

Whereas the Winnipeg Region of the Manitoba Metis Federation Inc. is registered as the Winnipeg Metis Association Inc.;

Whereas the Winnipeg Metis Association Inc. owns property under the name WMA Land Holdings Inc.;

Whereas the WMA Land Holdings Inc. owns the property located at 406 McGregor Street in Winnipeg, Manitoba;

Whereas the property located at 406 McGregor Street in Winnipeg, Manitoba is rented and used by third-parties;

Whereas operational policies should exist for the use of the property;

Be it resolved that, this policy apply to the use and rental of the space located at 406 McGregor Street in Winnipeg, Manitoba, commonly known as "The Metis Club."

Article 1 Implementation

1. This policy will go into effect on July 1, 2019.

Article 2 Metis Club Committee

1. Metis Club Committee will become a standing committee of the Region and oversee the policy and finances of the Metis Club.
2. The committee will be comprised of seven (7) members. Six (6) elected individuals and one (1) member of the Regional Executive. The Regional Executive will be a signing authority and provide continuity. The individuals should be a mix of regular users of the club and interested parties.
3. The committee will have three executive positions, a chair, vice-chair/treasurer, and secretary to be decided by the committee after they are elected. One position will be held by one of the Regional Executives. The Metis Club Committee executives will be the signing authorities for the committee.
4. Quorum for committee meetings will be set at four.
5. The committee can make suggestions to change policy and governance.
6. The committee members will be elected for two-year terms at the annual regional meeting.
7. The committee will have a minimum of four meetings per year.
8. The committee will make decisions on spending the money in the account and oversee requests to update the space.
9. This policy can be amended by a majority vote by the Metis Club Committee.

Article 3 Metis Club Committee Duties

1. The committee will conduct an annual inventory of the property and assets and oversee those assets.
2. The committee will have the ability to address concerns that pertain to the Metis Club.
3. The committee will set the rates for usage.
4. The committee will hire and maintain responsibility for contract workers including maintenance staff and paid key holders.
5. The committee will oversee fundraising activities for the Metis Club.
6. The committee will oversee special requests and donations.
7. The committee will create and have the authority to enforce the rules of the Metis Club.
8. The committee will prepare annual reports for the Annual Regional Meeting including usage statistics, financial reporting and other relevant information.
9. Individuals or groups can appeal any decision of the committee to the Winnipeg Metis Association Inc. Regional Executives.

Article 4 One-time and Repeated Usage

1. Individuals or groups may book the Metis Club for one-time events (i.e. Birthday Parties, Fundraisers, Showers, Paint Nights, etc.).
2. Individuals or groups may book the Metis Club for repeated usage (i.e. Dance Classes, Practices, Local Meetings, etc.).
3. Repeated usage is any repeated booking of an individual or group for more than four consecutive weeks.
4. No more than one booking per individual or group per week without approval of the committee.
5. Repeated usage cannot exceed 3 months at a time.

Article 5 Bookings

1. Bookings can be made by completing a booking form.
2. Completed forms can be submitted in person at the Regional Office or by mail sent to the Regional Office.
3. Deposits are due at the time of booking. Deposits can be cash or cheque.
4. Bookings will be handled by an assigned staff member in the Winnipeg Region on a shared calendar.
5. Bookings can be scheduled for up to 6 months away for one-time events and up to 3 months away for repeated usage.
6. Bookings can be scheduled for multiple dates at the same time (repeated usage).

Article 6 Fee schedule

1. Users must pay to use the Metis Club, with the exception of Locals that can book the Metis Club for meetings at no charge.
2. Rates for usage are in a two-tier schedule.
 - a. Weekdays: Booked for three (3) hours minimum @ \$12 per hour.
 - b. Weekends and Holidays: Booked for four (4) hours minimum @ \$20 per hour.
3. Additional hours can be added at the corresponding hourly rate.
4. One time deposits are \$25. Deposits for repeated usage are 50% of the total hours requested at the set hourly rate.
5. Cancellations within one (1) week of the booking are non-refundable.

Article 7 Expenditures

1. Monies collected are for operating expenses and maintenance.
2. Capital purchases and renovations require separate funding through the Winnipeg Metis Association Inc. and WMA Land Holdings Inc.

Article 8 Forms

1. The Metis Club Booking Form is the accepted form for bookings. See Attached.

Article 9 Capacity

1. The capacity for the Metis Club is set at eighty (80) individuals.

Article 10 Rules

1. Rules and code of conduct for the Metis Club must be followed by the users of the club.
2. Failure to adhere to the rules of the Metis Club will result in disciplinary action by the Metis Club committee.

Article 11 Certificates and Licences

1. Users of the Metis Club must follow all municipal, provincial, and federal rules including purchase of any required certificates or licences for any event held at the Metis Club.