

THE CORPORATION OF THE TOWNSHIP OF MADAWASKA VALLEY

BY-LAW NUMBER 2019-25

Being a By-law to establish a Terms of Reference for the Station Keepers of the Barry's Bay Railway Station and to establish a Memorandum of Understanding between the Township of Madawaska Valley and the Station Keepers with respect to the facility use of the Barry's Bay Railway Station.

WHEREAS by virtue of Section 10 (2) of *The Municipal Act*, 2001, S.O. 2001, c.25, as amended, a municipal council may pass by-laws relating to services and things that the municipality is authorized to provide.

AND WHEREAS the Council of the Corporation of The Township of Madawaska Valley deemed it advisable to establish a Terms of Reference for the Station Keepers for the Barry's Bay Railway Station and establish a Memorandum of Understanding for the facility use for the Barry's Bay Railway Station;

NOW THEREFORE the Council of the Corporation of the Township of Madawaska Valley enacts as follows:

1. **THAT** the Station Keepers is a newly formed community volunteer group with a mandate to promote the Railway Museum, the heritage and culture of the Madawaska Valley.
2. **THAT** the group has expressed interest in occupying the Barry's Bay Railway Station.
3. **THAT** the group is seeking assistance through lobbying other fundraising groups to partner with this initiative to assist with fundraising to establish self-sustainability with cost sharing for operating costs by 2021.
4. **THAT** the Township of Madawaska Valley recognizes the Station Keepers as a community volunteer group and hereby establishes a Memorandum of Understanding with the Station Keepers for the facility use at the Barry's Bay Railway Station reporting solely through the CAO/Clerk until which time they are established as or affiliated with a federally incorporated non profit organization.
5. **THAT** the Council of The Corporation of the Township of Madawaska Valley, hereby establish a Terms of Reference for the Station Keepers for the Barry's Bay Railway Station and a Memorandum of Understanding for facility use of the Barry's Bay Railway Station as outlined in **Schedule "A"** attached hereto.
6. **THAT** this By-Law shall take effect upon the date of enactment.

READ A FIRST AND SECOND TIME THIS 2nd DAY OF April, 2019.

READ A THIRD TIME AND FINALLY PASSED THIS 2nd DAY OF April, 2019.

MAYOR – Kim Love

CAO/CLERK – Suzanne Diane Klatt

TERMS OF REFERENCE

for the Station Keepers of the Barry's Bay Railway Station

Purpose:

The Station Keepers of the Barry's Bay Railway Station, as a Community Volunteer Group, will provide museum and gallery services, promotion awareness, and enhancement of the culture and heritage for the Madawaska Valley Township and throughout the Township of Madawaska Valley.

Under the auspices of Recreation, Heritage and Culture the Station Keepers of the Barry's Bay Railway Station will address and provide input into matters in particular:

To establish general parameters for responsibility in maintaining the museum and gallery as a public space

Membership:

The Station Keepers of the Barry's Bay Railway Station shall consist of a group of dedicated volunteers with interest and knowledge of culture and heritage and programming to generate interest and information. The membership is undertaking steps to develop partnerships and affiliations with other local groups that may assist in volunteering, promotion, fundraising and programming to preserve and promote the heritage and culture of the Madawaska Valley.

Meetings:

Station Keepers of the Barry's Bay Railway Station would meet at the Railway Station and use this location as the place where they establish their operational centre (ie, website, phone, messages)

Department Jurisdiction:

The Station Keepers of the Barry's Bay Railway Station may have multiple partnerships or affiliations working under them; the Station Keepers will report directly to the CAO/Clerk through the manager of the Station Keeper. The Recreation Community Development Coordinator will be the contact for municipal services/repairs/events coordination assistance that the manager would contact when needed. Members of the Station Keeper may attend any Recreation, Heritage and Culture meeting throughout the year to bring updates if they so choose. Minutes, events and requests would be forwarded to Council through the Station Keepers Manager through the CAO/Clerk for inclusion in the Regular Council Meeting Package.

Staff Contact

The main staff contact will be the CAO/Clerk or designate for the Township. The Manager for the Station Keepers of the Barry's Bay Railway Station would be their manager. Requests or work as it pertains to the recreational facility would be done through the manager to the Recreation Community Development Coordinator or designate to direct the request or concern to the appropriate department.

The Municipality is responsible for the hire and oversight of students for the Railway Station for the Visitor Information Centre for the period of July to September. The students are directed by the Recreation Community Development Coordinator. Their duties include oversight for the Visitor Information Centre, and assistance with the artisan festival, Canada day events, the Taste of the Valley, and any other duties as directed by the Recreation Community Development Coordinator.

Term

This agreement automatically renews yearly unless requested by either parties upon written notification by November 30 annually to amend or revise the said terms of the agreement.

Building and Property Scope:

- The building is owned by the Township of Madawaska Valley and is located at 19503 Opeongo Line, Barry's Bay, ON.
- Whenever possible, the Station Keepers of the Barry's Bay Railway Station will detail major expenditure (including capital replacement) items in its annual budget estimates for discussion with the Township.
- Major expenditures of an emergency basis will be dealt expeditiously by all parties.

ITEM	Responsible Party	Rationale	Frequency
<u>Building Exterior</u> Roof, siding, foundation, windows, doors, trim, etc.	The Township	Part of regular maintenance and/or capital budget	As required
<u>Promotion</u>	The Township Station Keepers	Promotion of municipal event ie. 125 th - Township would purchase banners (upon budget deliberations) Smaller programming promotions - Station Keepers	
<u>Advertising</u>	Township link to website Station Keepers	Municipality advertises annual events at the railway station through the website, social media sites and or in conjunction with print material. The Station Keepers, will be responsible to develop promotional items and oversee their website, media platform reflecting their programming with the options to link to the Township website	
<u>Insurance</u> Building, contents (including artifacts), visitors, volunteer liability Insurance continued; Station Keeper activities and volunteers	The Township The Township Station Keepers	Part of regular operational budget- The Township provides insurance for the facility, employees (students) and municipally sanctioned events. In recognition of the monthly programming offered to the community by the Station Keepers the municipality will cover the cost of a separate volunteer policy with the municipal insurer covering activities and volunteers for the Station Keepers. Should an incorporated board at arms length or as part of the Station Keepers be involved, it will provide proof of insurance for its board to the Township on a yearly basis.	Annually
<u>Taxes</u> Payment of regular billing	The Township	Part of regular operational budget	Annually
<u>Interior Maintenance</u> Cleaning- regular upkeep	Students; municipal hire Station Keepers	July to September (Visitor Information Centre) May-July and September-October	Annually/As required
<u>Interior Improvements</u> To be determined (staircases, front stairs, railings)	Shared Station Keepers (Major changes to be approved by The Township)	Part of regular maintenance budget	Annually/As required
<u>Heating</u> Costs associated with furnace, fuel (propane), repairs, maintenance	The Township		Billed monthly as required
<u>Plumbing</u> Costs associated with repairs and changes to the plumbing system	The Township		As required

<u>Use of the Barry's Bay Railway Station</u>	The Township	Information Centre July-September (students responsibility and hired by the municipality)	
	Station Keepers	The municipality through the Recreation Community Development Coordinator will provide the Station Keepers of municipal dates and events and the Station Keepers will provide a proposed list of event dates and work cooperatively with existing use of the public community space (ie. Farmer market, tree of lights, and yearly events.)	
<u>Cost of Facility Use</u>	Station Keepers	In recognition of programming offered by the Station Keepers the Facility Use is at no cost.	
<u>Budgeting</u>	The Township	Budgets for maintenance, capital expenses of the railway station; Yearly events (ie. Artisan Festival, Taste of the Valley, Canada Day) are part of the Recreation/Economic and Development Budget Township applies for funding and hires students for the Visitor Centre July-Sept.	
	Station Keepers	The Station Keepers will fundraise for their operating costs and programming expenses through memberships, donations, etc. and their operating account is held separate from the municipality and through an affiliated federated corporation to handle sales if applicable.	
<u>Sales/Petty Cash</u> To be used for small purchases to reduce cash advances throughout the year.	Station Keepers	Operating funds for the group will be obtained through fundraising Should sales, memberships, promotional items be sold it would not be through the municipality but be under an affiliated incorporated group or federated incorporation responsible for collection, HST and reporting.	Students would not be processing sales.
<u>Hydro</u> Costs associated with Hydro usage, electrical changes/repairs Telephone or telecommunications -(if applicable)	The Township	to pay for any hydro / electrical costs associated with the Museum. Municipality pays the existing telephone/internet line	Billed monthly as required
<u>Signage</u>	The Township and Station Keepers	During July to September students can change the events on the sign; then is the responsibility of the Station Keepers	

<u>Property</u> Landscaping			
- Flowers, planting	The Township unless additional landscaping is required	Landscaping completed during summer season as maintenance by The Township Snow removal will occur as winter maintenance.	Annually/As required
- Grass Cutting, Seeding, Weeding			Annually/As required As required
- Garbage removal			Winter maintenance As required
- Snow removal			