

Authority: Executive Committee Item EX1.6, as adopted by City of Toronto Council on January 30 and 31, 2019

CITY OF TORONTO

BY-LAW 248-2019

To amend City of Toronto Municipal Code Chapter 219, Records, Corporate (Local Boards).

Whereas pursuant to the City of Toronto Act, 2006, the City may establish retention periods during which the records of the City and local boards of the City must be retained and preserved; and

Whereas The Board of Governors of Exhibition Place at its meeting of September 20, 2018 unanimously recommended for approval by the City of Toronto Council amendments to the Board's records retention schedules;

The Council of the City of Toronto enacts:

1. Schedule G to Chapter 219, Art. IV, Records Retention Schedule, Board of Governors of Exhibition Place, is amended by revising the schedule as set out in Schedule A to this by-law in alphanumerical order by code number, under the functional categories as set out in Schedule A for reference purposes.

Enacted and passed on January 31, 2019.

Frances Nunziata,
Speaker

Ulli S. Watkiss,
City Clerk

(Seal of the City)

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Schedule A

Disposition Amendments							
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.						
Code	Records Title	Originating Office	Retention				Comments / Legislation
			A	I	Total	Disposition	
XA0100	Public Art and Monument Collection Records relating to the Public Art and Monuments Collection displayed in public spaces acquired through capital projects, commissions and donation. Records will include: information about the collection management, conservation and maintenance, artist selection process; fabrications and decommissioning of artworks, if any and partnerships with internal and external stakeholders. Documents will include: The Collection Inventory and photographs; RFPs/RFQs; curatorial information such as: artist biography, artist statement; copies of legal agreements; public art plans; conservation and maintenance manual for each collection; treatment records; communication and publicity plans including catalogues and brochures and all supporting correspondence. Records are organized by collection name.	Chief Financial Officer & Corporate Secretary	T + 8	10	T + 18	AR	T - Until the Artwork / Collection is decommissioned

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); AP-Archival and Permanent

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Disposition Amendments							
G	Functional Category: Governance Description: 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						
Code	Records Title	Originating Office	Retention				Comments / Legislation
			A	I	Total	Disposition	
XG0001	City Council 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.	Chief Financial Officer & Corporate Secretary CEO	C + 4	15	20	AR	Legislation/Regulation: City of Toronto Act, S.O. 2006 c.11, Schedule A (Last amendment 2016, c. 5, Schedule 5) Part VI - Practices and Procedures

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Code	Records Title	Originating Office	Retention				Comments / Legislation
			A	I	Total	Disposition	
XG0002	<p>City Municipal Code and By-laws 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>Chief Financial Officer & Corporate Secretary CEO</p>	S	15	S + 15	AR	<p>S - Until Superseded Legislation/Regulation: City of Toronto Act, S.O. 2006 c.11, Sched. A (Last amendment 2016, c. 5, Sched. 5) s. 132. (3) - A power of the City, including the City's capacity, rights, powers and privileges under section 7, shall be exercised by by-law unless the City is specifically authorized to do otherwise.</p> <p>City of Toronto Municipal Code Chapter 1, General Provisions, Article II, Adoption of Code (City of Toronto By-law No. 871-2000), § - 8A Municipal Code book to be kept up to date. The City Clerk shall keep up to date the certified copy of the book containing the Municipal Code.</p>

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			A	I	Total	Disposition	
XG0006	<p>City Local Boards/Exhibition Place 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>Chief Financial Officer & Corporate Secretary CEO</p>	C + 4	15	20	AR	

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I	Functional Category: Information, Communications, and Administration 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.						
Code	Records Title	Originating Office	Retention				Comments / Legislation
			A	I	Total	Disposition	
XI0250	Records Retention and Disposition 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.	Chief Financial Officer & Corporate Secretary	C + 2	97 Y	100	D	Legislation/Regulation: City of Toronto Act, S.O. 2006 c.11, Schedule A (Last amendment 2016, c. 5, Schedule 5) s. 201. (3) - Retention periods, - establish retention periods during which the records of the City and its local boards must be retained and preserved.

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XI0253	Records Destruction Certificates 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.	Chief Financial Officer & Corporate Secretary	C + 2	97 Y	100	D	Legislation/Regulation: City of Toronto Act, S.O. 2006 c.11, Schedule A (Last amendment 2016, c. 5, Schedule 5) s. 201. (2) (a) - the retention period has expired; s.201. (2) (b) - the record is a copy of the original record. s.201. (3) - records of the City may be destroyed if a retention period for the record has been established under this section.
XI0270	Records Centre Operations Records relating to the operations and management of the Exhibition Place records storage facility. 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.	Chief Financial Officer & Corporate Secretary	C	6	7	D	

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			A	I	Total	Disposition	
XI4110	<p>Archival Acquisitions Records relating to the process of obtaining government and non-government records with historical significance for preservation in the archives. Archival materials may be acquired through donations, transfers from within Exhibition Place and the CNE Association and through purchases. May include information on the initial condition of acquired records, the administrative histories of the organizations which supplied the records, and potential acquisitions that are pending actual receipt. Documents may include copies of legal agreements and deeds of gift, monetary appraisal reports, archival appraisal reports, cultural property export review board applications, transfer sheets, finding aids, copies of accession records, and all supporting correspondence.</p>	Chief Financial Officer & Corporate Secretary	T	7	T + 7	AR	T- Until the collection / material is deaccessioned

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