



Hamilton

INFORMATION REPORT

TO:	Chair and Members General Issues Committee
COMMITTEE DATE:	February 23, 2016
SUBJECT/REPORT NO:	Special Events Report BOH16009 (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Richard MacDonald Program Manager, Food Safety Program Public Health Services Department
SUBMITTED BY:	Robert Hall, B.Sc (Env. Health), C.P.H.I. (C) Director, Health Protection Division Public Health Services

Council Direction:

The General Issues Committee held on January 29, 2016 approved the following motion:

“That Public Health Services staff be directed to report back to the 2016 General Issues Committee Budget process, respecting the budget impact of reducing Public Health inspection fees at Festivals and Events, to the 2015 levels, the number of festivals and events annually and the number of vendors at each event.”

Information:

The budget impact of reducing the 2016 Public Health Services (PHS) User Fees for Special Events/Festivals to the 2015 approved rates will result in a \$39,200.00 pressure in the 2016 budget.

As part of the 2015 budget process, PHS requested a budget enhancement to assist with exceptional costs of special events food safety monitoring and inspections. The enhancement was not approved by Council with a suggestion that a User Fee increase be utilized in the 2016 budget process to recover the costs of this work. This increase in User Fee's is a sustainable full cost recovery model for these unbudgeted costs. The number of special events has been rising over the past several years, resulting in budget pressures as well as challenges in meeting mandatory program targets for food safety inspections. Under this full cost recovery model, the full cost of inspections is recovered by the fees. Any increase in the number of events does not result in a budget pressure, and overtime or temporary staff can be funded using the revenue. If only a partial recovery model is used, as would be the case with reducing the fee back to the 2015 rate, any increase in the number of events will result in a budget pressure. The 2016 User Fees were approved on November 25, 2015, Appendix "B" to Item 6 of GIC Report 15-023.

Most special events are processed through the Special Event Advisory Team (S.E.A.T.) for the City of Hamilton. Through this process, when food is served or offered for sale to the public, event organizers complete the PHS special event application.

In 2015, there were 316 special events held in the City of Hamilton's parks, roadways etc. There were 281 events with 1,540 vendors who served or offered food to the public. Prior to each of these special events, Public Health Inspector's (PHI's) contacted all special event organizers and vendors to provide information and discuss food safety requirements. Through this process, a risk assessment of the event and the vendors was completed. Events with food vendors that are assessed as high risk were inspected. Events that do not have high risk food vendors were not inspected.

In 2015, 71 special events warranted inspections by PHI's with approximately 1,003 food vendors present at these events. All food vendors receive a full inspection or a compliance check by PHI's; however, not all food vendors incur the PHS special event fee. Only those vendors assessed as high risk food vendors receive the full inspection that would require the user fee to be applied, while low risk vendors receive a compliance check. A compliance check is done to ensure that the vendor complies with their application information by offering the low risk food as they have indicated. Special event organizers were invoiced for 488 food vendors in 2015. Many events are held over two to three days and involve afterhours and weekend inspections, which incur additional overtime costs to PHS.

At a future Board of Health meeting, PHS staff will present a report on the Special Event/Festival Food Safety Inspection program. This report will include information on application procedures, the risk assessment process, food safety requirements of organizers and vendors, and options for long term sustainable funding options for this program.