

Amendment to Toronto Municipal Code Chapter 219, Records, Corporate (Local Boards) Respecting Swansea Town Hall Community Centre

Date: April 29, 2025
To: Executive Committee
From: City Manager
Wards: All

SUMMARY

Under section 201 of the City of Toronto Act, 2006 (COTA), the City may establish retention periods during which the records of the City and its local boards (City agencies) must be retained and preserved in accordance with the provisions of COTA.

This report recommends that City Council formally approve the records retention policy and schedule for Swansea Town Hall Community Centre and add it to the other records retention articles and schedules for the various Local Boards of the City contained in Municipal Code Chapter 219, Records, Corporate (Local Boards).

The proposed records retention article and schedule have been approved by the Board of Management for Swansea Town Hall Community Centre (the "Board"), and Council's approval to amend Chapter 219 to include them is requested in the Executive Director's Report (February 1, 2025) in Attachment 1 to this report.

RECOMMENDATIONS

The City Manager recommends that:

1. City Council amend City of Toronto Municipal Code Chapter 219, Records, Corporate (Local Boards), to add Article X and Schedule L, Records Retention Schedule (Board of Management for Swansea Town Hall Community Centre), substantially as set out in Appendix A and Appendix B, respectively, to the report (February 26, 2025) from the Executive Director, Swansea Town Hall Community Centre in Attachment 1.

FINANCIAL IMPACT

There is no financial impact from the adoption of the recommendations in this report.

The Chief Financial Officer and Treasurer has reviewed this report and agrees with the financial impact statement.

DECISION HISTORY

At its meeting of September 26, 2024, the Board of Management for Swansea Town Hall Community Centre approved its Records Retention Article and Records Retention Schedule as set out in the Board of Management Meeting Minute in Appendix C to the Executive Director's Report (February 26, 2025), Attachment 1.

COMMENTS

Under Section 201 of the City of Toronto Act, 2006 ("COTA"), a record of the City or of its Local Boards, other than a copy of the original record, may only be destroyed if the retention period for the record has expired. Therefore, boards are required to establish records retention schedules.

Retention scheduling is the process of identifying and describing record series and then using a timetable to specify the length of time that each specific record series must be kept prior to destruction or permanent archival storage. The length of time that record series are kept is determined on the basis of their value in supporting administrative, legal, financial or archival functions. Analysis is also undertaken of all legislation governing the records to determine how long they need to be kept legally (for example, financial audit requirements). Unmanaged information is a liability for the creator and custodian. Establishing retention schedules is a fundamental tool to reduce risk and support effective and efficient asset management of a local board's information.

The Board of Management for Swansea Town Hall Community Centre is both a Local Board and City Board of the City of Toronto under the City of Toronto Act, 2006. Previously, Local Boards, including Association of Community Centres (AOCC), relied on the City of Toronto records retention schedules under the Municipal Code Chapter 217 for records retention governance. Subsequent amendments to Chapter 217 set out in-scope agencies (including AOCC Boards of Management) which can establish their own records retention schedule under the Toronto Municipal Code Chapter 219, Records, Corporate (Local Boards).

The Board of Management for Swansea Town Hall has worked with staff at the Corporate Information Management Services of the City Clerk's Office and Legal Services to develop their own records retention schedule which sets out the Board's record series and the appropriate retention periods for each series.

The Board used the City's retention schedule under Chapter 217 as a point of reference, modifying retention periods and scope notes for records classifications as required for their specific business operations. To differentiate their retention schedules from the City's and those of other boards, the Board's classifications include a prefix

("STH") to clearly identify that those classifications belong to the Board and not the City or other City agencies.

This report recommends that City Council amend Toronto Municipal Code Chapter 219, Records, Corporate (Local Boards), to adopt the Board-approved records retention article and schedule and add them to the Chapter. The article provides further clarity and authority for how the Board is to manage its records, and when it may destroy records in the retention schedule, transitory records, or orphan data.

The recommended new records retention article and schedule are set out in Appendix A and Appendix B, respectively, to the Executive Director's report which forms Attachment 1 to this report. The Board's record of approval of the Records Retention Article and Schedule is provided in Appendix C, Item 13.

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SIGNATURE

Paul Johnson
City Manager

ATTACHMENTS

Attachment 1: Executive Director's Report (February 1, 2025)

Appendices - Appendix A: Article X to Toronto Municipal Code Chapter 219, Records, Corporate (Local Boards) - Board of Management for Swansea Town Hall Community Centre; **Appendix B:** Schedule L, Article X, Records Retention Schedule (Board of Management for Swansea Town Hall Community Centre); **Appendix C:** Swansea Town Hall Board of Management Minutes; Item 13 (September 26, 2024)