

APRIL MINUTES

Davidson Road Elementary PAC Meeting Agenda

April 5, 2023 (Time: 6:00PM in Library)

Executive members in attendance: Jensine M (President), Tara S (Vice President), Sam B (Co-Secretary), Bretta L & Tara S (Hot Lunch)

Regrets: Heather E (CO-PAC), Jeannette L (Co-Secretary), Kristen L (Treasurer), Jill N (flower fundraiser)

Guests: Rob Aviani (Principal), Jennifer Adamson (Vice Principal), Erica K, Lanae A

Item

1. Welcome and Introductions

- 1.1 Meeting called to order by: Jensine M
- 1.2 Time: 6:07 PM

2. Adoption of Agenda

- 2.1 Motioned: Tara S 2nd: Lanae A

3. Approval of Minutes

- 3.1 For March minutes – Lanae A 2nd: Bretta L

4. Executive Reports

4.1 President's Report

-

4.2 Treasurers Report

- Gaming - \$ 14,376.78
- Hot Lunch - \$ 12,696.82
- General - \$ 158.89
- Sunshine - \$ 2,088.93
- Kristin L and Jensine M to follow up on Rotary funds

4.3 COPAC Report

- March report attached
- Link to the SD 23 slack channel: community forum to ask questions and share ideas

[Slack](#)

sd23pacexecutivechat.slack.com

4.4 Hot Lunch

- Everything is rolling smoothly

4.5 Fruit & Vegetable Program

- Going well, cheese strings have been added for the Spring

4.6 Fundraisers (New)

- Break the rules day – Thurs, April 6 – \$974 collected (before expenses)

4.7 Fundraisers (Running/Coming up/Future Discussion)

- TruEarth – online until the end of June
- Mabel's Labels – online until the end of June
- Photos for Spring – cost \$50 – May – 6/7/13 4-7pm 10min session

APRIL MINUTES

1 volunteer required to assist families and photographer

4.8 Principals Report

- See attached

5. New Business

- Review new temporary food service guidelines from Interior Health (Attached)
 - ◊ Permits required for low risk foods. Takes a few weeks to receive permits. List of exempt foods as well. To be discussed at next meeting

6. Old Business

- Outside classroom progress –possibly late May construction
- Lower Crosswalk – no updates
- Family dance update – multi school Halloween dance at Peter Greer in October
- Bingo night year end celebration:
 - June 8 – 2 time seatings of 160ppl
 - Oyama Hall to lend bingo cards at no cost
 - pre sale tickets – \$5 admission (1 card included) any additional cards purchased at the door at a first come first served basis at \$5/ card
 - Sam B to write up donation letter to offer local businesses (not community event, only for DRE families)
 - Pizza sales, food trucks, face painting, prizes
- Any update on gaming grant money use
 - List from last meeting:
 - Gym beautification – murals. Examples displayed and ideas discussed. To continue discussion at future PAC meetings as expense is costly
 - Projector and screen for gym \$640
 - High jump mats \$3288
 - Other sports equipment – unused equipment located in storage
 - Cricut and start up accessories - \$625
 - Instrument storage cart X2 @ \$649 \$1300 + tax
 - Ukelele travel cases (57) - \$446.88
 - Motion to approve all items: Bretta L All in favor: yes

7. Announcements

7.1 Next meeting: May 3, 2023, 6:00PM

7.2 Parking Spot or \$5 Munch a Lunch Voucher Draw: Kristin L

8. Adjournment

8.1 Motioned: Bretta L 2nd: Tara S

Time: 8:22 PM

Principal's Report: Davidson Road Elementary School PAC Executive Meeting
Rob Aviani, April, 2023

Thank You & Recognition

- Thank you to Mr. Low and Mrs. Durose for coaching grade 5 basketball. The team wrapped up their season with a Staff vs Student Game which was a lot of fun.
- Thank you to Mrs. Spinks and Mrs. Bischoff for coaching the Cross Country team.
- Thank you to Mr. Hardy and all the grade 4 and 5 teachers for planning Track and Field for our Grade 4 and 5 students.
- Thank you to the PAC for purchasing the curling sets for our school. They were delivered before the break.

Proposed 2023-24 School Calendar. Davidson Road will be releasing 2023-24 School Calendar Proposal. Please visit the school website for the draft. Highlights include:

- September 5 School Start-up
- Implementation Day is backed on Thanksgiving Weekend
- Winter Break runs December 23 - January 7
- February Pro-D backed on Family Day long weekend
- Good Friday is part of Spring Break, and Easter Monday falls outside of Spring Break
- Last day is June 27

Staffing for Next Year. Next year, we are projecting 422 students.

- K - 80
- Gr 1 - 80
- Gr 2 - 64
- Gr 3 - 82
- Gr 4 - 58
- Gr 5 - 58

We will be having a district meeting this week where our staffing allocations will be determined.

Battle of the Books. We have a number of Gr 3, 4, and 5 students participating in Battle of the Books. We are very excited to be hosting the District Battle of the Books here at Davidson Road on Thursday, April 27th. Thank you to Mrs. Bischoff for organizing the event.

Jump Rope for Heart. The annual Jump Rope for Heart event will return this year. Students can learn fun ways to get active for heart health while raising awareness and support for the Heart & Stroke Foundation. Thank you to Mrs. Sveistrup, Miss Olsen, and Mrs. Marshall for organizing.

Dates to Note.

- April 19 - ELFF Night Drive Through
- June 7- New kindergarten orientation
- May 31 - June 2 - Eagle Bay Camp Trip
- June 22 - Grade 5 Celebration (5:00-7:00)

PAC Funding Requests and Information Requests

- Fine Arts Team Ukulele Storage Carts
- Cricut-Maker3
- High Jump Mat
- Project for Gym
- Outdoor Equipment
- Gym Murals Samples



The Central Okanagan Parent Advisory Council

General Meeting Minutes

Date: March 6th, 2023, at 7pm Location: 200m

DRAFT

The Central Okanagan Parent Advisory Council acknowledges that this meeting is being held on the unceded, Traditional Territory of the Okanagan People

COPAC Executive: Simon Adams, Nicola Baker, Roslyn Hazen, Deannie Zahara, Shannon Gallivan.

COPAC Reps: Jeannette Watson-CMS & OKM, Mina Peterson-WAT, Carrie Broughton-KSS, Maureen Kilcullen-RVE, Jammie Paterson-SMS, Amanda Kraft-SRE, Heather Engram-DRE, Carmen Kocsis-WRE, Mia Gordon-SVE, Meaghan Roode-HRE & CNB, Nicole Codispoti-BCE, Stephanie-AME, Camila Bifford- GME & DRK, Ryan Liboiron-BME, Ingeborg Keyser-CAS, Kelly Doane-SLE, Heather Burton-BGE, Maureen Kilcullen-RVE, Olena Gololobova-MBSS
RSS Parent- Vivian Evans

PARTNERS PRESENT:

Deputy Superintendent of Schools-Terry Beaudry

Board of Education: Trustee Chantelle Desrosiers, Trustee Wayne Broughton

COTA (Central Okanagan Teachers Association)- Susan Bauhart

CUPE (Canadian Union of Public Employees)-Teri Wishlow

DSC (District Student Council)- Zach Johnson

1.0 Call to Order: Greetings/Introductions- Simon Adams

2.0 Guest Speaker -No Guest Speaker this month

3.0 Establish Quorum (10 Voting Members) Established with 22 present

AME	x	ASM		BHE		BGE	x	BCE	x	BME	x	CAS	x	CTE		CLE		DRE	x
DWE		ELE		GME	x	GRE		HGE		HRE	x	MJE		NGE		OTS		PLE	
PSE		PGE		QGE		RAY		RVE	x	RLE		SLE	x	SKE		SRE	x	SVE	x
WAT	x	WRE	x																
CMS	x	CNB	x	DRK	x	GMS		HMS		KLO		RMS		SMS	x				
GESS		KSS	x	MBSS	x	OKM	x	RSS											

4.0 Agenda: Additions/Approval

Motion: To accept the February 6th, 2023, Agenda as presented.

Motioned by Jeannette W., seconded Roslyn H.

All in favour: **Motion carried**

5.0 Minutes: Additions/Approval

Motion: To accept the March 6th, 2023, Minutes as circulated.

Motioned by Nicola B., seconded Ryan L.

All in favour: **Motion carried.**

6.0 SD23 Partner Group Reports

Trustee Update – Chantelle Desrosiers

- Planning & Facilities Committee:
- Education & Student Services committee: Sexual Health Level 1 review- review on how the BC mandated Sexual Health curriculum is delivered by SD23 specialized teachers to students in grades 4-10 will be presented to this committee on April 19th.
- Finance & Audit Committee: Indigenous Education council sending their Budget recommendations to the board, board will also be looking at specialty academy fee increases as well as bussing fee increases.

Superintendent Update – Terry Lee Beaudry, Assistant Superintendent

- Student & Family Affordability Fund - Ensure the dollars are allocated where they are needed most supporting families challenged with finances. 63% of this budget has been spent on supporting students and families, more info will be coming forward at the April Finance & Audit committee.
- announcement of budget for our district will be around spring break
- Terry expressed gratitude to COPAC for reaching out to the Indigenous Education council to look at ways that COPAC can support the [Indigenous Parent Family and Education Council \(IPFEC\)](#). Simon and Nicola have been invited to attend the Indigenous Education council meeting in April. Due to COVID, IPFEC has remained dormant for a little over 2 years, looking to get Indigenous parents back involved in COPAC as well as running their own council.

CUPE- Teri Wishlow (newly elected CUPE President)

- Ad Campaigns promoting CUPE employees across the Okanagan. Photoshoots highlighting our diverse CUPE staff in our district, including Indigenous Advocates, custodial, CEA's, clerical, Library Assistants, Bus drivers, and more. Looking forward to seeing our local faces, as quite often they are parents of students in our district, super proud of that and they are super proud of the job they do.

DSC- Zach Johnson

- Student Council is doing well and preparing for their upcoming March meeting.

COTA- Susan Bauhart

- teachers are busy preparing student learning updates (report cards),
- BCTF AGM upcoming over spring break.

7.0 PAC 360 (A quick opportunity for PACs to briefly discuss topics they may need assistance with from COPAC or SD23 or topics that might be relevant to other PACs – Simon Adams)

Question from Davidson Rd. Rep.

Is there a resource out there that helps schools/ PACs to assist with finding what grants are available in our district? *Re: Universally accessible playgrounds, Outdoor learning Classrooms, School community gardens*

-Nicola suggest to reach out to Watson Rd as they may have resource from their recent playground update.

-Terry Beaudry says operations team have some UpToDate info about finding funding sources available.

Reach out to Terry and can connect with a member of Operations team.

-Nicola mentioned that Davidson Rd is number 7 on the SD23 Playground Priority plan

see p.128 Appendix A - <https://pub-sd23.escribemeetings.com/FileStream.ashx?DocumentId=784>

-slack channel is another tool for communication, collaboration, sharing of knowledge for schools PAC Exec members. This is a free version and info is only available for 90 days.

-COPAC Executive has requested with operations department a resource for “PAC playground outdoor learning Road Map”

8.0 COPAC 360

• **Motion: To accept the COPAC financial update as presented** – Roslyn Hazen

highlights MailChimp payment is listed under Presenter fee expense, Dan Duncan still payable

Moved by Meagan R., seconded Shannon G..

All in favour: **Motion carried.**

• **Notice of Motion: To amend the COPAC Bylaws** – Nicola Baker

- Draft bylaw amendments will be circulated to PAC Presidents and COPAC reps.
- COPAC Reps will vote on the amendments as a whole or individually at our next meeting on Monday, April 3rd.

• **Call for Nominations for COPAC Executive** – Camilla Biffard copacnominations2023@gmail.com

- Nominations form is ready to be sent out, every position is up for nomination. Please share with your PAC Executive. You can nominate yourself or nominate someone else, minor requirements must be a parent with child in district and cannot be an employee of SD23.

- **Notice of AGM** - Nicola Baker

- May 1st to elect 2023/24 COPAC executive

- **PAC's Impact in Dollars** – Simon Adams

- reminder that this survey was sent to 45 PACs, only 16 have replied, Out of these PACs we've discovered that \$230,000 has been contributed towards our school district.
- ***If you haven't completed survey please do so, your contribution to this survey will assist with our advocacy efforts.***

- **BCCPAC AGM**– Nicola Baker

- Conference and AGM, if you can't send a PAC rep you can assign your proxy vote to another SD23 PAC rep
- **6 different special resolutions to put forward at BCCPAC AGM**, these have been created in collaboration with several DPACs with Surrey taking the lead.
 - Increase to general meetings.
 - Updates on Director and officers (mostly housekeeping)
 - Duties of director and officers
 - Policy to define the Job description of Directors.
 - Posting meeting minutes and communication
 - Update constitution

Nicola B. Motioned to put forth these resolutions with partner DPACs, seconded by Roslyn H.

All in favour: **Motion carried.**

(To see the status of any Resolution, refer to the online [Resolutions List & Archive.](#))

- **COPAC to put forward resolution 2017.6** to reaffirm bump up on the list-[Advocacy for the Capital Funding of Portables](#)

Moved by Nicola B., seconded by Nicole C.

All in favour: **Motion carried.**

Nicola will also be putting forward an ordinary resolution regarding Air Quality in schools

- **Sexual Health Level 1 Review** – Nicola Baker

- Anyone is welcome to attend the Education & Student Services committee meeting on April 19th.

- **Specialty Academy Fees** – Nicola Baker

- Reminder to PACs that according to the [School Act](#), section 82.1, increases to these fees must be put forth to their school PAC and should be approved at a PAC meeting
- **Hardship clauses** -Reminder from Trustee Chantelle Desrosiers, a student will not be excluded from any educational program due to financial hardship. This applies to specialty academies as well. Refer to [School District Policy 425](#)

- **Parent Education & Communication Update** – Deannie Z. & Shannon G. (see below for full report)

- **COPAC Social- Friday April 28th at 6:00 pm**
- **ADHD Inside and Out** with Dan Duncan –**April 13 at 6:30 pm**
Please share this [registration link](#) with your PAC community.

9.0 Other Business - None

10.0 Adjournment –Nicola B. at 8:05pm

Future Meeting: COPAC General Meeting- Monday, April 3rd, 2023, 7:00pm via zoom.

District and Committee Meetings- Information is available on www.sd23.bc.ca

COPAC Website: <http://copac.sd23.bc.ca>

Facebook: <https://www.facebook.com/sd23copac/> Twitter: [@COPACSD23](https://twitter.com/COPACSD23)

Central Okanagan Parent Advisory Council General Meeting – March 6th, 2023

Update from Deannie Z. & Shannon G. (COPAC Members-at-Large, Parent Education & Communication Coordinators)

Deannie:

1. We are very excited that we had 23 PACs respond YES to hosting a **COPAC Social**. Please save the date for **Friday April 28th**. This will be for COPAC reps and PAC Presidents (or alternate exec member). It will be an informal get-together, to socialize, brainstorm advocacy, and enjoy some good eats.
Registration will be required in order for us to order food and beverages. Please keep an eye out in your email the next few weeks for registration link to respond with who will be attending on behalf of your PAC.

Shannon:

2. Dan Duncan will present the [ADHD Inside Out Framework](#) on **April 13 at 6:30 pm**. This online learning opportunity will consist of a 45 min. presentation and Q&A period. Please share this [registration link](#) with your PAC community.

Deannie:

3. Just a friendly reminder that COPAC has funds for parent education opportunities that we need to spend annually. We need your help with ideas for parent education workshops, before booking and spending money on speakers please reach out to myself or Shannon so that we can look into bringing the speaker in to benefit our entire school district community.
4. We have posted information to the COPAC website on two provincial K to 12 guides that have recently come out by the government. Supporting Student Health guide and the K-12 Anti-Racism Action Plan. We encourage everyone to take a look at them and if you have any question please email Simon.
5. The quarterly newsletter will be sent out on Friday, please take a look and share info with your PAC membership.
6. Family Support Institute of BC offers monthly free Education Series. Tomorrow they will have a Zoom meeting at 6:30pm "Bumps in the Road: Problem Solving". Registration Event info shared to COPAC Facebook

TEMPORARY FOOD SERVICE GUIDELINE

The following guideline is intended to assist individuals wishing to obtain a permit to operate for a temporary food service. Temporary foodservices have a time-limited life (e.g. special events, concessions at fairs and festivals), operating no more than 14 days per year. These guidelines apply to all food service establishments at temporary events, unless they are already under permit as a mobile facility (full-size enclosed vehicle or cart).

Temporary facilities that are supplied from an existing, fixed, permitted establishment must still obtain approval and the operator must obtain a permit.

Note: there is no charge or fee to obtain the permit.

These guidelines refer to the physical setup and operational requirements of temporary food services. In addition to these guidelines, the operator must be aware of, and comply with requirements of the BC Food Premises Regulation. It can be viewed at <http://www.bclaws.ca/>.

Exempt Foods *(for temporary food service operating no more than 14 days per year)*

A temporary food service offering the following foods do not require a permit. If you are only serving these foods, no application is required.

- Cotton candy, hard candy
- Donuts/bannock (no dairy, meat fillings or toppings)
- Fresh fruit or vegetables (whole)
- Coffee (black with individual creamers)
- Lemonade, iced tea, shaved ice, hot chocolate (commercial mixes)
- Muffins, baked goods (commercial source, no dairy filling)
- Pancakes, waffles (no whipped cream topping)
- Popcorn
- Popsicles, novelty ice creams
- Pre-packages shelf stable foods (commercial source, sold in package)

Low Risk Permit Required Foods

Please apply for a low risk temporary food service permit if you are serving food from the below list.

- Burritos (commercially pre-cooked)
- Chicken burgers (commercially pre-cooked)
- Chili (commercially pre-cooked)
- Corn on the cob
- Cut fresh fruits and vegetables
- French fries
- Fruit smoothies (no dairy)
- Fudge
- Hamburgers
- Hot dogs, smokies, bacon (commercially pre-cooked)
- Meats (commercially pre-cooked)
- Pizza (commercially pre-cooked)
- Sandwiches (no meat, egg, dairy or cooked vegetable fillings)
- Soup (commercially pre-cooked)
- Wraps – raw vegetable filling only

Permits

Applications for a temporary foodservice permit can be obtained online at [interiorhealth.ca > Your Environment> Food Safety & Inspection> Health Approval & Permits](https://www.interiorhealth.ca/YourEnvironment/FoodSafety/Pages/Permits.aspx)
<https://www.interiorhealth.ca/YourEnvironment/FoodSafety/Pages/Permits.aspx>

Applications for temporary foodservice permits must be submitted at least 14 days prior to the event.
Ensure the application is complete and correct to avoid processing delays or rejection.

Definitions

Clean – to remove visible soil, grease or other contamination using warm water, detergent and a clean cloth or brush.

Higher Risk Foods – foods that are more likely to be contaminated and/or foods that may readily allow microbes to grow (e.g. burgers cooked from raw, sandwiches, salads, burritos, fajitas, soups, chili, sushi, and stir-fry).

Potable water – water that is safe to drink, and comes from an approved water supply system.

Sanitize – to kill microorganisms (germs) by using a solution containing fresh household bleach at a rate of 1 tablespoon per gallon of water or 15ml per 4 litres of water. An Environmental Health Officer must approve any sanitizers.

Planning your Temporary Food Service

Keep these requirements in mind during the planning of your food booth. A proper setup with a simple menu and competent staff will go a long way towards creating a smooth running food service. Depending on the types of foods you plan on serving and the complexity of preparation, you may be asked to provide additional equipment or take additional steps to help keep food safe. See Appendix A - Specific Requirements For Type 1 And Type 2 Temporary Foodservices.

Physical Structure

Canopy or roof and walls – protect the booth from rain, wind, and direct sunlight. A design that includes a roof and three walls often works best. Remember to keep a spot for entry/exit. For smaller set-ups, especially those of short duration, a canopy or large umbrella is recommended if a roof and walls are not suitable.

Solid floor – Where the booth is to be located on grass, dirt or gravel, a solid floor should be provided to prevent generating mud, dust and/or dirt. The surface needs to be easy to clean.

Lighting - Where service is planned for evenings, make sure lighting is adequate for all tasks.

Ventilation - Enclosed operations must provide adequate ventilation to prevent the accumulation of smoke, grease, condensation and odours.

Counters, table tops and equipment surfaces – these need to be durable and washable surfaces.

Menu

Keep it simple and limit the number of potentially hazardous foods. Choose recipes that don't require a lot of cooling and reheating, and will not generate leftovers.

Make sure all foods come from approved sources and choose foods that meet the trans fats requirements. These are: soft spreadable margarine and oil meets the restriction of 2% trans-fat or less of total fat content and all other food meets the restriction of 5% trans-fat or less of total fat content.

Staff

Select staff with food safety training and experience. FOODSAFE or equivalent training is required for the operator and one other person when the operator is not on site.

Staff cannot be allowed to work if they are suffering from nausea, vomiting, or diarrhea. Staff with skin infection or open sores should not be allowed to handle food.

Train staff to always practice good personal hygiene and follow safe food handling practices. Make sure you will have an adequate supply of clean aprons.

Food Protection

The booth setup must allow for food to be protected from contamination at all times during transportation, storage, preparation and display (e.g. sneeze guards, display case, protective wrapping).

Set up the flow of preparation steps to keep raw foods away from ready-to-eat foods to prevent cross-contamination.

Self-serve condiments or toppings must be in appropriate dispensers or be in single service packages. Handles of serving utensils must be long enough so they won't fall into the food.

Utensils and Food Contact Surfaces

Use proper utensils for food handling that are durable and designed for the intended purpose. Supply a metal probe thermometer so you can check temperatures. All food contact surfaces are made of materials that are smooth, non-absorbent and easily cleanable. Customer eating utensils must be disposable.

Refrigeration, Cooking and Hot Holding Equipment

Size equipment to provide excess capacity and be sure there's enough power supply for electrical equipment. Set up the equipment early to make sure it is working properly. Coolers should not be in direct sunlight.

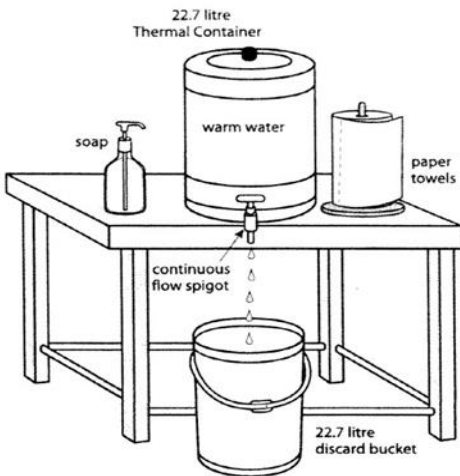
Water Supply

Provide a potable water hose and backflow protection so connection to the potable water isn't contaminated. Water will need to be provided on a continuous flow basis, and will need to be under pressure (includes gravity flow). Hot water is needed for washing purposes. Have a means of generating hot water onsite.

Sanitation Facilities

Provide a hand washing station for food handlers with:

- A container that allows for the free flow of warm water
- Liquid soap in a dispenser
- Paper towels
- A drain bucket to catch the wastewater



Provide separate sinks for utensil washing. You will need to have a minimum of two compartments. One for washing, and one for sanitizing. The sinks should be large enough to immerse the largest utensils in the water. Cleaning in Place procedures must be established for equipment and surfaces that cannot be washed in a sink.

Waste Disposal

Provide containers to collect all wastewater that is generated onsite. Dispose of the wastewater in a sanitary sewer. Use containers that are easy to transport. Have enough garbage containers to use inside both, as well as for your customers to use. Garbage bins should have a lid to help limit insect activity.

Food Safety Plan

The food safety plan is a written set of instructions that guides the food handlers in safe preparation of potentially hazardous foods. These instructions identify the critical handling steps of the menu items, identify how hazards are controlled at these critical steps, what method is for monitoring the controls, and what corrective action is needed if the controls are not achieved.

Sanitation Plan

The sanitation plan is a written set of procedures that outline the cleaning and sanitizing requirements for the food booth and the utensils. It includes a list of cleaners and sanitizers you plan to use, what they will be used for, and how they are mixed to achieve proper concentrations. Having your sanitation plan completed will provide your staff with clear guidance about methods for proper sanitation of the booth and utensils. More information is included in Appendix C.

Operating your Food Service

There are key principles to keep in mind when operating your food service. Some foods contain food poisoning bacteria when you receive them. Poor handling and sanitation practices can further contaminate food. You have the ability to minimize or eliminate the hazards through proper food handling practices.

Protect Food from Contamination

To prevent food poisoning, make sure no bacteria, chemicals, foreign objects or other contaminants are added to foods you are preparing. Key practices can help prevent contamination:

- Keep food preparation area in a clean and sanitary condition at all times.
- Separate raw foods from ready to eat foods
- Store chemicals away from foods
- Protect food by using covers or by wrapping
- Practice good personal hygiene
 - Wash hands before handling food and after handling soiled objects
 - Wear clean clothes and apron
 - Wear a hair net, or other suitable hair covering, tie hair back
 - Ensure staff do not sneeze or cough on food and don't work when they are sick

Change Conditions that allow Bacteria to Grow

Food poisoning bacteria need protein, a neutral pH, warm temperatures, moisture, and time for them to grow. If we take away one or more of these factors, we can limit or prevent bacterial from growing to dangerous numbers. Limiting growth is important since the chance of illness increases as the number of bacteria increases. Fewer bacteria mean less chance of illness.

Most food poisonings are caused by improper temperature control. Check temperatures routinely. Keep foods out of the Danger Zone.

Keep foods out of the temperature danger zone as much as possible. Limit the amount of time food remain in the danger zone during preparation.

The general rule: don't let the food stay in the Danger Zone for more than 2 hours (or 1 hour outdoors in the summer)

Make sure you have an accurate probe thermometer and food temperatures are regularly checked at key times (cold storage, cooking, hot holding, cooling and/or reheating). Outline these checks in your food safety plan. Keep records of temperature monitoring.

Eliminate Remaining Bacteria

Preventing contamination and changing conditions for food poisoning bacteria growth are only part of the battle. Unfortunately, some foods already have enough bacteria to cause illness, even before you receive them. Use a safety step to kill harmful numbers of bacteria. The cooking step helps you do this and for utensils, a thorough cleaning process.

Remember:

- Cook all potentially hazardous foods to the correct temperature. For most, this is an internal temperature of 74 °C.
- Use a probe thermometer to check the middle part of the food you are cooking.
- Reheat leftovers rapidly to 74 °C.

Clean utensils as follows:

- Wash in hot soapy water
- Rinse in clear hot water
- Sanitize in water with a small amount of sanitizer
- Air dry
- Store utensils in a clean, protected location

Web Links

BCCDC Food Protection Services - Food Guidelines and Information:

Provides good information on the operation of a food service in “Food Protection - Vital to Your Business” and how to write a Food Safety Plan in “Ensuring Food Safety - Writing Your Own Food Safety Plan - The HACCP Way” <http://www.bccdc.ca/>

FOODSAFE:

A searchable course directory, so you can search for courses in your area. It also links to the web-based, as well as the distance education versions FOODSAFE courses. www.foodsafe.ca

Trans Fats Help:

Gives helpful information and advice on how to meet the trans-fat requirements for your menu items. Information can also be obtained by calling 8-1-1 to speak to a HealthLink BC dietitian.

www.restricttransfat.ca

Appendix A – Specific Requirements for Type 1 and Type 2 Temporary Foodservices

	Type 1 – Temporary Foodservice for “Lower Risk Foods”	Type 2 – Temporary Foodservice for “Higher Risk Foods”
Types of Food Service	Operations in which only minimal preparation is needed to make the food ready to eat. Examples include, but are not limited to, hot dogs, smokies, french fries, pancakes, commercially precooked chicken, beef and veggie burgers and other foods that are deemed by an EHO to present a lower level of risk to the consumer.	All other types including those with higher risk foods or more complex handling processes needed to make the food ready to eat. Examples of food products offered at Type 2 operations include: burgers cooked from raw, other menu items made from scratch such as sandwiches, salads, burritos, fajitas, soups, chili, sushi, and stir-fry.
Water	Potable water must be supplied on a continuous flow basis. Water under pressure, including gravity flow, is required.	Pressurized hot (min. 43°C) and cold potable water must be supplied on a continuous flow basis. <i>NOTE: For self-contained water refer to Retail Food Services Code; Sec. 2.18.1(j).</i> http://epe.lac-bac.gc.ca/003/008/099/003008-disclaimer.html?orig=/100/206/301/cfia-acia/2011-09-21/cfis.agr.ca/english/regcode/frfsr-amendmts/codeang-2004.pdf
Ware Washing	Two sinks, with drain board for ware washing, rinsing and sanitizing, on site, may be required subject to operational requirements. Communal ware washing sinks may be acceptable if close. Sinks must be large enough to immerse the largest piece of equipment or utensils.	A two-compartment, non-corrosive sink with hot and cold running water under pressure must be supplied. To facilitate washing and sanitizing, each compartment must be large enough to immerse the largest piece of equipment or utensils.
Refrigeration	Mechanical refrigeration is preferred. Ice may be used to supplement mechanical refrigeration. Whatever is used, food temperature must be maintained below 4°C.	Mechanical refrigeration of adequate capacity for the storage of potentially hazardous foods shall be provided. Food temperature must be maintained below 4°C. Frozen foods need to remain frozen solid.

Appendix B – Food Safety Plan and Example

A food safety plan is required for all food service establishments. For each potentially hazardous food item, the following components must be identified:

1. All **Critical Control Points**. A Critical Control Point is a step in the preparation process where a food safety hazard can be controlled. The remaining steps in the preparation process will not eliminate the hazard if it is not controlled at this point. Some items will have more than one Critical Control Point. Examples include:
 - Receiving
 - Transportation
 - Storage
 - Preparation
 - Cooking
 - Hot Holding
 - Cooling
 - Reheating
2. Critical Limits for those critical control points. A Critical Limit is a standard or limit that must be met to control the food safety hazard at a Critical Control Point. Critical Limits can be measured. Examples include:
 - cold storage temperature of 4°C or less
 - final cook temperature of 74°C for 15 seconds
 - hot holding temperature of 60°C or more
 - cooling food from 60°C to 20°C in 2 hours and 20°C to 4°C in 4 hours
3. The procedures to be followed to ensure the critical limits are met. For example, measuring the temperature with an accurate thermometer.
4. The corrective actions to be taken in the event that the critical limits are not met. Some examples include:
 - cooking the product longer
 - reheating the product
 - discarding the product

The BCCDC booklet, “Ensuring Food Safety: Writing Your Own Food Safety Plan – The HACCP Way” provides more information and some examples of food safety plans

<http://www.bccdc.ca/resource-gallery/Documents/Guidelines%20and%20Forms/Guidelines%20and%20Manuals/EH/FPS/Food/EnsuringFoodSafetyHACCPWay.pdf>

As an example, here is a flow chart for a **HAMBURGER**.

Step	Food Safety Hazards	Critical Step (Y/N)	Critical Limits	Monitoring	Corrective Action
<i>Receiving</i>	Contamination; Growth of harmful bacteria	No	Potentially hazardous foods must be below 4°C	Check temperature; Visual inspection.	Reject load if above 4°C, or if contamination is seen.
<i>Transportation to event</i>	Growth of harmful bacteria	No	Potentially hazardous foods must be below 4°C	Check temperature upon arrival	Lower the cooler temperature setting.

<i>Refrigeration</i>	Growth of harmful bacteria	No	Maintain below 4°C	Check food and air temperature every 4 hours.	Lower the cooler temperature setting.
<i>Preparing</i>	Contamination	No	Use of clean utensils	Ensure all utensils are clean and sanitized before use.	Rewash if any utensils are not clean.
<i>Cooking</i>	Harmful bacteria survival	Yes	Heat to 74°C or hotter and hold for at least 15 seconds	Check burger patty Temperature (sanitized thermometer) before serving/ holding.	Continue heating until 74 °C or hotter for 15 seconds.
<i>Holding</i>	Growth of harmful bacteria	Yes	Minimum temperature of 60°C	Check patty temperature in hot hold unit every 2 hours (sanitized thermometer)	Reheat to 74°C if patty is less than 60°C for 2 hours or less. If more than 2 hours, discard.
<i>Assembling and Serving</i>	Contamination	Yes	Use of clean utensils and clean hands/gloves	Ensure all utensils and hands/gloves are clean before use.	If utensils, hands/gloves are not clean, discard contaminated product. Wash utensils, and/or hands. Use clean gloves.

FOOD SAFETY PLAN TEMPLATE

To assist in the development of your plan, consider using the template on the following page. If more than one potentially hazardous food item is being offered, multiple pages may be required. This is an example format to outline your plan. Another format may be used, but will need to identify the components described above:

This Plan applies to the following potentially hazardous food items:

Step	Food Safety Hazards	Critical Step (Y/N)	Critical Limits	Monitoring	Corrective Action

Appendix C – Sanitation Plan

A sanitation plan is required for all food service establishments. These plans can vary in complexity and can be written using a variety of different formats. Ultimately a sanitation plan must have 3 components:

Part 1:

Include the cleaning and sanitizing requirements for the temporary food booth and for all equipment and utensils being used; for the majority of these it will involve:

- washing in hot (43°C) soapy water
- rinsing in clear hot water
- sanitizing in water with bleach (or another approved sanitizer)
- air drying

Consider the components of the temporary food booth and how you will maintain them in a sanitary condition – surfaces like countertops, floors, and other surfaces that may be subject to spills or accumulation of dirt,

Part 2:

List the cleaning and sanitizing agents being used at the temporary food booth, including their concentrations and their uses; sanitizing agents need to be used at appropriate concentrations – you want enough of the sanitizer in the water to do the job, but not so much that it may be toxic.

The following table may be of assistance in determining the appropriate concentrations to use:

Type of Washing	Chlorine Bleach	Quaternary Ammonia	Iodine
Manual Method	100-200 parts per million (14ml – 28ml / 4.5L or)	200 parts per million or as per manufacturer's directions	25 parts per million or as per manufacturer's directions
Clean-in-Place	200 parts per million (28ml / 4.5L)	200 parts per million or as per manufacturer's directions	25 parts per million or as per manufacturer's directions

**Test paper may be used to check the proper concentration.*

** Make sure bleach solutions are fresh as chlorine strength can weaken quickly.*

Part 3:

List any other chemicals that will be kept at the temporary food booth (if applicable).

Sanitation Plan:

Part 1: List surfaces, equipment, and utensils that will require sanitation	<i>Item to be Cleaned/Sanitized</i> 	<i>Cleaning/Sanitation Frequency</i>
Part 2: List cleaners and sanitizers	<i>Cleaner/Sanitizer</i> 	<i>Concentration</i>
Part 3: List any other chemicals that will be kept onsite (if applicable)	<i>Name of Chemical</i> 	