



AGENDA

Magnetawan Community Centre Board (MCCB)

September 16, 2026

9:00 AM

Magnetawan Community Centre

OPENING BUSINESS

- 1.1 Call to Order
- 1.2 Adoption of the Agenda
- 1.3 Disclosure of Pecuniary Interest
- 2 1.4 Adoption of Previous Minutes

ITEMS BROUGHT FORWARD

- 6 2.1 Verbal Update Magnetawan Community Centre Projects
- 2.2 Verbal Update Lions' Pavilion Projects
- 7 2.3 Verbal Update Ahmic Harbour Community Centre
- 11 2.4 Fees and Charges Bylaw Community Centre Fees Review
- 2.5 Discussion 2027 Budget

FOR INFORMATION ONLY

- 14 3.1 Outcome of Kvas Request to Council
- 15 3.2 Report from Parks & Maintenance Manager Michelle Tamblyn Security Keypad and System Update

ADJOURNMENT

- 4.1 Confirm the Proceedings of Committee and Adjourn



Magnetawan Community Centre Board (MCCB)

Meeting Minutes

Wednesday June 24, 2026

9:00 am

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

Committee members in attendance:

Chair Garfield Robertson
Vice Chair Mark Langford
Councillor Brad Kneller
Maria Dunnett
Garry Johnston
Harvey Sohm

Regrets:

Martina Winstone

Staff members in attendance:

Deputy Clerk Laura Brandt (Secretary)

OPENING BUSINESS

1.1 Call to order

The meeting was called to order

1.2 Adoption of the Agenda

RESOLUTION 2026-09 Kneller-Johnston

BE IT RESOLVED THAT the Magnetawan Community Centre Board adopts the agenda for this regular meeting of Wednesday June 24, 2026.

Carried.

1.3 Disclosure of Pecuniary Interest

Chair Garfield 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 2026-10 Dunnett-Kneller

BE IT RESOLVED THAT the Magnetawan Community Centre Board adopts the minutes from the committee meeting of Wednesday April 22, 2026, as copied and circulated.

Carried.

ITEMS BROUGHT FORWARD

2.1 Correspondence from Amy and Zac Kvas, Hen & Finch Maple CO. & Kvas Fine Beverage Use of Magnetawan Community Centre Kitchen

RESOLUTION 2026-11 Langford-Sohm

WHEREAS the Magnetawan Community Centre Board receives the correspondence from Amy and Zac Kvas, Hen & Finch Maple CO. & Kvas Fine Beverage Use of Magnetawan Community Centre Kitchen;

AND WHEREAS By-law 2026-18 states that the Magnetawan Community Centre Kitchen is not available for individual rental;

AND WHEREAS the Magnetawan Community Centre Board's mandate is to advise Council of the public perspective on the care and maintenance of the facilities, community concerns, rental procedures and/or operations, and safety concerns;

NOW THEREFORE BE IT RESOLVED THAT the Magnetawan Community Centre Board respectfully request that Council keep the current By-law in place and is not in favour of renting the Community Centre kitchen nor allowing storage space for commercial operation.

Carried.

The Committee discussed the request for storage space as well as the possibility of allowing rentals for just the Community Centre Kitchen as the current policy is that it is not to be rented separately.

Committee members agreed that there is currently no space that could house the dry goods that have been requested to be kept at the Community Centre. Currently there is not enough space to store all the current equipment for the Community Centre, events, and programming. The Committee discussed other potential roadblocks/risks associated with storing the dry goods such as health unit requirements as well as issues arising from potential theft and/or damages.

The Committee also discussed renting out the kitchen separately without the inclusion of the use of the hall itself. The Committee discussed concerns due to the production being proposed and that the kitchen could potentially acquire sticky ceilings. Concerns were also raised that allowing the rental to be separated would then allow the kitchen only to be rented on weekends and/or prime dates. They further discussed that other residents and community groups typically would need those dates and that these groups would rent the whole Community Centre including the kitchen. The Secretary advised the Committee that there are days that programming runs where the Community Centre is in use, but the kitchen is not such as Tuesdays for pickleball. The Secretary also advised the Committee that they could consider recommending putting a restriction on the rental where the renting of just the kitchen on a weekend or prime dates would not be allowable. The Committee also discussed that this request has been put before the Committee previously regarding the baking of pies and the Secretary advised the Committee that one other community commercial business has reached out with the same request and Staff advised the resident of the process to appeal for an exemption from the By-law.

2.2 Verbal Update Magnetawan Community Centre Projects

The Secretary advised that the electrical line was done for Well #3 and that the line has now been buried. The Well is continuing to work efficiently, and Staff advised the Committee that the test will be on Canada Day. The Secretary also advised the Committee that the Health Unit has been informed about the new well and that all testing has been passed.

The Secretary further advised the Committee that the window locks have now been repaired as well as Staff are currently waiting on an install date for the new furnace for the Community Centre and Library.

Committee Member Dunnnett advised the Committee that the drawer dividers built by Parks Staff work perfectly and that there is no need to now purchase any dividers for the drawers.

The Secretary also advised the Committee that one of the coffee urns shorted out and is no longer useable. The Committee agreed to purchase a replacement coffee urn using the funds that were earmarked for the drawer divider project. Staff will order a new urn.

Committee Member Kneller asked Committee Members if there is a 240volt plug in at the Pavilion as there may be interest in a mobile Cancer Screening Clinic coming to do monthly screening that would require this voltage of plug. Vice Chair Langford confirmed that there was a plug right by the panel in the Pavilion shop. Staff advised that the Municipality would be open to discussing the possibility of hosting this screening on our municipal grounds and for any potential key contacts to reach out to the Secretary so that she can help facilitate social media, event calendar, books, and facility use.

2.3 Verbal Update Lions Pavilion Projects

The Secretary advised the Committee that the repairs to the Pavilion pillars will start at the end of August and that a new flagpole has been erected near the entrance to the Municipal grounds.

The Secretary advised the Committee that the installation of the old flags to ensure that they are following protocol still needs to be completed.

The Secretary further advised the Committee that Staff have had site visits with concrete/cement contractors for pricing and opinions on how best to repair the cracks on the pad. It should be noted that contractors are advising there is no point in repairing the pad as it will just crack again and the rink boards would need to be redone. Staff are currently trying to locate epoxy contractors to request quotes as well as a second concrete/cement contractor will be conducting a site visit for their opinion and quoting. Staff may also have another idea that may mitigate further cracking that they would like to try this Winter. Vice Chair Langford asked Staff to reach out to Ahmic Lake Marine as they have a very dependable contractor they use that does epoxy repair.

2.4 Verbal Update Ahmic Harbour Community Centre

The Secretary advised the Committee that Staff have gone through the chair and table inventory currently at the Community Centre. Currently the inventory of chairs is thirty-six (36) brown chairs, thirty-four (34) blue chairs and nine (9) tables. The Secretary further advised that the purchase of new tables and chairs have been put on the 2027 Budget List for the Committee's consideration. Vice Chair Langford asked if the Lions Club could use sixteen (16) of the chairs that were going to be thrown out as they need sixteen (16) chairs for their Canada Day Float. Staff advised that they would investigate if the broken chairs have been disposed of. The Secretary also advised that she has been checking GovDeals to investigate any "good deals" on chairs for the Community Centre. Vice Chair Langford advised the Committee that the Golf Course has extra chairs that were going to be sold on the buy and sell that were purchased from GovDeals. The Secretary advised the Committee that she will reach out to the key contact at the Golf Course to inquire if they are for sale.

The Secretary further advised the Committee that she double checked with the CAO/Clerk and Fire Chief about whether the Ahmic Community Centre was in compliance with the Fire Code. They both have confirmed that the Community Centre is in compliance with any legislation.

FOR INFORMATION ONLY

3.1 Outcome of Request to Council Lions Letter Requesting the Placement of a Vending Machine in the Pavilion – Motion 2026-119, Motion 2026-149, Report to Council from Deputy Clerk Laura Brandt, Lions Club Request Cashless Beverage Vending Machine.

Vice Chair Langford advised the Committee that the Lions Club is currently investigating the viability of continuing with the placement as they are experiencing a roadblock as the monthly fees associated with a cashless machine are cost prohibitive. The Lions Club will reach out to Staff if the project moves forward.

ADJOURNMENT

3.1 Confirm the Proceedings of Committee and Adjourn

RESOLUTION 2026-12 Kneller-Dunnett

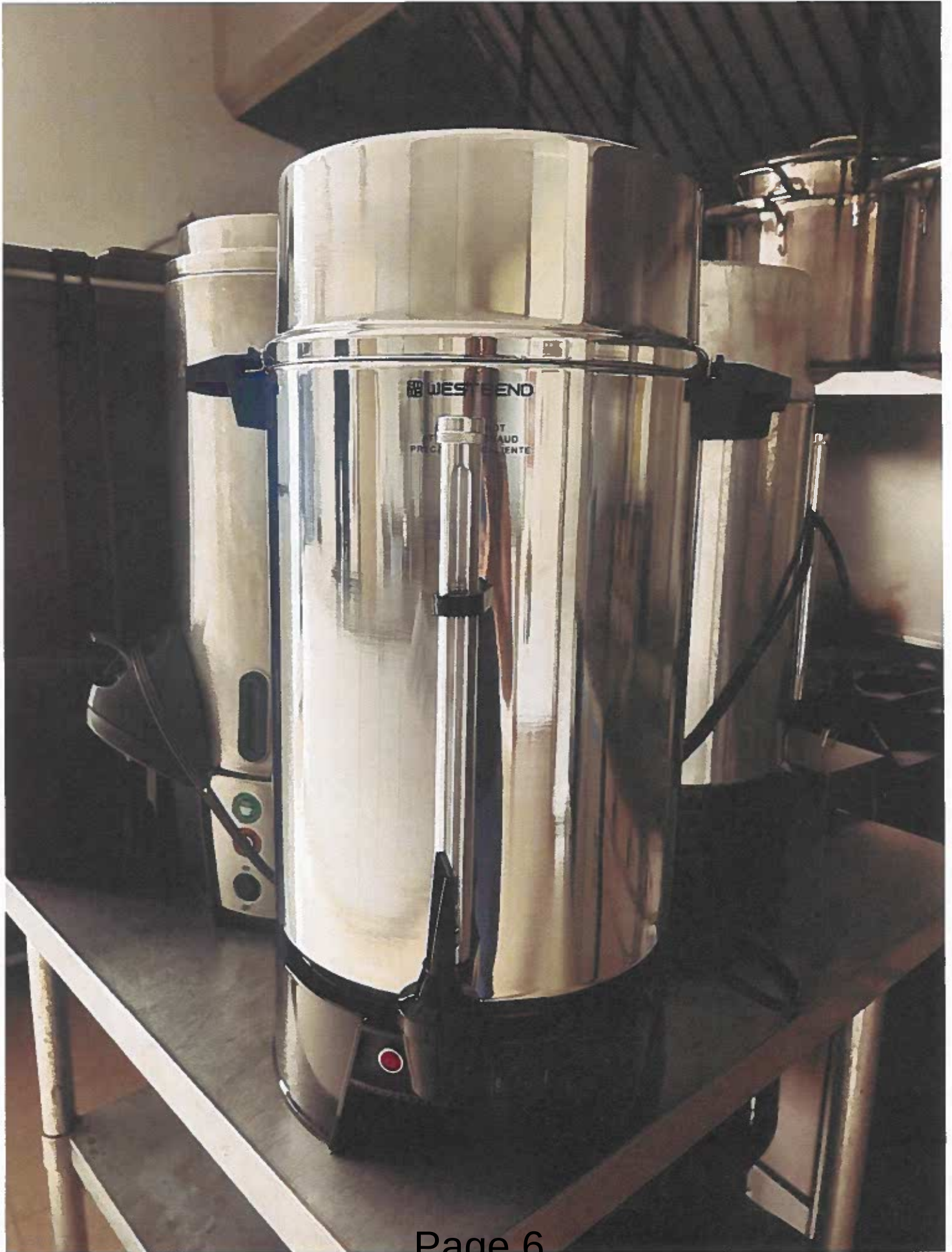
BE IT RESOLVED THAT the Magnetawan Community Centre Board adjourns this meeting at 9:33 am to meet again on September 16, 2026, at 9:00 am or at the call of the Chair.

Carried.

Approved by:

Chair

Secretary







Laura Brandt

From: Nancy Metcalf
Sent: July 24, 2026 11:19 AM
To: Laura Brandt
Subject: Re: 60 chairs

\$18/each
30 chairs \$540

I can always throw 10 extra in for free. Buy 3 get one free if that will help.
We can touch base this fall.
N
Sent from Nancy's iPhone

On Jul 24, 2026, at 10:35 AM, Laura Brandt <lbrandt@magnetawan.com> wrote:

Hi Nancy

No worries at all you didn't drop the ball!

I just have to speak with our Community Centre Board and the next meeting is the end of September I am hoping they will approve me to purchase some chairs we would have enough in our budget to purchase 30 I believe.

I hope that doesn't inconvenience you at all

Laura

Laura Brandt, Deputy Clerk Recreation and Communications
Municipality of Magnetawan | PO Box 70 | 4304 Highway 520 | Magnetawan, ON POA 1P0
Phone 705-387-3947 ext. 1002 | Fax 705-387-4875 | lbrandt@magnetawan.com

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From: Nancy Metcalf
Sent: July 24, 2026 10:27 AM
To: Laura Brandt <lbrandt@magnetawan.com>
Subject: Re: 60 chairs

Number of Tables

	Round Tables	Rectangular Tables (60" x 30")	Large Rectangular Tables (94" x 36")
Tight	12	16-18	10-12
Comfortable	10	12	8-9
Spacious	8	8-10	6

Space Between Tables (ft)

	Round Tables	Rectangular Tables (60" x 30")	Large Rectangular Tables (94" x 36")
Tight	5	4	4
Comfortable	6	5-6	5-6
Spacious	7-8	7-8	7-8

Number of People

	Round Tables	Rectangular Tables (60" x 30")	Large Rectangular Tables (94" x 36")
Tight	72	96-108	80-96
Comfortable	60	72	64-72
Spacious	48	48-60	48

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN

BY-LAW NO. 2026 - 18

Being a By-law to Establish Fees, Charges and AMPS

WHEREAS Section 391(1) of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, authorizes the Council of a local municipality to pass by-laws imposing fees or charges for services or activities provided or done by or on behalf of it; for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and for the use of its property including property under its control;

AND WHEREAS Section 69 of the *Planning Act, R.S.O. 1990, c. P. 13*, provides that the Council of a municipality may prescribe a tariff of fees for the processing of applications made in respect of planning matters;

AND WHEREAS Section 7 of the *Building Code Act, 1992, S.O. 1992, c. 23*, as amended, authorizes a municipal Council of a municipality to pass a by-law requiring the payment of fees on applications for and issuance of permits and prescribing the amounts thereof;

AND WHEREAS Pursuant to Section 270(1) of the *Municipal Act* the Council of the Corporation of the Municipality of Magnetawan provided notice in accordance with the Municipality of Magnetawan Provision of Notice Policy By-law 2016-12.

AND WHEREAS Council passed By-law 2023-32 to establish a system of Administrative Monetary Penalties (AMPS) for non-compliance with By-law for The Corporation of the Municipality of Magnetawan.

NOW THEREFORE the Council of the Corporation of the Municipality of Magnetawan hereby enacts as follows:

1. GENERAL

- 1.1.** Council hereby establishes the fees, charges, fines, and AMPS as set out in the Schedule A attached hereto and forming an integral part of this By-law.
- 1.2.** This By-law shall be known and may be cited as the "Municipality of Magnetawan Fees, Charges and AMPS By-law".
- 1.3.** The fees, charges, fines, and AMPS set out in the attached Schedule A shall be paid for the services or activities listed, and all fees are per occasion or request.
- 1.4.** No request by any person for any information, service, activity, or use of Municipal property will be provided unless and until the person requesting the information, service, activity, or use of Municipal property has paid the applicable fee in the prescribed amount as set out in the Schedules.
- 1.5.** The fees, charges, fines, and AMPS will be subject to Harmonized Sales Tax (HST), where applicable, as noted.
- 1.6.** Any and/or all unpaid fees, charges, fines, and AMPS shall be added to the owner's tax account and collected in the same manner as taxes.
- 1.7.** That the Clerk of the Municipality of Magnetawan is hereby authorized to make any minor modifications or corrections of an administrative, numeric, grammatic, semantic or descriptive nature or kind to the By-law and Schedule(s) as may be deemed necessary after the passage of this By-law, where such modifications or corrections do not alter the intent of the By-law;

2. SEVERABILITY

If any provision or part of a provision of this by-law is declared by any court or tribunal of competent jurisdiction to be illegal or inoperative, in whole or in part, or inoperative in particular circumstances, the balance of the by-law, or its application in other circumstances, shall not be affected and shall continue to be in full force and effect.

3. CONFLICT WITH ANY OTHER BY-LAW

In the event of any conflict between any provisions of this by-law and any other by-law heretofore passed, the provisions of this by-law shall prevail.

4. REPEAL OF PREVIOUS BY-LAWS

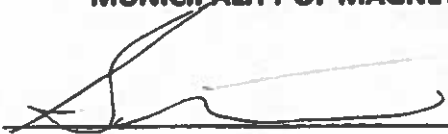
That By-law 2024-55 and any previously conflicting by-laws are hereby repealed.

5. EFFECTIVE DATE

This by-law shall take force and effect on the 1st day of January 2026.

READ A FIRST, SECOND, AND THIRD TIME, passed, signed and the Seal of the Corporation affixed hereto, this 15th day of April 2026

**THE CORPORATION OF THE
MUNICIPALITY OF MAGNETAWAN**



Mayor



CAO/Clerk

SCHEDULE "A" To By-law 2026— 18

**ALL FEES, CHARGES, FINES AND AMPS ARE NON-REFUNDABLE
ALL FEES, CHARGES FINES AND AMPS ARE SUBJECT TO APPLICABLE TAXES**

COMMUNITY SERVICES –FACILITY SERVICES

Magnetawan Community Centre, Lion's Pavilion & Ahmic Harbour Community Centre

Magnetawan Community Centre

A damage deposit fee of \$250 per event is required upon booking. Deposit less repair costs, if any, will be returned following post-rental inspection

	Monday to Thursday (per day)	Friday to Sunday (per day)	Friday 6 pm to Sunday 6 pm (weekend)
Commercial/ *Non-Resident full day	\$170.00	\$195.00	\$390.00
Commercial/Non-Resident up to 4 hrs.	\$100.00	per day	\$120.00
Resident full day	\$120.00	\$145.00	\$290.00
Resident up to 4 hours	\$70.00	per day	\$90.00
**Non-profit full day	\$120.00	\$145.00	\$290.00
Non-profit up to 4 hours	\$70.00	per day	\$90.00
Add-ons			
Kitchen Rental (Not Available for Individual Rental)	\$75.00	\$85.00	\$140.00
Bar Rental	\$35.00	\$55.00	\$110.00
Set-up Fee (including tables, chairs, etc.)	\$150.00	per day	\$150.00
Coffee & Tea Set-Up (includes coffee/tea & supplies)	\$50.00	per day	\$50.00

Ahmic Harbour Community Centre

A damage deposit fee of \$250 per event is required upon booking. Deposit less repair costs, if any, will be returned following post-rental inspection

	Monday to Thursday (per day)	Friday to Sunday (per day)	Friday 6 pm to Sunday 6 pm (weekend)
Commercial/Non-Resident full day	\$120.00	\$145.00	\$290.00
Commercial/Non-Resident up to 4 hrs.	\$80.00	per day	\$95.00
Resident full day	\$90.00	\$110.00	\$220.00
Resident up to 4 hours	\$70.00	per day	\$90.00
Non-profit full day	\$90.00	\$110.00	\$220.00
Non-profit up to 4 hours	\$70.00	per day	\$80.00
Add-ons			
Set-up Fee (including tables, chairs, etc.)	\$150.00	per day	\$150.00
Coffee & Tea Set-up (includes coffee/tea & supplies)	\$50.00	per day	\$50.00

Magnetawan Lions Pavilion

A damage deposit fee of \$250 per event is required upon booking. Deposit less repair costs, if any, will be returned following post-rental inspection

	Monday to Thursday (per day)	Friday to Sunday (per day)	Friday 6 pm to Sunday 6 pm (weekend)
Commercial / Non-Resident full day	\$120.00	\$130.00	\$260.00
Commercial / Non-Resident up to 4 hrs.	\$80.00	per day	\$90.00
Commercial/ Non-Resident Hourly	\$35.00	per day	\$40.00
Resident full day	\$100.00	\$110.00	\$220.00
Resident up to 4 hours	\$70.00	per day	\$80.00
Resident Hourly	\$30.00	per day	\$35.00
Non-profit full day	\$100.00	\$110.00	\$220.00
Non-profit up to 4 hours	\$70.00	per day	\$80.00
Non-profit Hourly	\$30.00	per day	\$40.00
Set-up Fee (tables, chairs, sports equipment, etc.)	\$50.00	per day	\$50.00

Additional Fees – all locations

Late Vacating Fee	\$50 per half hour, not including 10 min grace period for first ½ hour only.
Host Liquor Liability Insurance (if qualified may be purchased)	\$50.00 per event

**Non-Resident is defined as a person who does not either reside within the Municipality or does not pay property taxes to the Municipality.*

**Non-profit is defined as any recognized not-for-profit organization that does not gain any profit from its events.*

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. 2026-169

JULY 08, 2026

Moved by:

Seconded by:

WHEREAS the Council for the Municipality of Magnetawan receives Resolution 2026-11 from the Magnetawan Community Centre Board requesting to *"keep the current bylaw in place and is not in favour of renting the Community Centre Kitchen separately nor allowing storage space for commercial operation"* with respect to the correspondence from Amy and Zac Kvas, Kvas Fine Beverage Co. / Hen & Finch Maple Co. regarding the use of the Magnetawan Community Center Kitchen as a standalone rental;

NOW THEREFORE BE IT RESOLVED THAT the Council for the Municipality of Magnetawan upholds By-law 2026-18 *Fees and Charges* wherein the Magnetawan of Magnetawan Community Centre Kitchen is *"not available for individual rental"*.

Carried ☒ Defeated ☐ Deferred ☐

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			

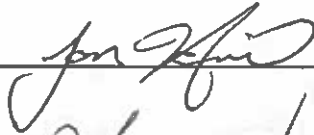


*Knowing our heritage
we will build our future*

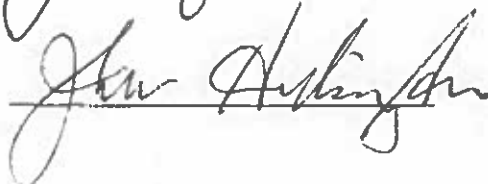
RESOLUTION NO. 2026-172

JULY 08, 2026

Moved by:



Seconded by:



BE IT RESOLVED THAT the Council of the Municipality of Magnetawan receives and approves this report from Parks & Maintenance Manager Michelle Tamblyn regarding Security Keypad and System Update and accepts the quotation from Huronia Security & Monitoring for a security keypad and system update in the amount of \$4,810 plus HST with funds coming from the Community Centre/Pavillion Capital Expenditures.

Carried ☒ Defeated ☐ Deferred ☐



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*

 Municipality of Magnotawan	REPORT TO COUNCIL
To:	Mayor and Council
From:	Parks & Maintenance Manager Michelle Tamblyn
Date of Meeting:	July 8, 2026
Report Title:	Security keypad and system update

Recommendation: That Council receives and approves this report as presented and accepts the quotation from Huronia Security & Monitoring for a security keypad and system update in the amount of \$4,810 plus HST.

Background: Huronia currently manages our alarm system (which includes the fire alarm). The current system is aging and difficult to change the programming system which includes adding new personnel or deleting obsolete ones. Further the system 'glitches' and oftentimes cannot be set or is set off due to a system fault. The new system, which will not run through the telephone lines, will allow Staff to add the Pavilion building to the same system with no additional Monitored System needed, make changes to the alarm system remotely which includes arming and disarming.

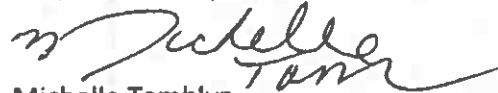
Financial Implications:

There was no allocation of funds for this security keypad and system update; the funds would come from our Community Centre/ Pavilion Capital Expenditures Funds.

Conclusion:

The Parks & Maintenance Manager recommends that Council awards this quote to Huronia Security & Monitoring at a cost of \$4,810 plus HST.

Respectfully Submitted,



Michelle Tamblyn

Parks & Maintenance Manager