

בס"ד



OTTAWA VAAD HAKASHRUT
(OVH)
POLICY FOR CATERED EVENTS

As a division of the Jewish Federation of Ottawa, the Ottawa Vaad HaKashrut is a not-for-profit registered charity

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GOALS OF THIS DOCUMENT

The purpose of the OVH catering policies is to assure to members of and visitors to the greater Ottawa Jewish community availability, reliability, continuity, choice, competition, fairness and a high standard of kashrut in the supply of catered food.

In order to receive kosher certification for an event where food is served, all kashrut guidelines must be met. In addition, the guidelines in this document must be met, where applicable.

The OVH strongly encourages the use of its certified caterers and establishments.

GENERAL INFORMATION

Catering involves providing the food and having a connection to service during the event. OVH table cards must be present.

Caterers certified by the OVH are assessed an annual license fee. These fees are in addition to the standard Mashgiach fees.

Special authorization may be granted to caterers currently certified as Kosher by organizations other than the OVH (e.g., MK, COR) for specific events. Such caterers will be charged a License fee and an Event fee. Standard Mashgiach fees apply.

It is important to OVH and the community that catering continue to be available for small events such as shivas or meetings and that local caterers are supported by community organizations. For this reason and as a matter of fairness, OVH may limit the occasions for allowing out-of-town caterers. Out-of-town caterers are welcome to apply to establish full-service branches in Ottawa.

INQUIRIES

All inquiries can be made to:

Rabbi Levy Teitlebaum, Director
Ottawa Vaad HaKashrut
21 Nadolny Sachs Private
Ottawa, ON K2A 1R9
1-613-255-5829
RTeitlebaum@jewishottawa.com

DEFINITION OF CATERING VS. DROP-OFF

The OVH reserves the right as to the final determination of this status. There are numerous differences between catering and drop-off, and if at all unsure please contact the director of the OVH. The OVH will investigate any reported breach of this policy as is its right and responsibility.

- An event is **catered** where any principal, cook, supervisor or serving staff of the catering company is cooking, preparing or serving food at the event venue during the event. Supervision is required and the catering company is responsible for arranging OVH supervision at the venue. Unless otherwise approved by the OVH, the catering company is responsible for supervision fees at the venue. OVH table cards must be present at the venue.
- An event is a **drop-off** where the catering company delivers prepared food to the host or event venue, or the host picks up prepared food from the caterer.
 - The catering company may not provide any service beyond delivery of the food for any such event associated with a Jewish organization and/or held at an OVH certified venue.
 - The catering company, upon request, may provide servers to service a private event. All requirements for OVH supervision and sealing to the point of delivery apply. Neither the catering company nor the service personnel may procure food or beverages from non-kosher certified companies. In this circumstance, an official OVH-approved notice that the event is “Not Under OVH Supervision” will be supplied by the catering company and is required to be visible to event guests for the duration of the event.

1. CATERED EVENTS

OVH currently has **four** classes of licensed caterers.

(1) Fully Licensed Caterers

- All ownership and operating principals must not be involved in any food service that is not OVH approved.
- OVH supervision is required wherever their food is prepared.
- OVH supervision is required wherever their food is served with the following exceptions:
 - o Drop-off as defined above.
 - o Individually packaged and sealed meals with heating (if applicable) and opening instructions.
- Authorized to operate a commissary on its premises which may offer take-out.
 - o All products sold on the premises must be approved kosher certified.

Please refer to Appendix 1 for list of caterers in this category.

(2) Hotel/Venue Catering License

- Authorized to cater kosher only on its premises and only under OVH supervision.
- Limited exceptions to the premises requirement are possible with specific OVH approval; for example, where it caters a wedding on Sunday it may supply sealed trays for Monday brunch at the home of a celebrant.

Please refer to Appendix 1 for list of caterers in this category.

(3) Long Term Care Home License

- Authorized to provide full service under OVH supervision on its premises for its residents.
- Authorized to operate a dairy cafeteria on its premises which may offer take-out.
- May provide additional catering on its premises by special arrangement with the OVH.
- All products sold on the premises must be approved kosher certified.

Please refer to Appendix 1 for list of caterers in this category.

(4) Retail and Commercial License

- Authorized to operate a dairy and/or pareve food bar on its premises, which may also offer take-out.
- All ownership and operating principals must not be involved in any food service that is not OVH approved.
- OVH supervision is required wherever their food is prepared.
- OVH supervision is required wherever their food is served with the following exceptions:
 - Drop-off as defined above.
 - Individually packaged and sealed dairy or pareve meals with heating (if applicable) and opening instructions.
- All products sold on the premises must be approved kosher certified.

Please refer to Appendix 1 for list of caterers in this category

Though the OVH strongly encourages the use of its certified caterers and establishments, we recognize that this may not always be feasible. There are three other permitted systems for use at an event under supervision of the OVH; self-catering, single event licenses, and ordering prepared foods.

2. SELF CATERING

By arrangement with the OVH, individuals or organizations in the Jewish community may obtain an Event Specific Permit to provide food for an event. In order to receive this permit, all of the following conditions must be met:

- Permit is Event Specific.
- Permit holder must be the host of the event.
- Standard event fee must be paid.
- Must follow all Kashrut guidelines of the OVH.
- OVH supervision is required wherever their food is prepared and served.
- No kitchen staff, other than servers and cleaners, may be paid for their services.
- Must sign OVH Event Specific Self Catering agreement.
- Must display valid OVH permit at all times.
- Must abide by all regulations as set forth by the City Of Ottawa or surrounding governing body, including but not limited to health regulations.
- OVH reserves the right to revoke the OVH Event Specific Permit at any time, including up to and during the function, in case of infraction as deemed necessary by OVH where the infraction is not corrected.

Standard Mashgiach fees may apply.

3. SINGLE EVENT LICENSE

By special arrangement with the OVH, an individual or organization in the Jewish community may obtain a Single Event License to prepare and provide food for an event. In order to receive this permit, all of the following conditions must be met:

- Permit is Event Specific.
- Standard event fee must be paid.
- Must follow all Kashrut guidelines of the OVH.
- OVH supervision is required wherever the food for the event is prepared and served.
- The head chef/cook and kitchen staff can be paid and must be approved by the OVH.
- Must sign OVH Single Event License agreement.
- Must display valid OVH permit at all times.
- Must abide by all regulations as set forth by the City Of Ottawa or surrounding governing body, including but not limited to health regulations.
- OVH reserves the right to revoke the OVH Single Event License at any time, including up to and during the function, in case of infraction as deemed necessary by OVH where the infraction is not corrected.
- Ordinarily, an individual or organization or related individuals or organizations are limited to no more than three single events in any calendar year. The OVH reserves the right to interpret “related”.

Standard Mashgiach fees apply.

4. ORDERING PREPARED FOODS

An individual or organization may receive OVH certification for an event when ordering prepared food items from the companies/organizations listed in Appendix 2.

The OVH will work with you when prepared food is ordered from companies currently certified as Kosher by organizations other than the OVH (e.g., MK, COR). The Event Fee is lowered if the event is held at an OVH licensed facility in good standing.

Standard Mashgiach fees may apply.

VOLUNTEER MASHGIACH

The OVH recognizes the financial challenges of hosting a function where food is served. As such, a special allowance for the use of a Volunteer Mashgiach (VM) may be permitted.

- All policies applicable to a paid Mashgiach apply equally to a VM.
- Any use of a VM for an OVH event must be authorized by the director of OVH.
- A VM may not receive payment or financial benefit for volunteering as an OVH Mashgiach.
- VMs are fully trained and qualified for OVH work.

2019-20 RATES

LOCAL CATERER	
Annual OVH license	\$2,300/year
Event fee (25 people or more)	\$100
SELF-CATERING AND/OR ORDERING PREPARED FOODS	
Self-Catering at an OVH licensed venue in good standing (25 people or more)	\$25/event
Self-Catering at a non OVH licensed venue (25 people or more)	\$100/event
SINGLE EVENT LICENSE	
License and event fee at an OVH licensed venue in good standing	\$50 - \$100/event (based upon complexity of event)
License and event fee at a non OVH licensed venue Supervision of event for certified caterers	\$250
OUT OF TOWN CATERER	
License and event fee	\$500/event
ADDITIONAL FEES AS APPLICABLE	
Mashgiach	\$24 per person – hour
Kashering	\$30 per person – hour

Note: Prices are subject to change.

Note: OVH certification fees for all other food purveyors are determined separately.

Note: OVH licensed venues must maintain their license in good standing. Please refer to Appendix 3 for list of OVH licensed venues

Note: Kashering for Pesach requires approximately 10 hours of time.

APPENDIX 1 – OVH APPROVED LICENSE HOLDERS

Revised January 2020

FULLY LICENSED CATERERS

- A Dashing Pinch
- Babi's
- Creative Kosher Catering

HOTEL/VENUE CATERING LICENSES

- Infinity Centre
- Sala San Marco

LONG TERM CARE HOME LICENSES

- Hillel Lodge

RETAIL AND COMMERCIAL LICENSES

- Babi's

APPENDIX 2– ORDERING PREPARED FOOD

The following OVH license holders are available to provide prepared foods:

- A Dashing Pinch
- Babi's
- Creative Kosher Catering
- Hillel Lodge
- Loblaws College Square Kosher department

APPENDIX 3– APPROVED VENUES

The following are OVH approved venues:

- Camp B'nai Brith
- Congregation Beit Tikvah of Ottawa
- Hillel Lodge
- Congregation Machzikei Hadas
- Ottawa Torah Centre
- Soloway Jewish Community Centre
- Young Israel of Ottawa

The following can be under OVH supervision upon request:

- Kehillat Beth Israel
- Infinity Centre
- Sala San Marco

APPENDIX 4 – OVH Financial Policy

The mission of the Ottawa Vaad HaKashrut (OVH) is to facilitate the availability of a wide variety of reliably kosher food products and services to the Ottawa Jewish community. As such, it is in the interest of the OVH, the Jewish Federation of Ottawa (Federation), and the community that we work in partnership with our vendors to ensure that together we can fulfill our mission.

Licensing

OVH licensing depends on adherence to **halachic standards** and **timely payment** of invoices.

Halachic standards are determined by the OVH rabbinic committee, and are enforced by the mashgichim. For suspected violations of kashrut, an investigation will be conducted. If the allegations are confirmed, a license may be suspended and or revoked. An appeals process will be in place.

Timely payments are expected by license holders. It is a requirement that our license holders remain in good financial standing with the OVH.

- If invoices are paid within our terms (net 30), a license holder will be considered in good standing.
- If payments are not made in a timely manner, the license will be in jeopardy. The license will be suspended after a failure to make a payment or to make payment arrangements that are acceptable to the OVH.
- Following two missed payments in the same calendar year, the license will be revoked and there may be an associated cost for re-licensing.
- An appeals process will be in place.

Suspension and Revocation of License for Halachic Issues

Suspension and/or revocation of a license for halachic issues is to be determined by the OVH rabbinic committee.

An appeals process is in place, in collaboration with the Chicago Rabbinic Council (Beth Din).

Suspension and Revocation of License for Financial Arrears

Suspension and/or revocation of a license for lack of payment is to be determined by the OVH lay committee in collaboration with Federation.

If a payment is missed, and payment arrangements have not been made, the license will be suspended. The suspension will be in place until payment has been made. The license holder may continue to operate during this suspension, to a maximum of 60 days.

If two payments have been missed in the same calendar year, or if a suspended license has not been lifted after sixty (60) days, the license will be revoked. While the OVH is sensitive to the needs of the community and does not intend to cause difficulty for clients of the license holder, the OVH maintains that adequate notice of this possibility has been given with ample opportunity for the license holder to make payment arrangements. Once a license has been revoked, the license holder may no longer operate as an OVH licensed business.

If a license has been revoked, there will be a fee for re-licensing and for re-kashering the facility in which the license holder operates. There will be a one-time charge of \$500, plus \$35/hour for actual hours expended.

An appeals process is in place, where a group of lay and professional leaders of the OVH and Federation will provide the license holder with an opportunity to request a review of the decision to revoke a license. It should be understood, however, that before a license is revoked the license holder will have been informed of the policies for maintaining a license and consequences for having a balance owing.

For more information, please contact Rabbi Levy Teitlebaum at 613-255-5829 or RTeitlebaum@jewishottawa.com

To request a copy of invoices or statements, please contact Jean Myers at 613-798-4696 x242 or jmyers@jewishottawa.com