



## Planning Guide for Temporary Events and Food Markets

Environmental Health Officers (EHOs) review Temporary Events (i.e. Special Events) and Temporary Food Markets (i.e. farmers markets) applications to minimize risk to public health. Health approval is required where events and markets offer services regulated under the *Public Health Act*. This Guide describes the steps required to obtain health approval to help Event and Market Organizers understand their roles and responsibilities. Although this guide focuses on food vending, it also applies to events offering other regulated activities, such as personal services.

### What is a Temporary Event?

Temporary Events are **public** gatherings that are held on a temporary basis and offer regulated activities including food vending and personal service. **Home-prepared foods are not allowed at temporary events.**

Examples:

- Fundraisers
- Music Festivals
- Fairs
- Tattoo Shows
- Sporting Events

Temporary Events must have an Event Coordinator who is responsible for the event and is required to submit a **Temporary Event Coordinator Application Package** which includes all the applications of the food vendors participating in the event.

- Applications must be submitted at least **14 days prior** to the event.
- **Home-prepared food is not permitted at temporary events.** All food vending must be from an approved food premises (i.e. permitted food mobile) or a temporary food operating permit provided by a BC Health Authority.
- Activities exempt from the regulation and do not require a permit include family functions, workplace BBQs, private club or society gatherings where food is prepared or served by voluntary caterers, limited to members of their own group and invited guests.
- Temporary Events may include a temporary food markets component (i.e. farmers market). A Market Manager must be present, and the market must operate separate from the event.
- Refer to Appendix A for information on Event Coordinator roles and responsibilities.

### What is a Temporary Food Market?

Temporary Food Markets are farmers markets or craft markets where vendors operate at a fixed location on a temporary basis such as holiday markets or similar. Temporary Food Market vendors are limited to:

- Sale of lower risk foods such as whole produce and non-potentially hazardous foods. **Home-prepared foods are allowed but limited to only those considered lower risk** as defined in the [Provincial Guidelines for Sale of Foods at Temporary Food Markets](#).
- Sale of pre-packaged higher risk foods with Letter of Confirmation from a BC Health Authority.

Temporary Food Markets must have a Market Manager who is in charge of the overall market operation and is responsible for ensuring all requirements of the [provincial guideline](#) are met. **Where an operation does not have a Market Manager, it would not be considered a market and home-prepared lower risk foods would not be allowed.** Refer to Appendix B for information on Market Manager roles and responsibilities.

## What are the types of food services the Event Coordinator and Market Manager should identify?

### Temporary Food Service Booth

A food service that operates no more than 14 days in a year where food is **processed**, then served or dispensed to the public, and intended for immediate consumption.

Example: Food booths, small plated food items or cooking demonstrations where food is portioned onsite and offered to the public for tasting

- ✓ A Temporary Food Service Permit must be issued before food can be served to the public.
- ✓ A Temporary Food Service Application form is required by the vendor (to be submitted by the Market or Event Coordinator).
- ✓ Event Coordinator/Market Manager must identify these food service booths, review vendor application forms for completeness and submit to the local Environmental Public Health (EPH) office for approval.

*“Process” means to make a raw food ready-to-eat including washing, rinsing, cooking, smoking, canning, freezing, pasteurizing and reprocessing of previously processed food.*

### Temporary Food Product Booth

A food booth where food is **not** processed or portioned on site. Food is dispensed to the public in a manner that is not intended for immediate consumption.

Example: Food booths where only pre-packaged foods or drinks are offered. No open food or sampling of food.

- ✓ Non-potentially hazardous foods do not require a Temporary Food Service Permit.
- ✓ Potentially hazardous foods must be from an approved food premises and kept at 4C or less.
- ✓ Event Coordinators must identify these food product booths on their Temporary Event Coordinator Application form and confirm vendors have appropriate health approval.

### Temporary Food Market Booth

A food booth operated in a fixed location in connection with a farmers market or similar.

- ✓ **Lower risk foods** may be sampled and dispensed in accordance with the [Provincial Guideline for Sale of Foods at Temporary Food Markets](#).
- ✓ Sale of **higher risk foods** requires health approval in accordance with the provincial guideline.
- ✓ Market Managers must identify these types of foods sales and ensure all requirements of the provincial guidelines are met.

### Mobile Food Units

A vehicle, cart or other self-contained movable structure from which food is prepared, processed and served to the public. Refer to the [Provincial Mobile Food Premises Guideline](#).

- ✓ The operator must have a valid operating permit or health approval issued by a BC Health Authority and must operate under the conditions of that permit or approval.
- ✓ A Temporary Food Service Application form would not be required if the mobile is operating within the conditions of their permit or approval. Proof of health approval is required.
- ✓ Event Coordinators/Market Managers must identify these units in the application form.

## Personal Services

An establishment in which a person provides a personal service to or on the body of another person including tattooing, microblading, microneedling, piercings, etc. Refer to the [Provincial Guidelines for Personal Services offered at Tradeshows](#).

- ✓ Vendors must submit an [Application for Personals Services at an Event](#).
- ✓ Event Coordinators must review application forms for completeness and submit to the local EPH office for approval.

## Animal Areas

Any place where the public may have direct contact with animals and their environment such as petting zoos, animal exhibits, country fairs, farms, animal rides, amusement parks or shopping malls.

- ✓ Areas should operate in accordance with the [Provincial Guidelines for Prevention of Zoonotic Diseases from Petting Zoos and Open Farms](#).

## What facilities and utilities are necessary at a venue?

### Potable Water Supply

- ✓ Water must be sourced from an approved water supply system as defined in the Drinking Water Protection Act.
- ✓ Where a vendor requires potable water for their service, a food grade hose must be used for connecting to the water supply system along with a backflow prevention device.
- ✓ Where there is no connection to an approved water supply system, contact the local EPH office for more information.

### Hand Washing Facilities

Hand washing stations must be provided to reduce the risk of communicable disease transmission and must be designated for hand washing only.

- ✓ The hand washing station must be located close to where food service or food sampling is being offered. The number of stations needed will require consultation with the EHO.
- ✓ A portable or temporary hand washing station may be used and must provide a continuous flow of warm water, liquid soap and single-use paper towel.

### Dishwashing and Sanitizing Stations

Equipment and utensils used for food service or food sampling require proper cleaning and sanitizing.

Dishwashing stations may consist of a 2-compartment sink, 3-compartment sink or commercial dishwasher.

- ✓ Vendors may require their own dishwashing and sanitizing stations depending on the type of food service and duration of event. Consultation with the EHO is required to determine the appropriate number of sinks required.
- ✓ An approved sanitizer solution must be provided. Approved sanitizers include bleach (100-200ppm), quaternary ammonium compound (200ppm), iodine (12.5-25ppm), accelerated hydrogen peroxide (500ppm).

### **Food Storage**

- ✓ Large or multi-day events may require additional cold and/or dry storage facilities to meet the needs of the vendors.
- ✓ All potentially hazardous foods must be kept at 4°C for cold holding and 60°C for hot holding.
- ✓ All food storage facilities must be pest-proof and secured.

### **Booth Construction**

- ✓ All food storage, preparation and service areas must have suitable overhead protection to prevent contamination (i.e. tents, canopies).
- ✓ Flooring may be required where set up is on grass, dirt or gravel (i.e. plywood).
- ✓ Area needs to be properly graded to prevent flooding or ponding of water.

### **Sanitary Facilities**

- ✓ Wastewater, including grey water from sinks, must be disposed of in accordance with the Sewerage System Regulation.
- ✓ Wastewater cannot be drained to the ground or storm drains.
- ✓ Wastewater holding tanks or waste removal services may be required. Where wastewater cannot be gravity fed to holding tanks, water pumps may be required.
- ✓ For large events or venues without plumbed toilets, portable toilets are required.
- ✓ Adequate hand sanitizer and/or hand washing stations should be provided where portable toilets are used.
- ✓ Arrangements must be made for garbage collection and disposal.

### **Power Supply**

- ✓ An adequate power supply must be provided and made available for vendors prior to arrival.
- ✓ Where a temporary power supply is used, a back-up source should be provided. Temporary power supplies should be continuous and have capacity to support overnight power for refrigerated/frozen storage areas.

### **Environmental Public Health Locations**

Campbell River	HPES.CampbellRiver@islandhealth.ca	Tel 250-850-2111
Comox Valley	HPES.Courtenay@islandhealth.ca	Tel 250-331-8518
Duncan	HPES.Duncan@islandhealth.ca	Tel 250-737-2010
Nanaimo	HPES.Nanaimo@islandhealth.ca	Tel 250-755-6215
Parksville	HPES.Parksville@islandhealth.ca	Tel 250-947-8222
Port Alberni	HPES.PortAlberni@islandhealth.ca	Tel 250-731-1316
Port Hardy	HPES.PortHardy@islandhealth.ca	Tel 250-902-6072
Victoria	Gateway_office@islandhealth.ca	Tel 250-519-3401

Visit our website: <https://www.islandhealth.ca/our-locations/health-protection-environmental-services-locations>

## APPENDIX A – EVENT COORDINATOR ROLES AND RESPONSIBILITIES

### When should an Event Coordinator contact the Environmental Health Officer?

The Event Coordinator should contact the EHO well in advance to discuss all requirements for the specific event. Events held in locations without infrastructure may involve additional permitting and will require advance planning. Event Coordinators should allow at least one month advance notice for review and processing by the EHO for larger events or where infrastructure is limited.

### What information is the Event Coordinator responsible for?

- Identify all types of food premises and other activities offered at the event including personal services, petting zoos, etc.
- Gather contact information for all vendors offering these services to the public and make available for EHO upon request.
- Ensure all food vendors submit a Temporary Food Service Application form for approval at least 14 days prior to the event. **Home-prepared food is not permitted at temporary events.** Vendors offering personal services must submit an [Application Form for Personal Services at an Event](#).  
Note: The Event Coordinator should collect the application forms from each vendor, review for completeness, and submit to the local EPH office as part of the Temporary Event Coordinator Application Package.
- Provide details on the infrastructure at event location such as availability of portable or plumbed in wash stations, potable water source, wastewater services, extra (cold) storage and obtain permits where applicable.
- Provide guidance and assistance to all vendors regarding health requirements and direct them to the correct application forms where applicable.
- Where an event includes a market component, a Market Manager Application form submission will be required. Refer to Appendix B on Market Managers roles and responsibilities. An Event Coordinator may act as the Market Manager provided all requirements for the Market Manager are met.

### What does the Event Coordinator need to submit to the Environmental Public Health office?

- A **Temporary Event Coordinator Application form** at least 14 days prior to the event.  
Note: Applications received less than 14 days prior to the event may be denied.
- All **Temporary Food Service Application** forms from food vendors.  
Note: A \$50.00 administration fee will be applied for each vendor application received less than 14 days prior to the event. Applications received less than 2 business days prior to the event may be denied.
- A detailed site plan including location of all vendors, hand washing stations, ware washing stations, food storage facilities, water supply, wastewater, garbage disposal, activities, etc.

## APPENDIX B - MARKET MANAGER ROLES AND RESPONSIBILITIES

### When should a Market Manager contact an EHO?

Market Managers should contact the EHO well in advance to allow enough time for vendors to obtain approval where needed. For larger or new markets, Market Manager should consider at least one month advance notice.

### What is the Market Manager responsible for?

- Meet all requirements for Market Managers as outlined in Section III (page 6) of the [Provincial Guidelines for Sale of Foods at Temporary Food Markets](#).
- Maintain a list of all food vendors at the market, the foods sold or offered by each vendor and their contact information.
- Provide guidance and assistance to all food vendors and ensure each vendor meets all requirements of the provincial guidelines.
- Ensure vendors selling higher risk foods obtain a Letter of Confirmation or has a permit issued by a BC Health Authority.
- Ensure vendors processing food onsite or providing samples of higher risk foods submits a Temporary Food Service Application form for approval.  
Note: The Market Manager should collect the application forms from each vendor, review for completeness and submit to the local EPH office.
- Ensure NO home prepared higher risk foods are sold or offered at the market.

### What does the Market Manager need to submit to the Environmental Public Health office?

- A **Market Manager Application form** at least 14 days prior to the market. Market Managers will need to reapply each market season.
- A list of all food vendors at the market and the foods offered.
- Contact information for all food vendors selling higher risk foods.
- A **Temporary Food Service Application form** for vendors processing or sampling higher risk foods at least 14 days prior to the market.  
Note: A \$50.00 administration fees will be applied where an application is received less than 14 days prior to the market. Applications received less than 2 business days of a market may be denied.
- A detailed site plan including location of all vendors, hand washing stations, food storage facilities, etc.