



A **Guide** for
Opening a
Food Premises
in **York Region**



Introduction

This guide outlines the obligations with which new food premises owners and operators are required to comply under the *Health Protection and Promotion Act* (HPPA) and the *Ontario Food Premises Regulation* in order to obtain York Region Public Health approval for the premises.

The guide is organized into colour-coded sections that provide information on:

- Steps owners/operators must complete before opening a food premises
- Provincial legislation
- YorkSafe Inspection program
- Mandatory food handler certification information
- Basic food premises requirements
- Other considerations for opening and operating a food premises

The steps outlined in this package are for premises operating in York Region seeking York Region Public Health approval. Contact your local municipality for information on business licences, building approval and zoning requirements.

Information about this guide

Who do I call if I have questions about the guide?

If you have any questions, please call York Region Health Connection at 1-800-361-5653 ext. 4, TTY: 1-866-252-9933 (for the deaf or hard of hearing) to speak with a York Region public health inspector or email Health.Inspectors@york.ca

TTY: 1-866-252-9933 (for the deaf or hard of hearing) to speak with a York Region public health inspector or email Health.Inspectors@york.ca about opening and/or renovating a food premises

Before opening a food premises, complete the following steps:

- Contact the municipality to determine if the food premises complies with zoning and other municipal bylaws; the required number of floor plans to be submitted. Approval from the local building and fire departments must be completed before contacting York Region Public Health.
- Contact York Region Health Connection at 1-800-361-5653 ext. 4,

Please have the following information ready:

- a. Business information (e.g., business name, site address)
- b. Ownership information (e.g., owner/operator name, business/ cell phone number and email)
- c. Corporate information (e.g., corporate name/number, corporate address, sole proprietor)
- d. Expected date of opening or re-opening to the public

Notes

- ☑ Submit scale drawings of the proposed floor plan for the food premises in person to the York Region Public Health office located in the municipality where you intend to operate the food premises. The scale drawings must include:
 - a. All room dimensions
 - b. Location of all equipment
 - c. Location of sinks (e.g., dishwashing, handwashing and mop)
 - d. Locations of all washrooms
 - e. Location of ventilation equipment
 - f. Location of grease traps
 - g. Description of materials to be used on floors, walls, ceilings, counters, shelves, etc.
 - h. Location of well, if using a private or communal water supply, and type of well (e.g., drilled or dug)
 - i. Location of sewage system (if applicable)



Georgina

Tuesday and Thursday
8:30 a.m. to 11 a.m.
24262 Woodbine Avenue
Keswick, Ontario L4P 3E9

Markham

Shoppes of Unionville Plaza
Health Protection Division
4261 Highway #7 East, Suites B6-9
Unionville, Ontario L3R 9W6

Newmarket

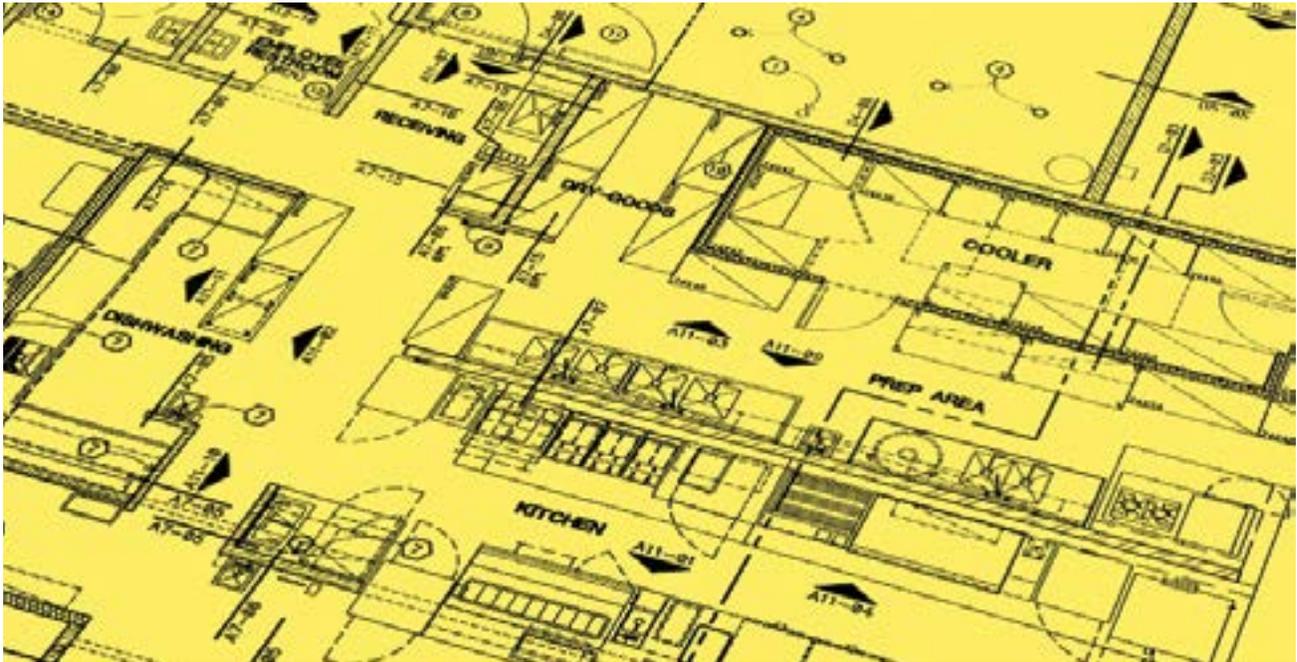
The Tannery - Health Protection Division
465 Davis Drive, Suite 240
Newmarket, Ontario L3Y 7T9

Richmond Hill

South Service Centre - Health Protection Division
50 High Tech Road, Second Floor
Richmond Hill, Ontario L4B 4N7

Vaughan

9060 Jane Street
Vaughan, Ontario L4K 2M9



A York Region public health inspector will review the floor plan to ensure it complies with the *Ontario Food Premises Regulation* and will contact you when the approved floor plans are ready for pick up.

*Please do not submit electronic copies of the proposed floor plan.

- ☑ Contact York Region Health Connection at least seven days before the food premises opens to arrange a pre-opening inspection by a York Region public health inspector. The pre-opening inspection ensures the food premises complies with the *Ontario Food Premises Regulation*.

Consider the layout of the kitchen in the floor plans

The kitchen layout should be designed to:

- ☑ Allow people and food to easily move from place to place and avoid crowding and cross-contamination
- ☑ Ensure there are plenty of cold and dry goods storage spaces, staff lockers, garbage and cleaning supplies
- ☑ Have separate food preparation areas for raw and ready-to-eat foods wherever possible to reduce the risk of cross-contamination
- ☑ Provide easy and convenient access to handwashing sinks
- ☑ Have separate sinks for handwashing and dishwashing
- ☑ Have separate dishwashing and food preparation areas

Home-based businesses

Home-based businesses (e.g., home catering, web-based businesses, etc.) are businesses that use a portion of their home for the purposes of operating as a food premises.

- ☑ The area where the food is prepared, handled, cooked and stored must be separate from the rest of the home (e.g., separate from the home kitchen) and have a separate entrance accessible to a York Region public health inspector during hours of operation. This area must be in compliance with the *Ontario Food Premises Regulation*
- ☑ A green YorkSafe “Proof of Public Health Inspection” sign is to be posted at the separate entrance door
- ☑ The area must be approved by the following:
 - Local municipal zoning/bylaw departments
 - Local municipal building department
 - Local municipal fire department

Written approval must be provided to the York Region public health inspector for assessment.

- ☑ Submit scale drawings of the proposed floor plan for the food premises





Provincial legislation

In Ontario, the *Health Protection and Promotion Act, 1990* (HPPA) mandates the regulations, programs and protocols which govern public health programs. Food premises are governed by the *Ontario Food Premises Regulation*. For information and complete Regulation requirements, please visit ontario.ca/laws

The *Ontario Food Premises Regulation* includes sections on food premises cleaning and sanitizing, equipment, food temperatures, food handling and employee hygiene.

As of January 1, 2017, all food-service chains with 20 or more locations in Ontario must post the number of calories in the food and drink items on their menus or on display. This is part of the *Healthy Menu Choices Act, 2015*.

This means you can see the number of calories posted at places such as:

- Fast-food chains
- Restaurants

- Coffee shops
- Grocery and convenience stores
- Movie theatres

To learn more about this legislation, please visit ontario.ca/CaloriesOnMenus.

The role of the public health inspector is to protect and promote the health of all individuals living within their jurisdiction. To achieve this, the York Region public health inspector:

- Enforces the Regulation by conducting inspections of food premises
- Educates food handlers on safe food handling practices

Together with the York Region public health inspector, you can ensure your premises is in compliance with listed provincial legislations and keep your food safe for public consumption.

YorkSafe

YorkSafe inspection program

YorkSafe is York Region Public Health's inspection reporting program. YorkSafe can be used by the general public to look up recent food premises inspection reports.

During a food safety inspection, the York Region public health inspector will ensure that the food premises is in compliance with the requirements set out in the *Ontario Food Premises Regulation*.

A green YorkSafe "Proof of Public Health Inspection" sign indicates that a routine food safety inspection or re-inspection was conducted and minimum standards of the *Ontario Food Premises Regulation* were met. The sign acknowledges that there was at least one certified food handler onsite at the time of inspection. With each routine food safety inspection and re-inspection, the food premises will receive a new YorkSafe sign.

If any immediate health hazards are determined during an inspection, the York Region public health inspector may close the food premises and/or issue Provincial Offences Notices (tickets) under the *Provincial Offences Act*. Red "Closed" signs are given to food premises that do not pass inspection and pose an immediate health hazard to the public.

For more information on YorkSafe, please contact York Region Health Connection at 1-800-361-5653 ext 5, TTY: 1-866-252-9933 (for the deaf or hard of hearing), or visit york.ca

York Region **YorkSafe**
Community and Health Services Department

PROOF OF PUBLIC HEALTH INSPECTION

Name

Address

A York Region Public Health Inspector inspected this establishment in accordance with Ontario's *Health Protection and Promotion Act* and applicable Regulations. This establishment passed the inspection.

Date of inspection

Karim Kurji
Dr. Karim Kurji, MBBS, MSc, FFFPM, FRCPC
Medical Officer of Health,
The Regional Municipality of York

AT LEAST
ONE CERTIFIED
FOOD HANDLER
ON SITE AT TIME
OF INSPECTION

To access inspection reports:

- Visit our website at york.ca/yorksaf
- Call York Region *Health Connection* at **1-800-361-5653, TTY 1-866-512-6228**

16-4306

Mandatory Food Handler Certification bylaw

In September 2015, York Regional Council passed the Mandatory Food Handler Certification bylaw, which requires all high and moderate-risk food premises in the Region to have a certified food handler onsite at all times during operations.

All high-risk food premises must comply with the bylaw for 2017 and all moderate-risk premises must comply by 2019. Enforcement of the bylaw will be carried out by York Region public health inspectors.

York Region's Mandatory Food Handler Certification bylaw is being phased in over a three-year period beginning January 2016 and requires:

- ☑ At least one (1) **owner/operator** in the food premises have current and valid food handler certification
- ☑ At least one (1) **food handler** in the food premises have current and valid food handler certification
- ☑ At least one (1) **certified food handler** be present onsite at all times during operations to supervise the processing, preparation, storage, handling, display, distribution, transportation, service or offering of food for sale

Food handler certification is available through the YorkSafe Food Handler Certification course. Other Ontario health unit programs or external programs deemed equivalent by the Ministry of Health and Long-Term Care, are also accepted under the bylaw.



Three options are available for obtaining YorkSafe Food Handler Certification:

1. Exam session
2. One-day workshop
3. Online learning modules

For more information about the bylaw and to register for the YorkSafe Food Handler Certification Program, visit york.ca/foodsafety

Basic food premises requirements

Some of the key requirements within the *Ontario Food Premises Regulation* are outlined below. For complete requirements, please visit [Ontario.ca/laws](https://www.ontario.ca/laws)

Inspected source

All food served to the public must be from an “inspected source.” Inspected sources include food premises such as restaurants, supermarkets, bakeries and/or food processing plants (e.g., federally or provincially inspected facilities).

Food premises owners must maintain records of all food products purchased from an inspected source. These records will assist York Region Public Health in the event of a food-borne illness investigation and/or food recall. For meat products, the *Ontario Food Premises Regulation* requires records to be maintained at the premises, for not less than one year from date of purchase.

Building maintenance

- ☑ A food premises must operate and be maintained in a manner such that it does not pose a health hazard
- ☑ Any area where food is present cannot be used for sleeping purposes
- ☑ Storage space must be provided for employee clothing
- ☑ The floors in the food preparation and dishwashing areas must be constructed of materials that are tight, smooth and non-absorbent
- ☑ The floors, walls and ceilings in the food preparation areas are to be kept clean and in good repair

- ☑ Garbage must be stored in a separate room, compartment or bin. The garbage area must be constructed and maintained to exclude insects and vermin and prevent odours and health hazards

Grease interceptors

All liquid waste (e.g., fats, oils, grease, etc.) from the operation of a food premises must be disposed in a sanitary manner. Grease interceptors are contained units designed to trap grease, oil, solids and other debris. They prevent these substances from getting into the sanitary sewer system.

York Region Sewer Use bylaw 2011-56 and many other local municipal sewer use bylaws, require all restaurants or other industrial businesses where food is cooked, processed or prepared, to install and maintain grease interceptors to ensure fats, oils and grease are prevented from going down the sewer. For more information on the Sewer Use bylaw, visit york.ca

Businesses that must have a grease interceptor include, but are not limited to:

- Restaurants
- Grocery stores
- Banquet centres
- Nursing and retirement homes
- Hospitals
- Bakeries
- School and work cafeterias
- Coffee shops
- Food processing operations

Lighting

- ☑ A food premises must maintain adequate lighting during all hours of operation. Requirements for the levels of illumination are regulated under the Ontario Building Code. For more information, consult the local municipal building department in which you intend to operate the food premises

Ventilation

- ☑ Ventilation must be maintained such that the premises does not become a health hazard. Specific ventilation requirements for washrooms and food preparation areas are regulated under the Ontario Building Code. For more information, consult the local municipal building department in which you intend to operate the food premises

Equipment

- ☑ Any equipment used in the kitchen must be constructed such that it can be readily cleaned and sanitized
- ☑ Equipment and utensils that come into direct contact with food must be corrosion-resistant, non-toxic and free from cracks, crevices and open seams
- ☑ All food must be stored on racks, shelves or pallets no less than 15 centimetres (six inches) above the floor

Water

- ☑ A supply of potable water adequate for the operation of the premises must be maintained onsite

- ☑ Hot and cold, under pressure, running water must be provided in areas where food is processed, prepared or manufactured or utensils are washed

Sinks

Handwashing sink

A separate handwashing sink must be provided in a convenient location in each food preparation area, with potable hot and cold running water, soap or detergent in a dispenser and clean single-service towels.

Dishwashers and sinks for cleaning and sanitizing equipment and utensils

If multi-service equipment and utensils (e.g., reusable forks, plates, etc.) are to be used by patrons, one of the following is required:

- A three-compartment sink of adequate size for the manual wash, rinse and sanitizing procedure
- A commercial mechanical dishwasher equipped with temperature gauge; with either a high-temperature machine capable of reaching 82°C (180°F) or higher for 10 seconds, or a low-temperature machine with chemical sanitizing rinse

For equipment and utensils too large to fit into a mechanical dishwasher, a two-compartment sink of adequate size must be available for the manual wash, rinse and sanitizing procedure. Adequate size means all equipment and utensils can be immersed in each of the sinks.



If single-service equipment and utensils (e.g., disposable forks, plates, etc.) are used by patrons, a two-compartment sink of adequate size for the manual wash, rinse and sanitizing procedure must be available for washing preparation equipment and utensils.

Test reagent or test strips must be readily available to determine the concentration of the sanitizer where sanitizing takes place.

Food preparation sink

In addition to a handwashing sink and sinks for washing and sanitizing equipment and utensils, a food preparation sink may be required for washing produce, emptying pots, etc.

Janitorial/mop sink

A janitorial/mop sink must be provided for the sanitary disposal of liquid, floor and chemical wastes.

Temperature and thermometers

- ☑ Refrigerators must be capable of keeping cold foods cold at 4°C (40°F) or less and freezers must keep frozen foods frozen at -18°C (0°F) or less
- ☑ Adequate hot holding equipment is required to keep hot foods hot at 60°C (140°F) or above after cooking and/or reheating (e.g., steam table, etc.)
- ☑ An accurate, visible and conveniently located thermometer indicating the temperature is required in each cold, hot and frozen unit used for the storage of hazardous foods
- ☑ An accurate probe thermometer that can be easily read is required to measure the internal temperature of hazardous foods (e.g., meat, fish)

Washroom facilities

- ☑ At least one public washroom facility must be provided for each sex with a sign clearly indicating the sex for which it is intended
- ☑ Every washroom facility must be equipped with a continuous supply of:
 - Potable, under pressure, hot and cold running water
 - Toilet paper
 - Liquid soap in a dispenser
 - Single use paper towels
 - Durable, easy to clean receptacle for used towels and other waste material
- ☑ The number of handwash sinks, urinals and toilets required in washrooms is regulated under the Ontario Building Code. For more information, consult the local municipal building department in which you intend to operate the food premises



Other considerations

for opening and operating a food premises

Renovations

- ☑ If you are planning structural renovations on your food premises, contact York Region Health Connection to speak with a public health inspector before beginning renovations, to ensure the changes comply with the *Ontario Food Premises Regulation*
- ☑ Contact your local municipality to schedule any additional inspections to ensure compliance with municipal codes (e.g., fire and building codes)

Well water

- ☑ If the water supply used on the food premises is from a private well, then the well water must be free of Total Coliform and E. coli bacteria. The food premises may be classified under the *Ontario Small Drinking Water Systems Regulation 319/08*. For more information, contact York Region Health Connection at 1-800-361-5653 ext 4, TTY 1-866-252-9933 to speak with a public health inspector.

Other agencies

Operating a food premises may require approvals from other provincial and municipal departments or agencies.

These may include:

- ☑ Alcohol Gaming Commission of Ontario (e.g., Liquor Licence applications)
- ☑ Ontario Building Code (Local building department)
- ☑ Ontario Fire Code (Local fire department)
- ☑ *Smoke Free Ontario Act* (York Region Public Health)
- ☑ Small Drinking Water System (York Region Public Health)
- ☑ York Region Sewer Use bylaw 2011-56 (York Region Environmental Services)



A **Guide** for **Opening** a **Food Premises** in **York Region**

Accessible formats or communication supports are available upon request.
Please contact the Community and Health Services Department
by email at chs-info@york.ca or by phone at 1-888-256-1112.



1-800-361-5653
TTY: **1-866-252-9933**

York Region Health Connection

Community and Health Services

Public Health

york.ca