

DRAFT
Introduction
(July 11, 2007)

This document contains information on the Swansea Town Hall Board of Management, which is the body appointed by the City of Toronto Council. It also has information for the Board of Directors of the Swansea Town Hall Association. Please note that these are two (2) separate entities.

The Swansea Town Hall Board of Management is responsible for the management of the Swansea Town Hall (the former Village of Swansea Municipal building), including all operating expenses, repairs, and maintenance. It will make all arrangements for use of the building and receive all operating revenues. The centre is not for profit and as such any administrative surpluses will be returned to the City of Toronto and any deficits may be funded by the City of Toronto subject to Council approval. The City of Toronto will be responsible for the building's major capital projects.

The Board of Management for the Swansea Town Hall community centre will operate all of the portions of 95 Lavinia Avenue property excluding the lands within the jurisdiction of the Swansea Town Hall Residences, known also as James T. Bonham Residences at 93 Lavinia Avenue and the areas of the building that have leases or arrangements with the City of Toronto directly (Toronto Public Library Swansea Memorial Branch, Toronto Public Health Swansea Dental Clinic and Swansea Area Seniors Association March 12, 2007). These community centre areas will include portions of the three levels of the town hall building, together with an envelope of land extending on the west and north to the property line.

The Swansea Town Hall Association elects three community members to be nominees for the Board of Management to Community Council/ and the City of Toronto Council. The Board of Directors also conduct fundraising activities that benefit the Swansea Town Hall.

The goal of this Board Manual for the Swansea Town Hall community centre is to provide information, policies and procedures to serve the Board of Management.

Generally included in this document are

1. Information and procedures on the composition of the Board of Management and its committees.
2. Committee structures which reflect the operating needs of the building as well as the needs of the community and user groups.
3. Financial and accounting policies and procedures.
4. References to Human Resource policies and procedures including staff job descriptions
5. Space Use Policies
6. Marketing information
7. The Constitution of the Swansea Town Hall Association
8. The by-laws and various documents outlining our relationship with the City of Toronto

How to use this Manual

1. There are multiple sections to this Manual, each representing a major topic.
2. If you are looking for a particular document there is an index of documents just after the Table of Contents which will guide you to the appropriate section.
3. There will be 2 masters of this Manual, 1 with the Executive Director and 1 at the Information Office.



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COMMUNITY CENTRE

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Mission

Swansea Town Hall is a locally based organization that promotes community building. We enable a variety of activities and services for all ages by offering welcoming, accessible and affordable space; hosting public services and providing community programming.

Vision

To be the centre of choice in our community

Values

Community

All ages & interests

Diversity

Responsive to our locality

High Quality Environment

Accessible

Affordable

Safe

Well maintained

Heritage

Value the past

Respect the historical character

Adaptability

Embrace the future

Evolve and change

Final November 2014

DRAFT
Philosophy
(March 12, 2007)

Swansea Town Hall community centre is a community resource centre operated by a Board of Management on behalf of the City of Toronto for the benefit of the Swansea catchment area and the greater Toronto community.

The goals and objectives of the Swansea Town Hall Community Centre are:

- To retain the historic building, the Swansea Town Hall, at 95 Lavinia Avenue.
- To provide a focal point for Swansea and the greater Toronto community, for activities.
- To operate the facility in a cost effective manner.
- All activities are to benefit the community.
- Priority is to be given to groups of a community, non-profit or charitable nature.
- No activities are to be competitive with similar activities in operation at the same time at the Swansea Parks and Recreation centre at Waller Ave.
- Activities are to be primarily aimed at residents of the City of Toronto.