

Non-Commercial Private Event Municipal Information

Use of Farm Building

When farm buildings are used to host events such as dances, weddings, concerts, gatherings, etc. the building use is classified as “assembly occupancy”. Buildings used for an assembly occupancy must comply with applicable fire safety requirements in the Building Code and Fire Code. Assembly occupancy requirements in the Building Code and Fire Code deal with fire and life safety features, such as exits and means of egress, fire separations, flame spread ratings, fire alarm and detection systems, and sprinkler systems, as appropriate to the use of the building. These features, along with controls on fire hazards and implementation of emergency procedures, are needed to ensure the safety of occupants in the event of a fire emergency. Persons attending assembly functions in farm buildings that lack such features and controls may be at serious risk in the event of a fire emergency.

To use a farm building as an assembly occupancy, contact the Cavan Monaghan Chief Building Official, Kyle Phillips, 705-932-9319 for a change of use and applicable requirements.

Use of Tent and Air-Supported Structures

Ontario Fire Code - Tent Requirements:

Tents and air-supported structures shall be in conformance with the Building Code and having a flame resistance rating certified to CAN/ULC-S109 “Flame Tests of Flame-Resistant Fabrics and Films”, or NFPA 701, “Fire Tests for Flame Propagation of Textiles and Films”. The Fire Code does not apply to tents that have an area of 30 m² (322ft²) or less and that are used for camping, personal or other non-commercial uses.

- 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
- hay, straw, shavings or similar combustible materials shall not be used within a tent or air-supported structure used for an assembly occupancy.

- Smoking shall not take place and open flame devices shall not be used in a tent or air-supported structure unless provisions have been made for such activities under the fire safety plan.
- 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 Firewatch duty, and an approved communications system shall be provided.
- A person employed for Firewatch shall be familiarized with all fire safety features, including the fire safety plan and the condition of exits, and patrol the area to ensure that the means of egress are kept clear and that regulations are enforced.

Further, access shall be provided to all tents for the purpose of firefighting.

Ontario Building Code – Tent Requirements

The following part comes from Division C 1.3.1.1. It indicates when a tent needs a permit or group of permits:

(5) A tent or group of tents is exempt from the requirement to obtain a permit under section 8 of the Act and is exempt from compliance with the Code provided that the tent or group of tents are,

- (a) not more than 60 m² (646 sq. Ft) in aggregate ground area,
- (b) not attached to a building, and
- (c) constructed more than 3 m (9'-10") from other structure.

For more information of Building Code requirements i.e. means of egress, clearance to other structures, clearances to flammable material, bleachers, sanitary facilities, provisions for firefighting, electrical systems, contact the Cavan Monaghan Chief Building Official, Kyle Phillips, 705-932-9319.

Campfires/Brush Permits

All persons setting an Open-Air Fire in the Municipality must first obtain a Permit from the Fire Department as per By-law No. 2023-25. Applicable rules and conditions apply. Contact the Fire Department Administration at 705-932-2765 for more information.

<https://cavanmonaghan.burnpermits.com/>

Liquor Licence Requirements

For information and requirements to obtain a liquor licence visit the Alcohol and Gaming Commission of Ontario's website at <http://www.agco.on.ca> or by phone at 1-800-522-2876.

All Commercial Cooking

All commercial cooking producing grease laden vapors require a fire ventilation and suppression system in conformance with NFPA 96, "Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations", as specified in the Ontario Fire Code, Division B, Part 2. **Note:** This requires a **Class K fire extinguisher** for cooking appliance hazards that involve combustible cooking media (vegetable oils, and animal oils and fats).

The Fire Department has a "zero tolerance" approach; non-conforming food trucks/vendors will be asked to be removed from the premises. Documentation required is current Range Hood Systems Inspection and Test Report, and TSSA Food Service Equipment Annual Inspection Doc No: MFSE-002. Documents must clearly indicate the truck/trailer identification plate / v.i.n.#.

Electrical Safety Authority - Use of Extension Cords/Plugs:

- Avoid overloading circuits with plugs and extension cords—this can create overheating and result in a fire. Fuses that frequently blow and circuits that trip can indicate too many items are connected to the circuit.
- Never remove the third prong on plugs—this "grounding pin" prevents shock in the event of electrical equipment failure.
- Plug outdoor electrical decorations into Ground Fault (GFCI)-protected outlets.
- Don't run extension cords under carpets, through doorways, or in places where they can be damaged by furniture
- Keep outdoor connections above-ground and out of puddles; don't run them across driveways and/or walkways.

For more information see:

[Holiday Safety - ESA \(esasafe.com\)](http://esasafe.com)

Submission Requirements for Fire Works Event Display

A plan is to be submitted in writing for approval to the Chief Fire Official and must include the following information:

- (a) Time of the display and duration, the name of the display supervisor in charge, contact information and the number and expiry date of fireworks operator certificate; provide colour copy of front and back of display card.
- (b) the name(s) of all fireworks operator(s) and the number and expiry date of fireworks operator certificate; provide colour copy of front and back of display card
- (c) the location of any *storage units in which the fireworks to be displayed will be stored before or after the display; provide storage details
- (d) a description of the display site, including the distance in metres from the firing site to the nearest spectators, buildings, structures and *vulnerable sites; site map
- (e) the type and trade name of each firework to be used and the name of the person who obtained its authorization.
- (f) the quantity of fireworks to be used under each trade name, packing slip
- (g) a description of how the fireworks will be positioned within the firing site and how they will be fired.
- (h) a description of the crowd-control measures that will be taken; and
- (i) an assessment of the likelihood of harm to people and property resulting from the use of the fireworks.
- (j) Certificate of Liability Insurance naming **The Corporation of The Township of Cavan Monaghan** as an insured party. Min coverage: 5 million
- (k) Are you within 5 nautical miles (9.3 km) radius of the Peterborough Airport?
Yes ___ No ___
If yes, your application will be sent to the Peterborough Airport by Township staff.
- (l) Geometric centre of the display (GPS coordinates), maximum height of fireworks and maximum radius of shell blasts.