



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

### **Preamble**

Port Robinson is a small community in the southernmost part of Thorold. The Darlene Ryan Port Robinson Community Centre Board of Management helps operate the Community Centre and organize community events bringing 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**

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

- Provide showings of the Darlene Ryan Port Robinson 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 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, applications for funding may be made to the Community Grants Fund. Community Services staff, will advise on whether an event 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 may be cancelled. All events promotion will be done through the City of Thorold's communication streams, with support from Community Services Staff and the Community Relations Specialist.

### **Membership**

The Board shall consist of the following voting members:

- Councillor (Minimum of 1)
- At-large members (9)

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



## **Roles and Responsibilities**

City staff shall maintain the administration of the Darlene Ryan Port Robinson 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.

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 Darlene Ryan Port Robinson 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

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

The Treasurer will

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

## **Resources**

A yearly plan of City sponsored events shall be submitted to the Community Services Staff Liaison, no later than February of the current year. The submission must include the amount requested from the Community Grants Program, and the purpose. Council must approve any changes to the budget or reallocation of funds 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 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 on the third Monday of each month at 7:00 p.m. at the Darlene Ryan Port Robinson Community Centre.