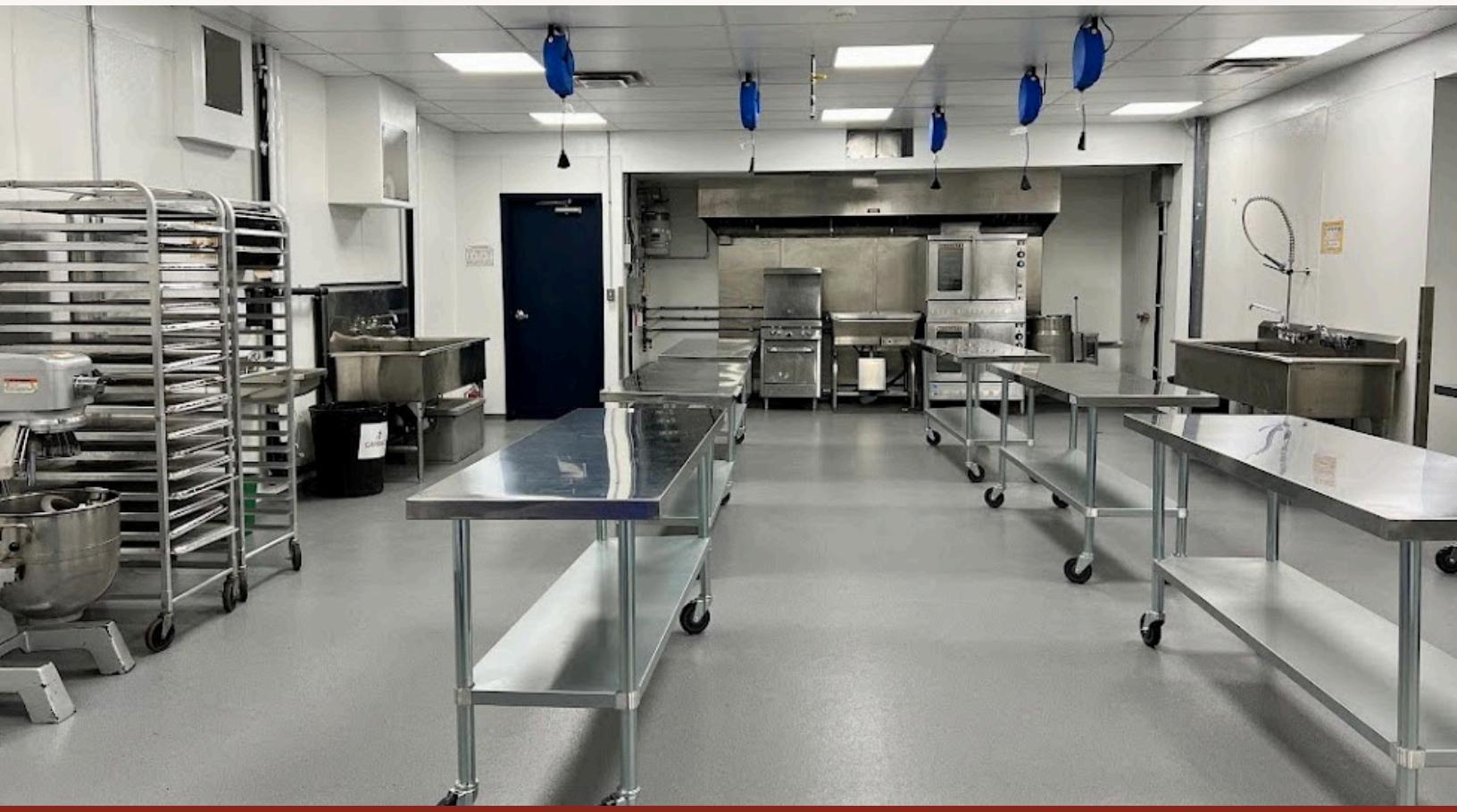


# WELCOME TO *The STIR*

**EMPOWERING LOCAL PEOPLE TO ACCESS,  
GROW, CREATE, AND MARKET LOCAL FOOD.**

The Stir is the food hub for the Kamloops region, providing facility rentals, business mentorship, and support to help local food entrepreneurs reach a wider market than they would otherwise be able to break into.



Welcome to *The Stir*

# WHAT'S IN THIS DOCUMENT

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Welcome to The Stir

# HOW RENTING THE STIR WORKS

**The Stir provides businesses and social enterprises access to a state of the art commercial kitchen along with specialized food processing equipment that may not otherwise be available to them. It allows new businesses to get started in a commercially approved space, or for established businesses to increase production to take their business to the next level.**



**Below are a few quick facts about how things operate:**

- The Stir Kitchen is accessible to its Stir Makers 24/7.
- Bookings are done online through our scheduling system, The Food Corridor, where Makers can reserve the time they'd like to rent the kitchen as well as any equipment needed.
- Multiple businesses may rent the kitchen at the same time, depending on their individual equipment needs.
- Stir Makers may book time in the kitchen as far in advance as desired to ensure availability.
- Stir Makers are expected to clean and sanitize after their time in the kitchen, leaving it as good or better than they found it! Our staff takes care of the deep cleaning and general maintenance of the kitchen.

**To learn more about how The Stir works and our policies, check out our Shared Kitchen Operations Manual.**

Welcome to The Stir

# YOUR PRE-RENTAL CHECKLIST

- Sign Up For The Food Corridor**
- Interior Health Application**
- City of Kamloops Business License**
- Commercial Insurance**
- Have a completed business plan**

In the following pages, we'll walk you through the steps to each of these.

**WE ARE HERE TO HELP GUIDE THROUGH ALL OF  
THESE STEPS, SO IF YOU GET STUCK AT ANY  
STAGE, LET US KNOW!**



# SIGN UP FOR THE FOOD CORRIDOR

**The Food Corridor is our online scheduling and billing platform.**

When you are ready to sign up as a Stir Maker, you can sign up for an account using [\*\*this link\*\*](#).

The following fees will be billed through The Food Corridor:

## » **Annual Stir Maker Fee - \$100**

**- To be payed before receiving mentorship or access to the kitchen**

### **Includes:**

- Discounted rates to participate in workshops and business development programs held by The Stir;
- Access The Stir's food safety and sanitation plan templates;
- Access The Stir's standard operating procedure templates;
- Up to 3 hours of mentorship time with the Kamloops Food Hub Manager for any of the following: assistance with applying for a health permit; product development and testing; ingredient sourcing; and assistance with packaging and labeling on the Maker's products.

## » **Damage Deposit - \$500**

**- To be payed before accessing the kitchen**

### **Deposit Refund Policy:**

The deposit will be returned within 30 days after the final move out date once the Maker has removed all of their possessions from the facility and paid their final invoice.

For more information, refer to our [\*\*Shared Kitchen Operations Manual\*\*](#).

# INTERIOR HEALTH APPLICATION

**Interior Health Approval and applicable permits are required for all businesses renting the kitchen.**

**We have detailed each section of your application on the following pages.**



All information can also be found on the [Interior Health website](#) and in the [guide to applying for food premise approval](#).



## COMPLETED APPLICATION FORM



## FACILITY FLOOR PLAN



## FOOD SAFETY PLAN



## SANITATION PLAN



## FOOD SAFE CERTIFICATION

# INTERIOR HEALTH APPLICATION CONT.

## APPLICATION FORM

**Download and fill out this form with the following information:**

- Check "I've purchased an existing business/facility" at the top

### **Section A:**

**Business/Facility Name:** Your Business Name

**Business/Facility Email Address:**

foodhub@kamloopsfoodpolicycouncil.com

**Facility Site Address:** 185 Royal Ave, Kamloops, BC, V2C 6A9

**Site Phone:** 778.870.9867 **Cell Phone:** Your Cell Number

**Type of Ownership:** Check whichever applies to your business

**Legal Owner Name:** Your business name if incorporated or your name if a sole proprietorship/partnership

**Fill remaining sections with your contact info and mailing address**

### **Section B:**

Fill out the date you plan to start in the kitchen and the months of operation, if not year round.

- If you are a Food Processor:** Check "Food Other" and "Other" and specify your product (eg: "Canning")
- If you are a Bakery:** Check "Food Other" and "Bakery"
- If you are a Caterer:** Check "Food Service Establishment" and "50 seats or less" and write "Catering" somewhere in the box

**Sewage Waste Disposal:** Check community sewer

# INTERIOR HEALTH APPLICATION CONT.

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## FACILITY FLOOR PLAN

We will provide you with a copy of the kitchen floor plan to send with your application.

## FOOD SAFETY PLAN

The guide by the BC Ministry of Health for writing a Food Safety Plan can be found [here](#). The template for writing your plan Food Safety Plan can be found [here](#).

[Click here](#) to find links to a variety of Food Safety Plan examples. Find the one with the product nearest to your own to help get you started.

We can help you develop your food safety and sanitation plans. Start a draft of your food safety plan and if you get stuck, email it back as a word document and we will make notes and we can send it back and forth until it is ready.

*Note: The food safety plan examples include a metal detection step that is more relevant for large-scale food processors. For your food safety plan(s), you can replace the metal detection step with "inspect equipment for damage prior to use." If you get stuck on this we are happy to help, so let us know!*

# INTERIOR HEALTH APPLICATION CONT.

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## SANITATION PLAN

We have Sanitation Plans made for each piece of equipment at The Stir, so please let us know which equipment you plan to use and we will draft a customized Sanitation Plan for you to use and finalize as needed.

## FOODSAFE CERTIFICATION

The company owner needs to have a valid FoodSafe Level 1 certification (expires every 5 years) and at least one employee on site (including the owner) also needs to be certified. It is recommended that any employee handling food take FoodSafe Level 1.

- » Click [here](#) for 1 day, in-person classes - \$90
- » Click [here](#) to take the course online - \$88.

Welcome to *The Stir*

# INTERIOR HEALTH APPLICATION CONT.

## SUBMIT YOUR APPLICATION

Once you have completed and gathered all documents needed for your application, attach them to an email and submit them to: [HP.Admin.Kamloops@interiorhealth.ca](mailto:HP.Admin.Kamloops@interiorhealth.ca)

They will be forwarded to the appropriate health inspector.

The health inspector for *The Stir* is:

Pamela Laron Amanse, C.P.H.I. ( C )  
519 Columbia Street Kamloops, BC V2C 2T8  
(250) 851 7429 direct  
(250) 851 7341 fax  
[Pamela.laronamanse@interiorhealth.ca](mailto:Pamela.laronamanse@interiorhealth.ca)



# CITY OF KAMLOOPS BUSINESS LICENSE

**Your business license and health permit applications should be submitted around the same time.**

Before or after submitting your health permit application to Interior Health, you should submit your application for a business license to the City of Kamloops. The business licensing office will require Interior Health approval before issuing your business license. Interior Health will forward their approval to the business license office themselves.

When filling out your business license application form, use the kitchen address as the business address and your home address as the mailing address so that your business license is mailed directly to you.

Kamloops Business Licensing Office Contact:

250-828-3481

blicensed@kamloops.ca

**Email your business license application form to the email address above.**

# COMMERCIAL INSURANCE

**Commercial insurance is a requirement before you can operate in the kitchen.**

Stir Makers are required, at their own expense, to maintain comprehensive general liability insurance with a minimum \$3,000,000 general aggregate, with Kamloops Food Policy Council (185 Royal Ave, Kamloops, BC, V2B 8J6) listed as additional insured.

The insurance policy must include bodily injury and property damage liability as well as tenant's legal liability with a minimum \$3,000,000 limit.

While not required to rent our facilities, Stir Makers are encouraged to also include coverage for personal and advertising injury, products and completed operations, and business interruption

It's a good idea to talk to an insurance broker about your business and see if they recommend any additional coverage for your business activities.

**While there are many insurance brokers available, most of our clients have successfully found affordable policies through:**

- » **Interior Savings**
- » **Kamloops Insurance**
- » **Hub Insurance**

Welcome to The Stir

# FURTHER QUESTIONS?

**If at any point you have questions about The Stir, how to become a Stir Maker, or anything else, we're here to help! Don't hesitate to get in touch:**

Kent Fawcett  
Food Hub Manager  
[foodhub@kamloopsfoodpolicycouncil.com](mailto:foodhub@kamloopsfoodpolicycouncil.com)  
778 870 9867

