



Hamilton

Special Events Guideline Update

Richard MacDonald, CPHI(C)
Manager, Food Safety
Public Health Services

7.3

Outline

- Role of Public Health
- Public Health Laws
- Special Event Process
- Work We Do
- Special Event Video

What is the purpose of a Public Health Inspector?

- The duty and authority to enforce Acts and Regulations
- To protect the health of the public
- To prevent illness



Public Health Laws

Health Protection and Promotion Act (HPPA):

- General authority providing inspectors the power to inspect s. 10 (2)



Public Health Laws

Food Premises Regulation 562:

- Provides specific requirements for maintenance, equipment, food temperatures, washrooms, food handling and employee hygiene



Public Health Laws

Food vendors at special events are “Food Premises” as defined under HPPA.

- “premises” – lands and/or structures (i.e. trailers and portable structures)
- “food premises” - food or milk is prepared, sold or offered for sale



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Public Health Laws

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Public Health Laws

Under HPPA, all special event vendors must:

- Inform Medical Officer of Health in advance when planning to serve food to the public s.16 (2)

Public Health Laws

Under HPPA, all special event vendors must:

- Provide any information regarding the source and preparation of foods served s. 16 (4)

Special Event Application

- Notify S.E.A.T. on City Land
- If food present, PHS contacts Organizer.
- PHS Booklet, Organizer and Vendor Applications
- Completed package 14 days in advance



Special Event Application

- Notify S.E.A.T. on City Land
- If food present, PHS contacts Organizer.

Special Event Application



City of Hamilton, Public Health Services, Health Protection Division

Robert Thomson Building
110 King St W, 2nd FL
Hamilton, ON L8P 4S6
www.hamilton.ca

Dear Event Coordinator:

Re: Special Event Information Package - 2016

The City of Hamilton, Public Health Department, Health Protection Division, is responsible for ensuring proper food handling at Special Events in the Hamilton Area.

Attached you will find the Special Event information package for Organizers and Food Vendors. **Please be certain that you familiarize yourself with the package and provide copies to all participating vendors to ensure they are aware of the requirements to participate in special events. Organizations or individuals selling, giving food away or providing samples must complete the forms.** The Organizer and vendor applications must be filled out in full and returned to the above address, no later than 14 days prior to the event. Each food vendor must complete their own form and return to organizer. Please return completed forms in person, mail or fax (905) 546-2787.

An administration fee of \$32.00 + HST is charged per vendor unit for Special Events and festivals to cover the costs incurred in the provision of this service. The cost can be recovered from individual vendors, however, the coordinator is responsible to this Department for the full fee and only one cheque or money order will be accepted. Payment must be made prior to the event. **Note: Refreshment Vehicles fully licensed by the City of Hamilton are not required to pay this fee. However, food trucks must be listed on the list of Food Vendors, including City of Hamilton Plate #.**

PLEASE MAKE CHEQUES PAYABLE TO CITY OF HAMILTON AND FORWARD TO THIS DEPARTMENT, TO THE ATTENTION OF FOOD SAFETY. An additional fee of \$23 + HST per vendor will be assessed if the application is not received by this Division 14 days prior to the event.

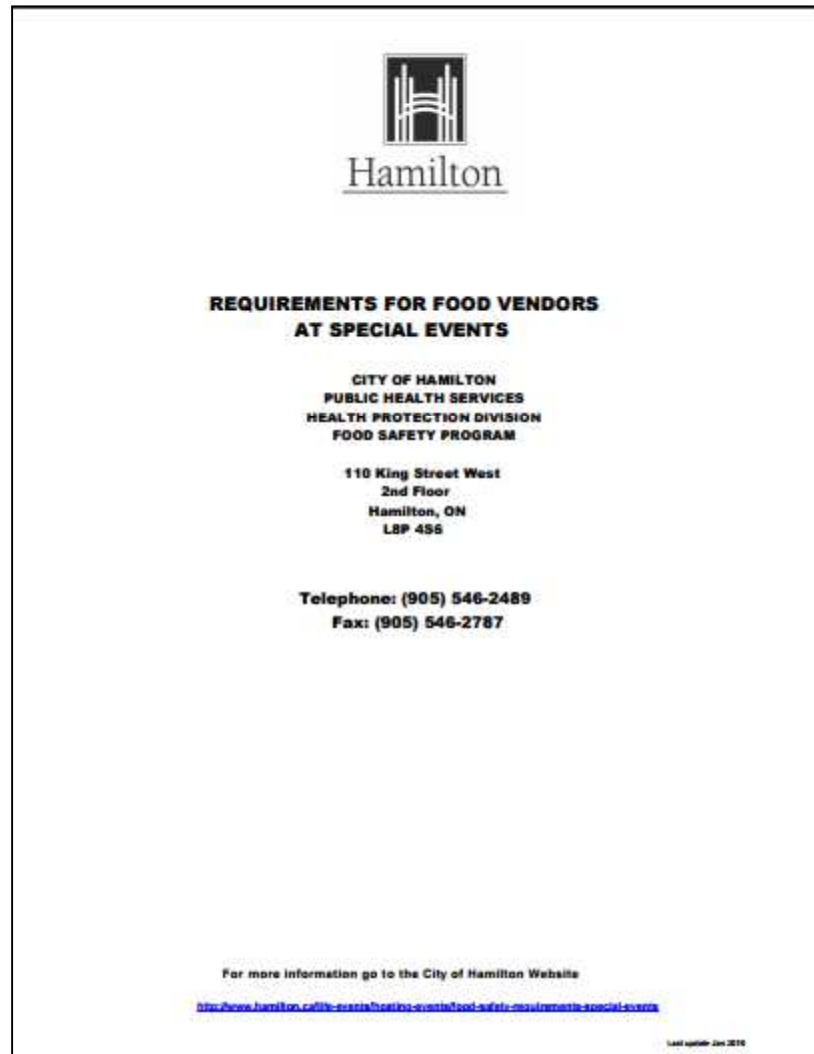
If further information is required on the Special Events information package, please contact us at 905-546-2489.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard MacDonald".

Richard MacDonald
Food Safety Manager
Health Protection Division

Special Event Booklet



Special Event Booklet



DID YOU FORGET ANYTHING?


- ☐ TENT/ UMBRELLA
- ☐ HOT AND WARM RUNNING WATER
- ☐ LIQUID SOAP IN DISPENSER
- ☐ PAPER TOWELS IN DISPENSER
- ☐ BUCKETS TO CAPTURE WASTE WATER
- ☐ COLD HOLDING OF FOODS- REFRIGERATORS, FREEZERS, COOLERS, ICE
- ☐ THERMOMETERS FOR COOLERS
- ☐ HOT HOLDING FOR FOODS - STEAMER, STOVE, CHAFFING, DISHES, ETC.
- ☐ PROBE THERMOMETER
- ☐ FOOD CONTAINERS OFF THE GROUND
- ☐ SUITABLE COVERS FOR FOOD PROTECTION
- ☐ CONTAINERS FOR UTENSIL WASHING, RINSING AND SANITIZING
- ☐ SANITIZER (A CONTAINER OF BLEACH AND A SPRAY BOTTLE) PROVIDE CHLORINE TEST STRIPS
- ☐ CLEAN OUTER CLOTHING AND HEADGEAR FOR STAFF
- ☐ PEST CONTROL- FLY STRIPS
- ☐ GARBAGE RECEPTACLES WITH LIDS

**ENSURE THAT ALL YOUR EQUIPMENT IS COMPLETELY SET UP BEFORE
HANDLING FOOD.**



Organizer Application





EVENT NAME: _____
DATE(S): _____

Opening Time: _____ Closing Time: _____

Location of Event: _____

Name of Organization: _____

Contact Person: _____

Address: _____

After event address: _____

Email Address: _____

Telephone: (H) _____ (B) _____ (C) _____

Number of Food Booths: _____ Anticipated Size of Crowd: _____

Number of Sanitary Facilities: Existing Washrooms: _____ Portable Toilets: _____

Method of Providing Water to Food Booths (Food grade hoses must be in compliance with the Ontario Building Code e.g. NSF Standard 61):

☐ Water Truck

☐ Hook Up to City Water (Must obtain Hydrant Permit)

☐ Other - Describe: _____

Method of Providing Hydro to Food Booths (Ensure there is sufficient power for refrigeration, lights, coffee urns, etc, for duration of event):

☐ Installer

☐ Portable Generators

☐ Other - Describe: _____

Method of wastewater disposal: _____

Will Food Vendors be providing their own tents/booths? : ☐ Yes ☐ No


Will you be providing ice for the food vendors? ☐ Yes ☐ No

Will there be a petting zoo/pony ride? ☐ Yes ☐ No

Please list all participating food vendors attending this event on the following page.
Please indicate if the vendor is from outside of the City of Hamilton

Vendor Application





SPECIAL EVENT APPLICATION FOR FOOD VENDORS

City of Hamilton
Health Protection Division
Attention: Special Events
Public Health Services
110 King St W, 2nd Fl
Hamilton, Ontario L8P 4G6

EVENT NAME: _____

EVENT DATES: _____

EVENT TIME/DURATION: _____

LOCATION OF EVENT: _____

2016 - VENDOR INFORMATION
(To be completed by each vendor attending)

NAME OF VENDOR: _____
(Or Business Name)

CONTACT PERSON: _____

EMAIL ADDRESS: _____

PHONE: (B) _____ (H) _____ (C) _____

What was the last event attended in Hamilton? _____

Are you an out of town vendor? ☐ YES ☐ NO
If yes, attach most recent Health Inspection Report (within 4 months of this event)

Vendor will be set up in: ☐ Booth /Tent ☐ Indoor Facility

☐ Mobile Food Trailer Ontario Plate# ☐ _____ City of Hamilton Plate # ☐ _____

Establishment where food is prepared: _____

Contact person of Establishment: _____

Address of Establishment: _____

Phone Number of Establishment: _____

| Menu Items | Brief Description of Preparation on Site |
|------------|--|
| | |
| | |
| | |

Living In

City services and programs for residents.

Doing Business

Start, grow and operate your business here.

Discovering Hamilton

Explore the best the City has to offer to visitors and newcomers.

City Hall

Connect to the Mayor & Councillors, meetings, planning & development.

HOSTING EVENTS

Holding a Special Event on City Property

[Popular Locations for Events](#)

[Municipal Alcohol Policy](#)

[Street Performance "Busking" Policy & Guidelines](#)

[Food Safety Requirements at Special Events](#)

Corporate Rentals & Programs



Food Safety Requirements at Special Events


[Home](#) > [Life Events](#) > [Hosting Events](#) > [Food Safety Requirements at Special Events](#)

Requirements for temporary food vendors at special events

Food served at special events must be prepared and handled safely. Public Health Inspectors will inspect food vendors at the event for safe food preparation and handling.

How to apply

Special events coordinators must get approval from Public Health Services to serve food at special events.

Read about  [food safety requirements at special events and fill out application forms](#) (PDF, 510 KB)

- Coordinators must provide copies of the food safety requirements to all food vendors at the event.

Public Health Services

- Completed applications 14 days in advance

Public Health Services

- PHI reviews Special Event Package with organizer
- Contacts ALL food vendors
- Risk assessment conducted



Inspect or Not?

Risk Assessment includes:

- Type of food served
 - Potentially Hazardous Foods
- Number of attendees
- Number of food vendors
- Indoor vs outdoor
- Length of event



2016 Special Event Fees

- \$32 + HST per food vendor *
- \$23 + HST late fee per vendor *



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Image: www.thespec.com

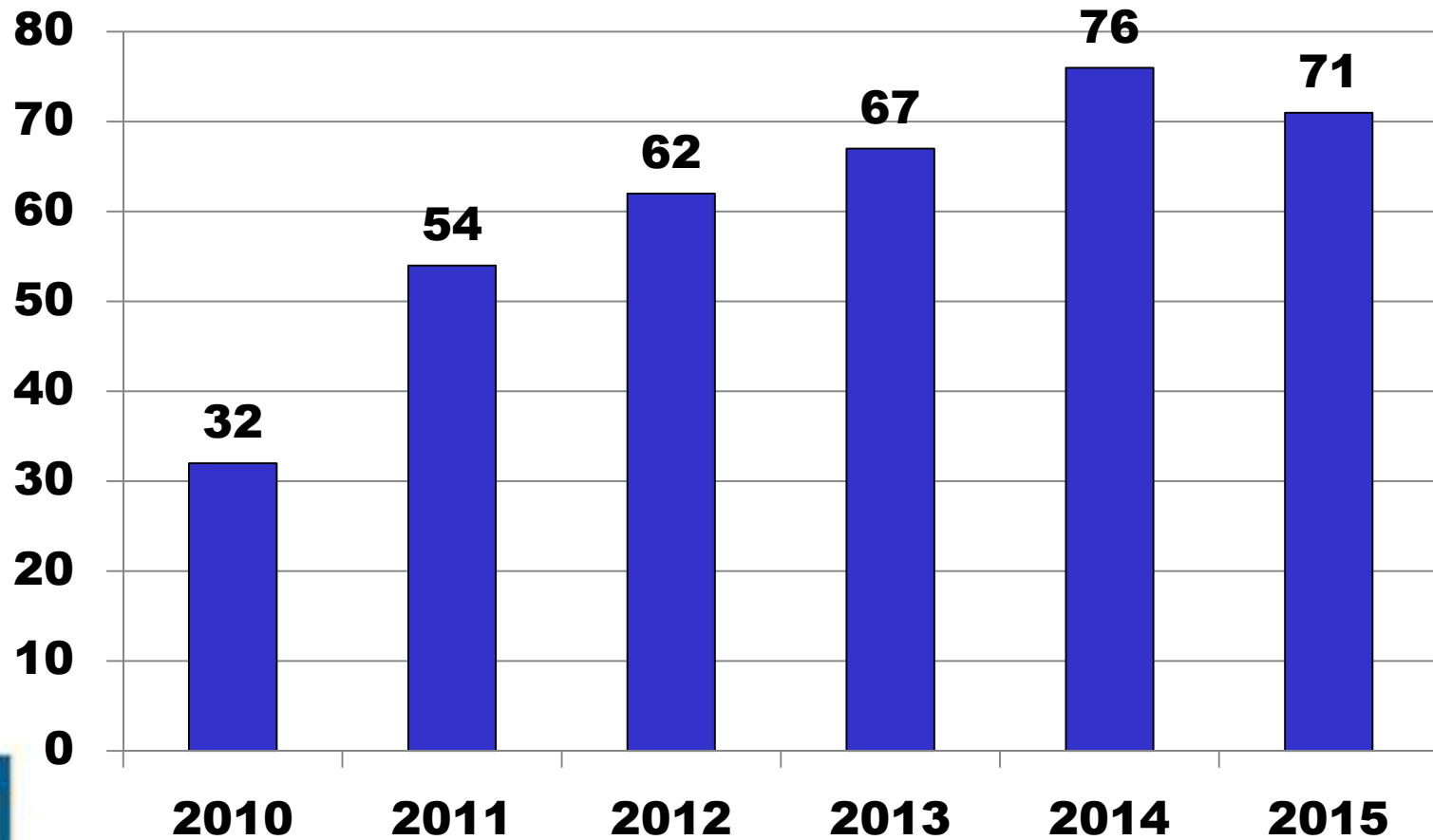
* Applied only to inspected vendors

Work We Do

Special Events in 2015:

- 316 Special Events
- 281 with food risk assessed
- 71 Warranted Health Inspection
- 1003 Food vendors present
- 1540 Inspections conducted

Special Events Inspected



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Work We Do

- Pre and Post consultation for special events accounts for approximately 532 hours of PHI time
- Not included in MOHLTC Accountability Agreement Indicators
- Indicators measure BOH performance

Questions?



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Public Health Master Special Event Video

