

Islamic Society of Kingston (ISK) Kitchen Use Policy

1. Purpose

This policy governs the use of kitchen facilities located at the Islamic Centre of Kingston to ensure compliance with municipal and provincial laws, reduce liability risks, and maintain safety and cleanliness. The ISK kitchen is not a certified commercial kitchen and must not be used for any form of food preparation that violates public health regulations.

2. General Policy Statement

1. Restricted Access:

- The ISK kitchen is a restricted area. Access is limited to individuals **explicitly authorized** by the ISK Executive Committee or Centre Coordinator.
- **Unauthorized access or use is strictly prohibited.**

2. Prohibition of Cooking:

- **Cooking of any kind is strictly prohibited** in the ISK kitchen. This includes but is not limited to stovetop use, oven baking, deep frying, grilling, or reheating using kitchen appliances.
- The ISK kitchen **does not meet the standards of a certified commercial kitchen**, and cooking on the premises may constitute a violation of Ontario health and safety laws.

3. Permitted Use:

- Use of the kitchen is limited to **light food assembly or service only**, such as plating pre-prepared food, making tea or coffee, or storing food in accordance with food safety standards for authorized persons only.
- All activities must be supervised or approved by a designated ISK authority.

4. Booking and Supervision:

- All permitted use of the kitchen must be booked in advance through the ISK.
 - An ISK staff member or authorized volunteer must be present when booked for use.
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3. Legal and Regulatory Context

Ontario Public Health & Safety Regulations

- **Health Protection and Promotion Act (HPPA), R.S.O. 1990, c. H.7:** Requires any food premises where food is prepared for public consumption to be inspected and comply with **Ontario Regulation 493/17** (Food Premises).

- The ISK kitchen **does not meet the requirements of a “food premises” under this regulation**, meaning **it cannot legally be used to prepare or serve food to the public or large groups**.

City of Kingston By-Laws and Public Health Requirements

- The **KFL&A Public Health Unit** oversees local enforcement of food safety standards.
 - Any unauthorized cooking or food service from a non-certified kitchen could trigger fines, penalties, or forced closure of the facility.
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4. Liability and Risk Management

ISK may face the following risks if the kitchen is used improperly:

- **Legal Liability:** If a member of the public becomes ill due to improperly prepared food, ISK could face legal claims or lawsuits.
 - **Insurance Breach:** Unauthorized use of kitchen facilities may void ISK’s insurance policy, particularly for general liability and property damage.
 - **Reputational Damage:** Non-compliance with health regulations can harm ISK’s reputation and public trust.
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5. Enforcement

- Any violation of this policy will result in immediate revocation of kitchen access and may include suspension from ISK facility use or programs.
 - ISK reserves the right to report violations to public health authorities if deemed necessary.
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6. Acknowledgement

All individuals requesting use of the kitchen must sign a **Kitchen Use Agreement** confirming they understand and will comply with this policy.

7. Review

This policy will be reviewed annually or as needed to ensure continued compliance with legislation and ISK’s operational needs.

Contact Information:

For vendor inquiries or to submit documentation, please contact:

Email: centre@kingstonmuslims.ca or social@kingstonmuslims.ca

Approved by the ISK Executives on: July 7th, 2025

Effective Date: July 7th 2025

Review Cycle: Annual or as required by law or insurance updates