

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	Designated outdoor bake ovens: <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).
General Provisions	<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>
Construction and Installation of Outdoor Bake Oven	<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 locates 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>
Use of Bake Oven	<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.
<p>Public Health</p>	<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/
<p>Hazardous Substances</p>	<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.
<p>Signage</p>	<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.

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