



Special Event Planning Guide

DRAFT
March 1, 2023

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Staff Liaisons



Festivals and Events

Special Events Team

✉ events@stcatharines.ca

Tourism Team

✉ tourism@stcatharines.ca

One-time rentals and bookings

✉ bookings@stcatharines.ca



Additional Liaisons

Planning and Building Services

☎ 905.688.5601 x 1660

Fire Prevention Office

☎ 905.688.5601 x 4224

✉ fire@stcatharines.ca

St. Catharines Emergency Management

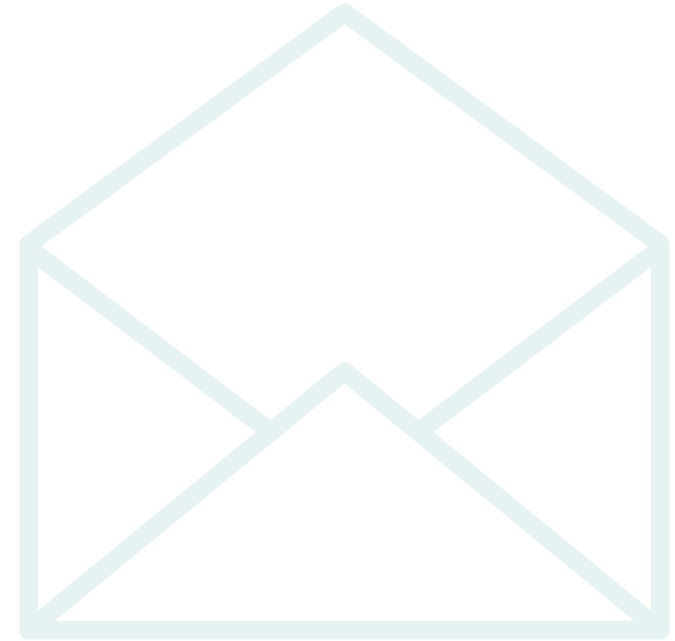
☎ 905.688.5601 x 4591

Niagara Emergency Medical Services (EMS)

☎ 905.984.5050

Niagara Regional Police Service

☎ 905.688.4111



Special Events Permit Checklist and Requirements

Requirement Checklist

Your City of St. Catharines staff liaison will inform you of your requirements, based on your event needs.

Please note, not all requirements are mandatory for events.

The following pages contain a fillable checklist. The check box, like the example below, indicates an action item required by the event organizer.

Check box example

An action item is not required by the event organizer if there is not a check box. This is an information piece only.



Accessibility

If you are having an event on City of St. Catharines property, you must:

Abide by and read the [City's Accessibility Policies](#) ("Appendix A" on page 18)

For more information and resources please visit:

[St. Catharines Corporate Accessibility Information](#)
stcatharines.ca/Accessibility

Fire Safety and Risk Reduction Policy and Procedures

If you are having an event on City of St. Catharines property, you must:

Review and comply with the requirements of the [Fire Safety and Risk Reduction Policy and Procedures](#) ("Appendix B" on page 34)

For more information: stcatharines.ca/FireSafety

Aircrafts, Drones, Helicopters, Hot Air Balloons, Small Planes

If your event is having a drone, the following information must be submitted to your City staff liaison:

A copy of the Special Flight Operation Certificate, which is used by Transport Canada.

Take-off / landing area requirements as required by Transport Canada.

Evidence of commercial general liability insurance to include bodily injury, personal injury, and property damage specific to the operation of drones.

Drone photography and or video work may be subject to the City's Film Policy and permitting requirements.

To learn more, please visit:

[City of St. Catharines Film Permits](#)
investinstc.ca/site/film-production

If your event is having a helicopter, hot air balloon, small plane or any other aircraft, the following information must be submitted to your City staff liaison:

The dimensions of the aircraft.

Let City liaison know if rides will be provided.

A minimum \$10 million certificate of insurance.

A copy of the Special Flight Operation Certificate, which is used by Transport Canada. This will also specify the type of balloon being operated.

For more information:

[Transport Canada](#)
<https://tc.canada.ca/en/aviation>

Alcohol

If you are having alcohol at your event, as stated in the Municipal Alcohol Policy, and as outlined by the Alcohol and Gaming Commission of Ontario (AGCO), you must:

Provide a Letter of **Municipal Significance** ("Appendix C" on page 41) from the City of St. Catharines.

Obtain a Special Occasion Permit through the **Alcohol and Gaming Commission of Ontario** <https://www.agco.ca/>

Provide a list of Smart Serve certified individuals (first and last name) to the City of St. Catharines, including their Smart Serve certificate numbers.

Ensure that the serving area permitted for alcohol at an outdoor event is securely fenced. The set-up and tear down of this is the responsibility of the event organizer.

Hire security personnel, as is mandatory with the presence of alcohol.

Acknowledge that additional insurance may be required.

Municipal Significance

When applying for a Special Occasion Permit for a public event, you may be asked by the AGCO to obtain a designation of Municipal Significance.

The applicant will:

Provide a letter detailing the event to the City of St. Catharines. The letter must follow the **Municipal Significance Process** ("Appendix C" on page 41)

Submit a detailed layout / site plan of the event showing any tents, propane equipment, etc.

Obtain a park permit through Community, Recreation and Culture Services if the event is taking place on City property.

Provide a certificate of insurance if the event is taking place on city property.

Obtain an **Event Promoter Licence** ("Appendix D" on page 44) through the City of St. Catharines if vendors will be participating.

Allow the municipality 30 days for processing the Special Occasion Permit, in addition to any AGCO timeline.

The City of St. Catharines will:

Circulate the submitted layout of the event to the City of St. Catharines Fire Services, Planning and Building Services and Legal Services departments. Once it has been determined that the applicant has complied and the application has been approved, the City of St. Catharines will issue a Letter of Municipal Significance to the applicant for the event.

For more information and resources please visit:

St. Catharines Liquor Licencing
stcatharines.ca/LiquorLicences

Amplified Sound

Clearly audible amplified sound is restricted between the hours of 11 p.m. and 7 a.m.

Music cannot read over 85 decibels within 20 metres of the front of the stage or music source when a band or music is playing.

For more information and resources:

St. Catharines Noise By-law

stcatharines.ca/NoiseBylaw

Animals, Animal Rides, Animal Exhibits or Petting Zoo

Events hosting animal exhibits require an application be made to the Niagara Region. The intention to hold any animal activities, exhibits or rides should also be indicated on your Special Event Permit Request Application form.

Please note that the City of St. Catharines prohibits performances or circuses in which an animal is required to perform for the amusement or entertainment of an audience.

For more information on animals within parks can be found in the City of St. Catharines **Parks By-Law** "Appendix E" on page 47).

To register an event with Niagara Region, please visit:

Niagara Region Event Registration

niagararegion.ca/events

Carnival and Amusement Rides

If you are having a carnival or amusement ride at your special event, you must:

Have TSSA Certification for all rides.

Provide proof of Workplace Safety and Insurance Board (WSIB) coverage for the ride operator.

Certificate of Insurance

You are required to obtain and maintain insurance coverage which must:

Be a minimum amount of \$2 million (\$5 million if alcohol present or closing a road).

Be public and general commercial liability insurance.

Name The Corporation of the City of St. Catharines, 50 Church Street, Box 3012, St. Catharines ON L2R 7C2 as additional insured.

Include all dates, times, locations and activities associated with the event.

Electrical Safety Authority (ESA)

Generators larger than 12 kilowatts or 240 volts require an electrical permit and ESA inspection. If you are having an event that uses electrical equipment and large generators, you will require:

An ESA electrical permit.

An ESA electrical inspection.

Organizers should arrange for a permit four to six weeks in advance of the event.

For more information: **Electrical Safety Authority**
<https://esasafe.com/business-and-property-owners/special-events/>

Emergency Preparedness Plan

All events involving road closures, midway, licensed area, multiple activities and significant number of attendees, an emergency preparedness plan must be completed by the event organizer and submitted for review by the special event team.

Submit **Emergency Preparedness Plan**
("Appendix F" on page 54) minimum of
30 days prior to event.

Event Promoter Licensing

The most common type of licence required for special events, not being held in City parks, is the **Event Promoter Licence** ("Appendix D" on page 44).

Your staff liaison will guide you accordingly on the types of permits and licences required for your event.

Fireworks and Pyrotechnics Permits and Approval

To display fireworks or pyrotechnics at an event you must:

Obtain a **Display Fireworks Permit**
("Appendix G" on page 64) issued in accordance
with the **Fireworks and Pyrotechnic Special Effects
By-law** ("Appendix I" on page 68)
by the Fire Chief.

Obtain a **Pyrotechnic Special Effects Fireworks Permit**
("Appendix H" on page 66) issued in accordance
with the **Fireworks and Pyrotechnic Special Effects
By-law** ("Appendix I" on page 68)
by the Fire Chief.

For more information:

**City of St. Catharines Fireworks and Pyrotechnic Special
Effects By-law** ("Appendix I" on page 68)
St. Catharines Firework Information
stcatharines.ca/Fireworks

First-Aid Services

If you are hosting an event on City property, it is the responsibility of the organizer to provide certified first-aid personnel on-site, through a qualified agency or individual.

First-aid certified personnel

Food or Beverages – Niagara Region Public Health

If you are providing food or beverages (for sale or at no charge) at your event, you must:

Indicate your intentions when filling out a **Niagara Region Special Event Registration form** niagararegion.ca/Events

Obtain approval from Niagara Region Public Health

Once your application is reviewed by the Region, you must submit the status to your City staff liaison.

For more information:

Niagara Region Application Guidelines for Event Coordinators

https://www.niagararegion.ca/living/health_wellness/inspection/event-coordinator-guidelines.aspx

Outdoor Cooking

If you are cooking at your special event, you will require:

An inspection from Fire Services to confirm the requirements outlined in the checklist have been met.

Technical Standards and Safety Authority (TSSA) Certification.
("Appendix J" on page 94)

Sign off from Niagara Regional Public Health.

This requirement is related to all cooking activities.

To complete the food vendor checklist:

Fire Safety Special Events Food Vendor Checklist

("Appendix K" on page 105)

Open Air Fires By-Law

("Appendix L" on page 109)

Food Trucks

If you are having food trucks at your event, vendor placement is the responsibility of each event organizer, and is subject to approval by city staff.

Food trucks that are not included under a general park permit are required to obtain the appropriate business licensing from the clerks department.

Business Licensing

stcatharines.ca/BusinessLicences

An inspection from fire services to ensure that the requirements in the inspection checklist have been met

Submit the following documents to fire services 30 days prior to the event.

- Mobile Food Service Equipment Inspection Report. ("Appendix M" on page 123)
 - TSSA field approval label and rating plate.
 - Fire suppression semi-annual inspection report showing compliance with NFPA 96.
-

It is the responsibility of the organizer to engage with the affected Business Improvement Area to ensure consideration and sympathetic placement for primary competitive products.

It is the organizers responsibility to ensure that vendors at public events and markets follow health guidelines, TSSA requirements and certificate of insurance requirements.

All special events with food service to the public must be pre-approved by Niagara Region Public Health.

A public health inspector may be on-site during the event to conduct an inspection of the event set-up and food vendor booths.

To complete the food vendor checklist:

Fire Safety Special Events Food Vendor Checklist

("Appendix K" on page 105)

Inflatables

If your event is having inflatables, you must:

Have the City of St. Catharines review the inflatable contract provided by the equipment vendor.

Hold a certificate of general liability insurance naming the Corporation of the City of St. Catharines as an additional insured in the amount of \$5 million.

Provide a site plan showing the location of the inflatables.

Have them set up and licensed by a Technical Standards and Safety Authority (TSSA) trained professional.

Provide a copy of locates if staking inflatables through **Ontario One Call**
<https://www.ontarioonecall.ca/>

For more information please visit:

Technical Standards and Safety Authority
<https://www.tssa.org/en/amusement-devices/amusement-devices.aspx>

Music, Live or Recorded

If you are broadcasting live or recorded music you require a licence from Entandem.

Licence from **Entandem**
<https://www.entandemlicensing.com/>

Parking Lot Rentals and Parking Services

If you wish to rent a parking lot for exclusive use for your event, you will require:

Consultation with the special event team on which lots can be reserved.

Parking lot locations can be found here:

St. Catharines Parking Lots and Garages
stcatharines.ca/Parking

Permit Requirements

If you are hosting an event on City property, the requirements associated with your event listed in this workbook must be completed for your permit to be released. Be sure to:

Read the permit terms and conditions.

Ensure the permit is accurate.

Sign the permit.

Pay the associated fee for the permit.

Ensure any cancellations or permit changes are received a minimum of 30 days prior to their event.

Police Officers: Paid Duty – Niagara Regional Police Services

It is the event organizers responsibility to check with the Niagara Regional Police Service to see if paid duty police officers are required at their event. If advised they are needed, you must:

Complete a paid duty request application.

Visit www.niagarapolice.ca

In the absence of paid duty officers, our Fire Prevention team will use its risk assessment tools to assist event organizers to determine what private security resources are required for their event.

Raffles / Games of Chance / Bingo /Ticket Draws Policy

If your event is having a raffle, game of chance, bingo, or ticket draw, you must have a:

Lottery Licence
stcatharines.ca/LotteryGamingLicences

Additional requirements are based on which type of lottery you are having.

For more information please visit:

Lottery and Gaming Licences
stcatharines.ca/LotteryGamingLicences

Resident Notification Letter

If your event is:

- At a park or playfield and having amplified sound
- Has a road closure
- Is expected to have more than 1,000 participants
- Or has new event components

You will require:

Resident Notification Letter
("Appendix N" on page 129)

Resident notification letters for events will be reviewed on a case-by-case basis.

Community consultation may be required for new events, or significant changes to existing events.

Road Closure

If your event has a road closure, you will be required to:

Indicate the need for a road closure on the **Special Event Permit Application Form**
stcatharines.ca/SpecialEventPermit

Provide a Certificate of Insurance naming the Corporation of the City of St. Catharines as an additional insured in the amount of \$5 million.

Pay the fee in accordance with the **approved-fee schedule**
stcatharines.ca/Rates-and-Fees

Provide a Traffic Protection Plan prepared by a qualified contractor of **Ontario Traffic Manual Book 7**
<https://www.library.mto.gov.on.ca/SydneyPLUS/Sydney/Portal/default.aspx?component=AAAAIY&record=34657287-fb36-43a2-84d7-7dc2c5e0d3a6>

Provide advanced notification signage. This is required only for major on-road events that have over 1,000 attendees.

Obtain approval from Niagara Region and Niagara Regional Police where applicable.

In the event of a road closure, you must comply with the requirements outlined in **Fire Safety and Risk Reduction Policy** ("Appendix B" on page 34)

For more information, visit
City of St. Catharines Road Closures
stcatharines.ca/SpecialEventPermit

Site Plan or Route Map

If your event is being held on City property, you will require

A detailed site plan or route map that includes vendors, stages, tents, emergency exits, routes, etc.

Special Event Application

This application is mandatory for all organizers. If you are hosting an event in the City of St. Catharines, you will be required to complete an application form online:

Application for **Special Event Permit**
stcatharines.ca/SpecialEventPermit

All bookings are bound by our terms and conditions. Once your application is received, you will be contacted by your City staff liaison for next steps in the process.

Special Event Licence Agreement

A Special Event Licence agreement is required when an event is not held in a City Park.

This agreement is a comprehensive legal agreement.

The agreement is often associated with events that require road closures, parades and on-street events.

Street Banner Permits

The City of St. Catharines has five locations where roadside poles allow for the display of street banners. The locations include:

- Ontario Street at Adams Street
- Geneva Street at Balfour Street
- Merritt Street at Walnut Lane
- Main Street at Brock Street
- Lake Street at Louisa Street

The installation of street banners is limited to charitable organizations or the promotion of community activities. Street banners are not permitted as a form of advertising for religious purposes or commercial gain and must comply with the City's Sponsorship and Advertising Policy.

Approved applicants must pay a street banner permit fee and provide a minimum of \$5 million liability insurance with The Corporation of The City of St. Catharines named as additional insured. In some cases, Niagara Region must also be named on the insurance certificate.

All costs associated with the manufacturing of street banners are the responsibility of the applicant. Street banners must be made according to the City of St. Catharines' specifications.

Street Banner Application

("Appendix O" on page 131)

Fees associated with this application can be found in the

Rates and Fees

stcatharines.ca/Rates-and-Fees

Tents / Canopies / Staging

If you are having tents at your event, you must:

Provide a copy of locates from

Ontario One Call

<https://www.ontarioonecall.ca/>

Obtain a **building permit** ("Appendix P" on page 135) for a tent or groups of tents provided that the tent or group of tents are;

- More than 60 square metres (645 square feet) in aggregate ground area.
- Attached to a building and constructed less than 3 metres from other structures.

Tents and air supported structures shall comply with the

Fire Safety Special Events Tent Checklist

("Appendix Q" on page 140)

All tents and canopies must be secured by being weighted down with weights or sandbags, or being pegged or staked in. This is the responsibility of the event organizer.

No cooking is permitted in tents occupied by the public.

All tents and temporary structures must be fully accessible to all participants / visitors including individuals with disabilities.

For more information please visit:

St. Catharines Planning and Building Services department

stcatharines.ca/BuildingPermits

Volunteers

If you are having volunteers at your event, under the Accessibility for Ontarians with Disabilities Act (AODA), you will be required to provide:

AODA training

Under the AODA, any volunteers with your organization that prepare policies or provide direct services on behalf of the organization must receive training.

For more information, visit:

Government of Ontario's Accessibility Laws

<https://www.ontario.ca/page/accessibility-in-ontario>

Waste Management

The City of St. Catharines encourages all event organizers (including special events held on private property) to adopt environmentally friendly alternatives to plastics and to use non-plastic, compostable alternatives, where possible as part of a waste reduction strategy.

At your event to help with waste management, we recommend that you connect with Niagara Region to request recycling bins and compost bins.

Special Event Recycling and Organic Container Rentals

<https://www.niagararegion.ca/waste/containers/rentals/default.aspx>

Washrooms / Sanitary Facilities

If your event location does not have sufficient facilities for the anticipated attendees, organizers will be responsible for providing:

Portable washrooms that are accessible to all

Hand wash stations

Look at the attendance of your event to determine how many you will need. The City of St. Catharines recommends the minimum number of hand wash stations for an event as follows:

Number of Washroom Fixtures at Events:

by gender and attendance at peak times

Gender	Attendance	Toilets	Urinals	Hand Wash
Males	1-600	1	2	2
Females	1-600	3	-	2
Males	601-1,200	3	3	4
Females	601-1,200	6	-	4

Additional Fixtures for Males:

- 1 toilet for each 300 additional persons
- 1 hand wash station for each 600 additional persons
- Urinals may be substituted up to 2/3 for toilets

Additional Fixtures for Females:

- 1 toilet for each 300 additional persons
- 1 hand wash station for each 600 additional persons

Planning Resources

Smoke and Vape-Free Outdoor Spaces

The Region of Niagara approved a smoke and vape-free outdoor spaces by-law. This by-law applies to parks, playgrounds, sports fields, arenas, and splash pads in St. Catharines, as well as other public recreation properties. The smoke and vape-free outdoor spaces by-law is enforced by the Region's Tobacco Control Officers. For more information or to report a complaint, contact the Region's Tobacco Hotline.

For more information and resources please visit:

Niagara's Smoke and Vape-Free Outdoor Spaces By-law

<https://www.niagararegion.ca/health/substances/tobacco/smoke-free-outdoor-spaces.aspx>

Tobacco Hotline - Free of Charge Help Line

<https://www.niagararegion.ca/health/substances/tobacco/tobacco-hotline.aspx>

St. Catharines Cultural Investment Program (SCCIP)

The St. Catharines Cultural Investment Program (SCCIP) is designed to serve distinct segments of the creative sector and strengthen the overall cultural ecosystem in St. Catharines.

Members of the St. Catharines Arts and Culture Advisory Committee review all applications and make recommendations for investment to City Council. For future updates on SCCIP, you can sign up for the Cultural Investment Newsletter.

For more information and resources please visit:

St. Catharines Cultural Investment Program (SCCIP)

stcatharines.ca/SCCIP

Special Event Waiving of Fees

The City of St. Catharines may waive fees to eligible applicants to help offset fee(s) that may have been charged by the City related to the delivery or presentation of a single or multi-day festival or event which offers an inclusive experience to a wide range of participants.

For more information and resources please visit:

St. Catharines Request for Special Event Waiving of Fees

stcatharines.ca/special-event-fee-waiving

Amateur Youth Sport Tourism Grant

The Amateur Youth Sport Tourism Grant provides assistance in the provision of hospitality for visiting sports teams, officials and spectators attending an amateur youth major sporting event being held in the City of St. Catharines at City and community facilities.

For more information and resources please visit:

St. Catharines Amateur Youth Sport Tourism Grant Application Form (AYSTC FORM)

lovestc.ca/amateur-youth-sports-tourism-grant

Other Useful Resources

AGCO

<https://www.agco.ca/alcohol/liquor-sales-licences-municipal-approval>

Niagara Region Public Health

<https://www.niagararegion.ca/health/>

City of St. Catharines By-laws

stcatharines.ca/bylaws

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Appendix A

City of St. Catharines Accessibility Policy



The City of St. Catharines Accessibility Policy

- **Accessibility for Ontarians with Disabilities Act**
- **Integrated Accessibility Standards Regulation Policy**



Building a more
Accessible St. Catharines

Integrated Accessibility Standards Regulation

General Requirements

Information and Communications Standard

Employment Standard

Transportation Standard

Design of Public Spaces Standard (Built Environment)

Customer Service

Human Rights Code

City of St. Catharines Integrated Accessibility Standards Regulation Policy

1. Statement of Organizational Commitment

The Corporation of the City of St. Catharines (herein after the “City”) is committed to developing, implementing, maintaining, and enhancing accessibility as set out under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and its Standards for people with a disability, in a manner that:

- Reflects the principles of dignity and independence;
- Seeks to provide integrated services; and
- Provides opportunity equitable to others to obtain, use and benefit from its goods or services.

2. Purpose

The purpose of this policy is to set out the requirements of the AODA, Integrated Accessibility Standards Regulation (IASR) Ontario Regulation 191/11 (as amended) which reflects a number of accessibility standards that organizations across Ontario, including the City, are required to comply with.

This document has been organized into the following sections:

- Part I** General Requirements; Accessibility Plans, Procurement, Kiosks and Training
- Part II** Information and Communications Standards
- Part III** Employment Standards
- Part IV** Transportation Standards
- Part IV.1** Design of Public Spaces Standards
- Part IV.2** Customer Service Standards

Ontario Regulation 191/11 amended to add O. Reg. 413/12 (Design of Public Spaces Standards) and O. Reg. 165/16 (Customer Service Standards) which revokes O. Reg. 429/07 and 430/07.

The requirements set out in this policy and the IASR are not a replacement or a substitution for the requirements established under the Ontario Human Rights Code nor do the standards or policy limit any obligations owed to persons with disabilities under any other legislation. Terms are as defined by the AODA and its Standards and are referred to herein with that intent.

3. Scope and Responsibility

This policy applies to all City of St. Catharines employees and volunteers as well as other third parties acting on behalf of the City for the provision of goods, services, programs and facilities.

4. Procedures: Policy Principles and Requirements

Part I: General Requirements

4.1 Accessibility Plans

The City will establish, implement, maintain and document a multi-year accessibility plan that outlines its strategy to prevent and remove barriers and meets its requirements under the IASR.

The multi-year accessibility plan will be;

- posted on the City's website and be provided in an accessible format, upon request, as soon as is practicable.
- reviewed and updated at least once every five years
- established, reviewed and updated in consultation with persons with disabilities and the St. Catharines' Accessibility Advisory Committee (AAC)

The City will;

- prepare an annual status report on the progress of measures taken to implement the multi-year accessibility plan
- post the status report on its website and provide the report in an accessible format, upon request, as soon as is practicable.

4.2 Procurement

When procuring or acquiring goods, services, self-service kiosks or facilities, the City shall incorporate accessibility criteria and features, unless it is not feasible (practicable). If not practicable, the City shall provide an explanation, upon request.

4.3 Training

As required by the IASR, the City shall ensure that the following persons are provided training on (1) the requirements of the accessibility standards referred to in the IASR and (2) on the Human Rights Code, as it pertains to persons with disabilities;

- all employees and volunteers;
- all persons who participate in developing the organization’s policies; and,
- all other persons or third parties who provide goods, services or facilities on behalf of the organization shall continue to be trained and meet AODA obligations as part of the City’s procurement process.

The training on the requirements of the IASR and the Human Rights Code shall be appropriate to the duties of the employees, volunteers and other persons. Record of the training provided including the dates shall be kept of employees by the Human Resources Department.

Part II: Information and Communication Requirements

4.4 Feedback

The City welcomes public feedback on the accessibility of its goods, services and facilities through various formats and methods of communications and, upon request, can provide accessible formats and communication supports when receiving and responding to feedback.

4.5 Accessible Formats

The City will;

- notify the public about the availability of accessible formats and communication supports
- upon request, provide or arrange for the provision of accessible formats and communication supports for persons with disabilities;
 - in a timely manner that takes into account the person's accessibility needs;
 - by consulting with the person making the request to determine the suitability of an accessible format or communication support; and,
 - at a cost that is no more than the regular cost charged to other persons.

Exceptions, the IASR does not apply to the following;

- product and product labels,
- unconvertible information or communications,
- information that the City does not control directly or indirectly through a contractual relationship

If the City determines that information or communications are unconvertible, the City shall provide the person requesting the information or communication with an explanation as to why the information or communications are unconvertible and a summary of the unconvertible information or communications.

Information or communications are unconvertible if, it is not technically feasible to convert the information or communications; or the technology to convert the information or communications is not readily available.

4.6 Emergency Information

The City shall provide publicly available emergency procedures, plans or public safety information in an accessible format or with appropriate communication supports, upon request, as soon as practicable.

4.7 Website Accessibility

The City shall make their internet website and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 initially at Level A and increasing to Level AA. By January 1, 2014, any new web content shall conform to WCAG 2.0 Level A. By January 1, 2021 all internet website and web content shall conform to WCAG 2.0 Level AA (exceptions; Captions (live), Audio Descriptions (pre-recorded)).

4.8 Public Library

Public Library Boards;

- shall provide access to or arrange for the provision of access to accessible materials where they exist;
- shall make information about the availability of accessible materials publicly available and shall provide information in accessible format or with appropriate communication supports, upon request;
- may provide accessible formats for archival materials, special collections and rare books.

Part III: Employment Requirements

4.9 Scope and Interpretation

The Accessible Employment Standard applies to paid employees and does not apply to volunteers and other unpaid individuals.

4.10 Recruitment and Notification

The City shall notify;

- employees and the public about the availability of accommodation for applicants with disabilities during the assessment or selection process
- job applicants selected to participate in an assessment or selection process relating to the materials or processes to be used that;
 - accommodations are available upon request
 - accommodations will take into consideration the applicants disability
 - accommodations will be based on consultation between the employer and applicant
- successful applicants of City policies and any other additional supports pertaining to the accommodation of employees with disabilities

4.11 Employee; Accessible Formats and Supports

The City will provide or arrange for the provision of accessible formats and communication job supports, upon request.

4.12 Employee; Workplace Emergency Information

The City will provide individualized workplace emergency response information to employees who have a disability, upon request.

4.13 Accommodation Plans

The City has a written process for the development of documented individual accommodation plans for employees with disabilities.

4.14 Return to Work

The City has a return to work process for employees who have been absent due to a disability and require disability-related accommodations in order to return to work.

4.15 Performance Management, Career development, Redeployment

The City's performance management will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans.

The City's career development/advancement or redeployment will take into account the accessibility needs of its employees with disabilities, as well as individual accommodation plans.

Part IV: Transportation Requirements

4.16 The Transportation Standard

The Transportation Standard policy is written and approved by the St. Catharines Transit Commission (approved by Council 2012-03-19).

Part IV.1: Design of Public Spaces Requirements

The City is committed to designing public spaces that are accessible to its residents and visitors. The City will provide opportunity for public consultation as stated in the regulation which includes the public, people with disabilities and the municipal accessibility advisory committee. Areas of consultation include; recreational trails, outdoor play spaces, exterior pathway rest areas and on-street parking.

The City will continue to apply the Facility Accessibility Design Standards (FADS) and/or the Design of Public Spaces Standards, whichever is greatest.

The City will comply with the Design of Public Spaces Standards with respect to public spaces that are newly constructed or redeveloped, including:

4.17 Recreational trails and beach access routes

4.18 Outdoor public use eating areas

4.19 Outdoor play spaces

4.20 Exterior paths or travel

4.21 Accessible parking

4.22 Obtaining services

4.23 Maintenance



The City's accessibility planning includes procedures for preventative and/or emergency maintenance and temporary disruptions with respect to its accessible elements in outdoor spaces.

Part IV.2: Customer Service Requirements

4.24 Scope, interpretation and policies

Further to the aforementioned requirements within this Integrated Accessibility Standards Policy, the City applies definitions and creates policies relating to accessible customer service as follows:

4.25 Service animals and support persons

4.25.1 Service animals

Persons with a disability can be accompanied by a guide dog or service animal on City premises, unless otherwise excluded by law.

If a guide dog or service animal is excluded by reason of law, rule or regulation from the City's premises, the provider of services shall use reasonable efforts to ensure that other measures are available to enable the person with a disability to obtain, use or benefit from the provider's good, services or facilities.

- A Guide Dog (as defined in Section 1 of the Blind Person's Rights Act)
- Service Animal for a person with a disability is recognized;
 - if it is readily apparent that the animal is used by the person for reasons relating to the person's disability; or
 - if the person provides documentation from a regulated health professional confirming that the person requires the animal for reasons relating to the person's disability.
- A regulated health professional is member of Ontario's College of;
 - Audiologists and Speech-Language Pathologists
 - Chiropractors
 - Occupational Therapists
 - Optometrists
 - Physicians and Surgeons
 - Physiotherapists
 - Psychologists
 - Psychotherapists and Registered Mental Health Therapists

4.25.2 Support persons

The City welcomes a person who accompanies a person with a disability to assist that person with a disability for purposes of communication, mobility, personal care, medical needs or with access to goods, services or facilities.

Both are welcome together and a person with a disability shall not be prevented from having access to the support person while on a City premises.

City staff;

- may require a person with a disability to be accompanied by a support person when on City premises based on consultation and consideration of available evidence;
 - that a support person is necessary to protect the health or safety of the person with a disability or the health or safety of other persons,
 - that there is no other reasonable way to protect the health or safety of the person with a disability or the health or safety of other persons.
- shall be notified by either of the parties of the presence of a support person
- shall waive admission fees for a support person who accompanies a person with a disability, into facilities or programs where admission is charged.

4.26 Notice of temporary disruptions

The City will provide notice of service disruption in the event of a planned or unexpected disruption in services or facilities usually used by persons with a disability. This notice shall include information about the reasons for the disruption, its anticipated duration and a description of alternatives.


Notice of Temporary Service Disruption

Reason/Nature of Disruption:
[e.g. elevator is temporarily out of service, pool machinery malfunction, broken door, toilet repair.
Note: TES Construction, has large signs available for exterior use; park or trail flooding, sidewalk or road construction.]

Anticipated Duration of Disruption:
[e.g. 1 hour, 1 day. If extended disruption is anticipated consider additional notification via website, media or contacting affected individuals, such as swimming patrons during pool closures.]

Alternative Options:
[e.g. another elevator, door, route or location for services.]

Date: Select a date Contact: 905.688.5601 x

 St. Catharines

4.27 Training

Further to Sec. 4.3, training on customer service to persons with a disability is provided to all employees, volunteers or other third parties who provide customer service on behalf of the Corporation, and to those who are involved in the development and approvals of City policies, practices and procedures.

Training on customer service to persons with disabilities will be held at orientation and periodically or upon AODA changes, and shall include;

- purposes of the Accessibility for Ontarians with Disabilities Act and the requirements of the Customer Service Standards
- how to interact and communicate with people with various types of disabilities
- how to interact with people with disabilities who use an assistive device or require the assistance of a guide dog, service animal or support person
- how to use equipment or devices available at the City or otherwise provided by the City to help with the provision of goods, services or facilities to a person with a disability
- what to do if a person with particular type of disability is having difficulty in accessing goods, services or facilities
- resources on corporate policy, practices and procedures relating to the AODA and Customer Service Standards

4.28 Feedback process

Refer to 4.4 of Information and Communication requirements

4.29 Format of documents

Refer to 4.5 of Information and Communication requirements

Application:

Ontario's Accessibility for Ontarians with Disabilities Act (AODA) includes municipalities, all paid staff, volunteers and third parties.

Compliance: Any violation of this policy may result in disciplinary action up to and including termination.

Disability means;

- a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- b) a condition of mental impairment or a developmental disability,
- c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- d) a mental disorder, or
an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997; ("handicap")."



Updated June 2017

Appendix B

Fire Safety and Risk Reduction Policy and Procedures





Fire Safety and Risk Reduction Special Events Policy and Procedure

Introduction

Naturally the public expects that every event they attend will meet an appropriate level of safety for themselves and their families. Along with the role of organizing a special event for the public in the City of St. Catharines comes the responsibility of ensuring compliance with a number of rules and regulations designed to achieve this expectation. This guide to the special events policies and procedures prepared by the fire services are meant to be an aid to the event organizers and convenors to help ensure that the event is both successful and safe.

In addition to specific requirements that will apply to all special events, if your special event includes cooking, heating, tents, street closings, the discharging of fireworks or the use of pyrotechnics, organizers must ensure that the additional risk reduction measures are taken as outlined below. This will include submitting all required documents as well as obtaining required permits and approvals, submitting and receiving an approved emergency preparedness plan and fire safety plan where necessary.

Failing to meet all of the outlined requirements may not only affect the level of public safety but could result in failure to receive approval to operate or open to the public.

If you require assistance or there is information that requires clarification, please contact the Chief Fire Prevention Officer at 905-688-5601 ext. 4224.

Site Plan

As part of your special events approval, you are required to submit a site plan for your venue to the Fire Prevention Office for review. This site plan will also form part of the required Emergency Preparedness Plan for your event. The site plan shall include the following information:

- location of all public entrances/exits
- location of all emergency exits and emergency access points
- location of command center
- location of all food vendors, tents, trailers etc.
- location of all fuel storage locations
- location of stages
- location of all firepits, fuel fired heaters
- location of all portable generators
- location of all portable fire extinguishers except those located at food vendors

- location of fire hydrants, both municipal and private hydrants
- north designation, adjacent streets, fire routes, parking, etc.

For events taking place at Montebello Park the following template has been provided to assist in developing your site plan.

Montebello Park – Site Plan SEE “**APPENDIX XX**”

Fire Safety and Emergency Preparedness Plan

As part of the planning process all special events shall develop an emergency preparedness plan that shall be submitted to the Fire Prevention Office for review and approval a minimum of 30 days prior to the event.

In order to help facilitate the development of this plan an [Emergency Preparedness Plan template](#) (“Appendix F” [Special Event Planning Guide on page 53](#)) has been created with many standard requirements while other areas require you to fill in the blanks. The plan is designed to capture pertinent information for Fire Services.

Please remember that each event is unique and as such it is important to carefully review all areas of the plan and ensure that it has been fully completed.

Exit Signs and Emergency Lighting for the Entire Venue

- Exit signs shall be located at each required emergency exit and access to exit where the exit is not clearly identifiable from public areas.
- The location and design of exit signs, including size shall take into consideration surrounding signage and artwork.
- Exit signs shall be as per the Ontario Building Code. In addition to graphics, they may also incorporate “Exit” or “Emergency Exit” in the design.
- Emergency lighting shall be provided and maintained for any function designed to operate beyond 30 minutes prior to sunset or 30 minutes following sunrise. Emergency lighting must provide illumination at all exits and including access to exits in the event of a power failure.
- Where emergency lighting is provided by way of a generator, the generator shall be designed to start automatically in the event of a power failure or shall be tended to by one person from 30 minutes prior to sunset and 30 minutes following sunrise while the event is open to the public. Where a generator is intended to provide emergency lighting a separate battery powered emergency light unit shall be provided at the generator to provide illumination at this location for a duration of no less than 30 minutes.

Tents and Air Supported Structures

Tents and air supported structures shall comply with the [Fire Safety Special Events Tent Checklist](#) (“Appendix Q” [Special Event Planning Guide on page 139](#))

Food Vendors including Food Trucks / Trailers and Tents

- All Food Vendors including Trucks / Trailers, stand alone booths, tents etc. must comply with the provisions of this policy and procedure and shall have completed a [Fire Safety Special Events Food Vendor Checklist](#) (“Appendix K” [Special Event Planning Guide on page 104](#)). This checklist as well as all supporting documents shall be available on-site for review at all times.

Food vendors who fail to ensure all required documents and reports are on site at all times shall be prohibited from operating.

Fireworks and or Pyrotechnics

Should your event plan on using fireworks or pyrotechnics you will be required to obtain a permit from the St. Catharines Fire Service, Fire Prevention Office. All applications including applicable application fees must be submitted to the Fire Prevention Office a minimum of 30 days prior to the event.

[Display Fireworks Permit](#) (“Appendix G” [Special Event Planning Guide on page 63](#))

[Pyrotechnic Special Effects Fireworks Permit](#) (“Appendix H” [Special Event Planning Guide on page 65](#))

The storage, transportation, and use of fireworks and or pyrotechnics must be in conformance with the City of St. Catharines [Fireworks By-law](#) (“Appendix I” [Special Event Planning Guide on page 67](#)) and the Discharge of Fireworks and the Explosives Act (Canada) and its regulations made there under.

Firepits/Bonfires, Fuel Fired Heaters

The use of open flame construction heaters to heat tents and other structures shall not be permitted.

- All firepits/bonfires and fuel fired heaters shall be in compliance with the City of St. Catharines [Open Air Burning By-law](#) (“Appendix L” [Special Event Planning Guide on page 108](#))
- Heaters or firepits/bonfires shall be electric or natural gas or propane unless a burn permit issued by the Fire Prevention Office has been received. An application for this permit shall be made a minimum 30 days in advance of the event.
- Small propane heaters may be used to provide heat in small tents or small portable structures where no public access is permitted and openings meeting the appliance listing is provided to allow for proper fresh air to reduce the risk of carbon monoxide exposure.
- All devices shall be listed for use in Canada and shall have a clear and easily read listing label firmly attached to the appliance. Where the appliance has been altered (natural gas to propane) a clear and easily read TSSA field approval label shall be permanently affixed to the appliance.
- The minimum clearances as identified in the appliance manufactures listing and or the City of St. Catharines Open Air Burning by-law
- Portable fire extinguishers shall be installed in each tent or small portable structures using fuel fired heaters as well as in each area where firepits/bonfires are in use. Fire extinguishers shall have a minimum rating of 2A10BC and shall be maintained in accordance with the Portable Fire Extinguisher requirements in this document.

Propane & Fuel Safety

The use and storage of fuels including propane is regulated by the Technical Standards and Safety Authority (TSSA). All appliances and equipment must be approved by a testing organization recognized by TSSA such as the Canadian Standards Association (CSA); Underwriters Laboratories of Canada (ULC); Canadian Gas Association (CGA); and/or Warnock Hersey.

- Spare propane tanks and fuel containers shall be stored in racks, chained, or tied securely to prevent damage, tipping, or spilling and located in a controlled area inaccessible to the public and away from ignition sources. Spare propane tanks shall not be located in or near tents, air supported structures, trucks, trailers, or vehicles and be protected from mechanical damage.

- Generators shall be located away from all fuel/propane storage areas as well as tents, and vehicles.
- Generators shall be off when refueled. A portable fire extinguisher with a minimum rating of 2A10BC while the generator is being refueled.
- **Fuel Containers for Gasoline and /or Diesel-Powered Generators**
 - Fuel Containers shall be in conformance with one of the following Standards or Regulations:
 - 1) The Transportation of Dangerous Goods Regulations (Canada)
 - 2) CSA-8736, "Portable Containers for Gasoline and Other Petroleum Fuels"
 - 3) ULC/ORD-C30, "Safety Containers"

All approved containers will be imprinted or labelled with the appropriate approving organization.

- **Propane Use**
 - Prior to the use of any propane appliance a soap test shall be performed by a qualified person with a current Record of Training (ROT) acceptable to the fire prevention inspector of all fittings including those on appliances. This test shall be performed with the appliances shut off and all lines pressurized. The fire prevention inspector may demand that this test be performed as part of their on-site inspection.
 - Propane tanks shall be changed only by persons with a current Record of Training (ROT) acceptable to the fire prevention inspector. Immediately upon replacing a tank the connection shall be soap tested.

Fire Routes / Access

- Fire Routes and access shall be maintained clear at all times. In the event a fire route or access is intended to be blocked or obstructed at any time the requirements for road closures listed below shall be followed.
- Vehicles located in a fire route/access during set up and tear down where prior approval for the closing has not been approved are subject to ticketing by City of St. Catharines Parking enforcement at their discretion.

Road Closures

The closing of all streets or portions of shall be approved by and in accordance with the requirements of St. Catharines Fire Services, City of St Catharines and Regional Municipality of Niagara Public works and Niagara Regional Police.

- All barriers being used shall be easily removable without the use of special equipment or knowledge to facilitate access to the closed areas.
- A clear emergency access lane a minimum 6m (20 feet) wide shall be maintained at all times. All attempts shall be made to have this access provided down the center of any roads. No vehicles, tents, stages, stands, vendors, or other items with the exception of easily removable barriers shall be located in this access lane unless prior written approval has been provided by the Chief Fire Official. This approval shall include a drawing showing the location of the items and a description of the items to be located in the access lane.
- All fire hydrants shall be clearly visible, accessible, and unobstructed at all times providing a minimum 3m radius measured from the center point around the hydrant. This shall include not enclosing the hydrant with fencing or similar materials.

- Fire department connections on buildings shall be kept clear of any items or obstructions and shall be visible at all times.
- Any items located in the emergency access lane will be ordered to be removed immediately.

Site Inspection

You are required to contact the Fire Prevention Office at least 48 hours prior to opening to schedule an on-site inspection by calling the Fire Prevention Office at 905-688-5601 extension 4224.

Following notification of the scheduled event opening, the St Catharines Fire Services may conduct a pre-event inspection as well as inspections during any event open to the public. During these inspections Fire Services may request the assistance of any other regulatory agency they deem necessary including the Niagara Regional Police. During inspections event organizers or participants including staff, volunteers, security, and vendors may be questioned and required to provide documentation pertinent to their inspections.

In addition to the above inspections, additional inspection may be conducted by other regulatory agencies at any time prior to or during the events. Refusal to provide access or produce any required documentation or answer any questions pertinent to the inspection may be considered as failure to comply with the requirements of the event approval and may result in non-approval to operate.

Appendix C

Municipal Significance Application Process





Community, Recreation and Culture Services

Seymour-Hannah Centre
PO Box 3012, 50 Church Street
St. Catharines, ON L2R 7C2

Phone: 905.688.5600
Fax: 905.682.1157
TTY: 905.688.4TTY (4889)

MUNICIPAL SIGNIFICANCE – APPLICATION PROCESS

To be deemed an event of municipal significance, requires a designation by the municipality in which the event will take place. SOP applications for a municipally significant Public Event must be accompanied by either a municipal resolution or a letter from a delegated municipal official designating the event as municipally significant.

Applicants who wish to request the City designate their event to be of municipal significance must submit a request in writing to Community, Recreation and Culture Services (CRCS) which includes the following information:

- Organization Name
- Contact Person
- Contact Information
- Objects of the organization
- Reason(s) the organization believes their event should be deemed 'municipally significant'
- Date of the event
- Details of how, when and where the event will be advertised to the public.
- Detailed site plan which shows tenting, staging, propane tank locations, areas of ingress/egress etc
- Certificate of Insurance in the amount of 5 million dollars naming the Corporation of the City of St. Catharines, 50 Church Street, St. Catharines ON L2R 7C2

In terms of reviewing the event to determine if the event is of 'municipal significance', the City will consider the following:

1. Does this public event have a significant public profile and will it attract participation from a broad cross-section of the community?
2. Will fundraising for a local registered charity or not-for-profit organization be a significant part of this event? Organizers will need to provide proof and details of their partnership with the charity or organization and details concerning the percentage of the profits (or other proceeds) from the event that will be contributed to the charity or organization. A letter from the charity or organization confirming the arrangement is required.
3. Is it a community celebration of special importance that will benefit the community?
4. Is the event a public gathering to participate in athletic, social, religious, cultural, recreational or educational programs or one with other "community" objectives?

Prior to the designation of an event of Municipal Significance, all applications will be circulated to the City of St. Catharines Fire and Emergency Services, Community, Recreation and Cultural Services, Planning and Building Services and if applicable, Niagara Regional Public Health and Niagara Regional Police Services for comment.

Please note:

While the City may designate an event, the Registrar for the AGCO ultimately has the final decision of whether or not to issue a Special Occasion Permit for a public event. In other words, even with a designation from the City of St. Catharines, the Registrar may decide not to issue a Public Event SOP.

Events designated as municipally significant must continue to assume all responsibility for compliance with regulations regarding SOPs and with other applicable legislation, including but not limited to the rules with respect to the Fire and Building Codes, Noise By-Laws, Street Closures, etc.

FREQUENTLY ASKED QUESTIONS

1. What do I need in order to receive a letter from CRCS for an event of municipal significance?

Please review the Application Process section above that outlines the necessary information you will need to include with your letter to CRCS.

2. How long does the process take?

The City of St. Catharines policy suggests these requests should be received 45 days prior to the event. Please keep in mind that the AGCO may have different time frames based on the size of the event.

3. What departments or agencies review the information for the proposed event?

The distribution will include the City of St. Catharines Fire and Emergency Services, Community, Recreation and Cultural Services, Planning and Building Services and if applicable, Niagara Regional Public Health and Niagara Regional Police Services for comment.

4. Once I receive approvals, is it permissible for me to serve alcohol at an event?

The letter must accompany your application to the Alcohol and Gaming Commission of Ontario (AGCO) for a Special Occasion Permit.

Appendix D

Event Promoter Licence



Hawker and Peddler Licence Application (EVENT PROMOTER)

Attention: The business information set out on this form is public information and will be released to any person who makes a request for it.

An “Event Promoter” means the person or an organization promoting an event within the City of St. Catharines that has hawkers and peddlers in attendance. This licence is required anytime there is an event that is hosting numerous vendors who will be selling wares, goods and food. The organization or company that is hosting the event must obtain this licence as they are responsible to ensure that everyone has proper TSSA Certification, insurance and Health inspections.

Personal information is protected under the following legislation: In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56, Section 28(2), this is to advise you that the personal information collected on this form will ONLY be used for the proper administration to process a business licence application.

PLEASE COMPLETE THE HIGHLIGHTED PORTIONS

Date of Application: _____

Name of Business: _____

Business Address: _____

City: _____ **Postal Code:** _____

Business Phone Number: _____

Business Owner’s Name: _____

Home Address: _____

City: _____ **Postal Code:** _____

Home Phone Number: _____

Email Address: _____

Business Operator’s Name (if different from owner): _____

Home Address: _____

City: _____ **Postal Code:** _____

Home Phone Number: _____

Type of Sales: _____ **Method of sales:** _____
(By hand, cart, vehicle, stand, etc.)

Use of Propane: Except as automobile fuel
TSSA Inspection Certificate required Yes: ____ No: ____

Days of Operation: _____

Hours of Operation: _____ a.m. _____ p.m.

Sales Location: _____

Agreement(s) required: Yes: _____ No: _____

Attachments: **Payment:** _____ **Letter(s) Permission:** _____

Site Plan: _____ **Photograph:** _____

I/WE _____ HEREBY MAKE APPLICATION FOR THE ABOVE-NOTED LICENCE AND AGREE TO OPERATE THE SAID BUSINESS IN ACCORDANCE WITH THE BY-LAWS AND REGULATIONS OF THE CITY OF ST. CATHARINES. I/WE CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT.

Date: _____ Signature of Application: _____

Event Promoter Fee: \$215.00

An “Event Promoter” means the person or an organization promoting an event within the City of St. Catharines that has hawkers and peddlers in attendance. This licence is required anytime there is an event that is hosting numerous vendors who will be selling wares, goods and food. The organization or company that is hosting the event must obtain this licence as they are responsible to ensure that all vendors have proper TSSA Certification, insurance and Health inspections.

We require the following documentation:

- A completed application from the event operator
- Letter of Permission from the Property Owner (if operating on private property),
- Park Permit (if you wish to operate on City Property)
- A detailed site plan. This can be hand drawn, but it will need:
 - measurements as to distance from sidewalks and roads
 - where cooking instruments/vendors will be located
 - tents
 - Porta-potties

Appendix E

Parks By-law



CITY OF ST. CATHARINES

BY-LAW NO. 70-57

A By-law to regulate public parks in the City of St. Catharines.

WHEREAS all properties under the jurisdiction of the Corporation of the City of St. Catharines are for the use, benefit and pleasure of the public and it is necessary to prevent any person from improperly interfering with such use, benefit and pleasure;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF ST. CATHARINES enacts as follows:

1. In this By-law:

(a) "City" means the Council of the Corporation of the City of St. Catharines and any successor thereof.

(b) "Parks" means all lands, buildings, structures or equipment of any nature or kind under the jurisdiction and control of the City.

2. Games

(a) No person shall engage in playing any game such as baseball, cricket, croquet, football, golf, rugby, soccer, tennis or other game played with a bat and ball, or with a ball only, nor any game that involves the projecting of any object through the air, such as archery, nor any foot races or horse races in any park, except in specific areas as are designated for such purposes by the City.

(b) Team games shall be played in areas specifically designated by the City and the permission of the City shall be obtained for such games from time to time and while such games are in process, no person shall interfere with the conduct of such game, nor attempt to use the area.

3. Picnics and Camping

(a) Picnics shall be held only at places designated by the City for such purpose and where more than fifty persons are conducting a picnic, a reservation and permit shall be obtained, which permit shall indicate the location designated for the picnic.

(b) No person shall camp or lodge in any park, or construct any tents, except with the written permission of the City.

4. Fires

No person shall light any fire in any park, except in safe containers and in places specifically provided by the City. It shall be an offence under this By-law for any person not to completely extinguish any fire before leaving it.

5. Swimming

(a) No person shall enter any swimming pool, except with the permission of the City and subject to the conditions attached to such permission and at times designated for swimming. Any person in or adjacent to any swimming pool shall forthwith obey the instructions of any lifeguard appointed by the City or any other person in charge of the facility.

(b) No person shall swim, bathe or wade in any fountain, pond, lake or stream, except in areas specifically designated for such purpose.

(c) No person shall throw any article in any pool, fountain, pond, lake or stream that is likely to endanger any person or pollute the waters.

6. Vehicles

(a) Any vehicle, including a motor vehicle, as defined in The Highway Traffic Act, shall be operated according to the rules of the road as set out in The Highway Traffic Act, provided that any bicycle shall not be operated at a speed of over 5 m. p. h. , nor any other vehicle at a speed of over 15 m. p. h.

(b) All vehicles (other than baby carriages and the like) shall be operated only on roads and paths as laid out by the City and shall not be parked or left standing in any place other than designated parking areas and excepting vehicles operated pursuant to instructions from the City. Overnight parking of vehicles in parking areas is prohibited.

7. Skating

(a) No person shall race or speed on any rink so as to endanger or interfere with any other person using the rink, except during the conduct of races under the jurisdiction of the Board.

(b) No person shall use long-nosed racing skates unless protected by toe guards of a type approved by the City.

(c) No person shall carry a cane or any other thing that is, or is likely to be, dangerous to other persons on a rink, except hockey sticks on hockey rinks at such times as are set aside by the City for playing hockey.

8. Animals

(a) No animals shall be led or let loose in any park, excepting dogs led by a leash or chain of a length not exceeding six feet, or horses being ridden or led by a lead not exceeding six feet, and shall be the responsibility of the owner.

(b) No horse shall be ridden that is not well broken in and wearing a bridle and under the personal control of the rider. Horse-back riding will not be allowed in any park not specifically designated for this sport. Horses shall be ridden at a speed not exceeding a walking pace, and shall be ridden or led only on roads, driveways and paths provided for such purpose. The racing of horses is specifically prohibited. Horses shall be hitched or fastened only at such place or places specifically provided for such purpose.

9. Fire Arms, Fireworks, Offensive Weapons, etc.

No person shall bring on to any park, or carry, or discharge any fire arm, air gun, bow and arrow, axes, knives, sling shots, fireworks of any kind, except with written permission and subject to any other by-laws of The Corporation of the City of St. Catharines.

10. Sale of Merchandise or Trade or Business

No person shall sell or offer for sale, or expose any merchandise of any nature or kind, for immediate or future delivery, or any art, skill or service to be exercised or performed immediately or in the future, or solicit any trade, occupation or business of any kind, without the written permission of the City.

11. Gambling and Intoxicating Beverages

(a) No person shall play or bet at or against any game of any nature or kind, whether for money or money's worth, except games which are for charitable purposes permitted by the Criminal Code of Canada and then only with the written permission of the City.

(b) No intoxicating beverage may be sold, brought into or consumed in any park, except with the written permission of the City and fully in accordance with all Federal, Provincial and Municipal laws and by-laws applicable thereto.

(c) No person in an intoxicated condition may enter any park, and if found in any park may be removed if such person refuses to leave upon request.

12. Protection of Property

No person shall:

(a) Climb, break, injure, deface, move or remove any building, structure or equipment, or any growing plant of any kind, or mark or write upon any building, equipment or structure, except with the express permission of the City .

(b) Distribute any hand bills or circulars or post any bills, notices or advertising device of any nature or kind, without the written permission of the City.

(c) Disturb, molest, move, attempt to kill or kill, any bird, or animal, or remove or injure any bird's nest or eggs (except with the written permission of the City).

(d) Enter any place where a sign prohibiting admittance or trespassing is displayed, or where admission is otherwise prohibited or restricted.

(e) Indulge in any riotous , boisterous, threatening or indecent conduct, or use abusive, threatening or profane language, or accost, annoy or in any way interfere with any other person.

(f) Create a nuisance by loitering, spying, frightening, annoying or generally making himself or herself objectionable to other persons; the parks being considered a public place for the purposes of any law or statute to this effect.

(g) Smoke on any skating rink or in buildings where signs indicating that smoking is prohibited are on display.

(h) Add or drop or leave at any place in any park, except in receptacles provided for that purpose, any refuse, paper, bottle, can or rubbish of any nature or kind.

(i) Frequent any park after 11 p. m. , except as a participant or spectator of any function approved by the City and upon the completion of such activity, shall promptly leave the park property.

13. General

The duly appointed employees, servants and agents of the City are hereby authorized to issue permits and grant permission wherever required under this by-law.

14. Enforcement

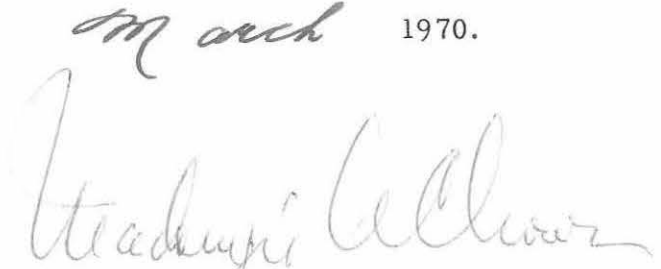
The provisions of this By-law shall be administered by the Administrator of Parks and Recreation and may be enforced by any other duly authorized servant, employee or agent of the City and any police officer.

15. Penalty

Every person who contravenes any of the provisions of this By-law shall for each offence be liable to a fine not exceeding \$300.00 exclusive of costs.

PASSED this *31st* day of *March* 1970.


CLERK.


MAYOR.

Amended By By-Law

CITY OF ST. CATHARINES

No. 77-175 ^{Amend 20/77-vehicles}

77-189 ^{Amend 4/77-vehicles}

82-343 ^{Amend 1/3/82-24-hours & hours of operation}

BY-LAW NO. 70—57

SECTION 12(G) REPEALED by

BY-LAW 90-417-smoking.

Morningstar - 99-218 JULY 12/99
Mill Hours

A BY-LAW to regulate public parks
in the City of St. Catharines.

BY-LAW read a first, second and third
time and passed this 31st
day of March 1970.


Clerk

Appendix F

Emergency Preparedness Plan





Fire Safety Special Events Emergency Preparedness Plan

As part of the City of St Catharines special event approval process, organizers are required to develop and implement an approved Emergency Preparedness Plan.

Once completed, the plan and all attachments shall be forwarded to the Fire Prevention Office by email, to fire@stcatharines.ca, a minimum of 30 days prior to the start of the event for review and approval.

Upon approval of the plan and prior to the start of the event all staff, volunteers, and security shall be fully trained on their responsibilities as outlined in the plan. The event organizers are responsible for ensuring anyone with any responsibilities shall be provided with all required tools necessary to perform their duties as outlined in the plan.

Contact Information

Name of person submitting plan: _____

Date of Submission: _____

Name of Event: _____

Location of Event: _____

Date(s) of Event: _____

Location of Primary Command Center: _____

Name of Event Co-Ordinator: _____

Emergency Phone Number: _____

Name of Chief Fire Warden: _____

Emergency Phone Number: _____

Identify Emergency Supervisory Staff and Contact Numbers:

1) _____ Phone: _____

2) _____ Phone: _____

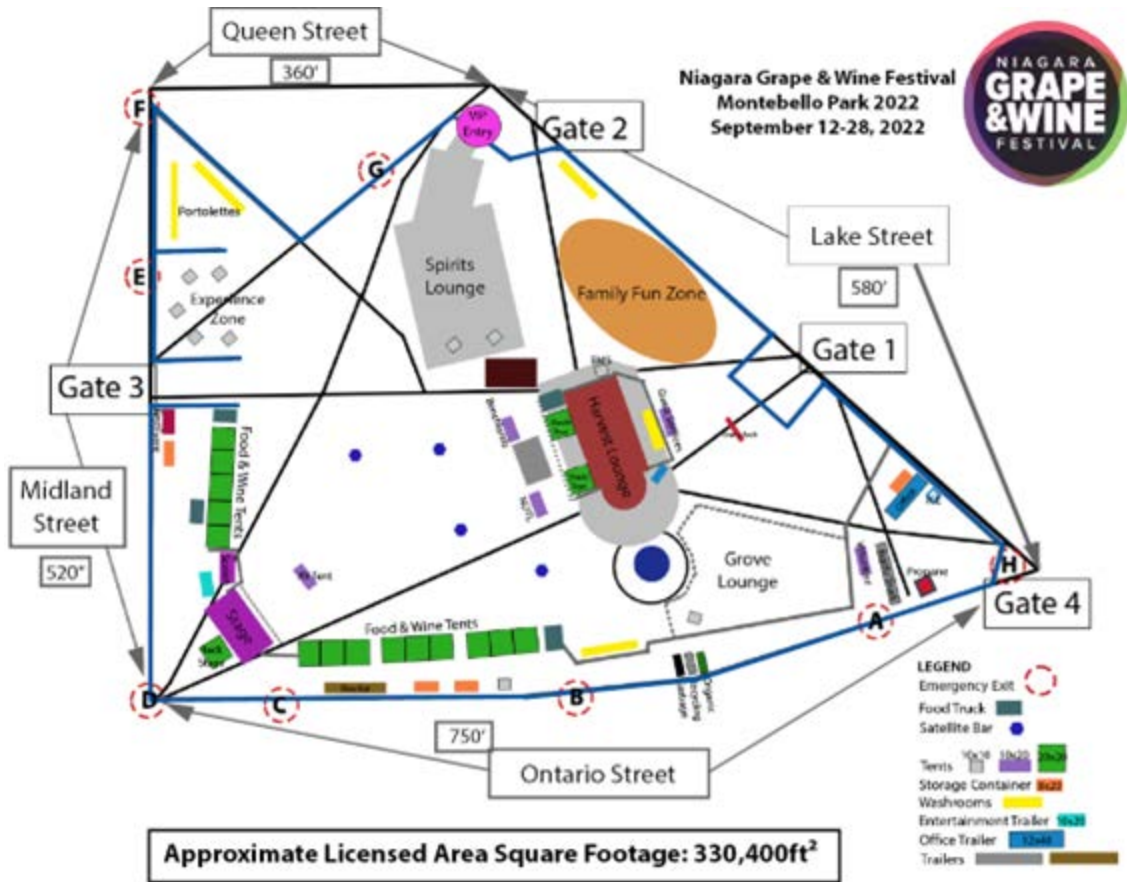
3) _____ Phone: _____

4) _____ Phone: _____

5) _____ Phone: _____

APPROVAL STAMP TO BE APPLIED HERE

Site Plan



SAMPLE SITE PLAN

Site Plan Checklist

Emergency Supervisory Staff	✓
Event organizers shall be on site at all times.	
While the site is occupied there shall be one person designated as the Chief Fire Warden present at all times. This person shall be responsible for the overall co-ordination of all other emergency supervisory staff, as well as ensuring the implementation of the plan in the event of an emergency.	
Communications by Emergency Supervisory staff shall be by way of _____ (radios, cell phones, or both).	
A list of all emergency supervisory staff including phone numbers must be located in the primary command center.	
The stage sound system or public address system shall be used to make any emergency announcements. Only the wording in the approved Emergency Preparedness Plan shall be used.	
The Chief Fire Warden shall be responsible for making all emergency announcements or for designation of a competent person to make the announcement.	
The Chief Fire Warden shall act as the designated contact person for Emergency Services on site in the event of an emergency.	

Personnel Performing Event Security and Safety	✓
There will be a minimum of _____ paid security personnel and _____ of unpaid security volunteers on site at all times. They can be distinguished by _____.	
Security has been instructed to contact 9-1-1 if they feel they require assistance in certain situations or for crowd control.	
There will be after-hours security at all times while the event is not operational. The security personnel shall be aware of all emergency procedures as well as having all necessary tools and keys to ensure access to the site and facilities by emergency personnel, if necessary.	
After-hours security shall have a complete list of after-hours contact names and numbers of event organizers / personnel.	

Procedures and Training	✓
<p>ALL EVENT STAFF, INCLUDING VOLUNTEERS MUST BE TRAINED IN THEIR SUPERVISORY / FIRE WARDEN OR EMERGENCY RESPONSE DUTIES PRIOR TO ASSUMING THEIR DUTIES, AND SHALL ADHERE TO THE DIRECTIONS PROVIDED WITHIN THIS DOCUMENT.</p>	

Procedures and Training	✓
Prior to every event and shift change, the team leaders will instruct and remind supervisory staff of their roles in fulfilling the emergency response procedures.	
Review location of fire extinguishers and first-aid stations.	
Event organizers will conduct a visual check of all facilities at each shift change to ensure readiness of emergency response.	
Radio checks shall be conducted at each shift change.	
Event organizers will continually monitor electrical panels, food service equipment and providers, exits and emergency accesses or exits.	
Written records of all persons providing supervisory, security, or fire warden duties should be recorded, including names, date, and time of training.	

Reporting an Emergency	✓
Upon being alerted to, or upon the discovery of, an emergency, staff, security or volunteers shall inform the fire warden immediately.	
The fire warden shall confirm the source and nature of the issue and notify the Chief Fire Warden.	
The Chief Fire Warden shall immediately notify 9-1-1 if necessary and relay all instructions to security / site staff / support teams by radio.	
The Chief Fire Warden shall ensure emergency accesses or exits are available and persons on site to assist emergency vehicle access upon arrival or evacuation route as applicable.	

Missing Child	✓
In the event of a report of a missing child staff shall notify the Chief Fire Warden immediately with as much detail as possible.	
The Chief Fire Warden shall notify all supervisory staff, and security to close ALL entrances and exits. No persons other than Niagara Regional Police are permitted to enter or exit.	
Supervisory staff to be assigned to staff ALL entrances and exits including those used by vendors or staff only.	
Parents / caregivers are to be taken to primary command center located at: _____ to obtain all pertinent information. All information is to be recorded in written form.	
Upon confirmation that all exits, and entrances have been secured, stop all entertainment on stage and announce that there is a missing child.	

Missing Child	✓
Contact Niagara Regional Police at 9-1-1 and advise of the missing child.	
Direct all vendors to close momentarily until the alert is over.	
The Chief Fire Warden shall assign supervisory staff to check all bathrooms and buildings on site. Upon conclusion of the alert, make announcement on staff using	
PA system.	

Full Site Evacuation	✓
In specific circumstances it may be required to complete a full evacuation of the event venue. These may include a fire, severe weather, or violent event or threat to public safety.	
In the event that a full evacuation is required the Chief Fire Warden shall alert all supervisory staff via radio to initiate evacuation procedures.	
Supervisory staff assigned to emergency exits shall completely open security gates to facilitate the evacuation of the park. Emergency exits are identified on the site plan.	
Supervisory staff not assigned to emergency exits shall proceed to the closest exit access which is not as easily identified from the open areas of the park in order to direct park patrons.	
Entertainment shall cease immediately, and the PA utilized to advise the occupants to evacuate the park using the following announcement:	
ATTENTION – ATTENTION – ATTENTION – THERE IS AN EMERGENCY THAT REQUIRES EVACUATION OF THE PARK. PLEASE FOLLOW THE DIRECTIONS PROVIDED BY SITE SECURITY AND LEAVE IMMEDIATELY USING THE EXIT CLOSEST TO YOUR CURRENT LOCATION.	
Supervisory staff shall direct the public to exits away from the location of the emergency if possible.	
All vendors shall immediately close. All vendors using fuel-fired appliances such as barbecues, fryers, etc. must turn off the appliances.	

Fire at Food Vendor	✓
In the event of a fire at a food vendor the vendor shall attempt to turn off the fuel source to the affected appliance if is safe to do so and attempt to extinguish the fire using the portable fire extinguisher in their booth.	
For fires in a food truck / trailer the vendor shall attempt to extinguish the fire using the automatic fire extinguishing system in accordance with the systems operating instructions. If the fire is not completely extinguished the Type-K fire extinguisher should be used to try to extinguish the fire.	

Fire at Food Vendor	✓
If the fire cannot be quickly extinguished the vendor shall notify surrounding vendors of the fire, who shall immediately shut down all fuel-fired appliances as well as the fuel source.	
The vendor shall notify the nearest supervisory staff who shall notify the Chief Fire Warden.	
The Chief Fire Warden shall assign additional security staff to the area of the fire for crowd control and to facilitate Fire Services access to the area.	
St. Catharines Fire Services shall be notified of the fire by the Chief Fire Warden calling 9-1-1	
Once the fire is extinguished, the vendor must close until such time as the public health department has been notified to attend to complete an inspection and all cooking appliances have been inspected by a qualified gas fitter and deemed safe for operation. Portable fire extinguishers and automatic fire suppression systems shall be serviced and returned to operation prior to returning to operation.	

Gates and Fencing (Montebello Park)	✓
<p>The following gates are to be utilized as patron entrances with 3-6m (10-20 foot) gates on wheels.</p> <ul style="list-style-type: none"> • Gate 1) Lake Street & William Street • Gate 2) Ontario Street and Lake Street • Gate 3) Midland Street and Montebello Place • Gate 4) Queen Street and Lake Street • VIP Gate) Queen Street and Lake Street 	
<p>The following gates are deemed as Emergency Exits only.</p> <ul style="list-style-type: none"> • Emergency Exit A) Internal Near Gate 1, going into operations area • Emergency Exit B) Ontario Street and Norris Place • Emergency Exit C) Ontario Street and Adams Street • Emergency Exit D) Ontario Street and Midland (backstage) • Emergency Exit E) Midland Street before Montebello Place • Emergency Exit F) Midland Street and Queen Street • Emergency Exit G) Queen Street, south of Playground 	
Exits, including emergency exits, shall not be locked or padlocked at any time while the event is open. Some service gates are zip tied for easy entrance and exit when needed. Staff assigned to these gates must have a means to cut these ties at ALL times.	

Tents and Air-Supported Structures – Fire Safety Plan	✓
A fire safety plan is required for all tents and air-supported structures in excess of 60M ² (645 square feet) with at least two sides and intended for assembly purposes.	
A copy of the fire safety procedures for a tent shall be on site at the tent and all supervisory staff shall be fully trained in the procedures in the plan.	
Supervisory staff shall be on site at the tent at all times while occupied by the public.	
All exit signs and emergency lighting shall be checked for operation, and fire extinguishers checked to ensure they are in place and fully charged daily prior to opening to the public.	
Supervisory staff shall ensure no smoking, vape pens and candles are not used in the tents at any time.	
Supervisory staff shall ensure all exits (including outside areas) are clear and not secured closed in any manor prior to opening to the public. Exits and access to exits shall be inspected as often as necessary to ensure they remain clear and usable.	
Where a fire alarm system is not provided in conformance with the Ontario Building Code, a fire alarm system that is reliable and the performance of the system provides an adequate early warning level may be provided if approved by the Chief Fire Official. A request for approval shall be requested a minimum of 30 days in advance.	
In lieu of a fire alarm system a person may be employed for fire watch duties. The person providing fire watch shall be responsible for the patrolling of the area to ensure all means of egress are kept clear and the requirements related to tents are complied with.	
Fire watch shall have a means of notifying all occupants of an emergency and the need to evacuate the tent, such as a PA system, or bullhorn.	
Fire watch shall have a means of communicating with the Command Center for the event, as well as the Chief Fire Warden, and have the ability to call 9-1-1.	
In the event of a fire or smoke condition in the tent, or another tent or nearby activity, the supervisory staff and fire watch shall direct all persons to exit the tent immediately and direct them to a safe area away from the tent.	
In the event of a park / event evacuation the supervisory staff shall have all activities in the tent cease and shall direct all occupants of the need to evacuate the park and shall direct occupants to the nearest park exit / emergency exit.	

Tents and Air-Supported Structures – Fire Safety Plan



Supervisory staff shall ensure that the total occupant load provided by the City of St. Catharines Building department is not exceeded at any time. Supervisory staff shall ensure that they have been provided with, and are aware of, the official occupant load prior to allowing occupants into the tent.

The approved occupant load for tents are as follows:

Description _____ Maximum Occupant Load _____

Description _____ Maximum Occupant Load _____

Description _____ Maximum Occupant Load _____

Description _____ Maximum Occupant Load _____

Description _____ Maximum Occupant Load _____

Description _____ Maximum Occupant Load _____

Appendix G

Display Fireworks Discharge Permit Application



DISPLAY FIREWORKS DISCHARGE PERMIT APPLICATION

St. Catharines Fire and Emergency Services

64 Geneva Street, St. Catharines, ON | 905.688.5601



**NOTE: APPLICANT MUST BE THE PERSON SUPERVISING THE FIRING OF THE FIREWORKS
(APPLICATION TO BE SUBMITTED A MINIMUM OF 30 DAYS PRIOR TO EVENT)**

APPLICANT INFORMATION

Name _____
Address _____
Telephone _____ Fax/Email _____
Company Name _____
Fireworks Supervisor Card No. _____

DISPLAY INFORMATION

Date of Event _____ Time of Event _____
Location _____ Launch Site _____
Name of Property Owner _____ Address _____
Name of Sponsoring Agency/Individual _____ Address _____

DECLARATION

I certify that I am fully qualified to ignite all fireworks/pyrotechnics to be used in this display and will comply with all requirements and conditions of my training, certification, and any permit which may be issued. I understand this is an application only and does not indicate approval of the fireworks/pyrotechnics display or that a permit will be issued.

Signature _____ Date _____

Applicable Conditions Upon Approval

- Permit is valid only for the display at the place and on the date or dates set forth on the permit
- Permit holder, who shall be a Display Supervisor, shall supervise the display of Display Fireworks
- Permit holder, who shall be a Display Supervisor, shall Discharge the Display Fireworks
- Permit holder shall provide and maintain fully operational fire extinguishing equipment ready for immediate use
- The permit holder shall hold the display of Display Fireworks in conformance with the information provided to the Fire Chief pursuant to Section 7(5) of By-law 2016-6
- Permit holder shall comply at all times with the provisions of the Explosives Act, Fire Protection and Prevention Act, the Pyrotechnics Special Effects Manual published by Natural Resources Canada or any successor publication, and the provisions of By-law 2016-6
- Permit holder shall comply with any wind speed or direction limitations imposed on the permit (Niagara Regional Airport shall be the referenced authority)
- Any other condition deemed reasonable in the circumstances by the Fire Chief (noted below)
- No permit holder shall Discharge Display Fireworks except in accordance with the conditions of the permit.
- The permit holder holding the display of Display Fireworks shall ensure that all unused Display Fireworks and all debris are removed forthwith from the site and safely disposed of.

Comments/Chief Fire Official Specific Requirements

The personal information on this form is collected under the authority of the Municipal Act, as amended, the Fire Protection and Prevention Act, as amended and By-law No. 2016-6, as amended. The information will be used for the purpose of processing this application and administering the legislation this application and administering the legislation. Any release of this information will be in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). If you have any questions or concerns please contact 905-688-5601, ext 4224 @ St. Catharines Fire and Emergency Services.

Office Use Only | Application for Permit

Site Plan: includes fire emergency procedures, separation distances to the public, location of ramps and mortars, fallout zone, direction of firing and significant ground features. (e.g. roadways, buildings or other structures, overhead obstructions, parking areas, spectator viewing areas), and location of security personnel and public restraints,	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fireworks Plan: includes, firing technique to be used, list of approved fireworks to be used, wind speed/direction parameters and manner is disposal of unused fireworks	<input type="checkbox"/> Yes <input type="checkbox"/> No
Copy of Certification of Applicant as Display Supervisor: includes copy of all who will handle fireworks	<input type="checkbox"/> Yes <input type="checkbox"/> No
Copy of Written Permission of Property Owner	<input type="checkbox"/> Yes <input type="checkbox"/> No
Copy of Signed Indemnity	<input type="checkbox"/> Yes <input type="checkbox"/> No
Proof of Insurance (\$5,000,000)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Permit Fee \$	<input type="checkbox"/> Yes <input type="checkbox"/> No
Review and Site Inspection by Fire Services	<input type="checkbox"/> Yes <input type="checkbox"/> No
Permit Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No
Chief Fire Official _____ Approval Date _____ Permit No. _____	

NOTE: PERMIT REQUIRED TO BE ON SITE DURING DISCHARGE

Appendix H

Pyrotechnic Special Effects Fireworks Permit Application



PYROTECHNIC SPECIAL EFFECTS FIREWORKS PERMIT APPLICATION

St. Catharines Fire and Emergency Services

64 Geneva Street, St. Catharines, ON | 905.688.5601



NOTE: APPLICANT MUST BE THE PERSON SUPERVISING THE FIRING OF THE PYROTECHNIC SPECIAL EFFECTS FIREWORKS. (APPLICATION TO BE SUBMITTED A MINIMUM OF 30 DAYS PRIOR TO EVENT)

APPLICANT INFORMATION

Name _____
Address _____
Telephone _____ Fax/Email _____
Company Name _____
Pyrotechnicians Card No. _____
Pyrotechnician Class _____

DISPLAY INFORMATION

Date of Event _____ Time of Event _____
Location _____ Pyrotechnics Storage Site _____
Name of Property Owner _____ Address _____
Name of Sponsoring Agency or Individual _____ Address _____

DECLARATION

I certify that I am fully qualified to ignite all fireworks/pyrotechnics to be used in this display and will comply with all requirements and conditions of my training, certification, and any permit which may be issued. I understand this is an application only and does not indicate approval of the fireworks/pyrotechnics display or that a permit will be issued.

Signature _____ Date _____

Applicable Conditions Upon Approval

- Permit is valid only for the display at the place and on the date or dates set forth on the permit
- Permit holder, who shall be a Pyrotechnician, shall supervise the display of Pyrotechnic Special Effect Fireworks
- Permit holder, who shall be a Pyrotechnician, shall Discharge the Pyrotechnic Special Effects Fireworks
- Permit holder shall provide and maintain fully operational fire extinguishing equipment ready for immediate use
- Permit holder shall comply at all times with the provisions of the Explosives Act, Fire Protection and Prevention Act, the Pyrotechnics Special Effects Manual published by Natural Resources Canada or any successor publication, and the provisions of By-law 2016-6
- Permit holder shall hold the display of Pyrotechnic Special Effects Fireworks in conformance with the information provided to the Fire Chief pursuant to Section 9(4) of By-law 2016-6
- Permit holder shall comply with any wind speed or direction limitations imposed on the permit (Niagara Regional Airport shall be the referenced authority)
- Any other condition deemed reasonable in the circumstances by the Fire Chief (noted below)
- No permit holder shall Discharge Pyrotechnic Special Effect Fireworks except in accordance with the conditions of the permit.
- Permit holder holding the display of Pyrotechnic Special Effect Fireworks shall ensure that all unused Pyrotechnic Special Effect Fireworks and all debris are removed forthwith from the site and safety disposed of.

Comments/Chief Fire Official Specific Requirements

The personal information on this form is collected under the authority of the Municipal Act, as amended, the Fire Protection and Prevention Act, as amended and By-law No. 2016-6, as amended. The information will be used for the purpose of processing this application and administering the legislation this application and administering the legislation. Any release of this information will be in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). If you have any questions or concerns please contact 905-688-5601, ext 4224 @ St. Catharines Fire and Emergency Services.

Office Use Only | Application for Permit

Site Plan: includes plan of facility, stage/location and room capacity, location of audience and all exits, fire emergency procedures Yes No

Pyrotechnics Plan: includes list of all pyrotechnics to be used, place and method of storage, location of all pyrotechnics, height, range of effect, fallout and duration of the display, sequence of firing Yes No

Copy of Certification of Applicant as Pyrotechnician: includes list of all pyrotechnics to be used, place and method of storage, location of all pyrotechnics, height, range of effect, fallout and duration of the display, sequence of firing Yes No

Copy of Written Permission of Property Owner Yes No

Copy of Signed Indemnity Yes No

Proof of Insurance (\$5,000,000) Yes No

Permit Fee \$ Yes No

Review and Site Inspection by Fire Services Yes No

Permit Approved Yes No

Chief Fire Official _____ Approval Date _____ Permit No. _____

NOTE: PERMIT REQUIRED TO BE ON SITE DURING DISCHARGE

Appendix I

Fireworks and Pyrotechnic Special Effects By-law



CITY OF ST. CATHARINES

BY-LAW NO. 2022-171

A By-law to regulate the sale and setting off of fireworks and pyrotechnic special effects within the City of St. Catharines.

WHEREAS Section 120 of the Municipal Act, S.O. 2001, c.25, as amended, authorizes a municipality to pass by-laws to prohibit and regulate the storage, keeping and transportation of explosives and other dangerous substances, including requirements that a permit be obtained from the municipality for the storage of explosives and imposing conditions on such permits;

AND WHEREAS Section 121 of the Municipal Act, S.O. 2001, c.25, as amended, authorizes a municipality to pass by-laws to prohibit and regulate the sale of fireworks and the setting off of fireworks, including requirements that a permit be obtained from the municipality for the sale or setting off of such fireworks and imposing conditions on such permits;

AND WHEREAS Section 446 of the Municipal Act, S.O. 2001, c.25, as amended, provides that where a municipality has the authority by By-law to direct or require that a matter or thing be done, the municipality may in the same or another By-law direct that, in default of it being done by the person directed or required to do so, such matter or thing shall be done at the person's expense and the municipality may recover the costs by action or by adding the costs to the tax roll and collecting them in the same manner as taxes;

AND WHEREAS Section 7.1 of the Fire Protection and Prevention Act, S.O. 1997, c4, as amended, provides that the council of a municipality may pass by-laws regulating fire prevention, including the spreading of fires;

AND WHEREAS the Council of the City of St. Catharines deems it expedient and necessary for the safety and well-being of the community to regulate the sale and use of fireworks and pyrotechnic special effects within the City of St. Catharines;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF ST. CATHARINES enacts as follows:

PART I

DEFINITIONS

1. In this by-law,

"**Act**" means the Explosives Act, Revised Statutes of Canada, 1985, Chapter E-17, and the Regulations enacted thereunder as amended from time to time or any Act and Regulations enacted in substitution therefor;

"**City**" or "**City of St. Catharines**" means the municipal corporation of the City of St. Catharines or the geographic area of the City of St. Catharines as the context requires;

"**Commercial Cube Van**" means a commercially licensed vehicle that is a van with a cube-shaped storage compartment that is wider and taller than the front of the vehicle and not exceed 16ft in length;

"**Consumer Firework**" means an outdoor, low hazard, recreational firework that is classed as a Class 7, Division 2, Subdivision 1 Firework under the Act and includes fireworks showers, fountains, golden rain, lawn lights, pin wheels, Roman candles, volcanoes, and sparklers but does not include Christmas crackers and caps for toy guns containing not in excess of twenty-five one-hundredths of a grain of explosive used per cap;

“Consumer Fireworks Sales Permit” means a permit issued in accordance with this By-law by the Fire Chief for the sale of Consumer Fireworks;

"Discharge" means to fire, ignite, explode or set off or cause to be fired, ignited, exploded or set off and the words "discharged" and "discharging" have a similar meaning;

"Display Firework" means an outdoor, high hazard, recreational firework that is classed as a Class 7, Division 2, Subdivision 2 Firework under the Act, and includes rockets, serpents, shells, bombshells, tourbillions, maroons, large wheels, bouquets, bombardos, waterfalls, fountains, batteries, illumination, set pieces and pigeons but does not include Firecrackers;

“Display Fireworks Permit” means a permit issued in accordance with this By-law by the Fire Chief for the display of Display Fireworks;

"Display Supervisor" means a person who is an approved purchaser of Display Fireworks and who is qualified under the Act to supervise the Discharge of Display Fireworks;

“Enforcement Officer” means the Fire Chief, Deputy Fire Chiefs, Chief Fire & Risk Officer, every member of the St. Catharines Fire Services designated as an Assistant to the Fire Marshal, every By-law Enforcement Officer for the City of St. Catharines, and every police constable with the Niagara Regional Police;

"FPPA" means the Fire Protection and Prevention Act, 1997, S.O. 1997, c.4, as amended, and the Regulations enacted thereunder as amended from time to time or any Act and Regulations enacted in substitution therefor;

"Fire Chief" means the Chief of Fire Services of the City or authorized delegates;

"Firecracker" means a pyrotechnic device that explodes when ignited and does not make any subsequent display or visible effect after the explosion, and includes those devices commonly known as Chinese firecrackers, but does not include paper caps containing not more than twenty-five one-hundredths of a grain of explosive on average per cap, or devices for use with such caps, safety flares, marine rockets, and other distress signals;

"Fireworks" means Display Fireworks, Pyrotechnic Special Effects Fireworks and Consumer Fireworks;

"Fireworks Display Supervisor Certification" authorizes a person to purchase and set off Display Fireworks.

"Prohibited Firework" includes but is not limited to cigarette loads or pings, exploding matches, sparkling matches, ammunition for miniature tie clip, cufflink or key chain pistols, auto alarms or jokers, cherry bombs, M-80 and silver salutes and flash crackers, throw down torpedoes and crackling balls, exploding golf balls, stink bombs and smoke bombs, tear gas pens and launchers, party peppers and table bombs, table rockets and battle sky rockets, fake firecrackers and other trick devices or practical jokes as included on the most recent list of Prohibited Fireworks as published from time to time under the Act;

"Public Fireworks Display" means an exhibition of Fireworks in an outdoor assembly or open air occupancy to which the public is invited, attends, may attend, or is admitted with or without a fee being charged;

"Pyrotechnician" means a person who is certified under the Act as a Theatrical User, an Assistant, a Pyrotechnician or a Special Effects Pyrotechnician and is qualified to purchase and supervise the display of Pyrotechnic Special Effect Fireworks under the Act;

"Pyrotechnic Special Effect Firework" means a high hazard firework that is classed as a Class 7, Division A, Subdivision 5 Firework under the Act and that is used to produce a

special pyrotechnic effect for indoor or outdoor performances and includes black powder bombs, bullet effect, flash powder, air bursts, smoke compositions, gerbs, lances and wheels;

“Pyrotechnic Special Effect Fireworks Permit” means a permit issued in accordance with this By-law by the Fire Chief for the display of Pyrotechnic Special Effect Fireworks;

“Sell” includes offer for sale, cause or permit to be sold and to possess for the purpose of sale and the words "selling" and "sold" have a similar meaning.

“Sky Lantern” means (also referred to as ‘Kongming’ or ‘Chinese Lantern’) a small hot air balloon made of paper with an opening at the bottom where a small fire supported by a flammable gel is in place to assist in keeping the lantern aloft, or similar contraption.

“Supply” means to furnish or provide with or without monetary or other form of exchange.

“Tent” means a portable shelter made of cloth, supported by one or more poles, which can be stretched tight by cords or loops attached to pegs driven into the ground, or other measures sufficient to secure them;

PART II

SALE AND DISCHARGE OF FIRECRACKERS

2. (1) No person shall Sell or Supply any Firecrackers.
- (2) No person shall Discharge any Firecrackers.

PART III

SALE AND DISCHARGE OF PROHIBITED FIREWORKS

3. (1) No person shall Sell or Supply any Prohibited Fireworks.

- (2) No person shall Discharge any Prohibited Fireworks.

PART IV

SALE OF CONSUMER FIREWORKS

4. (1) No person shall Sell Consumer Fireworks unless a Consumer Fireworks Sales Permit has first been obtained from the Fire Chief in accordance with Part IV of this By-law.
- (2) A member of St. Catharines Fire Services, Community Risk Reduction Unit, shall be permitted to conduct a site inspection in relation to each permit application received pursuant to Part IV of this By-law.
- (3) No person shall Sell or Supply Consumer Fireworks in a building unless the provisions of the Ontario Fire Code and all other applicable Acts and Regulations are complied with.
- (4) A person applying for a Consumer Fireworks Sales Permit shall be required to submit the following:
- (a) A completed application, in the form provided by the Fire Chief;
 - (b) Written consent of the owner of the property on which the sale of Consumer Fireworks is proposed, unless the applicant is the owner of the property;
 - (c) The fee as prescribed by the schedule of rates and fees as approved by Council for the City of St. Catharines from time to time;
 - (d) A site plan for the sale location;
 - (e) A description of fire emergency procedures; and
 - (f) Such other information as required by the Fire Chief.

- (5) A Consumer Fireworks Sales Permit shall not be issued where:
- (a) The permit application is incomplete;
 - (b) The property on which the sale of Consumer Fireworks is proposed is not zoned to permit a retail store;
 - (c) There are reasonable grounds for belief that the sale of Consumer Fireworks by the applicant will result in a breach of this By-law, the FPPA or the Act; or
 - (d) The information provided in support of the Consumer Fireworks Sales Permit pursuant to Section 4(4) of this By-law is deemed unacceptable by the Fire Chief in his or her sole discretion.
- (6) The Fire Chief may revoke a Consumer Fireworks Sales Permit where:
- (a) The person to whom the permit is issued fails to comply with all provisions and conditions to which the permit is subject in accordance with this By-law;
 - (b) The application for the Consumer Fireworks Sales Permit contains false or misleading information;
 - (c) The building from which Consumer Fireworks are offered for sale is in non-compliance with the provisions of the Ontario Fire Code or any other applicable Act or Regulation.
- (7) No person shall Sell or Supply Consumer Fireworks unless they are eighteen (18) years of age or older.
- (8) No person shall Sell or Supply Fireworks to a person under the age of twenty-five (25) years without proof of age.
- (9) No person shall Sell or Supply Fireworks to a person who is not buying them for their own personal use but for a person under eighteen (18) years of age.

(10) No person shall Sell or Supply Consumer Fireworks from an outdoor stand, tent, unenclosed trailer, shipping container, motor vehicle, or residential dwelling.

(11) No person shall Sell Consumer Fireworks unless they are included on the most recent List of Authorized Explosives as published from time to time by the Explosives Branch of the Department of Natural Resources (Canada) or its successor.

(12) No person shall Sell or Supply any version of a Sky Lantern.

(13) No person shall store Consumer Fireworks except as permitted under the Act.

(14) No person shall exhibit Consumer Fireworks unless the Consumer Fireworks are separated into individual lots that do not exceed 25 kilograms in gross weight, and such separation between lots shall be sufficient to prevent fire from spreading rapidly from one lot to the next by:

- (a) Maintaining a minimum aisle width of 1.1 metres between lots;
- (b) Maintaining a partition, constructed of 6-millimetre plywood or other suitable material, that extends a minimum of 15 centimetres above the height of the lot or to the display shelf above; or
- (c) Maintaining sufficient separation between lots by such other suitable method or means; and
- (d) Ensuring that no more than ten percent (10%) of the area of any display shelf on which Consumer Fireworks are exhibited contain holes or other openings.

(15) No person shall exhibit Consumer Fireworks that are not in consumer packs, unless the Consumer Fireworks are inaccessible to the public and are displayed in a glass or Plexiglas case or other suitable receptacle.

(16) No person shall exhibit Consumer Fireworks that are exposed, or may be exposed, to the rays of the sun or to excess heat, or that are within close proximity to flammable goods.

(17) No person shall exhibit Consumer Fireworks on a display board or in a shop window unless the display consists of mock samples only and does not contain any explosive composition.

(18) No person who Sells Consumer Fireworks shall, at any time, keep or permit the keeping of Consumer Fireworks unless the location or shop is designated as a no smoking area, has been posted with "No Smoking" signs, and is equipped with the appropriate number and class of fire extinguishers as may be required by the Fire Chief.

(19) No person who Sells Consumer Fireworks shall exhibit Consumer Fireworks to the public at any time unless the location or shop is attended by the vendor or an employee thereof.

(20) No person shall exhibit Consumer Fireworks in an indoors shop or location, or in a trailer unless there are a minimum of two (2) unobstructed, clearly identified exits to ensure that employees and the public can quickly evacuate in the event of a fire.

(21) No person shall Sell or Supply Consumer Fireworks except on the following days:

(a) Victoria Day, Canada Day, Diwali and

- (b) Each of the seven (7) days immediately preceding Victoria Day
Canada Day, and Diwali.

(22) No person shall advertise the sale of Consumer Fireworks except on Victoria Day, Canada Day and Diwali and the preceding twenty one (21) days in each case.

(23) No person who has obtained a Consumer Fireworks Sales Permit from the Fire Chief as required by Part IV of this By-law shall be required to obtain a Hawker and Peddler business license, with respect to the sale of Consumer Fireworks, as required by the City's Business License By-law 2005-318, as amended, or any replacement by-law.

(24) Notwithstanding the provisions of Section 4.(10) above, a person is permitted to sell Consumer Fireworks from a Tent, using a Commercial Cube Van as temporary storage, provided that, in addition to the requirements as set forth in Sections 4.(1)-(20), and the conditions applying to a Consumer Fireworks Sales Permit as set forth in Section 5 of this By-law, the following conditions are fulfilled to the satisfaction of the Fire Chief:

- (a) All sales are carried out from a Tent that is certified as treated with a product listed to CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films" and supporting documentation of the product, certification, manufacturers' instructions, and application is submitted with the Application for a Consumer Fireworks Sales Permit;
- (b) Any Consumer Fireworks on display for sale at the Tent shall be displayed in accordance with the requirements of the Act;
- (c) Only a Commercial Cube Van is permitted to be used as the on-site storage location;

- (d) The Commercial Cube Van shall be attended by a minimum of 1 staff person, who is at least eighteen (18) years of age, at all times while the Commercial Cube Van is being used as the on-site storage location;
- (e) The Commercial Cube Van shall be kept secure, including any interior access (cab to cargo area), and only accessed by staff members of the permit holder;
- (f) All requirements for the storage of Consumer Fireworks, as detailed in the Act, shall be complied with at all times;
- (g) The Commercial Cube Van shall be removed from the sale location overnight or when the sales location is not in operation;
- (h) Proof of Commercial Vehicle Operator's Registration (CVOR), Vehicle License Plate, and VIN number shall be submitted with the Application for a Consumer Fireworks Sales Permit;
- (i) All Commercial Vehicle maintenance and operation records shall be retained at the sale location and made available to an Enforcement Officer upon the request;
- (j) All requirements for the transportation of dangerous goods as outlined in the *Transportation of Dangerous Goods Act*, 1992 (1992, c.34) as amended, shall be complied with at all times, and any paperwork required pursuant to the *Transportation of Dangerous Goods Act* shall be maintained on site and made available upon request;
- (k) The travel route and times from the Magazine (location of storage) to the sale location, whether within the City of St Catharines or located in another municipality, shall be included in the site plan provided for the sale location;

- (l) The Magazine location (including address & contact information) and the Magazine Permit Number, or copy thereof, as issued by the Explosives Regulatory Division, shall be submitted with the Application for a Consumer Fireworks Sales Permit;
- (m) Proof of Commercial General Liability Insurance for the selling location, subject to limits of not less than Two Million Dollars (\$2,000,000.00) naming The Corporation of the City of St Catharines as an additional insured shall be submitted with the Application for a Consumer Fireworks Sales Permit;
- (n) A copy of all documentation as required by this Section 4.(8.1) shall be retained at the sale location and made available to an Enforcement Officer upon request.
- (o) The Magazine location (including address & contact information) and the Magazine Permit Number, or copy thereof, as issued by the Explosives Regulatory Division, shall be submitted with the Application for a Consumer Fireworks Sales Permit;

PART V

CONDITIONS APPLYING TO CONSUMER FIREWORKS SALES PERMIT

- 5. (1) The Fire Chief may issue permits for the sale of Consumer Fireworks on the conditions set forth in Part V of this By-law.
- (2) The following conditions shall apply to all Consumer Fireworks Sales Permits:
 - (a) The permit is valid only for calendar year in which it is issued;
 - (b) The permit is valid only for the sale location specified in the permit;
 - (c) Every permit holder shall provide and maintain fully operational fire extinguishing equipment ready for immediate use;

- (d) The permit holder shall sell Consumer Fireworks in conformance with the information provided to the Fire Chief pursuant to Section 4(4) of this By-law;
 - (e) The permit holder shall comply at all times with the provisions of the Act, FPPA and the provisions of this By-law;
 - (f) Any other condition deemed reasonable in the circumstances by the Fire Chief.
- (3) No permit holder shall Sell Consumer Fireworks except in accordance with the conditions of the permit.

PART VI

DISCHARGE OF CONSUMER FIREWORKS

6. (1) No person shall Discharge Consumer Fireworks except on the following days:
- (a) Victoria Day;
 - (b) The day immediately preceding Victoria Day;
 - (c) The day immediately following Victoria Day;
 - (d) Canada Day;
 - (e) The day immediately preceding Canada Day;
 - (f) The day immediately following Canada Day;
 - (g) Diwali,
 - (h) The day immediately preceding Diwali;
 - (i) The day immediately following Diwali;
 - (j) Other religious or cultural events and such other dates as permitted by the Fire Chief.
- (2) No person under the age of eighteen (18) years shall Discharge any Consumer Fireworks.

- (3) No person being the parent or guardian of any person under the age of eighteen (18) years shall allow the person under the age of eighteen (18) to Discharge any Consumer Fireworks.
- (4) A person eighteen (18) years of age or older may Discharge Consumer Fireworks on any land belonging to him or her, or on any other privately owned land where the owner thereof has given permission for such display or Discharge of Consumer Fireworks.
- (5) No person shall Discharge any Consumer Fireworks in such a manner as might create danger or constitute a nuisance to any person or property, or to do or cause or allow any unsafe act or omission at the time and place for the Discharging of any Consumer Fireworks.
- (6) No person shall discharge permitted Fireworks except between the hours of dusk and 11:00 pm, unless written permission has been obtained from the Fire Chief.
- (7) No person shall Discharge any Consumer Fireworks in or into any building, doorway, or automobile.
- (8) No person shall Discharge any Consumer Fireworks in or on or into any highway, street, lane, square, parkland or other public place, unless prior written permission has been obtained from the Fire Chief.
- (9) When Fireworks are discharged from a property, the property owner is deemed to have permitted, allowed, or caused the setting of the Fireworks..
- (10) No person shall launch any version of a Sky Lantern.

PART VII**DISPLAY FIREWORKS**

7. (1) No person or group of persons shall hold a display of Display Fireworks in the City of St. Catharines without first having obtained a permit to do so from the Fire Chief in accordance with Part VII of this By-law.

- (2) A member of St. Catharines Fire Services, Community Risk Reduction Unit, shall be permitted to conduct a site inspection in relation to each permit application received pursuant to Part VII of this By-law.

- (3) No person or group of persons shall hold a Public Fireworks Display using Consumer Fireworks.

- (4) Every application for a permit required under Part VII of this By-law shall be made to the Fire Chief a minimum of thirty (30) days prior to the event when the proposed display of Display Fireworks is to occur.

- (5) A person applying for a Display Fireworks Permit shall be required to submit the following:
 - (a) A completed permit application, in the form provided by the Fire Chief;
 - (b) A site plan providing a description of the site to be used for the Discharging of the Display Fireworks;
 - (c) A description of the fire emergency procedures;
 - (d) Proof that the applicant is certified as a Display Supervisor;
 - (e) Written consent of the owner of the property on which the Discharge of Display Fireworks is proposed, unless the Applicant is the owner of the property;

- (f) Proof of permission from the City of St. Catharines if the display is taking place on city owned property;
 - (g) The fee as prescribed by the schedule of rates and fees as approved by Council for the City of St. Catharines from time to time;
 - (h) Proof of insurance as required by Part XI of this By-law;
 - (i) Signed Indemnity as required by Part XII of this By-law; and
 - (j) Such other information as required by the Fire Chief.
- (6) A Display Fireworks Permit shall not be issued where:
- (a) The permit application is incomplete;
 - (b) The applicant is not a Display Supervisor;
 - (c) The display is not being held under the auspices of an established club, association or group of persons;
 - (d) The purpose of the display is not of civic, national or international significance, or not of special significance for particular interest groups; or
 - (e) There are reasonable grounds for belief that the holding of the Display Fireworks will result in a breach of this By-law, the FPPA or the Act; or
 - (f) The information provided in support of the Display Fireworks Permit pursuant to Section 7(5) is deemed unacceptable by the Fire Chief in his or her sole discretion..
- (7) The Fire Chief may revoke a Display Fireworks Permit where:
- (a) The person to whom the permit is issued fails to comply with all provisions and conditions to which the permit is subject in accordance with this By-law;
 - (b) The application for the Display Fireworks Sales Permit contains false or misleading information;

- (c) Environmental concerns such as weather conditions, wind speed and/or wind direction are a factor;
- (d) An Open Air Fire Ban has been instituted.

PART VIII

CONDITIONS APPLYING TO DISPLAY FIREWORKS PERMIT

- 8. (1) The Fire Chief may issue permits for displays of Display Fireworks on the conditions set forth in Part VII of this By-law.
- (2) The following conditions shall apply to all Display Fireworks Permits:
 - (a) The permit is valid only for the display at the place and on the date or dates set forth in the permit;
 - (b) The permit holder, who shall be a Display Supervisor, shall supervise the display of Display Fireworks at all times;
 - (c) The permit holder, who shall be a Display Supervisor, shall Discharge the Display Fireworks;
 - (d) Every permit holder shall provide and maintain fully operational fire extinguishing equipment ready for immediate use;
 - (e) The permit holder shall hold the display of Display Fireworks in conformance with the information provided to the Fire Chief pursuant to Section 7(5) of this By-law;
 - (f) The permit holder shall comply at all times with the provisions of the Act, FPPA, the Display Fireworks Manual published by Natural Resources Canada or any successor publication, and the provisions of this By-law;
 - (g) The permit holder shall comply with any wind speed or direction limitations imposed on the permit (Niagara Regional Airport shall be the referenced authority); and

- (h) Any other condition deemed reasonable in the circumstances by the Fire Chief.
- (3) No permit holder shall Discharge Display Fireworks except in accordance with the conditions of the permit.
- (4) The permit holder holding the display of Display Fireworks shall ensure that all unused Display Fireworks and all debris are removed forthwith from the site and safely disposed of.

PART IX

PYROTECHNIC SPECIAL EFFECTS FIREWORKS

- 9. (1) No person or group of persons shall Discharge any Pyrotechnic Special Effect Fireworks in the City of St. Catharines without first having obtained a permit authorizing the display of Pyrotechnic Special Effect Fireworks from the Fire Chief in accordance with Part IX of this By-law.
- (2) A member of St. Catharines Fire Services, Community Risk Reduction Unit, shall be permitted to conduct a site inspection in relation to each permit application received pursuant to Part IX of this By-law.
- (3) Every application for a permit required under Part IX of this By-law shall be made to the Fire Chief a minimum of thirty (30) days prior to the event when the proposed Discharge of Pyrotechnic Special Effect Fireworks is to occur.
- (4) A person applying for a Pyrotechnic Special Effect Fireworks Permit shall be required to submit the following:
 - (a) A completed permit application, in the form provided by the Fire Chief;

- (b) A site plan of the facility and room capacity, the stage and the Pyrotechnics Special Effect Fireworks storage area;
- (c) A description of the fire emergency procedures;
- (d) Proof that the applicant is certified as a Pyrotechnician;
- (e) Written consent of the owner of the property on which the Discharge of Pyrotechnic Special Effects Fireworks is proposed, unless the Applicant is the owner of the property;
- (f) Written permission is required from the City of St. Catharines for all city owned land including all parks and beaches;
- (g) The fee as prescribed by the current schedule of Rates and Fees for the City of St. Catharines;
- (h) Proof of insurance as required by Part XI of this By-law;
- (i) Signed Indemnity as required by Part XII of this By-law; and
- (j) Such other information as required by the Fire Chief.

(5) A permit for the display of Pyrotechnics Special Effects Fireworks shall not be issued where:

- (a) The application is incomplete;
- (b) The applicant is not a Pyrotechnician under the Act; or
- (c) There are reasonable grounds for belief that holding a display of Pyrotechnic Special Effect Fireworks will result in a breach of this by-law, the FPPA or the Act; or
- (d) The information provided in support of the Display Fireworks Permit pursuant to Section 9(4) of this By-law is deemed unacceptable to the Fire Chief in his or her sole discretion.

(6) The Fire Chief may revoke a Pyrotechnics Special Effects Fireworks Permit where:

- (a) The person to whom the permit is issued fails to comply with all provisions and conditions to which the permit is subject in accordance with this By-law;
- (b) The application for the Pyrotechnics Special Effects Permit contains false or misleading information;
- (c) Environmental concerns such as weather conditions, wind speed and/or wind direction are a factor;
- (d) An Open Air Fire Ban has been instituted.

PART X

CONDITIONS APPLYING TO PYROTECHNIC SPECIAL EFFECTS FIREWORKS

PERMIT

10. (1) The Fire Chief may issue permits for displays of Pyrotechnic Special Effect Fireworks on the conditions set forth in Part X of this By-law.
- (2) The following conditions shall apply to Pyrotechnic Special Effect Fireworks Permits:
- (a) The permit is valid only for the display at the place and on the date or dates set forth in the permit;
 - (b) The permit holder, who shall be a Pyrotechnician, shall supervise the display of Pyrotechnic Special Effect Fireworks;
 - (c) The permit holder, who shall be a Pyrotechnician, shall Discharge the Pyrotechnic Special Effects Fireworks;
 - (d) The permit holder shall provide and maintain fully operational fire extinguishing equipment ready for immediate use;
 - (e) The permit holder shall comply at all times with the provisions of the Act, FPPA, the Pyrotechnics Special Effects Manual published by Natural Resources Canada or any successor publication, and the provisions of this By-law;

- (f) The permit holder shall hold the display of Pyrotechnic Special Effects Fireworks in conformance with the information provided to the Fire Chief pursuant to Section 9(4) of this By-law;
 - (g) The permit holder shall comply with any wind speed or direction limitations imposed on the permit (Niagara Regional Airport shall be the referenced authority); and
 - (h) Any other condition deemed reasonable in the circumstances by the Fire Chief.
- (3) No permit holder shall Discharge Pyrotechnic Special Effect Fireworks except in accordance with the conditions of the permit.
- (4) The permit holder holding the display of Pyrotechnic Special Effect Fireworks shall ensure that all unused Pyrotechnic Special Effect Fireworks and all debris are removed forthwith from the site and safely disposed of.

PART XI

INSURANCE

11. (1) The applicant for a permit under Parts VII and IX of this By-law shall provide and maintain Commercial General Liability insurance subject to limits of not less than Five Million Dollars (\$5,000,000.00) inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof. Such insurance shall be in the name of the applicant and shall name The Corporation of the City of St. Catharines as an additional insured thereunder. Such insurance shall include permission to conduct displays of Display Fireworks or Pyrotechnic Special Effects Fireworks. Such insurance policy shall contain an endorsement to provide the City of St. Catharines with (30) days prior written notice of cancellation or of a material change that would diminish coverage, and a Certificate of Insurance evidencing such insurance coverage shall be provided to the City of St. Catharines prior to the issuance of a permit.

PART XII**INDEMNIFICATION**

12. (1) The applicant for a permit under Parts VII and IX of this By-law shall provide a signed indemnity which indemnifies and saves harmless The Corporation of the City of St. Catharines from any and all claims, demands, causes of action, loss costs or damages that the City may suffer, incur or be liable for resulting from the performance of the applicant 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.

PART XIII**PRODUCTION OF PERMIT**

13. (1) Every holder of a Consumer Fireworks Sales Permit, Display Fireworks Permit or Pyrotechnic Special Effect Fireworks Permit shall produce his or her permit upon being so directed by the Fire Chief.

PART XIV**OFFENCES AND PENALTIES**

14. (1) Every person who contravenes any of the provisions of this By-law is guilty of an offence and upon conviction is liable to a fine as provided for in the Provincial Offences Act, R.S.O. 1990, Chapter P.33, as amended from time to time.

PART XV**ENFORCEMENT AND ADMINISTRATION**

15. (1) This By-law may be enforced by every Enforcement Officer.

(2) No person shall obstruct, hinder or interfere with an Enforcement Officer in his or her enforcement of this By-law.

(3) An Enforcement Officer may, at any reasonable time and without prior notice, inspect any land, property, places, premises, buildings or structures where Fireworks are stored or offered for sale.

(4) An Enforcement Officer may, at any reasonable time and without prior notice, inspect any land, property, places, premises, buildings or structures for which an application for a permit under this By-law has been received for the purposes of conducting the site inspections required pursuant to Sections 4(2), 7(2), and 9(2) of this By-law.

(5) An Enforcement Officer may, at any reasonable time and without prior notice, inspect any land, property, places, premises, buildings or structures for which a permit under this By-law has been issued for the purpose of ensuring compliance with the permit.

(6) An Enforcement Officer may, at any reasonable time and without prior notice, inspect any land, property, places, premises, buildings or structures for the purpose of carrying out an inspection to determine if any section of this By-law is complied with.

(7) Notwithstanding the provisions of Section 15(3)-(6) of this By-law, an Enforcement Officer shall not enter or remain in any room or place actually used as a dwelling unless the provisions of Section 437 of the Municipal Act, 2001 are complied with.

(8) From time to time the Fire Chief may approve any and all forms as may be contemplated under this By-law, including forms of permit and applications for permit.

PART XVI**REINSTATEMENT**

16. (1) Where any person is in contravention of any provision of this By-law, the City, in addition to any other action, may give or send notice to the person requiring the property be made to conform with this By-law. In the event that a notice is given or sent and the property is not reinstated to conform with the provisions of this By-law within the time period stated in the notice, the City, its employees, agent or contractor may enter upon the land and remove such things or carry out the work required to make the property comply with this By-law, and may charge any costs incurred for such work to the person.

(2) Where the person refuses to pay the costs incurred by the City in Subsection 16(1), the City may recover the costs in accordance with Section 446 of the Municipal Act, S.O. 2001, c. 25.

(3) Any notice given under this Section may be given in person or by registered mail and in the case of notice by registered mail, is deemed to be delivered on the 3rd day after which it was sent.

PART XVII**MISCELLANEOUS**

17. (1) By-law Number 2016-6, as amended, of the City of St. Catharines entitled "A By-law to regulate the sale and use of fireworks and firecrackers in the City of St. Catharines" is hereby repealed.

(2) If there is a conflict between a provision of this By-law and a provision of any other By-law of the City of St. Catharines, the provision that establishes the higher standard to protect the health and safety of the public shall apply.

(3) If any provision or part of a provision of this By-law is declared by any court or tribunal of competent jurisdiction to be illegal or inoperative, in whole or in part, the balance of the By-law shall not be affected and shall continue in full force and effect.

(4) This by-law may be referred to as the "Fireworks By-law".

Read and passed this 26 day of September 2022.


CLERK


MAYOR

Appendix J

Technical Standards and
Safety Authority (TSSA)
Record of Training (ROT)
and Procedures



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Record of Training (ROT) Policies and Procedures



August 2020

Document Uncontrolled if Printed



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1. Introduction

The purpose and intent of this document is to outline the requirements and guidelines for achieving Accreditation and Program Approval(s) for Fuels Record of Training (ROT) Program(s) under Ontario Regulation 215/01. The policies and procedures outlined in this document clarify the conditions under which a training provider/ organization can gain and retain accreditation status.

These policies and procedures are provided for training providers, instructors and/or administrators involved in the delivery of Fuels Record of Training (ROT) Program(s), .

These policies and procedures are subject to enhancement and revision by the Technical Standards and Safety Authority (TSSA) as required. All changes will be communicated to accredited training providers and posted on the TSSA website.

Training providers and instructors shall not deviate from any of these policies and procedures without the prior approval of TSSA.

2. Background and Intent

Training providers/organizations are legally required to meet specific standards and conditions in order to be accredited and registered to deliver Fuel Certification Training Program(s) made pursuant to Ontario Regulation 215/01 (Fuel Industry Certificates) and amending regulation Ontario Regulation 441/08 under the *Technical Standards and Safety Act, 2000* (the Act).

Continuous improvements to the processes and prerequisites for training providers/organizations have enabled TSSA to take a further step to ensure that consistent processes and a level playing field are in place across the province to gain accreditation status.

As of December 31, 2008, Ontario Regulation 215/01 – Fuel Industry Certificates was amended under the Act by Ontario Regulation 441/08.

3. Accreditation of Certain Training Providers

(1) Training providers who are accredited by the director to provide training for a certificate or record of training required by Ontario Regulation 211/01 (Propane Storage and Handling), made under the Act, are deemed to have their accreditation expire on December 31, 2009.

(2) The director shall not approve or renew the accreditation of a training provider to provide training for a certificate or record of training required by Ontario Regulation 211/01, made under the Act, unless the training provider provides evidence acceptable to the director that the person who will provide the training have subject matter and practical experience in the matters on which they will be providing training.

(3) The accreditation of a training provider to whom this section applies shall be valid for no more than three years.

Training providers/organizations will be required to meet these standards and conditions in order to be accredited and registered with TSSA as authorized under Ontario Regulation 215/01 of the Act to deliver Fuel Certification Training Program(s).



4. Accreditation and Program Approval for ROT Programs

4.1 Submission Requirements for Program Accreditation/Re-accreditation

The following items shall be submitted to TSSA, Fuel Safety, Training and Certification Services, by training providers who wish to deliver TSSA accredited ROT programs:

- An Application for Training Provider Accreditation under the Technical Standards and Safety Act. (available at www.tssa.org)
- An ROT Instructor Practical Experience Sign-off Document. (available at www.tssa.org) (See “Instructor Qualification”, below for further details.)
- Copies of valid ROT certificates for each instructor (See “Instructor Qualification”, below for further details.)
- Copies of current training materials, manuals, program descriptions, students handouts, tests and program outlines as applicable. (See “The ROT Training Curricula”, below for further details.)
- A template (example) of the ROT cards to be issued to candidates.
- The applicable fee (see the “Application for Training Provider Accreditation”, available at www.tssa.org for the current fee.

Submissions should be sent to:

TSSA, Fuels Safety, Training and Certification
345 Carlingview Drive
Toronto, ON
M9W 6N9

4.2 The ROT Training Curricula

Curriculum requirements for the ROT training programs have been developed by TSSA to meet minimum terminal objectives for safety and skills competency based on the scopes of the ROT certificates, as identified by Ontario Regulation 215/01.

Training Providers are required to meet these curriculum requirements for both theory and practical training.

Course outlines, training manuals, evaluation documents and all other documents submitted by training providers to TSSA, shall be reviewed to determine if they meet the minimum standards outlined by the ROT curriculum for a given ROT classification. Any alteration or deviation of the minimum requirements identified by the ROT curricula must be approved by TSSA in order to be implemented in an accredited ROT training program.

The ROT curricula are available on the TSSA web site at www.tssa.org.

Note: If Curriculum is not yet available for a particular ROT classification, a training provider’s material submissions will be evaluated based on the minimum performance objectives outlined in the scope of the ROT classification outlined by Ontario Regulation 215/01 as well as other applicable regulations and industry standards.

4.3 Instructor Qualification

Unless otherwise approved by TSSA, the training provider shall employ an instructor who holds, at a minimum, the same ROT classification as that which is being delivered in the training program and a minimum of 2 years of



experience directly related to the ROT scope. The training provider shall also submit to TSSA, a copy of each instructor's valid ROT card.

In some cases, TSSA may allow an exemption from certain qualifications where conditions warrant (e.g. manufacturer's technical representatives delivering equipment-specific training or a higher level certification).

The training provider shall also keep and maintain a current list of all approved instructors including their addresses, telephone numbers, qualifications, experience, credentials and training duties. The training provider shall provide TSSA with this information within 15 days of employing a new instructor.

Exemption for qualified and approved instructors:

- ROT holders identified as approved and qualified instructors for an accredited training provider are exempt from completing the recertification requirements so long as the instructor has delivered the ROT training program during the last 12-months
- Note:
 - This exemption only applies to instructors who have met the instructor qualification criteria and have been approved by TSSA.
 - If an instructor has not delivered the ROT program once in the previous 12-months, that instructor no longer qualifies for the exemption, and must successfully complete the ROT training program and obtain an ROT, following the regular process as defined by the accredited training provider.

4.4 Fuel Specific Programs

The CH-01, CH-02, CH-SM1 and CH-SM2 may be delivered as fuel specific programs, such as Natural Gas (NG) only, Propane (LP) only, or Fuel Oil only. The type of fuel(s) for which the ROT holder has been trained must be indicated on the ROT wallet card.

Teacher/Student Ratio

The teacher/student ratio for theory training shall NOT be more than 25 students per training session. The teacher/student ratio for practical/lab training shall NOT be more than 12 students per instructor.

4.5 Classroom - Theory Training

Theory instruction is an integral part of each program and shall be supported through a proper environment. Audio/visual equipment, flip charts, and other training materials and props such as parts, fittings and tools that assist in the training must be available as required for the specific training programs.

4.6 Practical Training

Due to the large proportion of practical skills development included in the majority of the training modules and curriculum, it is essential that the training facility/location has access to the required equipment. The equipment will vary with the degree of technical expertise required to deliver the training and meet the terminal performance objectives for each module(s).

This will require access to equipment that includes, but may not be limited to:

- cylinders, tanks and components used in various applications such as regulators, valves, fittings, etc.;
- a supply of the fuel(s) to activate the various appliances;
- auto propane/compressed natural gas filling facilities (if applicable);
- tools, meters, pressure gauges, flue gas analyzers as required to connect or disconnect supply systems, troubleshoot and adjust the various types of equipment;
- specific operational equipment such as pumps, heaters etc.; and
- various manual and electronic control systems as required.



4.7 Records/Documentation Procedures

Training providers are required to maintain records of each person trained by the organization including the date(s) they were trained, the date of the competency assessment, which program they attended, the name of the instructor and records on the examination and practical skills assessment results.

The training provider shall keep and maintain a record of the names, addresses and telephone numbers of all students enrolled in an approved program/course, the ROT wallet card number issued to each candidate as well as copies of all examinations and transcripts for a minimum period of three years from the student's completion, failure or withdrawal date. Upon request, a copy of these records shall be provided to TSSA.

The training provider shall keep and maintain documented records for a minimum period of three years for each approved program and course. The documented records shall include:

- program/course location;
- program/course schedules and dates; and
- program/course advertisements and promotional material.

In recognition of the exemption for qualified instructors, as outlined in section 4.3 of this policy, the training provider shall maintain documented records for a minimum of three years for each approved instructor, program and course, as follows:

- instructor name
- program/course schedules and dates; and
- listing of students, assessment information and records of examination and practical skills assessment results.

4.8 Training Program and Delivery Prerequisites

All of the ROT programs are based on two fundamental elements: theoretical training and practical skills training. Each candidate shall be tested on both of these elements throughout, and/or at the completion of the training program.

The training provider shall notify TSSA in a timely manner if it has evidence or information which indicates that any of its approved programs, courses and examinations do not conform to the requirements of this document or Ontario Regulations. The training provider shall also notify TSSA in a timely manner of any complaint alleging that the curriculum, training materials or training delivery was invalid or misleading.

An Exam invigilator (proctor) must be someone other than the program instructor for ROT programs.

The practical skills assessment is an essential element of the training program and cannot be eliminated or downplayed in the delivery of the training programs.

Practical skills assessments shall be based on the elements that have been designated as essential skills or items of demonstrated knowledge and are reflected in the training curriculum or ROT scope. Essential skills are those identified by industry as critical for an individual to demonstrate in order to be able to perform the work safely.

4.9 Training Provider Accreditation Expiry

Ontario Regulation 441/08 specifies that a training provider accreditation expires after three years. The training provider shall submit the ROT program(s) they plan to deliver for re-approval every three years.



4.1 (3) The accreditation of a training provider to whom this section applies shall be valid for no more than three years.

4.10 ROT Cards

The training provider shall issue a Record of Training Wallet Card upon successful completion of the applicable training.

This card shall contain the following information:

- Training provider name
- TSSA training provider accreditation number
- ROT holders' name
- Date of issue
- Training provider address and phone number
- ROT card number
- Instructor name
- ROT classification and fuel type
- Date of expiry

ROT Card Example:

Training Provider Name
Address
Telephone Number
TSSA Training Provider Number

ROT Card Number

ROT Holder's Name
DOB
Classification (CH-01, CH-02, Etc.), Fuel Type
Date of Issue: Expiry Date:
Instructor Name:

4.11 ROT Expiry

Industry issued ROT certificates are valid for three (3) years from the date of issue.

ROT cards expire at the end of this three-year term. The holder of a ROT must be retrained and issued a new ROT, to remain in compliance.

The training provider is responsible for notifying ROT holders of their pending expiry by issuing a notice of expiry to each holder.

5. Audits

ROT training programs will be audited to ensure compliance with the requirements established in the regulations, curriculum, training provider agreement, training plan agreement and these Policies and Procedures.

The purpose of the on-going training provider audits is two-fold:

- To ensure that the minimum standard requirements established by TSSA are delivered properly by the instructor; and



Record of Training Policies and Procedures

- To assist the training provider to better understand and apply the training requirements.

The audits are focussed on five areas:

- Instructor's technical knowledge and presentation skills;
- Curriculum/Program Delivery Standards;
- Training Equipment and Presentation Aids;
- Examination Protocol and Record Keeping; and
- Practical Training Requirements.

The audit report (inspection report) will outline the suggested or mandatory improvements to the program. Prior to an audit, the procedure and expectations will be communicated to the training provider. However, the audits will be conducted at random times during the training programs as determined by the TSSA Training and Certification Advisor.

ROT training program audits are considered inspection activities and will be subject to the fee schedule posted at www.tssa.org.

6. Record of Training Listings

CH-01 (Construction Heater Operator 1):

- A person who is the holder of a CH-01 certificate or the holder of a record of training for the purpose may activate a propane, natural gas or oil-fired construction heater or torch with an input of any Btuh, and connect it to or disconnect it from piping, tubing, a refueling appliance, a container or a natural gas meter.
- *NB. The CH-01 ROT training program may be fuel specific. For example the program may be exclusive to Natural Gas(NG), Propane(LP) or Fuel Oil. The type of fuel must be indicated on the ROT wallet card.*

CH-02 (Construction Heater Operator 2):

- A person who is the holder of a CH-02 certificate or the holder of a record of training for the purpose may perform the functions of a CH-01 on a construction heater or torch that has an input of 400,000 Btuh or less.
- *NB. The CH-02 ROT training program may be fuel specific. For example the program may be exclusive to Natural Gas (NG), Propane (LP) or Fuel Oil. The type of fuel must be indicated on the ROT wallet card*
- *NB. Abridged format available, see below*

CH-SM1 (Construction Heater Service and Maintenance Technician 1):

- A person who is the holder of a CH-SM1 certificate or the holder of a record of training for the purpose may service a propane, natural gas or oil-fired construction heater or torch with an input of any Btuh.
- *NB. The CH-SM1 ROT training program may be fuel specific. For example, the program may be exclusive to Natural Gas (NG), Propane (LP) or Fuel Oil. The type of fuel must be indicated on the ROT wallet card.*

CH-SM2 (Construction Heater Service and Maintenance Technician 2):

- A person who is the holder of a CH-SM2 certificate or the holder of a record of training for the purpose may perform the functions of a CH-SM1 on a construction heater or torch that has an input of 400,000 Btuh or less.
- *NB. The CH-SM2 ROT training program may be fuel specific. For example the program may be exclusive to Natural Gas (NG), Propane (LP) or Fuel Oil. The type of fuel must be indicated on the ROT wallet card.*

RE-O (Roofing Equipment Operator):



Record of Training Policies and Procedures

- A person who is the holder of an RE-O certificate or the holder of a record of training for the purpose may activate and operate a propane-fired tar pot heater with an input of any Btuh and connect it to or disconnect it from piping, tubing or a container.

PPO-1 (Propane Plant Operator 1):

- A person may perform the following functions if the person is the holder of a PPO-1 certificate or is the holder of a record of training issued by an accredited training provider approved by the director that indicates that the person has taken training acceptable to the director:
 - 1. Transfer propane to and from tank cars, cargo liners, tank trucks, filling plants and container refill centres.
 - 2. Fill containers and operate propane transfer equipment in a filling plant or container refill centre.

PPO-2 (Propane Plant Operator 2):

- A person may perform the following functions if the person is the holder of a PPO-2 certificate or is the holder of a record of training issued by an accredited training provider approved by the director that indicates that the person has taken training acceptable to the director:
 - 1. Transfer propane to and from tank trucks, filling plants and container refill centres.
 - 2. Fill containers and operate propane transfer equipment in a filling plant or container refill centre.

PPO-3 (Propane Plant Operator 3):

- A person may fill containers, including vehicle tanks, and operate propane transfer equipment in a filling plant or container refill centre if the person is the holder of a PPO-3 certificate or is the holder of a record of training issued by an accredited training provider approved by the director that indicates the person has taken training acceptable to the director.
- *NB. Abridged format available, see below*

PCI (Propane Cylinder Inspector):

- A person may examine and re-qualify cylinders if the person is the holder of a PCI certificate or is the holder of an equivalent record of training issued by an accredited training provider approved by the director that indicates that the person has taken training acceptable to the director. O. Reg. 215/01, s. 37 (1); O. Reg. 253/08, s. 22.
- In examining cylinders under subsection (1), the person shall follow the procedures described in the regulation (“Standards for Visual Inspection of Compressed Gas Cylinders”) under the Transportation of Dangerous Goods Act (Canada). O. Reg. 215/01, s. 37 (2).

PTO (Propane Truck Operator):

- (1) A person may perform the following functions if the person is the holder of a PTO certificate or is the holder of a record of training issued by an accredited training provider approved by the director that indicates that the person has taken training acceptable to the director:
 - Operate a propane tank truck or a vehicle that tows a cargo liner.
 - Operate propane handling equipment in order to transfer propane to and from tank trucks, cargo liners, filling plants and container refill centres.
 - Fill containers on the premises of end-users.
 - Reactivate an existing customer’s equipment in accordance with the manufacturer’s lighting instructions in the event of loss of fuel supply.
 - A person referred to in subsection (1) shall not perform initial activation of a new appliance or a newly converted appliance.
- *NB. Abridged format available, see below*



7. Abridged Certificates

In response to the needs of industry, TSSA has made an allowance for Record of Training Courses CH-02, PPO-3, and PTO to be delivered in an abridged format, if desired, under the sub-categories listed below. The intent of this change is to allow for shortened and more focused instructional time for industry specific training. Training providers may apply to TSSA for approval to offer the following ROT sub-categories to their clients.

Upon TSSA approval, the **CH-02 & CH-01** Record of Training program and card designation may now be divided into the following sub-categories:

- **CH-02-C & CH-01-C** (Construction Heat ONLY)
- **CH-02-T & CH-01 T** (Torch ONLY)

The full version of the CH-02 & CH-01 is still available and is not altered in any way. An ROT Training Provider, may apply to TSSA to be accredited to offer these abridged courses and to issue an ROT card as a CH-02-C, CH-01-C, CH-02-T or a CH-01-T, depending on the needs of their client.

Upon TSSA approval the **PPO-3 ROT**, may be offered under the following sub-categories:

- **PPO-3-C** (Cylinder fill ONLY)
- **PPO-3-A** (Auto fill ONLY)

The full version of the PPO-3 is still available and is not altered in any way. An ROT Training Provider, accredited by TSSA, has the option to deliver an approved program and to issue an ROT card as a full PPO-3, PPO-3-C or a PPO-3-A depending on the needs of the client.

Upon TSSA approval, the **PTO** Record of Training program and card designation may now be divided into the following sub-categories:

- **PTO-C** (Cargo Liners ONLY)

The full version of the PTO is still available and is not altered in any way. A ROT Training Provider, accredited by TSSA, has the option to deliver an approved program and to issue an ROT card as a full PTO or a PTO-C depending on the needs of the client.

7.1 ROT Cards for Abridged Programs

Training Providers shall list the correct ROT category or sub-category on the ROT cards that they issue.

Appendix K

Fire Safety Special Events
Food Vendor Checklist





As a condition of approval all food vendors attending or participating at Special Events taking place in the City of St. Catharines shall ensure compliance with the “Fire Safety & Risk Reduction, Special Events Policy and Procedures Guide” developed by St. Catharines Fire Services, including the submission of all required documents to the fire prevention office at least 30 days prior to the event.

Vendors who fail to comply with the requirements of this policy and guideline or any other applicable regulation, or who are not in full compliance at all times during the event will not be permitted to operate and may be removed from the event/property and may be subject to penalty.

Business Information

Business Name: _____

Mobile Food Vendor / St Catharines Business License Number : _____

Mailing Address: _____

Owner: _____ Phone: _____

Type of Vendor: Food Truck Trailer Food Cart Barbecue Other _____

Fuel Source: Propane Electric Charcoal/Wood Other _____

Name of the event: _____ Date of the Event: _____

Location of the Event: _____

SUBMIT THIS PAGE & THE FOLLOWING INFORMATION TO FIRE PREVENTION AT LEAST 30 DAYS PRIOR TO EVENT	<input checked="" type="checkbox"/>
Current copy of Mobile Food Service Equipment Inspection report as per TSSA (Technical Standards and Safety Authority)	
Photo of the TSSA Field Approval Label and rating plate that is affixed to the Vending Truck/Trailer, Food Cart	
Current fire Suppression System Inspection Certificate	
INSPECTIONS – DAY OF EVENT	<input checked="" type="checkbox"/>
Inspections of food vendors may be conducted by representatives of the St. Catharines Fire Service, Niagara Regional Public Health, Technical Safety Standards Association, The Electrical Safety Authority or the St. Catharines Building Department prior to or during the event to ensure compliance with the requirements of the Policy and Procedures as well as all legislative requirements. Vendors who fail to comply with the requirements or any other applicable regulation, or who are not in full compliance at all times during the event will not be permitted to operate and may be removed from the event/property.	

Pre-Inspection Checklist – For Vendors Use Only

To assist in ensuring that your business is ready for operation prior to the start of the event this checklist has been provided to ensure that you meet all the requirements of the St. Catharines Fire Service. Please review this checklist and ensure that all applicable requirements are met prior to opening. The business owner/operator or owners authorized agent is responsible for ensuring these requirements are met. ***This checklist is NOT required to be submitted and is for the operators use and records only.***

COOKING ACTIVITIES	✓
All appliances shall be listed for commercial use. NO appliances listed for residential use or that do not indicate for commercial use shall be permitted.	
All appliances shall be listed for use in Canada and shall have a clear and easily read listing label firmly attached to the appliance. Where fuel fired appliances do not have a clear and easily read listing label attached a field approval label issued by TSSA shall be permanently affixed to the appliance. (Electrical Appliances shall receive field approval by the Electrical Safety Authority). All field approvals shall be at the vendors expense.	
Where an appliances fuel supply has been altered (natural gas to propane) a clear and easily read TSSA field approval label shall be permanently affixed to the appliance.	
Food vendors shall be in compliance with the City of St. Catharines Open Air Burning By-law where applicable.	
All cooking appliances shall be maintained in good operating condition and be kept clean of any combustible deposits (grease, soot) that could create a fire hazard.	
Fryers are required to be protected by a canopy, tent or similar cover meeting all requirements outlined in the Tent Checklist	
Where cooking is taking place in or under tents, covers, umbrellas etc all requirements identified in the Special Events Tent Checklist shall be in met.	
A portable fire extinguisher with a minimum 2A10BC rating shall be provided at each cooking location with the exception of those located in trucks and trailers which shall meet the specific fire extinguisher requirements identified in that section.	
All portable fire extinguishers shall have a tag attached showing the date of the last service (12 months) and the servicing company and technician.	



FOOD TRUCK, TRAILER, MOBILE FOOD CART (Additional Requirements)	✓
<p>All food vendors utilizing propane located in a truck/trailer or mobile food cart, shall have a clear and easily readable field approval label and rating plate permanently affixed to the truck/trailer or mobile food cart if built or sold after February 13, 2006 as per TSSA Directors Order FS-056-06.</p>	
<p>All food vendors utilizing propane shall have a current (within 12 months) Mobile Food Service Equipment Inspection report as per TSSA (Technical Standards and Safety Authority) Directors order FS-056-06 as revised June 1, 2013 on site for review during inspections..</p>	
<p>Trucks or trailers where smoke or grease laden vapours may be produced shall be provided with a hood and exhaust system in accordance with NFPA 96. The hood must be constructed of not less than N0. 20 MSG (0.94mm) stainless steel or No 18 MSG (1.09mm) steel. No galvanized metal or aluminum is acceptable.</p>	
<p>An automatic fire suppression system must be installed in accordance with NFPA 96 where an exhaust system has been installed and cooking produces smoke or grease laden vapour</p>	
<p>The fire suppression system shall be maintained in accordance with NFPA 96 and the report or a copy from the service company shall be on site at all times during the event. (Tag only on system is not acceptable)</p>	
<p>A portable fire extinguisher with a minimum rating of 40BC shall be installed in all food trucks/trailers. In addition, where a fire suppression system is installed an additional Type K rated fire extinguisher designed for use with the fire suppression system shall be installed.</p>	
<p>The kitchen exhaust system including hood, filters, ducts and fan as well as all cooking appliances shall be kept clean and free of combustible deposits. Any combustible deposits (grease, soot) that may create a fire hazard shall be cleaned in accordance with NFPA 96 prior to being permitted to open.</p>	
<p>No food trucks/trailers shall be located within 3m of power lines or buildings unless approved.</p>	
<p>For additional information regarding T.S.S.A requirements regarding food trucks, trailers, wagons and coffee trucks visit Food Trucks – TSSA</p>	



PROPANE and FUEL SAFETY	✓
All propane fittings shall be soap tested by a qualified person (R.O.T.) prior to the use of any propane appliance.	
The replacement of propane tanks on any propane appliance shall be completed by a qualified person with a current R.O.T. (Record of Training) and soap tested. A copy of the ROT shall be available on site for viewing at all times.	
All propane tanks not connected for use shall be securely fastened to prevent tipping or damage, in a controlled area inaccessible to the public. Propane tanks must be stored at all times in an upright position.	
Propane tanks shall be in good condition and show no signs of damage or excess rust. Propane tanks that are more than 10 years old or that have not been tested should not be used.	
Generators used to provide power for cooking appliances shall be listed for use in Canada.	
Generators shall be fueled only while turned off and shall be located away from all tents, vehicles, fuel storage areas and propane tanks. A portable fire extinguisher with a minimum rating of 2A10BC shall be available at all generators.	
<p>Fuel containers shall be in conformance with one of the following Standards or Regulations</p> <ol style="list-style-type: none"> 1) The Transportation of Dangerous Good Regulation (Canada) 2) CSA-8736 "Portable Containers for Gasoline and Other Petroleum Fuels" 3) ULC/ORD-C30, "Safety Containers" <p>All approved containers will be imprinted or labelled with the appropriate approving organization.</p>	

Appendix L

Open Air Fires By-Law



CITY OF ST. CATHARINES

BY-LAW NO. 2015-29

A By-law to regulate the setting and maintaining of Open Air Fires and some other aspects of fire prevention in the City of St. Catharines.

WHEREAS Section 7.1(1) of the *Fire Protection and Prevention Act, 1997*, S.O. 1997 c.4, as amended, states that a council of a municipality may pass by-laws regulating fire prevention including the prevention of the spreading of fires, and regulating the setting of open air fires, including establishing the times during which open air fires may be set;

AND WHEREAS Section 7.1(3) of the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c.4, as amended, provides that a by-law under this section may deal with different areas of the municipality differently;

AND WHEREAS Section 128 of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended provides that a municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council, are or could become or cause a public nuisance;

AND WHEREAS Section 7.1(4) of the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c.4, as amended, provides that a municipality may appoint an officer to enter upon land and into structures at any reasonable time to inspect the land and structures to determine whether by-laws enacted in accordance with this section are being complied with;

AND WHEREAS Section 391(1) of the *Municipal Act, 2001*, S.O. 2001, C.25, as amended, provides that despite any Act, a municipality and a local board may impose fees or charges on any person for services or activities provided or done by or on behalf of it or for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board;

AND WHEREAS Section 446(1) of the *Municipal Act, 2001*, S.O. 2001, c25, as amended, provides that if a municipality has the authority by any Act or under a by-law to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense and Section 446(3) provides that the municipality may recover the costs of doing a matter or thing from the person required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes;

AND WHEREAS the Council of The Corporation of the City of St. Catharines is desirous of enacting a by-law to regulate the setting and maintaining of open-air fires and reducing the public nuisance arising from such fires:

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF ST. CATHARINES enacts as follows:

SECTION 1 TITLE

1.1 This by-law may be cited as the "Open Air Burning By-Law".

SECTION 2 DEFINITIONS

2.1 In this by-law:

Agricultural Fire means an Open Air Fire occurring outside of the urban boundary of the City which is set and maintained for the purpose of burning branches, prunings and stumps which are gathered from the property on which the fire is taking place.

City means The Corporation of the City of St. Catharines.

Cooking Fire means an Open Air Fire which uses open flames from natural gas, propane, charcoal, wood, etc. for the purpose of cooking food for human consumption.

Commercial Purposes means the serving of food to the public, including during a private or by invitation only event, in return for financial remuneration whether through fixed price, or by way of donation.

Fire Chief means a fire chief appointed under subsection 6 (1), (2) or (4) of the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c.4, as amended, for The Corporation of the City of St. Catharines, or his/her designate.

Listed means equipment included in a list published by a certification organization accredited by the Standards Council of Canada (i.e.: ULC, CSA).

Occupant means any person over the age of 18 in possession of a dwelling unit.

Open Air Fire means any fire, including a fire in a smouldering state, taking place outdoors and shall include fires for personal or commercial use. The method or amount of containment shall have no relevance to the provisions of this by-law.

Owner includes any person, firm or corporation having control over any portion of a dwelling unit, multi residential structure, building, lands or premises and may include landlords, building managers, rental agents, agents, trustee, representative of the owner, superintendents and includes any other person to whom rent is payable.

Permit means a permit issued by St. Catharines Fire and Emergency Services for the purposes of allowing an open air fire, subject to compliance with a set of rules and guidelines.

Smoker means a device whether commercially produced or homemade used for the purpose of cooking foods for human consumption through the use of heat and smoke only and not open flame.

2.2 Definitions of words and phrases used in this by-law that are not included in this list of definitions have the definitions assigned to them under Subsection 1.4.1 of the *Ontario Fire Code*, or, where not defined, the meaning commonly assigned.

2.3 Conversion: Distances and measurements in this by-law are provided in metric.

The following conversions are provided:

457 mm = 17.99 inches

.3 metres = .98 feet

.75 metres = 2.46 feet

1 metre = 3.28 feet

3 metres = 9.84 feet

5 metres = 16.4 feet

6 metres =	19.69 feet
10 metres =	32.80 feet
30 metres =	98.42 feet
24 km/h =	14.91 mph
12 litres =	3.17 gallons
200 litres =	52.83 gallons

SECTION 3 SCOPE

- 3.1 The provisions of this by-law shall be applicable to all lands and properties within the municipal limits of the City.
- 3.2 Nothing in this by-law shall be construed as limiting, restraining, impeding or otherwise conflicting with any other by-law, Act or Regulation made thereunder.
- 3.3 Any Open Air Fire under the direct and constant supervision and control of St. Catharines Fire and Emergency Services is exempt from the provisions of this by-law.

SECTION 4 RESTRICTION ON BURNING

- 4.1 No person shall set or maintain an Open Air Fire, or cause an Open Air Fire to be set or maintained, or to have an Open Air Fire on their land, with or without their consent, except in accordance with a Permit issued pursuant to Section 5 this by-law and except as exempt pursuant to Section 6 of this by-law.

SECTION 5 FIRES REQUIRING PERMIT

- 5.1 No person shall set or maintain an Agricultural Fire unless a Permit has been issued by St. Catharines Fire and Emergency Services.
- 5.2 Except as otherwise provided for in the Permit issued pursuant to Section 5.1 of this by-law, a Permit holder shall not set or maintain, or cause an Agricultural Fire

to be set or maintained, or have an Agricultural Fire on their land, with or without their consent:

- (i) between sunset and sunrise, as published from time to time on the City's website or other agency or organization recognized by St. Catharines Fire and Emergency Services;
- (ii) when the wind velocity is greater than 24 km per hour as recorded at the Niagara District Airport;
- (iii) at a distance of less than 30 metres from any building, structure, property line, fence, roadway, overhead wires, or other combustible materials or items;
- (iv) without a suitable means of control or extinguishment within 10 metres of the Agricultural Fire location consisting of one of the following:
 - (a) a minimum of two portable fire extinguishers with a minimum rating of 2A;
 - (b) a vessel containing not less than 200 litres of water with an opening not less than 457 mm and three 12 litre pails;
 - (c) Earth moving equipment (ie: backhoe, front end loader, bobcat, etc.); or
 - (d) A portable pump along with a minimum of 30 metres of hose capable of pumping from a water source containing a minimum of 200 litres of water.
- (v) which exceeds a maximum of 10 metres in diameter and 5 metres in height;
- (vi) where the Agricultural Fire creates a nuisance to traffic or any person, as determined by St. Catharines Fire and Emergency Services;
- (vii) on any days considered to be a "smog" or "save the air" day by the Health Department of The Regional Municipality of Niagara or by the Province of Ontario for the Region of Niagara;
- (viii) unless the Agricultural Fire is supervised at all times by a responsible person over 18 years of age who is equipped with a cell phone or similar device capable of contacting 9-1-1; and

- (ix) unless the original Permit, or a copy thereof is available on site of the Agricultural Fire and that same is provided to any member of St. Catharines Fire and Emergency Services on site for the purposes of inspection, investigation or response immediately upon demand.
- 5.3 The Fire Chief may, upon application, issue a Permit to allow an Open Air Fire not otherwise permitted pursuant to the provisions of this By-law. A Permit issued under this Section shall be subject to such terms and conditions as the Fire Chief, in his or her sole discretion, deems appropriate in the circumstances.
- 5.4 An application for a Permit under Section 5.1 or Section 5.3 of this by-law must be made on forms provided by St. Catharines Fire and Emergency Services.
- 5.5 Each completed application for a Permit must be submitted to St. Catharines Fire and Emergency Services and shall be accompanied by the appropriate fee as set out in the Rates and Fees By-law for the City of St. Catharines, in effect at the time of the application.
- 5.6 A Permit may only be applied for by the Owner of the property, an agent acting on behalf of the Owner of the property, or a lawful Occupant of the property with the written permission of the property Owner.

SECTION 6 EXEMPTIONS

6.1 FIRES AND SMOKERS

- 6.1.1 A person or persons may, without a Permit to do so, set or cause to be set and maintained a Cooking Fire located in a device other than a barbecue, for personal use between the hours of 8:00 a.m. and 11:00 p.m. provided that:
- (i) the Cooking Fire area is not more than .75 metres x .75 metres in size and not more than .3 metres in height;
 - (ii) the Cooking Fire area is contained by a non-combustible barrier and is equipped with a grill;

- (iii) the Cooking Fire is located not less than 3 metres horizontally from any structure, overhang or balcony, property line, tree, fence, roadway, overhead wires or other combustible material unless the device is listed for clearances of less than 3 metres and a copy of the listing is attached to the device and in a legible form. Nothing in this subsection shall prohibit a device other than a barbecue from being used on a combustible deck provided that the bottom of the device is a minimum .75 metres above the combustible deck surface;
- (iv) the Cooking Fire is located not less than 3 metres from all building openings and intakes;
- (v) the Cooking Fire or smoke does not create a nuisance to any person as determined by St. Catharines Fire and Emergency Services;
- (vi) the person having set the Cooking Fire is in constant watch and control of the Cooking Fire and is no farther than 5 metres from the Cooking Fire from the time the fire is set until such time as the Cooking Fire is totally extinguished;
- (vii) a suitable means of extinguishment is available while the Cooking Fire is burning (examples: fire extinguisher, garden hose);
- (viii) the material being burned is restricted to charcoal, and/or dry natural wood which has not, or appears not to have been treated or painted. No building materials, manufactured or altered wood products may be burned;
- (ix) the person setting or maintaining the Cooking Fire is the Owner of the property, or a lawful Occupant of the property; and
- (x) the fire is extinguished immediately upon completion of cooking.

6.1.2 A person or persons may, without a Permit to do so, set or cause to be set and maintained a Cooking Fire located in a barbecue, for personal use between the hours of 8:00 a.m. and 1:00 a.m. the following day provided that:

- (i) the Cooking Fire is located not less than 1 metre horizontally from any structure, overhang or balcony, property line, tree, fence, roadway, overhead wires or other combustible material unless the device is listed for clearances of less than 1 metre and a copy of the listing is attached to

the device and in a legible form. Nothing in this subsection shall prohibit a barbecue from being used on a combustible deck provided that the bottom of the barbecue is a minimum .75 metres above the combustible deck surface;

- (ii) the surface of the Cooking Fire is located not less than 3 metres below any overhead objects;
- (iii) the Cooking Fire is located not less than 3 metres from all building openings and intakes;
- (iv) the Cooking Fire or smoke does not create a nuisance to any person as determined by St. Catharines Fire and Emergency Services;
- (v) the person having set the Cooking Fire is in constant watch and control of the Cooking Fire and is no farther than 5 metres from the Cooking Fire from the time the fire is set until such time as the Cooking Fire is totally extinguished;
- (vi) a suitable means of extinguishment is available while the Cooking Fire is burning (examples: fire extinguisher, garden hose);
- (vii) barbecues shall only utilize natural gas, propane, charcoal or dry natural wood that has not, or appears not to have been, treated or painted. No building materials or manufactured or altered wood products may be burned in a barbecue; and
- (viii) the Cooking Fire shall be extinguished immediately upon completion of cooking.

6.1.3 A person or persons may, without a Permit to do so, set or cause to be set and maintained an Open Air Fire in a Smoker for personal use between the hours of 8:00 a.m. and 1:00 a.m. the following day provided that:

- (i) the restrictions identified in 6.1.1 (iii)-(x) of this by-law are observed; and
- (ii) the Smoker is constructed of metal or a similar non-combustible material designed to contain the smoke and smouldering or burning materials in the chamber.

6.2 COOKING FIRES AND SMOKERS FOR COMMERCIAL PURPOSES

6.2.1 A person or persons may, without a Permit to do so, set or cause to be set and maintained a Cooking Fire, including an Open Air Fire in a Smoker, for commercial purposes between the hours of 8:00 a.m. and 12:00 midnight provided that:

- (i) the cooking device is constructed of a non-combustible material designed to contain any burning or smouldering material including any ash that may be produced;
- (ii) any device using propane or natural gas shall be designed for outdoor use and must meet all applicable requirements of the Technical Standards & Safety Authority at all times;
- (iii) the device is located not less than 3 metres away from any combustibles, including fences, vehicles, benches, unless the device is listed for clearances of less than 3 metres and a copy of the listing is attached to the device and in a legible form;
- (iv) the device is located not less than 3 metres from all building openings and intakes;
- (v) The device may be located under a non-combustible canopy or a flame retardant canopy or tent provided that it is intended to be used only as protection for the cooking appliance and is not part of a building and no persons other than those preparing food shall be permitted under this protection. This shelter shall be removed for service should it be found to be contaminated with grease or carbon which may affect its flammability.
- (vi) a portable fire extinguisher which is new or has been certified by a qualified service company during the past 12 months and has a minimum rating of 2A10BC must be available at each cooking site. Fire extinguishers must be clearly visible, and easily accessible and shall not be stored inside a cabinet or compartment;
- (vii) smoke from the cooking process must not present a nuisance to any persons;
- (viii) any ash that is produced through the cooking process shall be removed and contained in a non-combustible receptacle with a tight fitting lid

designed to prevent air from coming into contact with the ash and to prevent the ash from entering the air or onto the ground. Ash receptacles shall be maintained by emptying and/or removal from the site by the owner of the commercial cooking /smoker operation when necessary;

- (ix) no ash shall be disposed of in receptacles owned by the City. The operator of a commercial cooking operation or Smoker operation shall remove all ash from City property immediately after it is produced; and
- (x) all commercial cooking and Smoker equipment shall be arranged or positioned to prevent persons, other than those operating the equipment, from coming into contact with any hot surfaces.

6.2.2. The City and St. Catharines Fire and Emergency Services reserve the right to advise the Technical Standards & Safety Authority of the location of any fuel fired appliance being operated in the City and to request an inspection of the appliance to be conducted and a satisfactory report provided. Any costs associated with the Technical Standards & Safety Authority shall be the responsibility of the Owner.

6.3 OTHER FLAMING DEVICES

6.3.1 A person or persons may, without Permit to do so, set or cause to be set and maintained an Open Air Fire which is supervised at all times and is located in or originating in:

- (i) a gel pot designed to hold individual gel pots provided that the gel pot does not exceed 16 ounces;
- (ii) candles, or tiki torches with a total fuel capacity of not more than 12 ounces; and
- (iii) propane or natural gas appliances Listed and approved for use in Canada when operated as per the manufacturer's instructions and as per its listing label.

6.3.2 Any propane or natural gas appliance that does not have a Listed label affixed shall be deemed to not meet the requirements of Section 6.3.1(iii) of this by-law

and shall not be used unless a field approval has been issued by the Technical Standards & Safety Authority.

6.3.3 Open Air Fires maintained pursuant to 6.3.1 must be maintained in a safe manner so as not to create a hazard or nuisance to any person or property.

SECTION 7 FIRE BANS

7.1 Despite the existence of a valid Permit issued pursuant to Section 5 of this by-law, or an exemption provided for under Section 6 of this by-law, the Fire Chief may, at any time, enact a burning ban.

7.2 A burning ban enacted under Section 7.1 of this by-law may be applied to the entire municipality or portions thereof at the discretion of the Fire Chief.

7.3 A burning ban may be applied to all Open Air Fires or to specific Open Air Fires regulated under this by-law.

7.4 St. Catharines Fire and Emergency Services shall extinguish all Open Air Fires under a burning ban, during the period while the burning ban is in effect without recourse by the effected parties.

SECTION 8 PROPANE STORAGE

8.1 No more than three (3) propane cylinders manufactured to TC Specifications 39, 2P, and 2Q and known as “single-trip”, or “non-refillable” cylinders shall be stored in a dwelling unit regardless of the quantity of propane in each cylinder.

8.2 No propane cylinders, except those described in Section 8.1 of this by-law, shall be stored or installed inside a building including a garage, on a roof, under, on, or within 3 metres of any window, air intake, fire-escape, stairway, ramp or door used as a means of egress from a building.

SECTION 9 ADMINISTRATION AND ENFORCEMENT

- 9.1 The Fire Chief shall be responsible for administering the provisions of this by-law.
- 9.2 Members of St. Catharines Fire and Emergency Services shall be responsible for the enforcement of this by-law.
- 9.3 Any member of St. Catharines Fire and Emergency Services, and any person under his or her direction, may enter on land at any reasonable time without prior notice for the purpose of carrying out an inspection to determine whether the provisions of this by-law have been complied with.
- 9.4 No person shall hinder or obstruct, or attempt to hinder or obstruct, a member of St. Catharines Fire and Emergency Services who is performing a duty which is authorized under this by-law.
- 9.5 Members of St. Catharines Fire and Emergency Services may extinguish any Open Air Fire found to be in non-compliance with the provisions of this by-law or where the fire is or appears to be a hazard to persons or property.
- 9.6 The Owner of a property in which an Open Air Fire has been extinguished may have the costs associated with St. Catharines Fire and Emergency Services' response as determined by the Rates and Fees By-law of the City of St. Catharines in effect at the time of the attendance by St. Catharines Fire and Emergency Services added to the tax roll for the property regardless of whether the Open Air Fire was set or maintained with the permission or knowledge of the property Owner, and same shall be collected in the same manner as taxes in accordance with Section 446 of the *Municipal Act*, S.O. 2001, c.25, as amended.
- 9.7 Neither St. Catharines Fire and Emergency Services nor the City shall not be responsible to notify the Owner of a property in advance of its intention to charge for services or costs associated with the extinguishment of any Open Air Fire.

SECTION 10 OFFENCES AND PENALTIES

10.1 Any person, firm, or corporation who contravenes any provision of this by-law is guilty of an offence and upon conviction is liable to a fine as provided for in the *Provincial Offences Act*, R.S.O. 1990, P. 33, as amended from time to time, or any replacement legislation.

SECTION 11 SEVERABILITY

11.1 Each provision of this by-law is independent of all other provisions, and if any provision is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this by-law remain valid and enforceable.

SECTION 12 EFFECTIVE DATE

12.1 This by-law comes into force and takes effect on the date that it is passed.

Read a first time this 23rd day of February 2015.
Read a second time this 23rd day of February 2015.
Read a third time and passed this 23rd day of February 2015.


CLERK


MAYOR

Appendix M

Technical Standards and
Safety Authority (TSSA)
Mobile Food Service Equipment





Fuels Safety Program	Ref. No.: FS-056-06	Rev. No.: 1
DIRECTOR'S ORDER	Date: February 13, 2006	Date: June 1, 2013

IN THE MATTER OF:

Technical Standards and Safety Act 2000, S.O. 2000, c. 16, s. 31

- and -

Ontario Regulation 211/01 (Propane Storage and Handling)

- and -

Ontario Regulation 212/01 (Gaseous Fuels)

Re: **Mobile Food Service Equipment**

1. Background

On February 13, 2006 Director's Order FS-056-06 was issued to regulate various types of Mobile Food Service Equipment (MFSE) that were unapproved, not properly serviced or maintained or operated in an unsafe manner.

Since that time, although many MFSEs have been approved and are being inspected annually as required, unapproved equipment remains in service and there continues to be a lack of understanding of the requirements that apply to MFSEs. There have also been incidents where members of the public have been injured by unapproved or unsafe MFSEs.

Therefore, pursuant to section 31 of the *Technical Standards and Safety Act, 2000*, this order clarifies the requirements for MFSEs, and provides guidance on obtaining TSSA approval for their sale and use.

2. Scope

This order shall apply to two groups of MFSE's, those built prior to February 13, 2006 and those manufactured since February 13, 2006.

3. Definition

Mobile Food Service Equipment is mobile equipment, whether or not permanently parked, containing propane or other hydrocarbon fuel fired cooking appliances and, if applicable, associated fuel storage.

An MFSE may be:

- a self-propelled vehicle such as a truck or van fitted with food service equipment and either equipped with propane or other hydrocarbon fuel supply cylinders or intended for connection to a propane supply cylinder at the operation site.
- a trailer or cart fitted with food service equipment intended to be towed to the operation site and either equipped with propane or other hydrocarbon fuel supply cylinders or intended for connection to a propane or other hydrocarbon fuel supply cylinder at the operation site.
- a portable cart fitted with food service equipment that is not towed but may be transported to an operation site and provided with a propane or other hydrocarbon fuel supply cylinder that may be enclosed in the cart.

Note: If the equipment is mounted on a permanent foundation (no jacks), with the wheels removed and connected to one or more services (electrical power, water, sewers or gas), that would render the unit unlikely to be easily relocated, it would not be considered an MFSE, but rather a permanent structure and subject to the requirements of CSA Codes B149.1 and B149.2.

4. Requirements for Compliance

A. Mobile Food Service Equipment Built Prior to February 13, 2006

Danger Labels – The applicable labels described in Attachment #1 to this order are required to be applied to all existing MFSEs built prior to February 13, 2006.

Annual Inspections – The owner/operator of an MFSE shall ensure that a certified gas technician inspects the MFSE annually and completes an Annual Inspection Certificate in the form attached in Attachment #2. The owner/operator shall promptly correct any deficiencies identified in the inspection certificate and shall retain the certificate with the MFSE until the subsequent inspection. All MFSE may be subject to TSSA inspection to confirm annual inspection is current.

B. Mobile Food Service Equipment Built after February 13, 2006

Approval - All MFSEs built after February 13, 2006 are required to have a Field Approval by TSSA or alternatively must be certified and labeled by an Certification Organization accredited by Standards Council of Canada.

Ontario Regulation 211/01 made under the *Technical Standards and Safety Act, 2000* contains the following provision regarding prohibited activities without approval.

12. (1) Where this Regulation requires that an appliance or any equipment be approved, no person shall,
- (a) offer for sale, sell, rent or buy;
 - (b) install;
 - (c) use; or
 - (d) supply propane to,
- an appliance or equipment unless it is approved or will be approved prior to being put into use.

Further information may be obtained by contacting: Director – Fuels Safety Division, Technical Standards and Safety Authority,
14th Floor – Centre Tower, 3300 Bloor St. West, Etobicoke ON., M8X 2X4 Ph:416 734 3300 Fx:416 231 7525

Ontario Regulation 212/01 made under the *Technical Standards and Safety Act, 2000* contains the following provision regarding prohibited activities without approval.

4. (1) Where this Regulation requires the approval of an appliance or any equipment or thing, no person shall offer for sale, sell, lease, rent or install an appliance, equipment or thing unless it is approved or will be approved prior to being put into use.

If you are currently operating an MFSE built after February 13, 2006 and it does not have either a Field Approval label issued by TSSA or a recognized certification label you must apply for a TSSA Field Approval by completing an application.

Manufacturers in Ontario producing new MFSEs are required to obtain a TSSA Field Approval or a certification prior to selling and delivering the MFSE.

If you are purchasing an MFSE manufactured outside of Ontario you must obtain a TSSA Field Approval prior to putting the unit into operation.

An application for Field Approval may be found on the TSSA web-site <http://www.tssa.org/regulated/fuels/fuelsField.asp> along with an outline of the requirements that will be applied in the evaluation of the MFSE design and full details of the information and material that must be submitted to document the approval.

Danger Labels – The applicable labels described in Attachment #1 to this order are required to be applied to all MFSEs built after February 13, 2006.

Annual Inspections – Subsequent to the issuance of a TSSA Field Approval or obtaining certification, the owner/operator of an MFSE shall ensure that a certified gas technician inspects the MFSE annually and completes an Annual Inspection Certificate in the form attached in Attachment #2. The owner/operator shall promptly correct any deficiencies identified in the inspection certificate and shall retain the certificate with the MFSE until the subsequent inspection. All MFSE may be subject to TSSA inspection to confirm annual inspection is current.

5. Additional Notes

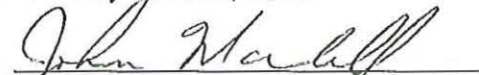
MFSE owners/operators should check for additional municipal compliance requirements.

TSSA inspectors are authorized to inspect MFSEs to ensure compliance with this Director's Order.

This Order is effective immediately

Dated at Toronto this 1st day of June, 2013

ORDERED BY:



John R. Marshall

Director, Gaseous Fuels Regulation, Propane Storage and Handling
Regulation, *Technical Standards and Safety Act, 2000*

	MOBILE FOOD SERVICE EQUIPMENT	Document No: MFSE-001
	SAMPLE DANGER LABELS	Date: June 1, 2013
		Page: 1 of 1

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

DANGER

Cooking appliances shall not be used for space heating.
When the propane appliance is not in use or the vehicle is stored,
shut off the supply of propane to the appliance (at the propane tank).

BEFORE TURNING ON PROPANE

Make certain all propane connections are tight, all appliance valves
have been turned off and any unconnected outlets are capped
If an open door is used for ventilation/combustion air,
ensure the door is open before turning on propane

AFTER TURNING ON THE PROPANE

Light all pilots of appliances to be used.
Each connection, including those at appliances, regulators, and cylinders,
shall be leak tested initially and periodically with soapy water by the operator.
Never use a lighted match or other flame when checking for leaks.
Do not leave a system turned on or containers connected until the system
has been proven to be leak (propane) tight.
When the containers are disconnected, the propane supply line shall be capped or plugged.

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

DANGER

All pilot lights shall be extinguished and the supply of propane shut off
before refueling this vehicle.

For Carts with Self-Contained Propane Supply System the following additional statement shall appear on the label.

For Outdoor Use Only. If Stored Indoors, Detach and Leave Cylinder Outdoors

The word "**DANGER**" shall be a minimum of ¼-inch (6.4 mm) in height. All other words on the label shall be a minimum 1/8-inch (3.2 mm) in height.



MOBILE FOOD SERVICE EQUIPMENT ANNUAL INSPECTION CHECKLIST (MFSEAIC)

Document #: FS-FRM-007
Revision #: 1

Revision Date: May 2022

Page: 1 of 1

Equipment Identification (Licence Plate No. or V.I.N.) _____

Owner _____ Tel. No. _____

Address _____

FSD Label No. (If built after Feb. 13, 2006) _____

The following checklist is intended as a minimum. Additional tests may be necessary to ensure safe operation.

	Yes	No	N/A
Have the required DANGER labels been affixed			
If built after Feb. 13, 2006, is a TSSA FSD Label and MFSE rating plate in place			
If built prior to Feb. 13, 2006, is this unit eligible for grandfathering (not requiring field approval)			
Are the gas components (hoses, regulators, etc.) approved for the service			
Are the gas lines, fittings and hoses in good condition?			
Is the propane cylinder properly supported as per section 5.4, B149.5-20			
If the cylinder is in a cabinet, is it properly ventilated as per section 5.6, B149.5-20			
Is the cylinder / tank installed per section 5.5, B149.5-20			
Are the clearances to combustibles maintained			
Are the appliances in good working condition			
Is the equipment and all its components leak tight			
Are the supply pressures to the equipment and appliances set properly			
Do all the appliances ignite properly			
Does the owner/operator understand the operations and responsibilities outlined in the Danger labelling			
Are all automatic controls and limits functioning properly			

To pass all answers must be either YES or N/A

Certificate Holder's Name (Print)	TSSA Certificate Holder's No.	Date
Contractor's Business Name	Contractor's Business Tel. No.	TSSA Contractor's Reg. No

Re-Inspection Required 1 Year from the above date.
This Certification shall be kept available with the equipment covered at all times.
Additional information for the annual inspections and MFSE can be obtained at <http://tssablog.org>

Comments

Appendix N

Resident Notification Letter



Dear Resident:

RE: EVENT TITLE / INFO

From DATES a special event will take place at **LOCATION**. This event will be presented by **COMPANY / EVENT ORGANIZER** and will feature **(LIST EVENT FEATURES HERE SUCH AS LIVE MUSIC, AMPLIFIED SOUND, ALCOHOL SERVICE)**

Due to your proximity to **LOCATION** the event management company would like to make you aware of the event, and let you know that approval was granted by the City of St. Catharines to allow this event to take place.

(List any approvals/by-law amendments that have been obtained if applicable).

Community Awareness (examples of items that residents should be aware of):

Restricted Access Area(s)/Fireworks presentation

In order to provide the necessary safety zone for the presentation of our event the (list any restricted areas and the date/time they will be closed off to the public) will be closed to the public. Should you wish to go to the event we ask that you do not go through restricted area(s). It is with your safety in mind that we must restrict all access to this area and we apologize in advance if this causes any inconvenience.

Event Operating Hours (provide operating hours)

Entertainment and Activities will take place on **DATE** from to and on **DATE** from to

Music will be presented from the main stage in two hour intervals with thirty minute breaks between performances. **(PROVIDE EVENT SPECIFIC DETAILS HERE)**

Parking for the Public

There will be limited parking available to the public. A shuttle bus service will be provided free of charge from XXXX to XXXX Park during event operating hours.

SPECIAL EVENT PARKING INFORMATION CAN BE INCLUDED HERE AS WELL IF SHUTTLE IS NOT APPLICABLE.

Road Closures

The following roads will be closed during the following dates/times (include map)

The EVENT MANAGEMENT COMPANY / ORGANIZER would like to make you aware of this event and hope that you welcome this event to our community. Again, we hope that these activities do not inconvenience you in any way.

If you require any further information please call me at **(phone number)** or for general information please call **(general information line)**. You can also contact our team via **email** here. **IF A WEBSITE OR SOCIAL MEDIA CONTENT EXISTS FOR THE EVENT PLEASE ALSO PROVIDE THIS INFORMATION.**

Sincerely,

Name

Title

Committee / Organization

Appendix O

Street Banner Application





THE CORPORATION OF THE
CITY OF ST. CATHARINES

www.stcatharines.ca

PO Box 3012, 50 Church Street
St. Catharines, ON L2R 7C2
Tel : 905.688.5600 | Fax: 905.641.4450
TTY: 905.688.4TTY (4889)

TRANSPORTATION AND ENVIRONMENTAL SERVICES
Transportation Services

STREET BANNER APPLICATION

Applicant Information

Event Name: _____

Organization: _____

Contact Name(s): _____

Address: _____

Phone Number: _____

Fax Number: _____

Email: _____

Location Preferred (Select 1)

- Ontario Street at Adams Street
- Geneva Street at Balfour Street
- Merritt Street at Walnut Lane
- Lake Street at Louisa Street

Alternate Location (Select Multiple)

- Ontario Street at Adams Street
- Geneva Street at Balfour Street
- Merritt Street at Walnut Lane
- Lake Street at Louisa Street

Dates Preferred

Install: _____

Remove: _____

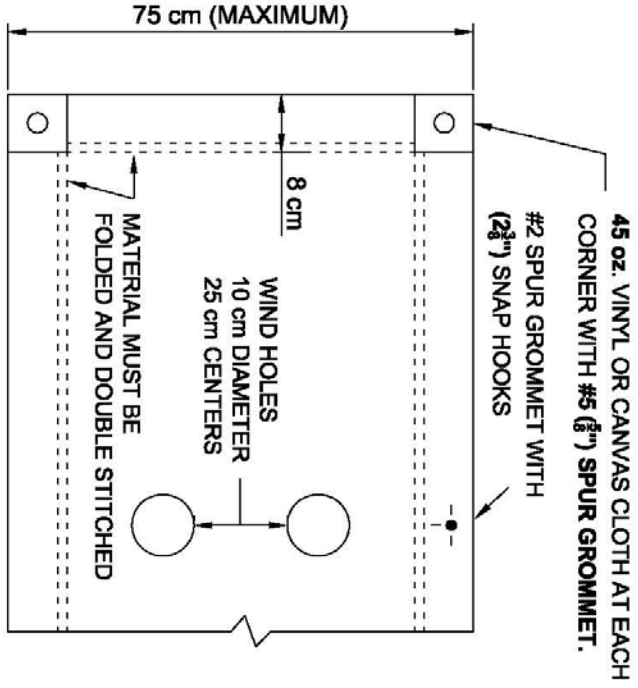
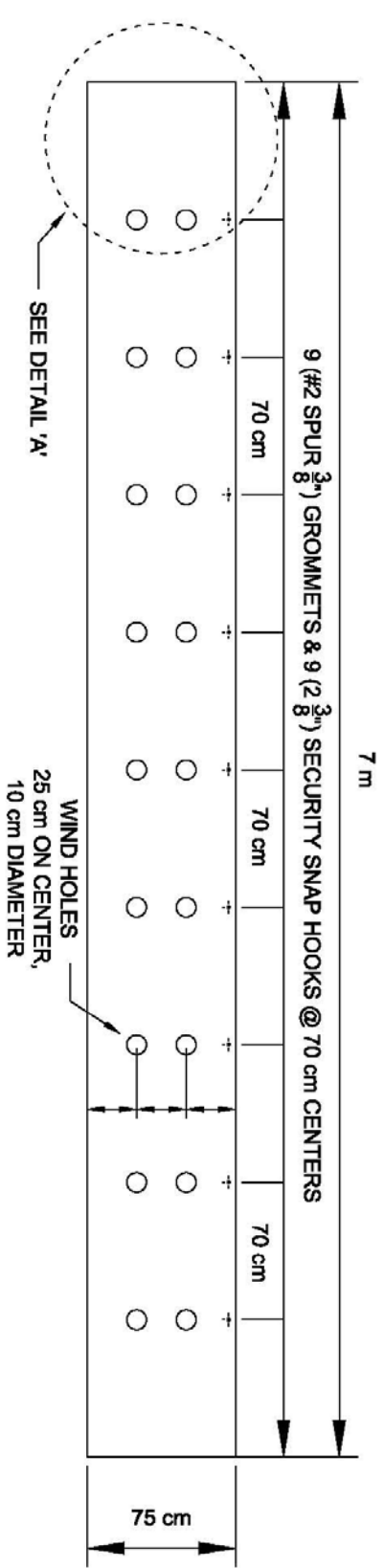
I have read and I understand the General Specification for Banner Installations and the Banner Specifications.

Signature of Applicant: _____

General Conditions for Banner Installations

1. The organization is required to pay the fee as established by City Council, for erecting and removing a banner.
2. No banner shall be placed unless the organization has first filed with the City, proof of insurance in the amount not less **\$5.0 million**, indemnifying **The Corporation of the City of St. Catharines** from and against loss, cost, damages and expenses incurred by the City from any claim or action arising from the placement of the banner. **The Corporation of the City of St. Catharines** and the Regional Municipality of Niagara to be named as additional insured.
3. Reservations accepted on a first come first serve basis, with priority given to the previous year's applicants.
4. Reservations are not considered bona fide until banner permit is issued and fee is paid.
5. Maximum of two **(2)** banners permitted at any given time.
6. Banners will be limited to a two **(2) week** maximum display period.
7. Each banner sign shall be made, constructed, erected, maintained and used in accordance with these General Conditions and the Banner Specifications.
8. The erection of banners will be limited to **charitable organizations** or in the promotion of **community activities**. They will not be permitted as a form of advertising for religious or commercial gain.
9. The applicant must deliver the banner(s) to the Transportation and Environmental Services Department, Ground Floor of City Hall, to be inspected by staff, by 3:00 p.m. the Wednesday prior to installation. After which time there will be no guarantee that the banner will be erected on the following Monday.
10. Banners will be installed and removed on Monday mornings, by the City's contractor.
11. Street banners must be picked up no later than two weeks after the scheduled removal date. After which time there will be no guarantee that the banner(s) will be available.
12. Applicants should contact Brandi Long, Road Services Technician at 688-5601, Ext. 1639, or Fax: 641-4450 or by E-mail: blong@stcatharines.ca for any questions regarding banners, including fees.

Banner Specifications



SPECIFICATIONS:

- MATERIAL SHALL BE MADE OF MINIMUM 16 oz. VINYL LAMINATED POLYESTER OR OF A MATERIAL WITH AN EQUIVALENT STRENGTH. BANNER SHALL BE MADE FROM ONE CONTINUOUS PIECE OF MATERIAL.
- PROVIDE FOUR LENGTHS OF $\frac{3}{8}$ " NYLON ROPE FOR EACH CORNER. SEE SITE LENGTHS BELOW, BASED ON A 7 m LENGTH BANNER.

LOCATION	ROPE LENGTH	QUANTITY
1. ONTARIO ST. @ ADAM ST.	6.4 m	4
2. ST. PAUL ST. W. @ McDONALD ST.	8.3 m	4
3. GENEVA ST. @ BALFOUR ST.	6.4 m	4
4. WELLDAND AVE. @ MIDDTOWN PLAZA	6.4 m	4
5. MERRITT ST. @ WALNUT LN.	6.4 m	4
6. MAIN ST. @ BROCK ST.	7.2 m	4
7. LAKE ST. @ LOUISA ST.	7.2 m	4

DETAIL 'A'

Appendix P

Building Permits



For use by Principal Authority					
Application number:		Permit number (if different):			
Date received:		Roll number:			
Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)					
A. Project information					
Building number, street name			Unit number	Lot/con.	
Municipality	Postal code	Plan number/other description			
Project value est. \$		Area of work (m ²)			
B. Purpose of application					
New construction		Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building			
Description of proposed work					
C. Applicant					
Applicant is:		Owner or	Authorized agent of owner		
Last name		First name	Corporation or partnership		
Street address			Unit number	Lot/con.	
Municipality	Postal code	Province	E-mail		
Telephone number	Fax		Cell number		
D. Owner (if different from applicant)					
Last name		First name	Corporation or partnership		
Street address			Unit number	Lot/con.	
Municipality	Postal code	Province	E-mail		
Telephone number	Fax		Cell number		

E. Builder (optional)				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality		Postal code	Province	E-mail
Telephone number		Fax		Cell number
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			Yes	No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			Yes	No
iii. If yes to (ii) provide registration number(s): _____				
G. Required Schedules				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
H. Completeness and compliance with applicable law				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			Yes	No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			Yes	No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes	No
I. Declaration of applicant				
I _____ declare that: (print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
_____		_____		
Date		Signature of applicant		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

A. Project Information			
Building number, street name	Unit no.	Lot/con.	
Municipality	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name	Firm		
Street address	Unit no.	Lot/con.	
Municipality	Postal code	Province	E-mail
Telephone number	Fax number		Cell number
C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]			
House	HVAC – House	Building Structural	
Small Buildings	Building Services	Plumbing – House	
Large Buildings	Detection, Lighting and Power	Plumbing – All Buildings	
Complex Buildings	Fire Protection	On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p>I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.</p> <p>Individual BCIN: _____</p> <p>Firm BCIN: _____</p> <p>I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code.</p> <p>Individual BCIN: _____</p> <p>Basis for exemption from registration: _____</p> <p>The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p>Basis for exemption from registration and qualification: _____</p> <p>I certify that:</p> <ol style="list-style-type: none"> 1. The information contained in this schedule is true to the best of my knowledge. 2. I have submitted this application with the knowledge and consent of the firm. <p style="text-align: center;"> _____ Date Signature of Designer </p>			

NOTE:

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) (c) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

Building and Development

Building Permit Application – Supplemental Information
 (MUST BE SUBMITTED WITH THE ‘APPLICATION TO CONSTRUCT OR DEMOLISH’)

A. Project Information					
Building number, street name				Unit Number	Lot / Con
Municipality		Postal Code	Plan number / other description		
B. Master Plumber Plumbing Contractor					
Last name		First name	Corporation or partnership		
Street Address				Unit Number	
Municipality		Postal Code	Province	email	
Telephone Number		Fax Number		Cell Number	
C. HVAC Installer					
Last name		First name	Corporation or partnership		
Street Address				Unit Number	
Municipality		Postal Code	Province	email	
Telephone Number		Fax Number		Cell Number	
D. Tenant Information					
Last name		First name	Corporation or partnership		
Street Address				Unit Number	
Municipality		Postal Code	Province	email	
Telephone Number		Fax Number		Cell Number	

Appendix Q

Fire Safety Special Events Tent Checklist



Fire Safety Special Events Tent Checklist

As a condition of approval of Special Events taking place on City of St. Catharines property, the event organizer is obligated to ensure compliance with the "Fire Safety & Risk Reduction, Special Events Policy and Procedures Guide" developed by St. Catharines Fire Services.

Pre-Inspection Checklist

To assist in ensuring that your business is ready for operation prior to the start of the event this checklist has been provided to ensure that you meet all the requirements of the St. Catharines Fire Service. Please review this checklist and ensure that all applicable requirements are met prior to event opening. The organizers, business owner/operator or owners authorized agent are responsible for ensuring these requirements are met.

Inspection Checklist

Building Permits	✓
All tents (or a group of tents) in excess of 60M ² (645 Sq ft) in aggregate ground area, must meet the requirements of the Ontario Building Code (not be attached to a building and constructed more than 3M from other structures), and will require a building permit from the City of St Catharines prior to being erected. Applications shall be made for permits a minimum of 30 days prior to the event.	
No tents requiring a building permit may be occupied until such time as final inspections have been completed by the building department and occupancy granted. Requests for final building permit inspections must be booked at least two business days in advance at 905-688-5601, ext. 1652.	
Fire Safety Plan	✓
All events with tents requiring building permits are required to incorporate the fire safety plan requirements located in the Emergency Preparedness Plan ("Appendix F" Special Event Planning Guide on page 54).	
Cooking and Open Flames	✓
The use of any cooking or reheating devices is prohibited in any tent intended for public access unless the cooking or reheating has been approved in writing in advance by the Chief Fire Official. Requests for permission shall be submitted a minimum of 30 days in advance to the St. Catharines Fire Prevention Office.	

Cooking and Open Flames	✓
The use of open flames, including but not limited to candles and gel pots, and including those used to reheat foods, are not permitted in any tent intended for public access unless the use has been approved in writing in advance by the Chief Fire Official. Requests for permission shall be submitted a minimum of 30 days in advance to the Fire Prevention Office.	
Smoking or the use of vape pens is prohibited in tents.	
No fuel-fired heating devices shall be used inside or within 3M of any tent.	

Food Vendors using Tents for Cooking Purposes Only	✓
Tents, canopies, umbrellas or similar covers may be used to protect cooking appliances or operations provided the public is prohibited from entering the covered area, and at least two sides of the covered area are open at all times.	
Tents, canopies, umbrellas or similar covers where cooking takes place shall meet one of the following standards: NFPA 701/705 or Note 4 of Test Method 27.1 of CAN/ULC S-109.	
A canopy, umbrella, or similar cover that becomes contaminated with grease and or carbon which may affect its flammability or fire-resistance treatment must be removed from service immediately.	
In addition to the requirements outline in this checklist all requirements identified in the Food Vendor Checklist ("Appendix K" Special Event Planning Guide on page 105) and the Fire Safety and Risk Reduction Policy and Procedures Guide ("Appendix B" Special Event Planning Guide on page 34) shall be followed	

Generators	✓
Generators used to provide power to any tent shall be listed for use in Canada.	
Generators shall be re-fueled only while turned off and shall be located away from all tents, vehicles, fuel storage areas and propane tanks. A portable fire extinguisher with a minimum rating of 2A10BC shall be available at all generators.	
Fuel containers shall be in conformance with one of the following standards or regulations: <ul style="list-style-type: none"> 1) The Transportation of Dangerous Goods Regulation (Canada) 2) CSA-8736 "Portable Containers for Gasoline and Other Petroleum Fuels" 3) ULC/ORD-C30, "Safety Containers" All approved containers will be imprinted or labelled with the appropriate approving organization.	

Exit Signs & Emergency Lighting – Tents with sides	✓
Where a building permit is required for a tent, exit signs shall be installed at each designated exit. Commercially available card type signs are acceptable.	
Where a building permit is required for a tent, emergency lighting shall be installed where the tent is intended to be occupied later than 30 minutes prior to sunset or 30 minutes following sunrise.	
Emergency lighting, where required to be installed, shall provide illumination for a minimum duration of 30 minutes in the event of a power failure of the primary lighting source at all exits and access to exits.	

Combustible Materials	✓
Hay, straw, shavings and similar combustible materials shall not be used within a tent or air-supported structure used for an assembly occupancy.	
Decorative materials used inside of a tent used for assembly occupancy shall be fire retardant.	

Portable Fire Extinguishers	✓
A portable fire extinguisher with a minimum 3A40BC rating shall be provided at each cooking area in a tent.	
In tents without cooking, where the tent has at least two sides installed, a portable fire extinguisher with a minimum rating of 2A10BC shall be installed.	
All portable fire extinguishers shall have a tag affixed to the extinguisher identifying the service company and the date of the last service, being within the previous 12 months.	