



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	POLICY		Policy No	POL-1407
Title	Community Facility Rentals			
Author	M. Koonts	Reviewed By:		
Date	October 29, 2014	Version	2	

### PURPOSE

The purpose of the *Community Facility Rentals* policy is to provide guidelines for the rental of the Lions Bay Community Hall, kitchen and Village meeting rooms, according to the event descriptions and rental rates as listed in Fees & Charges Bylaw 462.

### POLICY

#### 1.0 General Guidelines

- a) All Facility Rentals are subject to approval by the Village
- b) All Facility Rentals are subject to cancellation at any time by the Village. In the rare occasion this should occur, fees will be refunded in accordance with policy POL-1408: Refunds and Cancellations
- c) Facility Rentals do not include for the delivery, set up and take down of equipment nor cleaning of the facility at the conclusion of the event
- d) Facility Rentals can only be made by an adult 19+ years of age. All child and youth events require adult supervision
- e) Any pre-recorded music played during an event is subject to a SOCAN fee (refer to Schedule A: SOCAN fees)
- f) Rice, confetti (inside or outside of facility) and any other materials that will be applied to the walls, floors or ceilings (including nails, tape, glue, dance wax or sand) are prohibited. Sticky Tac removable adhesive is acceptable
- g) Smoking is prohibited on all areas of municipal property

#### 2.0 Applicant Responsibilities

The applicant is expected to:

- Be present at the event at all times;
- Report damages to Village staff as soon as possible;
- Remove all equipment and personal items from the space at the end of the event including food or beverages left in the kitchen;
- Ensure garbage and recycling is disposed of in the containers provided; and
- Leave the space in the same condition it was rented in.

### 3.0 Application Process

The applicant shall make application to the Village at least two (2) weeks in advance of the event and provide the following:

- Completed Rental Application form;
- Completed Release of Liability, Waiver of Claims and Indemnity Agreement form;
- Serving It Right Certificate (if applicable);
- Special Occasion Licence (if applicable);
- Temporary Food Service Permit (if applicable);
- Payment of Fees; and
- Payment of Damage Deposit.

### 4.0 Licences & Permits

#### *4.1 Special Occasion Licence*

For any event where alcohol will be served, the Applicant is required by law to obtain a Special Occasion Licence (SOL). A SOL permits you to serve, sell and consume alcohol at your special event. The SOL must be prominently displayed, on the day of the event, in the area where liquor is served. A complete copy of the laws that govern this license can be found at <http://www.pssg.gov.bc.ca/lclb/apply/special/index.htm>

To apply for a SOL, the Applicant must visit a BC Liquor Store for the necessary application form.

If you are planning to sell liquor at your event, you must pay a Social Service Tax of 10% on your estimated liquor sales before your event, at the time you are issued your licence. If you overestimate your sales and overpay tax, you may apply for a refund through the Ministry of Small Business and Revenue.

#### *4.2 Serving It Right Certificate*

Serving It Right (SIR) is BC's responsible beverage service program. It is designed to encourage a responsible approach to service of alcohol. SIR is a self-study program; it can be taken online at [www.servingitright.com](http://www.servingitright.com) for a nominal fee.

#### *4.3 Temporary Food Service Permit*

Private events serving food which is prepared or served by voluntary caterers, using the Community Centre kitchen, for functions or gatherings limited to members of their own organization and invited guests do not require a permit.

The sale of home-prepared foods at a temporary food-style market event must be in accordance with BC Centre for Disease Control's Temporary Food Market guidelines (appendix 1). Vendors of home-prepared foods must prepare and sell only lower risk foods as noted in the guidelines.

The preparation and service of food, with or without charge, to the public at a temporary community event less than 14 days in duration requires a Temporary Food Service permit issued by a local health authority. The permit application must be submitted to the local health authority at least 14 days prior to the event.

More information can be obtained from the Temporary Event Planning Guide available at [www.vch.ca](http://www.vch.ca).

#### **4.4 Event Parking**

Event attendees are expected to adhere to all Village parking regulations and bylaws and it is the responsibility of the applicant to ensure appropriate arrangements have been made for guest parking. If event parking needs are expected to exceed the available on-site parking facilities, visitor parking passes are available for purchase from the Village office during regular business hours. The Village of Lions Bay assumes no liability for vehicles which may be ticketed or towed as a result of non-compliance with parking regulations and bylaws.

#### **5.0 Insurance**

Comprehensive General Liability insurance in the amount of Two Million Dollars (\$2,000,000) is required for all facility rentals with the Village. The Applicant must supply the Village with a copy of the insurance documentation listing the Village of Lions Bay as an "also insured" party and include the address of the rented facility as a location covered under the insurance policy.

#### **6.0 Fees**

Facility and equipment rental fees shall be charged in accordance with Fees & Charges Bylaw No. 462, Schedule 6. Fees and deposits are due in full at the time of booking.

If you plan to play pre-recorded music at your event, SOCAN fees will be charged and submitted to SOCAN on your behalf, in accordance with Schedule A: SOCAN Fees.

Additional charges may apply to your event for use of special equipment or assistance with set up. Please refer to Fees & Charges Bylaw No. 462, Schedule 6.

Equipment rental fees do not cover any lost or damaged equipment. Any damaged or lost equipment will be covered by the rental damage deposit.

#### **7.0 Deposits**

Security, damage and/or cleaning deposits will be charged in accordance with Fees & Charges Bylaw 462. Release of deposits will occur within one week of the date of the event, less any damage or cleaning costs incurred by the applicant.

#### **8.0 Refunds**

Refunds for cancelled events will be assessed in accordance with Village of Lions Bay Policy POL-1408: Refunds & Cancellations

#### **SCHEDULES:**

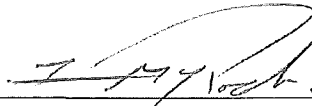
- A. SOCAN Fees

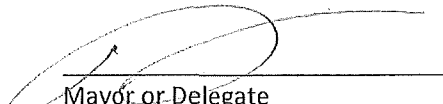
#### **APPENDICES:**

- 1. BC Centre for Disease Control Temporary Food Market (TFM) guidelines

**SEE ALSO:**

- Village of Lions Bay Policy POL-1408: Refunds & Cancellations
- Village of Lions Bay Fees & Charges Bylaw No. 462

  
\_\_\_\_\_  
Corporate Officer

  
\_\_\_\_\_  
Mayor or Delegate

Adopted by Council:	September 16, 2014
Updated:	November 4, 2014

## Schedule A: SOCAN Fees

### SOCAN Event Fees:

Events with dancing:	\$59.17
Events without dancing:	\$29.56

SOCAN (the Society of Composers, Authors and Music Publishers of Canada) is a not-for-profit organization that represents the Canadian performing rights of millions of Canadian and international music creators and publishers. SOCAN is proud to play a leading role in supporting the long-term success of its more than 100,000 Canadian members, as well as the Canadian music industry. Through licences, SOCAN gives businesses that use music the freedom to use any music they want, legally and ethically. SOCAN licenses more than 125,000 businesses coast to coast and distributes royalties to its members and peer organizations around the world. SOCAN also distributes royalties to its members for the use of Canadian music around the world in collaboration with its peer societies. In addition, SOCAN plays a leadership role in mentoring emerging creators on various aspects of the craft and business of music. We also advocate on behalf of our members to ensure that copyright is respected and that creators are appropriately remunerated for the use of their work.

SOCAN operates in accordance with tariffs certified by the Copyright Board of Canada. There are now over 20 different tariffs that correspond to different ways you can use music. As a not-for-profit organization, SOCAN put 86 cents of every dollar it collected in 2011 from license fees into the pockets of music creators and publishers; the rest was used to run the organization.

A SOCAN licence gives you the freedom and flexibility to use virtually any music you want for your business or public event - legally, ethically, and easily. Without SOCAN, you would have to get permission and negotiate a royalty with every songwriter, lyricist, and music publisher whose work you intend to play (publicly perform) – a feat that most of us have neither the time nor the means to achieve. Instead, SOCAN makes this process simple by allowing users to pay a relatively small fee, often once a year, which is distributed to music creators in Canada and around the world through our reciprocal agreements with similar societies. The fees are distributed fairly to our Members who are composers, authors, and publishers of music, according to distribution rules approved by our Board of Directors. (Source: [www.socan.ca](http://www.socan.ca))



**BC Centre for Disease Control**  
An agency of the Provincial Health Services Authority

Environmental Health Services  
655 12<sup>th</sup> Ave W  
Vancouver, BC V5Z 4R4

[www.bccdc.ca](http://www.bccdc.ca)

## Temporary Food Markets

# Guideline for the Sale of Foods at Temporary Food Markets

**Prepared by:**

Food Protection, Environmental Health Services  
BC Centre for Disease Control

**In Collaboration with:**

BC Ministry of Health and the Five Regional Health  
Authorities: Vancouver Coastal, Fraser, Interior,  
Northern and Vancouver Island

Revised: April 2014



**Provincial Health  
Services Authority**  
Province-wide solutions.  
Better health.



*A research and teaching centre affiliated with UBC*

## Table of Contents

Introduction .....	1
Background .....	1
Definitions .....	2
Guideline .....	3
I. Preparation of Lower Risk Food in the Home .....	3
II. Conditions for Sale of Lower Risk Food at Temporary Food Markets .....	5
III. Market Managers of Temporary Food Markets .....	6
IV. Chef Demonstrations and Similar Events .....	7
Appendix I - Lower Risk Foods .....	8
Appendix II - Higher Risk Foods .....	9
Appendix III - Sale of Shell Eggs and Raw Foods of Animal Origin at Temporary Food Markets ..	11
A. Shell Eggs .....	11
B. Sale of Raw Meat, Poultry and Fish Products .....	11
Appendix IV - Application for Sale of Higher Risk Food at Temporary Food Markets .....	14
Appendix V - Template for LETTER OF CONFIRMATION .....	15
Appendix VI - List of Qualified Process Authorities (Thermal Processes) .....	16
Appendix VII - List of Commercial Food Testing Laboratories .....	17

---

## Introduction

This guideline provides recommendations for the preparation and display of food intended for sale at temporary food markets.

The following principles should be maintained at all times:

- Vendors of higher risk foods must contact their local Health Authority and submit an application before commencement of sales (see Appendix IV).
- Vendors of lower risk foods are not required to submit an application before commencement of sales. It is the vendor's and the market manager's responsibility to ensure that all lower risk foods meet the definition of a lower risk food.
- Public health is protected by ensuring that food prepared at home which is offered for sale at temporary food markets is limited to lower risk foods (see Appendix I for examples).
- The Health Authority has discretion to remove any food sold at a temporary food market considered to be a health hazard as defined in Section 1 of the *Public Health Act*, or is contaminated as per Section 3 of the *Food Safety Act*.
- Municipal zoning and business license issues are respected, and are an integral part of the approval process for temporary food markets.

## Background

Section 2 of the *Food Premises Regulation* (B.C. Reg. 210/99), pursuant to the *Public Health Act*, exempts premises in which certain types of food are sold. All other foods offered for sale should be prepared in premises which are constructed and operated in compliance with Section 6(1) of the regulations.



## Definitions

**Temporary Food Market Manager** - means, for the purposes of this guideline, the person designated as being in charge of the overall market operation. Market managers are responsible for ensuring that food vendors of higher risk foods have obtained approval from the local Health Authority in addition to the other responsibilities as outlined in Section III of this guideline.

**Temporary Food Markets** - means for the purpose of this guideline, a food establishment operated in a fixed location on a temporary basis in connection with a charitable or public event, farmers market or other event of a like nature.

**Higher Risk Food** - means food in a form or state which is capable of supporting growth of disease causing microorganisms, or the production of toxins.

*Vendors must not sell foods that are considered higher risk unless approved to do so by the local Health Authority.*

**Lower Risk Food** - means food in a form or state that is not capable of supporting the growth of disease-causing organisms or the production of toxins. One or more of the following factors usually apply to these foods:

- ✓ Water activity ( $A_w$ ) of 0.85 or less, or
- ✓ A pH (Hydrogen ion concentration) value of 4.6 or less.

There can be occasions that a food, even with a pH and/or an  $A_w$  as described above for lower risk foods, may still be considered a higher risk food due to the source of the food, how it is processed, and/or some other mitigating risk factors.

Vendors of home prepared foods at temporary food markets must only sell foods that are considered to be lower risk (see Appendix I for examples). Vendors are allowed to sell home-prepared lower risk foods at temporary food markets without contacting or receiving approval by the local Health Authority.

**Sanitize** - means to use heat or chemicals to reduce the micro-organisms on a surface by 99.99%.

## Guideline

### *1. Preparation of Lower Risk Food in the Home*

Where home preparation of lower risk food is proposed for sale at temporary food markets, it is recommended that vendors/food handlers ensure that

1. Food is in good condition and free from spoilage.
2. Tests are undertaken to verify that a food product is not higher risk. These tests should verify the food has:

- ✓ a water activity ( $A_w$ ) of 0.85 or less, or
- ✓ a pH (Hydrogen ion concentration) value of 4.6 or less

A list of commercial food testing laboratories that may be capable of testing your food can be found in Appendix VII.

3. Food is protected from contamination. Pets should be excluded from kitchens during the time food is being prepared.
4. Food is prepared in well-equipped kitchens. Food contact surfaces, utensils and equipment are cleaned and sanitized prior to beginning food preparation and after each use.
5. Good personal hygiene is observed including:
  - a) washing hands frequently and thoroughly including before starting food preparation, after using the toilet and after handling raw food. Soap in a dispenser and paper towels should be used for hand washing and drying.
  - b) avoiding coughing and sneezing while handling food; when unavoidable cover your nose and mouth and wash hands thoroughly afterwards.
  - c) avoiding food preparation if you are ill or someone in the home is ill.
  - d) wearing clean clothing and an apron when preparing food.
6. Lower risk food is prepared separately from higher risk foods and other potential sources of contamination.
7. Food is wrapped or packaged to preclude contamination.
8. If foods are packed in jars:
  - a) only proper sealing jars (e.g. Mason-type) should be used,
  - b) jars may be refilled only if they are in good condition, cleaned and properly sanitized before reuse,
  - c) sealing rings and lids should not be reused; they should be replaced with new rings and lids with each refill, and
  - d) jams and jellies should be processed in boiling water. The seal should be airtight to prevent the entry of spoilage organisms.

**NOTES – Lower Risk Foods:**

1. The sale of lower risk foods at temporary food markets does not automatically confer approval for sale at retail/commercial food stores. Applicants should discuss requirements for retail/commercial sale with their local Health Authority.
2. Regarding testing to verify that a food product is not higher risk:
  - a. When the Health Authority requires a food product to be tested, such testing should be conducted at a commercial food testing laboratory a list of which is found in Appendix VII.
  - b. Self testing can be conducted during recipe development and for monitoring quality control
  - c. When the recipe for a food product is changed, the food product should be re-tested to verify the product continues to be a lower risk food.
  - d. For vendors which produce a variety of similar products using a similar recipe but different ingredients (e.g. different jams made from different fruit), if testing is required, permission may be granted by the local Health Authority to only test the finished products which would be considered highest risk. In the example above, the jam made from the fruit with the highest pH would be considered the highest risk food product.
  - e. As part of an ongoing quality control program, vendors selling several products are encouraged to test a variety of different products annually.
3. While not mandatory, it is strongly recommended that vendors involved in home food preparation of lower risk food complete the MarketSafe food handlers' training program or other approved food safety training program such as FOODSAFE Level 1.
4. Vendors of lower risk foods are not required to contact their local Health Authority or submit an application before commencement of sales. However, it is the vendor's responsibility to ensure that all lower risk foods meet the definition of a lower risk food, namely:
  - ✓ a water activity ( $A_w$ ) of 0.85 or less, or
  - ✓ a pH (Hydrogen ion concentration) value of 4.6 or less

*It is the vendor's responsibility to provide evidence that a food is a lower risk food if such evidence is requested by their Market Manager or their local Health Authority.*

## II. Conditions for Sale of Lower Risk Food at Temporary Food Markets

It is recommended that vendors of home prepared foods at temporary food markets ensure that, when selling lower risk food:

1. Food handlers observe good personal hygiene, including wearing clean attire and washing hands before handling food or after handling money. Wearing of disposable gloves when handling food or money is recommended, gloves should be changed between activities.
2. A sign is displayed that is clearly visible to the consumer at the point of sale stating that "THIS FOOD HAS BEEN PREPARED IN A KITCHEN THAT IS NOT INSPECTED BY A REGULATORY AUTHORITY." or equivalent wording.
3. Food products should be protected from sources of contamination at all times, including contact by pets, during storage and display at the market. Foods should not be stored in direct contact with the ground.
4. Display cases, counters, shelves, tables, and any other equipment used in connection with the sale of lower risk food should be made from easily cleanable material, maintained in good condition and, cleaned and sanitized as often as necessary.
5. A satisfactory means of cleaning hands and utensils (when used by a vendor), should be provided as per the following:
  - a) the use of hand wipes is satisfactory where only prepackaged food or whole fresh fruits and vegetables are sold
  - b) if samples/product tasting is undertaken then running water, soap in a dispenser and paper towels should be provided; a 22.7 liter (5 gal) plastic water jug with spigot is generally acceptable as the water source

***Suggested alternative to satisfy hand washing may include:***

*Vendors operating side-by-side may share a washing station consisting of liquid soap in a dispenser, single use towels, a container which holds a minimum 22.7 liters (5 gallons) of water, and a suitable waste holding receptacle*

6. In order to minimize direct food handling at the market, with the exception of fresh fruits and vegetables, food samples intended for tasting at the market should be portioned and packed at the home kitchen. At the market, food samples for tasting should be individually portioned (e.g. in paper cups, on toothpicks) and not offered as bulk items.

***Home prepared/packaged food may be subject to Canadian Food Inspection Agency and Health Canada requirements for allergens, labeling, weights and measures. Vendors are advised to check with their local CFIA office to ensure their packages/labels comply with applicable federal requirements.***

### III. Market Managers of Temporary Food Markets

A market manager (or equivalent) should be designated as being in charge of the overall market operation. Market managers are responsible for ensuring that food vendors have obtained approval from the local Health Authority for the sale of higher risk foods, and not allow sales by vendors unless they have produced a Letter of Confirmation (see examples – Appendix V) or a copy of their Permit/Licence to operate.

Other responsibilities of market managers should include:

1. Obtaining approval from local/regional government to ensure compliance with local health, zoning, by-law and business license requirements.
2. Prior to the sale of foods identified in Appendix II and III, it is the responsibility of each vendor to contact the local Health Authority. This includes the submission of applications (see example - Appendix IV) within time deadlines established by the local Health Authority. Generally, applications should be submitted at least 30 days prior to commencement of the market/sales. The Health Authority where the facility is located and produces the food has jurisdiction and is responsible for issuing a letter of confirmation (see example - Appendix V) for all approved applications.

*Letters of confirmation and copies of Permit/Licence to operate will be honored between Health Authorities and events. Vendor applications, once accepted, are not required to be resubmitted to a Health Authority for additional events/locations. However, it is essential that the letter of confirmation or a copy of their Permit/Licence to operate be shown to each Market Manager as part of the event approval process. Vendors are strongly encouraged to have in their possession a copy of the confirmation letter or a copy of their Permit/Licence to operate and any product documentation during any sales event to verify that the products have been reviewed and accepted by the Health Authority with jurisdiction.*

Letters of confirmation or copies of their Permit/Licence to operate do not have an expiry date. However, acceptance is conditional to no changes being made to the process or composition of the approved food(s). Applicants should re-apply to a Health Authority in the prescribed format if any changes are made to the process or composition of the food(s), or for any new foods proposed for sale.

Vendors who sell ONLY fresh whole fruits and vegetables or lower risk foods (Appendix I foods) are not required to submit an application, and do not require a letter of confirmation or a copy of their Permit/Licence to operate. Washing station(s) should, however, be supplied as per Section II.5 if samples are portioned/offered on site.

3. Being responsible for ensuring all vendors are aware of all relevant policies and guidelines.
4. Ensuring no home prepared, higher risk foods are sold or offered for sale.
5. Ensuring each vendor completes a list of foods to be sold.
6. Maintaining a written record of all vendors and foods sold, and have such records available for review by local Health Authority, upon request.
7. Being present and on-site at all times the market is in operation.

8. Ensuring each vendor provides an acceptable means of hand and utensil washing (see Section II.5).
9. Are recommended to have completed the FOODSAFE Level 1 Program or the MarketSafe program.

#### ***IV. Chef Demonstrations and Similar Events***

Chef demonstrations, and similar events, are defined as events where ready-to-eat foods are prepared prior to or at the temporary food market. The food is then distributed to the public and intended for immediate consumption. Chef demonstrations, or other similar events, will only be considered if a *Temporary Food Permit* is obtained prior to the event from the local Health Authority where the event will be located.

## Appendix I - Lower Risk Foods

The following list contains examples of **lower risk foods** that may be acceptable for home preparation and sale at a temporary food market. For additional information on the definition of Lower Risk Foods, see Page 2.

*all of these lower risk foods should be prepackaged  
except whole fresh fruits or vegetables*

- ✓ apple sauce
- ✓ brownies
- ✓ bread and buns (no dairy or cheese fillings)
- ✓ butter tarts
- ✓ pies (fruit filled only, no cream filled or cream based)
- ✓ cakes (icing sugar only, no dairy or synthetic whipped cream)
- ✓ dry cereal products
- ✓ chocolate (provided it is used for re-melted or re-molded products only and (1) not purchased from bulk bins; (2) sourced from a chocolate manufacturer that can provide a certificate of assurance that chocolate is free from *Salmonella*).
- ✓ cinnamon buns (sugar icing only)
- ✓ cookies
- ✓ dried fruits
- ✓ fresh fruits and vegetables
- ✓ fudge
- ✓ hard candy
- ✓ honey
- ✓ jam and jelly (pH 4.6 or less or aw of 0.85 or less)
- ✓ muffins (no dairy fillings)
- ✓ popcorn
- ✓ noodles (dry flour and water only, no egg based)
- ✓ pickled vegetables (vinegar base, pH 4.6 or less)
- ✓ relish (vinegar base, pH 4.6 or less)
- ✓ wine and herb vinegar
- ✓ syrup
- ✓ toffee
- ✓ salsa (if pH and  $A_w$  within acceptable ranges and the food contains no animal protein. If whole or cut tomatoes are used as an ingredient, then the pH of the final product must be less than 4.2.)

---

For products not listed above, please consult your local Health Authority.

---

## Appendix II - Higher Risk Foods

The following list contains examples of **higher risk foods** that are **not acceptable** for home preparation and sale at a temporary food market.

- \* antipasto
- \* cakes/pastries with whipped cream, cheese or synthetic fillings
- \* processed beans, including baked, refried, and bean salad
- \* cabbage rolls
- \* chop suey
- \* creamed corn
- \* dairy products (e.g. milk, cream, cheese, yogurt)
- \* foods containing eggs as ingredients (e.g. custards, salads)
- \* fish and shellfish
- \* garlic spreads, pesto
- \* guacamole
- \* herb and flavored oils
- \* jam and jelly (pH 4.7 or more or  $A_w$  of 0.86 or more)
- \* juice (fruit and vegetable)
- \* processed low acid vegetables (e.g. pH 4.6 or greater: beans, asparagus, beets, mushrooms, broccoli, peas)
- \* tofu
- \* whole or cut tomatoes used as ingredient (unless acidified such that the pH of the final food is below 4.2)
- \* pickled vegetables (vinegar base, pH 4.7 or more)
- \* relish (vinegar base, pH 4.7 or more)
- \* salsa containing animal protein
- \* salsa containing no animal protein (if whole or cut tomatoes are used as an ingredient, and the pH of the final product is 4.2 or greater)
- \* pies (meat filled, pumpkin, sweet potato, custard [e.g., lemon meringue pie])
- \* perogies
- \* processed meat, sausages
- \* humus
- \* pickled eggs
- \* sprouted seeds (bean, alfalfa, mung, etc.)
- \* microgreens

---

For products not listed above, please consult your local Health Authority.

---



**NOTES – Higher Risk Foods:**

- 1. Consideration for the sale of higher risk foods may be given by the local Health Authority provided the food is prepared in an approved, commercial food premises.*
- 2. For higher risk foods intended to be packaged aseptically in an air excluded container (canned), in addition to being prepared in an approved, commercial food premises, the process must be reviewed and accepted by a qualified Processing Authority. See Appendix VII for a list of qualified Processing Authorities in British Columbia.*
- 3. Temporary Food Market vendors who also own/operate the food premises where the higher risk food is being prepared should have a copy of their Permit or License to Operate with them. Vendors who are not the owner/operator of the food premises where the higher risk food is being prepared should obtain a letter of confirmation (See Appendix V for example) from the Health Authority where the facility is located. The letter of confirmation specifies that the higher risk foods listed can be sold at a temporary food market.*
- 4. Vendors should always have a copy of the letter of confirmation or Permit/License to Operate during any sales event to verify that the products have been prepared in an approved, commercial food premises and that the products have been reviewed and accepted by a Health Authority.*
- 5. All vendors involved in the preparation of higher risk foods in an approved, commercial food premises must successfully complete the FOODSAFE Level 1 program or equivalent.*
- 6. All higher risk foods must be maintained at 4°C or colder from the point of packaging through to sale to the consumer. Meat, poultry and fish products must be kept frozen as outlined in Appendix III.*

## Appendix III - Sale of Shell Eggs and Raw Foods of Animal Origin at Temporary Food Markets

The sale of higher risk foods to the public requires that the premises in which the food is processed, packaged, and sold to the public comply with the *Food Premises Regulations*. Hence, home prepared higher risk foods are not permitted to be sold to the public at temporary food markets unless prepared and sold in facilities that have been approved and, in some cases, issued a permit pursuant to the *regulations*.

The above notwithstanding, the following criteria provide guidelines for the sale of shell eggs and other raw foods of animal origin at temporary food markets.

### A. Shell Eggs

Shell eggs may be sold at temporary food markets subject to the following:

- ✓ Shells are sound and not cracked/leaking
- ✓ Shells are clean and free of any fecal material or feathers
- ✓ Eggs are maintained at an internal temperature of 4°C during transportation and storage/display at the market.
- ✓ Crates used to contain the eggs are clean and maintained in a sanitary manner.
- ✓ The minimum information on crates should indicate the name of farm/producer and the packaging or sale date.

### B. Sale of Raw Meat, Poultry and Fish Products

1. The sale of whole, portioned or ground raw meat, poultry or fish products can be considered for sale at temporary food markets subject to the following:
  - ✓ All raw products should be frozen and kept frozen from the point of packaging through to sale to the consumer. All products not sold the day of the market should be kept frozen until return to the point of origin. Any products that have thawed should not be refrozen and sold at a future event.
  - ✓ All raw products should be processed and packaged at an approved food premises.
  - ✓ All raw products should be prepackaged – repackaging or reprocessing of any kind is not allowed at the temporary market site.
  - ✓ All raw products should be labeled to identify the processing plant (see Note 1 below), vendor contact information, product name, packaging date and notice to keep frozen
  - ✓ labels or signage should be provided which provides information on the safe handling/preparation procedures recommended for the product (e.g. cooking temperature for ground beef 71°C)
2. Vendors should submit an application to sell raw meat, poultry or fish products to the local Health Authority at least 30 days prior to the start of the market/sales.

As part of the application, vendors should submit a copy of the relevant licenses and a food safety plan for each of the raw products they wish to sell. The plan should include a list that describes the products. Generic terms such as beef, poultry should be avoided – describe the products more specifically such as roast, steaks, ground beef, hamburger, or chicken breasts.

The plan should also include information about processing and packaging procedures, transportation and selling provisions (*particularly the means of temperature control*), provisions for unsold products and storage outside of market location, and procedures for recall should a problem with the product arise.

**NOTE 1:** *All animals must be slaughtered and meat inspected at a plant licensed under either the federal or provincial Meat Inspection Regulations.*

**NOTE 2:** *Fish products sold anywhere in British Columbia must be processed and packaged in a fish processing plant licensed under the provincial Fish Inspection Regulation. Contact the BC Ministry of Agriculture, Commercial Fisheries Program for more information.*

**NOTE 3:** *Should a vendor wish to sell refrigerated (unfrozen) meat or fish products, then all requirements of the BC Food Premises Regulations must be met. Vendors considering this must first contact their local Environmental Health Officer for more information regarding the feasibility of this option.*

### 3. Meat from Class D Rural Slaughter Establishments

All sales of meat from Class D rural slaughter establishments are limited to within the regional district in which the meat was produced. Meat from Class D meat plants is **PROHIBITED** to be sold in areas outside of the regional district in which the meat was produced. In addition to the requirements outlined in these Guidelines, the sale of meat from Class D meat plants must meet all requirements of the *BC Meat Inspection Regulation*, including:

- a) Class D meat must be labeled:
  - i. Not Government Inspected. For sale and use only in the regional district of *<insert the name of regional district in which the farm is located>*.
- b) In addition, the following information must also be included on the label:
  - i. The slaughter establishment must be identified including the name and address of the farm or facility and the licence number issued to the farm or facility.
  - ii. If a cut and wrap operation is used to further process the meat, it must also be identified.
  - iii. A description of the contents, including the date that the product was packaged
  - iv. A net weight or volume.
- c) A copy of the Class D licence is posted or readily available to customers.

Records of all sales of Class D meat must be kept. These records are critical for demonstrating that licence conditions are being followed, and to ensure that clients can be easily contacted in the case of a product recall. Copies of all invoices should also be kept to verify information in the sales record. Critical information to record includes:

- ✓ Type of product
- ✓ Date of sale
- ✓ Quantity sold (by weight)

- ✓ Customer name and contact information
- ✓ Other records the Health Authority deem necessary for traceability

#### 4. Meat from Class E Meat Plants

All sales of meat from Class E meat plants are limited to within the regional district in which the meat was produced. Meat from Class E meat plants is **PROHIBITED** to be sold in areas outside of the regional district in which the meat was produced. In addition, meat products from Class E meat plants may only be sold directly to consumers by the licence holder (or his or her immediate family). Retail sales of Class E meat products to secondary food establishments such as restaurants or retail stores are **PROHIBITED**. In addition to the requirements outlined in these Guidelines, the sale of meat from Class E meat plants must meet all requirements of the *BC Meat Inspection Regulations*, including:

- a) Class E meat must be labeled:
  - i. Not Government Inspected. Not for resale. For sale and use only in the regional district of *<insert the name of regional district in which your farm is located>*.
- b) In addition, the following information must also be included on the label:
  - i. The slaughter establishment must be identified including the name and address of the farm or facility and the licence number issued to the farm or facility.
  - ii. If a cut and wrap operation is used to further process the meat, it must also be identified.
  - iii. A description of the contents, including the date that the product was packaged
  - iv. A net weight or volume

Records of all sales of Class E meat must be kept. These records are critical for demonstrating that licence conditions are being followed, and to ensure that clients can be easily contacted in the case of a product recall. Copies of all invoices should also be kept to verify information in the sales record. Critical information to record includes:

- ✓ Type of product
- ✓ Date of sale
- ✓ Quantity sold (by weight)
- ✓ Customer name and contact information
- ✓ Other records the Health Authority deem necessary for traceability

***All sales of meat or meat products originating from a Class E meat plant should be completed by the license holder or his or her immediate family. However, sales by other individuals on behalf of the E license holder are permitted provided the following requirements are met:***

- ✓ The individual must be able to clearly demonstrate their relationship to the E establishment or licence holder (e.g. employee, family member, etc.).
- ✓ The individual must ensure that all required sales records are being kept, including documentation of accurate customer contact information for traceability purposes (**note: this is required for all E sales regardless of where they occur**).
- ✓ The individual must ensure that a copy of the E establishment's food safety plan and licence is readily available to customers at the Temporary Food Market.

## Appendix IV - Application for Sale of Higher Risk Food at Temporary Food Markets

Application Date: \_\_\_\_\_ Applicant: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City/Postal Code \_\_\_\_\_  
Phone (Day): \_\_\_\_\_ Phone (Cell): \_\_\_\_\_  
Fax #: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Applicant's Signature: \_\_\_\_\_

Name of Market / Event: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_  
Location of Market / Event: \_\_\_\_\_ Business Hours: \_\_\_\_\_ to \_\_\_\_\_

*NOTE: If selling at multiple markets - list all locations on separate page.*

Market Manager: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Provide a complete list of your food products. List additional foods on separate page if more space needed**

_____	_____	_____
_____	_____	_____
_____	_____	_____

**Describe your packaging method by checking the applicable boxes as noted below.**

☐ Plastic Wrap    ☐ Bottle    ☐ Pouch    ☐ Vacu-packed    ☐ Other \_\_\_\_\_

**Have you previously received a Letter of Acceptance or Confirmation for the foods intended to be sold:**

☐ No    ☐ Yes    *If yes, please provide a copy of the letter(s) with your application.*

**For EACH food product intended to be sold at the temporary market, please include the following documents with your application form:**

- ☐ a list of ingredients
- ☐ a brief description of the preparation and preservation method
- ☐ a sample of your product label
- ☐ for each food item, indicate location of processing/packaging (e.g. commercial establishment **including address**)
- ☐ If you have done quality assurance testing of your products, please provide a copy of your most recent lab reports where applied:
  - ☐ Bacteriology or ☐ pH or ☐ A<sub>w</sub>

### To be completed by EHO

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Objection:    ☐ Yes    ☐ No

*If yes, attach reason(s).*

Sign or mark with Health Authority stamp and return a copy of the reviewed application to the applicant.

**APPLICATION FORM IS DUE AT LEAST 30 DAYS PRIOR TO THE EVENT**

**NOTE – Applicants should plan for a 14-day processing turnaround time.**

## Appendix V - Template for LETTER OF CONFIRMATION

Vendor

Address

Dear Vendor:

Re: Sale of <Product> Prepared at an Approved, Commercial Food Premises for Sale at a Temporary Food Market

We have reviewed the information you provided regarding your proposal to prepare (Name the Products) in (Name the approved, commercial food premises including address) and sell them at Temporary Food Markets. Based on the information provided, this letter confirms that your proposal has been reviewed as per *Temporary Food Market Guideline*. We have no objection to the production of this product for sale at Temporary Food Markets subject to the following conditions:

1. All foods should be properly packaged to protect them from contamination and should also be labeled.
2. No additional processing or preparing of the food is to occur at the market site without written permission from our office.
3. All foods are to be sold from a supervised temporary food market, as defined in the Guideline.
4. There is to be no change to the ingredients or preparation method of this product(s) without written permission from our office.
5. A copy of this letter is to be kept available with you during any sales event confirming that these products have been reviewed by <Health Authority>.
6. This letter does not automatically confer approval to sell the foods to a licensed retail facility.
7. This letter does not confer approval regarding other regulatory agencies' guidelines including, but not limited to, labeling, nutrition labeling, and other requirements.

Please contact the undersigned at <office phone> if you have any questions regarding these conditions.

Yours truly,

Environmental Health Officer

## **Appendix VI - List of Qualified Process Authorities (Thermal Processes)**

**DR. GARY SANDBERG**

Program Head

Food Technology, BCIT

SW01 1235 - Burnaby Campus

3700 Willingdon Ave

Burnaby BC V5G 3H2

Phone: 604.432.8561 | Fax: 604.434.6986

Email: [Gary\\_Sandberg@bcit.ca](mailto:Gary_Sandberg@bcit.ca)

## Appendix VII - List of Commercial Food Testing Laboratories

**MAXXAM ANALYTICS**  
4606 Canada Way  
Burnaby BC V5G 1K5  
Phone: 604.734.7276 | Fax: 604.731.2386  
Toll: 800.665.8566  
Website: [www.maxxam.ca](http://www.maxxam.ca)  
Email: [info@maxxam.ca](mailto:info@maxxam.ca)

**EXOVA CANADA INC.**  
104-19575 55A Ave  
Surrey BC V3X 8P8  
Phone: 604.514.3322 | Fax: 604.514.3323  
Website: [www.exova.ca](http://www.exova.ca)

**FOODASSURE LABORATORY LTD**  
1650 Pandora  
Vancouver BC V5L 1L6  
Phone: 604.251.9588 | Fax: 604.251.9588  
Website: [www.foodassure.com](http://www.foodassure.com)  
Email: [anna@foodassure.com](mailto:anna@foodassure.com)  
Contact: Anna Piesik

**I G MICROMED ENVIRONMENTAL INC**  
190-12860 Clarke Pl  
Richmond BC V6V 2H1  
Phone: 604.279.0666 | Fax: 604.279.0663  
Website: [www.igmicromed.com](http://www.igmicromed.com)  
Email: [info@igmicromed.com](mailto:info@igmicromed.com)  
Contact: Kelly Geere

**CARO Analytical Services**  
102-3677 Highway 97N  
Kelowna, BC V1X 5C3  
Phone: 250-765-9646 | Fax: 250-765-3893  
Website: [www.caro.ca](http://www.caro.ca)  
Email: [Kelowna@caro.ca](mailto:Kelowna@caro.ca)  
Contact: Sara Gulenchyn

**MB LABORATORIES LTD**  
2062 Henry Ave  
Sidney BC V8L 5Y1  
Phone: 250.656.1334 | Fax: 250.656.0443  
Website: [www.mblabs.com](http://www.mblabs.com)  
Email: [mblabs@pacificcoast.net](mailto:mblabs@pacificcoast.net)

**S G S CANADA INC**  
50-655 West Kent Ave N  
Vancouver BC V6P 6T7  
Phone: 604.324.1166 | Fax: 604.324.1177  
Website: [www.sgs.com](http://www.sgs.com)  
Email: [ron.kuriyedath@sgs.com](mailto:ron.kuriyedath@sgs.com)  
Contact: Ron Kuriyedath

**SILLIKER J R LABORATORIES INC**  
12-3871 North Fraser Way  
Burnaby BC V5J 5G6  
Phone: 604.432.9311 | Fax: 604.432.7768  
Website: [www.jrlabs.ca](http://www.jrlabs.ca)  
Email: [info@jrlabs.ca](mailto:info@jrlabs.ca)  
Contact: Cathy Shevchuk

**NORTHERN LABS LIMITED**  
251 Kaian Road  
Prince Rupert BC  
Phone: 250.627.1906  
Toll: 1.800.990.9522

---

Consult your local Health Authority for information on other commercial food laboratories that may be available in your community.

---



## TEMPORARY FOOD SERVICES APPLICATION

Applicant (Operator) Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Dates/Times: \_\_\_\_\_

Coordinator's Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Describe menu items/food items that will be served/sampled and the manner in which each is prepared. **All ingredients shall originate from approved sources – receipts are required on site. Home preparation is not allowed. All food must meet the 2% and 5% trans fat restrictions. (See [www.restricttransfat.ca](http://www.restricttransfat.ca))**

---

---

---

---

---

---

---

---

Menu items prepared in advance shall be prepared in an approved food service establishment. Provide name and address of premises. **You may be asked to submit the Food Safety Plan for each menu item:**

---

---

For menu items that require preparation, a FOODSAFE certified food handler shall be involved with its preparation and be present at the booth. List name and certification date of these food handlers. **Certificates and personal identification are required on site.**

---

---

Describe how foods will be protected from contamination and, if potentially hazardous, kept at a safe temperature during transportation to the event.

---

---

## **GUIDELINES FOR TEMPORARY FOOD SERVICES**

Approval to operate a temporary food premises is based on completing the following requirements as approved or amended by the attending Environmental Health Officer. (See Guideline: Construction and Operation of a Temporary Food Services at [http://www.vch.ca/media/guidelines\\_construction\\_temp\\_booth.pdf](http://www.vch.ca/media/guidelines_construction_temp_booth.pdf))

Will premises be located indoors? ☐ Outdoors? ☐

Type of Equipment	Requirement	Description of Equipment to be Used
<b>Food Contact Surfaces</b>	Smooth, tight, non-absorbent and easily cleanable. (E.g: stainless steel or rigid plastic)	
<b>Food Contact Surface Sanitizing Solution</b>	Provide 100 ppm chlorine (1 oz. bleach per gallon of water) <b>OR</b> 200 ppm quaternary ammonium (follow label instructions)	
<b>Canopies/Tents</b>	Cover all food contact surfaces and food storage/display areas.	
<b>Flooring</b>	Hard, level surface.	
<b>Food Protection</b>	Food shall be protected from contamination (off the ground, plastic containers with lids, sneeze guards, etc.)	
<b>Hand Washing Station – Must be operational prior to any food handling.</b>	Pressurized hot and cold running water dispensed so hands free for washing. Soap in pump dispensers and single-use paper towels.	
<b>Cooking and/or Re-heating</b>	Internal food temperature 74°C (165°F).	
<b>Hot-holding</b>	Maintain foods at 60°C (140°F) or above at all times.	
<b>Cold-holding</b>	Mechanical refrigeration preferred – (or equivalent method of consistently maintaining potentially hazardous foods at 4°C (40°F) or below at all times.)	
<b>Temperature Measurement For all potentially hazardous foods</b>	Provide accurate stem thermometer. Check and record temperatures before and after transport and every 2 hours thereafter.	
<b>Utensil Sanitizing</b>	A sufficient supply of sanitized utensils required. A 2 compartment pot sink required if preparation involves raw meat/poultry/seafood.	
<b>Service Ware</b>	Single-use disposal dishware and utensils.	
<b>Garbage Collection</b>	Adequately sized and leak-proof.	
<b>Wastewater Collection/Disposal</b>	Collected and disposed in the sanitary sewer, <b>not</b> on the grounds or down storm drains.	Collection:  Disposal:

<p>On site preparation and service to public shall not commence until your temporary premises has been approved. You may be required to be set up in advance of event start time.</p>
---

Should I fail to meet these requirements, in accordance with Section 6 of the B.C. Food Premises Regulation, I understand that I will not receive approval to operate this temporary food premises.

Signature of Applicant

Date of Application

Coordinators of temporary events and trade shows are responsible for submission of all application forms **14 days** in advance of the event. Please return this application to the coordinator of your event who will forward it to the health office. For events without a coordinator, the individual vendor is responsible for submission of the application to the health office on time. Incomplete applications will be returned.

**An administration fee of \$30 will be charge to process this application. This fee will be waived for complete applications received 14 days in advance of the event. Complete the credit card information below. Cash, cheque and debit payments are accepted in person at the health office.**

Credit Card Co. \_\_\_\_\_ Card No. \_\_\_\_\_ Expiry mm/yy \_\_\_\_\_

Name on Card \_\_\_\_\_

**Application Review**

To be completed by Environmental Health Officer.

☐ Application Late/Incomplete

☐ Temporary Food Premises

☐ Temporary Food Service Establishment

☐ Requirements prior to approval

---

---

---

---

---

---

---

---

---

---

---

---

☐ Issue Temporary Permit to Operate

Premises No. \_\_\_\_\_

☐ Input into Facility Detail

EHO Signature

Date

## **Temporary Event Food Safety Plan**

(Do not send back as part of the application form, keep at booth)

The following chart is a generalized Food Safety Plan that will guide you through the monitoring steps necessary to maintain food safety. Should there be a breach in food safety; the required corrective actions are detailed below. If you already have a detailed Food Safety Plan specific to the menu items that you intend to prepare, please use it and have it on hand at the booth.

<b>FOOD SAFETY PLAN CHART</b>		
<b>PREPARATION OFF-SITE AT APPROVED PREMISES</b>	<b>PREPARATION ON-SITE</b>	
	<b>NO COOKING</b>	<b>COOKING</b>
<b>TRANSPORT (CCP1)</b> Hot: 60 °C or above Cold: 4 °C or below	<b>RECEIVING</b> From approved supplier	<b>RECEIVING</b> From approved supplier
	<b>TRANSPORT (CCP1)</b> Cold: 4 °C or below	<b>TRANSPORT (CCP1)</b> Cold: 4 °C or below
<b>TEMPERATURES AT EVENT</b>	<b>COLD-STORAGE (CCP1)</b> Cold: 4 °C or below	<b>COLD-STORAGE (CCP1)</b> Cold: 4 °C or below
<b>COLD-STORAGE (CCP1)</b> 4 °C or below	<b>PREPARATION (CCP2)</b> Thoroughly wash hands. Use sanitized equipment and utensils. Prepare small batches.	<b>PREPARATION (CCP2)</b> Thoroughly wash hands. Use sanitized equipment and utensils. Prepare small batches.
<b>RE-HEATING (CCP3)</b> Internal temperature of 74 °C		<b>COOKING (CCP3)</b> Internal temperature of 74 °C
<b>HOT-HOLDING (CCP1)</b> 60 °C or above		<b>HOT-HOLDING (CCP1)</b> 60 °C or above

### **SERVING**

Minimize time between preparation and service. Thoroughly wash hands. Dispense foods using sanitized utensils. Provide single-use condiments or pump dispensers. **(CCP2)**

**CORRECTIVE ACTIONS:** CCP indicates a Critical Control Point. At these points, care must be taken to ensure that temperature limits and safe handling procedures are followed. For each CCP, temperatures must be monitored using a sanitized stem thermometer. If the limits are not met, the following corrective actions are required:

- **CCP1:** Discard the food if the temperature limit has not been met for over 2 hours.
- **CCP2:** Discard the food if it has been contaminated or improperly handled.
- **CCP3:** Continue to cook food until the required temperature is met.

## **Sanitation Plan**

<b>Approved Sanitizers</b>	
Approved sanitizer to be utilized for food contact surfaces	
<b>Chlorine</b> at 100ppm concentration (28mL unscented bleach per every 4.5L water)	<b>Quaternary ammonium</b> at 200ppm concentration (as per label instructions)
Utensils and equipment to be washed and sanitized with wash/rinse/sanitize dishwashing method. Ensure sanitizer concentrations maintained at approved levels. Test strips required to verify concentration. Spray bottles with sanitizer onsite for food contact surfaces. Wiping cloths to be stored in sanitizing solution when not in use. Soiled wiping cloths to be cleaned prior to re-use.	

### **ADDITIONAL REQUIRED DOCUMENTS:**

Food Safe certificate(s)  
Records of food sources; receipts, invoices, etc.