



Fire Department

988 County Road 10
Millbrook, Ontario
LOA 1G0

Tel: 705-932-2765
Fax: 705-932-3458
www.cavanmonaghan.net

Vendor Standards

Please be advised, the following standards shall be met when attending any events hosted by the Millbrook BIA.

Use of Tent and Air-Supported Structures Ontario Fire Code - Tent Requirements:

As per the Ontario Fire Code, all tents and air-supported structures shall be in conformance with the Building Code. They must be certified to **CAN/ULC-8109**, "Flame Tests of Flame-Resistant Fabrics and Films", or **NFPA 701**, "Fire Tests for Flame Propagation of Textiles and Films". The Fire Department also recognizes **F-572.01**, California Regulation for Flame Spread Rating as a valid standard. All tents are required to have the rating displayed on them; tents not having the rating displayed will be asked to be removed from the premises.

Propane-Powered Equipment:

All propane-powered equipment (e.g., propane fire pits and patio heaters) must bear a certification listing from an approved certification body to be used. Common certification listings include CSA, UL, ULC, ICC, PFS, QAI, and Intertek. Additionally, all propane-powered equipment must maintain the manufacturer's posted clearance distances to ensure safe operation. For a full list of accredited certification bodies, please visit: <https://scc-ccn.ca/search/accredited-organizations?fulltext=en%20accreditation%20programs%20product%20process%20service%20certification%20directory>

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/>

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.



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- Never use frayed or damaged extension cords. Ensure the cords are appropriately rated in watts or amps for the intended use.
- Make sure generators are properly grounded.
- Never attach a generator directly to an electrical system of a structure unless a qualified electrician has properly installed the generator with a transfer switch.

For more information please see:

<https://www.osha.gov/sites/default/files/publications/OSHA3286.pdf>

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.



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- (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.

For any questions or concerns, please contact Fire Prevention Officer, Luca Paltrinieri by email fpo@cavanmonaghan.net or by phone (705)-932-9344.

Yours In Service,



Bill Balfour, Fire Chief