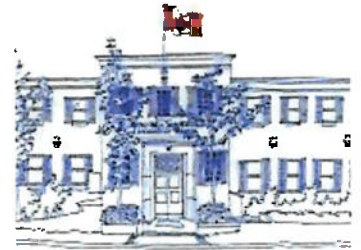




SWANSEA TOWN HALL & SWANSEA TOWN HALL ASSOCIATION



BOARD RECRUITMENT APPLICATION & INFORMATION PACKAGE

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5. Swansea Town Hall Board Structure
6. 2025 Board of Management Meeting Schedule
7. 2023 Audited Financial Statements
8. Sample Board Meeting Package - October 2024

The following is a list of important additional documents for your reference. All the links to these are on our website and a bound hard copy of these is available to borrow while you're in the building:

1. Code of Conduct for Members of Local Boards (Restricted Definition), City of Toronto
2. Municipal Conflict of Interest Act
3. Swansea Town Hall By-Laws: Governing, Procedural and Constitution
4. Public Appointments Policy, City of Toronto
5. Relationship Framework for the City of Toronto and Swansea Town Hall Board of Management
6. Any other documents that may be made available

Important dates:

1. **The application deadline is Monday, March 31, 2025 at 12 noon**
2. Interviews will be held between April 21 and April 28 at the Swansea Town Hall
Schedule to be arranged.

March 2025



SEEKING NEW BOARD MEMBERS

Swansea Town Hall Community Centre is seeking enthusiastic individuals who want to help improve our community by serving on our Board of Management.

We are seeking applicants who:

- Have general understanding of and commitment to the neighbourhood and community within the Swansea catchment area;
- Reflect the cultural and social diversity of the community;
- Will conscientiously contribute their time and energy;
- Bring integrity, dependability, skills and fresh ideas to the Board and its committees;
- Have general knowledge and understanding of community and public service;
- Are team players who possess good communication and decision making skills; and
- Are expected to serve on Board committees dealing with matters such as governance, finance, community engagement, human resources and venue management.

As of Monday, March 17, 2025 an application package is available on our website or may be picked up at:

Swansea Town Hall
95 Lavinia Avenue
Toronto M6S 3H9

P: (416) 392-1954
E: app@swanseatownhall.ca
W: www.swanseatownhall.ca

The application deadline is
12:00 pm Monday, March 31, 2025



Application for Appointment to: Swansea Town Hall

About this Application

This application is your opportunity to share why you are a strong candidate for this position. It will be used to determine whether you are selected for an interview. Your responses should demonstrate how your skills and experience fit with the mandate and qualifications of the board, committee, or tribunal for which you are applying.

Please send your completed form by email to app@swanseatownhall.ca or hand deliver by noon on Monday, March 31, 2025 to Swansea Town Hall, 95 Lavinia Avenue, Toronto, Ontario, M6S 3H9.

Privacy Statement

The City Clerk's Office collects personal information on this form under the City of Toronto Act, S.O. 2006, Chapter 11, Schedule A s. 136 (c), the City of Toronto Municipal Code Chapter 169, Article II and By-law 1076-2005. The information is used to determine eligibility to serve on the City's boards and to enable City Officials to contact members regarding service on boards and agencies. Questions about collection of this information can be directed to the Manager, Public Appointments, City Clerk's Office, 12th floor, West Tower, Toronto City Hall, 100 Queen Street West, Toronto, ON M5H 2N2 or by telephone at 416-397-0088. More information is also available in the [Public Appointments Privacy Statement](#).

Part 1 - Contact Information

Salutation: Dr. Miss. Mr. Mrs. Ms. Mx.

Form with fields for First Name, Last Name, and E-Mail Address.

Please enter at least one phone number.

Form with fields for Home Phone, Business Phone, Mobile Phone, and Other Phone.

Home Address

Form with fields for Street #, Street, Unit/Appt #, City, Province, Postal Code, and Country.

Mailing Address (If different from Home Address)

Form with fields for Street #, Street, Unit/Appt #, City, Province, Postal Code, Country, and P.O.Box.

Part 2 - Eligibility

* 1. All members of the public who apply to serve on the Swansea Town Hall must satisfy the following eligibility requirements in order to be selected for appointment:

- Must be a resident of the city of Toronto;
• Must be at least 18 years old;
• Cannot be a spouse, partner, child or parent of a Member of Toronto City Council;
• Cannot be a City employee or an employee of a City agency or corporation.

Based on the above criteria, are you eligible for appointment to the Swansea Town Hall?

Yes No

* 1a. If you answered "No", please explain why you may not be eligible:

Part 3 - Board Membership

* 1. Are you a current member of any City of Toronto board, committee, or tribunal?

Yes No

* 1a. If yes, please specify the position you hold:
(Please limit your response to 500 characters)

Part 4 - Conflicts of Interest

Members of the public who are appointed to represent the City of Toronto must ensure that their personal interests do not interfere with their public duties as a board, committee, or tribunal member. A conflict of interest arises when your personal interests conflict, or are perceived to conflict, with the interests of the City of Toronto and the agency or corporation you are representing. You are required to disclose any personal interests that may conflict with the interests of this board, committee, or tribunal. Disclosure does not disqualify you from consideration for appointment.

* 1. Do you have any personal interests that may conflict with the interests of the position for which you are applying?

Yes No

* 1a. If yes, please describe in detail:
(Please limit your response to 1000 characters)

Part 5 - Board Qualifications

* 1. Your Interest in this Position
Please give us three reasons why you want to serve on this board.
(Please limit your response to 2500 characters)

*** 2. Your Contribution as a Board Member**

What contribution do you think you can make to the board?
(Please limit your response to 2500 characters)

*** 3. Understanding of diverse neighbourhoods and communities within Swansea Town Hall's catchment area**

Please tell us how your skills, qualifications, and experiences demonstrate an understanding of diverse neighbourhoods and communities within the Swansea Town Hall community's catchment area. Where possible, please use examples from specific experiences. See Article 11, Section 2.2 of the Swansea Town Hall's Governing By-law for information about the board's catchment area.
(Please limit your response to 2500 characters)

*** 4. Community and volunteer activities**

Please describe your current or past experience in organizational activities, such as boards, committees, non-profit groups, voluntary societies, or occupational organizations, or with community service.
(Please limit your response to 2500 characters)

*** 5. Communication and decision-making skills**

Please tell us how your skills, qualifications, and experiences demonstrate that you possess good communication and decision-making skills. Where possible, please use examples from specific experiences.
(Please limit your response to 2500 characters)

*** 6. Reflect the cultural and social diversity of the community**

Please tell us how your skills, qualifications, and experiences demonstrate that you reflect the cultural and social diversity of the community. Where possible, please use examples from specific experiences.
(Please limit your response to 2500 characters)

*** 7. Knowledge and understanding of community and public service**

Please tell us how your skills, qualifications, and experiences demonstrate knowledge and an understanding of community and public service. Where possible, please use examples from specific experience.
(Please limit your response to 2500 characters)

8. Availability and time commitment

Board meetings are usually held 8 to 10 times per year on weekday evenings and we ask that members serve on at least one Board Committee for a total of approximately 10-12 meetings per year. Can you commit to the time required?

Yes No

8a. If yes please tell us more about your availability.

9. Additional Information (optional)

If necessary, please provide any additional relevant information that is not captured in your previous answers.
(Please limit your response to 2500 characters)

Supporting documents

If you wish, you may submit supporting documents such as a resume, C.V., or another summary of your skills and experience to be considered along with this application. If you wish to submit any supporting documents, please email them to app@swanseatownhall.ca with the subject line "Supporting materials for Swansea Town Hall application."

Part 6 - General

*** 1. Biography (Required)**

Please provide a short biography (500 character limit) which gives a brief overview of your background and experience as it relates to this position. Your biography will be made public if you are recommended for appointment. Please note that biographies may be edited by staff for length and clarity.
(Please limit your response to 500 characters)

* 2. While submitting an application does not guarantee that you will be selected for an interview, those who are selected for an interview will be notified the week of April 14, 2025. Please confirm your availability for an interview during the period of April 21-28, 2025 at the Swansea Town Hall.

Yes No

*** 3. By selecting "I attest," you confirm that:**

- You have read the Board Recruitment Application and Information Package and the Code of Conduct for Members of Local Boards (Restricted Definition), City of Toronto;
- You have read and/or are familiar with the various other City and/or Swansea Town Hall documents, policies, and/or guidelines which set out the obligations and expectations of board members;
- If appointed to the board by Community Council and/or City Council, you will perform your role at all times in full and satisfactory compliance with all of the obligations, requirements, and expectations that the position demands; and;
- You understand that a breach of the above attestations could lead to, among other consequences, your removal from the board.

I attest

*** 4. By selecting "I agree," you declare that the information in this application form is true and you understand that:**

- You may be asked to provide photo identification, references, or other information to confirm your identity, eligibility, and qualifications;
- If you are recommended for appointment, your name and biography will be listed on City Council's agenda which is posted publicly online in advance of its meeting.

I agree

5. To help inform our outreach activities, please tell us how you heard about this opportunity:

- Online advertisement
- Social media (e.g. LinkedIn, Twitter)
- Contact from the City Clerk's Office
- Professional or community organization
- Conference or networking event
- Poster, flyer, or postcard
- Word of mouth
- Printed newspaper advertisement
- Other

5a. If other, please describe:
(Please limit your response to 200 characters)

Confidential Voluntary Diversity Information (Optional)

City Council recognizes that the City of Toronto is best served by boards, committees, and tribunals which generally reflect the diversity of our community.

You are encouraged to complete this confidential diversity questionnaire. This information is used to help the City in achieving its objectives for access, equity, diversity, and reconciliation. The City Clerk's Office will report on the results of these responses in summary form only and will keep the identities of candidates confidential. This information will not be released for any other purpose without your permission.

The City Clerk's Office collects this information in compliance with provisions of the [Municipal Freedom of Information and Protection of Privacy Act](#), the [Ontario Human Rights Code](#), and City Council's Public Appointments Policy confirmed under By-law 1076-2006.

1. Gender

- Female Male Trans Not listed - I identify as:

1a. Please specify:
(Please limit your response to 200 characters)

2. Age

- 18-24 25-34 35-44 45-54 55-64 65+

3. Aboriginal/Indigenous Peoples

Aboriginal/Indigenous Peoples are those who identify as members of First Nations (status, non-status, treaty or non-treaty), Inuit or Métis communities in Canada.

Based on this description, do you consider yourself to be an Aboriginal/Indigenous person?

- Yes No

4. Ethnicity/Race

Ethnic/racial groups are defined by race or colour only, not by country of birth, citizenship or religious affiliation.

Please identify which of the following best describes your ethnicity or race:

- Black (e.g. African, Afro-Caribbean, African-Canadian descent)
- East Asian (e.g. Chinese, Korean, Japanese, Taiwanese descent)
- Latino (e.g. Latin American, Hispanic descent)
- Middle Eastern (Arab, Persian, West Asian descent, e.g. Afghan, Egyptian, Iranian, Lebanese, Turkish, Kurdish, etc.)
- South Asian (South Asian descent, e.g. Indian, Pakistani, Bangladeshi, Sri Lankan, Indo-Caribbean, etc.)
- Southeast Asian (e.g. Filipino, Vietnamese, Cambodian, Thai, Indonesian, other Southeast Asian descent)
- White (e.g. European descent)
- Not listed

4a. Please specify

5. Disability

The term disability covers a broad range and degree of conditions, some visible and some invisible. A disability may have been present at birth, caused by an accident, or developed over time. These include physical disabilities, hearing or vision disabilities, developmental disabilities, learning disabilities, chronic illness and mental health disabilities and addictions. A disability may be permanent, temporary or episodic which may result in experiencing disadvantage or barriers to full participation in society.

Based on this description, do you consider yourself to be a person with a disability?

- Yes No

6. 2SLGBTQ+

2SLGBTQ+ is an abbreviation used to represent a broad array of identities including, but not limited to, two-spirited, lesbian, gay, bisexual, trans, and queer.

Based on this description, do you consider yourself 2SLGBTQ+?

- Yes No



95 Lavinia Avenue, Toronto, ON, M6S 3H9
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Fax: 416 392 1955 www.swanseatownhall.ca
www.facebook.com/STHSwanseaTownHall

Swansea Town Hall Board of Management

INFORMATION FOR PROSPECTIVE BOARD MEMBERS

INTRODUCTION

The following is background information pertinent to prospective directors of the Swansea Town Hall Association (STHA) and Swansea Town Hall Board of Management (BOM). The information is taken from various documents such as the Relationship Framework and Governance review. Conclusive information is available in the Board Manual which you will be given upon becoming a new board member. If you need any further information or have any questions on any of the following, please do not hesitate to contact us.

The Swansea Town Hall is the former Village of Swansea Municipal Building owned and funded by the City of Toronto. The Swansea Town Hall Community Centre is an Agency of the City of Toronto. It is managed by a Board of Management appointed by the City of Toronto from the community.

The Town Hall is a community resource for the benefit of the Swansea catchment area and the greater Toronto community. The centre is not for profit and as such any administrative surpluses will be returned to the city and any administrative deficits will be funded by the city upon council approval.

www.swanseatownhall.ca is the web presence of the Swansea Town Hall. It contains information about the activities and events taking place in the building and is a good resource for prospective Board members. <http://www.swanseatownhall.ca/q-about.php> contains basic information on the governance of the Swansea Town Hall.

SWANSEA TOWN HALL ASSOCIATION

In addition to being a member of the Swansea Town Hall Board of Management you are first elected as a director of the Swansea Town Hall Association. You must join the STHA annually (membership currently is \$2 per annum). There are two types of directors:

1. **community directors** who are elected by the STHA and
2. **representatives appointed by some of the founding groups** that were responsible for the Swansea Town Hall continuing to exist as a community asset run by a Board of Management.

You are eligible to be elected as a community director, not as a representative of a founding group. As a community elected director you are a nominee whose name is forwarded to the City for appointment to the Board of Management. Normally the City accepts the nominees.

The STHA supports the efforts of the Board of Management and primarily has a role in the nomination process, recruiting members and nominees to the Board and holding the Annual General Meeting in conjunction with the Board of Management. The STHA and the Board of Directors are governed by a Constitution which can be found in the Board Working Manual (found on this link: <http://swanseatownhall.ca/sth/?p=8769>)

SWANSEA TOWN HALL COMMUNITY CENTRE

The Board of Management and the Board of Directors members have separate meetings, functions and duties. These are explained in the Board Manual. What follows is a general description of the roles and responsibilities of Swansea Town Hall Community Centre Board members.

ROLES OF BOARD MEMBERS

The Board as a whole is the “brain” of the organization. It is responsible for the conduct of the organization and ensures that the organization carries out its mandate or mission. It also ensures that the organization acts in the best interests of its stakeholders which are community supporters, City Council, volunteers and employees. Board members are not involved in the details of managing the organization on a daily basis, nor can they direct staff.

The Board member’s role is stewardship, co-ordination and implementation of:

- Strategic planning
- Risk management
- Internal control and management
- Exercising overall financial oversight
- Management effectiveness and succession
- Communication with stakeholders
- Recommendations of policies and procedures for staff to implement

Board members owe a duty of care to the organization. A Board member must:

- Act with a reasonable degree of prudence
- Act in good faith
- Act with honesty, loyalty
- Avoid conflicts of interest

In addition, Board members owe a Standard of care to the decision making process which includes the reading of materials prior to meetings and taking the time to understand the issues that will be before the Board. This standard is subjective, such that a Board member must exercise a degree of skill that is reasonably expected from a person of his or her knowledge and experience. For example, a Board member who is an accountant will have a different standard of care than a teacher on issues of accounting and bookkeeping on the same board. That said, each Board member has an equal voice and vote on issues before the board.

RESPONSIBILITIES OF BOARD MEMBERS

Refer to #4 in this information package, the *“Requirements and Guidelines for Nomination for appointment to Swansea Town Hall Board of Management”*.

At the beginning of each new board term elections for the Board Executive are made. The Executive roles and responsibilities are as follows:

- **The Chair** maintains order and decorum of the meetings and makes rulings. He/she may designate Vice Chair or any other member to chair the meeting and may suspend or adjourn the meeting for a specified time because of grave disorder.
- **The Vice Chair** assists the Chair and Acts as Chair when the Chair is absent.
- **The Secretary** ensures that notices for all meetings of the Board of Management are issued and has charge of the minutes of meetings of the Board of Management.
- **The Treasurer** receives, examines and presents to the Board the financial statements, budgets and other financial reports and makes recommendations to the Board concerning all aspects of financial matters and administration.

The Executive Director is the staff person who administers the Swansea Town Hall according to the policies and procedures set in place by the Board. The Executive Director oversees the day to day details of managing the Centre and advises the Board on all issues that may have an impact on the operations of the centre.

BOARD COMMITTEES

There are standing committees and ad-hoc committees of the Board which meet regularly. Committees are created by the Board and cannot act independently unless authorized by the Board to do so. Committees meet to consider and investigate issues that the Board instructs and to make recommendations on those issues. Current committees of the Board are Finance, Space Use, Community Liaison, Governance, Nominating and Human Resources. In addition to membership of the Board, members should be prepared to sit on one or more Committees. Participating on Board Committees is a good way to participate in and learn more about the workings and operations of the Swansea Town Hall Community Centre and its Board of Management. Committees set their own meeting schedules and agendas and report to the Board of Management.

BOARD MEETINGS

The Board of Management approves an annual schedule of meetings and usually meets 8 to 10 times per year on weekday evenings. Special meetings of the Board of Management are at the call of two (2) members of the Board of Management. Meetings are usually scheduled for 7:15 p.m. on the 4th Thursday of every month. All meetings are open to the public, but occasionally go in-camera (closed to the public). In-camera meetings are limited to:

- security of property
- personal matters that identify individuals
- labour relations or employee negotiations
- litigation
- solicitor-client privilege

To go in-camera, a Board member moves a motion to meet in-camera and gives the reason why an in-camera meeting is required. Upon completion of the in-camera session, a Board member moves a motion to return to the public forum. Any recommendations during in-camera sessions are voted on in the public forum. Discussions during an in-camera meeting are confidential and are not to be discussed outside of the Board.

MEETING ATTENDANCE: Regular attendance at meetings is important. If you cannot attend a meeting of the Board, you must inform the Chair, Secretary or Executive Director. A quorum is needed to hold meetings of the board.

Currently, quorum is:

- 9 members when the local Councillor is present
- 8 members when the local Councillor is absent
- Reduced by one for every 2 vacancies on the Board

MEETING AGENDAS: Board members who wish to add items to a meeting agenda contact the Executive Director prior to the agenda deadline. Any motion having a monetary impact requires a written motion in advance of the start of the meeting. Special meeting notices are posted at the Swansea Town Hall Community Centre 10 days prior to date of meeting. Agendas and supporting materials are delivered to every board member at least 72 hours before meetings and supplementary agendas, if required, are distributed prior to start of meetings.

ORDER OF BUSINESS: Each Board meeting proceeds with the following standard format:

- Members approve the agenda (and supplementary agenda if provided).
- Members declare any interests based on the agenda and the Municipal Conflict of Interest Act.
- Members approve the minutes of the previous Board meeting.
- Members may raise any matters in the minutes that are not dealt with in reports and/or indicate they have a matter to be dealt with later in the agenda provided it is properly before the Board and/or added to "Other Business items".
- Chairs of committees present their committee reports and recommendations.
- Members consider reports and recommendations and ask that some recommendations be dealt with separately from the rest of the report (division) and the Board may approve, amend, defer or refuse the report or any of the recommendations contained in the report.

MOTIONS: Motions come to the Board in one of two ways: through a recommendation contained within reports distributed to the Board or by a Board member making a motion during a meeting. Only a Board member can make a motion at meetings. Each motion must be recognized by the Chair and seconded by another Board member to gain the floor for consideration.

SPEAKING AT MEETINGS: Board members are encouraged to make contributions, present ideas and ask questions. To speak in a Board meeting, you must raise your hand and receive recognition from the Chair that you would like to speak. Members speak to the Chair and not among themselves. Members may speak on an item by motion, though a time limit may be imposed by the Chair. Following speaking and debate the Chair will put the motion to a vote.

By-Laws: Procedural By-Laws exist which set out the procedures for the operation of the Board of Management and its committees. Governing By-Laws exist which set out the broader principles of the operation of the Swansea Town Hall and the Board of Management.

These By-Laws are made available to new Board members in their Board manuals and are on the Swansea Town Hall website on this link: <http://swanseatownhall.ca/sth/?p=8769>.

City Council: Certain approvals and appointments are made by the Toronto City Council including:

- appoints Board members
- approves the annual administrative budget and global budget estimates
- approves allocations for capital repairs
- approves the audited financial statement
- approves the contracting out of the overall operation or a significant portion of the operation of the community centre to a third party.

Insurance: The Swansea Town Hall Board of Management is insured by the Public Officials Errors and Omissions insurance policy held by the City.

Requirements and Guidelines for Nomination for appointment to Swansea Town Hall Board of Management

1. GENERAL ELIGIBILITY

(i) Requirements

Swansea Town Hall Board of Management (BOM) is a City appointed board.

To be eligible for appointment to the BOM, you must be:

- a) A resident of Toronto, and
- b) At least 18 years old.

(ii) Ineligibility

- a) Relatives of current Members of Council, City staff or employees of City agencies and corporations, are not eligible to serve as a member on the BOM.
- b) Individuals serving on another City board are not eligible for appointment to BOM in the same term.

(iii) Guidance

- a) The majority of board members must reside in the BOM's catchment area as defined in its Governing By-Law [s.2.2(e)]. Generally, the catchment area is slightly larger than that known as the former Village of Swansea.
- b) You do not have to be a Canadian citizen.

2. BOM RESPONSIBILITIES

The responsibilities of the BOM include the following specific matters:

- a) The overall management, operation and maintenance of Swansea Town Hall ensuring compliance with the relevant by-laws, applicable laws and applicable City policies;
- b) The overall development, funding and management of all Swansea Town Hall programs;
- c) The approval of the annual administrative budget for recommendations to City Council;
- d) The approval of the annual report for submission to City Council;
- e) The approval of all programs including fees for the use of the facilities and programs if applicable;
- f) The development of resources to support activities, programs and services of Swansea Town Hall;
- g) The hiring and evaluation of Swansea Town Hall's Executive Director; and
- h) The approval of Swansea Town Hall's Annual Financial Statements for audit purposes and receiving the report of the Auditor.

3. MEMBERS OF THE BOM RESPONSIBILITIES

In addition to meeting the BOM's collective responsibilities (itemized in section 2 above), each Board member is expected to:

- a) Attend Board Meetings (approximately 9 per year);
- b) Serve on at least one Board Committee;

- c) Review the Board packages in advance of Board Meetings and be prepared to contribute to and participate in meetings;
- d) Develop familiarity with the Constitution, Governance By-Law and Procedural By-Laws and Board Manuals; and
- e) To develop, or have, an understanding of financial statements and budgets.

4. QUALITIES AND QUALIFICATIONS OF NOMINEES

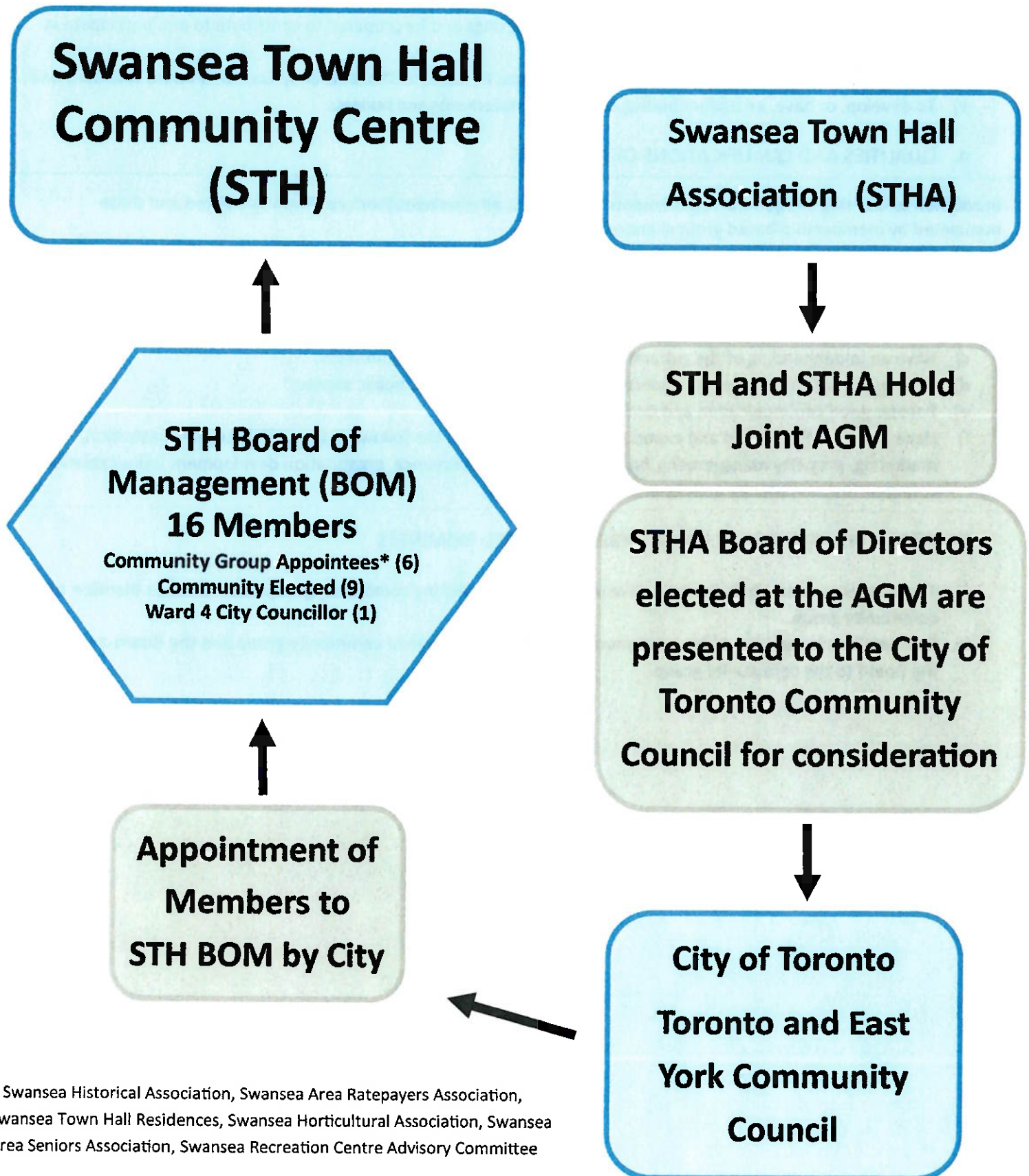
In addition to meeting the general requirements in section 1, all nominees (both community-elected and those nominated by membership-based groups) are required to:

- a) Have an ability to meet the collective and individual responsibilities of a Board Director as outlined in sections 2 and 3 above;
- b) Have an understanding of and commitment to the neighbourhood and community within the BOM catchment area;
- c) Have an understanding of the cultural and social diversity of the community;
- d) Have a general knowledge and understanding of community and public service;
- e) Possess good communication and decision making skills; and
- f) Have a general knowledge and experience in one or more of the following areas: finance, administration, marketing, property management, facilities operation, governance, organization development labour relations, volunteerism, community activity and communications.

5. ADDITIONAL GUIDANCE FOR MEMBERSHIP-BASED NOMINEES

- a) The Nominees need not be an executive member of the electing community group but must be a member of the community group.
- b) The Nominee is expected to be a communication link between their community group and the Board and from the Board to the community group.

SWANSEA TOWN HALL BOARD STRUCTURE



* Swansea Historical Association, Swansea Area Ratepayers Association, Swansea Town Hall Residences, Swansea Horticultural Association, Swansea Area Seniors Association, Swansea Recreation Centre Advisory Committee



SWANSEA
TOWN HALL
COMMUNITY CENTRE

95 Lavinia Avenue, Toronto, ON, M6S 3H9
Tel: 416 392 1954 frontdesk@swanseatownhall.ca
Fax: 416 392 1955 www.swanseatownhall.ca
www.facebook.com/STHSwanseaTownHall

BOARD OF MANAGEMENT 2025 SCHEDULE OF MEETINGS*

7:30 P.M. Sharp

Everyone is welcome to attend

Thursday, January 23 **

**Thursday, February 27 Changed to March 6
due to Provincial Election**

Thursday, March 27

Thursday, April 24

Thursday, May 15

(Annual General Meeting @ 7:30 p.m.)

Thursday, June 26

Board Orientation

Thursday, July 24 **

Thursday, September 25

Thursday, October 23

Thursday, November 27

Thursday, December 4*

Volunteer & Staff appreciation

***subject to change**

****will be cancelled if no urgent items on agenda**



AN AGENCY OF THE
CITY OF TORONTO



Grant Thornton

Financial statements

Board of Management for the
Swansea Town Hall Community Centre

December 31, 2023

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Management's responsibility for the financial statements

The financial statements of the Board of Management for the Swansea Town Hall Community Centre (the "Centre") are the responsibility of management and have been approved by the Board.


The financial statements have been prepared in compliance with the Canadian public sector accounting standards for government not-for-profit organizations, including the 4200 series of standards, established by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada. A summary of the significant accounting policies are described in Note 2 to the financial statements.

The preparation of the financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Centre's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.


The Board of Management is responsible for ensuring that management fulfills its responsibilities for financial reporting. The Board reviews the Centre's financial statements and discusses any significant financial reporting or internal control matters prior to the approval of the financial statements.

The financial statements have been audited by Grant Thornton LLP, independent external auditors appointed by the City of Toronto's City Council, in accordance with Canadian generally accepted auditing standards. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Centre's financial statements.


148A227F204244B

Chairperson

DocuSigned by:


DB0B1B5A4A13499...

Treasurer

Independent Auditor's Report

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To the Council of the Corporation of the City of Toronto and the Board of Management for the
Swansea Town Hall Community Centre

Qualified Opinion

We have audited the financial statements of Swansea Town Hall Community Centre (the "Centre"), which comprise the statement of financial position as at December 31, 2023, and the statement of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matters described in the *Basis for Qualified Opinion* section of the report, the accompanying financial statements present fairly, in all material respects, the financial position of the Centre as at December 31, 2023, and its results of operations, its changes in its net debt, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards for government not-for-profit organizations.

Basis for Qualified Opinion

As described in Note 2 to the financial statements, the Centre's accounting policy is to expense capital assets in the year of acquisition. This constitutes a departure from Canadian public accounting standards for government not-for-profit organizations which requires that these assets are capitalized and amortized over their estimated useful lives.

The impact of this departure from Canadian public accounting standards for government not-for-profit organizations has not been determined and therefore, we were unable to determine the adjustments required to assets and liabilities as at December 31, 2023, materials and supplies expenditures, purchased services expenditures, and funds provided by the City of Toronto for the year ended December 31, 2023. The predecessor auditor's opinion on the financial statements for the year ended December 31, 2022 was modified accordingly because of the possible effects of this departure from Canadian public accounting standards for government not-for-profit organizations.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Centre in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Other Matter

The financial statements of the Centre for the year ended December 31, 2022, were audited by another auditor who expressed a qualified opinion on those financial statements on April 27, 2023.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards for government not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Centre's ability to continue as a going concern, disclosing, as applicable, matters related to a going concern and using the going concern basis of accounting unless management either intends to liquidate the Centre or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Centre's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Centre's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Centre's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Centre to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Grant Thornton LLP

Toronto, Canada
April 27, 2024


Chartered Professional Accountants
Licensed Public Accountants

**Board of Management for the
Swansea Town Hall Community Centre
Statement of Financial Position**

December 31	2023	2022
Assets		
Current		
Cash	\$ 590,500	\$ 672,732
Government remittances receivable	2,394	-
Prepaid expenses	11,105	-
Inventory	<u>733</u>	<u>384</u>
	604,732	673,116
Due from City of Toronto (Note 4)	<u>107,685</u>	<u>107,685</u>
	<u>\$ 712,417</u>	<u>\$ 780,801</u>
Liabilities		
Current		
Due to City of Toronto (Note 5)	\$ 271,372	\$ 337,690
Accounts payable and accrued liabilities	138,222	163,285
Government remittances payable	-	5,380
Deferred contributions (Note 7)	<u>107,211</u>	<u>107,211</u>
	516,805	613,566
Post-employment benefits liability (Note 4)	<u>107,685</u>	<u>107,685</u>
	<u>624,490</u>	<u>721,251</u>
Net assets		
Internally restricted – program development reserve (Note 6)	<u>87,927</u>	<u>59,550</u>
	<u>\$ 712,417</u>	<u>\$ 780,801</u>

Approved by the Board:

Jack Slaughter Chair

 Treasurer

See accompanying notes to the financial statements.

**Board of Management for the
Swansea Town Hall Community Centre
Statement of Operations**

Year ended December 31

	<u>Program</u>	<u>Administration</u>	<u>2023</u>	<u>2022</u>
Revenue				
Funds provided by City of Toronto (Note 5)	\$ -	\$ 408,930	\$ 408,930	\$ 458,619
Rental	-	291,053	291,053	234,997
Photocopier	-	597	597	377
Interest income	28,549	-	28,549	7,338
Other income	8,012	-	8,012	1,915
	<u>36,561</u>	<u>700,580</u>	<u>737,141</u>	<u>703,246</u>
Expenses				
Salaries and wages	-	371,733	371,733	388,253
Employee benefits	-	83,669	83,669	111,722
Materials and supplies	-	70,440	70,440	47,097
Purchased services	-	174,738	174,738	110,239
Interest	-	-	-	36,682
Other	8,184	-	8,184	1,701
	<u>8,184</u>	<u>700,580</u>	<u>708,764</u>	<u>695,694</u>
Excess of revenue over expenses	\$ <u>28,377</u>	\$ <u>-</u>	\$ <u>28,377</u>	\$ <u>7,552</u>

See accompanying notes to the financial statements.

**Board of Management for the Swansea Town Hall
Community Centre
Statement of Change in Net Assets**

Year ended December 31

	<u>Unrestricted</u>	Internally restricted - Program Development Reserve (Note 6)	<u>Total 2023</u>	<u>Total 2022</u>
Net assets, beginning of year	\$ -	\$ 59,550	\$ 59,550	\$ 51,998
Excess of revenue over expenses	28,377	-	28,377	7,552
Interfund transfer	<u>(28,377)</u>	<u>28,377</u>	<u>-</u>	<u>-</u>
Net assets, end of year	<u>\$ -</u>	<u>\$ 87,927</u>	<u>\$ 87,927</u>	<u>\$ 59,550</u>

See accompanying notes to the financial statements.

**Board of Management for the
Swansea Town Hall Community Centre
Statement of Cash Flows**

Year ended December 31

2023

2022

Increase (decrease) in cash

Operating

Excess of revenue over expenses	\$ 28,377	\$ 7,552
Adjustments for non-cash items:		
Post-employment benefits payable	-	(7,685)
	<u>28,377</u>	<u>(133)</u>

Change in non-cash working capital items

Prepaid expenses	(11,105)	-
Inventory	(349)	(242)
Due to City of Toronto	(66,318)	111,461
Accounts payable and accrued liabilities	(25,063)	58,628
Government remittances payable	(7,774)	2,172
Deferred contributions	-	107,211
	<u>(82,232)</u>	<u>279,097</u>

Financing

Long-term amount due from City of Toronto	-	7,685
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(Decrease) increase in cash

(82,232) 286,782

Cash, beginning of year

672,732 385,950

Cash, end of year

\$ 590,500 \$ 672,732

See accompanying notes to the financial statements.

Board of Management for the Swansea Town Hall Community Centre Notes to the Financial Statements

December 31, 2023

1. Nature of operations

The City of Toronto Act, 1997 continued the provisions of By-law No. 1995 - 0448 dated June 26, 1995 to reflect Chapter 25, Community and Recreation Centres of the Corporation of the City of Toronto Municipal Code. Chapter 25 amended all previous by-laws and established part of the premises at 95 Lavinia Avenue, as a community recreation centre under the authority of the Municipal Act, known as Swansea Town Hall Community Centre (the "Centre"). The Centre is a not-for-profit organization and, as such, is exempt from income tax.

The Municipal Code provides for a Council appointed Board which, among other matters, shall:

- a) endeavour to manage and control the premises in a reasonable and efficient manner, in accordance with standard good business practices, and
- b) pay to the City of Toronto (the "City") any excess of administration expenditure funds provided by the City in accordance with its approved annual budget, but may retain any surplus from program activities.

2. Significant accounting policies

Basis of accounting

These financial statements have been prepared in accordance with Canadian public sector accounting standards for government not-for-profit organizations ("PSAS-GNFPO"), including the 4200 series of standards, as issued by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada.

Revenue recognition

The Centre follows the deferral method of accounting for contributions. Contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Restricted contributions are deferred and recognized as revenue in the year in which the related expenses are recognized and recorded as part of deferred contributions on the statement of financial position.

Rental and other revenues are recognized as the services are provided. Amounts received in advance of services being provided are classified as deferred revenue on the statement of financial position.

Financial instruments

The Centre initially measures its financial assets and financial liabilities at fair value.

The Centre subsequently measures all its financial assets and financial liabilities at amortized cost.

Board of Management for the Swansea Town Hall Community Centre Notes to the Financial Statements

December 31, 2023

2. Significant accounting policies (continued)

Financial instruments (continued)

Financial assets measured at amortized cost include cash, and due from City of Toronto. Financial liabilities measured at amortized cost include accounts payable and due to City of Toronto.

Contributed material and services

Because of the difficulty of determining their fair value, contributed materials and services are not recognized in the financial statements. Monetary donations are recorded as received.

Capital assets

Major capital expenditures are financed by the City of Toronto, which owns the facility, and are not reported in these financial statements. The Centre expenses capital assets on acquisition. During 2023, capital assets expensed totaled \$75,365 (2022 - \$45,222) of which \$67,134 (2022 - \$41,198) is included in purchased services and \$8,231 (2022 - \$4,024) is included in materials and supplies.

Employee related costs

The Centre has adopted the following policies with respect to employee benefit plans:

- a) The City of Toronto offers a multi-employer defined benefit pension plan to the Centre's employees. Due to the nature of the Plan, the Centre does not have sufficient information to account for the Plan as a defined benefit plan; therefore, the multi-employer defined benefit pension plan is accounted for in the same manner as a defined contribution plan. An expense is recorded in the period in which contributions are made.
- b) The Centre also offers its employees a defined benefit sick leave plan, a post-retirement life, health and dental plan, a long-term disability plan and continuation of health, dental and life insurance benefits to disabled employees. The accrued benefit obligations are determined using an actuarial valuation based on the projected benefit method prorated on service, incorporating management's best estimate of future salary levels, inflation, sick day usage estimates, ages of employees and other actuarial factors.

Net actuarial gains and losses that arise are amortized over the expected average remaining service life of the employee group.

The Centre recognizes an accrued benefit liability on the statement of financial position, which is the net of the amount of the accrued benefit obligations and the unamortized actuarial gains/ losses.

Board of Management for the Swansea Town Hall Community Centre Notes to the Financial Statements

December 31, 2023

2. Significant accounting policies (continued)

Use of estimates

The preparation of financial statements in accordance with PSAS-GNFPO requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Management makes accounting estimates when determining significant accrued liabilities, the post-employment benefits liabilities and the related costs charged to the statement of operations. Actual results could differ from those estimates, the impact of which would be recorded in future periods.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognized in the year in which the estimates are revised and in any future years affected.

3. Change in accounting policies

Effective January 1, 2023, the Centre adopted new Public Sector Accounting Standards Sections PS3450 *Financial Instruments* and PS1201 *Financial Statement Presentation* along with related amendments. New Section PS3450 requires the fair value measurement of derivatives and portfolio investments in equities quoted in an active market. All other financial assets and liabilities are measured at cost or amortized cost (using the effective interest method), or, by policy choice, at fair value when the entity defines and implements a risk management or investment strategy to manage and evaluate the performance of a group of financial assets, liabilities, or both on a fair value basis.

The measurement requirements were applied prospectively. There were no adjustments required and there are no remeasurement gains or losses or embedded derivatives requiring the presentation of a statement of remeasurement gains or losses.

4. Post-employment benefits liability and long-term account receivable

The Centre participates in a number of defined benefit plans provided by the City including pension, other retirement and post-employment benefits to its employees. Under the sick leave plan for management staff with ten years of service as of April 1, 2003, unused sick leave accumulated until March 1, 2008 and eligible employees may be entitled to a cash payment upon leaving the Centre's employment. The liability for these accumulated days represents the extent to which they have vested and could be taken in cash by the employee upon termination, retirement or death. This sick bank plan was replaced by a Short-Term Disability Plan (STD) effective March 1, 2008, for all non-union employees of the City of Toronto. Upon the effective date, individual sick banks were locked with no further accumulation. Grandfathered management staff remains entitled to payout of frozen, banked time, as described above. Under the new STD, management employees are entitled to 130 days annual coverage with salary protection at 100 or 75 percent, depending upon years of service. Non-management employees continue to receive sick bank time as stipulated in the applicable Collective Agreement, which specifies no financial conversion of unused sick leave.

Board of Management for the Swansea Town Hall Community Centre Notes to the Financial Statements

December 31, 2023

4. Post-employment benefits liability and long-term account receivable (continued)

The Centre also provides health, dental, life insurance, accidental death and long-term disability benefits to eligible employees. Depending upon the length of service and an individual's election, management retirees are covered either by the former City of Toronto retirement benefit plan or by the current retirement benefit plan.

Due to the complexities in valuing the benefit plans, actuarial valuations are conducted on a periodic basis. The most recent actuarial valuation was completed as at December 31, 2021 with projections to December 31, 2023. Assumptions used to project the accrued benefit obligation were as follows:

- long-term inflation rate - 2.0%
- assumed health care cost trends - range from 3.0% to 6.0%
- rate of compensation increase - 3.0% to 3.5%
- discount rates - post-retirement 4.7%, post-employment 4.1%, sick leave 4.2%

Information about the Centre's employment benefits, other than the multi-employer, defined benefit pension plan noted below, is as follows:

	<u>2023</u>	<u>2022</u>
Post-retirement benefits	\$ 81,283	\$ 71,782
Sick leave benefits	<u>26,563</u>	<u>33,612</u>
	107,846	105,394
Unamortized actuarial gain (loss)	<u>(161)</u>	<u>2,291</u>
Post-employment benefit liability	<u>\$ 107,685</u>	<u>\$ 107,685</u>

The continuity of the accrued benefit obligation is as follows:

	<u>2023</u>	<u>2022</u>
Balance, beginning of year	\$ 107,685	\$ 115,370
Current service cost	1,752	2,206
Interest cost	4,692	3,294
Amortization of actuarial gain	1,933	2,419
Benefits paid	<u>(8,377)</u>	<u>(15,604)</u>
Balance, end of year	<u>\$ 107,685</u>	<u>\$ 107,685</u>

A long-term receivable from the City of \$107,685 in 2023 (2022 - \$107,685) has resulted from the recording of sick leave and post-retirement benefits. Funding for these costs continues to be provided by the City as benefit costs are paid and the City continues to be responsible for the benefit liabilities of administration staff that may be incurred by the Centre.

Board of Management for the Swansea Town Hall Community Centre Notes to the Financial Statements

December 31, 2023

4. Post-employment benefits liability and long-term account receivable (continued)

The Centre also makes contributions to the Ontario Municipal Employees Retirement System (OMERS), which is a multi-employer plan, on behalf of most of its employees. The OMERS plan (the "Plan") is a defined benefit plan, which specifies the amount of retirement benefit to be received by the employees based on the length of service and rates of pay. Employer contributions to this pension plan amounted to \$31,671 in 2023 (2022 - \$38,459).

The most recent actuarial valuation of the Plan as at December 31, 2023 indicates the Plan is in a deficit position and the Plan's December 31, 2023 financial statements indicate a net deficit of \$7,571 million (a deficit of \$4,202 million plus adjustment of \$3,369 million of unrecognized investment returns above or below the discount rate that is being smoothed and recognized over a five-year period). The Plan's management is monitoring the adequacy of the contributions to ensure that future contributions together with the Plan's assets and future investment earnings will be sufficient to provide for all future benefits. At this time, the Centre's contributions accounted for an insignificant portion of the Plan's total employer contributions. Additional contributions, if any, required to address the Centre's proportionate share of the deficit will be expensed during the period incurred.

5. Funds provided by the City of Toronto - Administration

Funding for administration expenses is provided by the City according to Council approved budgets. Surplus amounts in administration are payable to the City. Deficits, excluding those accruals for long-term employee benefits, are funded by the Centre unless Council approval has been obtained for additional funding.

	Budget 2023 (unaudited)	2023	2022
Administration expenses			
Salaries and wages	\$ 423,367	\$ 371,733	\$ 388,253
Employee benefits	134,760	83,669	111,722
Materials and supplies	75,881	70,440	47,097
Purchase of services	<u>62,349</u>	<u>174,738</u>	<u>110,239</u>
	696,357	<u>\$ 700,580</u>	<u>\$ 657,311</u>
Budgeted rental and sundry revenue	<u>(150,000)</u>		
Administration budget	546,357		
Section 37 funding	<u>107,211</u>		
	<u>653,568</u>		
Centre's administration revenue			
Administration budget		\$ 653,568	\$ 707,460
Rental and sundry revenue		<u>291,651</u>	<u>235,373</u>
		<u>945,219</u>	<u>942,833</u>

Board of Management for the Swansea Town Hall Community Centre Notes to the Financial Statements

December 31, 2023

5. Funds provided by the City of Toronto -administration (continued)

Centre's actual administration expense		
Administration expenses	700,580	693,993
Adjustments for non-cash items:		
Post-employment benefits, not funded by the City until paid, that are included in long-term amount due from City of Toronto	-	7,685
Section 37 funding deferred to 2022	107,211	107,211
	<u>807,791</u>	<u>808,889</u>
Administration expenses under approved budget	<u>\$ 137,428</u>	<u>\$ 133,944</u>

The under-expenditure of \$138,728 (2022 - \$133,944) is included in Due to City of Toronto.

The Due to City of Toronto balance is comprised of:

	<u>2023</u>	<u>2022</u>
2021 surplus	\$ -	\$ 203,746
2022 surplus	133,944	133,944
2023 surplus	<u>137,428</u>	<u>-</u>
	<u>\$ 271,372</u>	<u>\$ 337,690</u>

6. Internally restricted - program development reserve

The Board of Management created the Program Development Reserve in September 2010 with funds earmarked for program development. In 2023, the Board of Management approved the transfer of \$29,240 (2022 - \$7,552) from unrestricted net assets to the Program Development Reserve.

7. Deferred contributions

Deferred contributions consist of the following:

	<u>2023</u>	<u>2022</u>
Balance, beginning of year	\$ 107,211	\$ -
Contributions received	-	107,211
Amount recognized as revenue	-	-
	<u>\$ 107,211</u>	<u>\$ 107,211</u>

Board of Management for the Swansea Town Hall Community Centre Notes to the Financial Statements

December 31, 2023

8. Financial instruments

The Centre is exposed to and manages various financial risks resulting from operations. Transactions in financial instruments may result in an entity assuming or transferring to another party one or more of the financial risks described below. The Centre's main financial risk exposures and its financial risk management policies are as follows:

Credit risk

The Centre is exposed to credit risk resulting from the possibility that parties may default on their financial obligations. The Centre's maximum exposure to credit risk represents the sum of the carrying value of its cash and accounts receivable. The Centre's cash is deposited with Canadian chartered banks and as a result management believes the risk of loss on this item to be remote. Management believes that the Centre's credit risk with respect to accounts receivable is limited. The Centre manages its credit risk by reviewing accounts receivable aging and following up on outstanding amounts.

Liquidity risk

Liquidity risk is the risk that the Centre cannot meet a demand for cash or fund obligations as they become due. The Centre's financial liabilities are comprised of accounts payable and accrued liabilities. The Centre manages liquidity risk by monitoring its cash flow requirements on a regular basis. The Centre believes its overall liquidity risk to be minimal as the Centre's financial assets are considered to be highly liquid.

Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk is comprised of currency risk, interest rate risk and other price risk.

Currency risk

Currency risk refers to the risk that the fair value of instruments or future cash flows associated with the instruments will fluctuate relative to the Canadian dollar due to changes in foreign exchange rates. The Centre's financial instruments are all denominated in Canadian dollars and the Centre transacts primarily in Canadian dollars. As a result, management does not believe it is exposed to significant currency risk.

Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Centre's cash earns interest at prevailing market rates. Management believes the interest rate exposure related to this financial instrument is negligible.

**Board of Management for the
Swansea Town Hall Community Centre
Notes to the Financial Statements**

December 31, 2023

8. Financial instruments (continued)

Market risk (continued)

Other price risk

Other price risk is the risk that the fair value of financial instruments or future cash flows associated with financial instruments will fluctuate because of changes in market prices (other than those arising from currency risk or interest rate risk), whether these changes are caused by factors specific to the individual instrument or its issuer or factors affecting all similar instruments traded in the market. Management does not believe the Centre is exposed to significant other price risk.

Changes in risk

There have been no significant changes in the Centre's risk exposures from the prior year.



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Board of Management Meeting

Hybrid Meeting – Rousseau Room, Main Floor

Thursday, October 24, 2024 at 7:40 PM

Following Board of Director meeting

Proposed Agenda

Local Call in Number: 647 558 0588

Meeting Number: 826 6507 5781

- 1. Roll Call – Attendance**
- 2. Aboriginal land acknowledgement**
We acknowledge the land we are meeting on is the traditional territory of many nations including the Mississaugas of the Credit, the Anishnabe, 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**
- 4. Declaration of interest under Municipal Conflict of Interest Act**
- 5. Minutes of previous meetings:**
September 26, 2024
- 6. Referrals from Swansea Town Hall Association**
- 7. Treasurer's Report:**
ED's Financial Analysis
- 8. Swansea Memorial Library**
- 9. Community Liaison Committee Report: Oral**
- 10. Executive Director's Report**
- 11. Appointment of Board Members to Committees**
- 12. Attachments**
- 13. Adjournment**

Next Hybrid Meeting:

Thursday, November 24 at 7:30pm

Volunteer and Staff appreciation Dinner – Date to be confirmed



AN AGENCY OF THE
CITY OF TORONTO



**SWANSEA
TOWN HALL**
COMMUNITY CENTRE

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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.



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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



**SWANSEA
TOWN HALL**
COMMUNITY CENTRE

95 Lavinia Avenue, Toronto, ON, M6S 3H9
 frontdesk@swanseatownhall.ca 416 392 1954 x221
 WEB www.swanseatownhall.ca
 FB STHSwanseaTownHall IG/TW SwanseaTownHall

14. Election of Officers: R. Gokhale moved to have S. Doucette conduct the election of officers. CARRIED
 Seconded by J. Montgomery.

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


 Ryan 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



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Executive Director's October 2024 Financial Analysis

(Report dated October 16, 2024)

Attached Cash Flow Report, Balance Sheet and Income Statement

- A. Salaries and Payroll Burdens:** Salaries and payroll burdens are under budget for the year. All required source deductions have been made and all governmental remittances (Income tax, EI, CPP, EHT, WSIB, and HST) are either paid or accrued for payment.
- B. Materials and Supplies:** Under budget.
- C. Services:** Under budget.
- D. Revenues** The City monthly grant is \$55,963.
- E. Rental revenue** is over our budgeted amount.
- F. Program Development Account Status** Balance is \$66,853.40.
- G. Arrears Report:** There are no arrears to report.
- H. Year End Forecast:** Approximately \$200K with \$80K allocated by Finance Committee
- I. Cash Flow:** Cash flow report as of September 30, 2024 attached.

2024

Cash Flow Administration

Actual Estimate

	Wages & Burden		Material & Supply		SERVICES		City		Rental Income	
	Budget	Actual	Budget	Actual	Budget	Actual	Grant		Budget	Actual
January	\$52,677	\$29,967	\$6,695	\$2,932	\$7,271	\$3,457	\$40,977	\$15,417	\$21,176	
February	\$52,677	\$45,620	\$6,695	\$4,723	\$7,271	\$13,787	\$40,977	\$15,417	\$19,505	
March	\$52,677	\$45,892	\$6,695	\$4,778	\$7,271	\$5,034	\$55,963	\$15,417	\$24,368	
April	\$52,677	\$64,543	\$6,695	\$4,327	\$7,271	\$5,549	\$55,963	\$15,417	\$20,348	
May	\$52,677	\$39,985	\$6,695	\$4,284	\$7,271	\$4,192	\$55,963	\$15,417	\$24,278	
June	\$52,677	\$42,155	\$6,695	\$5,806	\$7,271	\$7,850	\$55,963	\$15,417	\$18,967	
July	\$52,677	\$40,062	\$6,695	\$5,244	\$7,271	\$3,843	\$55,963	\$15,417	\$42,524	
August	\$52,677	\$39,812	\$6,695	\$3,502	\$7,271	\$9,784	\$55,963	\$15,417	\$25,231	
September	\$52,677	\$36,140	\$6,695	\$3,046	\$7,271	\$1,746	\$55,963	\$15,417	\$18,198	
October	\$52,677		\$6,695		\$7,271			\$15,417		
November	\$52,677		\$6,695		\$7,271			\$15,417		
December	\$52,677		\$6,695		\$7,271			\$15,417		
Total	\$632,124	\$384,177	\$80,340	\$38,642	\$87,252	\$55,242	\$473,695	\$185,004	\$214,595	
YTD	\$632,124	\$384,177	\$80,340	\$38,642	\$87,252	\$55,242	\$641,500	\$185,004	\$214,595	

2024 Proposed Budget:
 Expenses \$456,500
 Income \$185,000
 Net from City \$641,500

Projected Surplus at Year End \$210,230 \$80K allocated as per Finance Committee

Swansea Town Hall Community Centre

Balance Sheet As at 09/30/2024

ASSET

Current Assets

Petty Cash	200.00	
Vending Float \$150 Pop, Snack...	150.00	
Scotia Bank Chequing	88,091.04	
ScotiaBank New Savings (8511)	522,272.33	
ScotiaBank Savings - Sec 37 (4...	114,128.67	
Investment Savings	15,000.00	
Total Cash & Investments		739,842.04
Accounts Receivable	977.79	
Accounts Receivable City	-133,944.52	
Provider Prepayments	257.64	
Total Accounts Receivable		-132,709.09
VISA	123.58	
DEBIT CARD	-67.80	
Total Cards Receivable		55.78
Total Current Assets		607,188.73

Long Term Assets

Post Retirement Benefits Receiv...	107,685.00	
Total Long Term Assets		107,685.00

Program Assets

Cold Drink Inventory	374.36	
Snack Inventory	294.87	
Hot Drink Inventory	63.99	
Total Program Assets		733.22

TOTAL ASSET 715,606.95

LIABILITY

Current Liabilities

Accounts Payable	477.99	
Pensions Payable	2,449.58	
CUPE DUES Payable	145.61	
Accrued Vacation Pay	28,035.56	
Accounts Payable City	137,428.00	
HST Paid on Purchases	-3,725.50	
HST Charged on Sales	11,343.33	
Credit Cards Payable	2,957.54	
Supporter Deposits & Prepayme...	8,630.77	
Sec 37 Restricted Funds	107,210.73	
Total Current Liabilities		294,953.61

Long Term Liabilities

Post Retirement Benefits Payable	107,685.00	
Total Long Term Liabilities		107,685.00

TOTAL LIABILITY 402,638.61

EQUITY

Total Earnings

Current Earnings	217,738.23	
Reallocation Account	28,376.71	
Total Administrative Surplus		246,114.94

Section 37 Funds

Section 37 Funds Balance	0.00	
Section 37 Fund Total		0.00

Swansea Town Hall Community Centre

Balance Sheet As at 09/30/2024

Program Surplus	
Program Development Surplus	66,853.40
Total Program Surplus	<u>66,853.40</u>
TOTAL EQUITY	<u>312,968.34</u>
LIABILITIES AND EQUITY	<u><u>715,606.95</u></u>

Swansea Town Hall Community Centre

Income Statement 09/01/2024 to 09/30/2024

REVENUE

City Operating Funds

City of Toronto Operating Funds	55,963.00	
City Operating Funds		55,963.00
Rousseau Room	3,225.25	
Council Chambers	4,378.78	
Tealalagon Room	971.50	
Harvey Room	978.51	
Gemmell Room	1,245.42	
Hague Room	449.90	
Founders Room	3,715.88	
Village Room	930.00	
Room Rental, Other	592.25	
After Hours Staff Charges	951.40	
Sundry Revenue, Kitchen	136.20	
Sundry Revenue, Electronics R...	49.35	
Sundry Revenue, Lockers	573.80	
Total Rental Revenue		18,198.24
Total Revenue		74,161.24

Program Revenue

Hot Drink Revenues	59.50	
Total Vending Revenues		59.50
Interest		0.00
Music on the Piazza	0.00	
Total Music on the Piazza Reven...		0.00
Lunch and Learn	0.00	
Total Lunch and Learn		0.00
Total Program Revenues		59.50

TOTAL REVENUE		74,220.74
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EXPENSE

Salaries & Wages

Salary & Wages	26,055.37	
Vacation Pay Expense	1,816.26	
Total Salary, Wages & Vacation ...		27,871.63
CPP Expense	1,192.90	
EI Expense	492.05	
WSIB Expense	254.77	
EHT Expense	628.84	
Employee Benefits Expense City	3,196.28	
Pensions Expense	2,503.99	
Total Payroll Burden		8,268.83
Total Wages & Burden		36,140.46

Materials & Supplies

Water & Sewage		30.46
Electricity		2,430.81
Office Supplies		275.76
Event Expense		158.59
General Expense		150.00
Total Materials & Supplies		3,045.62

Services

Mobile Phone		34.29
Internet & World Wide Web		218.82
Phone Lines		94.36
Computer Support		287.18
Elevator Maintenance Contract		-1,638.50
HVAC Maintenance Contract		550.00

Swansea Town Hall Community Centre

Income Statement 09/01/2024 to 09/30/2024

Grounds Maintenance		600.00
Equipment Maintenance & Repair		1,014.77
CRA Interest & Penalties		0.00
Bank Charges		3.30
Credit & Debit Card Charges		346.24
Payroll Processing S/C		235.32
Total Services		<u>1,745.78</u>
Program Expenses		
Homework Club Expenses	70.94	
Total Homework Club Expenses		70.94
Music on the Piazza Expenses	1,087.01	
Total Music on the Piazza Expen...		1,087.01
Lunch and Learn Expense	228.21	
Total Lunch and Learn Expense		228.21
Total Programme Expense		<u>1,386.16</u>
TOTAL EXPENSE		<u>42,318.02</u>
NET INCOME		<u><u>31,902.72</u></u>

Swansea Town Hall Board of Management Executive Director's Report October 24, 2024 Summary of Activities (September 18 – October 16)

Management/Staff

- Accessibility for Ontarians with Disabilities Act (AODA) renovations.
 - **Phase 1:** Brook Restoration: Still working on deficiencies!
 - **Phase III:** Dental Clinic is completed. Plans to reopen in the New Year.
- Provided information to Clients in advance of the Bloor Street road closures during Ukrainian Festival September 13, 14 and 15. Bloor Street was closed at 7:30am on Friday rather than 9am as we were advised.
- September 20 – Attended the virtual Executive Cyber Risk Management Group (ECRMG) Cyber meeting.
- September 23 – Attended the Lunch and Learn.
- September 25 – Attended a virtual Green Shield Benefit Information session.
- September 26 – Attended a Chief Information Security Officer (CICO) Cyber Security virtual meeting regarding our Business Continuity Management Policy and our Disaster Recovery Policy. This process could take up to a year to complete.
- October 8 - City of Toronto's Board Orientation. I sent out the presentations. Thank you to those who attended.
- October 10 – Due October 16. Received request from the City to complete a 2025 Service Level report. Please see attached.
- October 16 – Attended Community Liaison Committee meeting.
- Homework Club is up and running with 20 students registered and 20 High School tutors.
- Another happy client has moved on, Sparrow Baptist Church.
- Meet virtually with Association of Community Centre (AOCC) ED's bi-weekly. Some weeks we invite staff from city departments that work with the AOCC's.
- Speak with Michael and Jack each week.
- Continue to post on Social Media promoting STH and our events.
- Current Staff compliment: 1 P/T Admin Assistant, 2 F/T Caretakers, 1 P/T Caretakers, 1 P/T Cleaner, 1 F/T AED and 1 F/T ED.
- Denese was away from October 7 to October 14 inclusive.

Events/Programs

- Homework Club is running every Thursday until December 12.
- Remembrance Day Commemoration on Monday, November 11.

Mandatory Reporting

- **Complaints** – No
- **Disclosure of Wrongdoing** – none.
- **Attendance Report** – 2024-2025 Board and Committee meeting attendance.

Current Priorities

- Meeting with the Auditors, planning for 2024 audit.
- Answer City question regarding our 2025 preliminary budget submission.
- Working on STH Cyber Security Policies.
- Remembrance Day Commemoration.
- Reports to City on our Cash flow as required.

Attachments:

- Attendance Report 2024-2025 Board and Committee meetings.
- BofM Committee Members as of September 26, 2024.
- Proposed Holiday Hours.
- Proposed 2025 Board of Management meeting dates including the AGM.
- 2025 Statutory Holidays – the Town Hall will be closed.
- Neighbor write up for Summer Music Series on the Piazza.
- Neighbor write up for Lunch and Learn.
- Ad for Remembrance Day Commemoration.
- Poster for They walked these Streets.
- List of approved policies and documents since January 1, 2024
- 2025 Service Level, using 2024 numbers.

Decisions Required:

- Approve proposed Holiday Hours. Preapproved by TPL and TPH.
- Approve proposed 2025 Board of Management meeting dates including the AGM. Preapproved by Councillor Perks office.
- Looking for volunteers to shell out candy in front of the Town Hall at Halloween on Thursday, October 31 starting at 6:15pm.



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Swansea Town Hall Board of Management and Committee Member Meeting Attendance* 2024-2025

Committee Name	DATE 2024/25 TERM	M. Bhargava	R. Gokhele	R. Hamilton	A. Hazard	A. Kalije	M. Meng	J. Montgomery	A. Morton	M. Netzel	M. Peddle	W. Roberts	N. Setacci	J. Slaughter	E. Stanley	T. Taizzo TPL	Councillor Perks	S. Swasean (Coun. Staff)	S. Zalepa	
CLC	06-Jun					P	A		P			P			P				P	
ORI	20-Jun	P	R	P	P	P	P	R	P	P	P	P	P	P	P	P	P	R	R	P
CLC	04-Jul					P	R		P			P			R	P				P
FIN	29-Jul				P	P	P							P	P	P				
CLC	07-Aug					P	R		R			P			P	P				P
HR	08-Aug	R									P	P	P		P					
Suc	12-Aug	P	P						R				P		P					P
BOM	26-Sep	P	P	P	R	P	P	P	R	P	P	P	P	P	P	P	R	R	P	P

*updated as of
2024-10-01

R = Regrets A = Absent P = Present Blank = Presence not Applicable
 SUC= Space Use GOV= Governance CLC= Community Liaison
 NOM= Nominating BOM= Board of Management HR= Human Resources
 ORI = Orientation FIN=Finance

Swansea Work Drive W/Administration/ 2. Board Management/Meetings/Attendance 2024 2025

R	A	P
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**SWANSEA
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COMMUNITY CENTRE

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Board of Management Committee Membership As at September 26, 2024

COMMUNITY LIAISON

Andrea Hazard (Chair)

Ayan Kailie

Justine Montgomery

Susan Zalepa

Michael Peddle (ex-officio)

Andrea Hazard

Jack Slaughter (ex-officio)

Elaine Stanley

Staff Resource: Sarah Doucette

EXECUTIVE COMMITTEE

Michael Peddle (Committee Chair) (ex-officio)

Jack Slaughter (Vice Chair) (ex-officio)

Rob Hamilton (Treasurer) (ex-officio)

Ayan Kailie (Secretary) (ex-officio)

***FINANCE including Building and Furnishing**

Rob Hamilton (Treasurer, Committee Chair) (ex-officio)

Michael Peddle (ex-officio)

Jack Slaughter (ex-officio)

Madhu Bhargava

Andrea Hazard

Nick Setacci

Staff Resource: Sarah Doucette

HUMAN RESOURCES

Michael Peddle (Committee Chair) (ex-officio)

Jack Slaughter (Vice Chair) (ex-officio)

Glenn Dunphy

Sybil Wilkinson

Susan Zalepa

William Roberts

Madhu Bhargava

Manfred Netzel

Staff Resource: Sarah Doucette

NOMINATING (AD HOC COMMITTEE 2023-24)

Jack Slaughter (Swansea Town Hall rep)

Manfred Netzel (Swansea Town Hall rep)

Ann Morton (Swansea Town Hall rep)

Rob Hamilton (STHA rep)

Andrea Hazard (STHA rep)

William Roberts (STHA rep)

SPACE USE

William Roberts (acting chair)

Justine Montgomery

Sybil Wilkinson

Susan Zalepa

Madhu Bhargava

Rajesh Gokhale

Michael Peddle (ex-officio)

Staff Resource: Sarah Doucette

GOVERNANCE

William Roberts (Committee Chair)

Michael Peddle

Jack Slaughter

Ayan Kailie

Councillor Gord Perks

Staff Resource: Sarah Doucette

* Finance Committee includes all Chairs of Standing Committees

Members not on a committee:

Meg Meng



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CITY OF TORONTO

**Swansea Town Hall Holiday Hours
2024**

Monday, December 23	OPEN
Tuesday, December 24	OPEN until 1pm
Wednesday, December 25	CLOSED
Thursday, December 26	CLOSED
Friday, December 27	CLOSED
Saturday, December 28	CLOSED
Sunday, December 29	CLOSED
Monday, December 30	CLOSED
Tuesday, December 31	CLOSED
Wednesday, January 1	CLOSED
Thursday, January 2	OPEN



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BOARD OF MANAGEMENT 2025 SCHEDULE OF MEETINGS*

7:30 P.M. Sharp

Everyone is welcome to attend

Thursday, January 23 **

Thursday, February 27

Thursday, March 27

Thursday, April 24

Thursday, May 15

(Annual General Meeting @ 7:30 p.m.)

Thursday, June 26

Board Orientation

Thursday, July 24 **

Thursday, September 25

Thursday, October 23

Thursday, November 27

Thursday, December 4*

Volunteer & Staff appreciation

***subject to change**

****will be cancelled if no urgent items on agenda**



TORONTO
AN AGENCY OF THE
CITY OF TORONTO

2025 Designated and Statutory Holidays

January 1, Wednesday	New Year's Day
February 17, Monday	Family Day
April 18, Friday	Good Friday
April 21, Monday	Easter Monday
May 19, Monday	Victoria Day
July 1, Tuesday	Canada Day
August 4, Monday	Civic Holiday
September 1, Monday	Labour Day
October 13, Monday	Thanksgiving
November 11, Tuesday	Remembrance Day
December 24, Wednesday	Christmas Eve close at 1pm
December 25, Thursday	Christmas Day
December 26, Friday	Boxing Day

SWANSEA MUSIC SERIES

Swansea Town Hall hosted the Summer Music Program on Tuesdays this past summer during the month of August. Four amazing groups performed on the Piazza. On August 20th, the Double Cut band had people's toes tapping with their western swing music. And on August 27th, the unique sound of Medusa Quartet entertained the crowd. The trio demonstrated instruments that have been resurrected including the Suka, Plock fiddle, knee-fiddle and the Nyckelharpa. Many thanks to all the amazing bands who entertained the Swansea neighbourhood.



Amazing fiddle solo



The unique sound of Medusa Quartet



The Double Cut band



Double Base & Guitar

Visit neighbour.net to submit events and find out what's happening in your community!

PREPARED PARENTED SEMINAR AT SWANSEA TOWN HALL

Prepared Parenting hosted a "Lunch & Learn" seminar at Swansea Town Hall on Monday, September 23rd, offering valuable resources for parents of babies and toddlers. Key topics included Infant First Aid, speech development milestones, and an overview of relevant child and family law. Attendees also gained access to practical legal resources, providing a comprehensive understanding of rights and protections for families. This informative event empowered parents with essential knowledge and tools to support their children's early development and ensure their well-being.



Allison demonstrates how to dislodge food when a baby is choking



Seminar hosts Justine Montgomery welcomes mothers and expected mother to the lunch & learn seminar



Natasha provides an overview on speech development execution and planning



The panel ... Moderator, Justine Montgomery, Allison Kohl, a Doula, Nutmeg Consultant, Natasha Goncharenko, Speech / Language Pathologist from Kidsmith and lawyer, Jack Slaughter



Remembrance Day Service

PLEASE JOIN US AS WE GATHER IN PERSON FOR OUR REMEMBRANCE DAY SERVICE

**Monday, November 11th at 10:45am
Swansea Town Hall, 95 Lavinia Ave.**

The Swansea Town Hall and The Royal Canadian Legion Branch 26646 commemorate the men of Swansea who gave their lives in WWI and for whom the Swansea Memorial Library was created. We also honour all those who served in wars, peace-keeping missions and sacrificed themselves for our Country.



For more information, contact:

(416) 892-1954 or FrontDesk@swanseatownhall.ca

www.swanseatownhall.ca

They walked these streets. We will remember them.

Remembrance Week Project

November 3-11, 2024

A community commemoration project to learn about and remember the soldiers in our community who served in the First and Second World Wars and who never returned.

This commemoration is also dedicated to all those who served, those who came home and for who continue to serve for Canada.

Come by all 11 locations across the neighbourhood to learn more about over 1300 soldiers who served. Each space commemorates different people.

Take a moment to learn about them by scanning the QR on each soldier's info card, and pause and reflect.

Commemoration locations

- | | |
|--|---|
| ■ 104 Colbeck Street (at Durie Street) | ■ Humbercrest United Church, 16 Baby Point Road |
| ■ 285 Durie Street (just north of Bloor Street) | ■ Runnymede Presbyterian Church, 680 Annette Street (at Willard Ave.) |
| ■ Runnymede United Church, 432 Runnymede Road | ■ St. Paul's Anglican Church, 404 Willard Ave. |
| ■ Windermere Campus (Runnymede United Church), 356 Windermere Ave. | ■ Morningside High Park Presbyterian Church, 4 Morningside Avenue |
| ■ Annette Public Library, 145 Annette St. | ■ Swansea Town Hall, 95 Lavinia Avenue |
| ■ St. Martin-in-the-Fields, 151 Glenlake Ave. | |

For more info, email: theywalkedthesestreets@gmail.com

Check out our new website:

<https://sites.google.com/view/theywalkedthesestreets>

Follow us the project on Instagram @theywalkedthesestreets



Document	Committee	Recommended by Committee	Current Version Approved by Board	Approved by CoT	Approved at AGM
Governance Terms of Reference	Governance	2024-02-26	2024-03-21		
Occupational Health and Safety Policy	Governance	2024-02-26	2024-21-03		
STH Smoke & Vape Free Policy	Governance Space Use	2024-02-26 2024-03-25	2024-03-21		
Accommodation Policy-CoT	Governance	2024-02-26	2024-03-21	2014-08-25	
Substance Abuse Policy-CoT	Governance	2024-02-26	2024-03-21	2018-01-02	
Governing By-law 1	Governance	2024-02-26	2024-03-21		2024-05-16
Procedural By-law 2	Governance	2024-02-26	2024-03-21		2024-05-16
STH Records Retention Schedule	Governance	2024-02-26	2024-09-26		
STH Records Retention Article	BOM		2024-09-27		
Space Use Terms of Reference	Space Use	2024-03-25	2024-04-25		
Human Rights and Anti-Harassment Policy	Space Use	2024-03-25	2024-04-25		
STH Space use Agreement	Space Use	2024-08-12 Started. Not yet approved.			
Space Use Policy and Procedures	Space Use	2024-03-25	2024-04-25		
STH Workplace Violence Policy	Space Use	2024-03-25	2024-04-25		
Space Use Rate Calculation for Swansea Area Seniors (S.A.S.A)	Space Use	2024-08-12	2024-09-26		
Code of Conduct (Good Neighbour Policy)	Space Use	2024-08-12	2024-09-26		
Storage Policy	Space Use	2024-04-12	2024-09-26		
Storage Guidelines	Space Use	2024-08-12	2024-09-26		
Swansea Town Hall Interior and Exterior Display Boards	Space Use	2024-08-12	2024-09-26		
Finance Terms of Reference	Finance	2024-07-29	2024-09-26		
Community Liaison Committee Terms of Reference	Community Liaison	2024-03-11	2024-03-21		
Human Resources Committee Terms of Reference	Human Resources	2024-08-08	2024-09-26		

2025 Service Level			
Association of Community Centres - Swansea Town Hall			
Activity	Type	Service Level Description	2025
Community Centre Strategic Partnerships & Resource Development	Membership Management	% of increase in membership year-over-year	
		Total number of active members	
	Program Funds	Total \$ of Community Centre funding generated from Fundraising/Donations, Productive Enterprises & Grants	
	Partnerships	Total estimated value of in-kind programs, services and product from partnerships	5 programs, 19 hours with 2,060 participants. Estimated value \$1,500
Social, Economic, Neighbourhood Development	Volunteer Development	# of volunteer hours	90 hours
		# of volunteers	81 volunteers
	Programming	# of programming encounters/visits	5 programs, 71 hours
		# of people served through programming	85 people served
	Community Supports	# of encounters of individual who received personal supports including food, training, counselling, clothes, and other services	
	Community Special Events	# of community special events held	5 events held
# of participants for the community special events		500 participants	
Public Space- Community Access	Welcome Services and General Information	# of information and referrals provided for community programs, city services and neighbourhood initiatives	Swansea Memorial Library (TPL), Swansea Dental Clinic (TPH)
	Program and Community Meeting Space	# of hours of operation	6,852.25 hours (Jan 1 to Oct 8 2024)
		# of visits	8,130 participants (Jan 1 to Oct 8, 2024)
	Community Meetings/Space Use	# of community meetings, forums, workshops, public space held	76 community meetings
		# of people attending community meetings, forums, workshops, and utilizing public space	750 people attended