



A People Place, A Change of Pace
SHELBURNE
ONTARIO, CANADA

Meeting Date:	Monday, October 06, 2025
To:	Mayor and Members of Council
From:	Carol Maitland, Economic Development Officer
Report:	ED2025-03
Subject:	Commissary Kitchen Project

Recommendation

BE IT RESOLVED THAT COUNCIL of the Town of Shelburne receive report ED2025-03 regarding the development of the Commissary Kitchen facility at Fiddle Park, for information.

Background

The commissary kitchen facility is an economic development project that responds to community demand for commercial kitchen space in Dufferin County. This initiative will support the growth of local food entrepreneurs and small food processors.

The project will transform the existing 1,400 square foot kitchen at Fiddle Park into a professional-grade food business incubator. We will purchase commercial-grade ranges, ovens, and additional equipment to upgrade this underutilized space.

Rental income from the kitchen will create a sustainable funding model to support local food security programs, maintain equipment, and cover operational costs. This approach ensures the facility's long-term viability while serving the community's needs.

Development of the kitchen will begin October 2025 with the opening scheduled for the Spring 2026.

Analysis

The commissary kitchen serves as a food business incubator, providing infrastructure and support to local food entrepreneurs and processors. The facility will offer business development resources to help food entrepreneurs establish and grow their enterprises. The kitchen will also support food processing for local food security initiatives.

Beneficiaries

Primary Users: Local food producers, caterers, and small food businesses seeking licensed commercial kitchen space to develop and expand their operations.

Secondary Users: Industries requiring specialized food storage solutions, including food distributors requiring temporary storage capacity, and retail establishments seeking overflow storage space. The facility will serve sectors currently underserved by existing infrastructure in Dufferin County.

Related Benefits: The broader community benefits from increased access to professional kitchen facilities which will make the Local food industry stronger/more stable and increase the capacity for local food production - More entrepreneurs can start food businesses, existing businesses can expand production, and local ingredients get processed locally instead of elsewhere, as a result:

- Proper equipment to scale up
- Licensed space that meets health regulations
- Lower startup costs
- Access to professional infrastructure

Business Model and Sustainability

The commissary kitchen operates on a rental basis to local food entrepreneurs. Revenue generated from kitchen rentals will help fund ongoing programming, equipment maintenance, and facility operations, ensuring long-term sustainability. The operation is based on a break-even budget with projected positive cash flow within the first year.

Economic Development Objectives

- Foster community growth through collaborative workspace and knowledge sharing
- Enhance skills and education through workshops on cooking, and business management
- Build connections between food entrepreneurs and local resources
- Support local economic development through small business incubation and support for local food insecurity

Financial Impact

The proceeds of \$14,000 from the Rotary/EDC Golf Tournament will be used to purchase a professional range, oven and additional equipment, as funds allow for the upgrade of the facility.

Revenue from commissary kitchen operations will be reinvested into kitchen assets and programs supporting local food entrepreneurship and insecurity.

Policies & Implications (if any) Affecting Proposal

N/A

Consultation and Communications

Consultations and site visits were conducted to inform the project development. The Executive Director of 10C Shared Space, provided a tour and consultation of their commissary kitchen in Guelph, Ontario. The Orangeville Food Bank shared their expertise on storage and professional kitchen space development, while local chef Nobi offered insights into commercial kitchen design and operations.

Both the Orangeville Food Bank representatives and Chef Nobi toured the Fiddle Park kitchen facility and provided valuable feedback and recommendations for the project. Additionally, local home-based food business owners expressed interest in accessing a professional kitchen facility locally.

Council Priorities

This initiative aligns with Council's priorities:

- LP3 - Promote Strong Local Economy: Supporting food business incubation and entrepreneurship

- EP1 - Promote Effective Partnerships: Collaboration with community stakeholders and food sector partners
- SP4 - Support Environmental Sustainability: Local food production capacity and reduced food transportation

Respectfully Submitted and Prepared by:

Carol Maitland Economic Development Officer

Reviewed by:

Denyse Morrissey, CAO