

Hawkwood Baptist Church

Food Safety Procedure

The health and safety of Hawkwood Baptist Church (HBC) activities is an important priority, whether open to the public or not, including food safety.

It is the responsibility of the HBC event organizer to determine which type of event is being held among the following categories and it is his/her responsibility to ensure regulatory requirements are being met*, if any. Please consult the Director, Safety and Security if there are any questions.

In accordance with the Hawkwood Baptist Church *Safety and Security Policy*'s compliance requirements and Alberta's *Food Regulation* (http://www.qp.alberta.ca/documents/Regs/2006_031.pdf), there are three categories of event where HBC would offer food to participants; those categories and HBC requirements are as follows:

1) Community Organization Function (COF) - An event that:

- Is open to the general public (i.e. not restricted to HBC members and adherents in good standing)
- Is organized by a not-for-profit organization for fundraising or social purposes
- Uses ONLY volunteers to obtain, prepare and serve food

Such events shall abide by the *Food Regulation*, Part 5, including the mandatory notification to Alberta Health Services (14 days prior to the event) of a COF and compliance with the COF Guidance document (<https://www.albertahealthservices.ca/assets/wf/eph/wf-eh-community-organization-functions-package.pdf>).

The lead organizer of an HBC COF event (where food is made available) is responsible for ensuring compliance with *Food Regulation* in consultation with the Director, Safety and Security.

2) Private or Restricted Function - An event that:

- Isn't open to general public (i.e. only HBC members and adherents in good standing)
- Is organized by community organization or individual
- Requires a personal invitation to attend

Such events are not subject to the *Food Regulation*.

Nevertheless, the lead organizer of an HBC Private or Restricted Function should ensure good food safety practices are used, including those practices described in the above COF Guidance document.

3) Commercially Catered Function - An event that uses commercial caterers to prepare and serve food.

Where an event is neither a COF or Private/Restricted Function, the lead organizer of an HBC event (where food is made available) will only have food prepared and served by a commercial caterer that holds a valid *food establishment permit*, issued by Alberta Health Services, in consultation with the Director, Safety and Security."

* A person who contravenes the Act or the Food Regulation is liable to a fine of not more than \$2000 in the case of a first offence and \$5000 in the case of a subsequent offence.