

Authority: Administration Committee Report No. 3, Clause No. 3,
as adopted by City of Toronto Council on May 18, 19 and 20, 2004
Enacted by Council: May 20, 2004

CITY OF TORONTO

BY-LAW No. 401-2004

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 2, 2004, 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	Human Resources	
	-Summer staff: applications 1995-1996	Immediately
	-Summer staff: employee files 1995-1996	Immediately
	Business Development (formerly Client Services, Trade and Consumer Shows)	
	-Show Files 1983-1995	Immediately
	Business Development	
-Parking		
	-Employee cards (do not hire) 1979-1981	Immediately
	-Employee files (temp. staff) 1982-1995	Immediately
	-Show files 1982-1996	Immediately
Corporate Secretariat		
-Records and Archives		
	-Poster sales (backup) 1986-1996	Immediately

Finance

-Accounting

-Bell Canada telephone bills	1996	Immediately
-Budget files	1993-1996	Immediately
-Budget transfers	1987-1989	Immediately
-Building rentals contracts	1995	Immediately
-Credit notes	1996	Immediately
-Conklin concession audits	1989-1996	Immediately
-Contracts	1996	Immediately
-Financial analysis (backup)	1984-1995	Immediately
-Food Building contracts	1995	Immediately
-Misc. memos	1973-1981	Immediately
-Payroll backup	1988-1996	Immediately
-Purchase orders	1994-1996	Immediately
-Purchase requisitions	1994-1996	Immediately
-RP512 (Jan.-Nov. only)	1995	Immediately
-Space contracts	1995	Immediately
-TD1s	1995-1996	Immediately
-T4s	1995-1996	Immediately
-Vouchers	1995-1996	Immediately
-Voucher backups	1992-1995	Immediately

Finance

-Accounts Receivable

-Cash reports	1990-1996	Immediately
-Credit notes	1995	Immediately
-Invoices	1995-1996	Immediately

Finance

-Contract

-Agriculture contracts	1995-1996	Immediately
-Black & McDonald commission statements of account	1995-1996	Immediately
-Caribana licence agreements	1996	Immediately
-Cash reports	1996	Immediately
-Concession audits	1992-1995	Immediately
-Concession licence agreements	1995-1996	Immediately
-Confirmation agreements and schedules (copies re: audit staff)	1996	Immediately
-Exhibit space contracts	1995-1996	Immediately
-Food Building contracts	1995-1996	Immediately
-Miscellaneous contracts	1995-1996	Immediately
-Molson Indy Waiver forms	1989-1994	Immediately
-Parking lot audits	1992-1996	Immediately
-Performer contracts	1995-1996	Immediately

Finance

-Cost Accounting

-Bank reconciliation	1988-1991	Immediately
-Budstock ticket settlement	1990	Immediately
-CAPAC/PROCAN statements	1989-1991	Immediately
-Casino: area access control	1995	Immediately
-Casino: bank reconciliations	1992-1996	Immediately
-Casino: cash and tip transfer	1995	Immediately
-Casino: chip inventory	1996	Immediately
-Casino: close chip and tip confirmation	1994	Immediately
-Casino: coupons	1995	Immediately
-Casino: count room info	1995-1996	Immediately
-Casino: credit/fill audit	1995	Immediately
-Casino: daily chip reports	1994-1996	Immediately
-Casino: daily tournament reports	1996	Immediately
-Casino: drop box cash reports	1995-1996	Immediately
-Casino: employee agreements (copies)	1996	Immediately
-Casino: employee schedules	1995-1996	Immediately
-Casino: incident reports	1995	Immediately
-Casino: invoices	1995	Immediately
-Casino: misc. drop paper work	1996	Immediately
-Casino: misc. financial reports	1994-1996	Immediately
-Casino: pit sheets/teller slips	1995-1996	Immediately
-Casino: purchase requisitions	1995-1996	Immediately
-Casino: selected charity files	1994-1996	Immediately

Finance

-Cost Accounting (cont.)

-Casino: sign in/out sheets	1995-1996	Immediately
-Casino: slips by serial no.	1995-1996	Immediately
-Casino: tip confirmation	1994-1996	Immediately
-Casino: turn style counts	1994-1996	Immediately
-Casino: table close slips	1995-1996	Immediately
-Casino: transfer slips	1995-1996	Immediately
-Casino: VIP registration \ forms	1995	Immediately
-Casino: work orders	1992-1996	Immediately
-Central stores: gas and diesel recaps	1985-1996	Immediately
-Central stores: gas and diesel receipts	1995-1996	Immediately

-Central stores: discontinued stock	1995	Immediately
-Central stores issues (MSRs)	1995-1996	Immediately
-Cheque distribution	1979-1982	Immediately
-Cheque register	1991	Immediately
-Cheques – NSF	1994-1995	Immediately
-Cheques - cancelled	1995	Immediately
-Cheques – Can/US	1995	Immediately
-Cheques - copies	1995-1996	Immediately
-Cheques - cashed	1996	Immediately
-Cheques, prize - cashed	1995	Immediately
-Concert common costs	1990-1993	Immediately
-Concert/event reconciliation statements (Fair and Non-fair)	1987-1996	Immediately
-Daily cash settlements	1985-1988	Immediately
-Hydro readings	1993-1996	Immediately
-Rental & service ledgers	1996	Immediately
-Salary and wage analysis	1995-1996	Immediately
-Stock cards	1985-1995	Immediately
-Tax rebates	1990-1996	Immediately
-Ticket statements	1985-1988	Immediately
-Third party billing	1987-1995	Immediately
-Vouchers, journal (for MSRs)	1994-1996	Immediately
-Work orders	1995-1996	Immediately
-Work order ledgers (third party)	1987-1995	Immediately
-Work order packets	1994-1996	Immediately
Finance		
-Payroll		
-Advances	1988-1995	Immediately
-Audit trail payroll detail reports	1994-1996	Immediately
-Casino: TD1s	1993	Immediately
-Casino: employment confirmation agreements	1993-1996	Immediately
-Casino: clock card reports	1993	Immediately
-Casino: time cards	1996	Immediately
-Clock cards	1994-1996	Immediately
-Change forms (copies)	1979-1996	Immediately
-CNE deductions	1994-1995	Immediately
-Credit union deductions	1988-1995	Immediately
-Edit worksheets	1990-1996	Immediately
-Excess deductions report	1992-1995	Immediately
-Garnishees	1988-1990	Immediately
-Job tickets/time sheets	1992-1996	Immediately
-Monthly union reports	1988-1990	Immediately
-Overtime hours reports	1992-1996	Immediately

-Pay duty officers hours	1988-1994	Immediately
-Payroll deduction details	1988-1996	Immediately
-Payroll details	1989-1992	Immediately
-Payroll input forms	1984	Immediately
-Paysheets - IATSE	1985	Immediately
-Record of Employment (ROEs)	1979-1996	Immediately
-Recap reports	1994-1996	Immediately
-Retro payments	1989	Immediately
-Stop payments	1988-1993	Immediately
-TD1s	1995-1996	Immediately
-TD1s - IATSE	1991-1994	Immediately
-Third quarter vacation reports	1989	Immediately
-Wage control	1988-1995	Immediately
-Weekly Payroll Info – earnings year-to-date	1989-1996	Immediately
-Weekly Payroll Info - earnings current	1989-1995	Immediately
-Weekly Payroll Info - hours current/year-to-date	1989-1996	Immediately
-Weekly Payroll Info - hours worked	1988-1996	Immediately
-Weekly payroll reports	1982-1991	Immediately
-Welfare, union, pension reports	1988-1996	Immediately
Finance		
-Purchasing		
-Central stores: inventory sheets	1995-1996	Immediately
-Central stores: fuel consumption MSR	1995-1996	Immediately
-Central stores - MSR	1995-1996	Immediately
-Central stores - stock cards	1995-1996	Immediately
-Purchase orders	1994-1996	Immediately
-Purchase open orders	1995-1996	Immediately
-Purchase sub-orders	1995-1996	Immediately
-Purchase requisitions	1995-1996	Immediately
Quotations/Class files	1994-1996	Immediately
Operations		
-Director, Operations (formerly General Manager, Operations)		
-Cheque requisitions	1986	Immediately
-Purchase requisitions	1986-1995	Immediately
-Purchase orders	1993-1996	Immediately

Operations

-Cleaning

-Daily attendance sheets	1990-1996	Immediately
-Employee files - terminations	1995-1996	Immediately
-Expense reports	1990-1996	Immediately
-Job tickets	1995-1996	Immediately
-Meal allowance records	1990-1996	Immediately
-Payroll distribution	1995	Immediately
-Rental & service books	1994-1996	Immediately
-Show files	1995-1996	Immediately
-Signature sheets	1995-1996	Immediately
-Time sheets/cards	1995-1996	Immediately
-Work orders	1994-1996	Immediately

Operations

-Maintenance

-Security

-Parking ticket booklets - used and blank	1990-1995	Immediately
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Operations

-Maintenance

-Work Orders/Fleet Maintenance

-Safety engineering work order copies	1996	Immediately
-Work orders (originals/ copies)	1996	Immediately
-Work order summarized data sheets	1996	Immediately

Operations

-Exhibition Stadium

(formerly Exhibition Stadium Corp.)

-Operations Manager

-Bank reconciliations	1980-1982	Immediately
-Budget notes	1976-1991	Immediately
-Event billing	1982	Immediately
-Invoices	1981	Immediately
-Packing slips	1981-1982	Immediately
-Payroll disbursements	1981	Immediately
-Pay statements (copies)	1978-1980	Immediately
-Record of Employment (ROEs)	1983-1985	Immediately
-Shift reports	1982-1983	Immediately
-T4s	1978-1985	Immediately
-TD1s	1976-1991	Immediately
-Time sheets/time cards	1980-1991	Immediately
-Vouchers	1981	Immediately

CNE		
-Canadian International Air Show		
-Culls from the CIAS fonds (includes copies/duplicates of work orders, purchase requisitions, memos, correspondence, reports, minutes, expense reports, etc.)	1946-1993	Immediately
CNE		
-Marketing		
-Completed surveys and questionnaires (aggregate data)	1981-1989	Immediately
CNE		
-Operations		
-Client Services		
-Show and event files	1995	Immediately
CNE		
-Operations		
-Concessions		
-Budget files	1990-1995	Immediately
-CNE micro results	1990-1992	Immediately
-Caribana licence agreements	1995	Immediately
-CHIN licence agreements	1995	Immediately
-Concessionaires daily reports	1989-1995	Immediately
-Concession licence agreements	1984-1995	Immediately
-Early/late licence agreements	1990-1995	Immediately
-Financial statements (copies)	1994-1995	Immediately
-Food Building contracts	1991-1995	Immediately
-Food Building invoices	1994-1995	Immediately
-Monthly reports	1994-1995	Immediately
-Show and event files	1995	Immediately
-Work orders	1994-1995	Immediately
CNE		
-Operations		
-Visitors Services (formerly Women's Dept.)		
-Medical centre patient files	1995-1996	Immediately

CNE		
-Programs		
-Attractions		
-Budgets	1995	Immediately
-Cheque requisitions	1995	Immediately
-CNE passes	1995	Immediately
-Performer contracts (copies)	1995	Immediately
-Purchase requisitions	1995	Immediately
Work orders	1995	Immediately
CNE		
-Programs		
-Feature Country		
-Exhibitor contracts (copies)	1995-1996	Immediately
-Exhibitor contracts (cancelled)	1995-1996	Immediately
CNE		
-Rentals		
-Show files	1988-1989	Immediately

2. This By-law shall come into force upon the approval of the City Auditor.

ENACTED AND PASSED this 20th day of May, A.D. 2004.

DAVID R. MILLER,
Mayor

ULLI S. WATKISS
City Clerk

(Corporate Seal)