



Outdoor Bake Oven Policy DRAFT – Feb. 9, 2009	Approved By: Approval Date: Revision Date:	
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Policy Statement	This policy addresses requirements and procedures relating to the approval, installation and operation of an outdoor bake oven on City-owned parkland.
Definitions	<p>An outdoor bake oven is an enclosed freestanding, masonry or pre-cast building having an oven opening, with a fire set inside the oven chamber to retain heat, for the purpose of baking food, by burning clean, dry seasoned wood, in such a manner that the products of combustion (e.g. smoke) resulting from fires are emitted directly into the air.</p> <p>"General Manager" means the General Manager of Parks, Forestry and Recreation or his or her designate.</p>
Goal	To provide a consistent, city-wide approach to procedures for approval, installation, operation, maintenance and monitoring of outdoor bake ovens on City-owned parkland;
Request for Installation and Use of Outdoor Bake Ovens	<p>Designated outdoor bake ovens:</p> <ul style="list-style-type: none"> • The organization must have a history of operating programs in City parks and facilities; • The organization must meet the requirements of the Parks, Forestry and Recreation Permit Allocation Policy; • The organization must assign a designated Bake Oven Coordinator; • Customer Service will accept written requests and work in consultation with the local Parks Supervisor and Recreation Staff; • Site(s) to be approved by the Director of Parks with support of Recreation, Director Of Parks Development & Infrastructure Management, Toronto Public Health and the Chief Fire Official, prior to permit issuance. • Site(s) to be reviewed annually by the Parks Supervisor with the Chief Fire Official, including site inspection as required; • All permit requests for use and scheduling are coordinated through Parks, Forestry and Recreation Customer Service for external permit holders and through Community Recreation for internal or partnership permit holders.
Application Process	Requests to establish an outdoor bake oven on city-owned parkland must be submitted by the organization, in writing, to Parks, Forestry and Recreation Customer Service. Upon receipt, PF&R Customer Service staff will.

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	<ul style="list-style-type: none"> • establish a meeting with appropriate staff (e.g. Chief Fire Official, Toronto Public Health, local Councillor, Parks and Recreation staff) to review the written submission, including the site and building plan; • conduct a site visit with the Bake Oven Coordinator and the Parks Supervisor to review the proposed location and layout, the utility locates required, proposed safety measures and supervision arrangements. <p>Once the site has been approved, PF&R Customer Service staff will:</p> <ul style="list-style-type: none"> • ensure the Bake Oven coordinator has secured general liability insurance for a minimum two million dollars, naming the City of Toronto as additional named insured; • issue the permit. <p>The Park Supervisor and/or the Fire Chief Official and/or the Building Inspector may:</p> <ul style="list-style-type: none"> • attach such conditions as deemed appropriate to any permit granted for building and operating an outdoor bake oven; • authorize and issue permit if the proposal is approved; and • conduct annual evaluations to address any potential issues that may have arisen, including the permit holder covering all costs associated with parkland rehabilitation. (E.g. turf repair, litter clean up, property damage).
<p>General Provisions</p>	<p>The Ontario Fire Code and the City of Toronto Parks Bylaw prohibits all open air burning. Exceptions must be approved by the General Manager of Parks, Forestry and Recreation and the Chief Fire Official;</p> <p>Subject to the provisions of Toronto Municipal Code Chapter 608, Parks, Section 10, Campfires and barbeques.</p>
<p>Construction and Installation of Outdoor Bake Oven</p>	<ul style="list-style-type: none"> • Design plans for the outdoor bake oven must meet size, design and construction requirements established by all laws and regulations, whether municipal, provincial or federal, applicable at the time of the installation of the bake oven. • The bake oven must be constructed of fireproof materials acceptable to the Park Supervisor and in accordance with Parks, Forestry and Recreation specifications and standards,

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	<ul style="list-style-type: none"> • The bake oven opening and firewood storage area must be secured by a steel designed gate with lock and key access; • The location of the bake oven will be subject to approval by the Parks, Forestry and Recreation Division, Parks Branch, and Parks Development & Infrastructure Management Branch; • The organization must comply with any and all City Divisional requirements, laws and by-laws, policies and procedures relating to the installation of the bake oven; • Work shall not commence until the organization has provided documentation that sufficient funds are in place to complete the project, to the satisfaction of the Park Supervisor and has received written approval from the Director of Parks to proceed; • The organization shall be responsible for all costs associated with the purchase and installation of the bake oven including obtaining all necessary planning approvals and agreements with any authorities and utilities relating specifically to the bake oven, including building permits and site plan approvals, if required; • The organization shall provide a detailed site and transport plan that includes the height/weight of any materials or equipment used during transportation and construction, to the Park Supervisor for approval prior to commencement of any construction; • The organization shall be responsible for ensuring that any materials or equipment used for the construction are moved to their designated location through and to the park in such a manner that there is no damage to the parkland.
<p>Maintenance and Utilities</p>	<p>The organization will:</p> <ul style="list-style-type: none"> • be responsible for the ongoing maintenance and operating costs of the bake oven; • be responsible for immediate removal of graffiti on the bake oven; • maintain the bake oven at a high level of cleanliness and neatness of appearance to the satisfaction of the Park Supervisor, who acting responsibly, may order at the sole cost and expense of the organization, any changes or alterations to the bake oven that they deem desirable; • be responsible, at its sole cost and expense, for the location and installation as required, of all required utilities, to be

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	<p>metered separately, including water, hydro, gas and any other services required by the organization and</p> <ul style="list-style-type: none"> • be responsible for the cost of upgrade, repair and/or replacement of the bake oven and equipment as required including damage through normal wear and vandalism; <p>Failure by the organization to make any upgrade, repair and/or replacement of the bake oven within sixty (60) days notice, Parks, Forestry and Recreation will remove any/all contents and equipment of the bake oven and store it as may be necessary or desirable, and may remove the bake oven or make the necessary corrections to allow use of the bake oven by Parks, Forestry and Recreation staff and/or other eligible organizations.</p> <p>The City will not be responsible or liable for damage or theft to the bake oven or theft of the organization's equipment and/or personal property.</p>
<p>Use of Bake Oven</p>	<ul style="list-style-type: none"> • The bake oven shall be used only for the purposes of producing baked goods. (E.g., bread, cakes, pies); • The organization shall not allow the sale or consumption of any intoxicating or alcoholic beverage or any fermented wine, liquor or spirits around the bake oven; • Keys to access the bake oven shall be provided to the appropriate members of the organization and appropriate Parks, Forestry and Recreation staff; • Bake oven may be operated between the hours of 10 AM and 10 PM only, unless otherwise posted; • No materials other than, dry seasoned wood may be burned; • The bake oven site is set at least 3.04 metres (10 feet) from any combustible structures or objects and the space above the burn is at least 3.04 metres (10 feet) from vegetation and the drip line (overhanging branches) of trees; • Bake oven users must ensure that combustible solids such as sparks and ash do not escape from the fire; • The dimensions of the fuel being burnt shall not be greater than the size of the oven chamber and shall be totally confined within the oven chamber at all times; • An effective extinguishing agent of sufficient size and with the capability of extinguishing the fire shall be immediately

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	<p>available;</p> <ul style="list-style-type: none"> • Bake oven use shall be attended, controlled and supervised by an adult of eighteen (18) years or older, at all times and shall be completely extinguished before the bake oven site is vacated; • Bake oven use is not permitted when a smog alert has been declared, when wind speed exceeds 25 kilometers per hour, or when rain or fog is present or when weather conditions prevent the ready dispersion of smoke; • The bake oven shall remain the property of the Parks, Forestry and Recreation Division.
Public Health	<ul style="list-style-type: none"> • The Ontario Food Premises Regulation (O.Reg 562 as amended) governs Bake Ovens and as such, Bake Oven Coordinators will ensure adherence of all regulations enforced by Toronto Public Health; • All outdoor bake ovens may be subject to Public Health Inspections; • Baked goods for sale to the public must be prepared and packaged in a commercial kitchen. Organization to obtain all required permits and approvals from Toronto Public Health including, valid certification from an accredited, safe food handler course as required; • Additional information can be found on the Toronto Public Health website at www.toronto.ca/health/
Hazardous Substances	<ul style="list-style-type: none"> • The organization shall not place, store or leave any hazardous substances, as defined by the Environmental Protection Act, in or around the bake oven. • Prohibited burn materials include household waste, construction waste, rubber or rubber products, plastic or plastic products, and waste petroleum products, pressure treated wood, creosote treated wood and any material or materials which are prohibited by the Environmental Protection Act, R.S.O. 1990, Chapter E.19, as amended.
Signage	<ul style="list-style-type: none"> • The organization shall not erect or post any signs on the bake oven without the prior written approval of the Park Supervisor; • All signs must be of a size, design and construction that is satisfactory to Communications staff, as per corporate standards and must meet all laws and by-laws relating to signs.



Permit Application to Use an Outdoor Oven in a City Park

Application date:

A. APPLICANT INFORMATION:				
<input type="checkbox"/> Mr.	First Name:		Last Name:	
<input type="checkbox"/> Ms.				
Organization Name:				
Is your organization a: community group, not-for-profit or a registered charitable organization? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes , and your organization has an annual budget of more than \$5,000, please indicate your Registration #: _____				
Street Address:				Apt. / Unit:
City:	Province:	Postal Code:	Email:	
Phone Number (Daytime):			Phone Number (Alternate):	

B. BOOKING INFORMATION:
Name of Park:
1. Please indicate how often you would like to use this outdoor oven (select one option):
<input type="checkbox"/> a) I would like to use this oven regularly (e.g. weekly, bi-weekly, monthly) for community programs / events and am requesting a permit for the use of the outdoor oven. (Note: Groups requesting this option must be a not-for-profit organization or charitable organization.)
<input type="checkbox"/> b) I would like to use this oven occasionally (e.g. one-time use) and am applying for a permit for the use of the outdoor oven.
2. *ONLY COMPLETE IF YOU SELECTED 1a) REGULAR USE (WEEKLY, BI-WEEKLY, MONTHLY) THROUGH A PERMIT, above*: Please describe the programs/events that your organization is planning to run at the outdoor oven (e.g. food/nutrition education, cultural education, social skills, community building, etc.). Please also indicate how often you plan to run programs/events and any experience you / your group has with using an outdoor oven (e.g. number of hours operating an oven; if you've met with any other experienced outdoor oven users, etc.):

Permit Application to Use an Outdoor Oven in a City Park

3. Please indicate the DATE(S) and TIME(S) that you would like to use this outdoor oven:

Day of the Week	DATE(S)		TIME(S)		ATTENDANCE <i>How many people do you plan to have in attendance?</i>
	Start	End	Start <i>(Earliest start time is 8:00 a.m.)</i>	End <i>(Latest end time is 10:00 p.m.)</i>	
Sunday			a.m./p.m.	a.m./p.m.	
Monday			a.m./p.m.	a.m./p.m.	
Tuesday			a.m./p.m.	a.m./p.m.	
Wednesday			a.m./p.m.	a.m./p.m.	
Thursday			a.m./p.m.	a.m./p.m.	
Friday			a.m./p.m.	a.m./p.m.	
Saturday			a.m./p.m.	a.m./p.m.	

C. GENERAL REQUIREMENTS FOR USE OF AN OUTDOOR OVEN:

1. Have you met with the local Supervisor to discuss your event and any requirements? <i>(**This requirement must be met before final approval for the permit is given.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please indicate the name of the Supervisor: _____
2. Do you have general liability insurance in the amount of at least \$2,000,000.00 (Two million dollars)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, you will be asked to add the "City of Toronto" as an additional insured, and submit a certificate of insurance. If no, you may purchase coverage through Parks, Forestry and Recreation's Customer Service Unit at an additional cost.
3. Are you, or at least one member of your group who will be in attendance during outdoor oven programming / events, trained in the proper usage of an outdoor oven?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please indicate who you were trained by and when: Name: _____ Date: _____ <i>(If no, you will be required to review the Outdoor Ovens in Parks Training Guide and submit proof prior to your event that you have completed this or you will be required to hire staff at your cost to operate the oven at your event.)</i>

D. FOOD & ACCEPTANCE OF DONATIONS:

1. Will food be served and/or distributed to the public at your event(s)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none"> <i>If you are planning to serve, distribute and/or accept donations for food from members of the public, you are required to review and abide by the requirements set out by Toronto Public Health for the selling/service and/or preparation of food. Go to http://www.toronto.ca/health/he/bs_index.htm for more information.</i> 		
2. Will donations in any form be solicited and/or accepted at your event(s)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Permit Application to Use an Outdoor Oven in a City Park

3. If any donations are to be accepted, please specify for what purpose these proceeds are being raised:

E. DECLARATION OF APPLICANT:

I, _____, do hereby declare the following:

- The information included in this request is accurate.
- I am aware that if no members of my group (including myself) are trained on the proper usage of an outdoor oven, that I am responsible for hiring Parks, Forestry and Recreation staff to operate the oven, at my full cost.
- If I serve and/or distribute food to members of the public, I am responsible for complying with all safe food handling and preparation requirements set out by Toronto Public Health.
- I am responsible for ensuring that a list of ingredients found in the food items at the event are posted during the event.

_____ *Applicant Signature*

_____ *Date*

F. SUBMISSION OF APPLICATION:

Please sign and date your completed application form and submit it to Parks, Forestry and Recreation using one of the following methods:

By Mail: Parks, Forestry and Recreation, **Attention: Customer Service**
 Toronto City Hall, 100 Queen St. West, Main Floor, Permits
 Toronto, Ontario M5H 2N2

By Fax: 416-392-1551, **Attention: Customer Service**

By Email: parks@toronto.ca, Subject: **Permit Application to Use an Outdoor Oven**

In Person: Deliver to Parks, Forestry and Recreation, Toronto City Hall, 100 Queen St. West, Main Floor, Customer Service Counter

- **Please note:** Applications that are missing information will cause a delay in processing your request. If you have any questions about this application, please call 311.



Permit Application to Use an Outdoor Oven in a City Park

FOR PARKS, FORESTRY AND RECREATION OFFICE USE:	
Date application received:	Application received by (name of staff):
Method that this application was submitted to PF&R (check one): <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/> In person	
Were all Conditions for Permit Issuance met:	
Applicant has met with local site Supervisor (Supervisor will send e-mail to Customer Service / Edithvale staff confirming):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Applicant has insurance / purchased insurance through City of Toronto:	<input type="checkbox"/> Yes - has own <input type="checkbox"/> Yes - purchased from City of Toronto
Applicant has signed declaration that they or group member is trained:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Applicant has met TPH guidelines (written approval has been received from Toronto Public Health):	<input type="checkbox"/> Yes <input type="checkbox"/> No

The personal information on this form is collected under the authority of *City of Toronto Act, 2006, S. 136(c), Toronto Municipal Code, Chapter 608 (Parks)* and *City of Toronto By-law No. 1354-2011*. The information will be used to process requests to use an outdoor oven in a City park. Questions about this collection can be directed to the Manager, Customer Service, at City Hall, 100 Queen St. West, 1st Floor, Toronto, ON M5H 2N2 or by telephone at 416-392-1902.