



AGENDA

Magnetawan Community Centre Board (MCCB)

Wednesday, September 30 , 2020

10:00 AM

Magnetawan Community Centre

OPENING BUSINESS

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

ITEMS BROUGHT FORWARD

- 2.1 Community Centre Items (shelving on stage, microphone, kitchen inventory)

NEW BUISNESS

- 3.1 Rental Form
- 3.2 Committee Mandate
- 3.3 Budget 2021

ITEMS FOR FUTURE MEETING

ADJOURNMENT

- 4.1 Confirm the Proceedings of Committee and Adjourn

Magnetawan Community Centre Board

Meeting Minutes

Thursday February 6, 2020 9:00AM

Magnetawan Community Centre
4304 Highway 520, Magnetawan

Committee members in attendance: Garry Johnston (Interim - Chair); Garfield Robertson; Mark Langford; Maria Dunnett; Charlie Gray; Brad Kneller (Councillor); and Harvey Sohm. Staff member in attendance: Nicole Gourlay (secretary for the board, Deputy Clerk)

1. Call to Order

Meeting was called to order at 9:00 AM

2. Declaration of Pecuniary Interest

No pecuniary interests were declared by the Board Members.

3. Adoption of the Agenda

RESOLUTION 2020-04

Moved by: Mark Langford; Seconded by Garfield Robertson;

BE IT RESOLVED THAT the Magnetawan Community Centre Board adopts the agenda for this regular meeting of February 6, 2020. (Carried)

4. Adoption of the meeting minutes from previous meeting

RESOLUTION 2020-05

Moved by Brad Kneller; Seconded by Harvey Sohm:

BE IT RESOLVED THAT the Magnetawan Community Centre Board adopts the minutes from the regular committee meeting of January 9, 2020. (Carried)

5. Voting of Chair and Vice - Chair

RESOLUTION 2020-06

Moved by Maria Dunnett; Seconded by Brad Kneller:

WHEREAS the Municipal Procedural By-Law 2020-04, outlines that Committees of Council must appoint a chair and vice chair; AND WHEREAS the Magnetawan Community Centre Board is an active committee or board of Council; THEREFORE

BE IT RESOLVED that The Magnetawan Community Centre Board appoints Garry Johnston as chair and Garfield Robertson as vice chair for the 2020 calendar year. (Carried)

6. Review of Magnetawan Community Centre 2018/2019 revenues vs expenses

The DC outlined the numbers with the Board. There were no questions regarding the expenses vs. revenues and the Board was happy with the usage as well as the revenues for the Community space.

7. Review of new procedural by-law for Council and it's Committees

The DC reviewed the new procedural by-law with the Board. There were no questions.

8. Goals, Principles and Mandate for the Board

The DC asked the Board to outline what they believed their goals, principles and mandate was for the board. The Board felt that the number of members should be 5-8 people, meetings every other month and that a member cannot miss more than 50% of the meetings in one calendar year.

The Board felt as though their mandate was to advise Council of the public perspective on the care and maintenance of the facilities, community concerns, rental procedures or operations, and safety/hazard concerns.

Goals of the Board are to ensure Council is aware of the needs of the community and maintain standards of our community buildings.

Some principles can be utilized from the Magnetawan Community Development Committee's guiding principles as these two Committees do overlap in some areas.

9. New Business

The Board brought to the DC's attention that they would like the shelf removed that used to have a fire extinguisher on it and the unit on the stage could be replaced with shelving on the back wall to clear some floor space on the stage. There is a need for more spoons in the kitchen. Maria Dunnett advised that she would be happy to go through dishes, utensils etc. to purge what we don't need. It was noted that an inventory of what is Municipality owned versus community groups would be good for Staff. The Board also requested that Staff look into the cost of a corded microphone in case the battery operated ones didn't work.

The Board had asked at a previous meeting that Steve Robinson (PMM) be at each regular meeting. The DC did speak to the CAO/Clerk and she did not believe it was necessary as the DC is required at the meeting to ensure the meeting is being run in-line with the Procedural By-law. Therefore, it is not necessary to have two members

of Staff there when the DC can advise other Staff of the Board's concerns if they do not need to go to Council first. The Board outlined that they would like to pass a resolution to formally request that the PMM be at the meetings.

RESOLUTON 2020-07

Moved by Harvey Sohm; Seconded by Charlie Gray:

BE IT RESOLVED THAT the Magnetawan Community Centre Board requests that Steve Robinson, Parks and Maintenance Manager be present at all regularly scheduled meetings. (Carried)

10. Adjournment

The next meeting of the Magnetawan Community Centre Board will be on Thursday April 23, 2020 at 9:00 AM.

RESOLUTION 2020-08

Moved by Mark Langford; Seconded by Garfield Robertson:

BE IT RESOLVED THAT the Magnetawan Community Centre Board adjourns this meeting at 9:55 am. (Carried)



MUNICIPALITY OF MAGNETAWAN RENTAL AGREEMENT (PERMIT)

Magnetawan Community Centre, Ahmic Harbour Community Centre & Lion's Pavilion (705) 387-3947

4304 HWY 520 Magnetawan, ON P0A 1P0

info@magnetawan.com

DURING EVENT - IN CASE OF EMERGENCY CALL 911, Non-emergency please contact (705) 783-9890

Name of Organization (Permit Holder) : _____ Booking Contact: _____

Contact Telephone: _____ Contact Email: _____ Ratepayer: YES / NO

Description of Event: _____ Community Fundraising Event: YES NO

Date(s) Required: _____ Recurring Event YES NO

Time: FROM: _____ AM PM TO: _____ AM PM (Includes Set up and Clean Up)

Accommodations Required: MAGNETAWAN COFFEE & TEA KITCHEN BAR

AHMIC COFFEE & TEA

LION'S PAVILION

Set-Up Required: NO YES **PLEASE ATTACH SET UP DIAGRAM** Expected Attendance: _____

Equipment Required: TABLES CHAIRS DISHES TABLECLOTHS SOUND EQUIP. OTHER: _____

Event to be Posted on Events Calendar: YES NO Outdoor Sign Msg: _____

Low Risk Insurance Coverage \$50 (Not available for all events, please inquire with Municipality before booking) YES NO

A damage deposit is required, in addition to the fees above, and may or may not be refunded at the discretion of the Municipality. An additional \$50 per half hour may be charged if the premises are used outside of the times stipulated above. Payment to the Municipality of Magnetawan shall be made upon booking and completion of the Rental Agreement.

Payment can be made by cheque, money order or cash and must include the damage deposit cheque.

Cancellation must be made at least four (4) months prior to the event in order to receive a full refund.

I the undersigned am the authorized agent for the applicant. I do hereby request the use of the named facilities, at the dates and times shown. My signature certifies that I have read and understand the regulations outlined above attached to this application form, and agree to abide by these regulations. Failure to comply may result in the current and/or future Rental Agreement(s) being revoked.

Name of Applicant: _____ Authorized Signature: _____

Date: _____

Required Documents: Copy of Liability Insurance (if not purchased through the Municipality) Liquor License

Rental Fee: \$ _____ Add-Ons: \$ _____ Insurance: \$ _____ HST: \$ _____

Deposit \$ 250 TOTAL: \$ _____

It is the responsibility of the Permit Holder that all persons at the event are abiding by all Municipal By-laws as well as Provincial & Federal Laws. Future rentals WILL NOT BE PERMITTED if persons do not abide by these regulations.

Thank you for your rental! Enjoy your event!

REGULATIONS APPLYING TO RENTAL AGREEMENT (PERMIT)

1. The Permit Holder shall be responsible for the conduct and the supervision of all persons admitted to the Municipality Facility and shall ensure that all regulations contained in this Permit are strictly observed.
2. Any Municipal By-Law Infractions will be charged to the applicant and/or any person(s) responsible for the infraction.
3. All exits must be kept free from obstruction in case of fire.
4. No equipment, furnishings, dishes, etc., may be used except as outlined in the Permit, or arranged through an agreement with the Municipality additional fees will apply.
5. No storage space is granted to outside organizations, except with express written permission from the Municipality.
6. Tap dancing will not be permitted directly on tiled floors.
7. Activities must be confined to the facilities, times, and dates stated on the Permit. Permits are not transferable.
8. No equipment, scenery, or decorations shall be fixed to walls, floors, or ceilings without the approval of the Municipality. Temporary flame-retardant decorations may be suspended from the ceiling using hooks or clips on the T bars.
9. When liquor is to be served a Special Occasion Permit must be obtained from the Alcohol and Gaming Commission of Ontario and posted on the bar room bulletin board. The Permit Holder is responsible for meeting the regulations stipulated on the back of the special occasion permit application form. The bar must be opened and closed according to the times stated on the Permit. All alcohol beverages must be removed from the hall at the end of the event.
10. Smoking, cannabis use and/or vaping is not permitted on any municipal property unless designated otherwise. Designated municipal smoking areas are on Highway 520, Biddy Street and the gravel parking lot beside the Library.
11. No open flames, excluding kitchen appliances.
12. Deposits shall be returned to the Permit Holder upon inspection of the Facility and determination to the satisfaction of Municipality staff that the Facility has been left in a clean, orderly, and undamaged state.
13. The Permit Holder shall, in no manner, pledge the credit of the Municipality and shall protect, indemnify, and save harmless the Municipality, its employees or agents of, or from claims, that may arise out of the use of buildings by the Permit Holder. The Permit Holder is required to protect the Municipality, its employees or agents against damage, infringement of royalty rights, ASCAP, EMI, CAPAC, or any other performing society charges, slander, sedition and subversion which may occur as a result of public performances or speeches.
14. The Permit Holder shall agree that the Permit may be revoked or cancelled by the Municipality or its designate at any time, with or without cause, and that in the event of such cancellation there shall be no claim or right to damages or reimbursement on account of any loss, damage or expense incurred by the Permit Holder.
15. Special events, including fundraising events that involve the sale of food, must comply with the *Food Premise Regulation*. It is the responsibility of the applicant to contact the North Bay Parry Sound District Health Unit at (705) 746-5801 regarding rules and regulations for food handling.
16. Permit Holders granted a recurring time slot shall maintain their payments for the duration of the rental period. Failure to maintain payments will result in the cancellation of all unpaid dates and times.
17. The Permit Holder understands the health and safety legislation and regulations related to the activities being held as indicated on the Permit and will ensure that these activities and the participants in them will comply with the requirements of the legislation and regulations.
18. The Permit Holder shall be responsible for personal injury or damage, or for the loss or theft of any articles of clothing or equipment of the applicant or organization, or anyone attending on the invitation of such person or organizations.
19. The Permit Holder must pay for all damage to facilities or furnishings, however caused, arising out of or during the use of the facilities under the Permit. Future Permit requests will not be considered for any group that has an outstanding account with the Municipality in this regard.
20. Maximum attendance shall be governed by the applicable fire regulations.
21. Games of chances, lotteries or gambling in any form must have a Lottery Permit obtained from the Municipality.
22. The Municipality's facilities are intended for the use and enjoyment of all residents. The misuse of drugs, alcohol and violent behaviour will not be tolerated in the facilities. The Municipality reserves the right to evict any individual who is seen as not acting in the best interest of the program or activity or who display inappropriate behaviour.



Municipality of Magnetawan

MAGNETAWAN COMMUNITY CENTRE BOARD MANDATE

Individuals are recruited and appointed by the Council of the Municipality of Magnetawan and they collectively constitute "the Committee". Appointments are generally near the beginning of the new Council term and individuals shall continue to serve until their successors are appointed.

September 30, 2020

Mandate and Accountability

1. Committee members must act honestly, in good faith, leaving aside personal interest(s) to advance the public interest and the mandate of the Municipality of Magnetawan. The Committee is an advisory committee to the Council of the Municipality of Magnetawan.
2. The Committee will hold meetings as required with the goal of a minimum of six committee meetings within a calendar year.
3. The Committee will consist of a minimum of five (5) members to a maximum of eight (8) members and shall include one (1) member of Council.
4. Depending on circumstances committee members are expected to attend all scheduled meetings and if more than three (3) committee meetings within a calendar year, a motion to remove a committee member may be considered.
5. 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.
6. A Chair and Vice Chair will be appointed by the Committee for a fixed term of up to one (1) year, with the potential of re-appointment.
7. Copies of the Mandate document will be filed at the Municipal Office. In support of the principle of transparency, this document will also be easily available to the public on the Municipality's website www.magnetawan.com.

Approved by:

Chair

Municipality's Designate

MUNICIPALITY OF MAGNETAWAN
Provisional Budget Report



Account Code : 1-4-7300-1010

To 1-4-7300-9000

Fiscal Year : 2020

Account Code	Account Description	2020 ACTUAL VALUES	2020 FINAL BUDGET	2019 ACTUAL VALUES	2019 FINAL BUDGET
1	GENERAL FUND				
	Expense				
	COMMUNITY CENTRE AND PAVILION				
1-4-7300-1010	HALL - Wages and benefits	53,108	100,000	91,053	100,000
1-4-7300-2010	HALL - Materials/Supplies	3,221	5,000	2,661	7,920
1-4-7300-2024	HALL - Heating Fuel	7,627	15,000	14,253	15,000
1-4-7300-2030	HALL - Hydro/Stove Propane	9,086	19,000	15,614	19,000
1-4-7300-2050	HALL - Telephone	335	600	578	580
1-4-7300-2400	HALL - Repairs & Maintenance	8,311	15,000	15,227	15,000
1-4-7300-3010	HALL - Equipment Charges	4,794	6,500	8,378	6,000
1-4-7300-3020	HALL - Zamboni Expenses	221	3,000	437	6,000
1-4-7300-3030	HALL - Generator Expenses	1,680	4,000	4,654	3,000
1-4-7300-4020	HALL - Insurance	11,211	12,000	10,784	12,000
1-4-7300-7000	HALL - Amortization Expense	0	0	50,090	0
1-4-7300-8000	HALL - Capital Expenditures	445	48,000	72,283	60,000
1-4-7300-8001	HALL - Capital Contra Account	0	0	-76,225	0
1-4-7300-8012	HALL - Contra Interfunctional Bldg Chg	0	0	-398	0
	Total COMMUNITY CENTRE AND PAV	100,039	228,100	209,389	244,500
	Total Expense	100,039	228,100	209,389	244,500
	Total GENERAL FUND	100,039	228,100	209,389	244,500

MUNICIPALITY OF MAGNETAWAN
Provisional Budget Report



Account Code : 1-3-7300-7725

To 1-3-7300-7735

Fiscal Year : 2020

Account Code	Account Description	2020 ACTUAL VALUES	2020 FINAL BUDGET	2019 ACTUAL VALUES	2019 FINAL BUDGET
1	GENERAL FUND				
	Revenue				
	COMMUNITY CENTRE AND PAVILION REVENUE				
1-3-7300-7725	Revenue- Mag Com Centre & Pavilion	-1,378	-10,500	-9,690	-10,500
1-3-7300-7735	Revenue-Ahmic Community Centre	0	-2,000	0	0
	Total COMMUNITY CENTRE AND PAV	-1,378	-12,500	-9,690	-10,500
	Total Revenue	-1,378	-12,500	-9,690	-10,500
	Total GENERAL FUND	-1,378	-12,500	-9,690	-10,500

MUNICIPALITY OF MAGNETAWAN
Provisional Budget Report



GL5220

Date : Sep 25, 2020

Page : 1

Time : 10:37 am

Account Code : 1-4-7700-1010

To 1-4-7700-9000

Fiscal Year : 2020

Account Code	Account Description	2020 ACTUAL VALUES	2020 FINAL BUDGET	2019 ACTUAL VALUES	2019 FINAL BUDGET
1	GENERAL FUND				
	Expense				
	AHMIC COMMUNITY CENTRE				
1-4-7700-1010	AHMIC - Wages and benefits	1,956	6,000	4,535	6,000
1-4-7700-2010	AHMIC - Materials/Supplies	50	1,500	58	1,500
1-4-7700-2024	AHMIC - Heating Fuel	0	6,000	1,897	6,000
1-4-7700-2030	AHMIC - Hydro	381	1,000	956	1,000
1-4-7700-2050	AHMIC - Telephone	333	500	439	800
1-4-7700-2400	AHMIC - Repairs & Maintenance	757	10,000	2,270	10,000
1-4-7700-3010	AHMIC - Equipment Charges	343	800	1,443	800
1-4-7700-4020	AHMIC - Insurance	1,376	800	1,358	800
1-4-7700-8000	AHMIC - Capital Expenditures	0	20,000	7,527	75,000
	Total AHMIC COMMUNITY CENTRE	5,196	46,600	20,483	101,900
	Total Expense	5,196	46,600	20,483	101,900
	Total GENERAL FUND	5,196	46,600	20,483	101,900