



## **Allanburg Community Centre Board of Management Terms of Reference**

### **Preamble**

Allanburg is a small community located within the City of Thorold. The Allanburg Community Centre Board of Management helps operate the Community Centre and organize community events to bring the community together.

### **Mandate**

To foster, improve and enhance the Community Centre.

To operate 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.

To make recommendations to Council for improvements.

### **Goals and Purpose**

Allanburg Community Centre Board of Management's goal is to create a thriving community atmosphere within Allanburg. The Board will:

- Provide showings of the Allanburg Community Centre.
- Open the Community Centre's doors for rentals.
- Conceptualize community events subject to support from the Community Events Liaison Group and/or Community Services Staff and approval from City Council.
- Develop an annual calendar of events, which shall be provided to staff by the end of December each year, or by the end of February following an election year.

### **Reporting Structure**

The Board will provide improvement recommendations for the Community Centre to City Council.

### **Membership**

The Board shall consist of the following voting members:

- Councillor (Minimum of 1)
- At-large members (6)

The City's Manger, Community Services (or designate) will support the committee as the City of Thorold's staff liaison.

### **Roles and Responsibilities**

City staff shall maintain the administration of the Allanburg Community Centre. The Board will help operate the facility, including but not limited to, unlocking the doors, providing showings for rentals, and closing procedures after events and rentals.



#### The Chair will

- 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 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 Allanburg Community Centre Board of Management
- Maintain order and decorum at all Board meetings

#### The Vice Chair will

- 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

#### The Secretary will

- 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
- Report at the Board's regular meeting an accurate account of all rentals and/or bookings for the facility
- Prepare minutes for each meeting and distribute the City of Thorold Clerk's Department.
- Shall keep an accurate file of all records and that they be made available on request

#### **Resources**

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 the Staff Representative has received receipts.

The Public Works & Community Services Department is the designated department providing resource support to the Board; however, the Board also has access to staff from other departments as may be required.

#### **Meeting Frequency**

The Board shall meet on a monthly basis at the call of the Chair at the Allanburg Community Centre.