacities

Permit area capacity means the maximum number of persons allowed in the premises at one time during the event. This figure may not be the same as the estimated event attendance.

The maximum capacity of many indoor premises is predetermined by either the Building or Fire Department. It is the permit holder's responsibility to ensure these capacities are not exceeded during the permit event.

Maximum capacities for all outdoor areas (and indoor areas without a Building or Fire Department capacity) is determined by dividing the actual size of the **permit area** (as determined in square metres or square feet) by 1.11 square metres (12 square feet) per person. (example: 30m x 60m = 1800 square metres ÷ 1.11 = 1621 persons.)

It is the permit holder's responsibility to ensure these capacities are correct and are not exceeded during the permit event.

### Type of Events and Requirements

Special Occasion Permits are either Sale or No Sale and are issued for specific types of events. Please read this section carefully to determine which type of permit you require.

## Sale

A Sale permit is required for events where money is collected for liquor through:

- an admission charge to the event
- admission or liquor tickets sold to people attending the event
- the collection of money for liquor before the event.

When you buy liquor for your sale event, you will be charged an additional levy fee because you are reselling the liquor. Post the levy receipt with the permit in a noticeable place at the event.

As the holder of a sale permit for a Reception, Trade Show or Consumer Show event, you may not profit directly or indirectly from the sale of liquor at the event.

## No Sale

A No Sale permit is issued when:

- liquor is served without charge,
- no money is collected directly or indirectly for liquor from guests,
- the permit holder absorbs all liquor costs.

No levy fee is charged on liquor for a no sale event.

## Outdoor Events

Outdoor events are those which take place outdoors or in a temporary structure, such as a tent or marquee.

The outdoor area must be clearly defined and separated from unlicensed areas by a minimum 36" (0.9m) high barrier.

At least 21 days prior to the event, you must write to the local municipal clerk's department, police, fire and health departments informing them of the event and identifying the physical boundaries. If a tent or marquee is used, you must also notify in writing the local building department.

Include with your application:

- copies of the letters to the police and municipal clerk's department
- a detailed sketch showing the dimensions of the area for which the permit will apply.

## Reception (Sale and No Sale)

**Receptions are private events for invited guests only. Advertising is limited to invited guests only. Do not mention availability of liquor. The general public is not to be admitted.**

## Fundraising (Sale)

Fundraising events are held to raise funds for charitable, educational, religious or community objects.

The applicant for a Fundraising event permit must be a registered charity under the Income Tax Act (Canada) or a non-profit corporation, organization or association organized to promote charitable, educational, religious or community objects. **Individuals cannot fundraise by selling liquor.**

No other type of SOP event qualifies to accept donations of liquor from liquor manufacturers.

Records for all donated products must be obtained by the SOP holder and must be made available for inspection.

Donated products may not be carried over from one event to another.

If the applicant does not have a tax number, include with the application a letter from the organization stating that it will receive the profits from the event.

Social Gaming events are eligible as Fundraising events provided the applicant is a registered charity and the games are licensed under section 207 of the Criminal Code.

The holder of a fundraising special occasion permit may offer liquor donated by a manufacturer for a prize, provided there is a lottery licence issued.

## Community Festival (Sale)

The event must be designated as a Community Festival by a resolution of the municipal council or a delegated municipal official and are to be conducted by

a charity, non-profit corporation, organization or association for the advancement of charitable, educational, religious or community objects.

The permit must include a letter from the municipal council, the municipal clerk or delegated official designating the event as a Community Festival (applicants for Community Festivals are the same as for Fundraising events).

## Significant Events (Sale)

A Significant Event is an event of municipal, provincial, national or international significance.

Events of municipal significance must be designated as such by a resolution of municipal council. The resolution must be included with the permit application.

## Trade Shows (usually Sale)

A Trade Show is an event to which only people involved in the hospitality industry and their guests are permitted to attend. The major exhibits, themes and demonstrations at the trade show must be directly related to an aspect of the hospitality industry. This type of show is for the sampling of liquor (and food) products only.

Only the trade show organizer may apply for the permit.

## Consumer Show (Sale)

A Consumer Show is an event to which the general public is admitted. The major exhibits, themes and demonstrations at the consumer show must be directly related to an aspect of the hospitality industry. This type of show is for the sampling of liquor (and food) products only.

Only the consumer show organizer may apply for the permit.

## Market Research (No Sale)

A Market Research event is conducted by or on behalf of a liquor manufacturer to provide market research about their products.

You must include with your application a letter from the manufacturer authorizing you as their representative to conduct market research.

If the market research is done in an open area (eg. a mall foyer), the area must be separated from the unlicensed area by a 36" (0.9 m) high barrier.

## Auction (Sale)

Applicants for Auction permits must be:

- a registered charity under the Income Tax Act (Canada), or
- an administrator or executor of an estate acting within his or her duties with respect to an estate, or
- a Sheriff acting within his or her duties with respect to liquor seized under a writ of execution.

You must post a notice on the premises stating that the liquor being auctioned may not have been tested by the Liquor Control Board of Ontario. The purchaser must acknowledge in writing that the liquor may not have been tested. The permit holder must send a copy of the signed acknowledgement to the AGCO within 14 days of the event.

Do not serve or allow consumption of the auctioned liquor on the premises where the auction is to take place. Purchasers may only pick up their liquor when they leave the event.

You may also include the name of the brands of liquor and the source of the liquor that will be offered for sale by auction. If you wish to sell and serve liquor for consumption at the event, you must apply for another Special Occasion Permit in addition to the Auction permit.

## Diplomatic Event (No Sale Reception only)

For a diplomatic event, the application must be affixed with the consular or embassy seal.

## For more information

Call or write to: AGCO, 20 Dundas St. W, 7th Floor, Toronto ON M5G 2N6. Telephone 416 326-8700 or toll free 1 800 522-2876. Fax: 416 326-5555. E-mail address: [licensing@agco.on.ca](mailto:licensing@agco.on.ca) ♦ Website: [www.agco.on.ca](http://www.agco.on.ca)

**SCHEDULE “F”**  
**TO**  
**BY-LAW NUMBER 2007-19**

FEE FOR LICENSE TO OPERATE A PUBLIC EVENT, PARADE, FESTIVAL

SHALL BE:           \$220.00          

A Registered Charitable Organization may submit a written request to have the fee waived.