

Category: Operational OP-08
Policy Name: **Food Safety**
Date Approved: July 16, 2014
Last Reviewed: March 17, 2026

1. Application

From time to time the library branches deliver or sponsor programs for the public that have a component of preparing and/or supplying food for public consumption. This policy applies to such programs. It does not apply to food consumption by staff, volunteers or Board members in the course of their regular duties (eg. snacks or coffee at meetings) or at social occasions such as staff parties where food is often provided by the participants; these are deemed private occasions.

2. Policy

The Branch Librarians will ensure that at least one staff member in each branch has successfully completed an approved Simcoe Muskoka District Health Unit (SMDHU) Food Handler Certification Training Course.

If the provision of food is limited to serving commercially prepared food items and involves no further preparations except for setting out the food and beverage items, no special measures are required.

The preparation of food for public consumption must be carried out in one of the two community centre kitchens inspected and approved by the Health Unit.

In addition to any Township of Lake of Bays requirements for liability waivers and insurance, the person in charge of food preparation for public consumption must...

be able to satisfy the Branch Librarian that given the nature and level of complexity of the food preparation, that they are qualified to prepare food for public consumption as prescribed by SMDHU regulations.

If an event will be serving alcohol, a Special Occasion Permit must be acquired from the Alcohol & Gaming Commission of Ontario.

Signature of the Chairperson _____

Document Revision Record:

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