



REPORT FOR ACTION

Attachment 1

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

Date: February 1, 2025
To: City Council
From: Sarah Doucette, Executive Director, Swansea Town Hall
Wards: Ward 4 Parkdale-High Park

SUMMARY

Under section 201 of the City of Toronto Act, 2006, 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, except as otherwise provided. The Board of Management of Swansea Town Hall Community Centre therefore submits the attached Records Retention Article and Schedule in Appendix A and B respectively, to the City with a request that the City Manager submit it to City Council for approval.

The Executive Director, on behalf of the Board of Management, has engaged with the City Clerk's Office to aid in the development of a records retention article and schedule. Corporate Information Management Services staff provided policy review and consultative advice to Swansea Town Hall staff in development of their own records retention policy and schedules.

This report recommends that Council formally consider for approval the inclusion of a records retention article and schedule for the records of the Swansea Town Hall Community Centre, by adding 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).

RECOMMENDATIONS

The Executive Director, Swansea Town Hall recommends that:

1. City Council approve the records retention policy in Article X and Schedule L for Swansea Town Hall Board of Management substantially as set out in Appendix A and B to this report, respectively, from the Executive Director, Swansea Town Hall (dated February 1, 2025), and amend Municipal Code Chapter 219, Records, Corporate (Local Boards) to incorporate them as a new Article X and Schedule L.

2. City Council authorize the City Solicitor to introduce the necessary bills to amend Municipal Code Chapter 219, Records, Corporate (Local Boards), to add the new Article X and Schedule L, in Recommendation 1, substantially as set out in Appendix A and Appendix B, respectively, to this report (February 1, 2025) from the Executive Director, Swansea Town Hall.

FINANCIAL IMPACT

There are no financial impacts from approval of the recommendations in this report.

DECISION HISTORY

At its meeting of September 26, 2024, the Swansea Town Hall Board of Management approved the Board's Records Article and Retention Schedule as set out in this report from the Executive Director in Appendix A and B, respectively, and as recorded in the minutes of its meeting provided in Item 13 of Appendix C.

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, except as otherwise provided.

The Swansea Town Hall Board of Management (the "Board") is a local board and city board of the City of Toronto under COTA. The Board worked with staff from the City Clerk's Office, Corporate Information Management Services unit, and with Legal Services, to develop a records retention schedule which identifies and describes the Board's record series and the appropriate retention periods for each series in compliance with acceptable practice.

The Board adopted the City's retention schedules under Chapter 217 for consistency with City practice, modifying retention periods and scope notes for records classifications as required for their business operations. To differentiate their retention schedules from the City's, their classifications include a prefix ("STH") to clearly identify that those classifications are by the Board and not the City.

The City Clerk's Office provided consultative services to the Board, assisting with the review of the proposed article and retention schedules. The Board submitted the proposed records

retention schedule to the City Clerk's Office. Staff now request that Council direct that Municipal Code Chapter 219, Records, Corporate (Local Boards), be amended to formally adopt the records retention schedule, by adding to the Chapter the records retention schedule and supporting article concerning the records held by the Board. The supporting 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 attached to this report as Appendix A and Appendix B, respectively. The minute of the Board's approval of its records policies is attached to this report as Appendix C.

CONTACT

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SIGNATURE



Sarah Doucette, Executive Director

ATTACHMENTS

Appendix A: Article X to Municipal Code Chapter 219, Records, Corporate (Local Boards) – Swansea Town Hall Board of Management (Draft)

Appendix B: Schedule L: Records Retention Schedule (Swansea Town Hall Board of Management) (Draft)

Appendix C: Minutes of Swansea Town Hall Board of Management Approval