

**THE CORPORATION OF THE
TOWNSHIP OF LANARK HIGHLANDS**

BY-LAW NO. 2013 - 1233

**BEING A BYLAW TO AUTHORIZE A USE AGREEMENT
FOR THE MIDDLEVILLE COMMUNITY CENTRE ASSOCIATION**

WHEREAS the *Municipal Act R.S.O. 1990 Chapter M.45 Section 207 para 58* authorizes the councils of municipalities to enter into an agreement for carrying out any of the purposes of section 58, which includes the acquiring, erecting, altering, maintaining, operating or managing of community recreation centres and for appointing a board of management to act on their behalf;


AND WHEREAS it has been deemed expedient to revise and amend the Property Use and Maintenance Agreement for the keeping in repair and managing of the Middleville Community Centre;

NOW THEREFORE the Council of the Corporation of the Township of Lanark Highlands ENACTS AS FOLLOWS:-

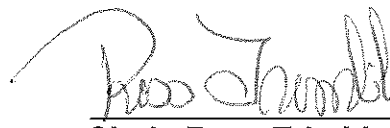
1. **THAT** an agreement be entered into between the Township of Lanark Highlands and the Middleville Community Centre Association with respect to a 'Property Use and Management Agreement', attached as schedule "A".
2. **THAT** Schedule "A" attached hereto forms part of this bylaw.
3. **THAT** from and after the passage of this bylaw, all former bylaws in particular Bylaw No. 2002-303, are hereby revoked and repealed.

READ a FIRST and SECOND TIME this 25th day of June 2013.

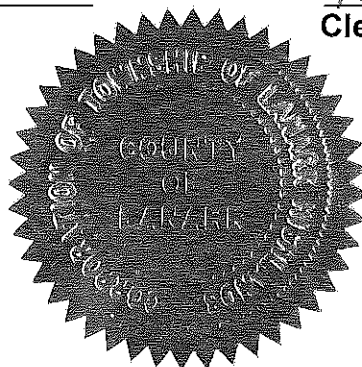
READ a THIRD TIME SHORT and PASSED this 25th day of June 2013.



Mayor, Peter McLaren



Clerk, Ross Trimble



PROPERTY USE and MANAGEMENT AGREEMENT

Municipal Property - Township of Lanark Highlands

(June, 2013)

This agreement is made in duplicate between:

The Corporation of the Township of Lanark Highlands
Hereinafter called the "Township"

AND:

Middleville Community Centre Association
Hereinafter called the "MCCA"

The Township and the MCCA hereby agree as follows:

1. The Township hereby grants the MCCA authority to use and manage the lands and premises located at Concession 6, W pt Lot 15, Plan; 1490 VL22, Lanark Township, Municipality of Lanark Highlands, known locally as the "Community Centre".
2. The term of this agreement commences on the 1st day of July 2013 and ends on the 30th day of June 2023.
 - (a) During this term, the Township may terminate this agreement upon two months written notice if MCCA fails to comply with the terms and conditions of this agreement.
 - (b) During this term, MCCA may terminate this agreement upon two months written notice if the township fails to comply with the terms and conditions of this agreement.
 - (c) If MCCA continues occupation of the lands and premises with the consent of the Township after expiry of the term of this agreement, MCCA shall be deemed to be using and managing the lands and premises on a month-to-month basis but otherwise on the same terms as set out in this agreement.
3. MCCA may use the lands and premises for seminars, meetings, public gatherings, recreational pursuits and for other such other purposes as outlined on attached Schedule "B" (attached). MCCA is permitted to charge an entry fee for any of the foregoing.
4.
 - (a) MCCA shall pay the Township a rent of two dollars (\$2.00) per year for use of the lands and premises.
 - (b) The Township shall invoice MCCA bi-annually for expenses paid directly by the municipality incurred during the proceeding half-year. Each invoice is payable in full thirty days after delivery. MCCA is deemed to have admitted the accuracy of the amount charged in any invoice for additional expenses, which have not been challenged in writing within the same thirty days.
5. The following additional expenses will be the sole responsibility of MCCA:
 - (a) Utility Charges – heat, electricity and telephone charges
 - (b) Interior Maintenance and Repairs
 - (c) Yard Maintenance-(Winter-MCCA)-(Summer-Township)
 - (d) Inspection Charges (i.e. Fire Extinguishers).

SCHEDULE "A"

PART I - ROLES AND RESPONSIBILITIES OF THE Middleville Community Centre Association (MCCA)

The "Committee of Management" under the Community Centres Recreation Act shall;

1. GENERAL DUTIES and RESPONSIBILITIES OF THE ASSOCIATION
 - 1.1 To manage the assigned lands and premises in a proper and business - like manner to ensure that the Budget is adhered to, the facility meets the needs of the various users and the community, and to ensure that it is maintained in a safe and well-kept manner.
 - 1.2 To prepare and recommend an annual Budget for the assigned lands and premises for review and approval by Township Council.
 - 1.3 To monitor and implement the annual Budget including approval of all bills for payment by the Township.
 - 1.4 To provide an annual list of all intended capital repairs and projects (including the installation of signs) associated with the budget submission to Council.
 - 1.5 To actively promote the use of the assigned lands and premises by the community and various users so that the facility is utilized as much as possible.
 - 1.6 To identify the special needs of the community and to make every effort for the assigned lands and premises to meet these needs.
 - 1.7 To arrange all bookings for facilities, including opening and closing of any buildings, and acceptance of rental fees and deposits
 - 1.8 To ensure that a Rental Agreement is signed for all bookings.
 - 1.9 To bring any matters of serious concern (for example building safety) to the immediate attention of the Township for remedial action.
 - 1.10 To organize special events and fund raising events for the betterment of the Community.
 - 1.11 To provide to the municipality, access to all financial records for annual audit purposes as part of any grant process or procedure.
 - 1.12 To respond to all requests in a timely manner.
 - 1.13 To offer use of the building and property to the Township (at no cost) during a declared emergency as defined under the Municipal Emergency Plan.

2. TENDERING PROCESS

When implementing works that are part of the approved Budget, MCCA should always ensure that such works are done in a workmanlike manner and are done at the best possible price. To as great an extent possible, MCCA shall attempt to utilize people or companies located in the Township of Lanark Highlands and all works, to as great an extent as possible, should be based on a competitive price tendering/quotation process.

The Township recognizes for works of an emergency nature or for small items competitive pricing is not always possible.

3. WORK BY COMMITTEE MEMBERS

The Township recognizes and appreciates that MCCA members contribute many hours of volunteer time to ensure the association is operated properly.

The Township however, requests that MCCA members and their families not do work for compensation received (directly or indirectly) from the Township. Generally, the Association should require that any works for which payment for service is required by done at arms-length to avoid any conflict or appearance of conflict.

If, however, MCCA is unable to obtain non-members to do such works, then with the approval of MCCA, a member could do the work provided such member declares a conflict and does not participate in any discussion or voting on the issue or project under consideration.

**PART II - ROLES AND RESPONSIBILITIES OF THE
The Corporation of the Township of Lanark Highlands**

2. GENERAL DUTIES and RESPONSIBILITIES OF THE TOWNSHIP

- 2.1 To ensure that Township policies and procedures are followed
- 2.2 To offer technical assistance to MCCA upon request.
- 2.3 To consult with MCCA on all major works which are to be done to the Community Centre.
- 2.4 To ensure that the Community Centre building is structurally safe and complies with Building Code, Fire Code and other applicable Provincial requirements. The facility is to be inspected annually by the Township Building and Fire Departments and reports prepared.
- 2.5 To review budgets and annual expenses of MCCA as part of any grant approval process.
- 2.6 To respond to all requests in a timely manner.

SCHEDULE "B"

ACTIVITIES AND PROGRAMS BY MCCA

Outlined below are the type of programs and activities that MCCA may/will provide at the "Community Centre" facility. (Any activity or program that falls outside those listed below shall require an amendment to this agreement.

ARTS workshops, on-going classes, festival, group events and activities, musical concerts.

CHILDREN and YOUTH programs, seasonal parties, on-going classes, summer camp activities and crafts.

HEALTH and SAFETY EDUCATION

FUNDRAISING EVENTS

RENTAL (Complimentary Uses) by other community groups and members.