

Authority: Administration Committee Report No. 13, Clause No. 12,
as adopted by City of Toronto Council on June 7, 8 and 9, 2000
Enacted by Council: June 8, 2000

CITY OF TORONTO

BY-LAW No. 363-2000

To amend By-law No. 2696, being “A By-law to establish schedules of retention for records of local boards of the Municipality of Metropolitan Toronto”, to establish immediate destruction dates for certain records of The Board of Governors of Exhibition Place.

WHEREAS the former Municipality of Metropolitan Toronto, pursuant to the authority under the *Municipal Act*, enacted By-law No. 2696 to establish schedules of retention for records of local boards of the Municipality of Metropolitan Toronto; and

WHEREAS The Board of Governors of Exhibition Place (“the Board”) was included in By-law No. 2696 as a local board of the former Municipality of Metropolitan Toronto, and is continued as a local board of the City of Toronto, pursuant to the *City of Toronto Act, 1997 (No. 2)*; and

WHEREAS the Board, at its meeting of April 7, 2000, requested that authority be granted to enact a by-law to proceed with the immediate destruction of certain Board records;

The Council of the City of Toronto HEREBY ENACTS as follows:

1. By-law No. 2696, a By-law “To establish schedules of retention for records of local boards of the Municipality of Metropolitan Toronto”, as amended, is amended by inserting the following in Columns 1, 2 and 3 of Schedule “A” to the by-law:

| (In Column 1) Local Board | (In Column 2) Records | (In Column 3) Due for Destruction |
|--|---|--------------------------------------|
| Board of Governors of Exhibition Place | Administration Division -Interim General Manager Briefing notes re: Metro Council | 1988-1991 Immediately |
| | Administration Division -Human Resources Department Hospital plans (printed material) | 1930-1970 Immediately |
| | Summer staffing – applications | 1993-1997 Immediately |
| | Summer staffing – employee files | 1993-1996 Immediately |
| | Business Development Division (formerly Trade and Consumer Shows) Rental & service agreements | 1983-1984 Immediately |
| | Work orders | 1983-1984 Immediately |

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|---|-----------|-------------|
| Corporate Secretariat Division | | |
| -Corporate Secretary | | |
| Metropolitan Toronto - Committee minutes | 1990 | Immediately |
| Metropolitan Toronto – Council minutes | 1988-1990 | Immediately |
| Corporate Secretariat Division | | |
| -Archives Department | | |
| General files re: exhibits | 1972-1991 | Immediately |
| Work orders re: exhibits | 1972-1991 | Immediately |
| Purchase requisitions re: exhibits | 1972-1991 | Immediately |
| Finance Division | | |
| -Accounting Unit | | |
| Agriculture contracts | 1985-1988 | Immediately |
| Box car rental agreements | 1973 | Immediately |
| Budget files | 1978-1991 | Immediately |
| Building rentals contracts | 1985-1990 | Immediately |
| Cleaning contracts | 1985 | Immediately |
| Concession licence agreements | 1986-1987 | Immediately |
| Concessionaires daily reports | 1987 | Immediately |
| Doc. #30 (Packet verifications for Journal Vouchers) | 1990-1991 | Immediately |
| Doc. #70 (Packet verifications for encumbrances) | 1990-1991 | Immediately |
| Encumbrances | 1990-1991 | Immediately |
| Food contracts | 1988 | Immediately |
| Income tax files | 1967-1970 | Immediately |
| Journal vouchers | 1988-1991 | Immediately |
| Misc. contracts | 1985-1988 | Immediately |
| Packet summaries | 1982-1991 | Immediately |
| Performers contracts | 1985-1986 | Immediately |
| Purchase orders | 1990-1991 | Immediately |
| Finance Division | | |
| -Accounting Unit (cont.) | | |
| Purchase requisitions | 1991 | Immediately |
| RP512 (Jan.-Nov. only) | 1991 | Immediately |
| Space contracts | 1978-1987 | Immediately |
| Sponsorship contracts | 1985-1986 | Immediately |
| Transaction journal (printout) | 1990-1991 | Immediately |
| Vouchers | 1982-1991 | Immediately |
| Voucher backups | 1991 | Immediately |

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|---|-----------|-------------|
| Finance Division | | |
| -Accounts Receivable Unit | | |
| Cash reports | 1990-1991 | Immediately |
| Cashier/Sellers returns | 1982 | Immediately |
| Invoices | 1991 | Immediately |
| Space invoices | 1977 | Immediately |
| Finance Division | | |
| -Accounts Payable Unit | | |
| Backup documents | 1983 | Immediately |
| Finance Division | | |
| -Controller | | |
| General files | 1975-1991 | Immediately |
| Central Accounting System (microfiche) | 1984-1987 | Immediately |
| Statistics Canada reports re: payroll | 1973-1991 | Immediately |
| Finance Division | | |
| -Cost Accounting Unit | | |
| Casino: selected charities files | 1991 | Immediately |
| Casino: drop sheets | 1991 | Immediately |
| Casino: teller slips | 1991 | Immediately |
| Central stores: gas/diesel receipts | 1991 | Immediately |
| Central stores: discontinued stock cards | 1991 | Immediately |
| Central stores issues | 1990-1991 | Immediately |
| Cheques – NSF | 1991 | Immediately |
| Cheques - cancelled | 1975-1991 | Immediately |
| Cheques – Can/US copies | 1991 | Immediately |
| Payroll distribution | 1991 | Immediately |
| Payroll cheques | 1967-1988 | Immediately |
| Plant inventory cards | 1973 | Immediately |
| Prize cheques | 1976-1991 | Immediately |
| Third party billing | 1991 | Immediately |
| Work order ledgers | 1991 | Immediately |
| Unpaid accounts | 1981-1983 | Immediately |
| U.S. dollar cheques | 1967-1991 | Immediately |
| Finance Division | | |
| -Payroll Unit | | |
| Clock cards | 1991 | Immediately |
| Change forms | 1982-1991 | Immediately |
| Job tickets | 1991 | Immediately |
| Job ticket listing | 1986-1987 | Immediately |
| Pay advances | 1991 | Immediately |
| Record of Employment | 1991 | Immediately |

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|--|-----------|-------------|
| Recap reports | 1991 | Immediately |
| Stop payments | 1991 | Immediately |
| Time sheets | 1982-1989 | Immediately |
| T4s | 1990-1991 | Immediately |
| TD1s | 1982-1991 | Immediately |
| Union reports | 1991 | Immediately |
| Wage control | 1991 | Immediately |
| Finance Division | | |
| -Purchasing Department | | |
| General files | 1950-1977 | Immediately |
| Invoices | 1977-1979 | Immediately |
| Purchase orders | 1991 | Immediately |
| Purchase sub-orders | 1991 | Immediately |
| Purchase requisitions | 1990-1991 | Immediately |
| Quotations | 1986-1991 | Immediately |
| Record books | 1990-1991 | Immediately |
| Water supply book | 1990-1991 | Immediately |
| Finance Division | | |
| -Contract Department | | |
| Black & McDonald monthly statements/invoices | 1987-1991 | Immediately |
| Black & McDonald statements of account | 1991 | Immediately |
| Bldg. rental agreements (CNE) | 1970-1976 | Immediately |
| Bldg. rental agreements (non CNE) | 1953-1969 | Immediately |
| Capital contracts – unsuccessful bidders | 1988-1991 | Immediately |
| Centennial Square space contracts | 1980-1984 | Immediately |
| CHIN picnic audit | 1986-1989 | Immediately |
| CNE contracts | 1988-1990 | Immediately |
| Cleaning contracts | 1982 | Immediately |
| Coliseum (West Annex) contracts | 1985 | Immediately |
| Concession licence agreements | 1962-1991 | Immediately |
| Concession listing | 1989 | Immediately |
| Daily cash/sales reports | 1985-1991 | Immediately |
| Daily concession reports | 1988-1991 | Immediately |
| Exhibit space contracts | 1971-1982 | Immediately |
| Ex.Place commission statements | 1991 | Immediately |
| Food Building contracts | 1989-1991 | Immediately |
| Finance Division | | |
| -Contracts Department (cont.) | | |
| Parking lot audits | 1986-1988 | Immediately |
| Parking lot reports | 1990-1991 | Immediately |
| Rill Food statements | 1985 | Immediately |
| Sales summaries/reports | 1989 | Immediately |

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|---|-----------|-------------|
| Show audits | 1990-1991 | Immediately |
| Souvenir licences | 1980 | Immediately |
| Space contracts | 1974-1991 | Immediately |
| Sports contracts | 1975 | Immediately |
| Stadium rental agreements | 1973 | Immediately |
| Stadium contracts | 1974 | Immediately |
| Vendors contracts | 1986-1991 | Immediately |
| Work contracts | 1955 | Immediately |
| Finance Division | | |
| -Systems Department | | |
| Budget estimates | 1963-1981 | Immediately |
| Budget notes | 1983-1985 | Immediately |
| Budget worksheets | 1983-1985 | Immediately |
| Concession sales data | 1984-1985 | Immediately |
| Concession files | 1985 | Immediately |
| General files | 1984-1985 | Immediately |
| Telemanagement reports | 1984-1985 | Immediately |
| Voice data reports | 1984-1985 | Immediately |
| Operations Division | | |
| -Capital Works Department | | |
| -Manager, Capital Works | | |
| Accounting binders | 1986-1990 | Immediately |
| Budget binders | 1990-1991 | Immediately |
| Capital Works summaries | 1988 | Immediately |
| Consultants/contractors invoices | 1987-1990 | Immediately |
| Daily master files / project binders (copies) | 1987-1991 | Immediately |
| Monthly expenditures | 1987-1988 | Immediately |
| Planning diary/day timer | 1989-1991 | Immediately |
| Purchase orders, requisitions and vouchers | 1987-1991 | Immediately |
| Work orders | 1987-1991 | Immediately |
| Operations Division | | |
| -Cleaning Department | | |
| General files | 1989 | Immediately |
| Cheque signage sheet | 1988 | Immediately |
| Job tickets | 1988 | Immediately |
| Material requisitions | 1985-1986 | Immediately |
| Payroll distribution | 1986 | Immediately |
| Purchase requisitions | 1989-1990 | Immediately |
| Operations Division | | |
| -Cleaning Department (cont.) | | |
| Photo identification badges | 1994-1995 | Immediately |
| Rental & service agreements | 1986 | Immediately |

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|---------------------------------|-----------|-------------|
| Summer staffing –employee files | 1983-1989 | Immediately |
| Time sheets | 1988 | Immediately |
| -Maintenance Department | | |
| -Communications Unit | | |
| Base reports | 1985-1990 | Immediately |
| Electrical maintenance reports | 1984-1988 | Immediately |
| Log books | 1991 | Immediately |
| Occurrence books | 1987-1991 | Immediately |
| Shift reports | 1991 | Immediately |
| Work action request forms | 1991 | Immediately |
| Work order cards | 1984-1988 | Immediately |
| Operations Division | | |
| -Maintenance Department | | |
| -Labour Unit | | |
| Labour & materials register | 1969-1972 | Immediately |
| Operations Division | | |
| -Maintenance Department | | |
| -Manager, Maintenance | | |
| General files | 1981-1988 | Immediately |
| Account distribution | 1981 | Immediately |
| Budgets | 1987-1989 | Immediately |
| Change forms | 1983 | Immediately |
| Compensation/income tax files | 1967-1970 | Immediately |
| Invoices | 1989-1990 | Immediately |
| Maintenance reports | 1981 | Immediately |
| Material requisitions | 1990 | Immediately |
| Passes – general information | 1988-1991 | Immediately |
| Purchase requisitions/orders | 1987-1991 | Immediately |
| Rental & service agreements | 1979-1981 | Immediately |
| RP512 (duplicates) | 1991 | Immediately |
| Shift reports | 1988-1991 | Immediately |
| Space contracts | 1979-1981 | Immediately |
| Work orders | 1979-1991 | Immediately |
| Operations Division | | |
| -Maintenance Department | | |
| -Show Services | | |
| Budgets | 1987-1988 | Immediately |
| Material requisitions | 1987-1992 | Immediately |
| Production meeting reports | 1988 | Immediately |
| Purchase requisitions | 1986-1992 | Immediately |
| Rental & service agreements | 1985-1992 | Immediately |

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| Operations Division | | |
| -Maintenance Department | | |
| -Show Services (cont.) | | |
| Work orders | 1985-1992 | Immediately |
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| Operations Division | | |
| -Maintenance Department | | |
| -Special Services Unit | | |
| Purchase requisitions | 1989-1990 | Immediately |
| Rental & service agreements | 1989-1990 | Immediately |
| Work orders | 1985-1986 | Immediately |
| | | |
| Operations Division | | |
| -Maintenance Department | | |
| -Work Orders/Fleet Maintenance Unit | | |
| General files | 1980-1992 | Immediately |
| Input edit lists | 1989 | Immediately |
| Work orders (originals/copies) | 1988-1992 | Immediately |
| Work order estimates | 1989-1990 | Immediately |
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| Operations Division | | |
| -Exhibition Stadium | | |
| (formerly Exhibition Stadium Corp.) | | |
| -Cleaning Unit | | |
| General files | 1980-1982 | Immediately |
| | | |
| Operations Division | | |
| -Exhibition Stadium | | |
| (formerly Exhibition Stadium Corp.) | | |
| -Event Coordinators | | |
| General files | 1987-1990 | Immediately |
| Rental & service agreements | 1987-1990 | Immediately |
| Work orders | 1987-1990 | Immediately |
| | | |
| Operations Division | | |
| -Exhibition Stadium | | |
| (formerly Exhibition Stadium Corp.) | | |
| -Operations Manager | | |
| General files | 1988-1989 | Immediately |
| Stock car release/waiver forms | 1990 | Immediately |
| | | |
| Operations Division | | |
| -Exhibition Stadium | | |
| (formerly Exhibition Stadium Corp.) | | |
| -Payroll Unit | | |
| Time cards | 1976-1978 | Immediately |

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| Operations Division | | |
| -Exhibition Stadium (formerly Exhibition Stadium Corp.) | | |
| -Security Unit | | |
| Base station reports | 1982-1989 | Immediately |
| Private box log books | 1982-1989 | Immediately |
| CNE Division | | |
| -Program Department | | |
| -Agriculture Unit | | |
| Budgets | 1988 | Immediately |
| Cashier files | 1986-1990 | Immediately |
| Prize cheques | 1973-1979 | Immediately |
| Prize cheques (duplicates) | 1974-1975 | Immediately |
| Purchase requisitions | 1988-1989 | Immediately |
| Work orders | 1988-1989 | Immediately |
| CNE Division | | |
| -Program Department | | |
| -Attractions Unit | | |
| Budgets | 1988-1991 | Immediately |
| Cheque requisitions | 1991 | Immediately |
| Contest entry forms | 1982-1983 | Immediately |
| Purchase requisitions | 1988-1991 | Immediately |
| Work orders | 1988-1991 | Immediately |
| CNE Division | | |
| -Operations Department | | |
| -Client Services | | |
| General files | 1988-1991 | Immediately |
| Budgets | 1988-1991 | Immediately |
| Production meetings reports | 1988-1991 | Immediately |
| Rental & service agreements | 1990 | Immediately |
| Show and event files | 1990 | Immediately |
| Work orders | 1988-1991 | Immediately |
| CNE Division | | |
| -Operations Department | | |
| -Concessions Unit | | |
| General files | 1956-1986 | Immediately |
| CanPro reports re: food services | 1985 | Immediately |
| Concession licences agreements | 1969-1991 | Immediately |
| Concession daily sales reports | 1983-1987 | Immediately |
| Daily cash/sales reports | 1983-1991 | Immediately |
| Financial reports | 1987 | Immediately |
| Food Building contracts | 1989-1991 | Immediately |
| Food Building reports | 1986-1990 | Immediately |
| Food handlers' cards | 1984 | Immediately |

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| CNE Division | | |
| -Operations Department | | |
| -Concessions Unit (cont.) | | |
| Revenue reports | 1985 | Immediately |
| Sales summaries | 1987 | Immediately |
| Smith Lab food reports | 1991 | Immediately |
| Work orders | 1984 | Immediately |
| CNE Division | | |
| -Operations Department | | |
| -Safety Engineering Unit | | |
| General files | 1985-1990 | Immediately |
| Accident reports (Conklins) | 1985-1990 | Immediately |
| Fire/safety replies | 1989 | Immediately |
| Floor plans | 1987 | Immediately |
| Permits/licences | 1987-1989 | Immediately |
| Work orders | 1985-1990 | Immediately |
| CNE Division | | |
| -Operations Department | | |
| -Visitors Services (formerly Women's Dept.) | | |
| Lost and found reports | 1984 | Immediately |
| Handicraft entry forms | 1981 | Immediately |
| CNE Division | | |
| -Canadian International Air Show | | |
| Budgets | 1983-1987 | Immediately |
| Cheque requisitions | 1984-1988 | Immediately |
| Hotel statements/receipts | 1985-1986 | Immediately |

ENACTED AND PASSED this 8th day of June, A.D. 2000.

CASE OOTES,
Deputy Mayor

NOVINA WONG,
City Clerk

(Corporate Seal)