



**THE CORPORATION OF THE CITY OF THOROLD
PROCEEDINGS OF THE DARLENE RYAN PORT ROBINSON COMMUNITY
CENTRE BOARD OF MANAGEMENT
MINUTES**

DRPRCC 3-2023

March 13, 2023

Darlene Ryan Port Robinson Community Centre

Board Members Present:	Councillor Handley, J. Gray, N. Hirst, B. Klassen, M. Wilson (Board Chair),
Absent	R. Whitty (Board Vice Chair)
Staff Present:	D. Baldoni, Acting Manager, Community Services, S. Jarvis, Program Supervisor
Others:	Councillor O'Hare, H. Batenburg, Resident

1. Call to Order

Board Chair M. Wilson called the meeting to order at 7:08pm.

2. Land Acknowledgement

S. Jarvis, Program Supervisor, read the land acknowledgement.

3. Declaration of Interest

There were no declarations of interest.

4. Adoption of Agenda

Moved By: J. Gray

Seconded By: N. Hirst

That Agenda DRPRCC 3-2023, **BE ADOPTED**, as presented.

CARRIED

5. **Adoption of Minutes**

5.1 **DRPRCC 2-2023**

Monday, March 13, 2023

Moved By: B. Klassen

Seconded By: Councillor Handley

That Minutes DRPRCC 2-2023, being the minutes of March 13, 2023, **BE ADOPTED**, as presented.

CARRIED

6. **Correspondence**

Board Chair Wilson advised that the beautification fund is at \$3,286.25.

7. **Board Business**

7.1 **Rental Review**

There were three (3) bookings in February, five (5) bookings in March and three (3) booked for April. Board Chair M. Wilson enquired whether regular users could pay for the full year in advance. S. Jarvis, Program Supervisor, will check their application(s).

7.2 **Beautification Project Update**

A. O'Hare, Chair of the Heritage Advisory Committee, will meet with Board Chair M. Wilson regarding changes/updates to the Community Centre.

Resident P. Humber is not available to make a new Community Centre sign in the near future. Board members discussed the appropriate style for the sign. S. Jarvis, Program Supervisor, informed the Board that the city is looking toward standardizing signs with some room for variations.

Board members engaged in discussion surrounding the purchase of a small table and mirror for the Community Centre washroom.

Moved By: M. Wilson

Seconded By: J. Gray

That up to \$250.00 **BE ALLOCATED** to purchase a table and mirror for the Community Centre washroom.

CARRIED

7.3 Pasta Dinner Report

The Board's goal was to serve 225 dinners. In total, they served 228 dinners: 119 sit-down and 109 take-out. They received 20 responses to their online satisfaction survey, which included:

- 90% of responses saying the event was excellent
- 70% of responses saying the event was very organized
- 85% of responses saying volunteers were very friendly

The following topics were discussed surrounding the event:

- Three students received community service hours;
- Mailing flyers at the post office was very effective increasing ticket sales;
- The event raised \$2985.00 and the cost to host the event was \$646.00;
- Profit increased \$450.00 from the year prior;
- \$1100.00 in donations helped supplement the cost of the event.

Board members discussed purchasing industrial sized pots and serving pans. S. Jarvis, Program Supervisor, outlined the process for approving expenses.

Board members discussed serving alcohol at events. S. Jarvis, Program Supervisor, will seek clarification on how a motion would be made to update the city's policy.

7.4 Easter Event

The Easter Event will be held on April 8 and will include prizes and a continental breakfast. Registration will be limited to 100 people.

The Board requested the presence of firefighters. Face painting, the treasure hunt and the colouring contest remain to be planned. The event will begin at 10:00 a.m. with children being divided among age group for 15-minute rounds.

7.5 DRPRCC Budget/ Community Events Advisory Committee

S. Jarvis, Program Supervisor, provided clarity on the role of the Community Events Advisory Committee.

7.6 Rental Checklist Recommendation

Board members discussed what items should be included on renters' list of responsibilities and how they should be distributed. A copy of the list will be posted in the kitchen and attached to each contract. S. Jarvis, Program Supervisor, will prepare the list for publication.

7.7 Front Ramp

Board members discussed the need for a new report to Council to request \$20,000 that was previously allocated then deferred for the front ramp project.

7.8 Eco-Park Collaboration

Councillor O'Hare informed the committee of the Eco Park. Councillor O'Hare stated that April 30 is the deadline for re-homing native species; the city has been collaborating with Thorold High School to construct structures for the barn swallows and bats. Councillor O'Hare informed the Board that they would like to construct the duck nesting tubes at the Community Centre on April 1 and use the Community Centre as a hub for Earth Day clean up event on April 22.

8. Roundtable Discussion

8.1 Snow Removal

Board members thanked D. Baldoni, Acting Manager, Community Services, for the prompt snow removal at the Community Centre.

9. Next Meeting

The next meeting will be held on Monday, April 17.

10. Adjournment

There being no further business, the meeting was adjourned.

Marty Wilson
Board Chair

Bill Klassen
Secretary

Matthew Trennum
City Clerk