

**SCHEDULE 10
to City of Guelph By-law Number (2009)-18855**

PERSONAL SERVICE ESTABLISHMENT

The provisions of this Schedule shall apply in respect of Personal Service Establishments.

INTERPRETATION

1. In addition to the terms defined in Section 1 of this By-law, the following terms shall have the corresponding meanings:
 - (a) "Aesthetician Salon" means any Premises wherein is provided for hire or gain facials, waxing, manicures, pedicures, electrolysis or tanning;
 - (b) "Barbershop" means any Premises wherein is provided for hire or gain the cutting, dressing, shampooing, adorning or beautifying of hair or the scalp or the shaving and trimming of beards;
 - (c) "Electrolysis" means a process by which body hair is removed;
 - (d) "Hair Salon" means any Premises or part thereof wherein is provided for hire or gain the cutting, dressing, shampooing, adorning or beautifying of hair or the scalp and includes a barbershop;
 - (e) "Hairstylist" means any person who performs the Services of cutting, dressing, shampooing, adorning or beautifying hair or scalps in a Hair Salon;
 - (f) "Personal Service Establishment" means any Premises in which is provided Services, including, but not limited to activities, facilities, or treatments for the improvement of a person's physical or psychological health or appearance such as, but not limited to Hair Salons, Tattoo Parlours, Tanning salons, Spas, Electrolysis, Piercing and Aesthetician Salon;
 - (g) "Pierce" means the use of needles or other instruments to permanently create a hole in or through the skin, for the purpose of decorating such a hole with jewellery, hoops, studs or other decorative items, and "Piercing" shall have the corresponding meaning;
 - (h) "Spa" means the use of natural elements to enhance and manage personal health and improve personal appearance and for the purpose of this By-law "Beauty Spa and Health spa shall have the same meaning;
 - (i) "Tanning" means to provide for use an area where ultra-violet or other light sources are used to radiate the skin in an attempt to produce changes in skin pigmentation, and also includes the application or sale of artificial bronzing or tanning lotions designed to change skin tone or colour; and,
 - (j) "Tattoo Parlour" means a Premises where an indelible figure is fixed upon the body by the insertion of pigment under the skin.

CONDITIONS

2. Where a Holistic Services Establishment and a Personal Service Establishment occupy the same Premises, and are under the same ownership, and are operated as one Business, both licenses are required and all the conditions in both schedules shall apply. However, only the greater of the two Business Licence fees shall be required to be submitted to the City.

REQUIRED SIGNAGE

3. Every Personal Services Establishment Licensee shall ensure that:
 - (a) a list of all Services Provided by the Personal Services Establishment and a fees list for those Services, are posted in a conspicuous location within the Personal Services Establishment and clearly visible to all persons entering any Principal Entrance of the Establishment as identified in the Floor Plan; and,
 - (b) only those Services set out in the posted list of Services required in sub-section 3(a) of this Schedule, are Provided in the personal Services Establishment, and only the fees set out on the fees list, required in sub-section 3(a) of this Schedule, are charged for the respective Services.

DESIGN OF PREMISES

4. Every Owner Licensee and Operator Licensee shall ensure that:
 - (a) every contact surface, equipment, fixture, table, mat and any other surface upon which any person lies, sits or otherwise contacts while being Provided any Service in the Personal Services Establishment is in good repair and is constructed of impervious material that is able to be readily cleaned and sanitized after each customer's use;
 - (b) every contact surface, equipment, fixture, table, mat and any other surface upon which a Person lies, sits or otherwise contacts while being Provided any Services in the Personal Services Establishment is cleaned in accordance with Provincial Infectious Diseases Advisory Committee "Best Practices for Cleaning, Disinfection and Sterilization" dated March 2006 and amended from time to time;
 - (c) all linens are laundered after each use;
 - (d) clean and used or soiled linens are kept separate at all times;
 - (e) the Personal Services Establishment is equipped with adequate toilet and washroom accommodations pursuant to the Ontario Building Code Act, 1992, S.O. 1992, c. 23, and regulations thereto, as amended from time to time, and any successor thereof, and that those facilities are available and accessible to staff and clients at all times;
 - (f) the facilities set out in sub-section 4(e) of this schedule are equipped at all times with:
 - (i) a hand washing basin that has a supply of hot and cold water;
 - (ii) liquid soap in a dispenser;
 - (iii) hot air dryers or clean single service towels or disposable paper towels; and
 - (iv) and a receptacle for used towels and waste material; and,
 - (g) the Personal Services Establishment is equipped with a first-aid kit with all items set out in Appendix "A" to this Schedule and that such kit is

readily accessible by all staff of the Personal Services Establishment at all times.

HAIR SALON

5. (a) no Hair Salon Licensee shall act as a Hairstylist unless he or she is the holder of a current certificate of qualification as a barber or hairdresser; and
- (b) every Hair Salon Licensee shall ensure that every Hairstylist operating in the Hair Salon is the holder of a current certificate of qualification as a barber or hairdresser;

TRANSITION

6. (a) A Hair Salon Licence that is valid as of the effective date of this By-law shall be transferred to a Personal Services Establishment Licence and the Licensee shall comply with all applicable provisions of this By-law.
- (b) Notwithstanding (a), the Licensee set out in (a) shall have until January 1, 2010 to comply with Subsections 4(e) and 4(f) of this schedule,
- (c) The Licensee in (a) shall be required to renew the Personal Services Establishment Business Licence prior to its expiry.

APPENDIX "A"

to Schedule 10– PERSONAL SERVICE ESTABLISHMENT of City of Guelph By-law Number (2009)-18855

First Aid Kit Requirements

- A current copy of St Johns Ambulance or the Canadian Red Cross Society First Aid Manual
- One dozen safety pins
- Twenty four adhesive dressings individually wrapped
- Twelve sterile gauze pads - each seventy five millimeters square
- Four rolls of 50mm gauze bandage
- Four rolls of 100mm gauze bandage
- Four sterile surgical pads suitable for pressure dressings individually wrapped
- Six triangular bandages