

Authority: Administration Committee Report No. 4, Clause No. 46,
as adopted by City of Toronto Council on April 16, 17 and 18, 2002
Enacted by Council: April 18, 2002

CITY OF TORONTO

BY-LAW No. 255-2002

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 By-law No. 2696 is now deemed to be a by-law of the City of 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 January 25, 2002, 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, being 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)	(In Column 2)	(In Column 3)
Local Board	Records	Due for Destruction
Board of Governors of Exhibition Place	Administration General Manager, Adm./ Corporate Secretary	
	Budget files	1987-1992
	Hulkamania complaint letters	1986
	Administration -General Manager, Adm./Corporate Secretary -Passes	
	Pass distribution files	1987-1991
		Immediately

In Column 1)	(In Column 2)		(In Column 3)
Local Board	Records		Due for Destruction
	Human Resources		
	Summer staffing – applications	1982-1983	Immediately
	Summer staffing – employee files	1982-1992	Immediately
	Stadium event staff - temporary employee files	1984-1987	Immediately
	Temporary employee files	1983-1992	Immediately
	Business Development (formerly Exhibit Space Dept., Rentals Dept., Trade and Consumer Shows)		
	Building rentals (Show Files)	1977-1994	Immediately
	Exhibitor cards (account cards)	1968-1981	Immediately
	Expense reports	1994	Immediately
	Licence agreements	1992-1994	Immediately
	Off-season rentals	1965-1991	Immediately
	Rental and service agreements	1985-1986	Immediately
	Selling privileges	1971-1973	Immediately
	Exhibitor space contracts	1968-1994	Immediately
	Business Development -Parking		
	Agreements - box car storage	1976-1989	Immediately
	Agreements - stationary vehicles	1976-1989	Immediately
	Show files	1966-1989	Immediately
	Corporate Secretariat -Records and Archives		
	Budgets	1978-1985	Immediately
	General files re: exhibits	1992-1995	Immediately
	Exhibition Place Social Club		
	Invoices	1986-1994	Immediately
	Finance -Accounting		
	Agriculture contracts	1989-1991	Immediately
	Alice Cooper Refunds	1980	Immediately
	Budget files	1993-1994	Immediately
	Building rentals contracts	1979-1994	Immediately
	Centennial Square contracts	1991-1992	Immediately
	Credit notes	1988	Immediately
	Concession licence agreements	1988-1994	Immediately
	Contracts	1994	Immediately

In Column 1)	(In Column 2)	(In Column 3)	
Local Board	Records	Due for Destruction	
	Doc. No. 20 (Packet verifications for encumbrances)	1991-1992	Immediately
	Doc. No. 30 (Packet verifications for Journal Vouchers)	1991-1993	Immediately
	Doc. No. 70 (Packet verifications for payroll)	1991-1992	Immediately
	Food Building contracts	1978-1994	Immediately
	Foods of the World contracts	1969	Immediately
	Hydro invoices/meter info	1988-1992	Immediately
	Input edit lists	1993-1994	Immediately
	Journal vouchers	1991-1994	Immediately
	Ledger cards	1986-1990	Immediately
	Misc. contracts	1987-1994	Immediately
	Performers contracts	1979-1994	Immediately
	Purchase orders	1992-1993	Immediately
	Purchase requisitions	1992-1994	Immediately
	Purchase req's (suborders)	1988-1994	Immediately
	RP512 (Jan.-Nov. only)	1992-1994	Immediately
	Space contracts	1988-1994	Immediately
	Sponsorship contracts	1989-1994	Immediately
	Vouchers	1992-1994	Immediately
	Voucher backups	1992-1994	Immediately
	Finance		
	-Accounts Receivable		
	Accounts written off	1983-1993	Immediately
	Age list	1991-1993	Immediately
	Bank deposit books	1986-1994	Immediately
	Cash receipts	1994	Immediately
	Cash receipt input edit lists	1993-1994	Immediately
	Cash reports	1990-1993	Immediately
	Credit notes	1992	Immediately
	Final notices	1983-1991	Immediately
	Invoices	1992-1994	Immediately
	Receipt books	1988-1994	Immediately
	Finance		
	-Contract		
	Agriculture contracts	1993-1994	Immediately
	Airshow contracts	1994	Immediately
	Black and McDonald commission statements of account	1992-1994	Immediately
	Caribana licence agreements	1992	Immediately
	Cash reports	1994	Immediately
	Centennial Square contracts	1994	Immediately

In Column 1)	(In Column 2)	(In Column 3)	
Local Board	Records	Due for Destruction	
	CHIN Picnic licence agreements	1992	Immediately
	Concession audits	1992-1994	Immediately
	Concession licence agreements	1980-1994	Immediately
	Confirmation agreements and schedules (audit staff)	1994	Immediately
	Consultant contracts	1986-1987	Immediately
	Employee contracts (CNE)	1986-1991	Immediately
	Exhibit space contracts	1992-1994	Immediately
	Food Building contracts	1991-1994	Immediately
	Miscellaneous contracts	1990-1994	Immediately
	Off-season show contracts	1989	Immediately
	Parking lot audits	1992-1994	Immediately
	Performer contracts	1991-1994	Immediately
	Sponsorship contracts	1989-1993	Immediately
	Storage agreements	1991-1992	Immediately
	Vendor contracts	1980-1992	Immediately
	Finance		
	-Controller		
	Budget files	1991-1992	Immediately
	Contracts (copies)	1992-1994	Immediately
	Parking passes	1993-1994	Immediately
	Parking stickers	1994	Immediately
	Show and Event files	1992-1994	Immediately
	Finance		
	-Cost Accounting		
	Bank reconciliation	1991-1994	Immediately
	Casino: misc. financial info	1992	
	Casino: selected charity files	1991-1992	Immediately
	Casino: pit sheets/teller slips	1992	Immediately
	Casino: work orders	1993	Immediately
	Central stores: gas/diesel receipts	1992-1994	Immediately
	Central stores: discontinued stock	1992-1994	Immediately
	Central stores issues (MSRs)	1992-1994	Immediately
	Cheque register	1991-1992	Immediately
	Cheques – NSF	1992	Immediately
	Cheques - cancelled	1979-1994	Immediately
	Cheques – Can/US	1992-1994	Immediately
	Cheques - copies	1994	Immediately
	Cheques - general account	1992-1994	Immediately
	Cheques - U.S. funds	1992-1994	Immediately
	City costed invoices	1992	Immediately

(In Column 1)	(In Column 2)	(In Column 3)	
Local Board	Records	Due for Destruction	
	Discontinued inventory cards	1992-1994	Immediately
	Payroll distribution	1992-1994	Immediately
	Plant inventory	1991	Immediately
	Prize cheques	1979-1994	Immediately
	Rental and service registers	1984-1993	Immediately
	Rental and service ledgers	1992-1994	Immediately
	Salary and wage analysis	1993	Immediately
	Third party billing	1988-1994	Immediately
	Work order ledgers (third party)	1988-1994	Immediately
	Work order vouchers	1992	Immediately
	Work order journal vouchers	1994	Immediately
	Finance		
	-Payroll		
	Clock cards	1992-1994	Immediately
	Change forms (copies)	1992-1994	Immediately
	Change forms - Casino (copies)	1993	Immediately
	Employment confirmation		
	Agreements	1994	Immediately
	Employment confirmation		
	agreements - Casino	1994	Immediately
	Job tickets	1992-1994	Immediately
	Record of Employment	1992-1993	Immediately
	Recap reports	1992-1994	Immediately
	Time cards - Casino	1994	Immediately
	TD1s	1992-1994	Immediately
	TD1s - Casino	1993-1994	Immediately
	TD1s - IATSE	1988-1992	Immediately
	Finance		
	-Purchasing		
	General files	1991-1993	Immediately
	City slips	1994	Immediately
	Gas slips	1994	Immediately
	Purchase orders	1991-1994	Immediately
	Purchase open orders	1992	Immediately
	Purchase sub-orders	1992-1994	Immediately
	Purchase requisitions	1992-1994	Immediately
	Quotations/Class files	1992-1994	Immediately
	Operations		
	-Director, Operations(formerly		
	General Manager, Operations)		

(In Column 1)	(In Column 2)	(In Column 3)	
Local Board	Records	Due for Destruction	
	Accounting reports	1984-1987	Immediately
	Budgets	1979-1989	Immediately
	Cheque requisitions	1983-1989	Immediately
	Concession daily reports	1987-1988	Immediately
	Contracts (copies)	1986-1989	Immediately
	Expense reports	1984-1987	Immediately
	Input edit list re: payroll and group benefits	1983-1988	Immediately
	Invoices	1984-1987	Immediately
	Purchase requisitions	1983-1989	Immediately
	Purchase orders	1985	Immediately
	Water and gas bills	1986-1987	Immediately
	Work orders	1986	Immediately
	Operations		
	-Capital Works		
	-Manager, Capital Works		
	Consultants/contractors invoices	1985-1989	Immediately
Board of Governors of Exhibition Place	Operations		
	-Cleaning		
	Budget files	1986	Immediately
	Cheque signage sheet	1983-1994	Immediately
	Clock cards	1990-1994	Immediately
	Daily attendance sheets	1994	Immediately
	Summer staff employee files	1987-1994	Immediately
	Summer staff employee files (terminations)	1987-1994	Immediately
	Job descriptions	1983	Immediately
	Job tickets	1991-1994	Immediately
	Material requisitions (MSRs)	1983-1991	Immediately
	Payroll distribution	1990-1993	Immediately
	Purchase orders	1986	Immediately
	Purchase requisitions	1990-1991	Immediately
	Rental and service agreements	1983-1993	Immediately
	Rental and service books	1983-1993	Immediately
	Schedules	1983	Immediately
	Show comparisons	1992-1993	Immediately
	Show files	1983-1994	Immediately
	Show schedules	1983	Immediately
	Stock records	1988-1993	Immediately
	Time sheets/cards	1983-1994	Immediately
	Vehicle and waste log sheets	1990	Immediately
	Weekly hours sheets	1983	Immediately

(In Column 1)	(In Column 2)	(In Column 3)	
Local Board	Records	Due for Destruction	
	Work orders	1986-1993	Immediately
	Work order summaries	1990-1993	Immediately
	Operations		
	-Facility and Event Services (formerly Show Services and Special Services)		
	Budget files	1986-1990	Immediately
	Material requisitions	1993	Immediately
	Purchase requisitions	1982-1993	Immediately
	Show files (Rental and service agreements)	1982-1994	Immediately
	Time cards	1986-1990	Immediately
	Work orders	1982-1993	Immediately
	Operations		
	-Facility and Event Services		
	-Creative Services		
	Change forms (copies)	1993-1998	Immediately
	Material requisitions (MSRs)	1993	Immediately
	Rental and service forms (copies)	1993-1996	Immediately
	Time sheets (copies)	1993-1998	Immediately
	Purchase requisitions	1992	Immediately
	Work orders (copies)	1993-1998	Immediately
	Work order estimates (copies)	1993-1998	Immediately
	Work order ledger sheets (copies)	1993-1996	Immediately
Board of Governors of Exhibition Place	Operations		
	-Maintenance		
	-Electrical		
	Time sheets	1991-1992	Immediately
	Operations		
	-Manager, Maintenance		
	Budgets	1984-1987	Immediately
	Capital cost reports	1984-1987	Immediately
	Capital work orders	1984-1987	Immediately
	Cheque requisitions	1985	Immediately
	Plans of grounds (copies)	1985	Immediately
	Work orders	1985	Immediately
	Operations		
	-Maintenance		
	-Security (formerly Communications)		

(In Column 1)	(In Column 2)	(In Column 3)	
Local Board	Records	Due for Destruction	
	Employee files (summer students)	1994	Immediately
	Log books	1992	Immediately
	Occurrence books	1993	Immediately
	Shift reports	1993-1995	Immediately
	Time cards (copies)	1995	Immediately
	Work action request forms	1993	Immediately
	Work order cards	1984-1988	Immediately
	Operations		
	-Maintenance		
	-Work Orders/Fleet Maintenance		
	Change orders	1993-1995	Immediately
	General files	1993	Immediately
	Preventative maintenance files	1995	Immediately
	Safety engineering summaries	1993-1995	Immediately
	Safety engineering work order copies	1993-1995	Immediately
	Work orders (originals/copies)	1993-1995	Immediately
	Work order estimates	1993-1995	Immediately
	Work order summarized data sheets	1993	Immediately
	Operations		
	-Exhibition Stadium (formerly Exhibition Stadium Corp.)		
	-Operations Manager		
	Employee files (summer staff)	1980-1987	Immediately
	CNE		
	-Canadian International Air Show		
	Budgets	1988-1993	Immediately
	Cheque requisitions	1988-1993	Immediately
	Hotel statements/receipts	1988-1993	Immediately
	Purchase requisitions	1988-1993	Immediately
Board of Governors of Exhibition Place	CNE		
	-Marketing		
	Budget files	1984-1991	Immediately
	Direct mail proof list	1981	Immediately
	Invoices	1984-1985	Immediately
	Work orders	1984-1985	Immediately
	CNE		
	-Operations		
	-Client Services		

(In Column 1)	(In Column 2)	(In Column 3)	
Local Board	Records	Due for Destruction	
	General files	1992	Immediately
	Rental and service agreements	1990-1992	Immediately
	Show and event files	1990-1993	Immediately
	Work orders	1992	Immediately
	CNE		
	-Operations		
	-Concessions		
	CanPro reports re: food services	1985	Immediately
	Caribana licence agreements	1992-1994	Immediately
	CHIN licence agreements	1992-1994	Immediately
	Concession licence agreements	1980-1991	Immediately
	Early/late licence agreements	1992-1994	Immediately
	Food Building contracts	1986-1990	Immediately
	Food Building invoices	1993	Immediately
	Molson Indy licence agreements	1992-1994	Immediately
	Show and event files	1992-1994	Immediately
	CNE		
	-Operations		
	-Safety Engineering		
	Work orders	1990-1993	Immediately
	CNE		
	-Operations		
	-Visitors Services (formerly Women's Dept.)		
	Budgets	1986	Immediately
	Medical centre patient files	1989-1994	Immediately
	Lost and found reports	1985-1986	Immediately
	CNE		
	-Programs		
	-Agriculture		
	Budgets (copies)	1992-1995	Immediately
	Cheque requisitions	1994	Immediately
	Pass requests	1992-1994	Immediately
	Purchase requisitions	1994	Immediately
	Work orders	1992-1995	Immediately
Board of Governors of Exhibition Place	CNE		
	-Programs		
	-Attractions		
	Budgets	1991	Immediately

(In Column 1)	(In Column 2)	(In Column 3)	
Local Board	Records	Due for Destruction	
	Cheque requisitions	1991-1993	Immediately
	Purchase requisitions	1991-1993	Immediately
	Work orders	1991-1993	Immediately
	CNE		
	-Programs		
	-Entertainment		
	Safety floor plans (CNE)	1988	Immediately
	CNE		
	-Programs		
	-Feature Country		
	Budget monitor (copies)	1991-1994	Immediately
	Cheque requisitions	1991-1994	Immediately
	Purchase requisitions	1991-1994	Immediately
	Work orders	1991-1994	Immediately
	CNE		
	-Programs		
	-Sports		
	Budgets	1991-1993	Immediately
	Cheque requisitions	1991-1993	Immediately
	Purchase requisitions	1991-1993	Immediately
	Work orders	1991-1993	Immediately
	CNE		
	-Programs		
	-Programs Manager		
	Budget binders	1986-1992	Immediately
	Parking passes	1990-1992	Immediately

2. This by-law comes into force upon approval by the City Auditor.

ENACTED AND PASSED this 18th day of April, A.D. 2002.

CASE OOTES,
Deputy Mayor

ULLI S. WATKISS
City Clerk

(Corporate Seal)