



Committee of the Whole Report

Meeting Date: 2025-07-07

Department: Operations & Infrastructure

Report Number: Operations & Infrastructure-2025-036

Submitted By: Jonathan Cross

Approved By: David Holliday

Subject: Community Hall Standardization

Recommendation:

That Committee of the Whole recommends that Council provide direction for Staff to standardize community hall spaces and services provided and maintained by the Township.

And That Committee of the Whole recommends that Council direct staff to move forward with Option _____ as outlined in Report 2025-036.

Background:

The Township has three (3) rental community spaces with kitchen / kitchenette services, Seeley's Bay Hall, Lansdowne Meeting Room, and the Lansdowne Community Hall. These spaces have been identified to have inconsistent services and features. Staff have surveyed existing services and available kitchenware develop recommended options for the standardization of the existing spaces. Standardizing these spaces will provide clearer objectives for future planning, budgeting and operational efficiencies.

Inventory of dishware, cookware, serving utensils, etc. found that Seeley's Bay Hall and Lansdowne Community Hall have 2250+ and 4175+ items respectively within the commercial kitchens. Limited quantities available in one (1) style type of items (see Tables 2.1 to 2.3). Medium to large events do not have access to matching dishware or utensils.

Currently each of the three (3) spaces operate at different capacities, capabilities and service levels. There are identified risks for each of the spaces as well as inconsistencies with rental practices.

General community space information tables 1.1 to 1.3.

Table 1.1

Seeley's Bay Hall	
Occupancy Load	Dining Setup – 200 people Standing / Sitting - 250 people
Commercial Kitchen and Bar	Fair Condition – High Risk (Table 2.1)
Primary Uses	<ul style="list-style-type: none"> ○ Weekly user groups ○ Large community events ○ Large private events ○ Recreational programming
2024 Rental Revenue	○ \$13,580.42

Table 1.2

Lansdowne Meeting Room	
Occupancy Load	Dining Setup – 40 people Standing / Sitting - 50 people
Kitchenette	Poor Condition – Low Risk (Table 2.2)
Primary Uses	<ul style="list-style-type: none"> ○ Weekly user groups ○ Small community events ○ Small private events ○ Recreational programming ○ Library programming
2024 Rental Revenue	○ \$3,385.83

Table 1.3

Lansdowne Community Hall	
Occupancy Load	Dining Setup – 180 people Standing / Sitting - 250 people
Commercial Kitchen and Bar	Fair Condition – Moderate Risk (Table 2.3)
Primary Uses	<ul style="list-style-type: none"> ○ Weekly user groups ○ Large community events ○ Large private events ○ Recreational programming
2024 Rental Revenue	○ \$8,072.50

Analysis:

A survey / inventory of kitchenware was conducted by staff for each of the community spaces. The results are provided in tables 2.1 to 2.3. In addition to this an assessment of the spaces and condition / risk of the spaces has also been provided for reference.

Table 2.1

Seeley's Bay Hall			
Item	Style Types	Largest Quantity	Total Quantity
Dinner Plates – Various	15+	65 Blue / 23 White	212
Side Plates - Various	7+	101 White / 83 White	430
Side Bowls – Various	5+	112 White / 90 Black	228
Mugs / Teacups – Various	8+	160 White Mugs	227
Wine Glasses - Various	5+	136 Short Stem	213
Drink Glasses - Various	8+	67 Small Glass / 42 Med Glass	157
Forks - Various	N/A	N/A	252
Spoons – Various	N/A	N/A	173
Knives – Various	N/A	N/A	262
Serving Dishes - Various	30+	N/A	30+
Baking / Cooking Wares	20+	N/A	20+
Cooking Utensils	30+	N/A	30+
Busing Carts	1	2	2
Description <ul style="list-style-type: none">- Public Health approved kitchen includes commercial stove/oven with hood vent, large commercial fridge, 3 sink dish pit.- Bar area has a large refrigerator, and freezer chest.			
Condition (Fair) / Risk (High) <ul style="list-style-type: none">- Work surfaces are worn and not easily sanitized.- Floors and backsplash will need to be replaced soon.- Upper cabinets are pulling away from walls due to over loading with dishware.- Working space is limited due to the size and layout of kitchen.- Bar area surfaces in good repair.- Hood vent does not have suppression.			

Table 2.2

Lansdowne Meeting Room	
Description Space includes a kitchenette that is not approved by Public Health for food preparation. Township currently does not supply cookware / serving utensils. Currently, includes a household stove, mini fridge, and microwave.	
Condition (Poor) / Risk (Low) <ul style="list-style-type: none"> - User groups leave personal items in this space, which includes but not limited to serving utensils, dishware, coffee makers, kettles, dishes, food in mini fridge, signage, and a piano. - Uncertainty exists of ownership of all utensils, coffee urns, microwave, and kettles currently in the space. - The cabinets and island are at end of life, missing fronts and have locks installed by a user group to keep their personal items safely stored. Work surfaces are worn and difficult to sanitize. - While the space is not approved for food preparation, a stove currently exists. 	

Table 2.3

Lansdowne Community Hall			
Item	Style Types	Largest Quantity	Total Quantity
Dinner Plates – Various	10+	N/A	240
Side Plates - Various	10+	N/A	592
Side Bowls – Various	8+	N/A	382
Mugs / Teacups – Various	5+	N/A	255
Wine Glasses - Various	5+	Tall 154 / Short 136	343
Drink Glasses - Various	5+	Small 200+ / Med 200+	473
Forks - Various	N/A	N/A	406
Spoons – Various	N/A	N/A	731
Knives – Various	N/A	N/A	501
Serving Dishes - Various	130+	N/A	130+
Baking / Cooking Wares	45+	N/A	45+
Cooking Utensils	70+	N/A	70+
Liquid Thermal Dispensers	2	2 Med	3
Description <ul style="list-style-type: none"> - Public Health approved kitchen includes a commercial stove/oven with hood vent, large fridge near end of life, upright freezer, dish pit with commercial dishwasher. Bar area includes a large refrigerator. 			
Condition (Fair) / Risk (Moderate) <ul style="list-style-type: none"> - Some work surfaces, a mixture of wood and laminate are cracked, porous, and worn and not easily sanitized. 			

- Storage is over capacity for the dishware on hand and also inaccessible without a step or ladder, and some cabinets blocking stove or oven, causing safety concern.
- Kitchen and Bar work surfaces are a mixture of stainless steel, laminate, and wood. The wood block and laminate are cracked and porous and near end of life. Storage is limited.
- Hood vent does not have suppression.
- Unsure of ownership of utensils, coffee urns, microwaves and kettles that are currently in the space

Alternatives:

Option A: Status Quo

Continue with mismatched dishware, replace required worn cookware. Budget to top up dishware inventory to occupancy load maximum levels with similar styles. Budget to upgrade Seeley's Bay Hall kitchen to include commercial dishwasher to reduce public health risk.

Risk Factor - HIGH

- Relying on users to properly care for and clean work surface and dishware following a rental, resulting in consistent challenges of soiled surfaces and unsanitized dishware found following rentals.
- Seeley's Bay Hall is not equipped with a commercial dishwasher and relies on users to follow proper handwash cleaning and sanitization procedures with a three-sink dish pit. Procedures are not commonly practiced as the sanitizer test strips available are not being used.
- User groups will leave personal belongings in rental spaces, which mix with Township property and take space away from other user groups.
- Continual cost of replacement of dishware.

Improvements Required

- Additional staffing time required to increase inspections following rentals.
- Replacement of missing or damaged dishware / cookware.
- Proper storage required.
- Seeley's Bay Hall – Commercial dishwasher / dish pit and kitchen surface and floor upgrades.

Estimated Upfront Cost: \$105K to \$130K

Option B: Full Service – New Dishware

Replace existing dishware with new matching dishware. Basic dishware set would include dinner plate, side plate, side bowl, cutlery (spoon, fork, knife), 8oz glass and mug. Serving dishware, utensils and cookware provided.

Risk Factor - HIGH

- Relying on users to properly care for and clean work surface and dishware following a rental, resulting in consistent challenges of soiled surfaces and dishware found following rentals.
- Seeley's Bay Hall is not equipped with a commercial dishwasher and relies on proper handwash cleaning procedures. Procedures are not commonly practiced as the sanitizer test strips available are not being used.
- User groups will leave personal belongings in rental spaces, which mix with Township property and take space away from other user groups.
- Continual cost of replacement of dishware.

Improvements Required

- Additional staffing time required to increase inspections following rentals.
- Replacement of dishware / cookware when damaged.
- Proper storage required.
- Seeley's Bay Hall – Commercial dishwasher / dish pit and kitchen surface and floor upgrades.

Estimated Upfront Cost: \$155K to \$185K

*Based on 300 dish settings - Basic dishware set would include dinner plate, side plate, side bowl, cutlery (spoon, fork, knife), 8oz glass & mug.

Option C: Limited Services Available

Maintain status quo with appliances, utensils and basic cookware, and remove all dishware. Each Lansdowne and Seeley's Bay commercial kitchens would require commercial coffee makers and hot water towers.

Risk Factor – LOW

- Users responsible for sourcing rental dishware or providing their own. Estimated rental cost of dishware for 300-person event is \$1500-\$2500.
- No replacement or carrying costs for dishware.
- Lower inspection requirements for staff following rentals.
- Provide basic cookware and small appliances for both commercial kitchens.
- Less cost on water, chemicals and electrical and reduces wear and tear on appliances as all rental dishware is returned dirty to supplier to properly wash & sanitize before storage

Estimated Upfront Cost: \$10K to \$25K

Alternative Hybrid Options – MODERATE Risk

- Hybrid Option 1: Stock one (1) new complete set of basic dishware at Lansdowne Community Hall where the commercial dishwasher is available, to be used between both Community Halls. Additional staffing time and transportation annual costs associated with this option. Estimated Upfront Cost: \$50k to \$60k.
- Hybrid Option 2: Only provide mugs for coffee and tea. Seeley's Bay would benefit from commercial dishwasher upgrade. Estimated Upfront Cost: \$65K to \$80K.
 - Dishware would not be provided for meeting rooms as it is a service kitchen only, users would be required to bring all utensils & remove all items

Financial Implications:

Rental revenue in 2024 was roughly \$25,000.00 combined for these three (3) spaces.

<u>Facility Revenue 2024</u>		<u>Rental fee</u>	<u>Total hours Permitted</u>
Lansdowne Community Building	<u>Hall</u>	\$ 13,580.42	1830.25
-	<u>Meeting room</u>	\$ 3,385.83	717.75
Total	-	\$ 16,966.25	2548.00
-	-		
Seeley's Bay Hall	\$ -	\$ 8,072.50	593.25
Total	\$ -	\$ 25,038.75	3141.25

With the above revenues considered:

Option A: Status Quo, and Option B: Full Service, have significant upfront cost which will take years to recover from rental revenue alone.

Option C: Limited Services, reduces the service level the Township provides. There is a significant lower upfront cost to provide cookware basic services, with lower operating and replacement costs. This option also reduces the Public Health risk by eliminating the potential contamination of improperly cleaned dishware.

Relevant Policy or Legislation:

[Health Protection and Promotion Act - Ontario Regulation 493/17 - Food Premises](#)

Strategic Plan Alignment:

Council adopted the Township of Leeds and the Thousand Islands Strategic Plan (2021-2031) at its regular meeting held on November 8, 2021. The initiative contained within this report supports the following Strategic Pillars as set out in the Strategic Plan:

- ☒ Delivering Effective and Accountable Government
- ☐ Promoting Quality of Life and Environmental Stewardship
- ☒ Growing a Liveable Community with Great Services
- ☒ Fostering Jobs and Economic Development

Attachments: