

Food Vendor Guidelines for the Business Showcase Event – April 06th, 2024.

WHAT IS A TEMPORARY EVENT

The Department of Health considers a “Temporary Event”, a sponsored or community organized event, lasting less than 14 days that may have food and/or liquor service. A temporary event does not include those operations that open multiple weekends in a row. Examples would include events or celebrations such as Canada Day, fairs or exhibitions that last for a period of no more than 14 consecutive days.

FOOD SERVICE AT A TEMPORARY EVENT

Food vendors at a temporary event must be approved by Health Protection Services. In most cases, food vendors attending a temporary event will require a Temporary Food Premises Licence. The Gaming, Liquor and Security Licensing Branch requires food vendors to submit their application 15 days prior to the event in order to process their application. Applications and corresponding documentation can be forwarded to the Gaming, Liquor and Security Licensing Branch (See Appendix C).

SHARED SERVICES

A Temporary Event may have an organizer that takes responsibility for the overall event set up and operation.

The event organizer may choose to provide shared services to help assist food vendors in meeting the requirements for licensing and to help reduce the risk of injury, illness, or the creation of a health hazard. Some examples of shared services include:

- Provision of electricity
- Provision of potable (drinkable) water
- Provision on wastewater collection and disposal
- Provision of solid waste handling and disposal
- Communal clean-up area e.g. a common kitchen where food vendors can clean and sanitize their utensils.
- Communal facilities for frozen and refrigerated food storage

In addition to the above, some other important services the event organizer may provide include:

- Overall site planning

- Selection/approval process for a food vendor to be located at the event. Some vendors are exempt from licensing under the Public Health Act (See Appendix A). However, an event organizer could require all Temporary Event Food Premises to have Health Protection Services approval.

For each event, it is suggested that event organizers provide a copy of any applicable agreements between the event organizer and the food vendor(s) to the Gaming, Liquor and Security Licensing Branch to support the licensing information requirements.

Notwithstanding the fact that an event organizer may supply communal services, it is the full responsibility of the food vendor to be in compliance with the Public Health Act and Regulations at all times. The Public Health Inspector will hold the food vendor accountable and not intervene with the event organizer on behalf of the food vendor.

LICENSING

Temporary food premises shall be issued a Class 3 or 4 Temporary Food Premises Licence. Although most food vendors will require a Temporary Food Premises Licence, some food premises may be exempted from requiring a Temporary Food Premises Licence (See Appendix A). Even if exempted from licensing, food vendors are encouraged to consult with a Public Health Inspector on their intended operation to prevent health hazards from occurring. The Public Health Act allows Public Health Inspectors the authority to inspect and take action on any food premises if a potential health hazard is identified.

Food vendors must complete both the “Application for Food Premises Licence” and the “Mandatory Information Form for Temporary Food Premises”, as described in Section 7 of this Guideline. Food vendors must also refer to the “Public Health Inspector Guide to Food Premises Inspections” to ensure they meet the criteria of Health Protection Services (See Section 9).

A licence to operate a Temporary Food Premise is for a specific event, location and time period. This means that licences are non-transferable, and a new application for a licence must be submitted should the vendor wish to operate at another event.

CLASS 3

A Class 3 food premise is where potentially hazardous food is stored, handled, displayed, distributed, sold or offered for sale without any processing or preparing on the premises.

CLASS 4

A Class 4 food premises is where food is prepared or processed for sale or consumption on or off the premises.

TERMS AND CONDITIONS

Food vendors may have terms and conditions attached to the licence when it is issued. For example, this could include a specific list of potentially hazardous foods that a vendor is permitted to prepare and/or sell at the event.

Any change to the “Terms and Conditions” will require a new application for a licence. Given the short timeframe of a temporary event, approval of additional potentially hazardous food products may not be possible. Therefore, it is very important for the food vendor to include a list of all food products they plan to sell at the very beginning of their application.

The “Terms and Conditions” can relate to topics including, but not restricted to:

- Type of food
- Type of preparation
- Degree of handling
- Equipment and utensils
- Hours of operation (e.g. daylight only)
- Arrangements with an off-site Class 4 or 5 Food Premises being used as part of their operation and any associated areas of concern (e.g. food transportation)

6. FOODS NOT PERMITTED TO BE SOLD OR OFFERED FOR SALE AT A TEMPORARY EVENT

Some examples of foods not permitted are:

- All milk and milk products made with raw milk unless they are from a provincially licensed Class 5 Dairy Plant or federally registered/licensed establishment
- Low acid canned/bottled food unless produced in a licensed facility, examples include vegetables not acidified in vinegar (asparagus, beets, corn, garlic, green beans, peppers), mushrooms, chicken and chicken livers, ham, liver pate, sausage,

salted and fermented fish products, chicken or beef stew, bottled fish or shellfish (bar clams, oysters, clam fricot, lobster), and bottled meat

- Smoked fish, shellfish and seafood products unless produced in an approved/licensed facility.

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- Meat and poultry or their products from animals that have not been slaughtered at a provincially licensed or federally registered/licensed establishment
- Wild foraged mushrooms
- Foods prepared in a kitchen in a private home where meals or foods are prepared for family members, non-paying guests or boarders under private arrangement.

This list is not meant to include all prohibited foods. If in doubt about your product you should consult a Public Health Inspector

ADDITIONAL GUIDANCE FOR FOOD VENDORS

Water Testing

As part of the licensing process, food vendors must demonstrate that they have a safe and adequate supply of potable water.

Prior to operation:

- The water source must be tested at the expense of the sponsoring agency, organizer or food premises. This would not apply to public water supplies that have water sampling plans and are monitored by Health Protection Services.
- If the event is being supplied by a private well, at least one (1) or more acceptable bacteriological water sample results is required before commencing the operation, with the sample taken no sooner than 2 weeks prior to the event.
- All results must be forwarded to Health Protection Services no later than 1 week prior to the event.
- Health Protection Services may recommend additional testing for the duration of the event.

Water Infrastructure (if required)

In some instances, food vendors may require the installation of temporary water lines to connect to the event's potable water supply. In other larger events, connections to the event's potable water supply may be more extensive (e.g. temporary lines may have to be connected to drinking water stations, comfort stations - washrooms with toilets and handwashing sinks, etc.).

In each case the event organizer must ensure that water infrastructure work is coordinated and managed in a manner that meets the requirements of Health Protection Services. This may require the event organizer to obtain the services of an engineer or municipal water operator.

If water infrastructure is necessary, the following steps shall be followed:

- National Sanitation Foundation (NSF) Standards for materials that come in contact with potable water must be met.
- Written disinfection procedures must be submitted to Health Protection Services and approved by Health Protection Services prior to work being completed. The following disinfection procedure is an example of how a food vendor can disinfect their hose when connecting to the temporary events water source:
 - o Step 1: Use a National Sanitation Foundation (NSF) approved hose.
 - o Step 2: Wash the inside and outside of the hose with dish detergent solution, and then rinse with potable water.
 - o Step 3: Plug hose at one end.
 - o Step 4: Prepare a disinfectant solution by mixing 2 ¼ teaspoons of household bleach to 4.5 liters of water (100 mg/l).
 - o Step 5: Pour the solution into the hose and fill the hose with the solution. Once filled, plug the remaining end and let stand for 3 hours. Note: when disinfecting the hose, ensure it is not connected to the distribution line (this will prevent unplanned exposure to highly chlorinated water).
 - o Step 6: Once 3 hours is up, drain the hose and then flush the hose with potable

water. Continue to flush until chlorine odor can no longer be smelled.

- American Water Works Association (AWWA) drinking water standards must be followed before commissioning of the water infrastructure.
- All connections must be disinfected in accordance with the best management practices outlined in AWWA standards prior to connecting to a potable water supply.
- Testing and documentation of chlorine residuals is required at all extremities of distribution lines. These results may be requested by the Public Health Inspector, who may also determine the timeline for submission of this data.
- If continuous disinfection is required, ultraviolet (UV) treatment may be the best option for this type of event, however, pretreatment of the water supply may be required.
- Consultation with the provincial plumbing inspector concerning backflow preventers should be considered. The Public Health Inspector may request a copy of the plumbing inspector's report.

Water Containers

- Food vendors must ensure the containers used to store water in are food grade and have been properly cleaned and sanitized prior to use. The following procedure is an example of how food vendors can clean and sanitize their water containers:
 - o Step 1: Wash container by filling with a clean hot detergent solution
 - o Step 2: Rinse container with clean warm water
 - o Step 3: Sanitize container by filling with clean warm water with 100 ppm of chlorine or 200 ppm quats. Note: food vendors are required to have sanitizer test strips to check the sanitizer solution to ensure it is mixed to the proper strength.
 - o Step 4: Drain container and let air dry

Ice

- Ice must be from an approved source. Ice used for consumption in drinks must be stored in a way that is protected from contamination.

Sanitary Facilities

- Grey water which is not discharged into a sewerage system shall be stored in watertight containers with tight-fitting covers while waiting for pick up and disposal. Grey water containers must be at least 15% larger than the water reservoir. Containers should be emptied daily or as often as required to prevent the creation of a health hazard.
- Food vendors are prohibited from running wastewater lines to catch basins, or from dumping wastewater down a catch basin.
- Liquid waste that is not discharged into a sewerage system is to be stored, transported and disposed of, in such a manner, as not to create a health hazard.

Solid Waste

- Solid waste shall be kept in water-tight, non-absorbent, washable containers with tight fitting covers or other approved water-tight receptacles.
- They shall be removed daily or as often as required to prevent a health hazard.
- Solid waste shall be disposed of in a place and manner acceptable to the Department of Environment and Local Government.
- Each food vendor must have its own solid waste container(s). Solid waste must be removed from the food vendor's area and its immediate environment on a regular basis to prevent accumulation of waste that may lead to a health hazard.

Handwashing Stations

For the purpose of the "TE Guidelines for Food Vendors" warm water in lieu of hot water will be accepted given that hot water will be difficult to provide at many outdoor temporary events.

Alternative equipment to plumbed-in sinks may be used; however, water still needs to be running, warm (at a minimum) and from a known potable source. Sinks must be of a size that allows for proper hand washing.

If using a jug as the water reservoir, the jug must be a thermal container with a minimum size of 25 litres. The grey water container (discard bucket) must be at least 15% larger than the water reservoir. The grey water container should be emptied daily or as often as required to prevent the creation of a health hazard. See Photo: Upside Down Jug Method.

