



## **AGENDA**

**Magnetawan Community Centre Board (MCCB)**

**Wednesday January 31, 2024**

**9:00 AM**

**Magnetawan Community Centre**

### **OPENING BUSINESS**

- 1.1 Call to Order
- 1.2 Appoint Chair and Vice Chair 2024
- 1.3 Adoption of the Agenda
- 1.4 Disclosure of Pecuniary Interest
- 1.5 Adoption of Previous Minutes

### **ITEMS BROUGHT FORWARD**

- 2.1 Verbal Update Ahmic Harbour Community Centre and Magnetawan Fire Station 2
- 2.2 Verbal Update Magnetawan Community Centre Projects
- 2.3 Verbal Update Lions' Pavilion Projects
- 2.4 Verbal Update Trees at Community Centre/Municipal Office
- 2.5 Resignation Committee Member
- 2.6 2024 Budget Update

### **FOR INFORMATION ONLY**

- 3.1 Committee Mandate
- 3.2 Final Minutes from September 6, 2023 Meeting

### **ADJOURNMENT**

- 4.1 Confirm the Proceedings of Committee and Adjourn



**Magnetawan Community Centre Board (MCCB)**

**Meeting Minutes**

**Wednesday November 01, 2023**

**9:00 am**

**Magnetawan Community Centre  
4304 Highway 520, Magnetawan**

**Committee members in attendance:**

Chair Garfield Robertson  
Vice Chair Garry Johnston  
Councillor Brad Kneller  
Victor Belyea  
Maria Dunnett  
Mark Langford  
Harvey Sohm  
Martina Winstone

**Staff members in attendance:**

Deputy Clerk Laura Brandt (Secretary)

**Regrets:**

Steve Robinson

**OPENING BUSINESS**

**1.1 Call to order**

The meeting was called to order at 9:00 AM

**1.2 Adoption of the Agenda**

*RESOLUTION 2023-17 Dunnett-Kneller*

*BE IT RESOLVED THAT the Magnetawan Community Centre Board adopts the agenda for this regular meeting of Wednesday November 01, 2023  
Carried.*

**1.3 Disclosure of Pecuniary Interest**

Chair Robertson stated that should anyone have a disclosure of pecuniary interest that they could declare the nature thereof now or at any time during the meeting.

**1.3 Adoption of Previous Minutes**

*RESOLUTION 2023-18 Kneller-Sohm*

*BE IT RESOLVED THAT the Magnetawan Community Centre Board adopts the minutes from the committee meeting of Wednesday September 9, 2023, as amended to include that the agenda was amended to remove 2.1 Ahmic Harbour Beach Monument and Rock Wall as it is not under the Committee's Mandate.*

*Carried.*

**ITEMS BROUGHT FORWARD**

**2.1 Verbal Update Ahmic Harbour Community Centre and Magnetawan Fire Station #2**

The Secretary advised the Committee that the new counters have been installed in the kitchen area. The Secretary also advised the Committee that the rubbish that was in the back area of the building has been cleaned up along with any dead branches/trees.

**2.2 Verbal Update Magnetawan Community Centre Projects**

The Secretary advised the Committee that the windows still need to be installed and Staff are currently sourcing quotes for installation. The Secretary also advised that adjustment to the notch for the drain as well as the concrete steps to the Pavilion being lifted and fixed are still outstanding to be completed. The Secretary also advised the Committee that a deep cleaning of the facilities has been completed. Tea towels, pairing knives, cutting boards, squeegee, cutlery dishrack and four chafing dishes have been purchased, the storage closet has been re-organized and food trays etc. have been separated from cleaning supplies.

**2.3 Verbal Update Lions' Pavilion Projects**

The Secretary advised the Committee that the furnace repair is currently in progress and Staff have sourced a new repair company and are currently working on having this project completed before the end of 2023. The Committee discussed that there are large cracks in the concrete surface at the rink that run out to the steel beams that need to be repaired.

**2.4 Committee Mandate**

*RESOLUTION 2023-19 Langford-Belyea*

*BE IT RESOLVED THAT the Magnetawan Community Centre Board respectfully recommends to Council that the mandate stay as is.*

*Carried.*

**2.5 Discussion Magnetawan Community Centre, Ahmic Harbour Community Centre and Fire Station #2 and Lions’ Pavilion Capital 2024 Budget Items**

*RESOLUTION 2023-20 Kneller-Sohm*

*BE IT RESOLVED THAT the Magnetawan Community Centre Board respectfully requests the following items to be considered for the inclusion of the 2024 budget:*

*Kitchen flooring at the Ahmic Community Centre and Magnetawan Fire Station #2*

*Furnace at the Lion’s Pavilion*

*Windows at the Magnetawan Community Centre*

*Kitchen Hood/Intake if necessary, at the Magnetawan Community Centre*

*Painting of the Kitchen at the Magnetawan Community Centre*

*Replacement of aluminum pots with steel pots at the Magnetawan Community Centre*

*Carried.*

Committee Member Maria Dunnett offered to investigate pricing of the Steel Pots.

**FOR MORE INFORMATION ONLY**

**3.1 Request Magnetawan Agricultural Society Cabinets Outcome Council**

**3.2 Outcome of Approval of Public Art Project Drawings**

Victor Belyea advised the Committee that he will be resigning from the Committee.

**Adjournment**

**4.1 Confirm the Proceedings of Committee and Adjourn**

*RESOLUTION 2023-21 Sohm-Langford*

*BE IT RESOLVED THAT the Magnetawan Community Centre Board adjourns this meeting at 10:00 am to meet again on January 31, 2024 at 9:00 am at the call of the Chair.*

*Carried.*

Approved by:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary







Corporation of the  
**Municipality**  
of  
**Magnetawan**

Tel: (705) 387-3947  
Fax: (705) 387-4875  
www.magnetawan.com

P.O. Box 70, Magnetawan, Ontario P0A 1P0

**RESOLUTION NO. 2023 - 340** **NOVEMBER 15, 2023**

Moved by: Jim Hetherington

Seconded by: Bishop

**WHEREAS** the Council of the Municipality of Magnetawan passed Motion 2020-269 adopting the Community Centre Board Mandate as amended;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Municipality of Magnetawan receives and approves the report Magnetawan Community Centre Mandate, from Deputy Clerk Laura Brandt and approves the recommendation contained therein to allow the Magnetawan Community Centre Board Mandate to stay as is.

Carried    Defeated    Deferred   

Sam Dunnett  
Sam Dunnett, Mayor

Recorded Vote Called by: \_\_\_\_\_

Recorded Vote

Member of Council	Yea	Nay	Absent
Bishop, Bill			
Hetherington, John			
Hind, Jon			
Kneller, Brad			
Mayor: Dunnett, Sam			



*Knowing our heritage  
we will build our future*



## REPORT TO COUNCIL

To:	Mayor and Council
From:	Laura Brandt, Acting Deputy Clerk
Date of Meeting:	November 15, 2023
Report Title:	Magnetawan Community Centre Board Mandate

**Recommendation:** THAT Council receives this report and approves the Magnetawan Community Centre Board Mandate to stay as is.

**Background:** The Magnetawan Community Centre Board is a Municipal Committee that currently consists of seven (6) volunteer community members, one (1) member of Council and one (1) Municipal staff member. The Committee had discussions at the February 6, 2020, Committee meeting regarding what the members of the Committee felt the Committee Mandate should be. At the meeting on September 30, 2020, a draft Mandate, from the previous minutes, was presented to the Committee for their approval. The Mandate outlines the term of office, number of members and meetings, expectations of Committee Members, appointment of Chair and Vice Chair and removal of members. The Committee will advise Council of public perspective on the care and maintenance of the facilities, community concerns, rental procedures and/or operations, and safety concerns. The Committee will ensure that Council is aware of the needs of the community and maintain standards of the following community buildings: Community Centre Hall, Ahmic Community Centre, and Lion's Pavilion. The mandate was presented to Council at the October 14, 2020, meeting of Council. Council passed the following:

*RESOLUTION 2020-269 Hetherington-Brunton*

*BE IT RESOLVED THAT the Council of the Municipality of Magnetawan adopts the Community Centre Board Mandate as amended to include the word "grounds" under Item 5. to read "community grounds and buildings", include that the Committee is governed by the rules outlined in the Council Procedure By-law, and include the definition of 'quorum'.*

It was brought to the secretary's attention that there was confusion surrounding the Committee Mandate and the Secretary was requested to bring the mandate back to the Committee for revisions to help bring more clarity to the mandate for new Committee Members. The Committee discussed the mandate at great lengths at the November 1, 2023, meeting.

The Committee passed the following:

*RESOLUTION 2023-19 Langford-Belyea*

*BE IT RESOLVED THAT the Magnetawan Community Centre Board respectfully recommends to Council that the mandate stay as is.*

*Carried.*

**Conclusion:** The Magnetawan Community Centre Board provides valuable input to Council regarding the care and maintenance of the Community Centre Hall, Ahmic Community Centre, and Lion's Pavilion. Their volunteers are dedicated to the Committee and take pride in their joint Committee work. Staff recommends that Council approves the Magnetawan Community Centre Board Mandate to stay as is.

Respectfully Submitted,

Laura Brandt, Acting Deputy Clerk





**Magnetawan Community Centre Board (MCCB)**

**Meeting Minutes**

**Wednesday September 9, 2023**

**9:00 am**

**Magnetawan Community Centre  
4304 Highway 520, Magnetawan**

**Committee members in attendance:**

Chair Garfield Robertson  
Vice Chair Garry Johnston  
Councillor Brad Kneller  
Victor Belyea  
Maria Dunnett  
Mark Langford  
Harvey Sohm  
Martina Winstone

**Staff members in attendance:**

Deputy Clerk Laura Brandt (Secretary)

**Regrets:**

Steve Robinson

---

**OPENING BUSINESS**

**1.1 Call to order**

The meeting was called to order at 9:00 AM

**1.2 Adoption of the Agenda**

*RESOLUTION 2023-13 Belyea-Johnston*

*BE IT RESOLVED THAT the Magnetawan Community Centre Board adopts the agenda for this regular meeting of Wednesday September 06, 2023  
Carried.*

**The Agenda was amended prior to the meeting to remove 2.1 Ahmic Harbour Beach Monument and Rock Wall as it is not under the Committee's Mandate.**

**1.3 Disclosure of Pecuniary Interest**

Chair Robertson stated that should anyone have a disclosure of pecuniary interest that they could declare the nature thereof now or at any time during the meeting.

**1.4 Adoption of Previous Minutes**

*RESOLUTION 2023-14 Winstone-Dunnett*

*BE IT RESOLVED THAT the Magnetawan Community Centre Board adopts the minutes from the committee meeting of Wednesday July 05, 2023, as copied and circulated. Carried.*

**ITEMS BROUGHT FORWARD**

**2.1 Verbal Update Ahmic Harbour Community Centre and Magnetawan Fire Station #2**

The Secretary advised the Committee that the digital sign has been hard wired into the panel to ensure that ESA standards are met as the wiring for the sign goes through the exterior wall to the interior. The Secretary also advised the Committee that the counters have been installed in the kitchen and the backyard area has been cleaned up and there is no longer any refuse located behind the building (steel drums, tires, etc.). The Secretary advised the Committee that the new garage doors on the fire hall portion of the building have been installed and the Mural Project has been relocated to the Heritage Museum Centre and Lions' Pavilion. A Public Art Project will be revisited in 2023/2024 subject to Council approval as the Municipality still has grant funding available for those years under the RED Grant Intake#2 Funding Stream. The Committee discussed the clearing and thinning of the property line of dead trees, stumps etc. and the Secretary advised the Committee that it will be noted as a budget item to be discussed at the next Committee Meeting to be brought forward in the budget process for the approval of Council. It should also be noted that if this project moves forward that the residents located beside the centre should be contacted as they may want the buffering that is provided from the vegetation for privacy as the postal boxes are located right on the property line. The Committee also discussed the water well that was recently located and dug up as it was covered previous to the Municipality taking over the Community Centre. The Committee discussed the leasing of the Centre to the Daycare and there are no new updates as the lease has not been signed.

**2.2 Verbal Update Magnetawan Community Centre Projects**

The Secretary advised the Committee that the windows that were backorder have now been delivered and Staff are currently sourcing a contractor for the installation. The concrete walkway at the Municipal Office/Community Centre has been completed and the Committee agreed that it looked fabulous. The Secretary advised the Committee that the exhaust fan in the kitchen has recently been inspected and Staff are currently waiting for parts to arrive for general maintenance as well as Staff are sourcing a contractor to complete this work. The Secretary also advised the Committee that the Parks and Maintenance Staff and Roads Staff are currently working on a plan to take the spacers out of the drain. The Committee discussed that the only two items left outstanding are the repair of the rock/granite stairs leading up to the Pavilion and the drain in the Community Centre parking lot as it has heaved. The Committee also discussed that the Community Centre Kitchen is in need of a deep clean, the stove needs oiled and cleaned and that new paring knives, nylon cutting boards, and more tea towels need to be purchased. The Committee discussed possible budget items including the painting of the kitchen and revamping of the storage room to include a

closet to separate kitchen items from cleaning items. The Secretary advised the Committee that these items will be put on the next meeting's agenda to discuss and forward to Council in the budgeting process for their consideration.

**2.3 Verbal Update Lions' Pavilion Projects**

The Secretary advised the Committee that the furnace repair is currently in progress and Staff are actively trying to source a distributor for a replacement but are experiencing some supply demand issues.

**2.4 Verbal Update Trees at Community Centre/Municipal Office**

The Secretary advised the Committee that Deputy Mayor John Hetherington has advised that wrapping the trees for the winter will damage the trees. The Committee discussed other alternatives and Staff will be looking into steel fencing or electric fending to protect the trees from the deer this winter.

**2.5 Update Magnetawan Agricultural Society Murals**

The Committee discussed that the Murals have now been updated and that Signcraft has done an excellent job of revamping the signs. The Secretary bring forward to the Committee that perhaps a Christmas themed cover could be made if budgeting allows to dress up the signs for the Christmas Tree Lighting.

**2.6 Request Magnetawan Agricultural Society Murals**

*RESOLUTION 2023-15 Langford-Sohm*

*WHEREAS the Magnetawan Community Centre Board receives the correspondence Request Magnetawan Agricultural Society Cabinets;*

*NOW THEREFORE BE IT RESOLVED that the Magnetawan Community Centre Board respectfully requests that the Council of the Municipality of Magnetawan approve the installation of the same length of base cabinets of the same likeness and quality of the current upper cabinets be installed in the Community Centre hallway directly below the Magnetawan Agricultural Society Trophy Case for use by the Magnetawan Agricultural Society Cabinets at no cost to the Municipality.*

*Carried.*

**2.7 Discussion Roles of Community Centre Board Members**

The Chair advised the Committee Members that the mandate is for the Magnetawan Community Centre, Ahmic Harbour Community Centre, and the Lions' Pavilion. The Chair advised that if any Committee Members see anything that is in disrepair or dangerous to reach out to the Secretary so that concerns can be addressed immediately or put on a future agenda for the Committees consideration. The Secretary advised that if a public space is rented for a fee that that public space would be under the Committee's mandate. The Secretary also advised the Committee that if members are feeling overwhelmed with requests that Committee Members can always redirect residents to Municipal Staff and that if Committee Members are unsure if items or issues are covered under the mandate to reach out to Staff for confirmation.

**FOR MORE INFORMATION ONLY**

**3.1 Outcome of Report Ahmic Harbour Community Centre Mural**

**Adjournment**

**4.1 Confirm the Proceedings of Committee and Adjourn**

*RESOLUTION 2023-16 Sohm-Langford*

*BE IT RESOLVED THAT the Magnetawan Community Centre Board adjourns this meeting at 9:35 am to meet again on November 01, 2023 at 9:00 am at the call of the Chair.*

*Carried.*

Approved by:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary