

Under Section 16(2) of the Health Protection and Promotion Act, every person intending to serve food to the public at a special event is required to inform the Health Unit of the event. The completion of the Special Events Food Vendor Form is mandatory to satisfy this requirement. Your cooperation is appreciated.

The Renfrew County and District Health Unit is mandated to inspect all events that prepare and serve food to the public. However, amendments to the Food Premises Regulation 562/90 has resulted in significant changes to the way public health units address food safety issues at special events. Now, it is possible to serve food to the public at special events that are operated by a religious organization, fraternal organization, or a service club without having to meet the requirements set out in the Food Premise Regulation 562/90. However, if you are one of the exempt organizations (see definitions below) and your event is deemed exempt, you must meet the following two criteria.

1) The event organizer must post the following sign in a conspicuous place stating:

<p>NOTICE TO PATRONS THIS EVENT HAS NOT BEEN INSPECTED BY PUBLIC HEALTH IN ACCORDANCE WITH THE FOOD PREMISES REGULATION MADE UNDER THE HEALTH PROTECTION AND PROMOTION ACT</p>
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2) The event organizer must also keep a list of all persons who donate hazardous food for the special event meal and must provide a copy of that list to a public health inspector on request. The list must contain each donor's name, address, telephone number, and the food that was donated.

The special event organization may not wish to be deemed an exempt special event and therefore, must comply with the Food Premise Regulation 562/90.

By definition, an exempt special event is a food service event or occurrence that is open to the public and held by religious organizations, service clubs, or fraternal organizations and that is considered to be outside the normal scope of the organization's regular activities.

Definitions:

A **religious organization** is defined in the Income Tax Act as an organization, other than a registered charity, of which a congregation is a constituent part, that adheres to beliefs, evidenced by the religious and philosophical tenets of the organization, that include a belief in the existence of a supreme being.

A **fraternal organization** can be defined as any organized body of men (or of women, or both) who are banded together, not for pecuniary profit, but for mutual assistance, and to promote moral, intellectual or social benefits among the members. Examples of fraternal organizations include but not limited to Knights of Columbus, Masonic Lodge, Moose Lodge, Sisterhoods and Brotherhoods, etc.

A **service club** is defined in Webster's Dictionary as any of several organizations dedicated to the growth and general welfare of its members and the community. Examples of service clubs include but are not limited to Lions Club, Rotary Club, Optimists, Royal Canadian Legion, Boy Scouts, Girl Guides, Community Sports Association (i.e. hockey, baseball), etc.

Hazardous Foods as defined in the *Food Retail and Food Services Code* means any food that consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish (edible mollusca and crustacean), or any other ingredients, in a form capable of supporting growth of infectious and/or toxigenic microorganisms. This does not include foods which have a pH level of 4.6 or below and foods which have a water activity of 0.85 or less.

Renfrew County and District Health Unit Office Locations

Pembroke
Phone: 613-735-8654
Fax: 613-735-3067

Amprior
Phone: 613-623-2991
Fax: 613-623-8939

Barry's Bay
Phone: 613-756-2744
Fax: 613-756-5248

Renfrew
Phone: 613-432-5853
Fax: 613-432-3382