

Community Festival Licensing

Please be advised this it is your responsibility to ensure that all terms and conditions relating to this application are adhered to fully before the issuance of a license is permitted.

- as per Schedule 5, Section 2, Community Festival organizers are required to request to be recognized as a Community Festival & Craft Show
- a list of merchandise vendors that have secured a site, and type of goods or services to be sold, provided prior to the event
- \$10.00 fee

All food vendors (including charitable organizations) are required to obtain a license from Norfolk County which requires proof of:

- Health Inspection
 - Norfolk County Fire & Rescue Services Approval Form
 - Propane Inspection (if applicable)
 - location with the Festival group
 - fee of \$125.00 per festival or for Non-Hazardous (pre-packaged or bottled) Food \$75.00 per festival
 - or \$250.00 annual license
- application form attached
 - any vendor selling outside of the designated festival areas that has not secured an appropriate location or license from Norfolk County can be charged by a Municipal Law Enforcement Officer, including an officer with the O.P.P.
 - no sales on municipal property unless Council approval given



50 Colborne St S, Simcoe, ON N3Y 4H3
519-426-5870
Fax: 519-426-8573

Application Date _____

License No. _____

By-Law No. 2007-235, Schedule 5

APPLICATION FOR A COMMUNITY FESTIVAL LICENSE

Name of Festival: _____

Name of Contact: _____

Address of Contact: _____

Contact Phone No. _____

Date of Event: _____

LICENSE FEE: \$ 10.00

DECLARATION

I, _____ of _____
solemnly declare that all the statements contained in this application are true and I make this solemn declaration
conscientiously believing it to be true.

SIGNATURE OF APPLICANT

BY-LAW NUMBER 2007-235

SCHEDULE 5 – COMMUNITY FESTIVAL LICENSE

1. Definitions

- A. “Community Festival License” means a license issued to any organizing group of a Council recognized Community Festival and Craft Show, for merchandise vendors only.
- B. “Community Festival” means a cultural or community event of a temporary nature, conducted by the municipality or by a registered charitable or a not-for-profit group or organization;
- C. “Craft Show” means the exhibiting or offering for sale, on a temporary basis, by Canadian crafts people, goods, wares or merchandise which they themselves have produced;

2. License Required

The organizers of the following Community Festivals are required annually to request to be recognized as a Community Festival and Craft Show, and provide a list of the vendors participating and type of merchandise being sold:

- Port Dover Canada Day Celebrations
- Simcoe Rotary Friendship Festival
- Turkey Point Summer Fest
- Port Dover Summer Festival
- Port Rowan Bayfest
- Delhi Harvestfest
- Waterford Pumpkin Festival

All vendors whose names appear on the list provided will have a permit issued by the organizers indicating approval to be at the location.

If no request is received by Norfolk County, all vendors are subject to the normal licensing requirements of the By-law.

3. Written Description of Goods/Services

Every organizing group shall file with the Application for Community Festival and Craft Show designation a written statement describing the good or services intended to be sold by the vendors.

4. Mobile Refreshment Sales

All Mobile Refreshment Vehicles are subject to the licensing requirements set out in Schedule 3 to this By-Law.

List of Festival Participants

Festival Name:

	Business Name	Business Owner	Address	Phone No:	Product to be sold
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					



RESIDENT

NON RESIDENT

50 Colborne St S,
Simcoe, ON N3Y 4H3
Phone: 519-426-5870
Fax: 519-426-8573

Application Date: _____

By-Law No. 2007-235, Schedule 3

APPLICATION FOR MOBILE REFRESHMENT VEHICLE/MOBILE REFRESHMENT SALE LICENSE

Name of Applicant: _____

Address: _____

Phone No: _____ Location/Event for Business: _____

Name of Business: _____

Address: _____

Phone No: _____ Product Selling: _____

LICENSE FEE:

<u>Food Vendor Sales</u>	<u>Resident</u>	<u>Non-Resident</u>
Mobile Refreshment Vehicle	\$250.00	\$500.00
Mobile Refreshment Sale	\$250.00	\$500.00
Ice Cream Vendor	\$75.00	\$150.00
Non-Hazardous Food Vendor	\$75.00	\$150.00
Non-Profit/Charitable Organizations	\$50.00	\$250.00
Second or Subsequent Vehicle	\$25.00	\$50.00
Community Festival License – (One Festival Event)	\$125.00 (Resident/Non Resident)	

INSPECTIONS REQUIRED

BY-LAW NUMBER 2007-235, Schedule 3

ALL FOOD VENDORS must have:

- Medical Officer of Health (519-426-6170 ext. 0)

Signature and/or Email Verification: _____

Date: _____

NOTE: Requests for Health Inspections must be made a minimum of 14 days prior to anticipated opening.

- Fire (519-426-4115 ext. 2403)

Norfolk County Fire & Rescue Services Approval Form: _____

Signature and/or Email Verification (permanent locations only): _____

This Food Vendor has been inspected as required: (as applicable)

- Propane Fitter

Signature: _____

Date: _____

- * Municipal Law Enforcement Officer (519-426-4377 or 519-875-4485) (permanent locations only)

Signature: _____

Date: _____

*OR

- * Building Inspector (426-4377 or 875-4485) (permanent locations only)

Signature: _____

Date: _____

- Hydro Inspector (for permanent locations only)

Signature: _____

Date: _____

This Food Vendor has received all required inspections.

Yes _____ No _____

DECLARATION

I, _____ of _____

solemnly declare that all the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true.

SIGNATURE OF APPLICANT _____ License # _____

Personal Information on this form is collected under the Authority of By-law 2007-235 Schedule 3 and will be used to determine eligibility for a Mobile Refreshment Vehicle License. Pursuant to the Municipal Freedom of Information and Protection of Privacy Act, questions about this collection of personal information should be directed to the FOI Co-ordinator, 519-426-5870 ext. 1261.



BY-LAW NO. 2007-235

OF

The Corporation of Norfolk County

BEING A BY-LAW TO PROVIDE FOR THE LICENSING, REGULATING AND GOVERNING OF CERTAIN BUSINESSES WITHIN NORFOLK COUNTY.

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

AND WHEREAS Section 10(1) of the Municipal Act 2001, R.S.O. 2001, C. 25, as amended, states: "A single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

AND WHEREAS Section 10(2) of the Municipal Act 2001, R.S.O. 2001, C. 25, as amended, states: "A single-tier municipality may pass by-laws respecting the following matters:

(11) Business Licensing";

AND WHEREAS it is deemed advisable to maintain the regulation of certain businesses within Norfolk County.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF NORFOLK COUNTY HEREBY ENACTS AS FOLLOWS:

1. DEFINITIONS

1.1 For the purposes of this By-law and the attached schedules:

- A. "Auction/Liquidation Sales" means any public one day sale of new merchandise being held to liquidate assets, where the goods are sold to the highest bidder;

- B. "Business" means a trade, business or occupation, exhibitions, concerts, festivals, and other organized public amusements held for profit or otherwise, and includes the sale or hire of goods or services on an intermittent or one-time basis, the showing of samples, patterns or specimens for the purpose of sale or hire, but does not include,
 - a) a manufacturing activity or an industry, except to the extent that it sells its products or raw material by retail;
 - b) the selling of goods by wholesale; or
 - c) the generation, exploitation, extraction, harvesting, processing, renewal or transportation of natural resources;
- C. "Committee" means the By-Law Appeals Committee of Norfolk County;
- D. "Community Festival" means a cultural or community event of a temporary nature, conducted by the municipality or by a registered charitable or a not-for-profit group or organization;
- E. "County" means the Corporation of Norfolk County;
- F. "Council" means the Council of the Corporation of Norfolk County;
- G. "Craft Show" means the exhibiting or offering for sale, on a temporary basis, by Canadian crafts people, goods, wares or merchandise which they themselves have produced;
- H. "Daily Sales" means the sale of goods and services for a period of one day from one specific location not within the Central Business Districts but where such use is permitted under the Zoning By-Law.
- I. "Individual" means a natural person and does not include a corporation, partnership, or association;
- J. "License" means the certificate issued under this By-Law as proof of licensing under this By-Law;
- K. "Licensee" means the person named in the license;
- L. "Licensing Officer" means the Clerk/Manager of Council Services, or designate;

- M. "Mobile Refreshment Sale" means the sale of refreshment for consumption by the public that are conducted from a vehicle, cart or other structure which has not been assessed as commercial and includes but is not limited to: catering vehicles, chip wagons, hot dog carts, sausage carts and ice-cream vendors, including vehicles from which pre-prepared, pre-packaged refreshments, or prepared in the vehicle, or from a vehicle that transports prepared refreshments, to be sold for consumption by the public, but does not include self serve vending machines.
- N. "Mobile Refreshment Vehicle" means any vehicle from which refreshments are sold for consumption by the public are conducted, which has not been assessed as commercial, and includes but is not limited to a cart, wagon, trailer, truck or other structure, irrespective of the type of motive power employed to move the vehicle from one point to another;
- O. "Municipal Law Enforcement Officer" means the person(s) so appointed by the Council of the Corporation of Norfolk County for the purposes of enforcing County By-laws and for the purposes of this By-law shall include the Ontario Provincial Police and any other police agency;
- P. "Non Profit/Charitable Organizations" means any group whose purposes are for the advancement of religion or education, relief of poverty or other purposes beneficial to the community, as determined by the Registrar of Alcohol & Gaming;
- Q. "Owner" with respect to a trade, business or occupation licensed under this by-law shall mean the person, company or partnership that carries on the trade, business or occupation and whose name appears on the license issued by the County for such trade, business or occupation pursuant to this by-law;
- R. "Peddle" means to engage in the business of offering for sale goods or services or the taking of orders for future delivery of goods or services through door to door sales or a specific location, seasonal or daily sale;
- S. "Person" includes a corporation and its directors and officers, and the heirs, executors, and administrators or other legal representatives of an individual and their respective successors and assignees;
- T. "Premises" includes lands and any fences, buildings, sheds or similar structures situated thereon;
- U. "Resident" means the person to be named on the license resides within the boundaries of Norfolk County.

- V. "Resident Business" means a business currently operating on an ongoing basis in Norfolk County.
- W. "Seasonal Sales" includes temporary businesses such as, but not limited to, gardening product sales, Christmas tree sales for one period of up to three months from one specific location such as a vacant commercial lot, where the use is permitted in the Zoning By-law.
- X. "Trade Show" includes the exhibiting or offering for sale on a temporary basis at one location by several manufacturers or distributors, goods, wares or merchandise.

2. LICENSE REQUIRED

- 2.1 No person, without a license issued pursuant to this by-law, shall peddle goods or services, except where
- i) the sale is to wholesale or retail dealers in similar goods, or;
 - ii) the goods, wares or merchandise are grown by an Ontario resident farmer who sells or offers for sale only the products of his own farm, or;
 - iii) the sale is conducted as a fundraiser by a local charitable organization or non-profit group to support the charitable objects of the organization and the sales are conducted by volunteers receiving no compensation or commission for sales, or;
 - iv) the sale is conducted by vendors at a location which forms part of a flea/farmers market operation, or;
 - v) the sale is conducted on an Agricultural Society property during an annual fair, or;
 - vi) the sale is conducted as part of an approved trade show, or
 - vii) the sale is a yard or garage sale conducted infrequently, on a residential property and offering for sale only the used household or personal goods of the occupant, or;
 - viii) the sale is conducted by the owner of a business being operated from a commercial property within the municipality and the goods or services being peddled relate to the business and are being peddled by an employee or an agent of the business, or;

- ix) the sale is conducted through a home party, by invitation.
- 2.2 No person, without a license issued pursuant to this by-law, shall conduct or permit a "Mobile Refreshment Sale" except where
- i) the goods, wares or merchandise are grown by an Ontario resident farmer who sells or offers for sale only the products of his own farm, or;
 - ii) the sale is conducted on an Agricultural Society property during an annual fair, or;
 - iii) the sale is conducted as part of an approved trade show.
- 2.3 The licensee shall not carry on business in a name other than the name in which the business is licensed.
- 2.4 No person shall publish or cause to be published any representation that the person is licensed under this By-law if the person is not so licensed.
- 2.5 For the purpose of this By-law a business shall be deemed to be carried on within the "County" if any part of the business is carried on in the "County" even if the business is being conducted from a location outside the "County".
- 2.6 The licensee shall not operate the licensed business in contravention of the terms and conditions of the license as stated in the applicable schedule.

3. DUTIES OF THE LICENSING OFFICER

- 3.1 The "Licensing Officer" shall:
- i) receive and process all applications for licenses and renewals of licenses; and
 - ii) issue all licenses when an application is made in accordance with the provisions of the By-law and the attached schedules; and
 - iii) maintain complete records showing all applications received and licenses issued; and
 - iv) generally perform all the administrative functions conferred by this By-law and the attached schedules.

4. APPLICATION FOR A LICENSE AND FOR RENEWAL OF A LICENSE

- 4.1 An application for a license and an application for the renewal of a license shall be completed on the forms provided by the County.
- 4.2 Every new applicant shall apply in person.
- 4.3 Each application shall be submitted to the Licensing Officer and be accompanied by:
- a. the fee in the appropriate amount as set out in Schedule 1 attached to and forming a part of this By-law.
 - b. identification with name and current address, (ie. Driver's License), as proof of residency.
 - c. if the applicant is a corporation, a copy of the incorporating document and if a registered partnership, a copy of the registered declaration of partnership and a copy of the business name registration.
 - d. any other documentation as required in the applicable schedule.
- 4.4 Any applicant must make a separate application for a license for each of the premises at which, or vehicles from which, the applicant carries on business. In order to take advantage of a reduced rate on the second or subsequent premises or vehicle, applications must be in identical business names and submitted at the same time.
- 4.5 Where an application for a license or for renewal of a license is refused, the annual fees paid pursuant to subsection 4.3(a) shall be fully refunded.

5. AGE REQUIREMENT

- 5.1 No individual shall be licensed under this By-law unless the individual is Eighteen (18) years of age or over.

6. GROUNDS FOR REFUSAL TO LICENSE, RENEW, SUSPEND OR REVOKE

- 6.1 An applicant whose application meets all the requirements of this By-law and its schedules is entitled to a license or the renewal of a license except where:
- A) there are reasonable grounds for belief that any application or other document provided to the Licensing Officer by or on behalf of the applicant contains a false statement or provides false information; or

- B) the past or present conduct of the applicant, or of any partner in the case of an applicant which is a partnership, or of any director or officer of the corporation, affords reasonable grounds for belief that the business in respect of which the application is made will not be carried on in accordance with the law and with integrity and honesty; or
- C) there are reasonable grounds for belief that the applicant does not meet all the requirements of this By-law or any other County By-law, or that the business is carried on or intended to be carried on in an area of the County where the said business is prohibited by the By-law or by any other County By-law for being carried on, or in respect of which the issuing of a license in respect of the business is not permitted by this By-law; or
- D) the applicant has failed to pay the fine or fines imposed by a court as a sentence arising from convictions for breach of a by-law enacted by the County; or other breach of law where the fine is payable to the County; or
- E) there are reasonable grounds for belief that the building, premises or place or part thereof in which the business is carried on or intended to be carried on does not comply with the provisions of the By-law, or with any other law, or by-law, including any applicable zoning or building requirement, or is dangerous or unsafe; or
- F) there are reasonable grounds for belief that the equipment, vehicles and other personal property used or kept for hire in connection with the carrying on of or engaging in the business licensed hereunder is dangerous or unsafe; or
- G) the fee payable in respect of the license applied for has not been paid; or
- H) the business has breached any term or condition of the license.

7. AUTHORITY TO REFUSE TO LICENSE, RENEW, SUSPEND OR REVOKE

7.1 The Licensing Officer may refuse to issue a license, refuse to renew a license, suspend a license or revoke a license where the applicant is disentitled to a license under Section 6.

8. APPEAL

8.1 Where the Licensing Officer refuses to issue, suspends or revokes a license, the said Licensing Officer shall notify the applicant in writing of such decision, said notice shall set out the grounds upon which the issue of the said license is refused and shall state that the applicant or licensee may appeal such decision by filing an appeal with the Licensing Officer within 15 days from the date of notice, for referral to the By-law Appeals Committee (the Committee).

- 8.2 Where the Licensing Officer has revoked a license and where the applicant or licensee has appealed such decision to the Committee, the license shall automatically be suspended until such time as a determination on the issue has been made by the Committee.
- 8.3 Where there is a referral to the Committee, it shall hold a meeting for the purpose of directing the Licensing Officer to issue or renew the license, or not to issue or renew the license.
- 8.4 At the meeting, the Committee shall receive a report, either verbally or in writing, from the Licensing Officer and from such other officers or employees of the Corporation who may be involved in the matter being considered.
- 8.5 At the meeting before the Committee, the licensee, either personally or through an agent, shall be afforded an opportunity to present such material and evidence relevant to the issue before the Committee as the licensee may deem expedient.
- 8.6 The Committee, after consideration of all evidence and all submissions made at the meeting, shall decide whether to revoke the License, or impose such conditions as the Committee considers appropriate and the Clerk shall give the Licensee written notice of the Committee's decision. The applicant or licensee shall not be entitled to a further hearing on the matter and the decision of the Committee shall be final.
- 8.7 Where a License is revoked, no refund of any payment of fees paid by the Applicant shall be made.

9. TERMS AND CONDITIONS OF A LICENSE

- 9.1 Notwithstanding any other provisions of this By-law, Council may issue a license or may renew a license subject to terms and conditions including special conditions as are necessary to give effect to this By-law and the attached schedules and may include, but are not limited to, conditions restricting the hours of business or condition that the business owner or operator have employees in attendance at the business location during the hours of operation to ensure public safety and comfort.

10. INSPECTION

- 10.1 On receipt of an application for a license or for renewal of a license or as a condition of the continuation of a license, the applicant or licensee is required to allow the municipality, at any reasonable time, to enter the business premises to inspect the premise, equipment, vehicle, or personal property used in connection with the business.

11. RIGHT TO INSPECT BOOKS AND RECORDS

11.1 Upon an inspection under Section 10, the inspector is entitled to inspect all books of account, vouchers, correspondence and the records of the person being inspected that are relevant to the purposes of the inspection.

12. OBSTRUCTION OF INSPECTOR

12.1 No person shall obstruct the person performing an inspection pursuant to Section 10 or withhold, destroy, conceal or refuse to furnish any information or thing required by the inspector.

13. DISPLAY OF LICENSE

13.1 Every Licensee shall prominently display the license at the location of the licensed business at all times and shall produce the license upon request by the Licensing Officer, Municipal Law Enforcement Officer, or a peace officer.

13.2 Where the licensee does not have licensed premises, the licensee shall carry the license at all times when the licensee is engaged in the activity for which the license has been issued and shall produce the license upon request by the Licensing Officer, Municipal Law Enforcement Officer, or a peace officer.

14. LICENSE NOT TRANSFERABLE

14.1 A license issued under this By-law is not transferable.

15. CHANGE OF LICENSE

15.1 No person to whom a license has been issued under this By-law shall alter, erase or modify or permit the alteration, erasure or modification of that license or any part thereof, unless approved by the Licensing Officer.

16. TERM OF LICENSE

16.1 Every license expires on December 31st of the calendar year in which it was issued, unless specified otherwise.

17. REQUIREMENT TO NOTIFY OF CHANGES

17.1 Every licensee shall notify the Licensing Officer within seven (7) business days of the coming into effect of the following changes:

- a) any change in the licensee's business address;
- b) any change in the number or composition of officers or directors, if a corporation, or partners, if a partnership; or;
- c) any change in business name.

17.2 Where a change of business name or business address has occurred and notification has been made in accordance with subsection 1 of this section every licensee shall attend within seven (7) business days of the date of the notification of the Licensing Officer and produce the license for amendment.

18. OWNER'S AUTHORIZATION

18.1 Written owner's authorization shall be provided for all applications.

19. RETURN OF LICENSE

19.1 Where a license has been revoked, the holder of the license shall return the license to the Licensing Officer within twenty-four (24) hours of receipt of notification of revocation.

19.2 Where the license is not returned within twenty-four (24) hours as set out in subsection 19.1, the Licensing Officer or Municipal Law Enforcement Officer may enter upon the premises of the holder of the license for the purpose of receiving or taking the said license and no person shall refuse to deliver or in any way obstruct or prevent the Licensing Officer or Municipal Law Enforcement Officer from obtaining the license.

20. ORDER TO COMPLY

20.1 Where a licensee has contravened any provisions of this By-law or its schedules, or any other County By-law, the Licensing Officer or Municipal Law Enforcement Officer may:

- i) serve a written notice on the licensee advising of the contravention and directing compliance; or;

- ii) direct in a written order that a thing or matter is required to be done and in default of such matter or thing being done, the matter or thing will be done at the licensee's expense and the County will recover the expense by action or in like manner as municipal taxes.

21. NOTICE

- 21.1 Any notice or order required to be given or served under this By-law shall be sufficiently given or served if delivered personally or sent by registered mail, addressed to the person to whom delivery or service is required to be made at the last address for service appearing on the license records.
- 21.2 Where service is made by registered mail, the service shall be deemed to be made on the seventh day after the date of mailing, unless the person on whom service is being made establishes that he did not, acting in good faith, through absence, accident, illness or other cause beyond his control, receive the notice or order until a later date.

22. SCHEDULES

The following Schedules appended hereto form part of this By-law and every person engaged in or carrying on any trade, business, calling or occupation for which he is required by the provisions of this By-law to hold a licence shall be responsible that all the provisions of the By-law with respect to the same are complied with.

- Schedule 1 - LICENSE FEES
- Schedule 2 - PEDDLERS AND SALESMEN
- Schedule 3 - MOBILE REFRESHMENT VEHICLE SALES
- Schedule 4 - AMUSEMENT, CARNIVALS & CIRCUSES
- Schedule 5 - COMMUNITY FESTIVAL LICENSE
- Schedule 6 - FRIDAY THE 13TH EVENTS

23. PENALTY

- 23.1 Every person who contravenes any provision of this By-law is guilty of an offence and is liable upon conviction at the discretion of the Provincial Judge or the Justice of the Peace to a fine, and every such fine is recoverable under the Provincial Offences Act.

24. ORDER CLOSING PREMISES

24.1 Where a conviction has been entered under Section 23, in addition to any other penalty provided by law, the Court in which the conviction was entered, and any Court of competent jurisdiction thereafter, may make such order closing business premises as is required or permitted by Section 447 of the Municipal Act.

25. VALIDITY

25.1 If a court of competent jurisdiction declares any section or part of a section of this By-law invalid, it is the intention of Council that the remainder of the By-law shall continue to be in force.

25.2 The schedules annexed to this By-law in respect of the various licenses set out in this By-law are hereby incorporated into and form a part of this By-law.

26. INTERPRETATION

26.1 Words importing the singular number or the masculine gender only, include more persons, parties or things of the same kind than one and females as well as males and the converse.

26.2 A word interpreted in the singular number has a corresponding meaning when used in the plural.

27. EFFECTIVE DATE


27.1 That the effective date of this By-Law shall be January 1, 2008.

ENACTED AND PASSED THIS 27TH DAY OF NOVEMBER, 2007.

First Reading: November 27, 2007

Second Reading: November 27, 2007

Third Reading: November 27, 2007



Mayor



Clerk/Manager of Council Services

BY-LAW NUMBER 2007-235

SCHEDULE 1 – LICENSE FEES

1. Peddlers & Salesmen:	Resident	Non-Resident
Annual License (includes Door to Door or Seasonal Sales)	\$150.00	\$ 300.00
Daily Sales (includes Auctions, Liquidations, Special Sales not within the Central Business Districts)	\$100.00	\$ 750.00
Non-Profit/Charitable Organizations	No Charge	\$ 100.00
2. Mobile Refreshment Sales	Resident	Non-Resident
Mobile Refreshment Vehicle	\$250.00	\$ 500.00
Ice Cream Vendor	\$ 75.00	\$ 150.00
Non-Hazardous Food Vendor	\$ 75.00	\$ 150.00
Non Profit/Charitable Organizations	\$ 50.00	\$ 250.00
Second or Subsequent Vehicle	\$ 25.00	\$ 50.00
3. Amusements, Carnivals & Circuses	Resident or Non-Resident	
Amusement devices such as merry-go-rounds carousels, switchback railways, sea-doo's, and other like contrivances		\$25.00 per unit per annum
Exhibitions such as carnivals, circuses, trained animal shows, menageries, or other like shows usually exhibited by showmen.		\$100.00 per day
	Resident or Non-Resident	
4. Community Festival License	\$10.00	
Mobile Refreshment Vehicle – One (1) Festival Event	\$125.00	
5. Friday the 13th Events	Resident	Non-Resident
Daily Sales:		
• Merchandise Only	\$100.00	\$500.00
• Mobile Refreshment Vehicle	\$250.00	\$500.00
• Non-Hazardous Food Vendor	\$ 75.00	\$150.00
• No Retail Sales	\$ 50.00	\$ 50.00
• Corporate Sponsors	\$ 50.00	\$ 50.00
Non Profit/Charitable Organizations:		
• Merchandise Only	\$ 50.00	\$100.00
• Mobile Refreshment Vehicle	\$ 50.00	\$250.00
• Ticket Sales Only	\$ 50.00	\$100.00
Resident Business Owners	No Charge	

BY-LAW NUMBER 2007-235

SCHEDULE 3 – MOBILE REFRESHMENT VEHICLE SALES

1. Definitions

- 1.1 Fuel Safety Branch means the Fuel Safety Branch of the Ministry of Consumer and Commercial Relations.
- 1.2 Ice Cream Vendor means a person who sells single serving ice and ice cream products from a pedal driven vehicle.
- 1.3 Medical Officer of Health means the Medical Officer of Health of the Norfolk County Health Unit or their designate.
- 1.4 Mobile Refreshment Sale means the sale of refreshment for consumption by the public that are conducted from a vehicle, cart or other structure which has not been assessed as commercial and includes but is not limited to: catering vehicles, chip wagons, hot dog carts, sausage carts and ice-cream vendors, including vehicles from which pre-prepared, pre-packaged refreshments, or prepared in the vehicle, or from a vehicle that transports prepared refreshments, to be sold for consumption by the public, but does not include self serve vending machines.
- 1.5 Mobile Refreshment Vehicle means any vehicle from which refreshments are sold for consumption by the public are conducted, which has not been assessed as commercial, and includes but is not limited to a cart, wagon, trailer, truck or other structure, irrespective of the type of motive power employed to move the vehicle from one point to another;
- 1.6 Non-Hazardous products, as determined by the Haldimand Norfolk Health Unit, means:
- any prepackage food item including, but not limited to snack foods such as pretzels, potatoes chips, bottled water, bottled or canned juice or soda
 - any fresh food item provided for consumption to the public that does not support bacterial growth during preparation and handling and can include but is not limited to fresh farm produce, ie. strawberries, raspberries, watermelon, but shall not include any meat or dairy products.

2. License Required

Any person conducting a Mobile Refreshment Sale must obtain a license pursuant to this Schedule.

Every license shall be prominently displayed at the location of the licensed business at all times when the licensee is engaged in the activity for which the license has been issued.

3. Exemption

This schedule does not apply to Mobile Refreshment Sales conducted as part of an annual fair on a Norfolk County Agricultural Society property.

4. Separate License Required

A separate license is required for each vehicle or fixed sale location and such license shall be known as a "Mobile Refreshment Sale License".

5. Zoning Requirements

The licensee must operate in compliance with the Zoning By-law and where the operation is from a fixed location, the applicant, upon first application for that location, must provide a completed application form showing the signature of the appropriate Building or By-law Enforcement Official responsible, verifying that the proposed location does not contravene the Zoning By-law.

6. Outstanding Orders

The applicant must satisfy any outstanding orders against the vehicle or premises prior to the issuance of a license.

7. Health Unit Certification

Every applicant must provide annually, certification from the Medical Officer of Health stating that the food premises for which the license is being sought, meets the applicable requirements for food premises contained in the Ontario Regulations pursuant to the Health Protection and Promotion Act, R.S.O. 1990, as amended.

8. **Propane Certification**

Where compressed petroleum or natural gas fueled appliances are used in the operation of the business, the applicant must provide annually, certification from a Certified Propane or Natural Gas Fitter, who is or is employed by a contractor registered by the Fuel Safety Branch of the Ministry of Consumer and Commercial Relations, that the appliances have been inspected in the past thirty (30) days and have been installed and are operating in compliance with the Propane Storage Handling and Utilization Code and the Ontario Regulations under the Energy Act, R.S.O. 1990, as amended.

9. **Fire Safety Requirements**

Where the business is equipped with combustible fueled appliances or where otherwise required by the Chief Fire Official, the applicant shall submit to an annual fire safety inspection and comply with any directions issued by the Chief Fire Official or their designate.

Two (2) weeks notice of inspection by the Chief Fire Official is required, with said inspection to be held at Fire Headquarters, 95 Culver Street, Simcoe, Ontario. Any vendor found to be non-complaint at an event will be required to become compliant or risk being closed.

10. **Sale Location**

The licensee must ensure that any vehicle equipped with combustible fuelled appliances, is not operated within ten feet of any permanent or temporary structure, door, window, or building opening including any alcove or alley or any overhanging structure, including any other similar vehicle. No Licensee who owns a vehicle from which refreshments are sold for consumption by the public shall operate such vehicle within 250 feet of premises where similar refreshments are sold for consumption by the public.

11. **Sale Location on Municipal Property**

Council approval is required when the proposed sale location is on municipally owned property which is not part of a rental agreement.

12. **Insurance Requirements (Sales from Municipal Property/Road Allowance)**

Where Council approval to operate on municipal property has been granted, the applicant must file with the Corporation proof of public liability insurance in the amount of \$2,000,000.00, naming the Corporation as an additional insured and shall save and hold harmless the municipality in respect to any and all occurrences with respect to the operation of the business on municipal property.

13. Site Requirements

Except where otherwise exempted by Council, the licensee shall ensure that every vehicle used for refreshment sales from a fixed location shall be situated on a surface of asphalt or concrete or other such surface capable of supporting the weight of the vehicle and such surface must cover the ground fronting the vehicle along its entire length and extending out in front of the vehicle a distance of two (2) metres. No vehicle shall be situated in the sight triangle. An appropriate site diagram showing location of vehicle and measurements from any road or building shall be submitted with the application.

14. Refuse Container

The licensee must provide on site and accessible to patrons, a non-combustible garbage container complete with a lid and a recycling container, both sized to accommodate one day's waste. All waste is to be removed from the site upon close of business daily.

15. Restrictions on Sales from Pedal Driven Vehicles

The licensee shall not conduct sales from any vehicle on any four lane highway or on any highway on which there is a speed limited in excess of 50 km per hour, or in an area where parking or stopping is prohibited.

16. Age Restrictions

The licensee shall not permit any pedal driven vehicle to be operated by any person under the age of 14 years. The licensee shall provide the County with a current list of all operators, which includes their name, address and a copy of their birth certificate. The licensee must notify the County of any changes to the list of operators. Where the operator has reached the age of majority, a Police Record Clearance Certificate must be provided.

17. Operational Requirements

The licensee must conduct the business and maintain all equipment in compliance with the Propane Storage Handling and Utilization Code and Ontario Regulations under the Energy Act, R.S.O. 1990, the Ontario Regulations for Food Premises under the Health Protection and Promotion Act, R.S.O. 1990, as amended, the Ontario Fire Code and Ontario Regulations under the Fire Protection and Prevention Act, S.O. 1997, any applicable Property Standards By-law and any other applicable legislation or Norfolk County By-law, as a condition of the license.

By-Law Number 2007-235
Schedule 3 – Page 5

18. Hours of Operation

Where refreshment vehicles are permitted at a permanent location, they shall not remain open on any lot except between the hours of 9:00 a.m. and 9:00 p.m. daily.

BY-LAW NUMBER 2007-235

SCHEDULE 4 – AMUSEMENTS, CARNIVALS & CIRCUSES

1. Definitions

- 1.1 Amusement shall mean an exhibition of waxworks, a menagerie, a circus, or any other like shows usually exhibited by showmen, including a carnival.
- 1.2 Amusement Device shall mean merry-go-round, a switchback railway, a carousel, a sea-doo, a rock climbing wall or any other like contrivances.
- 1.3 Carnival shall mean a traveling commercial entertainment business with side shows and amusement rides to amuse or provide entertainment to the public, and shall include a circus.
- 1.4 Circus shall mean a traveling commercial entertainment business with side shows, rides, games, trained animal shows, clowns or like activities.

2. License Required

No person shall own, operate or maintain a Carnival or Circus within the municipality without first obtaining a licence from the Licensing Officer.

No person shall carry on or operate any amusement device, including a sea-doo, merry-go-round, switchback railway, carnival, or other like contrivance within the municipality without first obtaining a licence from the Licensing Officer.

3. Insurance Requirements

No person shall operate a carnival, circus or amusement device in Norfolk County without first having obtained a certificate of insurance certifying that public liability insurance in the amount of not less than two million dollars (\$2,000,000.00) is in force for such event.

Where Council approval to operate on municipal property has been granted, the applicant must file with the Corporation proof of public liability and Norfolk County shall be an additional insured named in any policy issued to provide public coverage and no such policy shall be cancelled or varied without notice to Norfolk County.

4. Zoning Requirements

Every person shall at the time of application, provide the Licensing Officer with verification of zoning indicating that the premise is in compliance with all municipal regulations.

5. Fire Safety Requirements

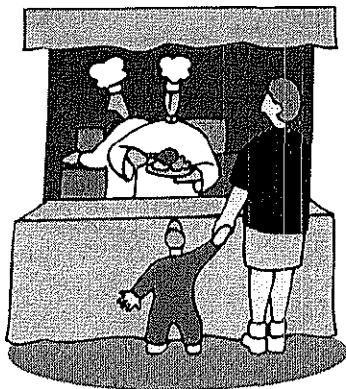
Every person shall at the time of application, provide the Licensing Officer with annual certification of Ontario Fire Code compliance, as issued by the Fire Chief of the Municipality, where required.

6. Amusement Device Requirements

Every person shall at the time of application, provide the Licensing Officer with a licence to carry on the business of operating amusement devices issued by the Director under the Amusement Devices Act, and a current permit for each amusement device signed by an inspector employed by the Technical Standards and Safety Authority, and a current ride operator's licence from the Technical Standards and Safety Authority.

HALDIMAND-NORFOLK HEALTH UNIT

SPECIAL EVENT TEMPORARY FOOD ESTABLISHMENT



SPECIAL EVENT VENDOR'S APPLICATION PACKAGE

Please complete and submit **Appendix A: Food Vendor Form, one for each vendor, at least 14 (fourteen) days prior to the event.** A copy of the completed form should also be provided to the event organizer where applicable.

Food Vendor forms submitted less than 14 days prior to the event may not be approved.

Non-residents of Haldimand or Norfolk counties must submit their most recent inspection report from their local health unit.

If you have any questions, please contact the Haldimand-Norfolk Health Unit.

This vendor package includes:

- Health Inspection Guidelines for Food Vendors at Special Events
- Food Booth Checklist
- Helpful Reminders
- Points to Ponder Fact Sheet
- Appendix A – Food Vendor Form

NOTE: Submission of a completed Appendix A: Food Vendor Form is required for approval of the county's Special Event Food Vendor License.

IMPORTANT FACTS

1. All persons and/or organizations planning to sell, serve or give food and/or beverages to the public must contact their local Public Health Inspector.
2. Health Unit approval must be obtained **prior** to operating food and/or beverage booths. Please complete and submit Appendix A: Food Vendor Form.
3. Failure to meet Health Unit requirements and associated Regulations may result in legal action and/or closure of the vending site.
4. Any questions you have can be directed to the Public Health Inspector in your area. See below for an office near you.

2011-01

Simcoe:

P.O. Box 247, 12 Gilbertson Drive
Simcoe, ON N3Y 4L1
519.426.6170 or 905.318.6623

Caledonia:

282 Argyle Street South
Caledonia, ON N3W 1K7
905.318.5367



www.hnhu.org • info@hnhu.org

HEALTH INSPECTION GUIDELINES FOR FOOD VENDORS AT SPECIAL EVENTS

To assist you in organizing a safe event and to minimize the risk of foodborne illness, the following minimum requirements are provided. This package will help you achieve and maintain a high level of food safety for the foods provided during the special event.

Please ensure that Special Event Temporary Food Establishment APPENDIX A-Food Vendor Form is completed and forwarded to Haldimand-Norfolk Health Unit directly.

PERMITS

Check with your local municipality about licenses, permits and code requirements in Norfolk County at 519-426-6170 or Haldimand County at 905-318-5932.

If you are providing food APPENDIX A-Food Vendor Form must be completed, submitted to and approved by Haldimand-Norfolk Health Unit in order to obtain a vending license. If you require assistance with this process please phone the Haldimand-Norfolk Health Unit at 519-426-6170 or 905-318-6623.

Be prepared to tell the health unit the event you are attending, what you plan to serve, where the food will come from, how you will prepare and transport it, and the precautions you will take to prevent contamination.

In the event of a foodborne illness, it will help if you demonstrate responsible precautionary measures.

BOOTHS

- ✎ Design your booth with food safety in mind (e.g., an overhead covering). The more food is exposed to outsiders, the greater the likelihood of contamination. Only food workers may be permitted inside the food preparation area: children and animals must be excluded.
- ✎ If you have any fire and safety concerns, please contact your local fire department.

FOODS

- ✎ Keep your menu simple, and keep hazardous food (e.g. meat, eggs, dairy products, cut fruit and vegetables, etc.) to a minimum.
- ✎ **No home prepared food is allowed to be sold or distributed.**
- ✎ Federally inspected, pre-cooked hamburgers are permitted if reheated for immediate service.
- ✎ Meat, poultry, dairy products and eggs must be obtained from an approved inspected source and not directly from the farm.
- ✎ Don't use leftovers.
- ✎ Cook to order to avoid the potential for food being stored or waiting for service in the danger zone of 4°C(40°F) to 60°C(140°F).

FOODS STORAGE AND TEMPERATURE

- ✎ Use a food thermometer to check on cold and hot holding temperatures of hazardous foods. A log book of internal food temperatures is recommended.
- ✎ All food while being stored, prepared, displayed or transported to the site must be protected against contamination from dust, insects and other contaminants. Provide adequate protection by covering food entirely with a lid, plastic wrap, aluminum foil, sneeze guards and/or food grade material. Garbage bags are not permitted.
- ✎ Hazardous food must be transported, stored and maintained at required temperatures. Cold foods must be kept 4°C(40°F) or less and hot foods at 60°C(140°F) or greater and frozen foods at -18°C(0°F) or less.
- ✎ Use thermal insulated containers with cold or hot packs, coolers, or mechanical refrigerator units to transport food from place to place quickly.
- ✎ Keep food and food supplies off the ground unless stored in fully enclosed plastic containers which are insect, rodent and waterproof and have a tight-fitting lid.
- ✎ Thermometers must be provided in all coolers/refrigerators/freezers.

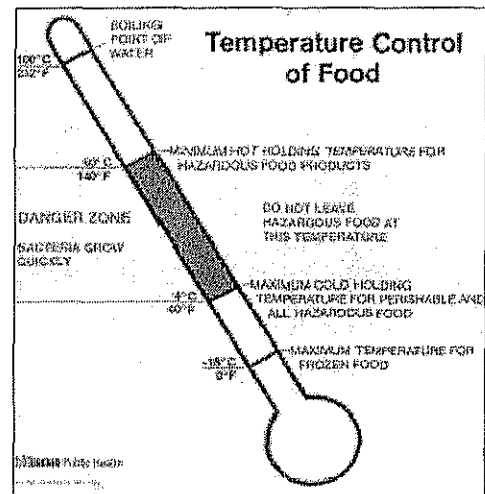
COOLING HAZARDOUS FOODS

- ✎ Hot foods that require refrigeration must be cooled rapidly to 4°C(40°F) and held at that temperature until ready to serve.
- ✎ To cool foods down quickly, use an ice water bath (50% ice to 40% water) stirring the product frequently, or place the food in shallow pans no more than 10 cm (4 inches) deep and refrigerate.
- ✎ Pans should not be stored on top of the other and lids should be off until the food is completely cooled.
- ✎ Check the internal food temperature periodically to see if the food is cooling properly.
- ✎ Allowing hazardous foods to remain unrefrigerated for 2 hours or more has been the cause of many episodes of food poisoning.

COOKING HAZARDOUS FOODS

- ✎ Use a food thermometer to check on internal cooking temperatures for hazardous foods.
- ✎ The foods must be cooked to reach these internal temperatures:

• Chicken (whole)	82°C(180°F)
• Chicken wings, legs, breast)	74°C(165°F)
• Pork	71°C(160°F)
• Hamburger	71°C(160°F)
• Fish	71°C(160°F)
• Other (e.g. lamb, steak)	60°C(140°F)
- ✎ Hazardous food in the danger zone, from 4°C(40°F) to 60°C(140°F), support the growth of pathogenic bacteria which can multiply and cause food spoilage and foodborne illness.

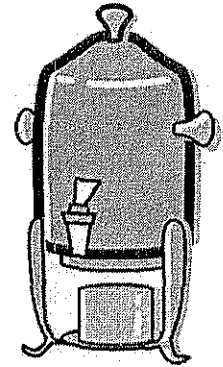


REHEATING PREVIOUSLY COOKED FOOD

- ✎ If food is cooked, cooled and reheated for hot-holding, the food must reach an internal temperature at least equal to the recommended cooking hazardous foods temperature. The only exception is whole poultry, which need only be reheated to 74°C (165°F).
- ✎ Crockpots are not acceptable for reheating food.
- ✎ Food can only be reheated once.

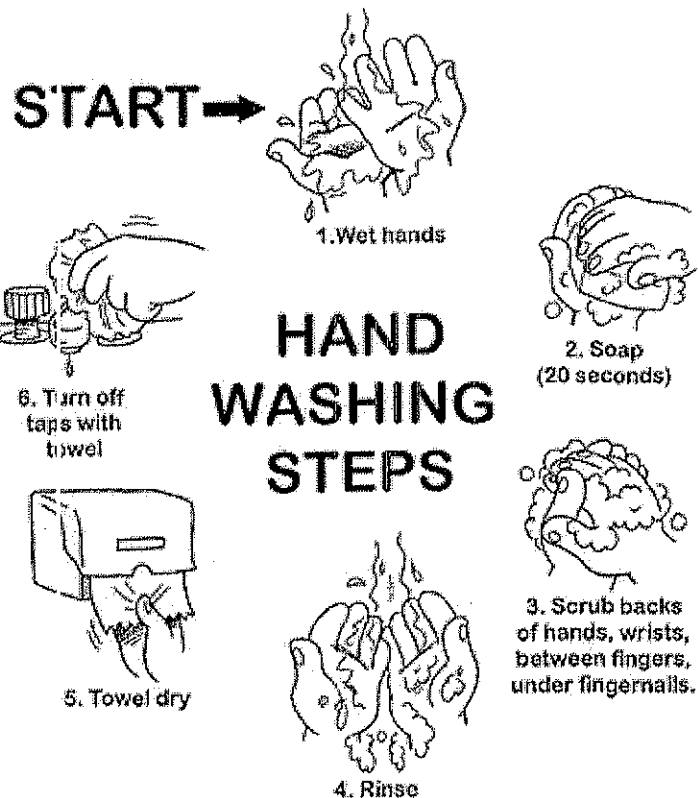
HAND WASHING

- ☞ Provision must be made for an adequate hand washing facility. Where a sink with plumbing is not available, a large container of warm water (e.g. a coffee urn with a spigot), a soap dispenser, a roll of paper towels and a bucket to collect waste water may be adequate.
- ☞ **The use of disposable gloves can provide an additional barrier to contamination, but gloves are no substitute for hand washing.** Frequent and thorough hand washing remains the first line of defence in preventing foodborne disease.
- ☞ The following safe hand washing procedures must be used.



SAFE HAND WASHING PROCEDURES

- ☞ Hands must be thoroughly washed with liquid soap and warm water whenever they become contaminated. Examples of when to wash your hands include:
 - Before handling foods
 - Before handling ready-to-eat foods
 - After touching raw meats
 - After using the bathroom
 - After sneezing, coughing and/or touching your face and/or hair
 - After handling money
- ☞ **Hand sanitizing gels are not permitted as a substitute for hand washing.**



HEALTH AND HYGIENE

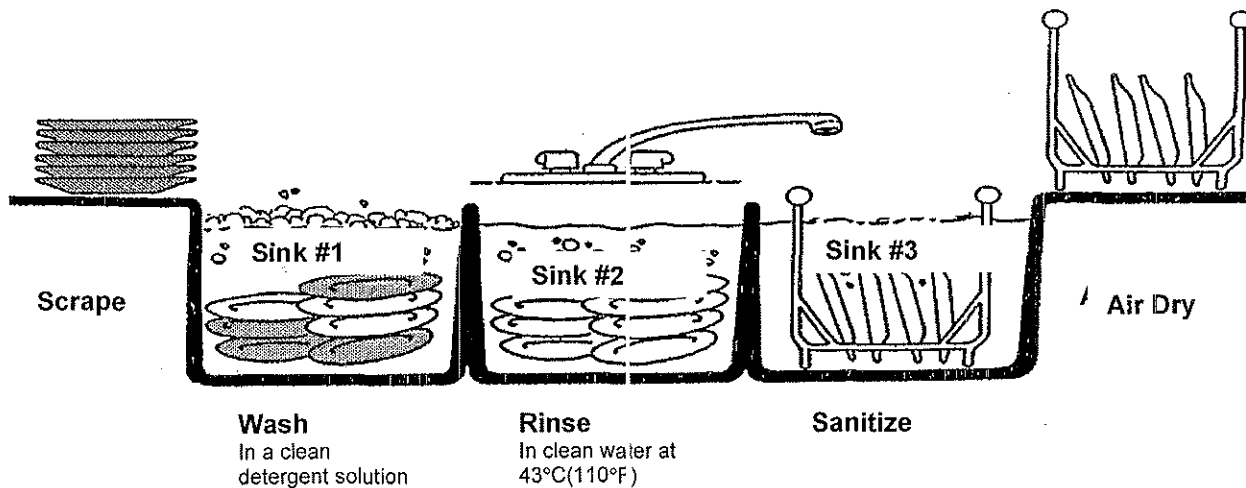
- ☞ Only healthy workers should prepare and serve food.
- ☞ Anyone who has a fever, nausea, diarrhea, vomiting, or jaundice (yellowing of the skin) or who has open sores or infected cuts on the hands must not handle or prepare food. Hands can be protected for minor cuts with gloves.
- ☞ Clean outerwear is required.
- ☞ Hair restraints (e.g. hairnet or cap) must be worn if handling food.
- ☞ Smoking is prohibited in the food premises.

FOOD HANDLING

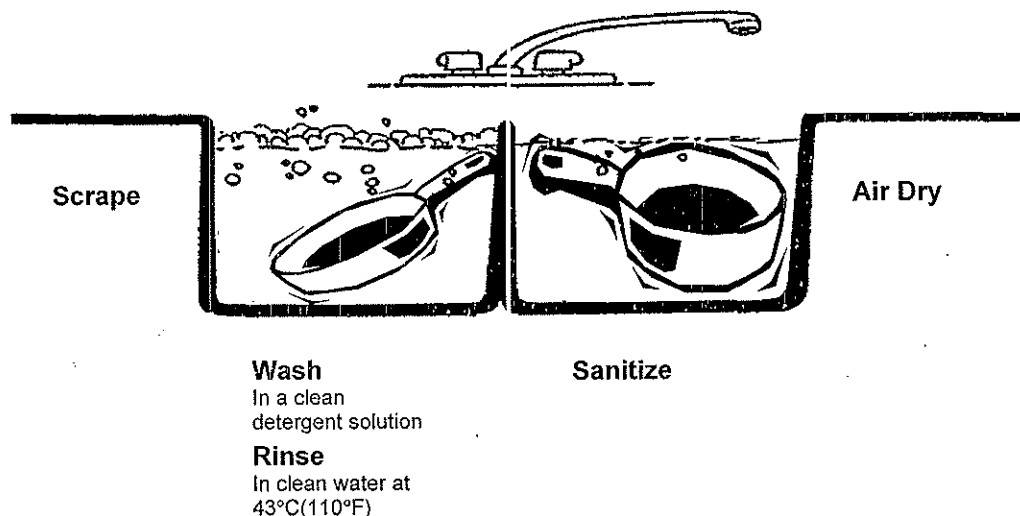
- ✎ Use separate work tables and cutting boards for the preparation of raw food and ready-to-eat foods to prevent cross-contamination of bacteria.
- ✎ Use utensils (e.g. tongs, ladles, forks, spoons) to minimize direct contact with food.
- ✎ When gloves are used they must be changed in between tasks and hands must be washed before putting on a new pair and after taking off a dirty pair. **Washing gloves is not acceptable. Gloves are for single use only.**
- ✎ Ensure that proper hand washing procedure is followed (see previous "Hand Washing").

FOOD UTENSILS AND EQUIPMENT

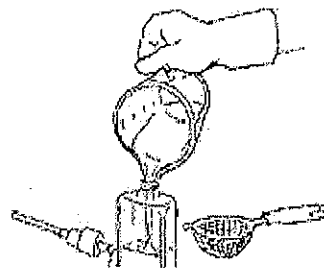
- ✎ Single service eating utensils such as plastic knives, forks, spoons, paper plates and cups should be provided to the public for use. Re-use of single service items is prohibited.
- ✎ Multi-service eating utensils are not recommended but if they are used, a 3-compartment sink or commercial dishwasher must be used for the wash, rinse and sanitizing cycles.



- ✎ Utensils for preparing food, must be washed, rinsed and sanitized in a 2-compartment sink. The washing and rinsing would be done in the first sink, with the sanitizing in the second one.



- ❏ Wiping cloths or sponges for cleaning and sanitizing food contact surfaces must be stored in a sanitizing solution between uses.
- ❏ To make a sanitizing solution, mix 5 ml (1 tsp.) bleach with 750 ml (3 cups) water. Discard sanitizing solution every 3 hours.
- ❏ Make a new sanitizing solution at the start of each event.



ICE

- ❏ Ice must be supplied from an approved source.
- ❏ Ice to cool food, cans and bottles must not be used in beverages or other foods.
- ❏ An unbreakable scoop should be used to dispense ice, never the hands.
- ❏ Ice can become contaminated with bacteria and viruses and cause foodborne illness

WATER

- ❏ Potable (safe) water under pressure or gravity fed must be provided. The supply must be adequate for hand washing, food preparation and equipment cleaning.
- ❏ When a sink or hand wash basin is not available a clean water container must be used (e.g. plastic jug with spigot).
- ❏ All wastewater must be drained into leak-proof container/tanks and disposed of in a sanitary manner. **Do not dispose of wastewater on the ground's surface or into storm drains.**

INSECT CONTROL AND WASTES

- ❏ Keep foods covered to protect them from insects.
- ❏ Store pesticides away from food. When you apply them, follow the label directions, avoiding contamination of food, equipment or other food contact surfaces.
- ❏ Place garbage and paper wastes in a refuse container with a tight-fitting lid.
- ❏ Dispose of waste water in a sanitary sewer or public toilet and have back-up plans in the event of a power failure or water shortage (e.g. provision of emergency generators and supply of ice) and notify the Health Unit of any significant changes.
- ❏ Flies and other insects are carriers of foodborne diseases. The chemicals used to kill them can be toxic to humans and should be used sparingly such that they do not contaminate food.

**For more information about food safety call Haldimand-Norfolk Health Unit at the number below.
Ask to speak to a Public Health Inspector**

EVENT CHECKLIST – DID YOU FORGET ANYTHING?

- Meat, poultry, dairy and egg products must be from an approved, inspected source not directly from the farm.
- Food probe thermometer(s) available to check internal temperature of hot and cold hazardous foods.
- Thermometers for each cooler/refrigerator/freezer.
- Hazardous foods must be transported, stored and displayed at the appropriate temperatures. Cold foods at 4°C(40°F) or less and hot foods at 60°C(140°F) or greater
- Adequate protection is provided to ensure that food is not contaminated (e.g. lids, plastic wrap, aluminum foil, sneeze guards, etc.).
- Food is kept off the ground.
- Utensils (e.g. serving spoons, tongs, spatulas, etc.) are used to minimize direct contact with food and a backup supply is provided if sanitizing cannot be conducted on site.
- Single service eating utensils are encouraged.
- Potable water supply is provided for hand washing, food preparation and equipment cleaning.
- Leak proof containers/tanks provided for storage of waste water.
- Ice container with an unbreakable ice scoop stored separately.
- Detergent and bleach/sanitizer.
- Liquid soap in a dispenser and paper towels for hand washing.
- Clean outer garments and apron must be worn at all times while handling and preparing food.
- Hairnets, caps or other restraints must be worn at all times while handling food.
- No eating, drinking or smoking allowed in any food preparation area.
- Adequate supply of garbage bags.
- Wiping cloths/sponges stored in a sanitizing solution for cleaning and sanitizing preparation areas and service areas.

Be sure to maintain records of all food-handlers participating before and during event.

Keep records and receipts of all food purchased for event.

Simcoe:

P.O. Box 247, 12 Gilbertson Drive
Simcoe, ON N3Y 4L1
519.426.6170 or 905.318.6623

Caledonia:

282 Argyle Street South
Caledonia, ON N3W 1K7
905.318.5367

HELPFUL REMINDERS

<p>Keep hot foods hot above 60°C (140°F)</p>	<p>All hot foods must be kept hot by approved methods, e.g., steam tables/stoves. Provide thermometers and check temperatures regularly. Transport hot foods in insulated containers that maintain 60°C (140°F) or higher.</p>
<p>Keep cold foods cold below 4°C (40°F)</p>	<p>All cold foods must be kept cold by approved methods, e.g., fridges/coolers. Provide thermometers in all units storing hazardous foods. Transport cold foods in insulated containers that maintain 4°C (40°F) or lower.</p>
<p>Wash your hands</p>	<p>Always wash hands with soap and water before starting work and whenever needed. Hand wash sink with minimum 20 litres of water must be provided.</p>
<p>Protect food from contamination</p>	<p>Store foods in covered containers. All foods on display must be covered. Minimize food handling with hands, e.g., use tongs, ladles.</p>
<p>Wear clean clothing</p>	<p>Food handlers must wear clean uniforms and/or aprons.</p>
<p>Wear head gear</p>	<p>Food handlers must confine hair with hair nets or hats.</p>
<p>No smoking</p>	<p>No smoking in food booths.</p>
<p>Don't work if you are ill</p>	<p>Do not work in food booth if sick. Do not handle food with cuts or open sores on hands.</p>
<p>Wash & sanitize work areas & equipment</p>	<p>Use soap, water and sanitizer on all work surfaces and equipment as needed. Sanitizer may be bleach.</p>

(Please post at vendor's site.)

POINTS TO PONDER

Fine	Fact
\$375	All hazardous foods must be maintained at proper temperature control. <ul style="list-style-type: none"> • Hot holding temperature must be 60°C (140°F) or higher • Cold holding temperature must be 4°C (40°F) or lower
\$100	Accurate food thermometers must be provided for all hot and cold holding units.
\$375	Avoid unnecessary stacking of hazardous cooked foods.
\$375	Provide refrigerated space adequate for the safe storage of hazardous and perishable foods.
\$250	All food products must be stored and displayed in such a manner as to be protected from contamination (i.e. covered containers, 15 centimetres off floor/ground).
\$250	All raw, hazardous foods must be stored in a manner as not to cross-contaminate other food products.
\$250	Hot and cold running water under pressure must be provided at the hand wash and dishwashing sinks.
\$100	Hand wash sink must be equipped with soap in a dispenser and single-service disposable paper towels.
\$250	Provide an approved sanitizer to disinfect utensils, equipment and work surfaces, e.g., Javex.
\$50	Provide test strips to determine sanitizer strength for manual dishwashing and wiper rag storage.
\$50	Food-handlers must wear clean outer garments and headgear that confines the hair.
\$50	All liquid wastes must be disposed of in a sanitary manner.
\$50	Garbage must be stored in containers of durable leak-proof material with lids.
\$50	Absolutely "No Smoking" in the food preparation area.

(Please post at vendor's site.)

APPENDIX A: FOOD VENDOR FORM

Please complete and submit this form, one for each vendor, at least fourteen (14) days prior to the event. Food Vendor forms submitted less than 14 days prior to the event may not be approved. Health Unit approval must be granted in order to obtain county license. Failure to receive prior approval may result in closure of premises or other legal action. Operation of the vending site must comply with applicable sections of the Food Premises Regulation 562/90, under the Health Protection and Promotion Act, R.S.O., 1990 as amended. **Attach the most recent inspection report from your local Health Unit.**

Note: If your food both is run by a service club, religious or fraternal organization and is claiming exemption from the Food Premises Regulation please refer to the Exempt Group Event Package available at www.hnhu.org/Forms

Event Information

On-Site Contact Person:			
Phone/Cell Number(s):			
Name of Event:		Location:	
Type of Event:	<input type="checkbox"/> Community Festival	<input type="checkbox"/> Fundraiser	<input type="checkbox"/> Tournament/Sports <input type="checkbox"/> Trade Show
Hours of Operation:			
Start Date:		End Date:	

Vendor Information

Operator Name(s):		Phone/Cell Number(s):	
Mailing Address:			
Fax Number:		Email:	
Name of Temporary Food Premise at Event:			
Name of Person Responsible for Food Safety (if different from operator):		Phone/Cell Number(s):	

Vending Operation Information

Where will food(s) be prepared?		<input type="checkbox"/> On Site	<input type="checkbox"/> Off Site
All major food preparation (i.e. multi-preparation steps) must be completed in an approved kitchen. No home prepared foods can be used, sold or given away (exception; see exempt group event package).			
If Off Site		If On Site	
Name of Premise:		Number of food handlers to work at booth:	
Type of Premise (e.g. restaurant, community kitchen, church):		Number of certified food handlers to work at booth:	
Address:			
Phone Number:			

Food Storage and Transportation

How will hazardous food be transported at the event?	<input type="checkbox"/> Refrigerated truck	<input type="checkbox"/> Insulated containers with ice	<input type="checkbox"/> Thermal containers
What method(s) will be used to maintain cold foods at $\leq 4^{\circ}\text{C}$ during the event?	<input type="checkbox"/> Refrigerated truck	<input type="checkbox"/> Insulated containers with ice	<input type="checkbox"/> Mechanical refrigeration
	<input type="checkbox"/> Not Required	<input type="checkbox"/> Other, specify: _____	
Certain potentially hazardous foods will not be permitted for sale unless adequate mechanical refrigeration can be provided for the duration of the event.			
What method(s) will be used to reheat food prior to service?	<input type="checkbox"/> BBQ/Grill	<input type="checkbox"/> Hot Plate	<input type="checkbox"/> Oven <input type="checkbox"/> Propane stove <input type="checkbox"/> Microwave
	<input type="checkbox"/> Deep fryer	<input type="checkbox"/> Not Required	<input type="checkbox"/> Other, specify: _____
What method(s) will be used to maintain hot foods at $\geq 60^{\circ}\text{C}$ during the event?	<input type="checkbox"/> BBQ/Grill	<input type="checkbox"/> Hot Plate	<input type="checkbox"/> Oven <input type="checkbox"/> Propane stove <input type="checkbox"/> Chaffing dish
	<input type="checkbox"/> Steam table	<input type="checkbox"/> Not Required	<input type="checkbox"/> Other, specify: _____
Do you have a probe thermometer to check the internal temperatures of food during the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		Do you have accurate indicating thermometer(s) to check the temperatures of cold holding units?
			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
How will foods, including condiments, be protected from contamination during the event?	<input type="checkbox"/> Pre-packaged condiments	<input type="checkbox"/> Sneez guards/shields	<input type="checkbox"/> Food grade wrap <input type="checkbox"/> Lids
	<input type="checkbox"/> Enclosed cabinet/container	<input type="checkbox"/> Other, specify: _____	
Do you have a re-supply method for ice during the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Simcoe:

P.O. Box 247, 12 Gilbertson Drive
Simcoe, ON N3Y 4L1
519.426.6170 or 905.318.6623

Caledonia:

282 Argyle Street South
Caledonia, ON N3W 1K7
905.318.5367





Fire Prevention Bureau
 95 Culver Street, Simcoe, Ontario N3Y 2V5
 519-426-4115 Fax: 519-426-4140
 Administration Headquarters

**Norfolk County Fire and Rescue Services Approval Form
 Vendor Fire Safety Requirements**

(A signed copy is to be returned to the Norfolk County Clerk's Department)

Name of Event: (If Applicable) _____

Name of Vendor: _____ Phone #: _____

Note: Norfolk County requires that all vendors ensure that they are in compliance with the following requirements prior to set-up at the function/event:

- 1) All non-cooking vendors must have, not less than a 2A10BC fire extinguisher, that has been purchased within one calendar year of the date of the event, or, that has been examined monthly and inspected annually. Vendors must be prepared to present a copy of the technician's maintenance tag or the fire extinguisher receipt of purchase, upon inspection.
- 2) All cooking vendors must have, not less than a 40BC or Type K fire extinguisher, that has been purchased within one calendar year of the date of the event, or, that has been examined monthly and inspected annually. Vendors must be prepared to present a copy of the technician's maintenance tag or the fire extinguisher receipt of purchase, upon inspection.
- 3) All vendors that utilize tents must be prepared to present proof that the tent meets a recognized flame retardant standard (NFPA 701, CAN/ULC S109, CPAI) and a tent fire safety plan, upon inspection.
- 4) All tents that are larger than 60 sq. m or 645 sq. ft in aggregate area must have a building permit. See specific requirements for tents on reverse.

By signature, the vendor certifies that they understand and will comply with the above conditions. Any vendor found not to be compliant, may be subject to the provisions of the applicable Norfolk County by-law.

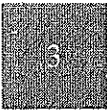
Vendor Signature: Date:

Vendor Fire Safety Requirements

1) Specific Requirements for Tents:

The event organizer is responsible to ensure that:

- a) Individual tents or a combined group of tents exceeding 60 sq. m or 645 sq. ft. in aggregate area, have a building permit.
- b) For tents larger than 30 sq. m (323 sq. ft.) that are used for commercial purposes, the following provisions apply:
 - where there is no fire alarm system, that a fire watch is maintained at all times,
 - ensuring that all tents or tarpaulin materials have been certified as being fire retardant in accordance with **NFPA 701, CAN/ULC S-109 or CPAI** standards. Suppliers or rental firms should be asked to confirm that all materials meet at least one of these standards,
 - ensuring that cooking with fuel fired appliances, smoking, the use of candles or other open flames is strictly prohibited in any tents used by the public, unless approved by the Chief Fire Official or designate.
 - providing and maintaining unobstructed access to at least two (2) remote exits of not less than 91.5 cm. In addition, one exit of not less than 91.5 cm is required for every 144 persons. Exit signs are required at all exits in an enclosed tent,
 - ensuring that, where occupant loads exceed 60, occupant load signs are posted,
 - ensuring that the ground enclosed by the tent and for at least 3 m outside of the structure, the ground is free of all material or vegetation that will support and allow fire extension,
 - ensuring that a fire extinguisher with a minimum of a 2A 10BC rating is located within each tent, and ensuring that a sufficient number of extinguishers are provided so that travel distance does not exceed 24.3 m. The extinguishers must be easily accessible and visible,
 - for enclosed tents, providing emergency lighting, (or an attendant with a working flashlight @ each exit) for night-time functions,
 - ensuring that no fuel-fired heaters are used in any tent.



Vendor Fire Safety Requirements

Appendix A Tent Fire Safety Plan

Note – A copy of this approved tent fire safety plan must be posted conspicuously near the entrance.

Event Location: _____

Owner of Property & Address: _____

Letter of Permission: Yes No Telephone: _____

Tent Supplier & Address: _____ Telephone: _____

Tent Size: _____ Installation Date: _____ Removal Date: _____

Event Organizer/Vendor & Address: _____

Telephone: _____ Proposed Use: _____

Occupant Load: _____ Posted: Yes No

Fire Alarm: System or Fire Watch

Person Designated and Identifiable: _____

Fire Alarm Sounding Device: _____

Portable Extinguishers: Yes No Number: _____, Type: _____

Exit # 1 – Width: _____, Exit # 2 – Width: _____,

Flame Resistance Label: Yes No Exit Signs Posted: Yes No

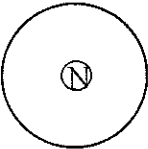
Fuel-fired Appliances: Yes No T.S.S.A. Inspection: Yes No

Tent Site Plan: Yes No 2 Copies – 1 Copy for Fire Department

Fire Warden: _____

- Responsibilities:
- a) Keep means of egress clear,
 - b) Enforce no-smoking policy,
 - c) Hourly Fire inspection Tours & Log,
 - d) Proper use of combustibles,
 - d) Meet the Fire Department and direct them to the incident,
 - e) Sound alarm, Call 911 and If possible try and control fire with an extinguisher,

Tent Safety Site Plan



The main body of the page is a large, empty rectangular box with a black border, intended for drawing the Tent Safety Site Plan.

Vertical text on the right margin, likely a page number or reference code.

Appendix B Ontario Fire Code References

SECTION 2.9 TENTS AND AIR-SUPPORTED STRUCTURES

SECTION 2.8 EMERGENCY PLANNING

Subsection 2.8.1. General

Application

2.8.1.1. (1) The requirements of this Section shall apply to **buildings** containing

(a) **assembly occupancy** (tents)

Subsection 2.8.2. Fire Safety Plan

Measures in a fire safety plan

2.8.2.1. (1) A fire safety plan shall include

(a) the emergency procedures to be used in case of fire, including

(i) sounding the fire alarm,

(ii) notifying the **fire department**,

(iii) instructing occupants on procedures to be followed when the fire alarm sounds,

(iv) evacuating occupants, including special provisions for persons requiring assistance,

(v) the procedures for use of elevators, and

(vi) confining, controlling and extinguishing the fire,

(b) the appointment and organization of designated **supervisory staff** to carry out fire safety duties,

(c) the training of **supervisory staff** and instruction of other occupants in their responsibilities for fire safety,

(d) documents, including diagrams, showing the type, location and operation of the **building** fire emergency systems.

(e) the holding of fire drills,

(f) the control of fire hazards in the **building**,

Subsection 2.9.1. General

2.9.1.1. **Tents** and **air-supported structures** shall be in conformance with the **Building Code**.

2.9.1.2. This Section does not apply to **tents** that have an area of 30 m² or less and that are used for camping, personal or other non-commercial uses.

Subsection 2.9.2. Materials

Flame proofing treatments

2.9.2.1. Flame proofing treatments shall be renewed as often as necessary to ensure that the material will pass the match flame **test** in NFPA 705, "Recommended Practice for a Field Flame Test for Textiles and Films".

Subsection 2.9.3. Fire Hazards and Control

Combustible materials

2.9.3.1. Hay, straw, shavings or similar combustible materials other than that necessary for the daily feeding and care of animals shall not be permitted within a **tent** or **air-supported structure** used for an **assembly occupancy**, except that sawdust and shavings are permitted to be used if kept damp.

Smoking and Open Flames

2.9.3.2. Smoking and open flame devices shall not be permitted in a **tent** or **air-supported structure** unless provisions have been made for such activities under the fire safety plan.

Fire Alarm System or Fire Watch

2.9.3.3. (1) Despite Article 2.9.1.1., if a **tent** or **air-supported structure** does not have a fire alarm system that conforms to the **Building Code**,

(a) it may have an **approved** fire alarm system that does not conform to the **Building Code** where the reliability and performance of the system will provide an adequate early warning level, or

(b) a person shall be employed for fire watch duty.

2.9.3.4. (1) A person employed for fire watch duty in accordance with Article 2.9.3.3. shall

(a) be familiarized with all fire safety features, including the fire safety plan as provided in conformance with Section 2.8 and the condition of **exits**, and

(b) patrol the area to ensure that the **means of egress** are kept clear and that regulations are enforced.

Communications Systems

2.9.3.5. When the conditions of Article 2.9.3.3. apply, an **approved** communications system shall be provided.

SECTION 6.2 PORTABLE EXTINGUISHERS

Where required

6.2.4.1. (1) Portable extinguishers shall be provided to protect every **building (tents)**, each hazardous **occupancy** inside the **building** and each hazardous process or operation located outside.