



## **Darlene Ryan Port Robinson Community Centre Board of Management**

### **Mandate**

To foster, improve and enhance the Community Centre.

To manage the Darlene Ryan Port Robinson Community Centre facility and to schedule rentals and coordinate with the City of Thorold the collection of fees and insurance documents of the facility.

To manage and seek guidance as outlined in the Community Recreation Centres Act – Chapter C.22 and in cases of dispute, agree that this Act shall supersede.

Market facility to realize increased usage.

Make recommendations to Council for improvements.

### **Membership and Term**

The Board shall consist of the following voting members:

- 6 at-large members

Quorum is calculated as 50% of the voting members, plus one (1). Therefore, quorum for this Board is 4, provided all positions are filled and there are no vacancies.

The Board will be appointed until completion of its mandate and/or November 15, 2026, whichever is to occur first.

Council may, at any time, remove any member of the Board by Council resolution and any member of the Board may resign therefrom at any time upon providing written notification to the City Clerk's Office.

Board members who are absent from three (3) consecutive meetings shall forfeit their appointment, unless such absence is provided to the Board prior to the meeting date/time.

## **Appointment of Board**

Nominations for the Board will occur within 3 months of new term and members shall be appointed to act as Chair, Vice-Chair and Booking Secretary. Should a conflict of interest be declared, the declarant shall excuse themselves from the roundtable discussion.

## **Duties of the Chair**

- Preside at all meetings of the Board
- Gather items for monthly agenda, to provide to the Secretary
- Recommend to Council on an annual basis for budgets
- Be in charge of all rentals and/or bookings of the Darlene Ryan Port Robinson Community Centre facility and its equipment and shall maintain an up-to-date calendar of rentals and/or bookings in cooperation with the Community Services Department
- Be familiar with the rules and regulations of rental transactions as approved by the board and to ensure that these rules and regulations are adhered to
- Coordinate with City of Thorold the deposit and the appropriate rental fees for the facility in accordance with the current rental schedule as approved by City Council
- Report at the Board's regular meeting an accurate account of all rentals and/or bookings for the facility
- Enforce Terms of Reference of the Darlene Ryan Port Robinson Community Centre Board of Management
- Maintain order and decorum at all Board meetings

## **Duties of the Vice-Chair**

- Assist Chair on preparing monthly agendas
- Act as an additional contact person for the Board in the Chair's absence
- Perform the duties of the Chair, Secretary and Treasurer should they not be available to attend a meeting

## **Duties of the Secretary**

- Prepare monthly agenda based on the Chair's items
- Prepare minutes for each meeting and distribute to the Board and the City of Thorold Clerk's Department

## **Duties of the Treasurer**

- To maintain up to date records of beautification account
- To maintain up to date records of funds used from community grants program
- Perform bookkeeping tasks as required.

## **Minutes**

The minutes shall be the responsibility of the Vice-Chair . Minutes shall be approved by the Darlene Ryan Port Robinson Community Centre Board of Management prior to being submitted to the next Council agenda to be received and filed by Council.

## **Meeting**

The Board shall meet on a monthly basis on the third Monday of each month at 7:00 p.m. at the Darlene Ryan Port Robinson Community Centre. The Chair may call special meetings of the Board. A notice of special meetings shall be given at least two (2) days (48 hours) prior to the meeting. The notice shall include date, time and also state the purpose for which the meeting is called.

## **Conflict of Interest**

Members having a conflict of interest in any matter before the Board must declare a conflict and shall abstain from voting on the matter.

## **Rules of Order**

Unless otherwise specifically provided by the Terms of Reference, all decisions of the Boards meetings shall be by majority of the members present and voting. The Rules of Order not specifically covered by the Terms of Reference shall be in accordance with the City's Procedure By-Law.

## **Order of Business**

The Order of Business at regular meetings shall be:

- 1) Call meeting to Order
- 2) Adoption of Agenda
- 3) Adoption of Minutes
- 4) Declaration of Interest
- 5) Bank Account Balance Update
- 6) New Business
- 7) Round Table
- 8) In-Camera
- 9) Next Meeting
- 10)Adjournment

## **Budget**

A yearly budget shall be submitted to the City of Thorold of Clerk's Department for consideration by Council no later than September 1<sup>st</sup> of the preceding year. The submission must include the amount requested and purpose. Council may approve the budget based on available funds. Any changes to the budget or reallocation of funds must be approved by Council through motion.

Any expenses are to be approved by the Staff Representative and confirmed to be available prior to proceeding with the purchase. Failure to comply may result in out of pocket expenses of the Board Members. Reimbursement of funds will only be available once receipts have been received by the Staff Representative.

## **Amendment to Terms of References**

These Terms of Reference and any necessary amendments must be approved by Thorold City Council and will become effective when ratified by Thorold City Council. Any provisions of these Terms of Reference may be modified, amended or repealed.

## **Corporate and/or Private Donations and Fundraising Activities**

The Policy No. 100-18 of the Policy Procedure Manual for the City of Thorold along with any revisions of this policy will be adhered to by the Board of Management and will form part of these Terms of Reference. An expense sheet must be submitted by the Board after each function and filed with the City of Thorold Clerk's Department.

Approved by Council: September 5, 2017

Amended by Council: March 8, 2022