

Event Planning Resource Guide



Table of Contents

Event Planning Requirements.....	4
Accessibility.....	4
Access to Existing Infrastructure.....	4
Alcoholic Beverages and Liquor Licenses.....	4
Animals for Entertainment	4
Amusement Devices	5
Business Licences for Events.....	5
Community Consultation & Notification	5
Damage to Municipal Property.....	6
Drones.....	6
Electrical.....	6
Emergency Management Plan (EMP)	6
Fencing.....	7
Fireworks.....	7
First Aid Services	8
Food or Beverage Management	8
Food Vendors	8
Barbeques	9
Food Trucks.....	9
Helicopter.....	9
Hot Air Balloons	9
Insurance.....	10
Lottery, Raffles, Game of Chance, Bingo, Ticket Draw Policy.....	10
Music Licensing	10
Nuisance & Noise Control	11
Parking	11
Parking Lot Rentals.....	11
Parked Vehicles within Road Closures	12
Vehicles in Parks.....	12
Police Officers: Pay Duty	12

Road Occupancy & Traffic Control Plan 13

Set-up Needs – Facility, Park, or On-road 13

Site plan 14

Stages 14

Staking/Spiking or Digging 15

Tents and Canopies 15

Volunteers 16

Washrooms/Sanitary Facilities 17

Waste Management 18

Zero Tolerance 18

The Event Planning Resource Guide provides general guidelines to Event Organizers. If you are seeking to host an event on City property, you must complete an Event Application at burlington.ca/eventapplication.

If you have any questions about hosting an event in the City of Burlington, please contact festivalsandevents@burlington.ca or about hosting a tournament in the City of Burlington, please contact sports@burlington.ca.

Event Planning Information

Accessibility

Accessibility is an important aspect to event planning to ensure everyone is welcome. Please review the [Planning Accessible Events: So Everyone Feels Welcome](#) guide so that your event will meet current standards and requirements for accessibility in Ontario.

For additional information on how to make your event accessible, please visit www.burlington.ca/accessibility or www.ontario.ca/accessibility or contact the Accessibility Coordinator at accessibleburlington@burlington.ca.

Access to Existing Infrastructure

Access to public areas within an event site must always be available to the public during an event such as: play structures, splash pads, permanent washroom facilities, pathways and parking lots.

Alcoholic Beverages and Liquor Licenses

In addition to following regulations set by the [Alcohol and Gaming Commission of Ontario \(AGCO\)](#) who is responsible for overseeing the administration of Special Occasion Permits (SOPs), the City of Burlington has added requirements identified in the Municipal Alcohol Policy (MAP). Additional insurance requirements are expected for events with alcohol.

Animals for Entertainment

If you intend on having animals for entertainment at your event, you will require approval from the Halton Region Public Health Department. The application along with information is available at: [Halton Region Health Department Animal Exhibit](#).

In addition, City of Burlington Animal Control requires all Event Organizers to complete an [application for exemption](#) of Animal Control By-Law 60-2005.

For more information, visit www.burlington.ca/animalcontrol.

Amusement Devices

In Ontario, amusement devices are regulated through the Technical Standards and Safety Act (TSSA). The TSSA ensures all amusement devices conform to all applicable regulations, codes and standards. More information regarding the safety regulations is available at www.TSSA.org under the amusement devices section.

Event Organizers operating on City property are required:

- To contract all inflatable devices at their event through a TSSA certified company that holds WSIB insurance
- To clearly identify amusement devices in the event site plan.
- To keep sound levels to a minimum. No rides with sirens or buzzers will be permitted unless the siren is deactivated.
- To provide additional insurance as required.

For more information regarding TSSA regulations contact:

Technical Standards and Safety Authority

Phone: 1-877-682-TSSA (8772)

Email: customerservices@tssa.org

Business Licences for Events

Events are required to have their vendors obtain appropriate business licences. Applications and details can be found at burlington.ca/businesslicence. Vendors who fail to obtain proper licensing could result in appropriate action applied in accordance with By-law 42-2008.

All business licence applications must be submitted and paid 30 days prior to event start date. Changes to initial vendor lists will be accepted up to 5 business days prior to the event start date. For more information contact:

City of Burlington: Building and Bylaw Department

Email: bylaw@burlington.ca

Community Consultation & Notification

Community Consultation and/or Resident Notification may be required for new events, significant changes to an existing event or events requesting to operate outside municipal by-laws at the expense of the Event Organizer. Questions can be directed to festivalsandevents@burlington.ca.

Damage to Municipal Property

It is the Event Organizer's responsibility to ensure that municipal property is protected. Any damage resulting in maintenance, repair or replacement to municipal property will be at the sole responsibility of the Event Organizer and billed directly. At times, a refundable damage deposit may be required.

Drones

Drone(s) must comply with all Transport Canada drone regulations and protocols. Drone pilots must carry a valid drone pilot certificate, issued by Transport Canada, and only fly drones that are marked and registered. It is not recommended to fly a drone that does not require a drone pilot certificate at your event due to event participant privacy & safety.

The inclusion of a drone(s) on municipal property must be approved by the City as part of your Event Application. For more information, visit Drone Safety at www.tc.canada.ca/en/aviation.

Electrical

If an event has electrical components such as generator hook ups or transformer hook ups a permit from The Electrical Safety Authority (ESA) is required. ESA requires that an application for inspection be filed within 48 hours of any electrical activity being deployed on an event site. This is to comply with the Ontario Electrical Safety Code (Rules 2-004 – Inspection & 44-100 – Travelling Shows) which requires a wiring notification (permit) be obtained when any temporary wiring distribution system is set up.

Permits may be obtained by visiting the ESA Customer Service Centre or by calling 1-877-ESA SAFE or (877) 372-7233.

Generators larger than 12 kilowatts or 240 volts require an electrical permit and ESA inspection. The location of generators shall be positioned so as not to create a hazard, disturb or cause nuisance as the result of noise emissions and exhaust fumes. The use of generators at an event site is subject to inspection by the City of Burlington and the Electrical Safety Authority.

For more information visit www.esasafe.com.

Emergency Management Plan (EMP)

An Emergency Management Plan (EMP) is a formal written plan developed by the Event Organizer which identifies emergencies that could impact the event and which describes the planned response to minimize the impacts and ensure public safety. The EMP has several benefits that will help your organization deliver a safe and successful event, it:

- identifies risks and potential risks

- identifies roles and responsibilities
- identifies hazard prevention and risk reduction strategies for implementation, to ensure public safety
- develops a response plan to manage emergencies if and when they occur
- communicates and coordinates command structures for managing the event and emergencies

Any event taking place on municipal property must submit an EMP which will be reviewed by emergency services. Your City Staff Liaison can provide you with a template to assist with your EMP.

Fencing

At no time is event fencing permitted to block access to residents' property, driveways, parking lots, walkways or thoroughfares and must be kept clear of all temporary or permanent emergency access points and routes.

Event Organizers wishing to install temporary non-ground-penetrating fencing are requested to indicate the positioning of all fence lines on their site plan/map. Approval of all event fencing must be obtained prior to installation.

Note: Staking, spiking or digging into the ground, grass or concrete/pavement on municipal property is not allowed without proper approval. Please see the "Staking/Spiking & Digging" section for more information.

Fireworks

A permit is required from The City of Burlington's Fire Department for all high-hazard fireworks displays (typically referred to as Display Fireworks). At a minimum, the City asks for:

- Valid Fireworks Operator (Supervisor) Certificate issued under the authority of the Explosives Act
- Description of the display and type of fireworks being used including a Site Plan illustrating fallout distances, methods to control crowd locations, etc.
- Letter of authorization from the owner of the property, if on municipal property work with events liaison to obtain letter
- Letter of indemnification to hold the Fire Department and City of Burlington harmless
- Proof of Commercial General Liability Insurance (\$5,000,000 minimum)

Once you obtain your Fireworks permit, please request the City of Burlington fireworks plan implementation guideline. For additional safety tips and information, visit [City of Burlington Fire Department](#).

First Aid Services

It is the responsibility of the Event Organizer to provide certified first aid personnel on-site, through a qualified agency or individual.

In addition to having qualified first aid personnel on-site we recommend the following:

- That the first aid provider provides an Automatic External Defibrillator
- That the first aid provider has a separate area to treat and document any injured or ill patients, this should be marked on your site plan and be clear to event attendees.
- That the first aid provider communicate to the Event Organizer any incidences (or report, non-patient identifiable) that occur during the event and recommend how to mitigate any risks for future events.

Food or Beverage Management

Event Organizers are responsible to apply for a [Special Events Coordinator Application](#) if there is food or beverage for sale or provided at no charge. Each of your food vendors will also submit an application (see below).

The Halton Region has additional information for Event Organizers which can be found in their [Special Event Coordinator Requirements Guide](#).

For more information contact:

Halton Region Health Department
1151 Bronte Road Oakville, ON L6M 3L1
Phone: 905-825-6000
Fax: 905-825-8797

Given that events may occur within surrounding business districts, we require the Event Organizer to engage with affected businesses and/or business improvement area (BIA) to ensure consideration and sympathetic placement for primary competitive products.

Food Vendors

Please visit [Requirements for Food Vendors](#) on the Halton Region website for information. All food vendors require approval from Halton Region to participate in an event. Each vendor must complete a [Food Vendor Application](#).

Please refer to the section on Business Licences for how to apply for an appropriate business licence.

Fire Safety for Food Vendors

The Event Organizer is responsible to obtain a signed Vendor Fire Safety Requirements Form from all vendors at their event. The Event Organizer must keep signed copies in their event files. This requirement is related to cooking activities, use of propane/fuel and inspections. Forms are provided by your staff liaison.

Food Trucks

Vendor placement of Food Trucks is the responsibility of each Event Organizer and may require prior approval from Parks staff for placement on grassed areas. Please be aware if there is any damage or impacts to City property the Event Organizer may incur additional charges for repair and/or clean up.

Food Trucks must abide By-law 110-2015. For more information, please refer to the section on Business Licences for how to apply for a Refreshment Vehicle Licence. *note: Food Trucks are a Class D licence

Helicopter

If your event involves a helicopter landing, the operator must supply a copy of the [Special Flight Operation Certificate](#), which is issued by Transport Canada. Additional insurance requirements are required.

For more information contact:

Transport Canada

Email at: TC.RPASCentre-CentreSATP.TC@tc.gc.ca

Hot Air Balloons

The use of hot air balloons as a ride or attraction will be considered with stringent risk management measures in place. Some items we will ask for are: dimensions of the balloon, information on how you propose to tie the balloon down as well the Event Organizer must submit a copy of the [Special Flight Operation Certificate](#), which is issued by Transport Canada. Additional insurance requirements are required.

For more information contact:

Transport Canada

Email at: TC.RPASCentre-CentreSATP.TC@tc.gc.ca

Insurance

All events using City of Burlington property must obtain Commercial General Liability Insurance with a minimum value of \$2 million. Value may be increased depending on what activities are present at the event. Insurance certificates must name **“The Corporation of the City of Burlington, 426 Brant Street, Burlington, ON, L7R 3Z6”** as an additionally insured.

All certificates of insurance are also required to indicate:

- Description of coverage
- Details of the insurance company writing the policy: name, address and telephone number
- Insurance Policy Number
- Policy effective date and expiry date
- Policy limits (if any)
- The location and activity of the Named Insured for which this certificate is issued
- The name, address and telephone number of the Named Insured

Lottery, Raffles, Games of Chance

All occurrences of gambling, gaming or games of chance (including 50/50 draws, Bingo games, lotteries, raffles, etc.) in the province of Ontario are subject to the licensing and regulations of the Alcohol and Gaming Commission of Ontario and must have a [lottery licence](#). Organizations must contact the Bylaw department to confirm eligibility before applying for a lottery licence,.

For more information on obtaining a Lottery Licence, contact:

City of Burlington: Building and Bylaw Department

Phone: 905-335-7731

Email: bylaw@burlington.ca

For information regarding the provincial requirements, contact:

AGCO

Website: www.agco.ca

Phone: 416-326-8700 or 1-800-522-2876 (toll-free in Ontario)

Email: customer.service@agco.ca

Music Licensing

Entandem is a joint venture between RE:SOUND and SOCAN to simplify music licensing fees. Entandem is a not for profit music and licensing company dedicated to obtaining fair compensation for the use of recorded and live music in public places. The City of Burlington requires all events on municipal property obtain the appropriate licensing requirements through Entandem.

For more information, contact:

Entandem

Website: www.entandemlicensing.com

Phone: 1-866-944-6223

Email: info@entandemlicensing.com

Noise Control

The presence of amplified sound is regulated under the City of Burlington's Nuisance and Noise Control By-law 19-2003 and is prohibited during the following times: 11 p.m. to 7 a.m. Monday through Saturday and 11 p.m. to 9 a.m. on Sunday

Outside of these times, Event Organizers must consider the surrounding community impact of amplified sound due to the location of your event.

Parking

Depending on the size and scope of the event, an Event Organizer may be required to provide a parking management plan. This plan must identify Fire Access/Emergency Routes, accessible parking spaces, vendor parking, and event attendee parking.

It is recommended Event Organizers also consider the following:

- Additional off-site parking needs to be arranged if on-site parking is insufficient
- All event attendees should be made aware of the parking arrangements and enforcement policies for the event
- Attendees parking in municipal parking lots shall ensure their vehicle is parked in a designated space or lot.
- Shuttle service(s) should be arranged if off-site parking is required
- Parking on the grass, pathways, in driving lanes, in fire routes, outside of designated parking spaces (i.e. at the end of an isle of marked parking), and in designated accessible parking spaces without a valid permit on display is prohibited

Parking Lot Rentals

Event organizers may require dedicated access to either municipal paid parking lots (in the downtown core) or a municipal parking lot at a city owned facility which may be booked in conjunction with a rental. For information visit burlington.ca/parking or view the [Downtown Parking Map](#).

Parked Vehicles within Road Closures

Events with Road Occupancy Permits must have all vehicles removed from the permitted street(s) before the event begins. Failure to remove vehicles prior to the road closure taking effect may result in vehicles being ticketed and towed from the road at the vehicle owner's expense.

Vehicles in Parks

Event Organizers must request vehicle access on public park property. This request should be indicated in writing and would only be for the purpose of event set up and take down.

Permission to allow vehicle access to park property is contingent on the following:

- Will be granted subject to weather and/or ground conditions
- Will be restricted to designated areas as approved by City of Burlington's Roads, Parks & Forestry Department
- Repair costs will be the responsibility of the Event Organizer. Damage to City property as a result of vehicular access will be evaluated and communicated to the Event Organizer upon event completion.

If permission is granted, Event Organizers must follow the following conditions when driving:

- Event Organizer(s) shall ensure that any granted vehicle access into a park is always controlled and supervised, and occurs only at designated access points
- Hazard lights must be on while moving and on park grounds
- Speed cannot exceed 10km/hour
- Access and entry for emergency vehicles shall be permitted at any time
- Event Organizer(s) shall ensure that the operation of motorized vehicles in the park will not occur within the event operating hours for safety of event attendees
 - Designated service vehicles such as golf carts may be approved for use during event hours for purposes including the transportation of supplies or garbage

Police Officers: Pay Duty

Event Organizers may be required to hire Pay Duty Officers through the Halton Regional Police Service (HRPS) at their expense. The number of officers required for a Pay Duty will be assessed and determined by the Halton Regional Police Service based on size and scope of your event. Event Organizers must complete a [Pay Duty Request](#).

HRPS Pay Duty Clerk:

Phone: 905-825-4747 ext. 5404

Email: paydutyadmin@haltonpolice.ca

Road Occupancy & Traffic Control Plan

Event Organizers requiring partial or full occupancy of a City of Burlington road, boulevard or sidewalk are required to apply for a [Road Occupancy Permit](#) through the Transportation Services Department. The applicant must meet all the Road Occupancy Permit conditions which includes the submission of a “Traffic Control Plan” prepared by a qualified contractor of Ontario Traffic Manual (OTM) Book 7. The Traffic Control Plan must:

- Identify the limits and durations of requested road occupancy
- Indicate the location of the festival or event, street names and /or parks to identify the site
- Specify necessary traffic control devices such as barricade locations and identify all types of signage as per Ontario Traffic Manual
- Indicate additional parking restrictions in support of requested road occupancy
- Indicate the drop off locations and quantity of barricades
- Indicate the quantity and placement of closure signs
- Identify the placement of police officers and/or volunteers. Final placement of officers & volunteers will be decided by HRPS and Transportation staff.
- Identify a detour route for vehicular/cycling/pedestrian traffic. Detour routes should have similar volumes, road configurations, and speeds to the roadway that will be partially or fully closed

Advance Notification Signs are required for all planned lane/road closures and emergency vehicle access including a 6m emergency lane be provided (under the Ontario Building Code) and maintained throughout the event in order to facilitate vehicles, equipment and operations during an emergency response. If an event takes place or impacts a Regional Road, additional approval and Road Occupancy Permit from the Region will be required.

Set-up Needs – Facility, Park, or On-road

If your event has any set-up or tear-down needs, it is the responsibility of the Event Organizer and may require added security. Events on City property may request and will be charged for services such as:

- Barricades for use at the event
- Garbage or recycling cans in a park or facility
- Hydro or water needs in a park or facility
- Marking of irrigation and hydro lines in a park
- Set-up of tables and chairs in a facility
- Washroom access in a park or facility

Site plan

A proposed site plan detailing the desired layout of the event is required and is subject to the City's approval and may require revisions. Once approved, an event's site plan must be observed during event set-up and activation

All site plans should include:

- A legend to determine symbols or icons on the plan
- Approximate size and scale of the event space
- The event name, date and location
- The location of activity zones, vendors, stage(s), amusement rides, inflatables, event-related vehicles, public access points, emergency access points, first aid, tents and temporary structures and all temporary infrastructure (i.e. fencing, handwashing stations, portable washrooms)
- Indicate the use of roads, sidewalks, or trails being used for the event

Stages

An Event Organizer must notify their City Staff Liaison of any stage use planned within an event site. The location and size of each stage must be indicated on your site plan. If you have a stage installation then you may require both a [Zoning Clearance Certificate](#) and a [Building Permit](#).

If you have any additional stage supports that hold up equipment (i.e. scaffolding, curtains, speakers, etc.) that are not located on the stage then a building permit may also be required for those components.

Please submit the following information to Zoning and/or Building regarding your stage(s) to determine if permits are needed:

- Stage Specs (manufacturer, provider, dimensions, etc.)
- Site Map, indicating the size, height and location of the proposed stage(s) and setbacks to property lines
- Information confirming length of time the stage will be erected (note: maximum length is 10 days)

For more information contact:

City of Burlington: Building Department

Email: buildingpermits@burlington.ca

City of Burlington: Community Planning, Zoning Section

Email: zoning@burlington.ca

Staking/Spiking or Digging

Staking, spiking, or digging into the ground, grass or concrete/pavement on municipal property is strictly prohibited unless prior permission is granted, and appropriate measures undertaken.

Underground utilities (including hydro, gas, or irrigation lines) may be buried below the surface of municipal property and are at risk when staking or digging. Any penalties or charges resulting from damage to any underground utilities as the outcome of unapproved staking, spiking, or digging are the responsibility of the Event Organizer.

If an event requires items that must be weighted down (i.e., tents, inflatables, etc.) it is the Event Organizer's responsibility to coordinate appropriate weighting devices that do not require staking, spiking, or digging. Weighting devices may include concrete blocks, industry-certified rubber tent weights, and water barrels. The use of these weighted materials to secure items at an event site must be done in consultation with installation experts to ensure the safety and security of the public, the event site, the items, and the weights.

If an event requires the installation of any object that penetrates the ground, approval from the City must be granted. In the case that permission for ground penetration is granted by the City, utility locates (the marking of underground utilities) is required. Costs associated with conducting utility locates will be the responsibility of the Event Organizer.

Tents and Canopies

An Event Organizer must identify on their site plan where any tent or canopy is being planned within the event site. Pop-up canopies/tents 10 ft x10 ft and under may not require further approvals. All canopies and tents must be secured by weights or sandbags as a first option. **Note:** please refer to section on Staking/Spiking & Digging for more information.

A [Zoning Clearance Certificate](#) & [Building Permit](#) is required for a tent or group of tents if they are:

- More than 60m² (646 sq. ft.) in aggregate ground area
- Attached to a building
- Constructed less than 3m from other structures

Along with the application for a Zoning Clearance Certificate, the Event Organizer must provide a copy of the following documents:

- Details regarding the tent size
- Location of tents on the property including setbacks to property lines
- A letter or information confirming the length of time the tent will be erected (note maximum length is 10 days per occasion, maximum 3 occasions in a 12-month period)

- Approval Letter from City Staff Liaison

Once you have applied for your Zoning Clearance Certificate you can then apply for your Building Permit. Along with the application, the Event Organizer must provide an electronic copy of the of the following documents to buildingpermits@burlington.ca:

- Details regarding the tent size
- Location of exits
- Certificate of verification that the tent used has been flame proofed in conformance with U.L.C. standard (CAN/ULC-S-109-M), Standards for Flame Tests of Flame-Resistant Fabrics and Films

All applicable fees are the responsibility of the Event Organizer.

For more information contact:

City of Burlington: Building Department

Email: buildingpermits@burlington.ca

City of Burlington: Department of Community Planning, Zoning Section

Email: zoning@burlington.ca

Volunteers

Volunteers are essential to the successful execution of any event. As volunteers are an extension of your event staff it is important, they are properly trained. It is our recommendation Event Organizers create a Volunteer Management Plan (VMP).

The VMP should consider:

- Designated volunteer roles and descriptions
- Orientation and training plans
- Supervision and evaluation process
- Recognition plans
- Policies and procedures
- Risk management strategies

A requirement through the Accessibility for Ontarians with Disabilities Act (AODA) is for all volunteers to be trained on the [Ontario Human Rights Code](#). This training will ensure they know how to respectfully assist people with disabilities and to respond to any accessibility issues that may arise by providing excellent Customer Service. For more information about the AODA visit [Government of Ontario's Accessibility Laws](#).

Free Training Resources: Find [free education modules to meet the training requirements](#) under Ontario's accessibility laws.

Washrooms/Sanitary Facilities

If your event location does not have enough sanitary facilities for the anticipated attendees, organizers will be responsible for providing:

- Portable washrooms that are accessible to all
- Hand wash stations

The following are the recommended minimum number of washrooms and hand wash stations for an event from the Halton Region Health Department.

Number of Washroom Fixtures at Events: Amount of Washroom Fixtures by Gender and Attendance at Peak Times				
Gender	Attendance	Toilets	Urinals	Hand Wash Stations
Males	1-600	1	2	2
Females	1-600	3	-	2
Males	601-1,200	3	3	4
Females	601-1,200	6	-	4
Additional Fixtures for Males:				
<ul style="list-style-type: none"> • 1 toilet for each 300 additional persons • 1 hand wash station for each 600 additional persons • Urinals may be substituted up to 2/3 for toilets 				
Additional Fixtures for Females:				
<ul style="list-style-type: none"> • 1 toilet for each 300 additional persons • 1 hand wash station for each 600 additional persons 				

It is the responsibility of the Event Organizer to ensure proper sanitation and maintenance of washroom and hand washing stations (fixed or portable). Some tips from the [Halton Region](#):

- Portable washrooms shall be pumped out as often as necessary by a licensed sewage hauler
- Get an emergency contact number for the waste removal company

- Portable hand wash stations shall be supplied with potable water, liquid hand soap and paper towels at all times. Hand wash stations shall be located in a convenient location close to washrooms
- Washrooms shall be thoroughly cleaned at the end of each day

Waste Management

In order to help with waste management, Event Organizers must provide waste and recycling containers for their participants to use. Please do not rely on the large molok containers in the parks or facilities as they are not intended for event use and may be locked by parks staff during an event. In addition, we ask for Event Organizers to aim to reduce waste materials at your event, and limit or prohibit single use plastics and Styrofoam. We encourage you to work towards a zero waste/green event. Your City Staff Liaison will provide you with an event greening template to assist with planning.

Clean up of all debris at the event site is the responsibility of the Event Organizer. Debris left at the event site will be cleaned up by Parks or Facility staff and cleanup costs will be the responsibility of the Event Organizer. Contracting a waste removal service should be considered by all larger event organizers.

Halton Region offers recycle and compost services for events, they will drop off and pick-up recycling bins and compost bins for free. To request this, you will need to submit a [Community Event Waste Diversion Services Request](#) a minimum of six weeks in advance of your event.

For more information, visit [Halton Region Waste Management](#) or contact Halton Region at 311.

Zero Tolerance

The City of Burlington has a Zero Tolerance Policy which ensures that all patrons, staff, volunteers and spectators have the right to be safe and to feel safe while attending a program, facility or City property. The City expects the same environment of respect and safety to be observed by Event Organizers holding events on City property. For more information, please review the City of Burlington's [Zero Tolerance Policy](#) by visiting this link and searching for "Zero Tolerance".

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