



Relationship Framework ¹

for

The City of Toronto

and

The Boards of Management for:

**519 Church Street Community Centre
Applegrove Community Complex
Cecil St. Community Centre
Central Eglinton Community Centre
Community Centre 55
Eastview Neighbourhood Community Centre
Harbourfront Community Centre
Ralph Thornton Community Centre
Scadding Court Community Centre
Swansea Town Hall**

¹ See Clause 17, Report No. 7 of the Policy and Finance Committee as adopted by Council at its meeting on September 25, 26 and 27, 2006.

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Relationship Framework for Boards of Management of Community centres

ARTICLE 1 BACKGROUND AND PURPOSE

1.1 Background

The Association of Community Centres (AOCCs) is comprised of ten multi-purpose Board-run facilities providing a broad range of community, recreation, and social service programs to residents in the local community. The community centres and their Boards were established through community plans and community decision-making processes that recommended to Council the community centre Board model as the most appropriate model to meet the needs of the local community. The community centres provide community development initiatives that build capacity in the community by providing resources and tools for people to help themselves. Services and program delivery are based in local initiatives and volunteerism and are funded primarily through a variety of government, foundation and fundraising sources.

The City supports these local efforts by providing facilities and core administrative funding. Community centre staff are City employees who report to a Board of Management nominated by the community they serve and appointed by Council. The governance model is a hybrid. The core administration activities are treated like a City Board and the program component is treated like an independent not-for-profit community-based organization as the latter is eligible to apply for City grants like other not-for-profit organizations. AOCC Boards are local boards and are subject to many of the same requirements as other City boards, recognizing that the program component is primarily the responsibility of the local community.

Although the AOCC is not a formal association, the Boards share many common features with similar relationships to the City as reflected in Chapter 24, Community Centres. This Relationship Framework is structured to describe commonalities of the group of AOCCs and features distinct to individual community centres are detailed in schedules attached to this document.

1.2 Definitions

In this document, the following terms have the meanings set out below:

“annual general meeting” means a Board’s annual meeting with community members in the primary catchment area and, if applicable, other categories of members;

“applicable law” means any statute and the regulations orders and by-laws enacted under the statute and any other requirements of public authorities that apply to a Community centre or its Board, or both;

“Auditor” means the external attest auditor who is appointed by the Auditor General to annually audit the accounts, transactions, and financial statements of the Community centres;

“Auditor General” means the City’s Auditor General or his or her designate;

“Board” means the board of management for a community centre;

“board member” means a person appointed by Council as a member of a Board of Management;

“capital work” means building repairs or improvements of more than \$50,000 in accordance with the City’s capital budget submission guidelines and instructions as amended from time to time;

“catchment area” means the primary geographic catchment area of the community centre as defined in the community centre’s governing documents;

“Chapter 24” means Chapter 24, Community Centres, in the City of Toronto Municipal Code, as amended or replaced from time to time;

“Chief Corporate Officer” means the City’s Chief Corporate Officer or the person designated to act in that capacity from time to time, or his or her designate;

“Chief Financial Officer” means the City’s Deputy City Manager and Chief Financial Officer or the person designated to act in that capacity from time to time, or his or her delegate;

“City” means the City of Toronto;

“City liaison” means the City official appointment by the Deputy City Manager from the unit of the City responsible for community grants administration;

“*City of Toronto Act*” means the *City of Toronto Act, 2006* as amended from time to time;

“City Manager” means the City Manager of the City of Toronto or the person designated to act in that capacity from time to time, or his or her delegate;

“community centre” means a multi-purpose Board-run facility providing a broad range of community, recreation, and social service programs to residents in the local community;

“community designate” means a person nominated for Council’s consideration for appointment to the Board by designated community organizations or associations under Chapter 24 and as set out in the attached schedules;

“community member” means a resident in the catchment area who has taken out a membership in the community centre and is eligible to vote at the annual general meeting, and “community membership” has a corresponding meaning;

“Council” means the Council of the City of Toronto;

“financial statements” means, for any particular period, comprehensive financial statements consisting of not less than a statement of revenues and expenditures, and such other statements, reports, notes and information required by, and prepared in accordance with, generally accepted accounting principles for Canadian municipalities;

“governing documents” means the internal constitution and by-laws of a community centre and its Board that sets out the framework, purpose and specific procedures for the Community centre’s functioning;

“local board in the *City of Toronto Act*” means a city board, transportation commission, public library board, board of health, police services board, planning board, or any other board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board and a conservation authority;

“local board (restricted definition) in the *City of Toronto Act*” means a local board other than,

- (a) a society as defined in subsection 3 (1) of the *Child and Family Services Act*,
- (b) a board of health as defined in subsection 1 (1) of the *Health Protection and Promotion Act*,
- (c) a committee of management established under the *Homes for the Aged and Rest Homes Act*,
- (d) a police services board established under the *Police Services Act*,
- (e) a board as defined in section 1 of the *Public Libraries Act*,
- (f) a corporation established in accordance with section 148,
- (g) such other local boards as may be prescribed;

“*Municipal Act*” means *Municipal Act, 2001*, as amended from time to time;

“Municipal Code” means The City of Toronto Municipal Code, as amended or replaced from time to time;

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

“ward councillor” means the member of Council for the ward in which the community centre is located.

1.3 Purpose of the Relationship Framework

The purpose of the Relationship Framework is to:

- 1.3.1 recognize the Board’s authority to manage the business and affairs of the community centre in accordance with this relationship framework and Chapter 24;
- 1.3.2 set out the conditions that promote an effective and collaborative relationship between the City and the Boards;
- 1.3.3 identify the types and levels of support provided by the City to the Boards and responsibilities and obligations of the Boards;

- 1.3.4 inform the Board, City staff, stakeholders and the residents of Toronto regarding Council's direction on matters such as governance, applicable City rules and policies, reporting requirements and accountability;
- 1.3.5 articulate Council's delegation of authority, expectations and requirements for the Boards; and
- 1.3.6 combine and update information from a variety of sources into one document including the 1982 Final Report – Community Task Force on Neighbourhoods Social and Recreational Services, the Governance Review of the Association of Community centres adopted by Council in April 2003, the Municipal Code and applicable provincial legislation.

1.4 Legislative Framework for Community centres

- 1.4.1 The Boards of the community centres are city boards (local boards) established or continued under sections 7, 8 and 141 of the *City of Toronto Act* which permit the City to appoint a city board to manage a facility and provide for its administration.
The ten community centres are listed below with distinct features detailed in the attached schedules:
 - (a) 519 Church Street Community Centre - Schedule 1;
 - (b) Applegrove Community Complex – Schedule 2;
 - (c) Cecil St. Community Centre – Schedule 3;
 - (d) Central Eglinton Community Centre – Schedule 4;
 - (e) Community Centre 55 – Schedule 5;
 - (f) Eastview Neighbourhood Community Centre – Schedule 6;
 - (g) Harbourfront Community Centre – Schedule 7;
 - (h) Ralph Thornton Community Centre – Schedule 8;
 - (i) Scadding Court Community Centre – Schedule 9; and
 - (j) Swansea Town Hall – Schedule 10.
- 1.4.2 The City's delegation of authority to the community centres for the management of lands and buildings is found in Chapter 24.
- 1.4.3 Under the City's classification of agencies, boards and commissions, the Boards are Program Operating Boards aligned with the City's Social Development, Finance and Administration Division.

ARTICLE 2 MANDATE OF COMMUNITY CENTRES

2.1 Mandate of Community centres

The general mandate of community centres operated through the Boards is:

- (a) to provide a broad range of community, social, educational and recreational services and programs;

- (b) to support community capacity building and community development through programs, volunteerism and community engagement;
- (c) to be responsive to the community through identifying evolving community, social, educational and recreational needs and developing ways of meeting them;
- (d) to support community participation, through membership and the election of Board nominees, to direct and control the administration and programming at the community centre; and
- (e) to work in partnership with community organizations, local businesses, community groups and community members to provide accessible services that improve community well being.

The above mandate for community centres is general only and may not apply equally to all Community centres.

2.2 City's Strategic Objectives

The City recognizes the importance of social, recreational and community programs as essential to the well being and quality of life of its citizens and communities. In 2001 when Council adopted the Social Development Strategy for the City, Council recognized the important contribution of community programs towards enhancing social equity, social well being and citizen engagement.

The City directly provides social, recreational and community programming and indirectly through the provision of funding and other support mechanisms to community-based organizations. The AOCC model is a hybrid governance model. The City supports the AOCC model by providing a facility and core administrative funding.

2.3 Rationale for the Boards of Management Providing the Service

The City's rationale for having the Board provide the service, as opposed to the City providing the service directly is:

- (a) to ensure a mixed delivery system in the provision of social and recreational services in which both the City and community based agencies are responsible for delivering programs and services;
- (b) to foster community and volunteer participation in the design and delivery of local programs and services;
- (c) to provide programs and services that are responsive to and reflective of the unique needs of local communities or a common interest group in the broader community by having community members make decisions about what programs to provide;
- (d) to strengthen communities by supporting capacity building, civic engagement and participation at the neighbourhood level;
- (e) to engage the voluntary sector which increases their overall resources base, provides access to a broad range of skills and expertise within their volunteer membership and supports participation in community programming;
- (f) to ensure community access to publicly owned facilities for meeting use and social, recreational, cultural and educational purposes for priorities as set by the community itself; and

- (g) to leverage funding from a variety of alternative funding sources that enable community centres to develop programs and services to meet emerging needs in their local community or catchment area or both.

ARTICLE 3 DELEGATION OF AUTHORITY

3.1 Matters Requiring Council Approval

The following matters require approval from Council:

- (a) The appointment of board members;
- (b) The annual administrative budget and global budget estimates;
- (c) Allocations for capital repairs, currently included in the Facilities and Real Estate Capital Budget;
- (d) The audited annual financial statements of the community centres;
- (e) Collective Agreements;
- (f) A records retention by-law or specific Council approval to destroy records;
- (g) The establishment of new community centres and the cessation of existing community centres; and
- (h) Contracting out the overall operation or a significant portion of the operation of the community centre to a third party.

3.2 Matters Delegated to Boards

The following matters have been delegated to the Boards in accordance with the provisions of the Relationship Framework:

- (a) The management, operation and maintenance of the community centre;
- (b) The development, funding, management and operation of community centre programs;
- (c) Expenditures and management of administrative funds in accordance with the Council approved budget and where applicable the City's financial policies;
- (d) The development of strategic business plans for the community centre; and
- (e) The setting of fees and charges for use of community centre space and programs.

ARTICLE 4 OPERATING PRINCIPLES AND OBJECTIVES

4.1 Operating Principles and Objectives of the Board

- 4.1.1 The Board will operate in compliance with all applicable law. Applicable law includes, but not limited to: the *City of Toronto Act*, the *Municipal Act*; the *Municipal Conflict of Interest Act*; the *Occupational Health and Safety Act*; the *Workplace Safety and Insurance Act*; the (Ontario) *Human Rights Code*; the Municipal Code; tax legislation and regulations; and the community centre's governing documents.

- 4.1.2 The Board will operate in a manner consistent with the City's Social Development Strategy and Strategic Plan.
- 4.1.3 The Board will manage the community centre in a fiscally responsible manner and in accordance with the administration and capital budgets as approved by Council. The Board shall at all times endeavour to manage and control the premises in a reasonable and efficient manner, in accordance with standard good business practice.
- 4.1.4 The Board will operate in a manner that is responsive to the community in which the community centre is located.
- 4.1.5 For membership purposes of the community centre, the Board will establish a catchment area that is geographically defined and locally based. The membership defined by the catchment area is eligible to elect candidates to be recommended to Community Council and Council for appointment to the Board; and may be subject to additional membership requirements set by the Board.
- 4.1.6 The Board may establish other types of membership including criteria and voting eligibility but only residents in the catchment area are eligible to elect candidates to be recommended to Community Council and Council for appointment to the Board.
- 4.1.7 The catchment area must be contained in the community centre's governing documents and be on file with the City Manager's Office. The catchment area for community centres does not preclude community centres from delivering specific programs and services that may be Citywide or outside the catchment area.
- 4.1.8 Changes to a community centre's catchment area must be based on a review of community needs and include a financial analysis identifying any financial impacts on the administrative funding of the community centre. Changes to the catchment area require approval by the community centre's membership and approval of the City Manager.
- 4.1.9 The City Manager is required to report on major proposed changes to the catchment area or changes to the catchment area that will have material financial impacts on the administrative funding of the community centre to Council. A change in catchment area resulting in a 10 percent increase or decrease in the catchment population will require Council approval.
- 4.1.10 The Board will establish provisions for the participation of neighbourhood residents in the community centre's programs and services including participation in program development, strategic planning and goal setting for the community centre.
- 4.1.11 The Board will develop and provide information on the services, programs, policies and finances of the community centre to neighbourhood and community residents, Council, and other relevant stakeholders. The Board will work with the City liaison to establish minimum information requirements.

- 4.1.12 The Board will promote the role, value and contribution of volunteers and the community and reflect this philosophy in its mission, programs and services of the community centre.
- 4.1.13 The Board will embrace and promote the value of diversity in its day to day business including employee, volunteer and board recruitment practices, program and policy development, and community engagement.

ARTICLE 5 BOARD OF MANAGEMENT

5.1 Structure of the Boards of Management

- 5.1.1 Council appoints all members of the Board on the recommendations of the Community Council in which the community centre is geographically located.
- 5.1.2 The number of board members for each community centre, including members of Council, is set out in Chapter 24 and reflected in the schedules attached to this document.
- 5.1.3 All members of the Boards serve at the pleasure of Council, as is the case with other City agencies, boards and commissions.

5.2 Selection Process

- 5.2.1 Appointments to the Boards are governed by Council's "Policy and Processes for Citizen Appointments to City Agencies, Boards, Commissions and Corporations and External Special Purpose Bodies" as amended from time to time.²
- 5.2.2 The community members of a community centre elect candidates to be recommended to Community Council and Council for appointment to the Board.

5.3 Qualifications of Board Members Appointed to the Board of Management

- 5.3.1 Boards members must be residents of the City and at least 18 years old. A majority of board members, excluding elected representatives (i.e., a ward counsellor or school board trustee), must be residents in the catchment area of the community centre.
- 5.3.2 Board members should collectively possess an understanding of diverse neighbourhoods and communities within their catchment area; reflect the cultural and social diversity of the community; have knowledge and understanding of community and public service; and possess good communication and decision making skills.

² See Clause 22a, Report No. 2 of the Policy and Finance Committee as adopted by Council at its meeting of April 15 and 16, 2004.

5.4 Vacancies

- 5.4.1 If a board member ceases to be a board member for any reason, the Board shall, by majority vote of the Board, nominate a person to fill the vacancy as soon as reasonably possible. If the vacancy involves a community designate, the Board will request the community organization to submit a nomination to the Board. The nomination recommendation shall be submitted to Community Council and Council for appointment at the next meeting.
- 5.4.2 A person appointed to fill a vacancy holds office for the remainder of the term of the person he or she replaced as set out under section 209 of the *City of Toronto Act*.
- 5.4.3 The Board will notify the City Clerk or his or her designate as soon as possible after a vacancy occurs for any reason.

5.5 Term of Appointment

- 5.5.1 Under subsection 141 (4) of the *City of Toronto Act* the term of appointment of a member of a city board cannot exceed four years. The term of appointment of a board member continues until their successors become a member of the Board.
- 5.5.2 Board members are eligible for reappointment on the expiration of their term of office but no person shall serve on the Board for more than eight consecutive years or until their successors are appointed under the City's policy referenced in 5.2.1.
- 5.5.3 Community designates from specific organizations appointed by Council to the Board are exempt from the eight year term limit policy.

5.6 Remuneration

- 5.6.1 There is no remuneration for board members.
- 5.6.2 Board members will be reimbursed for travel and other reasonable expenses incurred while attending to authorized Board business in accordance with Council's Policy on Remuneration and Expense Reimbursement for City of Toronto Agencies, Boards, Commissions and Corporations, as amended from time to time, and the community centre's own reimbursement policy.³
- 5.6.3 The community centre will forward the amount of expense reimbursement for board members to the Chief Financial Officer by mid January of every year as the City Treasurer (appointed under the *Municipal Act*) is required in section 223 of the *City of Toronto Act* to report remuneration and expenses of all city board members to Council by March 31 of every year.

³ See Clause 2, Report No. 7 of the Policy and Finance Committee as adopted as amended by Council at its meeting of September 25, 26 and 27, 2006.

ARTICLE 6 MEETINGS OF THE BOARD

6.1 Procedure By-law

- 6.1.1 As required by subsection 189(2) of the *City of Toronto Act*, the Board shall pass a procedure by-law, the content of which is often contained in the community centre's constitution or set out in a separate document, that governs the calling, place, proceedings of the Board's meetings including rules and procedures for annual general meetings and other matters as deemed necessary by the Board. The procedure by-law must support the principles of transparency, accessibility, participation and civic engagement.
- 6.1.2 The Board's procedure by-law shall comply with Chapter 24 that lists requirements regarding election of officers, meetings, board minutes and additional meetings.
- 6.1.3 The Board shall conduct its meetings in compliance with the Board's procedure by-law and governing documents.
- 6.1.4 A copy of the procedure by-law of each Board must be filed with the City Manager's Office.

6.2 Quorum

- 6.2.1 A majority of the members of the Board, who are not members of Council or school board trustees, will constitute a quorum.
- 6.2.2 If a board member who is a member of Council or a school board trustee is present, he or she will be counted to calculate quorum.
- 6.2.3 A vacant position will not be counted to calculate quorum.

6.3 Open Meetings

- 6.3.1 Meetings of the Board must be open to the public, as required by section 190 of the *City of Toronto Act*.
- 6.3.2 A Board meeting or part of a meeting may be closed to the public where (a) the subject matter being considered is a matter set out in section 190 of the *City of Toronto Act* or (b) no member of the Board discusses or otherwise deals with any matter in a way that materially advances the business or decision making of the Board.
- 6.3.3 Before holding a meeting or part of a meeting that is to be closed to the public, the Board must adopt a resolution approving a closed meeting and the general nature of the matter to be considered at the closed meeting.

6.4 Meeting Schedules, Agendas and Minutes

- 6.4.1 Historical agendas, reports and minutes shall be made available to members of the public on a reasonable cost recovery basis except those records considered during a meeting or part of a meeting that was closed to the public.
- 6.4.2 Notice of meetings, approved minutes from the last meeting, and agendas shall be posted in the community centre at least one week in advance of meetings in accordance with Council's Policy on *Public Access and Involvement for City of Toronto Agencies, Boards and Commissions*, as amended from time to time.⁴
- 6.4.3 The Board shall comply with the requirements in Chapter 24 regarding proper notice for Board meetings and procedures for Board minutes.

ARTICLE 7 BOARD RESPONSIBILITIES

7.1 Responsibilities of the Board of Management

- 7.1.1 Subject to any matters that require Council approval under Chapter 24 or other applicable laws, the Board shall manage the multi-purpose facility.
- 7.1.2 The Board may appoint an Executive Director who shall be responsible for exercising general control and management of the affairs of the community centre for the purpose of ensuring the efficient and effective operation and performing other administrative duties as delegated by the Board.
- 7.1.3 The responsibilities of the Board include the following specific matters:
- (i) the overall management, operation and maintenance of the community centre ensuring compliance with Chapter 24, all applicable laws and applicable City policies;
 - (ii) the overall development, funding and management of all community centre programs;
 - (iii) the approval of the annual administrative budget and global budget estimates for recommendation to Council;
 - (iv) the approval of the annual report for submission to Council;
 - (v) the approval of all programs including fees for the use of the facilities and programs if applicable;
 - (vi) the development of resources to support activities, programs and services of the community centre;
 - (vii) the hiring and evaluation of the community centre's Executive Director; and
 - (viii) the approval of the community centre's annual financial statements for audit purposes and receiving the report of the Auditor.

⁴ See Clause 15, Report No. 9 of the Policy and Finance Committee as adopted by Council at its meeting of September 22 to 25, 2003.

7.2 Facility Control and Responsibility

The majority of community centres are located in City-owned facilities with two being located in leased facilities. The responsibility for maintenance and repair varies across community centres. The responsibility for maintenance and repair at each community centre is detailed in Chapter 24 and reflected in the attached schedules.

- 7.2.1 The Board shall be responsible for properly maintaining the building in a good state of repair and keeping the premises in a clean, safe and orderly condition as outlined in Chapter 24 and reflected in the attached schedules.
- 7.2.2 In facilities where the Board is responsible for building maintenance, the Board will ensure that building maintenance is conducted by licensed technicians where required and according to applicable legislation and regulatory requirements prescribed by various acts and codes such as the Ontario Fire Code, the Ontario Electrical Safety Code 23rd edition etc. Such requirements are summarized in the City of Toronto Facilities Maintenance Standards, which also provides a list of recommended inspections and maintenance procedures based on best practices for maintaining facilities in a state of good repair. Boards can consult and use the City of Toronto Facilities Maintenance Standards for assistance in developing maintenance programs that ensure regulatory requirements are met.
- 7.2.3 The Board shall not make or incur liability for any capital work without first obtaining Council approval. Additionally, the Board shall not make, permit or allow any capital work including alterations, renovations, additions or improvements to the premises without first obtaining the consent of the Chief Corporate Officer.
- 7.2.4 The Board shall not make, permit or allow any work including alterations, renovations, additions or improvements to the premises without first obtaining all necessary permits from the Chief Building Official.
- 7.2.5 The City is responsible for managing all capital work carried out in City owned facilities unless explicitly approved otherwise by Council. A written agreement between the Board and the applicable City division will be executed for capital projects where the Board is providing funds over \$50,000 toward the cost of the project.
- 7.2.6 The Board is required to ensure that any work completed in the facility complies with existing union agreements regarding City owned buildings.
- 7.2.7 The Chief Corporate Officer shall have the right to enter the premises to complete facility inspections, building condition assessments or for any other reason as he or she deems necessary. To ensure disruptions to the community centre operations are kept to a minimum, when feasible, 2 working days notice will be provided to the Executive Director.

7.3 Community Centre Staff

- 7.3.1 Community centre staff are employees of the City but Council has delegated authority to the Board for the overall management of the community centre and its' employees in accordance with the City's human resource policies and collective agreements.
- 7.3.2 The City must approve any policy or practice that affects employee compensation including changes to salary ranges, job evaluation, performance pay, salary and benefits.
- 7.3.3 The Board is required to follow the City policy for performance pay increases for management and excluded staff including following the appropriate merit scales set by the City.
- 7.3.4 The City will provide clear and timely information to the Board on human resource and employment-related policies and programs including advising the Boards of any cost of living increase when approved by Council.
- 7.3.5 The City will provide clear and timely information to the Board on salaries and benefits relevant to management, excluded and union staff and timely updates when any matters change.

ARTICLE 8 RESPONSIBILITIES OF THE CITY

8.1 Corporate Support

- 8.1.1 Board and community centre staff will be provided human resources services, legal services (except for disbursements), corporate access and privacy and financial services as required.
- 8.1.2 Support provided in the area of Information Technology will be developed and executed through separate service level agreements with each community centre documenting the support provided by the Corporate Information and Technology division.
- 8.1.3 Support provided through Facilities and Real Estate division is detailed in the attached schedules.
- 8.1.4 All community centres are covered under the City's Liability and Property Insurance program. This coverage includes Automobile, Property, General Liability, and Professional Liability insurance. Professional Liability insurance provides coverage for liability resulting from errors or omissions in the performance of professional duties and applies to a range of officials including members of the Boards. Community centres are required to pay annual premiums for insurance to the City.
- 8.1.5 The Board or community centre staff can request assistance and information from the City at any time even in areas where Council has delegated responsibility to the Board.

8.1.6 The City will endeavour to make orientation and training available to the board members regarding their duties and responsibilities as a member of a City Board.

8.2 Role of Council

8.2.1 Council will consider for appointment to the Board, the persons chosen by the eligible members of the community centre to the Board who are nominated by generally recognized democratic procedures as established by the Board, comply with Council policies regarding qualifications of board members in section 5.2 and 5.3 of this document and comply with existing community centre governing documents.

8.2.2 Council shall give consideration to Board requests to amend Chapter 24, other by-laws, Council policies or existing governance structures. Requests to amend Chapter 24, other by-laws, Council policies or existing governance structures will be submitted to the City Manager for transmittal to the appropriate Committee of Council.

8.2.3 The member of Council for the ward the community centre is located in is appointed to the Board. The role of the ward councillor on the Board is to:

- perform as part of the Board;
- balance the role as the custodian of the City's tax dollars and representative of Council policies, with that of fiduciary and other duties as a board member;
- provide specialized advice and expertise to aid in decision-making; and
- provide an essential link between the body and Council such that Council positions can be conveyed to the body and vice-versa.

ARTICLE 9 ACCESS TO RECORDS AND INFORMATION

9.1 Access to Records and Information

9.1.1 The Board and staff of the community centre are required to comply with the *Municipal Freedom of Information and Protection of Privacy Act*, which establishes requirements related to access to records and information. The Act provides individuals with the right to access general information and their own personal information maintained by municipal government, agencies, boards and commissions. The Act also includes guidelines related to the collection, use, disclosure and retention of personal information.

9.1.2 The Corporate Access and Privacy Office will provide support and advice to community centres on matters related to the collection, use, disclosure and retention of personal information as required.

- 9.1.3 The Board will retain and preserve records associated with the management and operation of the community centre, including minutes and records of all Board meetings, in a secure and accessible manner, as required by subsection 200(2) of the *City of Toronto Act*.
- 9.1.4 The destruction of records of the Board must be approved by Council through (a) the approval of a records retention by-law or b) case by case approval of specific records proposed for destruction.
- 9.1.5 Records and Information Management can provide guidelines on storage and establishing authorized retention periods and dispositions for records of the Board.

9.2 City Requests for Information

- 9.2.1 The Board of Management, or the Executive Director as its delegate, shall respond in a timely manner to requests by Council or the City Manager for information related to the operations, business and affairs of the community centre.
- 9.2.2 The Board shall provide a Councillor with timely information about programs and activities in his or her ward, on the request of the Councillor.
- 9.2.3 When requesting information from the Board or community centre, the City will communicate the purpose for the information request and how the information will be used.

ARTICLE 10 POLICIES

10.1 Compliance with City Policies

- 10.1.1 Under paragraph 6 of subsection 141(1) of the *City of Toronto Act*, Council may require the Boards to follow rules, procedures and policies established by the City and as amended from time to time.
- 10.1.2 Subsection 212(2) of the *City of Toronto Act* requires each Board to adopt and maintain policies with respect to the hiring of employees and the procurement of goods and services.
- 10.1.3 Certain expectations regarding conduct apply to all City citizen appointments including the Boards. It is understood that each member has agreed, at the time of their appointment, to abide by the following Act and policy:
- (a) the *Municipal Conflict of Interest Act*, R.S.O 1990⁵; and
 - (b) the Code of Conduct for Members of Council as amended from time to time.⁶

⁵ See Clause 20, Report No. 16 of the Administration Committee as adopted by Council at its meeting of August 1 to 4, 2000.

10.1.4 The Board will ensure the implementation of policies in specific matters when directed by Council from time to time and with necessary modification as appropriate. The City Manager's Office will provide copies to all the Boards of all current City policies that Council has established apply to the City's agencies, boards and commissions, including the Boards.

10.1.5 The City liaison and the City Manager's Office will provide support and assistance to the Boards when requested regarding the implementation of Council directed policies within their operating environments.

10.1.6 The City will consult with the Boards whenever possible regarding new policies or procedures that will affect a Board or its staff.

10.2 Corporate Identity

10.2.1 The Board is required to acknowledge in public materials such as web sites, publications and pamphlets, the relationship with the City and that the City provides support to the community centre.

10.2.2 The official City corporate logo or word mark must be used when the community centre uses the City logo on any visual material, publications or pamphlets.

10.3 Public Representation

10.3.1 The Board or community centre staff shall at all times in representing the community centre on the public record, have regard for privacy rights, security needs, and matters before the courts. They shall identify themselves as a representative of the Board or the community centre, not the City, when speaking on the public record.

10.3.2 The Board, or the Executive Director as its delegate, shall provide the City liaison, for information purposes, with copies of materials released to the media of interest to the City.

ARTICLE 11 COMMUNICATION AND REPORTING

11.1 Designated City Liaison as Central Access Point

11.1.1 Council has directed that the community centres be functionally aligned with the Social Development, Finance and Administration division. The Deputy City Manager has delegated the responsibility of the City liaison for community centres to the Director of Community Resources.

⁶ See Clause 2, Report No. 5 of the Administration Committee as adopted by Council at its meeting of September 28 and 29, 1999.

- 11.1.2 The City liaison shall act as an access point between the community centre and the City. The role of the City liaison is facilitative and shall not limit the autonomy or authority of the Board or preclude the community centres to liaise with other City divisions, Councillors or to represent the community centre before Council and its committees in the normal course of business, as they deem appropriate.
- 11.1.3 The City liaison will be responsible to act as a central access point for transmittal of reports and the annual budget submission to Council; facilitate the administrative relationship between the Board and the City including the provision of support through various corporate units; ensure that the programs and services delivered through community centres continue to be included in the City's overall strategic directions; act as a resource and provide information; and act as a program advocate on behalf of the community centres as appropriate.
- 11.1.4 The City liaison shall be the first point of contact in the event of conflict between the Board and the City and their role is to negotiate a resolution if at all possible. The Board may request the City liaison to attend a Board meeting to discuss the issues and offer possible solutions.
- 11.1.5 The City Manager's Office remains responsible for governance issues, the relationship framework and Chapter 24.

11.2 Financial Management and Budget

- 11.2.1 The administration budget and global budget estimates will be prepared and submitted to the Financial Planning division on an annual basis in a format and within time lines prescribed by the City. The administrative budget and global budget estimates for Community Centres are included in the City's operating budget as a separate line item. The City liaison will present the consolidated AOCC budget, in conjunction with the community centres, to the appropriate committees. The Executive Director or representatives of the Board should be available to answer questions and participate in the budget review process as required.
- 11.2.2 The City recognizes the need for community centres to have core administrative support in order to effectively manage the day to day operation of the community centre, fully utilize the physical capacity of the facility, and ensure proper maintenance. Core administration costs will be eligible for direct City funding, subject to approval through the annual budget process.
- 11.2.3 Core administration costs shall include salary and benefit costs and facility and operation costs except those directly associated with specific programs. Core administration costs will specifically include all salary and benefit costs related to administration, program and volunteer co-ordination, secretarial and reception, and maintenance and security; materials and supplies related to administration and maintenance; furniture and equipment for general use of the community centre; annual insurance premiums costs, purchased services such as, but not limited to utilities, printing, and auditing costs; and building repairs less than \$50,000 in community centres where the Board has been delegated maintenance responsibility.

- 11.2.4 Any requests for additional administrative staff or funds necessary to carry out the community centre's core administration will be accompanied by a business case and be subject to approval by Council through the annual budget process.
- 11.2.5 The Board is responsible for securing and managing funding for programs and services; however the Board is eligible to apply for City funding through grant programs or other funding mechanisms, or both.
- 11.2.6 Facilities and Real Estate division, in consultation with the community centres, will establish a multi-year capital plan for City owned community centres that will be reviewed and approved annually by Council. Each community centre will work in collaboration with Facilities and Real Estate in establishing, reviewing and submitting capital budget requests in a format and within time lines prescribed by the Chief Financial Officer for approval by Council.
- 11.2.7 The Board will not expend or authorize the expenditure of administrative or capital funds or incur liabilities without the approval of Council through the annual budget process or through approval of an in-year budget adjustment. The Board shall contact the designated budget analyst in the event of an unforeseen circumstance that may have budgetary implications.
- 11.2.8 The Board will be responsible for monitoring its approved administrative budget and submitting variance reports on a quarterly basis to the City. Variance reports will include explanation and remedial action plans to address variances.
- 11.2.9 Revenue and annual surpluses not related to the core administration shall be retained by the Board for use in the provision of programs and services. The City will be responsible for any deficit related to the core administration subject to approval by Council. The Board shall be responsible for any deficit related to other programs and services.
- 11.2.10 The Board shall return any year-end budget surpluses related to the core administration to the Chief Financial Officer after completion of the annual audit and notification by the City.

11.3 Annual Reporting

- 11.3.1 The Board will be responsible on an annual basis to submit a budget submission, audited financial statements and an annual report. The budget submission, audited financial statements and annual report shall be submitted to the applicable City divisions for transmittal to Council along with any comments from City staff. The budget submission shall be submitted to Financial Planning, the audited financial statements to the Auditor General's Office and the annual report to the City liaison.
- 11.3.2 The annual budget submission will include a program overview including performance measurement information related to degree of achievement in that year; projected objectives and major activities proposed for the coming year; the annual budget request; staffing overview; organizational chart; and other information as required by Council or the Chief Financial Officer from time to time.

11.3.3 Annual audited financial statements will be prepared in accordance with Canadian generally accepted accounting principles for municipalities with notes of explanation and any other requirements as directed by Council. The audited financial statement, management letters if applicable and responses from management must be submitted on an annual basis to Audit Committee for consideration.

11.4 Attest Audit

11.4.1 The Auditor General, in conjunction with the community centres, is responsible for selecting an external auditor to complete the annual audit of the community centre. The annual audit will be completed in consultation with the Board. The audit must satisfy the requirements of subsection 139(1) of the *City of Toronto Act* which requires the City to appoint an auditor licensed under the *Public Accounting Act, 2004* to annually audit the accounts and transactions of its local boards and express an opinion on the financial statements of these bodies.

11.4.2 The Auditor General has right of access at all reasonable hours to all records of the community centre that he or she deems necessary to carry out the duties of an auditor under subsections 179(1) and (2) of the *City of Toronto Act*. The Boards and community centre staff will provide the Auditor General or his or her delegates with reasonable access to the premises and records during regular business hours.

11.4.3 The City Manager may review the financial records and other relevant records of the community centre. The Boards and community centre staff will provide the City Manager with reasonable access to the premises and records during regular business hours.

11.4.4 All City staff that access records of the community centre shall respect the confidentiality of any personally identifying information contained in any records as required by the *Municipal Freedom of Information and Protection of Privacy Act*.

11.4.5 Boards are required to review and develop an action plan to address recommendations arising from any management letter received from the external auditor, a review by the Auditor General or the City Manager.

ARTICLE 12 ACCOUNTABILITY AND TRANSPARENCY

12.1 Integrity Commissioner

12.1.1 The City is required to appoint an Integrity Commissioner responsible for the application of the code of conduct for members of Council and the code of conduct for members of local boards⁷ and the application of any procedures, rules and policies of the City and

⁷ The provisions of the Code of Conduct for members of local boards (Restricted Definition) adopted by City Council at its meeting on July 15 and 16, 2008, apply to members of the Board – Item EX22.6 (2008). See Code of Conduct: <http://www.toronto.ca/integrity/pdf/code-conduct-local-boards.pdf>

- 12.1.2 Council, a member of Council, a member of the Board or a member of the public may request the Integrity Commissioner to conduct an inquiry with respect to whether a member of the Board has contravened the code of conduct applicable to the Board under section 160 of the *City of Toronto Act*.
- 12.1.3 The Integrity Commissioner is entitled to full access to all books, accounts, financial records, electronic data processing records, reports, files and all other papers, things or property used by the Board that the Commissioner believes to be necessary for an inquiry. The Board will provide the Integrity Commissioner with such information as the Commissioner deems necessary as required by subsections 160(3) and (4) of the *City of Toronto Act*.
- 12.1.4 Council may reprimand a board member who has contravened the code of conduct for members of local boards under subsection 160(5) of the *City of Toronto Act*.
- 12.1.5 The Board may a reprimand a board member who has contravened the code of conduct for members of local boards if Council has not imposed a penalty on the member with regard to the same contravention under subsection 160(6) of the *City of Toronto Act*.
- 12.1.6 The Integrity Commissioner and every person acting under his or her instructions shall preserve secrecy with respect to all matters that come to his or her knowledge in the course of his or her duties as required by subsection 161(1) of the *City of Toronto Act*.
- 12.1.7 Boards shall ensure that reports received from the Integrity Commissioner are made available to the public as required by subsection 162(3) of the *City of Toronto Act*.

12.2 Ombudsman

- 12.2.1 The City is required to appoint an Ombudsman, under section 170 of the *City of Toronto Act*, who has the function to investigate any decision or recommendation made or any act done or omitted in the course of the administration of the City, its local boards (restricted definition) and such city-controlled corporations as Council may specify and affecting any person or body of persons in his, her or its personal capacity.
- 12.2.2 The Boards will provide the Ombudsman with information related to any matter he or she is investigating upon request as required under subsection 19(1) of the *Ombudsman Act, R.S.O. 1990*.
- 12.2.3 The Ombudsman and every person acting under the instructions of the Ombudsman shall preserve secrecy with respect to all matters in the course of his or his duties as required under subsection 173(1) of the *City of Toronto Act*.

Lobbyist Registry

- 12.2.4 The City is required to establish and maintain a Lobbyist Registry that retains information by persons who lobby public office holders by subsection 165(1) of the *City of Toronto Act*. Public office holders include members of the Boards, Board and community centre staff.
- 12.2.5 Persons or entities who lobby public office holders, including members of the Board, Board or community centre staff, will be required to comply with the City's Lobbyist Registry and any associated policies or codes as adopted by Council and as amended from time to time.
- 12.2.6 The City will endeavour to ensure that the implementation of the City's Lobbyist Registry does not unnecessarily impede the ability of the Boards to meet the community centres' purpose, mandate and strategic objectives as set out in the Relationship Framework.

12.3 Auditor General

- 12.3.1 The City is required to appoint an Auditor General who is responsible for assisting Council in holding itself and city administrators accountable for the quality of stewardship over public funds and for achievement of value for money in city operations, under subsections 177(1) and 178(1) of the *City of Toronto Act*.
- 12.3.2 The Auditor General may exercise powers and shall perform the duties as may be assigned to him or her by Council in respect of the City, its local boards (restricted definition) and such city-controlled corporations and grant recipients as Council may specify, under subsection 178(3) of the *City of Toronto Act*.
- 12.3.3 The Boards will provide the Auditor General such information regarding their powers, duties, activities, organization, financial transactions and methods of business as the Auditor General believes to be necessary to perform his or her duties as required by subsection 179(1) of the *City of Toronto Act*.
- 12.3.4 The Auditor General is entitled to have free access to all books, accounts, financial records, electronic data processing records, reports, files and all other papers, things or property belonging to or used by the Board that the Auditor General believes to be necessary to perform his or her duties as required by subsection 179(2) of the *City of Toronto Act*.
- 12.3.5 The Auditor General and every person acting under the instructions of the Auditor General shall preserve secrecy with respect to all matters that come to his or her knowledge in the course of her or her duties under section 181 of the *City of Toronto Act*.

**ARTICLE 13
INCONSISTENCY OR CONFLICT**

13.1 Inconsistency or Conflict

13.1.1 If there is any inconsistency or conflict between the provisions of the relationship framework and Chapter 24, Council's most recent decision regarding Chapter 24 shall prevail.

13.1.2 In the event of inconsistency or conflict between the provisions of the relationship framework and provincial or federal legislation, in the opinion of the City Solicitor, the provincial or federal legislation shall prevail.

**ARTICLE 14
AMENDMENTS OR CHANGES**

14.1 Amendments to Directive

14.1.1 From time to time Council, after consultation with the Boards, may direct changes to this relationship framework and the Boards may request that Council consider changes to the relationship framework as part of the annual reporting to Council on the operations of the community centres.

14.1.2 The Boards will submit requests for changes to the relationship framework to Council through the City Manager.

The 519 Church Street Community Centre

Board of Management Structure

The Board of Management for the 519 Church Street Community Centre shall be composed of twelve members: eleven persons who are appointed by Council and the member of Council for Ward 27.

Support Provided through Facilities and Real Estate

The Facilities and Real Estate division is responsible for providing the following support to the Board of Management regarding the building and lands located at 519 Church Street:

- Capital maintenance over \$50,000. Capital maintenance includes building repairs that cost \$50,000 or more and have a lasting benefit of at least ten years.

The responsibility and cost share for capital enhancements and improvements to the facility are determined on a case by case basis. Capital enhancements and improvements include changes to the facility that alter or improve the quality of space such as building renovations or building additions.

The Board of Management is responsible for the following areas regarding the building and lands located at 519 Church Street:

- Building operations;
- Building maintenance under \$50,000 which includes all repairs to buildings that cost less than \$50,000 and do not qualify as capital maintenance.
- Maintenance of heating, ventilation and air conditioning system (HVAC);
- Snow removal;
- Security;
- Utilities; and
- Custodial services.

Schedule 2

Applegrove Community Complex

Board of Management Structure

The Board of Management for the Applegrove Community Complex shall be composed of eleven members: ten persons who are appointed by Council, but one member may be nominated for consideration for appointment by the Toronto District School Board, and the member of Council for Ward 32.

Support Provided through Facilities and Real Estate

The Facilities and Real Estate division is not responsible for providing support to the building and lands located at 56 Woodfield Road as the premises are leased by the City from the Toronto District School Board.

The responsibilities and obligations of the Toronto District School Board regarding the building and lands located at 56 Woodfield Road are detailed in the lease agreement dated January 3, 1983 and as amended from time to time.

The Board is responsible for paying all expenses related to the lease agreement between the City and the Toronto District School Board. Lease costs include the provision of maintenance, utilities, and care taking provided by the Toronto District School Board.

Schedule 3

Cecil Street Community Centre

Board of Management Structure

The Board of Management for the Cecil Street Community Centre shall be composed of twelve members: eleven persons who are appointed by Council and the member of Council for Ward 20.

Support Provided through Facilities and Real Estate

The Facilities and Real Estate division is responsible for providing the following support to the Board of Management regarding the building and lands located at 58 Cecil Street:

- Capital maintenance over \$50,000. Capital maintenance includes building repairs that cost \$50,000 or more and have a lasting benefit of at least ten years.

The responsibility and cost share for capital enhancements and improvements to the facility are determined on a case by case basis. Capital enhancements and improvements include changes to the facility that alter or improve the quality of space such as building renovations or building additions.

The Board is responsible for the following areas regarding the building and lands located at 58 Cecil Street:

- Building operations;
- Building maintenance under \$50,000 which includes all repairs to buildings that cost less than \$50,000 and do not qualify as capital maintenance.
- Maintenance of heating, ventilation and air conditioning system (HVAC);
- Snow removal;
- Security;
- Utilities; and
- Custodial services.

Schedule 4

Central Eglinton Community Centre

Board of Management Structure

The Board of Management for the Central Eglinton Community Centre shall be composed of eight members: seven persons who are appointed by Council and the member of Council for Ward 22.

Support Provided through Facilities and Real Estate

The Facilities and Real Estate division is not responsible for providing support to the building and lands located at 160 Eglinton Avenue East as the premises are leased by the City from TCC Corp. Facilities and Real Estate is responsible for paying all expenses related to the lease agreement between the City and TCC Corp.

As per the lease agreement dated August 20th, 1992, and lease amending agreements dated August 18, 1999 and December 1, 2002, TCC Corp. (the landlord) is responsible for the following areas regarding the building and lands located at 160 Eglinton Avenue East:

- Building maintenance;
- Maintenance of heating, ventilation and air conditioning system (HVAC);
- Snow removal;
- Custodial services; and
- Capital repair and replacement.

As per the lease agreement dated August 20th, 1992, and lease amending agreements dated August 18, 1999 and December 1, 2002, the Board (the tenant) is responsible for the following areas regarding the building and lands located at 160 Eglinton Avenue East:

- Building operations; and
- Capital improvements and enhancements.

Schedule 5

Community Centre 55

Board of Management Structure

The Board of Management for Community Centre 55 shall be composed of seven members: six persons who are appointed by Council and the member of Council for Ward 32.

Support Provided through Facilities and Real Estate

The Facilities and Real Estate division is responsible for providing the following support to the Board of Management regarding the building and lands located at 97 Main Street:

- Capital maintenance over \$50,000. Capital maintenance includes building repairs that cost \$50,000 or more and have a lasting benefit of at least ten years.

The responsibility and cost share for capital enhancements and improvements to the facility are determined on a case by case basis. Capital enhancements and improvements include changes to the facility that alter or improve the quality of space such as building renovations or building additions.

The Board is responsible for the following areas regarding the building and lands located at 97 Main Street:

- Building operations;
- Building maintenance under \$50,000 which includes all repairs to buildings that cost less than \$50,000 and do not qualify as capital maintenance.
- Maintenance of heating, ventilation and air conditioning system (HVAC);
- Snow removal;
- Security;
- Utilities; and
- Custodial services.

Schedule 6

Eastview Neighbourhood Community Centre

Board of Management Structure

The Board of Management for Eastview Community Centre shall be composed of twelve members: eleven persons who are appointed by Council and one member of Council for ward 30.

It is the Board's current practice to invite a youth representative, elected by the youth membership to attend and participate in board meetings, subject to any legal limitations, in a manner similar to a 'non-voting' member of a board.

Support Provided through Facilities and Real Estate

Despite 7.2.1, and 7.2.2 of the relationship framework, the Facilities and Real Estate division is responsible for providing the following support to the Board regarding the building and lands located at 86 Blake Street:

- Building maintenance under \$50,000. Building maintenance includes repairs to buildings that cost less than \$50,000 and do not qualify as capital maintenance;
- Maintenance of heating, ventilation and air conditioning systems (HVAC);
- Snow removal;
- Utilities;
- Custodial services; and
- Capital maintenance over \$50,000. Capital maintenance includes building repairs that cost \$50,000 or more and have a lasting benefit of at least ten years.

The responsibility and cost share for capital enhancements and improvements to the facility are determined on a case by case basis. Capital enhancements and improvements include changes to the facility that alter or improve the quality of space such as building renovations or building additions.

The Board is responsible for the following areas regarding the building and lands located at 86 Blake Street:

- Building operations; and
- Security.

Schedule 7

Harbourfront Community Centre

Board of Management Structure

The Board of Management for Harbourfront Community Centre shall be composed of nine members: eight persons who are appointed by Council and the member of Council for Ward 20.

Support Provided through Facilities and Real Estate

Despite 7.2.1 and 7.2.2 of the relationship framework, the Facilities and Real Estate division is responsible for providing the following support to the Board regarding the building and lands located at 627 Queens Quay West:

- Building maintenance under \$50,000. Building maintenance includes repairs to buildings that cost less than \$50,000 and do not qualify as capital maintenance;
- Maintenance of heating, ventilation and air conditioning systems (HVAC);
- Snow removal;
- Security;
- Utilities; and
- Capital maintenance over \$50,000. Capital maintenance includes building repairs that cost \$50,000 or more and have a lasting benefit of at least ten years;

The responsibility and cost share for capital enhancements and improvements to the facility are determined on a case by case basis. Capital enhancements and improvements include changes to the facility that alter or improve the quality of space such as building renovations or building additions.

The Board is responsible for the following areas regarding the building and lands located at 627 Queens Quay West:

- Building operations; and
- Custodial services.

Schedule 8

Ralph Thornton Community Centre

Board of Management Structure

The Board of Management for Ralph Thornton Community Centre shall be composed of thirteen members: twelve persons who are appointed by Council and the member of Council for Ward 30.

Support Provided through Facilities and Real Estate

The Facilities and Real Estate division is responsible for providing the following support to the Board regarding the building and lands located at 765 Queen Street East:

- Capital maintenance over \$50,000. Capital maintenance includes building repairs that cost \$50,000 or more and have a lasting benefit of at least ten years.

The responsibility and cost share for capital enhancements and improvements to the facility are determined on a case by case basis. Capital enhancements and improvements include changes to the facility that alter or improve the quality of space such as building renovations or building additions.

The Board is responsible for the following areas regarding the building and lands located at 765 Queen Street East:

- Building operations;
- Building maintenance under \$50,000. Building maintenance includes all repairs to buildings that cost less than \$50,000 and do not qualify as capital maintenance;
- Maintenance of heating, ventilation, and air conditioning system (HVAC);
- Snow removal;
- Security;
- Utilities; and
- Custodial services.

Schedule 9

Scadding Court Community Centre

Board of Management Structure

The Board of Management for Scadding Court Community Centre shall be composed of fourteen members. Thirteen persons who are appointed by Council, one of which may be nominated for consideration by the Toronto District School Board, and the member of Council for ward 20.

Support Provided through Facilities and Real Estate

Despite 7.2.1 and 7.2.2 of the relationship framework, the Facilities and Real Estate division is responsible for providing the following support to the Board regarding the building and lands located at 707 Dundas Street West:

- Building maintenance under \$50,000. Building maintenance includes all repairs to buildings that cost less than \$50,000 and do not qualify as capital maintenance;
- Maintenance of heating, ventilation, and air conditioning system (HVAC);
- Snow removal;
- Utilities;
- Custodial services; and
- Capital maintenance over \$50,000. Capital maintenance includes building repairs that cost \$50,000 or more and have a lasting benefit of at least ten years.

The responsibility and cost share for capital enhancements and improvements to the facility are determined on a case by case basis. Capital enhancements and improvements include changes to the facility that alter or improve the quality of space such as building renovations or building additions.

The Board is responsible for the following areas regarding the building and lands located at 707 Dundas Street West:

- Building operations; and
- Security.

Schedule 10

Swansea Town Hall

Board of Management Structure

The Board of Management for Swansea Town Hall shall be composed of sixteen members. Fifteen persons who are appointed by Council but who may be nominated for consideration as follows: one person from the Swansea Horticultural Society; one person from the Swansea Historical Society; one person from the Swansea Area Ratepayers Association; one person from the Swansea Seniors Association; one person from the Swansea Parks and Recreation Community centre Advisory Board; one person from the Board of Directors of the non-profit housing building at 93 Lavinia Avenue; and nine persons elected by members of Swansea Town Hall Community centre. The sixteenth member is the member of Council for ward 13.

Support Provided through Facilities and Real Estate

The Facilities and Real Estate division is responsible for providing the following support to the Board regarding the building and lands located at 95 Lavinia Avenue:

- Capital maintenance over \$50,000. Capital maintenance includes building repairs that cost \$50,000 or more and have a lasting benefit of at least ten years.

The responsibility and cost share for capital enhancements and improvements to the facility are determined on a case by case basis. Capital enhancements and improvements include changes to the facility that alter or improve the quality of space such as building renovations or building additions.

The Board is responsible for the following areas regarding the building and lands located at 95 Lavinia Avenue:

- Building operations;
- Building maintenance under \$50,000. Building maintenance includes all repairs to buildings that cost less than \$50,000 and do not qualify as capital maintenance;
- Maintenance of heating, ventilation, and air conditioning system (HVAC);
- Snow removal;
- Security;
- Utilities; and
- Custodial services.