



## **Brentwood Community Centre Board AGENDA**

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February 6<sup>th</sup>, 2019 at 6:30 p.m.  
Brentwood Community Centre  
9926 County Road 10, New Lowell.

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All information including opinions, presentations, reports, documentation, etc. that are provided at a public or open meeting are considered a public record.

### **1. Welcome**

### **2. Approval of [Agenda](#)**

#### **Recommendation:**

Be It Resolved that the Brentwood Community Centre Board hereby approve the Agenda dated February 6<sup>th</sup>, 2019 as presented.

### **3. Disclosure of pecuniary interest and the nature thereof**

### **4. Approval of [Minutes](#) – January 16<sup>th</sup>, 2019**

#### **Recommendation:**

Be It Resolved that the Brentwood Community Centre Board hereby approve the Minutes dated January 16<sup>th</sup>, 2019 as presented.

### **5. Financial Report**

- 5.1 Treasurer to provide financial update to Board
- 5.2 2019 Budget

### **6. Business arising from the Previous Meeting**

- 6.1 Hall Renovations

### **7. Rental Updates**

- 7.1 Damage Deposit

### **8. New Business**

- 8.1 Cleaner position
- 8.2 Small Halls
- 8.3 Kitchen Directory

### **9. Next Meeting – Wednesday March 6<sup>th</sup>, 2019. 6:30p.m.**

### **10. Adjournment**

#### **Recommendation:**

Be It Resolved that the Brentwood Community Centre Board Meeting be adjourned at \_\_\_\_\_ p.m.



County of Simcoe  
Economic Development Office  
1110 Highway 26,  
Midhurst, Ontario L9X 1N6

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January 29, 2019

Dear Local Inspected Kitchen Owner/Operator

**RE: FREE Directory for Inspected Kitchen Space for Rent**

The County of Simcoe is a strong supporter of the agriculture and agri-food sector. While a number of effects are ongoing, in recent years, the Economic Development Office (EDO) for the County of Simcoe has worked with various partners to support food entrepreneurship. Through these efforts we encountered a number of food artisans that are small in scale and had expressed an interest in renting a health unit inspected kitchen on an occasional basis. As the identified owner/operator of such a kitchen we wanted to reach out to let you know about an initiative we offer to support the agri-food sector. (Please note: Inspected kitchens are publicly listed on the Simcoe Muskoka District Health Unit's food premises disclosure website at [www.inspectionconnection.ca](http://www.inspectionconnection.ca).)

In partnership with the Simcoe Muskoka District Health Unit, our Office has developed a directory of inspected kitchens that are available for rent in the area. While we understand that many owners/operators may run a business or conduct various functions using their kitchen we also heard that there may be times when your kitchen is not in use (e.g. closed on Mondays, serves only breakfast/lunch, etc.).

If your organization is interested in renting out your kitchen, please complete the Available Kitchen Form enclosed in this letter. The form provides us with the information needed to add your kitchen space to the directory. Our directory is available online and includes the following information:

- Your contact information;
- Equipment available for use (e.g. deep fryer, steam kettle, etc.);
- Times when your kitchen is available for use; and
- Other information you would like potential renters to know.

Any interested renters will then be able to contact you directly to discuss rental costs and other related information. The directory is a marketing tool only and it will be completely up to a kitchen owner/operator to determine who and how they rent their kitchen space out. Any rental agreements will be directly between the kitchen owner/operator and their renter. If at any time you wish to be removed from the directory or need to update your information, you can simply contact our Office. There is no cost to participate in the directory.

If you have any questions about the initiative, please feel free to contact me.

Sincerely,

Becky Breedon  
Economic Development Officer  
[becky.breedon@simcoe.ca](mailto:becky.breedon@simcoe.ca)  
705-726-9300 ext. 1429



## Simcoe County Inspected Kitchen Directory Request to Add Kitchen to Directory

|  |                          |
|--|--------------------------|
| <b>Contact First Name</b>  | <b>Contact Last Name</b> |
| <b>Phone Number</b>  |                          |
| <b>Email Address</b> (if applicable)   |                          |
| <b>Address of Kitchen</b><br>(Please include municipality)   |                          |
| <b>Web link</b> (if applicable)  |                          |
| <b>Please list Items Your Kitchen Space Has that are Available for Use:</b><br>(e.g. proofer, steam kettle, broiler, bake oven, range, convection oven, vegetable worktable, bread slicer, salamander, deep fryer, stainless countertops, ice machine, etc.) |                          |
| <b>Please List When Kitchen is Available for Rental:</b>   |                          |
| <b>Any Other Information You Wish to Share:</b><br>(e.g. is your kitchen dairy-free, wheat-free, nut-free, vegan-friendly, etc.)   |                          |



I verify that the kitchen listed at the address above is inspected by the Simcoe Musoka District Health Unit in accordance with the provincial government's Health Protection and Promotion Act

The information you provided has been collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to publish your kitchen's information on the County of Simcoe online directory. Questions regarding this collection can be directed to the Economic Development Office at the address or telephone number below.

**Acknowledgement:**

I, \_\_\_\_\_, hereby declare that the information provided above and submitted to The Corporation of County of Simcoe's Economic Development Office to be accurate and true. I give The Corporation of County of Simcoe permission to publish all information provided on their online directory. I, also understand that The Corporation of the County of Simcoe has the right to remove any information from its web site(s) that it is determines inaccurate or misleading without providing notice to the contributor(s).

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please return to:**  
Economic Development Office  
County of Simcoe  
1110 Highway 26  
Midhurst, Ontario L9X 1N6  
705-726-9300 ext. 1429  
[edo@simcoe.ca](mailto:edo@simcoe.ca)