

Allanburg Community Centre Board of Management - Terms of Reference

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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 Special Events Committee 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 and election year.

Reporting Structure

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

To run community events pending the support of the Special Events Advisory Committee and approval of Council. The Special Events Advisory Committee will determine whether they will be city led or city sanctioned events. If an event is approved as a city sanctioned event the Board will be provided with guidelines to executing the event with the caveat that if they are not met the event can be cancelled. All events promotion will be done through the City of Thorold's communication streams.

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Membership

Composition

The Board shall consist of the following voting members:

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

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

Term

Committee appointments shall be held for the term of Council.

The term of the Committee itself is determined by the Committee's mandate, goals and objectives.

Roles and Responsibilities

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

Chair and Vice Chair

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

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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
- Prepare minutes for each meeting and distribute to the Board and the City of Thorold Clerk's Department.

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
- Shall keep an accurate file of all records and that they be made available on request

Committee Members

All Committee members, including the chair and vice-chair, have the responsibility to help achieve the Committee's mandate and responsibilities. Committee members are also responsible for:

- Electing a Chair, Vice-Chair, and Secretary.
- Reviewing meeting materials in advance of the meetings and arrive prepared to provide a broad perspective on the issues under consideration.
- Communicating activities of the committee to groups represented or those who may have an interest and offer information back to the committee
- Represent interests of community
- Create working groups as required to report back to them on specific matters
- Working within their budget (if applicable). Committees/Boards do not have the authority to commit City resources or direct the work of staff.

Staff Liaison

The staff Liaison will:

- work with the Chair and Vice-Chair in order to build a work plan for the Committee/Board and develop a regular reporting process to Council with respect to the performance and progress of the Committee/Board

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- ensure matters within the mandate of the Committee are circulated to the Committees attention through Reports and Memorandums where applicable.
- incorporate input from the Committee into staff reports where applicable.

Working Groups

Working groups may be established, as required, to complete specific research or to implement a specific project. Working group Presiding Officers shall be appointed by the Board as required.

Resources

A yearly budget shall be submitted to the City of Thorold of Clerk's Department for consideration by Council no later than September 1st 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.

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

Meetings

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

Absenteeism

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

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Amendments to the Terms of Reference

The terms of reference should be reviewed and refined at a minimum of every four years to ensure that they remain current and meaningful.

Proposed amendments to the terms of reference shall require the approval of a majority of the Transportation Committee members present and those amendments if approved will be submitted to City Council for approval. Amendments to the terms of reference shall take effect only upon the approval of Council.

Glossary of Terms

n/a