

Authority: Administration Committee Report 5, Clause 9,  
as adopted by City of Toronto Council on July 25, 26 and 27, 2006  
Enacted by Council: July 27, 2006

**CITY OF TORONTO**

**BY-LAW No. 688-2006**

**To amend City of Toronto Municipal Code Chapter 219, Records, Corporate (Local Boards), to establish retention periods during which the records of The Board of Governors of Exhibition Place, including transitory and duplicate records, must be retained and preserved.**

WHEREAS under section 255 of the *Municipal Act, 2001* a municipality may, subject to the approval of the municipal auditor, establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved; and

WHEREAS as the result of the establishment of the Auditor General position and Internal Audit division, the City's external auditor is now the "municipal auditor" for the purposes of subsection 255(3) of the *Municipal Act, 2001*; and

WHEREAS the City's external auditor has approved the retention periods set out in Schedule A;

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

1. Chapter 219, Corporate Records (Local Boards) of The City of Toronto Municipal Code is amended as follows:
  - A. By adding the following:

ARTICLE IV  
**The Board of Governors of Exhibition Place**

**§ 219-9. Definitions.**

- A. As used in this article and in Schedule F to this article, at the end of this chapter, the following terms shall have the meanings indicated:

ARCHIVES – The Board of Governors of Exhibition Place's Archives.

ARCHIVAL REVIEW PERIOD – The period of time during which a qualified archivist working under the direction of the Manager, Records and Archives, Exhibition Place conducts a systematic appraisal of records having potential archival value.

ARCHIVAL VALUE – The evidential and informational value of records, which is determined during appraisal and justifies the records preservation as archives.

BOARD – The Board of Governors of Exhibition Place.

DISPOSE – To destroy a record or to transfer a record to the Archives.

**RECORD** – The same meaning as in subsection 1(1) of the *Municipal Act, 2001*. [This meaning is noted as follows for reference purposes only:

“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;]

**RECORDS SERIES** – A group of records that support a particular Board program or operation, that are filed together, and need to be retained for the same period of time.

**RETENTION PERIOD** – The period of time during which a specific records series must be kept by the Board before records in that records series may be disposed of.

**RETENTION SCHEDULE** – The schedule prescribing how long a specific records series must be retained before they may be disposed of.

**TRANSITORY RECORD** – A record that is:

- (1) Retained solely for convenience of reference;
- (2) Required solely for the completion of a routine action, or the preparation of another record;
- (3) Of insignificant or no value in documenting Board business transactions;
- (4) Not an integral part of a Board record;
- (5) Not filed regularly with records or filing systems;
- (6) Not required to meet statutory obligations or to sustain administrative or operational functions;
- (7) About social events that are not special Board events;
- (8) Not related to Board business; or
- (9) A voice mail message.

B. As used in the retention schedule in Schedule F to this article, at the end of this chapter, the following abbreviations and terms shall have the meanings indicated:

**ACTIVE** – The period of time in years, unless otherwise stated, that the records must be kept in the active records office area.

**C or CURRENT YEAR** – The calendar year in which the records were created.

**CNE** – Canadian National Exhibition.

**CODE** – The reference number for each records series, based on the corporate records classification system (CRCS).

**DISPOSITION** – The destruction of a record or transfer of a record to the Archives, as indicated in a retention schedule by one of the following designations which have the meanings indicated:

- (1) **AR or ARCHIVAL REVIEW** – Destroy the records after review by an archivist, except for selected records that are transferred for permanent retention in the Archives, based on appraisal criteria.
- (2) **D or DESTROY** – The records are destroyed once the total retention period has expired.
- (3) **P or PERMANENT** – As defined below in the definition of “P or Permanent”, the records are never destroyed, and for purposes of the definition of “disposition” only, are stored in the Archives for preservation purposes.
- (4) **P/AR or PERMANENT/ARCHIVAL REVIEW** – The records will be held indefinitely in the Archives for preservation purposes or, if Council changes the retention period total from “permanent” in the future, the records will only be destroyed after archival review.

**EXP** – Exhibition Place.

**INACTIVE** – The period of time in years, unless otherwise stated, that the records must be kept in the Records Centre, following the active period.

**MEDIA:**

- (1) The physical format of the records series, for example, paper, electronic, microfilm.
- (2) If the retention schedule indicates “all media”, records in any format are included.

**NTC** – National Trade Centre.

**ORIGINATING OFFICE** – A business unit (including a service area) of one of the following three programs that make up Exhibition Place, that is responsible for creating and maintaining the records:

- (1) Exhibition Place (EXP);
- (2) Canadian National Exhibition (CNE); and
- (3) National Trade Centre (NTC).

**P or PERMANENT** – A record that is never destroyed.

RECORDS SERIES TITLE – The title and detailed description of the types of records included in each records series.

S or SUPERSEDED – A record that is replaced by an updated record.

T or TERMINATED – A retention period that is calculated from a specific type of event, as explained under each records series.

TOTAL – The total retention period, including active and inactive retention periods.

### **§ 219-10. Responsibility for records.**

Responsibility for records that are not destroyed after the inactive retention period is based on the disposition set out in the retention schedule as follows:

A. Archival review.

- (1) This disposition is used if preliminary archival analysis indicates that the records have considerable historical and research significance and should be retained, either in their entirety or subject to selection to preserve only those records that possess enduring value.
- (2) After the inactive retention period, responsibility for the records is transferred from the business unit to the custody and control of the Archives.
- (3) After the transfer, the Archives is solely responsible for providing access to the records under any provincial or federal access and privacy legislation, including the listing of personal information banks and general classes of records, and for compliance with other legislation.
- (4) The records will be reviewed and processed to archival standards.
- (5) Records culled by the archivists may be destroyed, with the approval of the Manager, Records and Archives, Exhibition Place without further notice to the business unit that created these records.

B. Permanent.

- (1) This disposition is used if there are operational or legal requirements to retain the records for an indefinite period.
- (2) Despite the storage of the records in the Archives for preservation purposes, the records remain under the full custody and control of the business unit that created them.
- (3) The business unit, in conjunction with the Freedom of Information and Protection of Privacy Coordinator, is responsible for providing access to the records under any provincial or federal access and privacy legislation, including the listing of

personal information banks and general classes of records, and for compliance with other legislation.

C. Permanent/archival review.

- (1) This disposition is used if there are operational or legal requirements to retain the records for an indefinite period and if the records have also been identified as records that should only be destroyed after archival review if Council changes the retention period total from “permanent” in the future.
- (2) Despite the storage of the records in the Archives for preservation purposes, the records remain under the full custody and control of the business unit that created them.
- (3) The business unit, in conjunction with the Freedom of Information and Protection of Privacy Coordinator, is responsible for providing access to the records under any provincial or federal access and privacy legislation, including the listing of personal information banks and general classes of records, and for compliance with other legislation.
- (4) If, as a result of changes in operational needs or statutory requirements, the inactive, “permanent” retention period is reduced by Council, then the records will be transferred to the custody and control of the Archives at the end of the retention period and Subsection A applies with necessary changes.

**§ 219-11. Retention schedule.**

The records of the Board shall be retained and may only be destroyed as set out in the retention schedule in Schedule F to this article, at the end of this chapter.

**§ 219-12. Transitory and duplicate records.**

- A. Despite § 219-11, but subject to the *Municipal Freedom of Information and Protection of Privacy Act* and the *Personal Health Information Protection Act, 2004*, this section applies to the retention of all records created or received by Board employees.
- B. A transitory record may be deleted or otherwise destroyed on the same day that the record was created or received.
- C. A copy of a record may be destroyed at any time if the original is subject to a retention period established by this article.
- D. A micrographic copy of a record shall be deemed to be the original for the purposes of this article and the records that have been microfilmed may be destroyed at any time, subject to § 219-13.

**§ 217-13. Archival review period.**

- A. At the end of the archival review period, a record that has been microfilmed, other than a copy of the record or a transitory record:
- (1) Shall be transferred to the custody and control of the Archives if the original record possesses archival value; or
  - (2) Shall be destroyed if it does not possess archival value, and if there is no further business or legal requirement to retain the record.
- B. For the purposes of this section, the archival review period shall be deemed to end on the date the Manager, Records and Archives, Exhibition Place certifies that the archival review is complete and the record has no archival value.

**§ 217-13.1. Conflicting provisions.**

In the case of a conflict between this article and the records retention provisions of any policy of the Board or by-law of the former Municipality of Metropolitan Toronto, this article prevails.

- B. By adding Schedule F to Chapter 219, Art. IV, as set out in Schedule A at the end of this by-law.

ENACTED AND PASSED this 27th day of July, A.D. 2006.

DAVID R. MILLER,  
Mayor

ULLI S. WATKISS  
City Clerk

(Corporate Seal)

**SCHEDULE A TO BY-LAW No. 688-2006**

**SCHEDULE A**

**SCHEDULE F TO CH. 219, ART. IV  
RECORDS RETENTION SCHEDULE  
Board of Governors of Exhibition Place**

**A Functional Category: Assets and Property Management**

Description: Records relating to the construction, operation, and maintenance of Exhibition Place’s physical assets and property, which it owns or leases. This may include buildings, facilities, lands, vehicles, office and computer equipment, trees, uniforms, artifacts and heritage sites, and office supplies

| <b>Code</b> | <b>Records Title</b>  | <b>Originating Office</b>                               | <b>A</b> | <b>I</b> | <b>Retention Total</b> | <b>Disposition</b> | <b>Comments/Legislation</b>  |
|-------------|---|---|----------|----------|------------------------|--------------------|--|
| XA0033      | Artifacts<br><br>Records relating to the collection and preservation of artifacts with historical, heritage, or symbolic value, which may include flags, plaques, photographs, and tools. These artifacts are preserved as evidence of Exhibition Place’s historical culture. Includes information on the acquisition, accessioning, and inventory of Exhibition Place-owned artifacts. Documents may include artifact historical statements, accession lists, historical artifact appraisals, monetary artifact appraisals, and donation statements and memoranda. | EXP –<br>Corporate Secretary<br><br>EXP –<br>Operations | P        | 0        | P                      | P/AR               | Comments:<br>File to remain active until artifact no longer in existence<br><br>Legislation:<br>Ontario Heritage Act,<br>R.S.O. 1990, c. O.18, s. 27 –<br>Register of designated properties. |

Retention Legend: A = Active; I = Inactive; AR = Archival Review; C = Current Year; DY = Days; D = Destroy; M = Month(s); P = Permanent; P/AR = Permanent/Archival Review; S = Superseded; T = Termination – based on specific criteria

## City of Toronto By-law No. 688-2006

| Code   | Records Title  | Originating Office              | Retention |   |       | Disposition | Comments/Legislation   |
|--------|--|---------------------------------|-----------|---|-------|-------------|--|
|        |  |                                 | A         | I | Total |             |  |
| XA0035 | <p>Properties Renaming</p> <p>Records relating to the renaming of Exhibition Place streets, parks, areas, and buildings. Renaming is usually associated with the commemoration of individuals, events, and areas of historical significance. Includes commemorative certificates, reports, civilian correspondence, proposals, and copies of plans and drawings.</p>   | EXP –<br>Corporate<br>Secretary | C+2       | 7 | C+9   | AR          | Legislation/Regulation:<br>Ontario Heritage Act,<br>R.S.O. 1990, c. O.18, s. 27 –<br>Register of designated<br>properties.   |
| XA0046 | <p>Archaeological Assets</p> <p>Records relating to the examination, appropriation, and display of Exhibition Place-owned archaeological findings. Archaeological assets provide physical evidence for the understanding and appreciation of humanity's past and may include coins, tools, and ancient artifacts. Documents may include historical appraisals of findings and supporting correspondence.</p> | EXP –<br>Corporate<br>Secretary | P         | 0 | P     | P/AR        | <p>Comments:<br/>File to remain active until<br/>artifact no longer in existence</p> <p>Legislation/Regulation:<br/>Ontario Heritage Act,<br/>R.S.O. 1990, c. O.18, s. 27 –<br/>Register of designated<br/>properties.</p> |



## City of Toronto By-law No. 688-2006

| Code   | Records Title  | Originating Office   | Retention |   |       | Disposition | Comments/Legislation  |
|--------|--|--|-----------|---|-------|-------------|---|
|        |  |  | A         | I | Total |             |   |
| XA0047 | Archaeological Sites<br><br>Records relating to archaeological sites within the boundaries of Exhibition Place which mark locations of archaeological significance, such as the remains of ancient, pre-industrial, and industrial settlements. Archaeological excavations are often conducted on such sites in order to locate and retrieve archaeological assets. May include information on land expropriation and locations of artifact findings. Documents may include excavation planning materials, site maps and drawings, applications for archaeological licences, copies of archaeological licences, copies of archaeological budgetary statements and reports, archaeological assessment reports, letters of clearance, newspaper clippings, and correspondence. | EXP –<br>Operations<br><br>EXP –<br>Corporate<br>Secretary | P         | 0 | P     | P/AR        | Comments:<br>File to remain active until archaeological site no longer in existence<br><br>Legislation/Regulation:<br>Ontario Heritage Act,<br>R.S.O. 1990, c. O.18, s. 27 –<br>Register of designated<br>properties. |
| XA0167 | Books and Subscriptions<br><br>Records relating to office subscriptions, books, and digital publications purchased by staff of Exhibition Place and its departments or divisions. This includes subscriptions for professional newsletters, printed and electronic journals, business and news periodicals, and book orders. Subscriptions may be used for reference, research, or display purposes. Documents may include completed subscription order forms, copies of financial invoices, and correspondence.   | All  | C+1       | 1 | C+2   | D           |   |

## City of Toronto By-law No. 688-2006

| Code   | Records Title   | Originating Office   | Retention |   |       | Disposition | Comments/Legislation   |
|--------|---|--|-----------|---|-------|-------------|--|
|        |   |  | A         | I | Total |             |  |
| XA0172 | Office Supplies<br><br>Records relating to the provision of office supplies and consumables, including stationery and letterhead. Documents may include completed material requisition forms, copies of purchase orders and purchase requisitions, copies of cheque requisitions, copies of supplies catalogues, and correspondence.  | All  | C+1       | 1 | C+2   | D           |  |
| XA0173 | Operational Equipment and Furnishings<br><br>Records relating to the management and tracking of operational equipment and furnishings routinely used in Exhibition Place buildings and properties. This may include information on file cabinets, shelving units, cash registers, desks, chairs and kitchen equipment. Documents may include copies of purchase orders, user guidelines, operations manuals, maintenance and repair history files, asset inventories, copies of contracts and service agreements, and copies of warranties. | All  | C+2       | T | T     | D           | Comments:<br>T = Life of Asset<br><br>Legislation/Regulation:<br>Occupational Health and Safety,<br>R.S.O. 1990, c. O.1, s. 55 –<br>Order to inspect physical<br>condition of a workplace. |
| XA0176 | Employee Uniforms<br><br>Records relating to the management and inventory control of special, safety, protective, and required clothing and footwear for Exhibition Place employees. This includes information on designated uniforms for security, cleaning staff, labourers and other unionized and non-union workers and CNE summer staff. Documents may include clothing specification sheets, order tracking reports, complaints, copies of purchase orders, copies of invoices, and correspondence.                                   | EXP –<br>Finance<br><br>EXP –<br>Operations<br><br>CNE –<br>Operations<br><br>NTC –<br>Finance | C+1       | 1 | C+2   | AR          |  |

## City of Toronto By-law No. 688-2006

| Code   | Records Title   | Originating Office                                       | Retention |   |       | Disposition | Comments/Legislation |
|--------|---|--|-----------|---|-------|-------------|----------------------|
|        |   |  | A         | I | Total |             |                      |
| XA0270 | Computer System Implementation & Management<br><br>Records relating to the development, implementation, and support of computer system applications used by Exhibition Place. This may include information on computer resources, technical design, systems development, user requirements, project definitions, and database management. Documents may include project management reports, copies of purchase orders and requests for proposals, system testing statements, and correspondence.  | EXP –<br>Finance –<br>IT<br><br>NTC –<br>Finance –<br>IT | S         | 7 | S+7   | AR          |                      |
| XA0271 | Telecommunications and Electronic Communication Systems<br><br>Records relating to the installation, maintenance, operation, and use of telecommunications equipment and systems. Includes information on telephone, cable, fibre optics, electronic mail, voice mail, fax, pager, cell phone, and emergency systems and processes. Documents include requests for installation or maintenance, change requests, copies of service contracts and maintenance agreements, copies of purchase orders, and service call requests to service providers. | EXP –<br>Finance –<br>IT<br><br>NTC –<br>Finance –<br>IT | S         | 7 | S+7   | D           |                      |

## City of Toronto By-law No. 688-2006

| Code   | Records Title  | Originating Office                                       | Retention |   |       | Disposition | Comments/Legislation |
|--------|--|--|-----------|---|-------|-------------|----------------------|
|        |  |  | A         | I | Total |             |                      |
| XA0272 | Computer Hardware<br><br>Records relating to installing and maintaining computer hardware, which is the physical equipment used in computer systems. Hardware includes laptop and notebook computers, personal computers, network hardware, and peripheral hardware. May include information on hardware replacements, specifications, and capacity planning. Documents include copies of purchase orders, copies of license agreements, hardware manuals, requests for installation and maintenance, and hardware inventories.  | EXP –<br>Finance –<br>IT<br><br>NTC –<br>Finance –<br>IT | S         | 7 | S+7   | D           |                      |
| XA0273 | Computer Software<br><br>Records relating to computer software, which are computing programs that can be used in conjunction with various computer and operating systems. May include information on tracking of software upgrades, sign-in authorization codes, and software development. Documents may include upgrade notifications, requests for additional site/user licenses on network applications, recommendations or reports regarding specific software products, user lists, copies of purchase orders, copies of license agreements, software user manuals, requests for software installation, and software inventories. | EXP –<br>Finance –<br>IT<br><br>NTC –<br>Finance –<br>IT | S         | 7 | S+7   | D           |                      |

## City of Toronto By-law No. 688-2006

| Code   | Records Title  | Originating Office                                  | Retention |    |       | Disposition | Comments/Legislation   |
|--------|--|---|-----------|----|-------|-------------|--|
|        |  |   | A         | I  | Total |             |  |
| XA0290 | <p>Computer Systems Networks</p> <p>Records relating to Exhibition Place's interconnected computing systems and components, which are cables and other devices that connect workstation computers with one another for the purposes of data transmission and sharing. Includes the establishment and ongoing management of local area networks (LAN). Documents may include network functional review statements and reports, user complaints, network needs specifications, and correspondence.</p>   | <p>EXP – Finance – IT</p> <p>NTC – Finance – IT</p> | S         | 7  | S+7   | D           |  |
| XA0500 | <p>Property Design Planning</p> <p>Records relating to internal initiatives intended to ensure effective construction and renovation of Exhibition Place property, including buildings and other structures, through analysis of, and compliance with, all issues that may affect the actual work. This is performed prior to the construction or renovation work actually being undertaken. May include information on floor load capacity, space planning, need for ventilation, and other design requirements. Documents may include project proposals, structural investigation reports, feasibility studies, preventative maintenance studies, noise and signage studies, consultant selection criteria, staffing layout plans, detailed needs analysis reports, and copies of capital budget statements.</p> | <p>EXP – Operations</p>                             | C+2       | 17 | C+20  | AR          | <p>Legislation/Regulation: Planning Act, R.S.O. 1990, c.P. 13, s. 41(4) approval of proposed plans, drawings and designs</p> |

## City of Toronto By-law No. 688-2006

| Code   | Records Title  | Originating Office                             | Retention |    |       | Disposition | Comments/Legislation  |
|--------|--|--|-----------|----|-------|-------------|---|
|        |  |  | A         | I  | Total |             |   |
| XA0501 | <p>Construction and Renovation</p> <p>Records relating to construction and renovation of Exhibition Place buildings and park lands. Documents may include renderings for specification guidelines, reports, commentary, guidelines, architectural and engineering drawings, consultant reports, land appraisals, photographs, material and environment testing reports, and building phase reports. May also include copies of contracts, building permits, and insurance damage claims.</p> | EXP –<br>Operations                            | T         | 20 | T+20  | AR          | <p>Comments:<br/>T = File closed upon completion of construction and/or renovation project</p> <p>Legislation/Regulation:<br/>Limitations Act, S.O. 2002, c. 24, Sched. B., s. 15 (2) – No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.</p> |
| XA0502 | <p>Property Maintenance</p> <p>Records relating to the ongoing and scheduled maintenance of Exhibition Place buildings and property. May include information on building and elevator inspections and janitorial services. Documents may include inspection reports, preventive maintenance reports, maintenance logs, copies of work orders, copies of contracts and supporting agreements, and correspondence.</p>   | EXP –<br>Operations<br><br>NTC –<br>Operations | T         | 20 | T+20  | D           | <p>Comments:<br/>T = File closed upon expiration of contract</p> <p>Legislation/Regulation:<br/>Limitations Act, S.O. 2002, c. 24, Sched. B., s. 15 (2) – No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.</p>                               |

## City of Toronto By-law No. 688-2006

| Code   | Records Title  | Originating Office   | Retention |   |       | Disposition | Comments/Legislation   |
|--------|--|--|-----------|---|-------|-------------|--|
|        |  |  | A         | I | Total |             |  |
| XA0504 | <p>Parks Title Histories</p> <p>Records relating to the history of Exhibition Place parks, parkettes, and green spaces. Documents may include original drawings, plans, and proposals for park creations; dedications for existing and obsolete parks; opening ceremony reports and memoranda; and documentation describing the land use before park creation. Also may include deeds, leases, and license arrangements specifically pertaining to existing or obsolete parks.</p>   | EXP –<br>Corporate<br>Secretary                                      | P         | 0 | P     | P/AR        | <p>Comments:<br/>File to remain active until park no longer in existence</p> <p>Legislation/Regulation:<br/>Formerly Public Parks Act,<br/>R.S.O. 1990 c.P. 46, s. 9 – Keep all books, maps, plans, papers and documents, until its repeal on January 1, 2003.</p> |
| XA0505 | <p>Parks Management</p> <p>Records relating to the management and routine operation of Exhibition Place park land, playgrounds, and open spaces. May include information on park staffing requirements, park conditions, facility statistics, and suggested improvements, such as path paving and lighting. Documents may include proposals for suggested land use, public complaints, requests for improvements, public commendations, copies of park inspection reports, park facility inventories, and supporting correspondence.</p> | <p>EXP –<br/>Corporate<br/>Secretary</p> <p>EXP –<br/>Operations</p> | C +2      | 4 | C+6   | AR          |  |

| Code   | Records Title  | Originating Office  | Retention |   |       | Disposition | Comments/Legislation |
|--------|--|---|-----------|---|-------|-------------|----------------------|
|        |  |   | A         | I | Total |             |                      |
| XA0508 | <p>Facility and Room Bookings</p> <p>Records relating to selecting, reserving, using and providing in-house services (electrical, HVAC, labour, cleaning, parking, etc.) for Exhibition Place facilities used for meetings, instructional seminars, exhibits, trade and consumer shows and other purposes. Documents may include facility and room availability schedules, facility booking schedules event data sheets, cleaning staff schedules, copies of rental and service agreements, special instructions and correspondence.</p>   | <p>EXP –<br/>Operations</p> <p>EXP –<br/>Business<br/>Development</p> <p>NTC –<br/>Events &amp;<br/>Facility<br/>Services</p> | C+2       | 5 | C+7   | D           |                      |
| XA0510 | <p>Workplace Space Planning and Moves</p> <p>Records relating to determining workplace space requirements, planning and implementing moves of office equipment and employees to different locations, and designing and implementing workplace consolidation initiatives. May include information relating to space allocation, tenancy expiry, and corporate organizational moves. Documents may include reports and statistics concerned with current and future space accommodation requirements, expansion plans, space inventories, move schedules, floor plans for all move stages, detailed needs analyses of client groups impacted by moves, copies of committee minutes and agendas, and all supporting correspondence.</p> | All   | S         | 5 | S+5   | D           |                      |



| Code   | Records Title  | Originating Office   | Retention |    |       | Disposition | Comments/Legislation   |
|--------|--|--|-----------|----|-------|-------------|--|
|        |  |  | A         | I  | Total |             |  |
| XA0512 | <p>Park Dedication</p> <p>Records relating to parkland and open space dedications, which officially ensure that designated land is reserved for parkland or open space. May include information on parkland dedication requirements, planning, and scheduled activities. Documents may include proposals, parkland requirements reports and statistics, and correspondence.</p>  | <p>EXP –<br/>Corporate<br/>Secretary</p> <p>EXP –<br/>Operations</p> | C+2       | 7  | C+9   | AR          | <p>Legislation/Regulation:<br/>Formerly Public Parks Act,<br/>R.S.O. 1990 c.P. 46, s. 9 – Keep<br/>all books, maps, plans, papers<br/>and documents, until its repeal<br/>on January 1, 2003.</p>  |
| XA0513 | <p>Urban Forestry Planning and Management</p> <p>Records relating to the management and preservation of trees and green areas at Exhibition Place. This includes information relating to the planting, maintenance, protection, and removal of trees. May also include information on mineral deposits, tree diseases, soil analysis, pesticide spraying, pruning, and planting regimens. Documents may include tree canopy reports, tree health reports, trees species inventories, and news clippings.</p> | <p>EXP –<br/>Operations</p>  | T+2       | 18 | T+20  | AR          | <p>Comments:<br/>T = File closed upon completion<br/>of project</p> <p>Legislation/Regulation:<br/>Limitations Act, S.O. 2002,<br/>c. 24, Sched. B., s. 15 (2) – No<br/>proceeding shall be commenced<br/>in respect of any claim after the<br/>15th anniversary of the day on<br/>which the act or omission on<br/>which the claim is based took<br/>place.</p> |

## City of Toronto By-law No. 688-2006

| Code   | Records Title   | Originating Office  | Retention |    |       | Disposition | Comments/Legislation  |
|--------|---|---|-----------|----|-------|-------------|---|
|        |   |   | A         | I  | Total |             |   |
| XA0518 | <p>Security and First Aid</p> <p>Records relating to the physical security of Exhibition Place buildings, properties, parks, and facilities. Security measures are intended to guard against damage and unauthorized intrusion and to ensure personal safety. May include information on identification tags, security and alarm systems, authorized use of keys and access cards, first aid treatment as administered by security personnel and employee evacuations. Documents may include security clearance files, security logs &amp; security user guide books.</p>   | <p>EXP – Human Resources</p> <p>EXP – Operations</p> <p>CNE – Operations</p> <p>NTC – Event Facility Services</p> | C+2       | 18 | C+20  | D           |   |
| XA1401 | <p>Heritage Properties</p> <p>Records relating to Exhibition Place properties of historical significance which are protected from demolition and whose architectural styles are preserved for future generations. May include legal descriptions of the designated properties, information on listed properties, information on visitors, and property history files (including property name and address). Documents include copies of applications for inclusion on the City's inventory of heritage properties, requests for grants, building plans, copies of designation by-laws, copies of council reports and agendas, heritage property reports, correspondence from architects, and letters received from property owners and lawyers.</p> | <p>EXP – Operations</p>   | C+2       | 17 | C+20  | AR          | <p>Legislation/Regulation: Ontario Heritage Act, R.S.O. 1990, c. O.18, s. 27 – Register of designated properties</p> <p>Limitations Act, S.O. 2002, c. 24, Sched. B., s. 15 (2) – No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.</p> |

| Code   | Records Title   | Originating Office  | Retention |   |       | Disposition | Comments/Legislation   |
|--------|---|---------------------|-----------|---|-------|-------------|--|
|        |   |                     | A         | I | Total |             |  |
| XA1410 | <p>Requests for Heritage Properties Inclusion</p> <p>Records relating to requests to have Exhibition Place buildings and structures included in the City's heritage properties inventory listing on account of their historical significance. These requests may be made by City staff, historians, or the general public. May include information on heritage property profiles, property historical background and significance, surrounding buildings and neighbourhood profiles, building architectural contexts, and property descriptions. Documents may include heritage designation submission requests and recommendations, research notes, copies of building permits and City by-laws, copies of minor variance applications, lists of properties not currently listed in the heritage properties inventory, copies of public notices, and correspondence.</p> | EXP –<br>Operations | P         | 0 | P     | P/AR        | <p>Comments:<br/>File to remain active until further notice from the Division</p> <p>Legislation:<br/>Ontario Heritage Act,<br/>R.S.O. 1990, c. O.18, s. 27 –<br/>Register of all designated properties.</p> |
| XA1412 | <p>Rejected Heritage Properties</p> <p>Records relating to Exhibition Place buildings and structures that have not been listed or designated as heritage properties as they do not meet the necessary criteria concerning historical significance. May include information on rejected property profiles. Documents may include copies of requests and recommendations for inclusion on the City's inventory of heritage properties, building evaluation sheets, copies of building demolition applications and City by-laws, copies of council reports, copies of committee reports, photographs and slides, and correspondence.</p>   | EXP –<br>Operations | P         | 0 | P     | P/AR        | <p>Comments:<br/>File to remain active until further notice from the Division</p> <p>Legislation:<br/>Ontario Heritage Act,<br/>R.S.O. 1990, c. O.18, s. 27 –<br/>Register of all designated properties.</p> |

| Code   | Records Title  | Originating Office | Retention |   |       | Disposition | Comments/Legislation   |
|--------|--|--------------------|-----------|---|-------|-------------|--|
|        |  |                    | A         | I | Total |             |  |
| XA1418 | Heritage Conservation District Studies<br><br>Records relating to internally and externally-produced studies and reports concerning the City's older residential districts and neighbourhoods, including both private properties and public areas such as streets and parks (e.g. Exhibition Place) within a district. These studies are conducted to determine if heritage status should be allocated to all structures and areas, including both residential and commercial properties, in a specific residential district. If the report's recommendations are approved, City Council will pass a bylaw to grant the entire district as having heritage status. May include information on landscape character, planning conservation and development, architectural and building conditions, study area boundaries, historical development of the districts, and public participation in the process. Documents may include area site plans, photographs, heritage conservation studies and reports, property survey assessments, building inventories, copies of policies and procedures, copies of by-laws, and supporting correspondence. | EXP – Operations   | P         | 0 | P     | P/AR        | Comments:<br>File to remain active until further notice from the Division<br><br>Legislation:<br>Ontario Heritage Act,<br>R.S.O. 1990, c. O.18, s. 2 – policies, priorities and programs for the conservation, protection and preservation of the heritage of Ontario. |

| Code     | Records Title   | Originating Office  | A   | I | Retention Total | Disposition | Comments/Legislation  |
|----------|---|---|-----|---|-----------------|-------------|---|
| XA1544   | <p>Work Orders and Internal Requisitions</p> <p>Records relating to the creation and processing of Work Orders and Material Requisitions. Work Orders are initiated internally and issued to Exhibition Place employees indicating required tasks to be performed on Exhibition Place property. Material Requisitions are used to obtain goods or services from Stores in executing Work Orders or for general maintenance purposes. Includes cyclical, emergency, preventive, non-emergency and maintenance completed Work Order and Material Requisition forms, estimates, summaries and final charges.</p> | <p>EXP – Finance</p> <p>EXP – Operations</p> <p>CNE – Operations</p> <p>NTC – Finance</p> | C+2 | 5 | C+7             | D           |   |
| <b>D</b> | <b>Functional Category: Development and Planning</b>  |   |     |   |                 |             |   |
|          | Description: Records relating to the management of economic and business development initiatives, conducted both directly by Exhibition Place and by independent parties; and the planning and development of Exhibition Place buildings, facilities, parks and properties, prior to actual construction. Includes records relating to rezoning, business improvement initiatives, and building and land development plans.   |   |     |   |                 |             |   |
| XD0026   | <p>Parks and Open Spaces Development</p> <p>Records relating to the planning and development of parklands and open spaces for recreational purposes. This includes information about determining the necessity and feasibility of proposed land conversion or installation of recreational structures, including recommendations for additional facilities. Documents may include external and internal studies, public comments and surveys, and correspondence.</p>   | EXP – Operations  | T   | P | P               | P/AR        | <p>Comments:<br/>T = File closed upon termination of project</p> <p>Legislation/Regulation:<br/>Ontario Planning and Development Act, 1994, S.O. 1994, c. 23, Sched. A., s. 3 (a) (iii) – Land use areas and the provision of parks and open space.</p> |

| Code     | Records Title  | Originating Office | A   | I | Retention Total | Disposition | Comments/Legislation   |
|----------|--|--------------------|-----|---|-----------------|-------------|--|
| <b>F</b> | <b>Functional Category: Financial Management</b>   |                    |     |   |                 |             |  |
|          | Description: Records relating to finances and accounting processes at Exhibition Place, including the receipt, control, and expenditure of funds. Includes records relating to liability, risk management, payroll, taxation, treasury, insurance and purchasing.  |                    |     |   |                 |             |  |
| XF0045   | Fees Administration  | All                | C+2 | 4 | C+6             | AR          | Legislation/Regulation: Municipal Act, S.O. 2001, c. 25, s. 392 – list available for public inspection indicating which services and activities and the use of which properties will be subject to fees or charges and the amount of each fee or charge.             |
|          | Records relating to the determination and administration of fees charged for services and activities provided and/or managed by Exhibition Place for the use of Exhibition Place property. This may include information on fees charged by other municipalities for similar services; and discounts for senior citizens, students, and residents living on fixed incomes. These fees serve as a source of revenue for Exhibition Place. Documents may include fee schedules for permits and licenses, user fees determination studies and reports, lists of approved fees, and correspondence. |                    |     |   |                 |             |  |
| XF0169   | Fundraising and Donations  | All                | C+2 | 5 | C+7             | AR          | Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 – Records and books of account to determine tax payable, accounts and vouchers to verify information to be kept six years from the end of last tax year to which they relate. |
|          | Records relating to the development and organization of fund-raising activities and donation solicitations. Includes information on charitable campaigns and financial donations, including donated funds, received by Exhibition Place or the CNE Association from various organizations and individuals. Documents include copies of committee minutes and agendas, activity planning schedules and itineraries, donation receipts, and correspondence.  |                    |     |   |                 |             |  |

| <b>Code</b> | <b>Records Title</b>  | <b>Originating Office</b> | <b>A</b> | <b>I</b> | <b>Retention Total</b> | <b>Disposition</b> | <b>Comments/Legislation</b>   |
|-------------|---|---------------------------|----------|----------|------------------------|--------------------|---|
| XF0400      | Capital Assets<br><br>Records relating to Exhibition Place capital and fixed assets, which are long-term assets that are not purchased or sold in the normal course of business. May include information on capital assets such as machinery, land and land improvements, equipment, works of art and historical treasures, infrastructure, and vehicles. Documents include capital assets inventories, capital depreciation statements, and capital asset reports. | All                       | T        | 7        | T+7                    | AR                 | Comments:<br>T= Life of Asset<br><br>Legislation/Regulation:<br>Municipal Affairs Act,<br>R.S.O. 1990, c. M.46, s. 3 (c) –<br>Municipal Audit of accounts,<br>registers, records, vouchers,<br>receipts and other books and<br>documents relating to the assets,<br>liabilities, revenues,<br>expenditures, funds and money<br>of municipalities and the<br>reports, returns, statements and<br>information to be made and<br>furnished by municipal auditors<br>and otherwise with respect to<br>the performance of their duties.<br>Income Tax Act (Canada),<br>R.S.C. 1985, c. 1 (5th Supp.),<br>s. 230 – Records and books of<br>account to determine tax<br>payable, accounts and vouchers<br>to verify information to be kept<br>six years from the end of last<br>tax year to which they relate. |

| Code   | Records Title   | Originating Office   | Retention |   |       | Disposition | Comments/Legislation   |
|--------|---|--|-----------|---|-------|-------------|--|
|        |   |  | A         | I | Total |             |  |
| XF1325 | <p>Pay Period Processing</p> <p>Records relating to the administration and processing of employee salary and expense payments during regularly-scheduled pay periods. May include information relating to payroll generation, overriding deductions, year-end payroll reporting, and payroll variance reporting. Documents may include payroll registers, time sheets, job tickets, employee expense reports, time cards, original and amended T4 statements, payroll adjustment and variance reports, and all supporting correspondence.</p> | <p>EXP – Finance</p> <p>EXP – Human Resources</p> <p>EXP – Operations (Cleaning and Parking)</p> | C+2       | 5 | C+7   | D           | <p>Legislation:</p> <p>Employment Insurance Act (Canada), 1996, c. 23, s. 87 – Records, books of account to determine premiums, accounts and voucher to verify information to be kept six years from which records kept.</p> <p>Employment Standards Act, S.O. 2000, c.41, s. 15(5) – records to be kept three years after the employee ceased to be employed.</p> |
| XF1500 | <p>Accounting and Finance Administration</p> <p>Records relating to the overall management of Exhibition Place’s financial and accounting functions and processes. May include information on accounting systems, workflow reports and diagrams, financial signing authority, copies of federal and provincial guidelines and compliance requirements, and correspondence.</p>  | <p>EXP – Finance</p> <p>NTC – Finance</p>  | C+2       | 5 | C+7   | AR          | <p>Legislation/Regulation:</p> <p>Municipal Act, S.O. 2001, c. 25, s. 286 – records and accounts of municipality’s financial affairs.</p>  |



| Code   | Records Title  | Originating Office                       | Retention |   |       | Disposition | Comments/Legislation  |
|--------|--|--|-----------|---|-------|-------------|---|
|        |  |  | A         | I | Total |             |   |
| XF1541 | <p>Purchasing of Goods and Services</p> <p>Records relating to the procurement and acquisition of goods and services from external contractors and vendors. May include information on manufacturing requirements and delivery time frames. Documents may include purchase orders, purchase requisitions, requests for proposals (RFPs), quotation requests, vendor proposals, and tenders.</p>  | EXP –<br>Finance –<br>Purchasing         | T         | 7 | T+7   | D           | <p>Comments:<br/>T=File closed upon termination or expiry of agreement.</p> <p>Legislation:<br/>Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 – Records and books of account to determine tax payable accounts and vouchers to verify information to be kept six years from end of last tax year to which they relate.</p> |
| XF1560 | <p>Petty Cash</p> <p>Records relating to the management of petty cash accounts, which consist of tangible cash stored in departments and offices. Petty cash funds are used for the purchase of inexpensive, out-of-pocket goods and/or services, for which immediate reimbursement can be claimed. Documents include petty cash account reconciliations, requests for reimbursement, receipts, and initial requests for access to petty cash funds.</p> | EXP –<br>Finance<br><br>NTC –<br>Finance | C+2       | 5 | C+7   | D           | <p>Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 – Records and books of account to determine tax payable accounts and vouchers to verify information to be kept six years from end of last tax year to which they relate.</p>  |
| XF1562 | <p>Personal Expense Claims</p> <p>Records relating to Exhibition Place employees' claims for reimbursement for financial expenses. Personal expenses may be incurred in the course of normal business operations, including air travel, attending conferences, and vehicle use. Documents may include receipts, invoices, expense claims statements, and correspondence.</p>   | EXP –<br>Finance<br><br>NTC –<br>Finance | C+2       | 5 | C+7   | D           | <p>Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 – Records and books of account to determine tax payable accounts and vouchers to verify information to be kept six years from end of last tax year to which they relate.</p>  |

| Code   | Records Title  | Originating Office                 | Retention |   |       | Disposition | Comments/Legislation  |
|--------|--|------------------------------------|-----------|---|-------|-------------|---|
|        |  |                                    | A         | I | Total |             |   |
| XF1570 | Accounts Receivable<br><br>Records relating to revenues received by Exhibition Place through the sale of goods or services rendered. This includes revenues generated from charging parking, permits and other user fees. May include information on the administration and receipt of refunds and credits/credit notes. Documents may include hand-written and machine-readable receipts, payment balancing stubs, invoices documenting the receipt of payment from customers, accounts receivable and revenue reconciliation statements, copies of cheques, payment batch reports, cash reports and all supporting correspondence. | EXP – Finance<br><br>NTC – Finance | C+2       | 5 | C+7   | D           | Legislation/Regulation:<br>Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 – Records and books of account to determine tax payable accounts and vouchers to verify information to be kept six years from end of last tax year to which they relate. Municipal Act, S. O. 2001, c. 25, s. 286 – receipts for money payable to the municipality. |
| XF1575 | Write-Offs<br><br>Records relating to the dismissal of unpaid debts owed to Exhibition Place. These debts are considered to be not collectible owing to such factors as customer bankruptcy or business closure. Documents may include invoices and correspondence.  | EXP – Finance<br><br>NTC – Finance | T         | 7 | T+7   | D           | Comments:<br>T = File closed when occurrence of making debt uncollectible or date decision made to write off<br><br>Legislation/Regulation:<br>Municipal Act, S.O. 2001, c.25, s. 354 (2) – Remove unpaid taxes on recommendation of treasurer, writes off the taxes as uncollectible, longer payable or court decision.                                      |

| Code   | Records Title   | Originating Office                        | Retention |   |       | Disposition | Comments/Legislation   |
|--------|---|---|-----------|---|-------|-------------|--|
|        |   |   | A         | I | Total |             |  |
| XF2157 | <p>Financial Statements and Reports</p> <p>Records relating to the production and use of financial statements and reports, which are sources of financial information for a wide variety of public users (auditors, creditors, provincial and federal government agencies, etc.). These documents provide summaries, details, and analyses of the financial position of Exhibition Place. Documents may include balance sheets, income statements, funding statements, liability statements, net assets sheets, auditors reports and financial statements and expense statements.</p>                 | <p>EXP – Finance</p> <p>NTC – Finance</p> | C+2       | P | P     | P           | <p>Legislation/Regulation: Health Protection and Promotion Act, R.S.O. 1990, c. H.7, s. 59 – annual financial statements. Homes for the Aged and Rest Homes Act Regulations (General), R.R.O. 1990, Reg. 637, s. 23 – annual financial statement, auditor’s report. Municipal Act, S.O. 2001, c.25, s.296. (1) – audit of account, financial statements.</p> |
| XF2207 | <p>Cheque Register Reports</p> <p>Records relating to the administration and use of cheque register reports at Exhibition Place. These reports document the pertinent details concerning expenditures and expense vouchers. They also provide coding for each cheque issued and may be used to track cheques administered by Exhibition Place. Includes information on cheque dates, purpose of payment, amounts paid, and running balance. Documents include void cheques, cheque run reconciliation reports, daily cheque summary reports, lists of cheques issued, and daily cheque registers.</p> | <p>EXP – Finance</p> <p>NTC – Finance</p> | C+2       | 5 | C+7   | D           | <p>Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 – Records and books of account to determine tax payable accounts and vouchers to verify information to be kept six years from end of last tax year to which they relate.</p>   |

| Code   | Records Title  | Originating Office                        | Retention |   |       | Disposition | Comments/Legislation   |
|--------|--|---|-----------|---|-------|-------------|--|
|        |  |   | A         | I | Total |             |  |
| XF2301 | <p>Bank Statements and Reconciliations</p> <p>Records relating to the receipt and use of bank statements and reconciliations. Bank statements provide information on withdrawals from, and deposits into, bank accounts over a given period of time, and they also indicate a bank account's current financial status. Reconciliations compare the balance of a bank account in Exhibition Place records with the balance appearing in the banks' records and explain any discrepancies. Documents also include notices of cancelled cheques, copies of financial policies and procedures, and correspondence.</p> | <p>EXP – Finance</p> <p>NTC – Finance</p> | C+2       | 5 | C+7   | D           | <p>Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 – Records and books of account to determine tax payable accounts and vouchers to verify information to be kept six years from end of last tax year to which they relate.</p>   |
| XF2303 | <p>Cheques</p> <p>Records relating to the management and processing of Exhibition Place and other cheques. Includes information on the issuance of cheques by Exhibition Place to other organizations. Also includes information relating to Exhibition Place-issued cheques and external cheques that are returned to Exhibition Place after they have been cashed by banking and financial institutions, or if they have been dishonoured. Documents include cancelled, processed, and dishonoured cheques; cheque reports, and supporting correspondence.</p>   | <p>EXP – Finance</p> <p>NTC – Finance</p> | C+2       | 5 | C+7   | D           | <p>Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 – Records and books of account to determine tax payable accounts and vouchers to verify information to be kept six years from end of last tax year to which they relate. Municipal Act, 2001, c. 25, s. 288 – endorsement of cheques by treasurer and head of council.</p> |

## City of Toronto By-law No. 688-2006

| Code   | Records Title  | Originating Office                        | Retention |   |       | Disposition | Comments/Legislation  |
|--------|--|---|-----------|---|-------|-------------|---|
|        |  |   | A         | I | Total |             |   |
| XF2313 | <p>General Ledger Accounts</p> <p>Records relating to the administration and accounting control of general ledger accounts. A general ledger account serves as a repository of transactions from all sources, including the General Journal, and is used to produce financial statements. Includes copies of accounting entries and back-up working papers.</p>  | <p>EXP – Finance</p> <p>NTC – Finance</p> | C+2       | P | P     | P/AR        | <p>Legislation/Regulation: Income Tax Regulations (Canada), C.R.C. 1978, c. 945, s. 5800 – General ledger or other book of final entry to be kept two years after dissolution of corporation.</p>   |
| XF2350 | <p>Journal Entries</p> <p>Records relating to the production and use of journal entries. These documents record the purchase or sale of goods and services (from Exhibition Place to outside agencies and also between Exhibition Place departments), transfer revenue and charges, and correct posted transaction errors. Documents may include completed journal entry forms, transaction journals, copies of invoices and receipts, and correspondence.</p> | <p>EXP – Finance</p> <p>NTC – Finance</p> | C+2       | 5 | C+7   | D           | <p>Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 – Records and books of account to determine tax payable, accounts and vouchers to verify information to be kept six years from end of last year to which they relate.</p> |
| XF2401 | <p>Accounts Payable</p> <p>Records relating to the processing of payments made by Exhibition Place to external suppliers of goods and services. May include information on advance payments of expenses. Source documents initiating payments include vendor invoices, payment certificates, cheque requisitions, and miscellaneous transaction data. May also include accounts payable control reports and payment vouchers.</p>                              | <p>EXP – Finance</p> <p>NTC – Finance</p> | C+1       | 6 | C+7   | D           | <p>Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 – Records and books of account to determine tax payable, accounts and vouchers to verify information to be kept six years from end of last year to which they relate.</p> |

| Code   | Records Title   | Originating Office  | Retention |    |       | Disposition | Comments/Legislation   |
|--------|---|---|-----------|----|-------|-------------|--|
|        |   |   | A         | I  | Total |             |  |
| XF2801 | Employee Payroll Benefits<br><br>Records relating to the management of employee benefits plans which provide full or partial financial coverage of various benefits to Exhibition Place employees and/or their relatives. Benefits coverage may include health and dental plans, group life insurance, long term disability coverage, and accidental death and dismemberment plans. May include information relating to insurance or benefits carriers' policies and directives, deducting benefits coverage from the Exhibition Place payroll, and types of benefits coverage. Documents may include copies of insurance or benefits carriers' policies, managerial directives and reports, benefits coverage notifications, benefits coverage statistical reports, and all supporting correspondence. | EXP –<br>Human<br>Resources<br><br>EXP –<br>Finance<br><br>NTC –<br>Finance | T         | 10 | T+10  | D           | Comments:<br>T=File closed upon termination of employment or cessation of benefits.<br><br>Legislation:<br>Canada Pension Plan,<br>R.S.C. 1985, c. C-8, s. 24 –<br>Records, books of account to determine contributions, accounts and vouchers to verify information to be kept six years from end of year for which records kept. |
| XF3100 | Risk Management<br><br>Records relating to the initiatives undertaken to identify, measure, and effectively manage Exhibition Place's risks (exposures to loss). Risk management is intended to minimize the costs of risks on the operating functions of Exhibition Place. Documents may include copies of claims risk management policies and procedures, reports, and supporting correspondence.   | EXP –<br>Finance<br><br>NTC –<br>Finance                                    | C+2       | 18 | C+20  | AR          | Legislation:<br>Municipal Act, S.O. 2001,<br>c. 25, s. 299 (3) Information to be provided relating to the efficiency and effectiveness of the municipality's operations.   |

| Code   | Records Title   | Originating Office                    | Retention |   |       | Disposition | Comments/Legislation  |
|--------|---|---------------------------------------|-----------|---|-------|-------------|---|
|        |   |                                       | A         | I | Total |             |   |
| XF3305 | Capital Budget<br><br>Records relating to the management and administration of the capital budget account. The capital budget controls the allocation and appropriation of funds planned to be expended for capital items in a given fiscal year. Capital budgeting is necessary to construct or acquire fixed assets for Exhibition Place. Documents may include budget submissions, contractor and hard costs data, and internal chargeback costs directives.   | EXP – Finance<br><br>EXP – Operations | T         | 7 | T+7   | AR          | Comments:<br>T = File closed from end of the last year in which the capital budget is expended.<br><br>Legislation/Regulation:<br>Municipal Act, S.O. 2001, c. 25, s. 290 – each year prepare and adopt a budget including estimates of all sums required during the year. Police Services Act, R.S.O. 1990, c.P.15, s. 39 – Annual estimates of board. |
| XF3307 | Operating Budget<br><br>Records relating to the management and administration of the operating budget accounts. The operating budget concerns the allocation and appropriation of funds necessary to finance all operating expenses for a fiscal year, for all Exhibition Place divisions, departments and offices. Operating expenditures are used during a particular period directly in support of daily operations, such as wages, office supplies, and maintenance costs. Includes copies of budget process procedures, directives, variance reports, expenditure forecasts and reports, and budget submissions. | EXP – Finance<br><br>NTC – Finance    | C+2       | 5 | C+7   | D           | Legislation/Regulation:<br>Municipal Act, S.O. 2001, c. 25, s. 290 – each year prepare and adopt a budget including estimates of all sums required during the year. Police Services Act, R.S.O. 1990, c.P.15, s. 39 – Annual estimates of board.  |

## City of Toronto By-law No. 688-2006

| Code   | Records Title  | Originating Office                 | Retention |    |       | Disposition | Comments/Legislation   |
|--------|--|------------------------------------|-----------|----|-------|-------------|--|
|        |  |                                    | A         | I  | Total |             |  |
| XF4307 | Insurance Claims<br><br>Records relating to first party claims made by Exhibition Place to the Exhibition Place Insurer(s) (for example, property and crime losses), and third party liability claims that are made against Exhibition Place. Third party liability claims may arise from alleged negligence or omission by Exhibition Place, for example, its failure to clear ice and snow from roads, falling trees, potholes and collisions involving Exhibition Place vehicles. Documents include copies of claims and affidavits, damage and injury reports, medical reports, and all supporting correspondence. | EXP – Finance<br><br>NTC – Finance | T         | 15 | T+15  | D           | Comments:<br>T=File closed upon resolution of case<br><br>Legislation:<br>Limitations Act, S.O. 2002, c. 24, Sched. B. s.14. (1), (2), 15 (2) – serve notice of possible claim on another person; describe injury, loss or damage and extent; no proceeding shall be commenced of any claim after the 15th anniversary of the day which the act on which the claim took place. Insurance Act. R.S.O. 1990, c. I.8, 300 – notice and proof of claim |
| XF5857 | Grants and Subsidies<br><br>Records relating to subsidies and grants received and administered by Exhibition Place. Includes information on obtaining and distributing federal, provincial, and municipal subsidies and grants. Documents include follow-up spending evaluation reports, grant applications, review and decision statements, correspondence, and supporting documentation relating to Exhibition Place's entitlement to subsidies and grants.  | All                                | C+2       | 5  | C+7   | AR          | Legislation/Regulation:<br>Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.), s. 230 – Records and books of account to determine tax payable, accounts and vouchers to verify information to be kept six years from end of the last tax year to which they relate. Audit Act, R.S.O. 1990, c. A.35, s. 13 – Financial statement of disposition of grant payment.   |



| Code     | Records Title  | Originating Office              | A   | I | Retention Total | Disposition | Comments/Legislation |
|----------|--|---------------------------------|-----|---|-----------------|-------------|----------------------|
| <b>G</b> | <b>Functional Category: Governance</b>   |                                 |     |   |                 |             |                      |
|          | Description:<br>Records relating to the ways in which the City and/or Exhibition Place are governed and regulated to ensure efficiency, effectiveness, and compliance with statutory requirements. Includes records of the City's legislative process, such as the agendas and minutes of Council, its standing committees and community councils; City bylaws and the Municipal Code; agendas and minutes of the Board of Governors of Exhibition Place and its standing committees; Exhibition Place bylaws; City and Exhibition Place policies and procedures; Exhibition Place annual reports and City annual reports of departments and special purpose bodies. Also includes all legislation and other municipal by-laws that might affect the City and Exhibition Place; records relating to non-municipal government bodies; election records; and records relating to provincially-mandated services that the City provides, such as birth and death registrations. |                                 |     |   |                 |             |                      |
| XG0001   | City Council   | EXP –<br>Corporate<br>Secretary | C+3 | 3 | C+6             | AR          |                      |
|          | Records relating to the meetings, duties, and functions of the City Council acquired by Exhibition Place for direction in administrative and operational functions or for general reference. City Council is the legislative body responsible for enacting ordinances and resolutions, adopting the City budget, representing the City, and carrying out a variety of municipal responsibilities. Includes copies of Council certificates of amendments (resolutions), agendas, minutes of meetings, bills index, correspondence, memoranda, notices of motions, and committee reports.  | EXP –<br>GM &CEO                |     |   |                 |             |                      |

## City of Toronto By-law No. 688-2006

| Code   | Records Title  | Originating Office  | Retention |   |       | Disposition | Comments/Legislation |
|--------|--|---|-----------|---|-------|-------------|----------------------|
|        |  |   | A         | I | Total |             |                      |
| XG0002 | <p>City Municipal Code and By-laws</p> <p>Records relating to chapters of the Municipal Code and by-laws as passed by City Council acquired by Exhibition Place for direction in administrative and operational functions or for general reference. The Municipal Code consists of all regulatory and administrative ordinances and is adopted by City Council, and by-laws constitute the City's rules or laws. Includes copies of by-laws from the former municipalities that were amalgamated to form the current City.</p> | <p>EXP –<br/>Corporate<br/>Secretary</p> <p>EXP –<br/>GM &amp;CEO</p> | C+3       | 3 | C+6   | AR          | .                    |
| XG0003 | <p>City Committees of Council</p> <p>Records relating to the meetings, duties, and functions of boards, standing committees and other committees of City Council acquired by Exhibition Place for direction in administrative and operational functions or for general reference. Documents include minutes of meetings, agendas, reports, and correspondence</p>  | <p>EXP –<br/>Corporate<br/>Secretary</p> <p>EXP –<br/>GM &amp;CEO</p> | C+3       | 3 | C+6   | AR          |                      |
| XG0004 | <p>City Sub-Committees, Task Forces and Special Committees of Council</p> <p>Records relating to the meetings, duties, and functions of the sub-committees, task forces, and special committees of City Council acquired by Exhibition Place for direction in administrative and operational functions or for general reference. Documents include minutes of meetings, agendas, reports, and correspondence.</p>  | <p>EXP –<br/>Corporate<br/>Secretary</p> <p>EXP –<br/>GM &amp;CEO</p> | C+3       | 3 | C+6   | AR          |                      |

## City of Toronto By-law No. 688-2006

| Code   | Records Title   | Originating Office  | Retention |   |       | Disposition | Comments/Legislation   |
|--------|---|---|-----------|---|-------|-------------|--|
|        |   |   | A         | I | Total |             |  |
| XG0005 | <p>City Community Councils</p> <p>Records relating to the meetings, duties, and functions of the City's community councils acquired by Exhibition Place for direction in administrative and operational functions or for general reference. These are committees of the City Council that provide a forum for local input into the Council's decision-making process. They may make recommendations on local planning, development, and neighbourhood matters. Documents include agendas, minutes of meetings, correspondence, and committee reports.</p> | <p>EXP –<br/>Corporate<br/>Secretary</p> <p>EXP –<br/>GM &amp;CEO</p> | C+3       | 3 | C+6   | AR          |  |
| XG0006 | <p>City Local Boards/Exhibition Place</p> <p>Records relating to the meetings, duties, and functions of City local boards including Exhibition Place. This may also include other agencies, boards, commissions, special bodies, or local authorities (e.g., planning and zoning boards). These local boards administer various services to City residents. Documents may include minutes of meetings, agendas, correspondence, and reports of the Board of Governors of Exhibition Place and its committees.</p>   | <p>EXP –<br/>Corporate<br/>Secretary</p> <p>EXP –<br/>GM &amp;CEO</p> | C+2       | 4 | C+6   | AR          | <p>Legislation/Regulation:<br/>Municipal Act, S.O. 2001, c25,<br/>s. 228 – resolutions, decisions,<br/>proceedings, by-laws and<br/>minutes.</p> |

| <b>Code</b> | <b>Records Title</b>   | <b>Originating Office</b> | <b>A</b> | <b>I</b> | <b>Retention Total</b> | <b>Disposition</b> | <b>Comments/Legislation</b> |
|-------------|--|---------------------------|----------|----------|------------------------|--------------------|-----------------------------|
| XG0009      | Intergovernmental Organizations<br><br>Records relating to the meetings and functions of agencies, boards, and commissions that are independent of the City but nevertheless have an impact on the City's or Exhibition Place's administration and operations. Intergovernmental organizations are not funded by, or directly answerable to, the City. Documents may include minutes of meetings, agendas, correspondence, and reports.  | All                       | C+2      | 4        | C+6                    | AR                 |                             |
| XG0020      | Provincial Ministries and Agencies<br><br>Records relating to Ontario provincial government ministries and agencies whose functions may impact on, or be involved with, the City's or Exhibition Place's administration and operations. Subjects may include the exchange of information, routine notifications and inquiries, and offers of service. Documents may include provincial government strategy and planning reports, provincial government funding statements, and correspondence. | All                       | C+2      | 4        | C+6                    | AR                 |                             |

| <b>Code</b> | <b>Records Title</b>  | <b>Originating Office</b> | <b>A</b> | <b>I</b> | <b>Retention Total</b> | <b>Disposition</b> | <b>Comments/Legislation</b> |
|-------------|---|---------------------------|----------|----------|------------------------|--------------------|-----------------------------|
| XG0030      | Federal Government Departments and Agencies<br><br>Records relating to federal government departments and agencies whose functions may impact on, or be involved with, the City's or Exhibition Place's administration and operations. Subjects may include the exchange of information, routine notifications and inquiries, and offers of service. Documents may include federal government strategy and planning reports, federal government funding statements, and correspondence. | All                       | C+2      | 4        | C+6                    | AR                 |                             |
| XG0035      | Foreign Government Departments and Agencies<br><br>Records relating to all foreign government departments and agencies whose functions may affect, or be involved with, the City's or Exhibition Place's administration and operations. Subjects may include the exchange of information, routine notification and inquiries, and offers of service. Documents may include government strategy and planning reports, foreign government funding statements, and correspondence.         | All                       | C+2      | 4        | C+6                    | AR                 |                             |

## City of Toronto By-law No. 688-2006

| Code   | Records Title  | Originating Office | Retention |   |       | Disposition | Comments/Legislation  |
|--------|--|--------------------|-----------|---|-------|-------------|---|
|        |  |                    | A         | I | Total |             |   |
| XG0040 | Other Municipal Government Departments and Agencies<br><br>Records relating to the departments and agencies of other municipal governments whose functions may impact on, or be involved with, the City's or Exhibition Place's administration and operations. Subjects may include exchange of information, routine notifications and inquiries, and offers of service. Documents may include municipal government strategy and planning reports, municipal government funding statements, and correspondence.  | All                | C+2       | 4 | C+6   | AR          |   |
| XG0080 | City Amalgamation<br><br>Records relating to the processes and initiatives concerned with amalgamating the former borough of East York; the former cities of York, Etobicoke, North York, Scarborough, and Toronto; and the former Regional Municipality of Metropolitan Toronto; into the current City. Includes information about proposed new City services and functions, department and services amalgamation, realignment and cost reductions. Documents may include amalgamation planning reports and studies, complaints, copies of Council minutes, and correspondence. | All                | T         | P | P     | P/AR        | Comments:<br>T = File closed upon the City's completion of the amalgamation processes |

## City of Toronto By-law No. 688-2006

| Code   | Records Title  | Originating Office  | Retention |    |       | Disposition | Comments/Legislation  |
|--------|--|---|-----------|----|-------|-------------|---|
|        |  |   | A         | I  | Total |             |   |
| XG0130 | <p>City Departments</p> <p>Records relating to the overall mandates, administration, and initiatives of City departments or offices acquired by Exhibition Place for direction in administrative and operational functions or for general reference. Includes routine and ongoing communication and liaison between various departments. Documents may include correspondence, memoranda, department annual reports, and supporting reference materials.</p> | <p>EXP –<br/>Corporate<br/>Secretary</p> <p>EXP –<br/>GM &amp;CEO</p> | C+2       | 4  | C+6   | D           |   |
| XG0150 | <p>Legislation and Other Municipal By-laws</p> <p>Records relating to acts, legislation, and regulations from provincial, territorial, aboriginal, and federal governments. These acts and legislation may impact on the City's or Exhibition Place's administration and operations. Also includes copies of by-laws pertaining to municipalities other than the City of Toronto.</p>  | <p>EXP –<br/>Corporate<br/>Secretary</p> <p>EXP –<br/>GM &amp;CEO</p> | S         | 7  | S+7   | D           |   |
| XG0244 | <p>Policies, Procedures, Standards and Guidelines</p> <p>Records relating to the production and formal approval of official corporate and departmental policy statements, procedures, standards, guidelines, and manuals. May also include information on corporate and departmental program reviews, benchmarking and corporate performance management, and other issues related to corporate governance.</p>   | All   | S         | 20 | S+20  | AR          | <p>Legislation:<br/>Limitations Act, S.O. 2002,<br/>c. 24, Sched. B., s. 15 (2) – No<br/>proceeding shall be commenced<br/>in respect of any claim after the<br/>15th anniversary of the day on<br/>which the act or omission on<br/>which the claim is based took<br/>place.</p> |

## City of Toronto By-law No. 688-2006

| Code   | Records Title   | Originating Office                                    | Retention |   |       | Disposition | Comments/Legislation   |
|--------|---|---|-----------|---|-------|-------------|--|
|        |   |   | A         | I | Total |             |  |
| XG0250 | Annual Reports<br><br>Records relating to internally-produced annual reports concerning the City's or Exhibition Place's annual and long-term goals, as well as financial and other reporting data. These reports describe activities and results over the past year in reference. They discuss management findings and analysis, financial statements, independent auditing results, financial highlights, and other related financial and management information. May also include interim reports. | EXP –<br>Corporate Secretary<br><br>EXP –<br>GM & CEO | C+2       | 4 | C+6   | AR          |  |
| XG0260 | Access to Information and Personal Information Protection – Compliance<br><br>Records relating to strategies and initiatives undertaken to ensure Exhibition Place is in compliance with the public's right of access to Exhibition Place records and the protection of personal information resources. Documents may include impact assessments, copies of policies and guidelines, data-sharing checklists, and supporting correspondence.  | EXP –<br>Corporate Secretary                          | T         | 2 | T+2   | AR          | Comments:<br>T= File closed upon completion of case<br><br>Legislation/Regulation:<br>Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s. 4, 5, 6, 7, 8, 9, 10, 12, 13, 14, 15 – Compliance with right of access, obligation to disclose, exemptions, advice or recommendations, law enforcement, relations with governments, third party information consent to disclosure, solicitor-client privilege, danger to safety or health, personal privacy, limitation, information to be published. |



| Code   | Records Title  | Originating Office           | Retention |   |       | Disposition | Comments/Legislation   |
|--------|--|------------------------------|-----------|---|-------|-------------|--|
|        |  |                              | A         | I | Total |             |  |
| XG0261 | <p>Access to Information and Personal Information Protection – Access Requests</p> <p>Records relating to the receipt and processing of access requests for Exhibition Place records and privacy complaints. Documents may include formal and informal requests for information, consultation documentation, correspondence, access decisions, fee estimates, third party notices, written appeal submissions to the Information and Privacy Commissioner of Ontario (IPC), IPC orders and decisions, and IPC compliance findings and recommendations.</p>   | EXP –<br>Corporate Secretary | T         | 2 | T+2   | D           | <p>Comments:<br/>T = File closed upon completion of case</p> <p>Legislation/Regulation:<br/>Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s.17, 18, 19, 20, 21, 22, 43, 45 – Request, notice of forwarding or transfer, notice of decision, notice of extension, notice to affected person, notice of refusal, notice of order, estimate of costs.</p> |
| XG5001 | <p>Corporate Governance</p> <p>Records relating to the planning and management of corporate governance goals and initiatives. Corporate governance provides the framework for the principles and issues by which the City and Exhibition Place are directed and controlled. Corporate governance seeks to ensure financial viability, consideration of the interests of all relevant parties affected by the City's and Exhibition Place's activities, and the rights and responsibilities of different stakeholders. Documents may include questionnaires, copies of public opinion surveys, corporate governance reports, consultation documentation, and supporting correspondence.</p> | All                          | C+2       | 4 | C+6   | AR          |  |

| Code     | Records Title  | Originating Office          | A | I | Retention Total | Disposition | Comments/Legislation  |
|----------|--|-----------------------------|---|---|-----------------|-------------|---|
| <b>H</b> | <b>Functional Category: Human Resources</b>  |                             |   |   |                 |             |   |
|          | Description: Records relating to Exhibition Place employees and personnel services. Includes records relating to training, labour relations, health and safety, staff benefits, salary administration, and professional associations.  |                             |   |   |                 |             |   |
| XH1202   | Employee Medical Data<br><br>Records relating to the medical status, conditions, and recovery of individual Exhibition Place employees. This includes situations concerning the sustainment of physical injuries and the development of medical conditions causing disability or impairment, both work and non-work related. May include information relating to clarification of medical conditions, mental health status, determination of whether and/or when an employee should return to work, and confirmation of job duties the employee is and is not capable of performing. Documents may include doctors' notes and referrals, copies of resumes and training certificates, medical progress notes, and all supporting correspondence. | EXP –<br>Human<br>Resources | T | 7 | T+7             | D           | Comments:<br>T=File closed upon termination of employment<br><br>Legislation:<br>Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s. 12 – Annual summary of fatalities, lost workday, illnesses and injuries. |
| XH1215   | Applications and Resumes – Unsolicited<br><br>Records relating to the receipt and processing of unsolicited resumes and applications for employment opportunities that are either not presently existent and/or not advertised. Documents may include resumes, completed application forms, and related correspondence.  | All                         | 1 | 0 | 1               | D           | Legislation:<br>Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s. 30 – Dispose of personal information under the control of the institution accordance with the regulations.   |

| Code  | Records Title  | Originating Office          | Retention |   |       | Disposition | Comments/Legislation  |
|---|--|-----------------------------|-----------|---|-------|-------------|---|
|   |  |                             | A         | I | Total |             |   |
| XH1261  | Pay Equity<br><br>Records relating to the evaluation of job positions by comparing duties, skills, and responsibilities of similar positions. The objective is to ensure equal pay for work of equal value. Documents may include copies of policies, classification ratings, job evaluation information, position description questionnaires, action plans, and information about designated worker groups. | EXP –<br>Human<br>Resources | S         | 7 | S+7   | AR          | Legislation:<br>Pay Equity Act, R.S.O. 1990,<br>c.P. 7, s. 13 – Pay equity plans<br>be prepared to provide equity in<br>each establishment and for job<br>classes to which the plan<br>applies. |
| <b>I Functional Category: Information, Communications, and Administration</b>   |  |                             |           |   |       |             |   |
| Description: Records relating to the management of all Exhibition Place formal communications, including press releases, media releases, promotional advertising, and speeches. Also includes records to the production and/or management of information-related resources and initiatives, both by Exhibition Place and by external parties, including libraries, films and movies, online web site data, corporate records management, and archival collections. Finally, includes records relating to a wide variety of general administrative matters, such as committees not related to City or Exhibition Place governance activities, office administration, audits, travel arrangements, trade shows, and operational and strategic planning. |  |                             |           |   |       |             |   |
| XI0001  | Souvenirs and Presentations Items<br><br>Records relating to souvenirs and presentation items used at Exhibition Place and community events, receptions, awards ceremonies, presentations, parades, and festivals. Documents may include design proposals, inventory supply records, and catalogue samples.  | All                         | C+1       | 5 | C+6   | AR          |   |
| XI0005  | Office Administration<br><br>Records relating to general office administration functions and subjects not covered elsewhere. This may include daily correspondence and chronological files, monthly and annual planning calendars, information on word-processing, and day timers.   | All                         | C+1       | 5 | C+6   | AR          |   |

| Code   | Records Title           | Originating Office | Retention |   |       | Disposition | Comments/Legislation  |
|--------|-------------------------|--------------------|-----------|---|-------|-------------|---|
|        |                         |                    | A         | I | Total |             |   |
| XI0060 | Travel Arrangements     | All                | C+1       | 1 | C+2   | D           | Records relating to the arrangement and conduct of visits and travel by Exhibition Place employees and formal visitors. May include visits to, or visitors from, local, provincial, national, and international locations. Documents include travel itineraries, transportation and accommodation booking arrangements, correspondence with travel agents, hotel and airfare price lists, and documentation on individual visits and tours. |
| XI0075 | Vendors and Consultants | All                | C+1       | 1 | C+2   | D           | Records relating to reference information discussing the various products and services offered by external consultants, contractors, vendors, and supply companies. Documents may include company brochures, supply catalogues, vendor announcements, external press releases, vendor price lists, and supporting correspondence.   |
| XI0161 | Meetings and Committees | All                | C+1       | 4 | C+6   | AR          | Records relating to meetings and committees of Exhibition Place staff that are not related to governance issues. May include regular or interim meetings held with external and internal client groups or individuals. Documents may include meeting agendas, minutes of meetings, and committee reports.   |

| Code   | Records Title   | Originating Office              | Retention |   |       | Disposition | Comments/Legislation |
|--------|---|---------------------------------|-----------|---|-------|-------------|----------------------|
|        |   |                                 | A         | I | Total |             |                      |
| XI0173 | Postal and Courier Services<br><br>Records relating to the use of hard-copy mail and courier services by Exhibition Place. Includes postal and mail functions with Canada Post, courier services, freight services, and customs information. Documents may include mailing lists, logbooks, shipment permits, mailing lists, copies of post office regulations, and reports on lost or damaged mail/courier packages. | EXP –<br>Corporate<br>Secretary | C         | 2 | C+2   | D           |                      |
| XI0186 | Speeches, Presentations, Receptions and Awards Ceremonies<br><br>Records relating to the preparation, delivery, and performance protocol for speeches, presentations, receptions, and awards ceremonies hosted by Exhibition Place. These events may include employee recognitions, inaugurations, and centennial events. Includes speech notes, formal addresses, and arrangement correspondence and memoranda.      | All                             | C+1       | 5 | C+6   | AR          |                      |
| XI0188 | Proclamations and Official Greetings<br><br>Records relating to proclamations and official greetings given or received by Exhibition Place. These formal announcements may involve ceremonies, dedications, and visitor relations. Documents may also include copies of payment receipts and invoices, copies of pledge card legal agreements, and correspondence.  | All                             | C+1       | 5 | C+6   | AR          |                      |

| Code   | Records Title   | Originating Office              | Retention |    |       | Disposition | Comments/Legislation  |
|--------|---|---------------------------------|-----------|----|-------|-------------|---|
|        |   |                                 | A         | I  | Total |             |   |
| XI0199 | Sponsorship<br><br>Records relating to Exhibition Place's development of sponsorship relationships. This involves sponsorship efforts and funding for activities produced or promoted by Exhibition Place, such as parades, festivals, awards ceremonies, and special events. Documents may include research information, presentation kits (including power point), correspondence, and copies of promotional information designed for the procurement of sponsorship. | All                             | C+2       | 17 | C+20  | AR          | Legislation:<br>Limitations Act, S.O. 2002, c. 24, Sched. B., s. 15 (2) – No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place. |
| XI0200 | Promotion and Marketing<br><br>Records relating to advertising and promotional work used to foster education and awareness of Exhibition Place programs and services. Methods of promotion and marketing include souvenirs, brochures, manuals, user guides, directories, periodicals articles, radio, Internet web pages, advertisements, and television. Documents may include action plans, marketing statistics, and correspondence.                                | All                             | C+2       | 4  | C+6   | AR          |   |
| XI0230 | Libraries, Reference Desks, and Resource Centres<br><br>Records relating to the management and functions of libraries, including reference kiosks and resource centres. Libraries may be found in Exhibition Place departments, divisions, or business units. Includes acquisition inventories, holdings inventories, circulation lists, requests for library materials, and recommendations for collections.   | EXP –<br>Corporate<br>Secretary | C+2       | 4  | C+6   | AR          |   |

| Code   | Records Title   | Originating Office              | Retention |   |       | Disposition | Comments/Legislation |
|--------|---|---------------------------------|-----------|---|-------|-------------|----------------------|
|        |   |                                 | A         | I | Total |             |                      |
| XI0240 | Records Classification<br><br>Records relating to the logical and systematic arrangement of Exhibition Place's corporate information resources, so as to allow for ease of records access and retrieval. This includes all information relating to the development and revision of the records classification system, file naming conventions, cross-referencing, and subject indexing. Documents may include the records classification system, records inventory sheets, style sheets discussing spelling and grammar conventions, and all supporting correspondence. | EXP –<br>Corporate<br>Secretary | C+2       | 4 | C+6   | AR          |                      |
| XI0243 | Forms Management<br><br>Records relating to the design and production of Exhibition Place forms. Includes information on forms analysis, identification, and authorization. Documents may include requests for forms to be developed, correspondence, and original artwork  | EXP –<br>Corporate<br>Secretary | S         | 3 | S+3   | AR          |                      |
| XI0249 | Archives<br><br>Records relating to the administration and operation of the Exhibition Place/CNE archives. The archives serves as the repository for records with scholastic and historical value which are retained in perpetuity. May include information on special archival projects. Documents may include copies of transfer authorizations for archival custody, archives usage reports and statistics, and correspondence.  | EXP –<br>Corporate<br>Secretary | C+2       | 4 | C+6   | AR          |                      |

## City of Toronto By-law No. 688-2006

| Code   | Records Title  | Originating Office              | Retention |   |       | Disposition | Comments/Legislation   |
|--------|--|---------------------------------|-----------|---|-------|-------------|--|
|        |  |                                 | A         | I | Total |             |  |
| XI0250 | Records Retention and Disposition<br><br>Records relating to the development and implementation of the records retention and disposition scheduling initiatives. Includes information relating to all issues that may affect the development and approval of the Exhibition Place records retention schedules, which officially govern for how long information is kept and whether it is destroyed. Documents may include records retention schedules, copies of current and former by-laws, copies of municipal, federal and provincial legislation, records inventories, and all supporting correspondence. | EXP –<br>Corporate<br>Secretary | C+2       | P | P     | P           | Legislation:<br>Municipal Act, S.O. 2001,<br>c. 25, s. 255 (2) - Destruction of records – destroyed if a retention period has been established and the retention period has expired; or the record is a copy of the original record. |
| XI0253 | Records Destruction Certificates<br><br>Records relating to records destruction certificates, which authorize the destruction of Exhibition Place records in accordance with formally-approved records retention schedules. Includes destruction of paper, microform, and electronic records. Documents include records destruction certificates, applications for records destruction, destruction notices, and records destruction statistics and reports.   | EXP –<br>Corporate<br>Secretary | C+2       | P | P     | P           | Legislation:<br>Municipal Act, S.O. 2001,<br>c. 25, s. 255 (2) Destruction of records – destroyed if a retention period has been established and the retention period has expired; or the record is a copy of the original record.   |



| Code   | Records Title   | Originating Office              | Retention |   |       | Disposition | Comments/Legislation |
|--------|---|---------------------------------|-----------|---|-------|-------------|----------------------|
|        |   |                                 | A         | I | Total |             |                      |
| XI0265 | <p>Corporate Records Management</p> <p>Records relating to initiatives and projects concerning records throughout all phases of the records' life cycle. May include information relating to records management needs analysis, files conversion, digital imaging, record media formats, records management implementation assistance, records purging, filing equipment determination requirements, records space planning requirements, file plan development, integrated document management, compliance audit reports, and records management workflow analysis. Documents may include file lists and indexes, records conversion and implementation action plans and analysis reports, copies of requests for proposals and purchase orders, staff interview questions and notes, and all supporting correspondence.</p> | EXP –<br>Corporate<br>Secretary | C+2       | 4 | C+6   | D           |                      |
| XI0270 | <p>Records Centre Operations</p> <p>Records relating to the operations and management of the Exhibition Place records storage facilities. These facilities provide cost and space-effective storage for inactive records, which are seldom referred to but cannot yet be destroyed. May include information relating to inactive records retrieval and storage locations. Documents may include completed records transfer lists, disposition notifications, copies of records destruction certificates, and all supporting correspondence.</p>   | EXP –<br>Corporate<br>Secretary | C+2       | P | P     | P           |                      |

| Code   | Records Title  | Originating Office              | Retention |   |       | Disposition | Comments/Legislation   |
|--------|--|---------------------------------|-----------|---|-------|-------------|--|
|        |  |                                 | A         | I | Total |             |  |
| XI0455 | Trade Shows<br><br>Records relating to the planning of, and participation in, trade shows, which are exhibitions held for members of a common or related industry or profession. This includes trade shows organized and presented by either Exhibition Place or external agencies. May include information relating to exhibit layout and design, Exhibition Place employee participation, registration, and event production. Documents may include copies of public relations packages, attendance lists, copies of supply lists, copies of catering requests and forms, invitation lists, brochures, copies of press releases, posters, explanatory labels for exhibit items, copies of research notes, and supporting correspondence. | All                             | C+2       | 4 | C+6   | AR          |  |
| XI0470 | Trademarks<br><br>Records relating to the use of Exhibition Place trademarks, which are words and/or symbols that identify, and are associated with, Exhibition Place services. Exhibition Place trademarks are unique from those belonging to any other municipality or organization and may include the Exhibition Place, CNE or NTC logos. May include information on trademark availability, registration, and infringement. Documents may include completed applications for trademark registration, lists descriptions of trademarks, trademark uses criteria and supporting correspondence.   | EXP –<br>Corporate<br>Secretary | C+2       | P | P     | P/AR        | Legislation:<br>Trade-marks Act (Canada),<br>R.S.C. 1985, c. T-13, s. 30 –<br>Application for registration of<br>trade-mark. |

| Code   | Records Title  | Originating Office | Retention |   |       | Disposition | Comments/Legislation                                   |
|--------|--|--------------------|-----------|---|-------|-------------|--|
|        |  |                    | A         | I | Total |             |  |
| XI0489 | Strategic Planning<br><br>Records relating to strategic planning for departments, divisions, units, and overall Exhibition Place. Strategic planning is a management tool designed to assess and adjust Exhibition Place's direction and determine its visions and future objectives. Includes information on retreats, strategy planning sessions, and mission statements. Documents include objectives statements, long and short-term strategic planning reports, copies of financial statements and reports, five-year business planning notes, reports, and correspondence. | All                | S         | 5 | S+5   | AR          |  |
| XI0495 | Operational Planning<br><br>Records relating to the production and use of operational plans, which clearly match the implementation of Exhibition Place's strategic plans against specific objectives. Operational plans may include information on what activities staff has to undertake, specific time frames for each activity, and key events and issues. May range from simple timetables to complex plans. Documents may include financial spreadsheets, planning reports, work plans, service level agreements, and supporting correspondence.                           | All                | T         | 7 | T+7   | AR          | Comments:<br>T=File closed upon termination of project |

| Code  | Records Title  | Originating Office               | A | I | Retention Total | Disposition | Comments/Legislation   |
|---|--|----------------------------------|---|---|-----------------|-------------|--|
| XI0500  | Operational Reviews<br><br>Records relating to the production and use of operational reviews. These reviews are intended to provide objective and constructive assessments of such issues as customer relations, staff communications, resource management, performance measurement, and other topics of significant concern for Exhibition Place. Operational reviews may range from Exhibition Place-wide reviews to reviews focussed specifically on a single unit. Documents include operational review reports and supporting correspondence. | All                              | T | 7 | T+7             | AR          | Comments:<br>T=File closed upon termination of project.  |
| <b>L Functional Category: Legal and Licensing</b>   |  |                                  |   |   |                 |             |  |
| Description: Records relating to legal matters involving Exhibition Place. Includes permits, leases, deeds agreement, contracts, and licenses. Also includes records relating to lawsuits and legal issues, such as copyright protection. |  |                                  |   |   |                 |             |  |
| XL0360  | Parks and Recreational Facility Permits<br><br>Records relating to the issuance of permits for the use of Exhibition Place parks and recreational facilities for recreational purposes. Any group or person wishing to reserve space for a formal event, such as a wedding or a birthday party, is required to obtain a permit. Includes permit applications, booking lists, and correspondence.   | EXP –<br>Business<br>Development | T | 4 | T+4             | D           | Comments:<br>T = File closed upon expiration of permit<br><br>Legislation/Regulation:<br>Limitations Act, S.O. 2002, c. 24, Sched. B., s. 4 – a proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered. |

| Code     | Records Title   | Originating Office | A | I | Retention Total | Disposition | Comments/Legislation  |
|----------|---|--------------------|---|---|-----------------|-------------|---|
| <b>R</b> | <b>Functional Category: Recreation and Culture</b>  |                    |   |   |                 |             |   |
|          | Description: Records relating to the recreational and cultural programs and services offered by Exhibition Place to City of Toronto residents and visitors. Includes record relating to special events such as parades and festivals, tourism, and fitness activities. Also includes information on the control of wildlife.  |                    |   |   |                 |             |   |
| XR0008   | Admission Tickets   | All                | C | 2 | C+2             | AR          |   |
|          | Records relating to creating and selling tickets for admission entrance to Exhibition Place facilities and program events. Documents may include sales figures and statistics, program announcements, sales reports, and correspondence.  |                    |   |   |                 |             |   |
| XR0013   | Cycling Paths and Trails  | All                | S | 5 | S+5             | AR          | Legislation/Regulation: Ontario Planning and Development Act, 1994, S.O. 1994, c. 23, Sched. A., s. 3 (a) (iii) – Land use areas and the provision of parks and open space. |
|          | Records relating to the recreational use of Exhibition Place cycling paths and trails. May include paths and trails along Exhibition Place roads and parks. These paths and trails may be used for cycling, walking, rollerblading, and jogging. Documents include usage statistics, copies of maps indicating path or trail locations, copies of path design construction reports, and correspondence. |                    |   |   |                 |             |   |

| Code   | Records Title   | Originating Office | Retention |   |       | Disposition | Comments/Legislation  |
|--------|---|--------------------|-----------|---|-------|-------------|---|
|        |   |                    | A         | I | Total |             |   |
| XR0016 | <p>Fitness Club Membership</p> <p>Records relating to fitness club programs and memberships offered within City-owned or Exhibition Place-operated fitness clubs and facilities. Includes information on aerobics, weightlifting, and cardiovascular fitness programs. Also may include information on members' access to facility locker rooms. Documents may include fitness appraisal forms, membership attendance statistics, completed enrolment applications, fitness program descriptions, and correspondence.</p>   | All                | C+2       | 2 | C+4   | D           | Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., s. 4 – a proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered. |
| XR0030 | <p>Recreational Programs</p> <p>Records relating to the administration and development of community recreational programs and services offered at Exhibition Place for both children and adults. This may include organized and individual sports offerings and lessons, school field trips, and arts and crafts lessons. May also include information on trips or visits to community centres, museums, parks, and City or Exhibition Place recreational facilities; recreational course locations; and recreational course start and end dates. Documents may include copies of recreational program policies and procedures, program instructors' training materials, recreational research studies, usage and program and course-related statistics, quality assurance reports, program descriptions and brochures, statistical data summaries, high-level recommendation reports, and all supporting correspondence.</p> | All                | C+2       | 4 | C+6   | AR          | Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., s. 4 – a proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered. |

## City of Toronto By-law No. 688-2006

| Code   | Records Title   | Originating Office                                | Retention |   |       | Disposition | Comments/Legislation  |
|--------|---|---|-----------|---|-------|-------------|---|
|        |   |   | A         | I | Total |             |   |
| XR0031 | Recreational Program Registration<br><br>Records relating to individuals, including both children and adults, registering for various community recreational programs and services. This may include organized and individual sports offerings and lessons, school field trips, and arts and crafts lessons. Documents include completed enrolment applications, copies of program descriptions, enrolment usage statistics, call centre statistics, and correspondence.  | All   | C+2       | 4 | C+6   | D           | Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., s. 4 – a proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered.               |
| XR0033 | Wildlife Control and Management<br><br>Records relating to the control and management of wildlife at Exhibition Place. This involves proactively and humanely ensuring that wildlife can exist within Exhibition Place but not interfere with human activities and health. May include information on public education, prevention awareness, insect spraying, and hands-on removal of identified pests. Documents may include complaints, insect spraying statistics, animal removal statistics, and correspondence. | EXP – Operations                                  | C+2       | P | P     | P/AR        | Legislation/Regulation: Fish and Wildlife Conservation Act, 1997 – O. Reg. 668/98   |
| XR0034 | Tourism Planning<br><br>Records relating to planning and development of tourism activities and initiatives at Exhibition Place. May include information on sporting, cultural, and artistic activities. Documents may include tourism planning reports, action plans, tourism statistics, and correspondence.   | EXP – Business Development<br><br>CNE – Marketing | C+2       | 4 | C+6   | AR          | Legislation/Regulation: Ministry of Tourism and Recreation Act, R.S.O. 1990, c. M.35, s. 4 – promote tourism and recreation by providing tourist facilities, attractions and services to the travelling and vacationing public. |

| Code   | Records Title   | Originating Office | Retention |    |       | Disposition | Comments/Legislation  |
|--------|---|--------------------|-----------|----|-------|-------------|---|
|        |   |                    | A         | I  | Total |             |   |
| XR0193 | <p>Events Planning and Programming</p> <p>Records relating to the planning and programming of the Canadian National Exhibition held at Exhibition Place. May include information on logistics on organizing various programs. Documents may include program briefs and memoranda, contact lists, event schedules, information kits, lists of volunteer requirements, safety and crowd control reports and correspondence.</p>   | All                | C+2       | 18 | C+20  | AR          | Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., s. 15 (2) – No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place. |
| XR0197 | <p>External Events Support</p> <p>Records relating to the support provided by Exhibition Place for externally-produced cultural, community, and special events. May include marathons, parades, and festivals. Exhibition Place may assist external organizations to hold events in Toronto. Support provided by Exhibition Place may include providing information and consultation on such issues as policing, venue locations, and required permits. Documents may include information packages, event lists and schedules, contact lists, and supporting correspondence</p> | All                | C+2       | 18 | C+20  | D           | Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., s. 15 (2) – No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place. |
| XR0205 | <p>Media Arts</p> <p>Records relating to the media arts, which include visual, theatre, and electronic arts. Also includes records relating to Exhibition Place-sponsored or Exhibition Place partnerships in music, literacy, dance, and other cultural events. Documents may include copies of financial statements, copies of sponsorship agreements, reports, and news clippings.</p>   | All                | C+2       | 4  | C+6   | AR          | Legislation/Regulation: Arts Council Act, R.S.O. 1990, c. A.30, s. 6 – promote study, enjoyment and production of the arts, assist, provide grants, scholarships or loans for study or research and make awards for outstanding accomplishments.      |



