

Appendix A:

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

ARTICLE X

Board of Management for Swansea Town Hall

§ 219-37. Definitions.

A. As used in this article and in Schedule L to this article, the following terms shall have the meanings indicated:

ARCHIVAL VALUE - The evidential and informational value of records, which is determined during appraisal and justifies the records' preservation as archives.

BOARD - Board of Management for Swansea Town Hall

BOARD ARCHIVES - The location where the Board's permanent records are stored.

COMPUTER SYSTEM - A device or a group of interconnected or related devices, one or more of which:

- (1) Contains computer programs or other data; and
- (2) Pursuant to computer programs, performs logic and control, and may perform any other function.

CONTENT, CONTEXT or STRUCTURE:

- (1) That which conveys information, including text, data, symbols, numerals, images and sound;
- (2) The appearance and arrangement of the content, including relationships between fields, entities, language, style, fonts, page and paragraph breaks, links and other editorial devices;
- (3) Fields, entities, language, style, fonts, page and paragraph breaks, links and other editorial devices; or
- (4) Background information that enhances understanding of technical and business environments to which the data relates, such as metadata, application software, logical business models and the origin, such as address, title, link to function or activity, agency, program or section.

COUNCIL - The Council of the City of Toronto.

DATA - Representations of information or of concepts, in any form, that are recorded or stored on any medium in or by a computer system or other similar device and that can

be read or perceived by a person or a computer system or other similar device, including a display of that data.

DISPOSE - To destroy a record or to transfer a record to the Board Archives. ORPHAN DATA:

- (1) Data that is not machine readable by any of the Board's computer systems because the data exists with no identifiable computer application that can retrieve the data; or
- (2) Data that is machine readable but does not have sufficient content, context or structure to render it understandable by an experienced employee who is knowledgeable about the business function or functions to which the data relates.

RECORD - The same meaning as in subsection 3(1) of the City of Toronto Act, 2006. [This meaning is noted as follows for reference purposes only]:

“Record” means information however recorded or stored, whether in printed form, on film, by electronic means or otherwise, and includes documents, financial statements, minutes, accounts, correspondence, memoranda, plans, maps, drawings, photographs and films

RECORDS SERIES - A group of records that support a particular Board program or operation, that are filed together and need to be retained for the same period of time.

RETENTION PERIOD - The period of time during which a specific records series must be kept by the Board before records in that records series may be disposed of.

RETENTION SCHEDULE - The schedule prescribing how long a specific records series must be retained before they may be disposed of.

TRANSITORY RECORD - A record that is:

- (1) Retained solely for convenience of reference;
- (2) Required solely for the completion of a routine action, or the preparation of another record;
- (3) Of insignificant or no value in documenting Board business transactions;
- (4) Not an integral part of a Board record;
- (5) Not filed regularly with records or filing systems;
- (6) Not required to meet statutory obligations or to sustain administrative or operational functions;
- (7) About social events that are not special Board events;

(8) Not related to Board business; or

(9) A voice mail message.

B. As used in the retention schedule in Schedule I to this article, the following abbreviations and terms shall have the meanings indicated:

A or ACTIVE - The period of time in years, unless otherwise stated, that the records must be kept in the active records office area.

C or CURRENT YEAR - The calendar year in which the records were created.

DISPOSITION - The destruction of a record; or transfer of a record to the Board Archives, as indicated in a retention schedule by one of the following designations which have the meanings indicated:

(1) D or DESTROY - The records are destroyed once the total retention period has expired.

(2) AR or ARCHIVAL REVIEW – The records are reviewed by the Executive Director or designate who determines whether the records will be destroyed or deemed permanent.

(3) P or PERMANENT - The records are never destroyed, and for purposes of the definition of "disposition" only, are stored in the Board Archives for preservation purposes.

I or INACTIVE - The period of time in years, unless otherwise stated, that the records must be kept following the active period, other than in the active records office area.

ORIGINATING OFFICE - The Board office or title responsible for creating and/or maintaining the records series. Any reference to a particular Board office or title used will be read to include the person responsible for that office or holding that title and will also include any successor to that office or title. Reference to the Board as a whole will refer to the Executive Director on behalf of the Board or their successor or designate.

RECORDS TITLE - The title and detailed description of the types of records included in each records series.

S or SUPERSEDED - A record that is replaced by an updated record.

T or TERMINATED - A retention period that is calculated from a specific type of event, as explained under each records series.

TOTAL - The total retention period, including active and inactive retention periods.

§ 219-38. Responsibility for records.

Responsibility for records that are not destroyed after the inactive retention period is based on the disposition set out in the retention schedule as follows:

B. Permanent.

(1) This disposition is used if there are administrative, legal, audit, archival or operational reasons to retain the records for an indefinite period.

(2) Despite the storage of the records in the Board Archives for preservation purposes, the records remain under the full custody and control of the Board office or person holding the listed title that created them.

(3) The Board office or person holding the listed title is solely responsible for providing access to the records under any provincial or federal access and privacy legislation, including the listing of personal information banks and general classes of records, and for compliance with other legislation.

C. Archival Review.

(1) This disposition is used if there is a need for the Executive Director or designate, on behalf of the Board, to review the records and determine if they should be destroyed or deemed permanent because of operational or legal requirements to retain the records for an indefinite period.

(2) Despite the storage of the records in the Board Archives for preservation purposes, the records remain under the full custody and control of the Board office or person holding the listed title that created them.

(3) The Board office or person holding the listed title is solely responsible for providing access to the records under any provincial or federal access and privacy legislation, including the listing of personal information banks and general classes of records, and for compliance with other legislation.

§ 219-39. Retention schedule.

A. The records of the Board shall be retained and may only be destroyed as set out in the retention schedule in Schedule L to this article.

B. The Executive Director of the Board or designate shall develop and administer the retention schedule.

C. In determining the retention period for a records series, the Executive Director or designate, on behalf of the Board, shall consult with the Board or staff as appropriate, the City Solicitor and the City's municipal auditor.

D. The Executive Director of the Board or designate shall:

- (1) Review and recommend amendments and additions to the retention schedule, for approval by the Board and Council; and
- (2) Ensure that the retention schedule complies with all relevant legislative, financial and historical requirements for records retention.

E. A retention period for a records series shall be based on the following:

- (1) The administrative value of the records based on the period of time during which the Board uses a record to perform its functions;
- (2) The legal value of the records, based on the period of time necessary to meet statutory or other regulatory requirements, requirements imposed by an agreement, permit or similar document, or to ensure that records are available in case of litigation or investigation;
- (3) The audit value of the records, based on the period of time required for audit or tax purposes; and
- (4) The archival value of the records, based on the long-term value of the records to document past events or the origins and history of the Board.

§ 219-40. Responsibility of Board staff, volunteers and members.

All Board staff, volunteers and Board members who work with, create or manage records shall:

- A. Manage and maintain records in their custody or control as corporate assets that belong to the Board, and not to individual staff, Board business units or departments that have custody of those records;
- B. Comply with the retention periods in the retention schedule;
- C. Apply retention periods and dispose of records only in accordance with the retention schedule;
- D. Ensure preservation and security of records as directed under this chapter;
- E. Ensure that records in their custody or control are protected from inadvertent destruction or damage, and ensure that records, other than transitory records or duplicate records, are destroyed only with the authorization of the Board office or title that has custody or control of the records;
- F. Retain and preserve records in an accessible manner so that the records can be retrieved within a reasonable time and are in a format that allows the content of the records to be readily ascertained by a person inspecting the records; and
- G. Ensure that transitory and duplicate records in their custody or control are destroyed when they are no longer needed for short-term reference.

§ 219-41. Principles of records destruction.

The following principles govern the destruction of records:

- A. When there are no further legal or business reasons for retaining records, the records shall be destroyed as a class rather than selectively.
- B. Records pertaining to pending or actual litigation or investigation shall not be destroyed with the class of records to which they relate.
- C. Records shall be destroyed in a way that preserves the confidentiality of any information they contain.
- D. Prior to the destruction of any record, other than orphan data or a transitory record or duplicate record, the following documents are required;
 - (1) A written description of the record containing, to the extent that such information is obtainable, the following:
 - a. The title of the record;
 - b. The identification of the Board office or title that is responsible for the creation or use of the record; and
 - c. A brief description of the record's purpose.
 - (2) The written approval of the Board office or title who is responsible for the creation or use of the record.
 - (3) Where applicable to satisfy the provisions of the Income Tax Act (Canada), the Employment Insurance Act (Canada) or the Canada Pension Plan, an exemption from the requirement to keep records in an electronically readable format from the Minister of National Revenue, on such terms and conditions as are acceptable to the Minister.

§ 219-42. Destruction of orphan data.

Orphan data in the custody or control of the Board may be destroyed.

§ 219-43. Documentation prior to destruction of orphan data.

Prior to the destruction of any orphan data, the following documents are required:

A. A written description of the data containing, to the extent that such information is obtainable, the following:

- (1) The title of the system.
- (2) The identification of the Board office or title that is responsible for the creation or use of the data.
- (3) A brief description of the system's purpose.
- (4) A brief description of any subsystems, their purpose and relationship to the main system or other subsystems; and
- (5) The name of the technical contact person who is responsible for documenting the system.

B. The written approval of the department head or designate who is responsible for the business function to which the data relates.

C. Where applicable to satisfy the provisions of the Income Tax Act (Canada), the Employment Insurance Act (Canada) or the Canada Pension Plan, an exemption from the requirement to keep records in an electronically readable format from the Minister of National Revenue, on such terms and conditions as are acceptable to the Minister.

§ 219-44. Retention of documentation.

The documents described in §§ 219-41D (1) and (2) and §§ 219-44A and B shall be submitted to, and kept by, the Executive Director or designate, on behalf of the Board, as required by this article.

§ 219-45. Transitory and duplicate records.

A. Despite the remainder of this article, but subject to the Municipal Freedom of Information and Protection of Privacy Act, this section applies to the retention of all records created or received by Board staff, volunteers, and Board members.

B. A transitory record may be deleted or otherwise destroyed on the same day that the record was created or received.

C. A copy of a record may be destroyed at any time if the original is subject to a retention period established by this article.

D. A micrographic copy of a record shall be deemed to be the original for the purposes of this article.

APPENDIX B



Records Retention Schedule Board of Management for Swansea Town Hall

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Legend: A = Active; I = Inactive; C = Current Year; D = Destroy; P = Permanent; AR = Archival Review; S = Superseded;
T = Termination (including completion, or resolution).

1. Policy Statement

To provide a framework for creating, retaining, and managing records in compliance with legislative and operational requirements.

Swansea Town Hall Community Centre ("Swansea Town Hall" or "STH") has a responsibility to manage records to support efficient business processes, preserve the "official memory" of its actions, and meet its legal obligation to enable authorised retention and disposition. Swansea Town Hall is responsible for the maintenance, access, storage, transfer and confidential disposal of administrative and operational records.

2. Scope

This policy applies to Swansea Town Hall.

Swansea Town Hall is responsible for the management of its records in accordance with the City of Toronto Municipal Code Chapter 217 and Chapter 219 as applicable.

Swansea Town Hall shall retain the records listed below for the period of time indicated by the Records Retention Schedule as set out in this policy and until such time as a records retention policy for the Swansea Town Hall is approved as a bylaw by Toronto City Council . Unless there are operational or legal requirements to retain the records for an indefinite period, should space not be available at the Town Hall, hardcopy records may be sent for off-site storage at the City of Toronto Records Centre once active retention is over or a file is terminated (closed) or superseded. Records will remain either at Swansea Town Hall or at the Records Centre until the total retention is expired and will be either destroyed, or moved to the City Archives after the proper disposition authorization is obtained.

The Records Retention Schedule is applicable only to the original records (paper or electronic). Transitory and duplicate records are not covered by Records Retention and may be destroyed (deleted) at any time after their immediate usefulness is exhausted.

3. Application

This policy provides a framework for the Swansea Town Hall to manage the requirements and processes involved in creating, keeping, auditing and managing records.

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4. Definitions

ACTIVE RECORDS - Documents (hardcopy and electronic) which must be kept in the active records office area as defined in the Retention Schedule.

CLASSIFICATION – Grouping of the related records into the record class for the purpose of retention and disposition. Record Class title and scope represent the content of the particular subject group and form the structure of the Retention Schedule.

DISPOSITION – Records with due retention will be kept, destroyed or archived. The disposition method is defined in the Retention Schedule.

INACTIVE RECORDS - Records that are no longer kept in the active records office, but which must be retained. The retention period for these documents is outlined in the Retention Schedule.

ORIGINATING OFFICE – Unit or personnel responsible for a document/category creation and management.

PERMANENT RECORD - A record which has a permanent or lasting administrative, legal, fiscal, research or historical value and therefore must be retained and preserved indefinitely.

RECORD - Information, however recorded or stored, whether in printed form, on film, by electronic means or otherwise, and includes documents, financial statements, minutes, accounts, correspondence, memoranda, plans, maps, drawings, photographs and films.

RECORDS CENTRE – Facility for storing inactive records that have legal, financial and administrative value but are used infrequently. Stored information is kept in a secure environment with access granted to the authorized personnel only. When records reach the end of the retention period, the DISPOSITION process will take place.

RECORDED INFORMATION - Information that is recorded on or in a medium irrespective of form, recording medium or technology utilized, and in a manner allowing for storage and retrieval. See also RECORD.

RETENTION PERIOD - A retention rule stating how long records must be retained.

RETENTION SCHEDULE - A chart consisting of a description of a body of records, a retention period for those records, a disposition rule, and the method of disposition.

SUPERSEDED RECORDS – Records that become replaced by an updated one.

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T = Termination (including completion, or resolution).

TRANSITORY RECORD - A record that meets at least one of the following criteria:

- A. Retained solely for convenience of reference;
- B. Required solely for the completion of a routine action, or the preparation of another record;
- C. Of insignificant or no value in documenting Board business transactions;
- D. Not an integral part of a Board record;
- E. Not filed regularly with records or filing systems;
- F. Not required to meet statutory obligations or to sustain administrative or operational functions;
- G. About social events that are not special Board events
- H. Not related to Board business; or
- I. A voice mail message.

Transitory Records may be deleted or otherwise destroyed on the same day that the record was created or received.

5. Roles and Responsibilities

The Executive Director is responsible for records management, including but not limited to document security, access, retention and destruction and may delegate responsibility for implementation of records management to another member of the management team.

The originating offices for Swansea Town Hall records and the personnel responsible are as follows:

- Office - Executive Director with Assistant Executive Director
- Finance - Executive Director
- Board - Executive Director
- Executive - Executive Director with Assistant Executive Director
- Program – Executive Director

Designated individuals from each Originating Office will:

- a) Maintain hardcopy and electronic records as required
- b) Ensure that records are stored securely, with necessary access controls for sensitive data
- c) Each year in January conduct a review of records to identify documents eligible for storage, archive or disposition
- d) Compile and label all records by category code, record title, record year, disposition type and date e.g. STHA0172- Office Supplies- 2018-Destroy-Sept. 9, 2021
- e) Submit labelled hardcopy records that need to be stored, archived or destroyed to the Executive Director in labelled boxes

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f) Save labelled electronic records in the Records Management Folder

Swansea Town Hall is not required to retain all hardcopy paper records if a complete electronic image of the records is produced.

The Executive Director will ensure that hardcopy records identified for storage, archive or disposition are stored securely at the Swansea Town Hall or the City Records Centre.

Electronic records identified for storage, archive or disposition will be stored on the Swansea Town Hall server in a designated Records Management Folder within the Executive Director Folder. Access to this folder and to records in this folder will be limited to staff who are authorized by the Executive Director. In some cases, records may be retained by cloud-based service providers who are confirmed to have complied with City of Toronto privacy and data security requirements, and with which Swansea Town Hall has a contractual agreement.

Each time a file is added to the Records Management Folder this must be recorded in the Records Management Log in the Records Management folder.

An automated backup system will be in place for electronic records to protect against loss and deletion. The backup system will be checked every two to four weeks to ensure it is functioning as needed.

Only the Executive Director and employees designated by the Executive Director may archive, destroy or delete records. Each time a record or a group of related records are archived, destroyed or deleted, this must be recorded in the Records Management Log.

Hardcopy and electronic record files scheduled for destruction must not be destroyed until after completion of the agency's annual audit.

The following categories are permanent records: A0033 Artifacts, F2157 Financial Statements, F2313 General Ledger Accounts, G0006 Local Board Proceedings, G0250 Annual Reports, and I0020 Audits. See their descriptions for information. Swansea Town Hall will store hardcopy inactive and permanent records at the town hall, space permitting. Should space not be available, inactive records may be transferred to the City of Toronto Records Centre.

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1. Guide

The following document contains retention guidelines for the Swansea Town Hall (STH). All paperwork and documents should be labelled with the category code, record title, record year and disposition type and date (example STH A0172- Office Supplies- C+2-D- 2019).

Code	Records Title	Originating Office	Retention				Comments
			A	I	Total	Disposition	
A	Functional Category: Assets and Property Management Description: Records relating to the construction, operation, and maintenance of the Swansea Town Hall (STH)'s physical assets and property, which it owns or leases. This may include facilities, office and computer equipment artifacts and office supplies.						
A0033	Artifacts/History Records relating to the collection and preservation of artifacts with historical, heritage or symbolic value, which may include photographs, videos, art, AGM reports, program guides, flyers, year books, needs assessments, press clippings, meeting minutes, and articles, These artifacts are preserved as evidence of the WNC's historical culture.	Common	P	0	P	P/AR	File to remain active until artifact no longer in existence.

Functional Category:
overall category description

Category Code:
to be used on files and boxes when achieving

Records Title: name and description of category- see here for examples of items that may be used in this category

Originating Office:
Unit or personnel responsible for a document/category creation and management.

Retention Total:
Describes retention of file-how long it must be kept

Retention Disposition:
Describes what to do with file on completion of retention timeline (destroy, archive, etc.)

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Document Categories & File Plan

Code	Records Title	Originating Office	Retention				Comments
			A	I	Total	Disposition	
A	Functional Category: Assets and Property management Description: Records relating to the construction, operation, and maintenance of Swansea Town Hall’s physical assets and property, whether owned or leased. These may include facilities, office and computer equipment, artifacts, and office supplies						
STH A0033	Artifacts/History Records relating to the collection and preservation of artifacts with historical, heritage or symbolic value, which may include photographs, videos, art, AGM reports, strategic plans, board minutes, program guides, flyers, press clippings, property design/planning, building plans, meeting minutes, and media articles. Artifacts are preserved as evidence of STH’s historical culture.	Office	P	0	P	P	To be stored onsite only
STH A0049	Accident and Incident Reports Records relating to the City's reporting of accidents or incidents that have occurred on City properties, including parks and recreational facilities, and that may involve members of the public, City staff, and buildings and structures. Accident reporting concerns events such as vandalism, arson, vehicle accidents, and personal injuries that have occurred. Incident reporting concerns events that had the potential to be accidents, but were not accidents, and are used for tracking hazardous trends. May also include detailed investigative reports for individual accidents or	Program	T+2	2/1 8	T+ 4/20	D	Comments: T = date of last recorded action. Inactive retention in Records Centre for adults additional 2 Years; for minors additional 18 Years. Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B s. 4 - a proceeding shall not be commenced in

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Code	Records Title	Originating Office	Retention				Comments
			A	I	Total	Disposition	
STH A0049	incidents, which document synopses of events, probable causes, and recommendations for improvement. Documents may include completed accident and incident report forms, detailed investigative full and summary reports, and all supporting correspondence. Note (1): In case of insurance claim or litigation a copy of the report will be forwarded to the appropriate division to become part of the case file under this division. Note (2): Accident and incident reports about City staff are created and kept electronically in the City's incident, health and safety management system.						respect of a claim after the second anniversary of the day on which the claim was discovered. s.6 – The limitation period established by s.4 does not run during any time in which the person with the claim, (a) is a minor; and (b) is not represented by a litigation guardian in relation to the claim
STH A0271	Telecommunications and Electronic Communication Systems Records relating to installation, maintenance, operation and use of telecommunications equipment and systems. Includes information on telephone, electronic mail, voice mail, and cell phone systems and processes. Documents include requests for installation or maintenance agreements, copies of purchase orders, and service call requests.	Office	S	7	S+7	D	

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Code	Records Title	Originating Office	Retention				Comments
			A	I	Total	Disposition	
STH A0272	Computer Hardware Records relating to installing and maintaining computer hardware, which includes laptops, notebooks and personal computers, network hardware and peripheral hardware. Documents include copies of purchase orders, copies of license agreements, hardware manuals, installation requests, maintenance and inventories.	Office	S	7	S+7	D	
STH A0273	Computer Software Records relating to computer software. May include information on tracking of software upgrades and sign-in authorization codes. Documents may include upgrade notifications, requests for additional site/user licenses, user lists, copies of purchase orders, copies of license agreements, software user manuals, requests for software installation, and software inventories.	Office	S	7	S+7	D	
STH A0501	Construction and Renovation Records relating to construction and renovation of STH. Documents may include renderings, commentary, guidelines, architectural and engineering drawings, consultant reports, photographs, material and environment testing reports and building reports. May include copies of contracts, building permits and insurance damage claims.	Office	T	20	T+20	D	

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Code	Records Title	Originating Office	Retention				Comments
			A	I	Total	Disposition	
STH A0502	Property Maintenance Property Maintenance (may include inspection reports, work orders, correspondence) Records relating to ongoing and scheduled maintenance of STH. May include information on building and elevator inspections, and janitorial services. Documents may include inspection reports, preventive maintenance reports, maintenance logs, copies of contracts, supporting agreements and correspondence.	Office	C	20	C+ 20	D	
STH A0508	Facility Bookings Records relating to selecting and reserving STH facilities or individual rooms for meetings, instructional seminars, and other professional purposes. Documents may include facility, rental agreements and room availability schedules, facility and room booking schedules.	Office	C	3	C+3	D	
STH A0518	Security Information about keys and safes. Records relating to the physical security of STH. Security measures are intended to guard against damage and unauthorized intrusion and to ensure personal safety. May include information on identification and authorized use of keys.	Office	S	7	S+7	D	
STH A0525	Video Surveillance Recordings	Office	C	45d	C+45d	D	Until recording is full

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Code	Records Title	Originating Office	Retention				Comments
			A	I	Total	Disposition	
STH A1550	Backup Data Records relating to data stored by the Technology Services Division as annual network backups, and unique or one-time backups, e.g. when a server is de-commissioned. Series excludes data backups of records of Elected Officials and Accountability Officers. This series includes the backed-up data as well as the associated backup metadata. Backup data is created primarily for long-term system recovery requirements, such as loss or damage to computer hardware. In certain circumstances backup/recovery data is used to recover individual data files or forensically for investigations. Unique or one-time backups may be created by Technology Services Division for various reasons e.g., to mitigate against the risk of unsuccessful data migration or unanticipated failure of a new production system. This will also apply to user deleted email in the Microsoft 365 migration process. Backup data and media are organized or classified by the backup application.	Office	2	0	2	D	

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F	Functional Category: Financial Management Description: Records relating to finances and accounting processes at STH, including the receipt, control, and expenditure of funds. Includes records relating to liability, risk management, payroll, taxation, treasury, insurance and purchasing						
	Code	Records Title	Originating Office	Retention			Comments
				A	I	Total	
	STH F0169	Fundraising and Donations Records relating to development and organization of fundraising activities and donation solicitations. Includes information on financial donations, including donations received from organizations and individuals. Documents may include committee minutes and agendas, activity schedules, donation receipts and correspondence.	Finance	C	8	C+8	AR
	STH F1301	Employee Payroll Files Records relating to individual employee pay history profiles. Includes information on rates of pay, hours of work, reported absences, garnishments, pay rate changes, and all payroll deductions for each employee. Documents include payroll notification forms for newly hired staff, completed benefit enrolment forms, completed federal record of employment forms, tax credit return statements, previous pay adjustment sheets, performance pay transition sheets, copies of court orders and supporting correspondence.	Finance	T	7	T+7	D
	STH F1303	Attendance and Scheduling Records relating to individual employee attendance and scheduling. These records document hours of work, overtime hours, lieu time, vacation time, statutory holidays, sick leave and related correspondence. These	Program	C	4	C+4	D

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Code	Records Title	Originating Office	Retention				Comments
			A	I	Total	Disposition	
STH F1303 cont.	reports are kept as part of the official record collection in Pay Period Processing (F1325). Documents may include vacation requests, attendance registers, shift schedules, requests for leave and supporting correspondence.						
STH F1325	Pay Period Processing Records relating to administration of employee salary and expense payments during regularly scheduled pay periods. May include information relating to payroll generation, overriding deductions, year-end payroll reporting, and payroll variance reporting. Documents may include registers, timesheets, employee expense reports, T4 statements, payroll adjustment and variance reports and supporting correspondence.	Finance	C	7	C+7	D	
STH F1541	Purchasing of Goods and Services Consulting Contracts and Work - Records relating to procurement and acquisition of goods and services from external contractors and vendors. May include purchase orders, purchase requisitions, requests for proposals (RFPs), quotation requests, vendor proposals, and tenders.	Office	T	7	T+7	D	T = termination or expiry of agreement

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Code	Records Title	Originating Office	Retention				Comments
			A	I	Total	Disposition	
STH F1560	Petty Cash Records relating to management of petty cash accounts, which consist of cash used for the purchase of inexpensive, out-of-pocket goods and/or services for which immediate reimbursement can be claimed. Documents include petty cash account reconciliations, requests for reimbursement and receipts.	Finance	C	8	C+8	D	
STH F1562	Personal Expense Claims Records relating to STH employees' claims for reimbursement for financial expenses. Personal expenses may be incurred in the course of normal business operations, including attending workshops, and vehicle use. Documents may include receipts, invoices, expense claims statements, and correspondence.	Finance	C+2	5	C+7	D	Legislation/Regulation: Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.) s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.

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Code	Records Title	Originating Office	Retention				Comments
			A	I	Total	Disposition	
STH – A0173	Assets - Records related to the procurement and acquisition of information technology, equipment and other assets.	Finance	T	7	T+7	D	T = termination or expiry of agreement
STH – H0135	Memoranda of Understanding / Letters of Agreement - Records related to service or partnership agreements with groups and organizations.	Executive	T	7	T+7	D	T = termination or expiry of agreement
STH – A0172	Purchasing - Records relating to purchase of supplies, materials or services, including employee claims for reimbursement for expenses.	Finance	T	7	T+7	D	T = termination or expiry of agreement
STH F1570	Accounts Receivable Records relating to revenues received by STH for provision of programs and rentals, and by fundraising, donations and grants. May include information on administration and receipt of refunds and credits. Documents may include receipts, payment balancing stubs, invoices documenting receipt of payment from STH clients, reconciliation statements, receipt books, copies of cheques, payment batch reports and supporting correspondence.	Finance	C	8	C+8	D	
STH F2157	Financial Statements and Reports Records relating to production and use of financial statements and reports for a variety of public users (auditors, creditors, provincial and federal government agencies, etc.). These documents provide summaries, details, and analyses of STH's financial position. Documents include financial statements, bank statements and reconciliations, balance sheets, income	Finance	C+7	P	P	P	

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Code	Records Title	Originating Office	Retention				Comments
			A	I	Total	Disposition	
STH F2157 cont.	statements, funding statements, liability statements, net assets sheets and expense statements.						
STH F2301	Bank Statements and Reconciliations Records relating to the receipt and use of bank statements and reconciliations. Bank statements provide information on withdrawals from, and deposits into, bank accounts over a given period of time, and they also indicate a bank account's current financial status. Reconciliations compare the balance of a bank account in the Swansea Town Hall's records with the balance appearing in the banks' records and explain any discrepancies. Documents also include notices of cancelled cheques, copies of financial policies and procedures, and correspondence	Finance	C+7	P	P	P	
STH F2313	General Ledger Accounts Records relating to administration and accounting control of general ledger accounts. A general ledger account serves as a repository of transactions from all sources and is used to produce financial statements. Includes copies of year end and audit files, accounting entries, and back-up working documents.	Finance	C+7	P	P	P	
STH F2350	Journal Entries	Finance	C+2	5	C+7	D	

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Code	Records Title	Originating Office	Retention				Comments
			A	I	Total	Disposition	
STH F2401	Accounts Payable Records relating to the processing of payments made by STH to external suppliers of goods and services. May include information on advance payments, vendor invoices, payment certificates, cheque requisitions, and miscellaneous transaction data. May include accounts payable control reports, payment vouchers.	Finance	C	8	C+8	D	
STH F2430	Taxation Records relating to federal and provincial taxes, and other taxation matters. Includes the Goods and Services Tax (GST) and Provincial Sales Tax (PST). Documents include monthly returns and supporting documents, tax rebate claims, tax refund claims, slips and summaries, reports and correspondence.	Finance	C	8	C+8	D	
STH F3307	Operating Budget Records relating to management and administration of STH operating budget accounts. Includes copies of budget process procedures, directives, variance reports, expenditure forecasts and reports, and budget submissions.	Finance	C	7	C+7	D	

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Code	Records Title	Originating Office	Retention				Comments
			A	I	Total	Disposition	

G	Functional Category: Governance Description: Records relating to the ways in which STH is governed and regulated to ensure efficiency, effectiveness, and compliance with statutory requirements. Includes records of STHs decision making process, such as the agendas and minutes of The Board and its standing committees; annual reports; adopted/approved policies.						
STH G0006	Local Board Proceedings Records relating to the meetings, duties, and functions of STH's Board of Management and Board of Directors. Includes meeting and Annual General Meeting agendas and minutes, board packages, reports, nomination forms and correspondence and supporting documents. Note: Signed board minutes should be coded as A0033 (Artifacts/History).	Board	P	P	P	P	To be stored onsite only
STH G0051	History of Committees of Council, City Agencies & Corporations Records relating to the history of the STH. Documents include historical accounts of the establishment of the Swansea Town Hall; copies of council and committee decisions establishing the bodies; reports; letters; appointment documents and all supporting correspondence. Records may exist in both paper and electronic format.	Board	T	3	T+3	AR	
STH G0055	Public Appointments to City Boards, Committees, Tribunals & Other Bodies Records relating to the process of appointment of members to STH Board of Management,	Board	T+8	4	T+12	D	T = date of last recorded action or event specified by the Board of Management.

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Code	Records Title	Originating Office	Retention				Comments
			A	I	Total	Disposition	
STH G0055 cont.	Committees, Other Bodies. All public appointments are guided by the principles of the City of Toronto Public Appointment Policy. This will include information about the conflict of interest, eligibility requirements and restrictions; terms of office; and the recruitment, application & selection process. Records may include: applicant information; letter to the applicant; onboarding of appointed members; application package for the nominating panels; eligibility disclosure documentation; interview schedule and skills matrix; member resignation letter; correspondence with agencies and other bodies; outreach activities; recruitment advertisements and other public appointment materials as required. Records are organized by decision body name. Note: Appointed members' records will be filed in their respective decision body meeting files, governed by schedule G0001- Council and Committee Proceedings and, or schedule G0006- Local Board Proceedings.						
STH G0244	Policies, Procedures, Standards, and Guidelines Records relating to the production and formal approval of STH official policy statements, policies, procedures, standards, guidelines, and manuals. May also include information on program reviews, benchmarking and performance management, and other issues related to governance.	Executive	S	20	P+20	AR	

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Code	Records Title	Originating Office	Retention				Comments
			A	I	Total	Disposition	
STH G0250	Annual Reports Annual Report Records relating to internally-produced annual reports, as well as financial and other reporting data. These reports describe annual STH activities and results, management findings and analysis, financial statements, independent auditing results, financial highlights, and other related information. May also include interim reports.	Board	P	P	P	P	T = Completion of Access and Appeal Process.
STH G0261	Access to Information Requests Record of communication and copies of material released	Board	T	5	T+5	AR	
STH G0269	Access to Information Request Appeals Record of communication and copies of material released	Board	T	15	T+15	D	
H	Functional Category: Human Resources Description: Records relating to STH employees and personnel services. Includes records relating to hiring, training, labour relations, health and safety, staff benefits, salary administration, and professional associations.						
STH H1201	Employee Records Employee/personnel files may include resumes, hiring, performance reviews, discipline, benefits, OMERS, retirement and police check information. May include performance management records as applicable.	Office	T	20	T+20	D	T = termination of employment or retirement benefits, whichever is greater

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Code	Records Title	Originating Office	Retention				Comments
			A	I	Total	Disposition	
STH H1208	Employee Performance Management Records relating to the performance management program for STH employees. This program provides employees with a clear understanding about what is expected on the job, and the skills that need to be developed or enhanced in order to effectively conduct assigned work duties. Includes information on career development planning, interim and merit increment review, and evaluation processes. Documents may include performance planners, project status reports, and correspondence.	Office	T	7	T+7	D	T= Termination of employment
STH H1210	Staff Competition and Recruitment Records relating to staff recruitment. May include information on applicant screening and testing, interviews and candidate acceptance and rejection. Documents may include job postings, resumes and applications, interview and skills test questions and sheets, scoring sheets, reference checks and supporting correspondence.	Office	T	20	T+20	D	T = date file closed on project completion
STH H1214	Special Employment Programs and Placements Includes STH Volunteer Program and Coop Programs/Students/ Internships/Placement Students. Records may include job descriptions, police record checks, registration and statistics.	Office	T	6	T+6	D	

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Code	Records Title	Originating Office	Retention				Comments
			A	I	Total	Disposition	
STH H1240	Training and Development Records relating to design, delivery, registration, certification and follow-up related to employee training and professional/skills development activities. May include camp training, program specific training, human resources training, etc. May include information relating to course materials, fees and statistical data. Documents may include materials such as annual training logs, training workbooks, lists of attendees, statistical reports, test results, training calendars and supporting correspondence.	Office	C	7	C+7	D	
STH H1246	Labour Negotiation Records relating to conducting labour negotiations to achieve resolution on a range of issues pertaining to unionized employees. Issues may include staff reductions and layoffs, staff recalls, promotions and wage increases, working conditions, disciplinary actions, seniority rights, and restructuring. May include information on collective bargaining, dispute mediation and conflict resolution. Documents may include proposals, final collective agreements, contracts and any other negotiated agreements.	Executive	T	21	T+21	D	T = date of resolution or settlement of case

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Code	Records Title	Originating Office	Retention				Comments
			A	I	Total	Disposition	
H1250	Grievances and Arbitration Records relating to complaints received from STH unionized employees about workplace and personal treatment, benefits, discipline, promotions and other issues defined in the collective agreement. Includes information on addressing and resolving grievances. Documents may include grievance forms, meeting minutes, adjudication hearing schedules, arbitration notices, minutes of settlements and supporting correspondence.	Executive	T	21	T+21	D	T = date of resolution or settlement of case
STH H1260	Human Rights Complaints and Investigations Records relating to receiving, investigating, and resolving complaints from STH staff, volunteers, participants and others concerning discrimination and/or harassment based on human rights protected grounds. May include information on informal and formal complaints and advice/consultation on matters such as policy development, communications and training. Records may include statements of complaint and complaint forms, investigation reports and recommendations, interview notes, copies of policies, research, supporting documentation and correspondence.	Executive	T	10	T+ 21	D	T = date of resolution of investigation

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Code	Records Title	Originating Office	Retention				Comments
			A	I	Total	Disposition	
STH H1261	Pay Equity Records relating to evaluation of job positions to ensure equal pay for work of equal value. Documents may include copies of policies, classification ratings, job evaluation information, action plans, and information about designated worker groups.	Executive	S	7	S+7	D	
STH H1275	Occupational Health and Safety Records relating to STH's responsibility to provide its employees with a safe and healthy workplace through assessment of occupational hygiene, ergonomics, and safety issues. A significant number of records contain confidential health information and personal information of employees. Records may also include correspondence regarding concerns, employee surveys, research materials, data collection, analytical results, and reports.	Executive	C	17	C+17	D	
STH H1355	Workers' Compensation and Disability Management Records relating to tracking and monitoring employee claims for financial and/or medical compensation as a result of personal injury, illness, or other medical conditions preventing employees from fulfilling regular job duties. Includes workers' compensation and long-term disability claims. Documents may include injury report forms, copies of long-term disability and workers'	Finance	T	7	T+20	D	T = termination of employment or retirement benefits, whichever is greater

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Code	Records Title	Originating Office	Retention				Comments
			A	I	Total	Disposition	
STH H1355 cont.	compensation claims submitted, disability recurrence continuity reports, completed summary claims information cards and supporting correspondence.						
I	Functional Category: Information, Communications, and Administration Description: Records relating to the management of all STH formal communications, including press releases, media releases, promotional advertising, and speeches. Also includes records to the production and/or management of information-related resources and initiatives including films and movies, online web site and social media data, corporate records management, and archival collections. Finally, includes records relating to a wide variety of general administrative matters, such as committees not related to STH governance activities, office administration, audits, travel arrangements, trade shows, and operational and strategic planning.						
STH I0005	Office Administration Records relating to routine administration of the STH. May include records such as correspondence and administrative queries, procedural advice, reference materials used but not created by the office, admin activity reports which relate to routine activities and daily or weekly work assignments for admin staff.	Office	C	7	C+7	AR	
STH I0006	Program Administration Records relating to the functions and activities of STH programs. Records are typically arranged by activity or subject and include substantive correspondence relating to the establishment and operation of the function as well as policy decisions, correspondence with other program areas within STH, internal or external reports and documents relating to STH programs. May include planning, communications, reports, policies, minutes, and social media.	Program	C	7	C+7	AR	

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Code	Records Title	Originating Office	Retention				Comments
			A	I	Total	Disposition	
STH I0007	Fraud and Waste Complaints or Investigations Disclosure - Wrongdoing and Protection from Reprisal Policy	Executive	T	10	T+10	AR	T = date file closed
STH I0020	Audits Records relating to developing, administering, and conducting audits of STH business and financial processes. May include information on personnel, systems, environment, structure, and other functions. Includes internal audits, federal audits, and Auditor General audits. Documents include audit reports, statements and correspondence.	Executive	P	P	P	P	
STH I0161	Meetings and Committees Records related to non-board Committees and Working Groups reporting to the Executive Director. May include meeting agendas and minutes, reports and supporting documentation and correspondence.	Executive	C	7	C+7	D	
STH 10200	Promotion and Marketing Records relating to advertising and promotion of Swansea Tow Hall programs and services. Methods of promotion and marketing include souvenirs, brochures, manuals, user guides, directories, periodicals articles, radio, Internet web pages, advertisements, and television. Documents may include action plans, marketing statistics & correspondence	Office	C+2	4	C+6	AR	

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Code	Records Title	Originating Office	Retention				Comments
			A	I	Total	Disposition	
STH I0203	Media Relations Records relating to the promotion of the Swansea Town Hall through fostering positive and ongoing relationships with local, provincial, national, and international news media. Includes information on print, radio, television, and other types of news reporting. May also include information on media promotion projects. Documents may include media contact lists, lists of standard media interview questions, and correspondence.	Office	C+2	4	C+6	AR	
STH I0253	Records Destruction Files Records relating to signed destruction packages. Includes cover sheet, summary information, authorization page, and inventory of boxes, and matching destruction certificates.	Office	C	100	C+100	D	
STH I0320	Computer System Access and Security Records relating to the security and confidentiality of STH online information resources. Includes information about computer security practices and tools. Documents may include access requests, computer monitoring reports and user authorization.	Office	C	7	C+7	D	
STH I0340	Internal Computer Systems Documentation Records relating to supporting documentation concerning computer systems and software used by STH. May include tech stack documentation, information on standard macros, sign-on procedures	Office	S	7	S+7	D	

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Code	Records Title	Originating Office	Retention				Comments
			A	I	Total	Disposition	
STH I0340 cont.	and other materials. Documents may include manuals, user guides, reports, and correspondence.						
STH I0489	Strategic Planning Records relating to STH strategic planning. Includes information on retreats, strategy planning sessions, and mission statements. Documents include objectives statements, long and short-term strategic planning reports, copies of financial statements and reports, business planning notes, reports, and correspondence. Note: Final strategic plans are permanent and should be coded as A0033 (Artifacts/History).	Executive	T	10	T+10	D	T = termination of strategic plan period
STH I0495	Operational Planning Records relating to the production and use of operational plans, which support implementation of STH's strategic plans and may include information on activities, activity time frames, and key events and issues. May range from simple timetables to complex plans. Documents may include financial spreadsheets, planning reports, work plans and supporting correspondence.	Executive	T	10	T+10	D	T = termination of strategic plan period
STH I1000	Executive Records Correspondence received by the Executive Director, including hardcopy letters, email and voicemail messages.	Executive	C	10	C+10	D	

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Code	Records Title	Originating Office	Retention				Comments
			A	I	Total	Disposition	

L	Functional Category: Legal and Licensing						
	Description: Records relating to legal matters involving STH. Includes permits, leases, deeds, agreements, contracts, and licenses. Also includes records relating to lawsuits and legal issues, such as copyright protection.						
STH L2200	Leases Records relating to obtaining and issuing leases, which convey the right to use, possess, or control property belonging to another party in exchange for financial compensation. Also includes information on STH leasing out its own properties to other parties. Documents may include copies of financial arrangements, draft and approved lease agreements, applications for property transfer, memoranda of understanding, and supporting correspondence.	Executive	T/S	20	T/S+20	D	
STH L9000	Legal Matters and Cases Records relating to legal inquiries and requests, issues, cases and proceedings that involve STH.	Executive	T	20	T+20	AR	

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APPENDIX C



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Board of Management Minutes of Hybrid Meeting September 26, 2024 at 7:30pm

Place: Swansea Town Hall hybrid meeting

Members Present: J. Slaughter, M. Bhargava, R. Gokhale, R. Hamilton, A. Kailie, M. Meng,
J. Montgomery, M. Netzel, M. Peddle, W. Roberts, N. Setacci, E. Stanley.

Regrets: A. Hazard, A. Morton, Councillor G. Perks, T. Iaizzo (TPL).

Members Absent: None

Advisors Present: S. Zalepa

Guests: S. Sivanesan (Councillor Staff)

STH Staff: S. Doucette Executive Director (ED), D. Gascho Assistant Executive Director (AED)

The hybrid meeting was hosted by Chair, J. Slaughter.

1. **Roll Call:** A roll call was conducted for attendance, as reported above.
2. **Aboriginal Land Acknowledgement:** read by the Chair.
We acknowledge the land we are meeting on is the traditional territory of many nations including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples and is now home to many diverse First Nations, Inuit and Métis peoples. We also acknowledge that Toronto is covered by Treaty 13 with the Mississaugas of the Credit.
3. **Adoption of Agenda:** W. Roberts moved to adopt the agenda. Seconded by R. Gokhale. **CARRIED**
4. **Declarations of interest under Municipal Conflict of Interest Act:** None.
5. **Minutes of April 25, 2024:** W. Roberts moved to adopt the minutes. Seconded by M. Netzel. **CARRIED**
Minutes of June 20, 2024: R. Hamilton moved to adopt the minutes. Seconded by M. Peddle. **CARRIED**
6. **Referrals from Swansea Town Hall Association:** None.

7. Community Liaison Committee Minutes.

June 6, 2024: M. Peddle moved to adopt the minutes. Seconded by A. Kailie. CARRIED

July 4, 2024: M. Peddle moved to adopt the minutes. Seconded by A. Kailie. CARRIED

J. Slaughter handed the Chair to M. Peddle

J. Slaughter gave an oral report on the Lunch & Learn: Prepared Parenting event held on September 23.

S. Doucette, J. Montgomery, S. Zalepa and D. Gascho added their observations.

J. Slaughter took the Chair back.

8. Finance Committee Meeting Minutes.

July 29, 2024: R. Hamilton moved to adopt the minutes. Seconded by W. Roberts. CARRIED

S. Doucette raised the question of a strategic plan.

W. Roberts moved to direct the Executive Director to report back to the BOM through the Finance Committee on the issue of the potential creation of a strategic plan, including the costs and the benefits of the potential options. Seconded by R. Hamilton. CARRIED

9. Human Resources (H.R.) Subcommittee Minutes.

August 8, 2024: J. Slaughter moved to adopt the minutes. Seconded by W. Roberts. CARRIED

J. Slaughter handed the Chair to M. Peddle.

The H.R. Subcommittee plans to meet in late November or early December to review the Executive Director's Performance Goals.

J. Slaughter took back the Chair.

10. Space Use Committee Minutes.

W. Roberts gave the Space Use Committee report.

W. Roberts moved to adopt the Space Use Committee report. Seconded by R. Gokhale. CARRIED

11. Treasurer's Report: S. Doucette reviewed the Financial Analysis and the Budget Submission.

R. Hamilton moved to adopt the September 2024 Financial Analysis, including the Cash Flow Administration. Seconded by W. Roberts. CARRIED

12. Swansea Memorial Library: None

13. Executive Director's Report: S. Doucette gave the E.D.'s Report.

W. Roberts moved receipt of the Executive Director's Report. Seconded by R. Hamilton. CARRIED

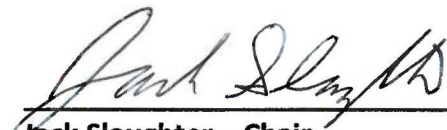
The members were advised of City of Toronto orientation session for AOCC's on October 8 at 6 p.m.

STH Records Retention Policy-Article: W. Roberts requested the references to 219-19.2 and 219.33 be reviewed.

W. Roberts moved to adopt the STH Records Retention Schedule and to authorize the Executive Director to make any necessary spelling, grammatical and other types of corrections as need be.

Seconded by M. Peddle. CARRIED

14. **Election of Officers: R. Gokhale moved to have S. Doucette conduct the election of officers.**
Seconded by J. Montgomery. CARRIED
- J. Slaughter nominated M. Peddle as Chair. Seconded by R. Hamilton.**
- J. Slaughter moved to close nominations. Seconded by R. Gokhale. CARRIED**
- M. Peddle nominated J. Slaughter as Vice- Chair. Seconded by R. Hamilton.**
- M. Bhargava nominated W. Roberts as Vice- Chair. Seconded by R. Gokhale.**
- J. Slaughter was ELECTED after a vote of the members.**
- J. Slaughter nominated A. Kailie as Secretary. Seconded by R. Hamilton.**
- J. Slaughter moved to close nominations. Seconded by M. Netzel. CARRIED**
- J. Slaughter nominated R. Hamilton as Treasurer. Seconded by M. Netzel.**
- J. Slaughter moved to close nominations. Seconded by M. Netzel. CARRIED**
- Therefore, the Executive Officers are now M. Peddle, Chair; J. Slaughter, Vice-Chair; A. Kailie, Secretary; R. Hamilton, Treasurer.
15. **Correspondence**
Included Letter of resignation from M. Peddle as President of the Swansea Town Hall Association
M. Netzel moved to thank R. Hamilton for his efforts in putting on the Volunteer Income Tax Clinic held at the Swansea Town Hall in April. Seconded by W. Roberts. CARRIED
16. **Attachments: For information**
17. **Adjournment: At 8:54 p.m. W. Roberts moved to adjourn the meeting. Seconded by R. Gokhale. CARRIED**



Jack Slaughter – Chair



Ayan Kailie - Secretary

UPCOMING MEETINGS (Hybrid)

Tuesday, October 8, 2024 at 6:00pm City Board Orientation
Thursday, October 24, 2024 at 7:30pm
Thursday, November 21, 2024 at 7:30pm