

Attachment 1

City of Toronto Outdoor Ovens in Parks Policy **Updates to current policy are underlined for reference.**

1. Purpose

To provide a framework and set of protocols for managing requests for the installation and operation of outdoor ovens in City-owned / operated parks ("City parks").

2. Policy Statement

2.1 Parks and Recreation recognizes the social benefits that activities associated with outdoor ovens in City parks bring to local communities.

2.2 This policy outlines how Parks and Recreation manages requests from the public to build new outdoor ovens, including an application process, location criteria assessment, consultation process, and general design and construction guidelines.

2.3 This policy also outlines how the public can access an outdoor oven, while ensuring that all safety requirements are met.

2.4 Outdoor ovens in City parks are not intended to be used for commercial or "for profit" purposes.

3. Scope

3.1 This policy applies to:

3.1.01 Individuals or organizations that would like to install and / or use an outdoor oven in a City park;

3.1.02 City of Toronto staff, volunteer(s), contracted staff involved in the building and / or usage of an outdoor oven in a City park.

3.2 Funds dedicated to the construction of an outdoor oven, materials and / or labour associated with the construction of an outdoor oven in a City park are considered donations for community benefits, and as such, become part of the public park system. Therefore, provisions set out in the Policy on Donations to the City for Community Benefits apply to the construction of new outdoor ovens in City parks.

4. Definitions

4.1 Bake oven: An enclosed or pre-cast structure with an oven opening used for baking or cooking food. A fire is set inside the structure's oven chamber by burning dry, seasoned hardwood. Bake ovens are often built as a permanent structure set on a concrete pad. Food items are placed into the front opening, onto the flat, horizontal surface of the oven.

4.2 Tandoor oven: A structure often constructed of stainless steel with a clay pot / oven set inside, used for baking or cooking food. Tandoor ovens can be permanent or portable structures, set on a concrete pad. A fire is set to heat the oven by burning dry seasoned hardwood or charcoal, and food items are lowered into the oven through the top opening of the oven.

4.3 Outdoor oven: a Bake oven or a Tandoor oven.

4.4 Allowable burn materials: Bake ovens: dry seasoned hardwood Tandoor ovens: dry seasoned hardwood or charcoal.

4.5 Prohibited burn materials: household waste, old furniture, wooden skids, chemicals, fire-starting fluids, construction waste, rubber or rubber products, plastic or plastic products, and waste petroleum products, pressure treated wood, creosote treated wood and any material(s) that are prohibited by the Environmental Protection Act, R.S.O. 1990, Chapter E. 19, as amended.

4.6 Commercial Kitchen: premises where food or beverages are manufactured, processed, prepared, stored, handled, displayed, distributed, transported, sold or offered for sale. The premises has also been inspected by a Public Health Inspector and found to be fully compliant with the Ontario Food Premises Regulation (http://www.e-laws.gov.on.ca/html/regs/english/elawsregs_900562_e.htm).

4.7 Community Kitchen: a publicly accessible premise where food is collectively prepared and served at community programs or special events. As a food premise, community kitchens have the same standards as a commercial kitchen but there is some flexibility on the requirements needed to meet food safety regulations. Community kitchens need to be routinely inspected by Toronto Public Health to ensure compliance with food safety regulations.

4.8 Applicant / User: the main contact person that is interested in building and / or using an outdoor oven in a City park.

4.9 General Manager: the General Manager of Parks and Recreation or his or her designate.

5. Roles and Responsibilities

5.1 Parks and Recreation staff is responsible for:

5.1.01 Reviewing written proposals from interested parties to build a new outdoor oven on City parkland with appropriate City staff.

5.1.02 Verifying the funding and cost of the outdoor oven and related installation costs.

- 5.1.03 Conducting a site assessment, in conjunction with other City divisions if the proposal is deemed feasible, taking the "location criteria" outlined in this policy into consideration.
- 5.1.04 Conducting a community consultation if the proposal is feasible and a suitable site identified.
- 5.1.05 Reviewing design and construction plans with the applicant. Design plans must meet size, design and construction requirements established by all municipal, provincial or federal laws and regulations, applicable at the time of the installation of the oven.
- 5.1.06 Approving request to build a new outdoor oven on City parkland if all requirements have been met (i.e. proposal requirements, site review, community consultation, and design and construction requirements); or denying request if all requirements have not been met, and providing the applicant and Ward Councillor with reasons for denial. The General Manager's decision is final.
- 5.1.07 Constructing, or ensuring that City-approved contractors are hired to construct the outdoor oven.
- 5.1.08 Supervising the proper installation of the outdoor oven.
- 5.1.09 Issuing permits and/or entering into an agreement for use of the outdoor oven.
- 5.1.10 Using ovens for Parks and Recreation programs and events, as needed.
- 5.1.11 Coordinating day-of support for permitted use, including unlocking and locking the oven, being available by phone for assistance, and ensuring any City provided materials are properly returned and stored after use.
- 5.1.12 Ensuring that inspections of outdoor ovens are completed to determine general oven safety.
- 5.2 Toronto Public Health staff is responsible for:
 - 5.2.01 Identifying food safety requirements and ensuring that outdoor oven users comply with these requirements.
 - 5.2.02 Conducting food safety inspections, as appropriate.
- 5.3 Toronto Fire Services staff is responsible for:
 - 5.3.01 Conducting annual site inspections of outdoor ovens.

5.4 Parties interested in building a new outdoor oven in a City park are responsible for:

5.4.01 Submitting an application to Parks and Recreation for a new outdoor oven to be built, and if the application is approved:

5.4.02 Providing funds to cover all costs associated with the outdoor oven purchase and installation, with minimum 50% of the funds available at the time of application and the remainder of the funds to be provided within one (1) year of the date that the application was approved.

5.4.03 All funds must be provided to Parks and Recreation prior to the commencement of construction of the outdoor oven.

5.4.04 Attending a site assessment with City staff to identify a suitable site location.

5.4.05 Participating in a community consultation.

5.4.06 Submitting design and construction plans to Parks and Recreation.

5.4.07 Obtaining approval from Parks and Recreation for construction.

5.4.08 Supplying the outdoor oven and parts associated with it.

~~5.5 Parties interested in having long term use of an outdoor oven on City owned / operated parkland are responsible for the following:~~

~~5.5.01 Submitting a written request to enter into an Agreement with Parks, Forestry and Recreation.~~

~~5.5.02 Initiating and having ongoing contact with the local Parks Supervisor to determine operational needs.~~

~~5.5.03 To qualify for long term use of an outdoor oven, groups must:~~

~~5.5.03.1 — Be a not for profit organization or a registered charitable;~~

~~5.5.03.2 — Run programs / events at the outdoor oven at their own cost, that support the local community, Parks, Forestry and Recreation's mandate, and / or the goals of the Toronto Food Strategy;~~

~~5.5.03.3 — Obtain general liability insurance, naming the "City of Toronto" as an additional insured, with a minimum of \$2,000,000 (two million dollars) coverage.~~

~~5.5.04 Providing proof that the Agreement holder (or a member of their group in attendance at programs / events) is trained in the proper usage of an outdoor oven.~~

~~5.5.05 Managing requests from other parties that wish to use the outdoor oven. (Note: Should a third party be authorized to use the outdoor oven, the Agreement holder is still responsible under the Agreement for the outdoor oven.)~~

~~5.5.06 Ensuring Parks, Forestry and Recreation has reasonable access to the outdoor oven, should it desire for programs / events (which will be noted within the Agreement).~~

~~5.5.07 Complying with all of the terms and conditions outlined in the Agreement.~~

5.6 Parties interested in having ~~seasonal~~ permitted occasional use of an outdoor oven on City-owned / operated parkland are responsible for the following:

~~5.6.01 Meeting with the local Parks Supervisor~~

5.6.02 Obtaining a permit from Parks and Recreation.

5.6.03 Providing proof to Parks and Recreation of general liability insurance, adding the "City of Toronto" as an additional insured, with a minimum of \$2,000,000 (two million dollars) per occurrence coverage.

5.6.04 Providing proof that they are trained in the proper usage of an outdoor oven, or hire Parks and Recreation staff, at the permit holder's cost, to run the outdoor oven at their event.

~~5.6.05 Seasonal permits will only be issued to a not-for-profit organization or a registered charitable organization.~~

6. Location criteria for outdoor ovens in City parks

6.1 When reviewing possible locations in the park, consideration should be given to the following:

6.1.01 Proximity to other structures / objects in the park – Outdoor oven cannot be situated within 10 feet (3.04 metres) of combustible structures / objects;

6.1.02 Proximity to trees / vegetation – space above burn line must be at least 10 feet (3.04 metres) from vegetation and drip line of trees;

6.1.03 Proximity to a water source;

6.1.04 Availability of washrooms;

- 6.1.05 Park capacity and whether there is sufficient space for the outdoor oven and associated events;
- 6.1.06 Park design and established uses;
- 6.1.07 Location of stake-outs (telephone, hydro, gas, water lines);
- 6.1.08 Ability to transport construction materials to the site with minimal damage to parkland;
- 6.2 Park design and established uses;
 - 6.2.01 Emergency access.
 - 6.2.02 Impact to existing Agreements (e.g. concessions in parks)
 - 6.2.03 Outdoor ovens shall not be located in "prohibited areas", as defined in Toronto Municipal Code, Chapter 608, Parks or in the following areas:
 - 6.2.04 Property line adjacent to residential properties – Outdoor oven should be at least 30 metres from adjacent residential properties;
 - 6.2.05 Designated heritage, memorial, commemorative and ceremonial areas;
 - 6.2.06 Burial grounds.
- 7. Toronto Public Health – Food Safety Provisions
 - 7.1 All outdoor ovens are subject to Public Health inspections.
 - 7.2 Food Premises Regulations apply to all food being prepared in an outdoor oven.
 - 7.3 Food for distribution and/or sale to the public must be prepared in a community or commercial kitchen that is routinely inspected by Toronto Public Health and meets the requirements of the Ontario Food Premises Regulation.
 - 7.4 The organizer of the event must obtain all required permits and approvals from Toronto Public Health a minimum of 14 days before the event date.
 - 7.5 Where food is being sold or offered for sale, there should be at least one individual who has acquired a valid safe food handler certificate from an accredited provider (as required by Toronto Municipal Code, Chapter 545, Licensing). A copy of the certificate should be brought to the event location.
 - 7.6 Additional information about safe food handling guidelines for event organizers and vendors can be found on the [Toronto Public Health website](#).
- 8. Authority

8.1 Ontario Regulation 562/90, Food Premises

8.2 Environmental Protection Act R.S.O. 1990, Chapter E.19, as amended

8.3 Toronto Municipal Code – Chapter 608, Parks

8.4 Health Promotion and Protection Act Ontario Fire Code

9. Related information

9.1 [Policy on the Donations to the City for Community Benefits](#)

9.2 [Toronto Public Health – Food Safety](#)