



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

DRPRCC 9-2024

Monday, November 18, 2024

**Darlene Ryan Port Robinson Community Centre / Video Conference
City of Thorold, 40 Cross Street, Thorold**

Board Members Present: D. Berry, L. Michael, L. Prytula, R. Timsina, R. Whitty (Board Vice Chair)

Board Members Present by Video Conference: M. Wilson (Board Chair)

Regrets: R. Haynes

Staff Members Present: B. Nicholson, Program Coordinator, M. Richardson, Associate Director, Community Services

1. Call to Order

Board Chair Wilson called the meeting to order at 7:00 p.m.

2. Land Acknowledgement

B. Nicholson, Program Coordinator, read the land acknowledgement.

3. Declaration of Interest

There were no declarations of interest.

4. Adoption of Agenda

Moved by: D. Berry

Seconded by: R. Whitty

That Agenda DRPRCC 9-2024, **BE ADOPTED**, as presented.

CARRIED

5. Adoption of Minutes

5.1 DRPRCC 8-2024

October 21, 2024

Moved by: L. Michael
Seconded by: R. Timsina

That Minutes DRPRCC 8-2024, being the minutes of the Darlene Ryan Port Robinson Community Centre Board of Management meeting held on October 21, 2024, **BE ADOPTED**, as presented.

CARRIED

6. Correspondence

6.1 CL-C 42-2024

Darlene Ryan Port Robinson Community Centre Board of Management and Heritage Advisory Committee Resolution Concerning Amendment to Heritage Designation

Board Chair Wilson advised that at their meeting on November 12, 2024, Council passed Memorandum CL-C 42-2024 regarding the request to amend the designation by-law for Old Port Robinson School to remove the chimney from the designation. She further advised that photos will be taken of the chimney to capture the details before demolition.

6.2 Beautification Account

Board Chair Wilson advised that the Beautification Account has a balance of \$10,355.

7. Board Business

7.1 Thank You

Board Chair Wilson thanked Board members, students, and members of the community who volunteered their time to assist in making the Fall Festival a success. She further expressed her appreciation for recent repairs to the building.

7.2 Rental Review

Board Chair Wilson advised regarding rentals:

- October had 16 rentals
- November currently has 18 rentals
- December currently has 16 rentals, plus Breakfast with Santa on December 7, 2024

7.3 Community Group Engagement

Board Chair Wilson advised that R. Haynes is in the process of reaching out to appropriate individuals for coordination and that this will be discussed at a future meeting.

7.4 Events

7.4.1 Share the Warmth

Board Chair Wilson advised that collection of new and gently used winter items and toiletries will continue to be accepted until the Food Drive event. She further advised that a cash donation of \$120 has been received to supply hats, scarves or mittens as needed.

7.4.2 Food Drive

Board Chair Wilson advised that the parade and food drive will include a wagon from Merrittville Speedway and D. Barnes of Port Robinson Proud will provide the signed vehicle to follow the parade for safety purposes. She further advised the following:

- Horses will be there thanks to local community members
- The Gingerbread Man costume is available
- Board Chair Wilson will reach out to Councillor O'Hare to see if he can attend
- Coordinated volunteers are able to work at the event

7.4.3 Breakfast with Santa

Board Chair Wilson advised that the Breakfast with Santa event takes place on December 7 and the registration link opened today at 5 p.m. She further advised:

- There will be two seatings of approximately 70 people
- The menu will be the same as the previous year and will include pancakes, sausage, fresh fruit, drink boxes, tea/coffee
- Each child will receive a mug
- Last registration should include last name, ages of children so when the child goes up to Santa he knows their name
- Coordinated volunteers are able to work at the event

7.4.4 Pasta Dinner

Board Chair Wilson advised the following:

- All Board members were asked to volunteer their time with a number of activities including food prep, decoration, ticket sales, signage, etc.
- Staffing considerations include four servers, four kitchen staff, and two backroom helpers
- Wine will be sold by the glass and last year twice the amount of red wine was sold compared to white
- Door prizes will need to be sourced as well as food donations for the event
- The Board will discuss changes in pricing for this event in the new year when we have a greater understanding of the increased costs incurred after losing some of the larger corporate sponsors

Moved by: L. Prytula
Seconded by: R. Whitty

That Council **CONSIDER** designating the Darlene Ryan Port Robinson Community Centre's Pasta Diner event, held on February 17, 2025, a Municipally Significant Event.

CARRIED

7.5 Maintenance Requests

The Board discussed the following maintenance requests:

- Restaurant style fridge is freezing up
- Elements on the stove need maintenance (jets blocked)
- Electrical outlets at main entrance inoperable
- Outdoor water tap turned off and hose drained and stored
- Windows cleaned inside and outside
- Back stairs (emergency exit), steps are unstable
- Smoke detector battery check
- Light fixture panels cleaned for dead flies
- Cedars be replaced with hydrangeas

7.6 2025 Event Budget Requests

The Board discussed the following events for 2025 that have a budget request:

- Easter Egg Brunch held in March
- Mother's Day held in May
- Fall Festival held in October
- Breakfast with Santa held in December

The Board requested \$4,500 for the four free community events. B. Nicholson, Program Coordinator, advised that the Finance Department has stated that there will be no budget increases approved for 2025.

7.7 DRPRCC-C 1-2024

2025 Board Meeting Schedule

Moved by: L. Prytula
Seconded by: R. Whitty

That the Darlene Ryan Port Robinson Community Centre Board of Management meeting **BE HELD** on the third Monday of the month at 7:00 p.m., except for February, April and May, when meetings shall be held the second Monday, and July and August, when no meetings shall be held.

CARRIED

8. Roundtable Discussion

B. Nicholson, Program Coordinator, advised that the Darlene Ryan Port Robinson Community Centre online booking system is live on the website and requested Board members review it.

9. Next Meeting

The next meeting will be held on December 16, 2024.

10. Adjournment

There being no further business, the meeting adjourned at 8:12 p.m.

Marty Wilson
Board Chair

Linda Prytula
Acting Secretary

Nicholas Debono
City Clerk