

Authority: Executive Committee Item EX33.4,  
as adopted by City of Toronto Council on  
June 15 and 16, 2022

## CITY OF TORONTO

### BY-LAW 546-2022

#### **To amend City of Toronto Municipal Code Chapter 219, Records, Corporate (Local Boards), to establish a records retention schedule for the Waterfront Neighbourhood Centre Board of Management.**

Whereas under Section 201 of the City of Toronto Act, 2006, the City may establish retention periods during which the records of the City and its local boards must be retained and preserved; and

Whereas the Waterfront Neighbourhood Centre Board of Management approved the Board's records retention schedule on January 28, 2020; and

Whereas Council has authorized changes to Municipal Code Chapter 219, Records, Corporate (Local Boards), to establish records retention periods for the Board;

The Council of the City of Toronto enacts:

1. City of Toronto Municipal Code Chapter 219, Records, Corporate (Local Boards) is amended by:
  - (a) adding a new Article VII, Waterfront Neighbourhood Centre Board of Management, as set out in Schedule A of this by-law.
  - (b) adding a new Schedule I, Art. VII, Records Retention Schedule (Waterfront Neighbourhood Centre Board of Management), as set out in Schedule B of this by-law.
2. This by-law shall come into force on the day it is passed.

Enacted and passed on June 16, 2022.

Frances Nunziata,  
Speaker

John D. Elvidge,  
City Clerk

(Seal of the City)

**SCHEDULE A**

**ARTICLE VII**

**Waterfront Neighbourhood Centre Board of Management**

**§ 219-17. Definitions.**

- A. As used in this article and in Schedule I to this article, the following terms shall have the meanings indicated:

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

BOARD - the Waterfront Neighbourhood Centre Board of Management.

BOARD ARCHIVES - The Board Archives.

COMPUTER SYSTEM - A device or a group of interconnected or related devices, one or more of which:

- (1) Contains computer programs or other data; and
- (2) Pursuant to computer programs, performs logic and control, and may perform any other function.

CONTENT, CONTEXT or STRUCTURE:

- (1) That which conveys information, including text, data, symbols, numerals, images and sound;
- (2) The appearance and arrangement of the content, including relationships between fields, entities, language, style, fonts, page and paragraph breaks, links and other editorial devices;
- (3) Fields, entities, language, style, fonts, page and paragraph breaks, links and other editorial devices; or
- (4) Background information that enhances understanding of technical and business environments to which the data relates, such as metadata, application software, logical business models and the origin, such as address, title, link to function or activity, agency, program or section.

COUNCIL - The Council of the City of Toronto.

DATA - Representations of information or of concepts, in any form, that are recorded or stored on any medium in or by a computer system or other similar device and that can be

read or perceived by a person or a computer system or other similar device, including a display of that data.

DISPOSE - To destroy a record or to transfer a record to the Board Archives.

ORPHAN DATA:

- (1) Data that is not machine readable by any of the Board's computer systems because the data exists with no identifiable computer application that can retrieve the data; or
- (2) Data that is machine readable but does not have sufficient content, context or structure to render it understandable by an experienced Board employee who is knowledgeable about the business function or functions to which the data relates.

RECORD - The same meaning as in subsection 3(1) of the City of Toronto Act, 2006. [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 I to this article, the following abbreviations and terms shall have the meanings indicated:

A or 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.

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

- (1) D or DESTROY - The records are destroyed once the total retention period has expired.
- (2) ED – The records are reviewed by the Executive Director who determines whether the records will be destroyed or deemed permanent.
- (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 Board Archives for preservation purposes.

I or INACTIVE - The period of time in years, unless otherwise stated, that the records must be kept following the active period, other than in the active records office area.

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.

ORIGINATING OFFICE - The Board office or title responsible for maintaining the records series. Any reference to a particular Board office or title used will be read to include the person responsible for that office or holding that title and will also include any successor to that office or title.

P or PERMANENT - A record that is never destroyed.

RECORDS 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.

**§ 219-18. 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. 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 Board Archives for preservation purposes, the records remain under the full custody and control of the Board office or person holding the listed title that created them.
- (3) The Board office or person holding the listed title 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.

B. Executive Director Review.

- (1) This disposition is used if there is a need for the Executive Director to review the records and determine if they should be destroyed or deemed permanent because of operational or legal requirements to retain the records for an indefinite period.
- (2) Despite the storage of the records in the Board Archives for preservation purposes, the records remain under the full custody and control of the Board office or person holding the listed title that created them.
- (3) The Board office or person holding the listed title 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.

**§ 219-19. Retention schedule.**

- A. The records of the Board shall be retained and may only be destroyed as set out in the retention schedule in Schedule I to this article.
- B. The Executive Director of the Board or designate shall develop and administer the retention schedule.

- C. In determining the retention period for a records series, the Chair of the Board or designate shall consult with other Board staff as appropriate, the City Solicitor and the City's municipal auditor.
- D. The Executive Director of the Board or designate shall:
  - (1) Review and recommend amendments and additions to the retention schedule, for approval by the Board and Council; and
  - (2) Ensure that the retention schedule complies with all relevant legislative, financial and historical requirements for records retention.
- E. A retention period for a records series shall be based on the following:
  - (1) The administrative value of the records based on the period of time during which the Board uses a record to perform its functions;
  - (2) The legal value of the records, based on the period of time necessary to meet statutory or other regulatory requirements, requirements imposed by an agreement, permit or similar document, or to ensure that records are available in case of litigation or investigation;
  - (3) The audit value of the records, based on the period of time required for audit or tax purposes; and
  - (4) The archival value of the records, based on the long-term value of the records to document past events or the origins and history of the Board.

**§ 219-20. Responsibility of Board staff, volunteers and members.**

All Board staff, volunteers and Board members who work with, create or manage records shall:

- A. Manage and maintain records in their custody or control as corporate assets that belong to the Board, and not to individual staff, Board business units or departments that have custody of those records;
- B. Comply with the retention periods in the retention schedule;
- C. Apply retention periods and dispose of records only in accordance with the retention schedule;
- D. Ensure preservation and security of records as directed under this chapter;
- E. Ensure that records in their custody or control are protected from inadvertent destruction or damage, and ensure that records, other than transitory records or duplicate records, are destroyed only with the authorization of the Board office or title that has custody or control of the records;

- F. Retain and preserve records in an accessible manner so that the records can be retrieved within a reasonable time and are in a format that allows the content of the records to be readily ascertained by a person inspecting the records; and
- G. Ensure that transitory and duplicate records in their custody or control are destroyed when they are no longer needed for short-term reference.

**§ 219-21. Principles of records destruction.**

The following principles govern the destruction of records:

- A. When there are no further legal or business reasons for retaining records, the records shall be destroyed as a class rather than selectively.
- B. Records pertaining to pending or actual litigation or investigation shall not be destroyed with the class of records to which they relate.
- C. Records shall be destroyed in a way that preserves the confidentiality of any information they contain.
- D. Prior to the destruction of any record, other than orphan data or a transitory record or duplicate record, the following documents are required:
  - (1) A written description of the record containing, to the extent that such information is obtainable, the following:
    - (a) The title of the record;
    - (b) The identification of the Board office or title that is responsible for the creation or use of the record; and
    - (c) A brief description of the record's purpose.
  - (2) The written approval of the Board office or title who is responsible for the creation or use of the record.
  - (3) Where applicable to satisfy the provisions of the Income Tax Act (Canada), the Employment Insurance Act (Canada) or the Canada Pension Plan, an exemption from the requirement to keep records in an electronically readable format from the Minister of National Revenue, on such terms and conditions as are acceptable to the Minister.

**§ 219-22. Destruction of orphan data.**

Orphan data in the custody or control of the Board may be destroyed.

**§ 219-23. Documentation prior to destruction of orphan data.**

Prior to the destruction of any orphan data, the following documents are required:

- A. A written description of the data containing, to the extent that such information is obtainable, the following:
  - (1) The title of the system;
  - (2) The identification of the Board office or title that is responsible for the creation or use of the data;
  - (3) A brief description of the system's purpose;
  - (4) A brief description of any subsystems, their purpose and relationship to the main system or other subsystems; and
  - (5) The name of the technical contact person who is responsible for documenting the system.
- B. The written approval of the department head or designate who is responsible for the business function to which the data relates.
- C. Where applicable to satisfy the provisions of the Income Tax Act (Canada), the Employment Insurance Act (Canada) or the Canada Pension Plan, an exemption from the requirement to keep records in an electronically readable format from the Minister of National Revenue, on such terms and conditions as are acceptable to the Minister.

**§ 219-24. Retention of documentation.**

The documents described in §§ 219-21D(1) and (2) and §§ 219-23A and B shall be submitted to, and kept by, the Chair of the Board or designate, as required by this article.

**§ 219-25. Transitory and duplicate records.**

- A. Despite the remainder of this article, but subject to the Municipal Freedom of Information and Protection of Privacy Act, this section applies to the retention of all records created or received by Board staff, volunteers, and Board members.
- 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.



**SCHEDULE B**

Schedule I, Art. VII, Records Retention Schedule (Waterfront Neighbourhood Centre Board of Management)

<b>WATERFRONT NEIGHBOURHOOD CENTRE BOARD OF MANAGEMENT RECORDS RETENTION SCHEDULE</b>							
Code	Records Title	Originating Office	Retention				Comments
			A	I	Total	Disposition	
<b>A</b>	<b>Functional Category: Assets and Property Management</b>						
	Description: Records relating to the construction, operation, and maintenance of Waterfront Neighbourhood Centre (WNC)'s physical assets and property, which it owns or leases. This may include facilities, office and computer equipment artifacts and office supplies.						
WNC.A0 033	<b>Artifacts/History</b>  Records relating to the collection and preservation of artifacts with historical, heritage or symbolic value, which may include photographs, videos, art, AGM reports, board minutes, program guides, flyers, year books, needs assessments, press clippings, property design/planning, property renaming, meeting minutes, and articles. These artifacts are preserved as evidence of the WNC's historical culture.	Common	P	0	P	P	File to remain active until artifact no longer in existence.

WNC.A0 049	<p>Accident, Incident and Complaint Reports</p> <p>Records relating to WNC's reporting of accidents, incidents or complaints that may involve members of the public, staff, buildings and structures. Accident/ Incident/ Complaint reporting includes events such as an accident, injury, property damage, theft, vandalism, serious occurrence, contentious issue, trespassing, abuse or general complaints. Documents may include Incident /Property Damage/ Contentious Issue Report Forms, Workplace Violence and Threat Reports, Witness Report Forms, Incident Follow-Up Forms, copies of police or emergency services reports, mediating third party documentation, complaint documents and all supporting correspondence.</p>	Assistant Executive Director			T+4  T+18	D	<p>T+4</p> <ul style="list-style-type: none"> <li>• All documents except noted below</li> </ul> <p>T+18</p> <ul style="list-style-type: none"> <li>• Major Accidents (involving police/ ambulance/emergency services)</li> <li>• All Incidents involving minors-under the age of 18</li> </ul>
WNC.A0 172	<p>Office Supplies</p> <p>Records relating to the tracking and provision of office supplies and consumables, including stationery and letterhead. Documents may include tracking worksheets, copies of purchase orders, copies of supplies catalogues, and correspondence.</p>	Office Manager	C+1	1	C+2	D	

WNC.A0 173	<p>Operational Equipment and Furnishing</p> <p>Records relating to the management and tracking of operational equipment and furnishings routinely used in WNC. This may include information on file cabinets, shelving units, desks, chairs, photocopiers, various furniture, program equipment and fax machines. Documents may include copies of purchase orders, warranties, user guidelines, operations manuals, maintenance and repair history files, asset inventories, copies of contracts and service agreements, and copies of warranties.</p>	Office Manager	C+2	T	T	D	T= Life of an Asset
WNC.A0 270	<p>Computer System Implementation &amp; Management</p> <p>Records relating to the development, implementation, and support of computer system applications used by WNC. 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</p>	Office Manager	S	7	S+7	D	S= Until Superseded

WNC.A0 271	<p>Telecommunications and Electronic Communications Systems</p> <p>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.</p>	Office Manager	S	7	S+7	D	
WNC.A0 272	<p>Computer Hardware</p> <p>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.</p>	Office Manager	S	7	S+7	D	S= Until Superseded

WNC.A0 273	<p>Computer Software</p> <p>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.</p>	Office Manager	S	7	S+7	D	
WNC.A0 290	<p>Computer Systems Network</p> <p>Records relating to the development, implementation, and support of computer system applications used by WNC. 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.</p>	Office Manager	S	7	S+7	D	

WNC.A0 501	<p>Construction and Renovation</p> <p>Records relating to construction and renovation of WNC. 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> <p>Please Note: The building lease, original building photos and building plans are Executive Records (I1000) and are permanent documents.</p>	Facility Operations Manager	T	20	T+20	D	T= Completion of construction and/or renovation project
WNC.A0 502	<p>Property Maintenance</p> <p>Records relating to the ongoing and scheduled maintenance of WNC. May include information on lawn-mowing, 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>	Facility Operations Manager	T	20	T+20	D	T= Expiration of contract
WNC.A0 508	<p>Facility Bookings</p> <p>Records relating to selecting and reserving WNC facilities or individual rooms for meetings, instructional seminars, and other professional purposes. Documents may include facility, rental agreements and room availability schedules, facility and room booking schedules.</p>	Facility Operations Manager	C+1	1	C+2	D	

WNC.A0 518	<p>Security Records relating to the physical security of WNC. 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.</p>	<p>Facility Operations Manager</p>	<p>C+2 3</p>	<p>4 0</p>	<p>C+6 3</p>	<p>D</p>	<p>Comments: 7 Years Retention for paper records, which are the authoritative records for this records class; 3 Year Retention applies only to the electronic security system journal log data</p>
WNC.A1 550	<p>Backup Data Records relating to data stored (onsite and remotely) by WNC Information &amp; Technology including servers and computers. This includes as annual, monthly, and as needed network backups, daily Exchange Mail Server backups, and unique or one-time backups, e.g. when a server is de-commissioned, computers upgraded or network upgrades. Backup data is created primarily for long-term system recovery requirements, such as loss or damage to computer hardware. In certain circumstances backup/recovery data is used to recover individual data files or forensically for investigations. Unique or one-time backups may be created for various reasons, e.g., to mitigate against the risk of unsuccessful data migration or unanticipated failure of a new production system. Backup data and media are organized or classified by WNC's Backup Policy and Procedures.</p>	<p>Office Manager</p>	<p>2</p>	<p>0</p>	<p>2</p>	<p>D</p>	<p>Retention applies to electronic records</p>



C	<b>Functional Category: Community and Social Services</b>						
WNC.C2 010	<p><b>Community Resources</b></p> <p>Records relating to WNC's community resources which provide social assistance, programs and services for community members in need. Community resources may include business associations, civic groups, community centres, housing groups, and educational institutions. Programs may refer to activities organized for seniors, youth, women, families and individuals, supporting programs for diverse groups (LGST), ethno-racial, victims of violence and addictions, and any other programs for identified groups.</p>	Common	S	7	S+7	ED	S = Until Superseded
WNC.C2 022	<p><b>Community Service Planning</b></p> <p>Records relating to community service planning which involves both the public and WNC identifying service requirements and planning the strategies to meet those needs. It helps to ensure the development of sustainable social services that are designed to satisfy the needs of users. Documents may include copies of federal and provincial acts, copies of mission statements, and supporting correspondence.</p>	Common	C+2	4	C+6	ED	

F	<b>Functional Category: Financial Management</b>						
WNC.F0 045	<b>Fees Administration</b>  Records relating to the determination and administration of fees charged for services and activities provided and/or managed by WNC, or for the use of WNC 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 WNC. Documents may include fee schedules for permits and licenses, room rental and program fees, fee assistance policy, user fees determination studies and reports, lists of approved fees, and correspondence.	Executive Director	C+2	4	C+6	ED	

WNC.F0 169	<p><b>Fundraising and Donations</b></p> <p>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 WNC from various organizations and individuals. Documents include copies of committee minutes and agendas, activity planning schedules and itineraries, donation receipts, and correspondence.</p>	Executive Director	C+2	5	C+7	D	
WNC.F0 400	<p><b>Capital Assets</b></p> <p>Records relating to WNC's 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 a, infrastructure, and vehicles. Documents include capital assets inventories, yearly inventory furniture list, IT/Computer hardware lists, capital depreciation statements, and capital asset report.</p>	Office Manager	T	7	T+7	ED	T= Life of Asset

WNC.F1 301	<p>Employee Payroll Files</p> <p>Records relating to individual employees' pay history profiles. Includes information on rates of pay, hours of work, reported absences, garnishments, pay rate changes, and both elected and mandatory payroll deductions for each employee. Documents include completed payroll notification forms concerning newly hired staff, completed benefit enrolment forms, completed federal record of employment forms, tax credit return statements, previous pay adjustment sheets, performance pay transition sheets, copies of court orders, and all supporting correspondence.</p>	Manager of Financial Operations	T	7	T+7	D	T = Termination of employment, or termination of retirement benefits, whichever is longer
WNC.F1 303	<p>Attendance and Scheduling</p> <p>Records relating to the attendance and scheduling for WNC employees. These records document an employee's hours of work, overtime hours, lieu time, vacation time, statutory holidays, sick leave and other related correspondence. The media format for these records is paper and electronic. These reports are kept as part of the official record collection in Pay Period Processing (F1325). Documents may include vacation requests, attendance registers, shift schedules, notes for extended leave, and all supporting correspondence.</p>	Manager of Financial Operations	C + 3	0	C + 3	D	

WNC.F1 325	<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, timesheets, employee expense reports, original and amended T4 statements, payroll adjustment and variance reports, and all supporting correspondence.</p>	Manager of Financial Operations	C+2	5	C+7	D	
WNC.F1 500	<p>Accounting and Finance Administration</p> <p>Records relating to the overall management of the WNC'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>	Manager of Financial Operations	C+2	S	C+7	D	
WNC.F1 541	<p>Purchasing of Goods and Services</p> <p>Records relating to the procurement and acquisition of goods and services from external contractors and vendors. Documents may include purchase orders, purchase requisitions, requests for proposals (RFPs), quotation requests, vendor proposals, and tenders.</p>	Office Manager	T	7	T+7	D	T = Termination or Expiry of Agreement

WNC.F1 560	<p><b>Petty Cash</b></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>	Manager of Financial Operations	C+2	5	C+7	D	
WNC.F1 562	<p><b>Personal Expense Claims</b></p> <p>Records relating to WNC 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>	Manager of Financial Operations	C+2	5	C+7	D	

WNC.F1 570	<p>Accounts Receivable</p> <p>Records relating to revenues received by WNC through the sale of goods or services rendered including programs, rentals, fundraising, donations and grants. May include information on the administration and receipt of refunds and credits. Documents may include hand-written and machine-readable receipts, payment balancing stubs, invoices documenting the receipt of payment from WNC customers, accounts receivable and revenue reconciliation statements, receipt books, copies of cheques, payment batch reports, and all supporting correspondence.</p>	Manager of Financial Operations	C+2	5	C+7	D	
WNC.F1 575	<p>Write-Offs</p> <p>Records relating to the dismissal of unpaid debts owed to WNC. These debts are considered to be not collectible owing to such factors as customer bankruptcy or business closure. Documents may include invoices and correspondence.</p>	Manager of Financial Operations	T	7	T+7	D	T= Occurrence of making debt uncollectible or date decision made to write off

WNC.F2 157	<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 WNC's financial position. Documents may include paper and electronic balance sheets, income statements, funding statements, liability statements, net assets sheets, and expense statements. Also included as part of F2313 Year End Audit Binders (2006 onwards).</p>	Manager of Financial Operations	C+2	P	P	P	
WNC.F2 207	<p>Cheque Register Reports</p> <p>Records relating to the administration and use of the WNC's cheque register reports. 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 WNC. 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>	Manager of Financial Operations	C+2	5	C+7	D	



WNC.F2 301	<p><b>Bank Statements and Reconciliations</b></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 WNC's 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>	Manager of Financial Operations	C+2	5	C+7	D	
WNC.F2 303	<p><b>Cheques</b></p> <p>Records relating to the management and processing of WNC and other cheques. Includes information on the issuance of cheques by WNC to other organizations. Also includes information relating to WNC-issued cheques and external cheques that are returned to the WNC 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>	Manager of Financial Operations	C+2	5	C+7	D	

WNC.F2 313	<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 year end and audit binders (2006 onward), accounting entries and back-up working papers.</p>	Manager of Financial Operations	C+2	P	P	P	
WNC.F2 350	<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 WNC to outside agencies), 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>	Manager of Financial Operations	C+2	5	C+7	D	
WNC.F2 401	<p>Accounts Payable</p> <p>Records relating to the processing of payments made by WNC to the 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>	Manager of Financial Operations	C+1	6	C+7	D	

WNC.F2 430	<p>Taxation</p> <p>Records relating to federal and provincial taxes, and other taxation matters. Includes the Goods and Services Tax (GST) and Provincial Sales Tax (PST). Documents include monthly tax returns and supporting documents, tax rebate claims, tax refund claims, slips and summaries, reports, and correspondence.</p>	Manager of Financial Operations	C+2	5	C+7	D	
WNC.F2 801	<p>Employee Payroll Benefits</p> <p>Records relating to the management of employee benefits plans which provide full or partial financial coverage of various benefits to WNC 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 WNC's 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.</p>	Manager of Financial Operations	T	7	T+7	D	T = Termination of employment or cessation of benefit

WNC.F3 305	<p><b>Capital Budget</b></p> <p>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. Documents may include budget submissions, contractor and hard costs data, and internal chargeback costs directives.</p>	Manager of Financial Operations	T	7	T+7	ED	T= End of the last year in which the capital budget is expended.
WNC.F3 307	<p><b>Operating Budget</b></p> <p>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 WNC. 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.</p>	Manager of Financial Operations	C + 2	5	C+7	D	

WNC.F4 307	<p><b>City Insurance Claims</b></p> <p>Records relating to first party claims made by WNC to the City Insurer(s) (for example, City property and crime losses), and third party liability claims that are made against WNC. Documents include copies of claims and affidavits, damage and injury/accident reports, health emergencies, medical reports, and all supporting correspondence.</p>	Office Manager	T	15	T+15	ED	T= Resolution of case
WNC.F4 650	<p><b>Pension Case Files (OMERS Files)</b></p> <p>Records relating to the administration of the pension plan for retired employees. May include information relating to calculation of pension amounts, health benefits entitlements, and pension recipients' addresses. Documents may include completed pension enrolment forms, TD1 statements, completed pension adjustment forms, completed benefit fund calculation forms, and all related correspondence.</p>	Manager of Financial Operations	T	15	T+15	D	T= Termination of the pension plan and remainder of funds or plan assets have been disbursed after all claims to funds are settled.
WNC.F5 857	<p><b>Grants and Subsidies</b></p> <p>Records relating to subsidies and grants received by WNC. Includes information on obtaining federal, provincial, and municipal subsidies and corporate and foundation grants. Documents include follow-up spending evaluation reports, grant applications, review and decision statements, correspondence, and supporting documentation relating to WNC's entitlement to subsidies and grants.</p>	Fundraising and Communications Manager	C+2	5	C+7	ED	

WNC.F6 000	<p>Investment Activity and Administration</p> <p>Records relating to investments made by WNC, including both short and long-term investments. Includes statements of compliance with WNC's investment policies and goals; annual reports about the performance of the portfolio of investments; records of the date of each transaction in or disposal of WNC's own securities, purchase and sale price of each security; and the proposed use of funds realized in the disposition of securities. Investment documents are kept as part of the Audit Binder (F2313: General Ledger Accounts- Permanent).</p>	Manager of Financial Operations	T+2	18	T+ 20	D	T = Maturity of investment.
---------------	---	---------------------------------------	-----	----	-------	---	-----------------------------

G	<b>Functional Category: Governance</b>						
WNC.G0 006	<p>Board Proceedings</p> <p>Records relating to the meetings, duties, and functions of WNC's Volunteer Board of Management. Documents may include agendas, correspondence, and reports.</p> <p>Note: Board Minutes are Permanent and should be coded as A0033 (Artifacts/History),</p>	Executive Director	C + 4	15	C+ 20	ED	
WNC.G0 244	<p>Policies, Procedures, Standards and Guidelines</p> <p>Records relating to the production and formal approval of WNC official policy statements, procedures, standards, guidelines, and manuals. May also include information on program reviews, benchmarking and performance management, and other issues related to governance.</p>	Executive Director	S	20	S + 20	ED	S = Until Superseded

WNC.G0 250	<p><b>Annual Reports</b></p> <p>Records relating to internally-produced annual reports, as well as financial and other reporting data. These reports describe WNC's 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.</p>	Executive Director	C + 2	4	C + 6	P	
---------------	--	-----------------------	----------	---	-------	---	--



<b>H</b>	<b>Functional Category: Human Resources</b>						
WNC.H0 135	<p>Associations and Organizations</p> <p>Records relating to internal and external professional associations, clubs, societies, and organizations in which an employee or WNC has membership, interest, or official capacity. Documents may include minutes of meetings, association annual reports, membership lists, and correspondence.</p>	Common	C+1	1	C+2	D	
WNC.H1 200	<p>Human Resources Administration</p> <p>Records relating to the general and overall administration of WNC's human resources. May include general information relating to human resources management, processes, systems, and functions. Documents may include copies of federal and provincial guidelines, copies of personnel policies and procedures, and supporting correspondence.</p>	Executive Director	C+2	4	C+6	D	
WNC.H1 201* *See note	<p>Employee History Files</p> <p>Records relating to employee/personnel files of complete. Records may include resumes, hiring, performance reviews, discipline, benefits, OMERS, retirement and police checks.</p>	Assistant Executive Director	T	7	T+7	ED	NOTE: This code was created by 519 Community Centre.

WNC.H1 205	<p>Corporate Organization and Organizational Chart</p> <p>Records relating to the development and ongoing maintenance of WNC's organizational framework and structure. Documents include departmental function statements, mission statements, organizational charts, reorganization plans, and related correspondence.</p>	Executive Director	S	5	S+5	ED	S= Until Superseded
WNC.H1 207	<p>Salary Administration</p> <p>Records relating to the establishment, administration, and scheduling of employee salaries. Documents include salary grids, comparison studies, and salary reviews and revisions.</p>	Executive Director	C+2	4	C+6	D	
WNC.H1 208	<p>Employee Performance Management</p> <p>Records relating to the performance management program for WNC employees. This program provides employees with a clear understanding about what is expected on the job, and the skills that need to be developed or enhanced in order to effectively conduct assigned work duties. Includes information on career development planning, interim and merit increment review, and evaluation processes. Documents may include performance planners, project status reports, and correspondence.</p>	Executive Director	T	7	T+7	D	T = Termination of Employment

WNC.H1 209	<p><b>Job Classifications</b></p> <p>Records relating to the classification of employment positions within WNC's organizational hierarchy. Job classification assigns jobs into grades based on a number of categories, including required education, work experience, and supervisory skills. Documents include employee skills inventories, copies of job descriptions, job classification history files, and job classification action requests and appeals.</p>	Executive Director	S	5	S+5	D	S= Until Superseded
WNC.H1 210	<p><b>Staff Competition and Recruitment</b></p> <p>Records relating to the recruitment of staff for existing or future jobs and appointments within WNC. This includes permanent, seasonal, and contract job postings. May include information on applicant screening and testing, conducting interviews, and acceptance and rejection of candidates. Documents may include completed request for employment forms, job postings, solicited resumes and employment applications, job skills test sheets, interview questions and sheets, scoring matrices, competition lists, reference checks, and all supporting correspondence.</p>	Office Manager	T	6	T+6	D	<p>T= Closing of Competition</p> <p>Note: Unsolicited resumes do not need to be kept.</p>

WNC.H1 211	<p><b>Police Reference Checks</b></p> <p>Police Reference Checks are used to assist in determining the suitability of successful candidate's positions of employment or volunteer work where the primary duties require direct contact with children, seniors and/or vulnerable adults. In these circumstances, an individual's rights to equal treatment with respect to employment are not infringed if employment is refused due to the candidate's record of offences. This policy applies to all new external hires being considered for identified positions and those individuals volunteering for positions at WNC. The Police Reference Checks are conducted pursuant to the terms and conditions of the Memorandum of Understanding between the City of Toronto and the Toronto Police Service. Police Reference Check information is subject to the privacy provisions of the Municipal Freedom of Information and Protection of Privacy Act.</p>	Office Manager	C+1	0	C+1	D	
WNC.H1 213	<p><b>Secondments and Acting Assignments</b></p> <p>Records relating to staff secondments to or from other institutions or organizations, or within WNC itself. Secondments enable WNC employees to work in other organizations, departments, or capacities for a fixed period of time (during which they are exempt from their normal work duties). Documents include reimbursement schedules, copies of payroll notification forms (PNFs), and correspondence.</p>	Executive Director	T	6	T+6	D	T= Termination of Employee's Secondment or Assignment.

WNC.HI 214	<p>Special Employment Programs and Placements</p> <p>Records relating to WNC's special employment Programs. These temporary placements help workers to gain experience in new career areas or assist persons in making a transition back to the paid workforce, without receiving monetary compensation from WNC. Includes work-study, co-operative education, internships and volunteer programs. Documents may include program information, resumes, application forms, reference checks, copies of work/education agreements, waiver forms, emergency contacts, sign-in sheets, evaluations, feedback forms, orientation materials and correspondence. Documents may be kept in electronic and/or paper formats.</p>	Office Manager	T	6	T+ 6	D	
WNC.HI 215	<p>Applications and Resumes-Unsolicited</p> <p>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.</p>	Office Manager	1	0	1	D	

WNC.HI 240	<p>Training and Development</p> <p>Records relating to the design, delivery, and follow-up activities associated with training and skills development opportunities provided to WNC employees. This includes seminars, workshops, and conferences. May include information relating to review and quality control of training course materials, training fees, and statistical data such as course attendance figures. Documents may include training materials such as workbooks and answers to exercises, lists of attendees, training course statistical reports, training course calendars, and all supporting correspondence. Training may include camp training, program specific training, human resources training, etc.</p>	Common	S	7	S+7	D	
WNC.HI 241	<p>Record of Training</p> <p>Records relating to the registration of employee training, certification and qualifications for equipment operation, hazardous material handling and emergency procedures, technical and machine training. Documents may include: pre-requisite certification; registration application form; copies of certificates; test and result information; registration billing information; employee sign off sheets indicating that employees have received training; instruction sheets; copies of hazardous material data sheets; informational materials, SAP system reports; and all other related documentation and correspondence.</p>	Office Manager	T	21	T+21	D	T= Termination of Employment

WNC.H1 246	<p><b>Labour Negotiations</b></p> <p>Records relating to conducting labour negotiations, which involve discussions and meetings between WNC and employee groups, such as unions, to achieve resolution on a wide range of issues pertaining to unionized employees. These issues may include staff reductions and layoffs, staff recalls, promotions and wage increases, working conditions, disciplinary actions, seniority rights, and department and WNC restructuring. May include information on collective bargaining, dispute mediation, and conflict resolution. Documents may include proposals and final collective agreements; employment contracts; union contracts; and any other negotiated agreements between WNC and the respective unions or workers' representatives. All official negotiated documentation is prepared by the respective unions. The information is shared by WNC and respective unions or worker representatives.</p>	Executive Director	T	21	T+21	ED	T= Resolution or Settlement of Case.
---------------	---	--------------------	---	----	------	----	--------------------------------------

WNC.H1 250	<p>Grievances and Arbitrations</p> <p>Records relating to complaints received from WNC unionized employees concerning workplace and personal treatment, benefits, discipline, promotions, and any other issues as defined in the collective agreement. Includes information on addressing and resolving the grievances, such as mediation and formal adjudication hearings involving arbitrators. Documents may include completed grievance forms, copies of meeting minutes, adjudication hearing schedules, arbitration notices, minutes of settlements, and all supporting correspondence.</p>	Executive Director	T	7	T+ 7	ED	<p>T = Resolution or Settlement of Case Note: City as employer keeps original document for T+21. Copy in employee file.</p>
---------------	---	-----------------------	---	---	------	----	---



WNC.H1 260	<p>Human Rights Complaints and Investigations</p> <p>Records relating to receiving, investigating, and resolving complaints from WNC staff persons, residents and recipients of municipal services concerning discrimination and/or harassment based on human rights protected grounds, as listed in the Association of Community Centres' Human Rights and Anti-Harassment Policy. May include information on both informal and formal complaints, as well as advice and consultation on human rights-related subject matters such as policy development, communication tools and training. Documents may include statements of complaint and completed complaint forms, investigation reports and recommendations, witness interview notes, copies of policies, research, and all supporting documentation and correspondence regarding the exploration and resolution of complaints and consultations.</p>	Executive Director	T	10	T+10	D	T = Resolution of Investigation
WNC.H1 261	<p>Pay Equity</p> <p>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, action plans, and information about designated worker groups.</p>	Executive Director	S	7	S+7	ED	S= Until Superseded

WNC.H1 275	<p>Occupational Health and Safety</p> <p>Records relating to WNC's responsibility to provide its employees with a safe and healthy workplace through assessment of occupational hygiene, ergonomics, and safety issues. A significant number of records contain confidential health information and personal information of employees. Records may also include correspondence regarding concerns, employee surveys, research materials, data collection, analytical results, and reports. Occupational hygiene records include employee concerns related to workplace exposure to chemical, physical (e.g., noise, temperature, radiation, etc.) and/or biological (e.g., mould) agents. Ergonomics records include a) employee concerns related to workstation and furniture design and configuration and assisting the disability management team with addressing employee accommodation issues, b) consultation regarding furniture, equipment, vehicles, workplace design and work practices, and developing ergonomics guidelines, and c) job demands analyses. Safety records include general safety concerns, monitoring of compliance with legislative requirements (e.g., WHMIS, First Aid provisions, traffic control, and protective equipment), and activities related to the establishment and maintenance of Health and Safety Committees.</p>	Executive Director	C + 9	7	C+ 16	D	
---------------	---	--------------------	-------	---	-------	---	--

WNC.H1 355	<p>Workers' Compensation and Disability Management</p> <p>Records relating to tracking and monitoring of all individual WNC employees' claims for financial and/or medical compensation as a result of personal injuries, illness, or other medical conditions preventing employees from fulfilling regular job duties. This includes workers' compensation and long term disability claims. Documents may include injury report forms, copies of long term disability and workers' compensation claims that have been submitted, disability recurrence continuity reports, completed summary claims information cards, and all supporting correspondence.</p>	Executive Director	T	7	T + 7	D	T = Termination of Employment
I	<p style="text-align: center;"><b>Functional Category: Information, Communications, and Administration</b></p> <p>Description: Records relating to the management of all Waterfront Neighbourhood Centre (WNC) formal communications, including press releases, media releases, promotional advertising, and speeches. Includes records relating to a wide variety of general administrative matters, such as committees not related to WNC governance activities, office administration, audits, travel arrangements, and operational and strategic planning.</p>						

WNC.I0 005	<p>Office Administration</p> <p>Records relating to the routine administration of WNC. Included are records such as correspondence of a routine or repetitive type; routine administrative queries; procedural advice; reference materials used but not created by the office; daily, weekly or monthly admin activity reports which relate to routine activities, copies of submitted purchase orders, travel expense statements or similar financial papers; daily or weekly work assignments for admin staff.</p>	Common	C+1	0	C+1	D	
WNC.I0 006	<p>Program Administration</p> <p>Records relating to the functions and activities of WNC programs. Records are typically arranged by activity or subject and include; substantive correspondence relating to the establishment and operation of the function as well as policy decisions; correspondence with other program areas within WNC, internal or external reports and documents relating to WNC programs.</p>	Common	C+1	5	C+6	ED	

WNC.I0 020	<p>Audits</p> <p>Records relating to developing, administering, and conducting audits of the WNC's business and financial processes. The goal of audits is to analyze operating processes to determine compliance with objective and recognized performance standards and measurements, and to make recommendations for improvement. May include audit information on personnel, systems, environment, structure, and other functions. Includes internal audits, federal audits, and Auditor General audits. Documents include audit reports, audit statements, and correspondence.</p>	Executive Director	T	7	T+7	P	<p>T = Termination of Audit Process</p> <p>Note: Audit Binders (2011 onwards) are permanent.</p>
WNC.I0 028	<p>Community Residents Demographic Data/Needs Assessment</p> <p>Records relating to demographic profiling of WNC community members. May include collecting information relating to languages spoken within homes, persons' genders and ages, employment status, and types of residential dwellings. These data may be used to make area comparisons, to conduct small area studies, and to help identify the needs of individual demographic groups in various locations served by various WNC programs. Documents may include demographic profiling statistics, graphs, and charts; comparison data summaries; completed survey forms; high-level recommendation reports; and all supporting correspondence for needs assessments.</p>	Executive Director	S	10	S+10	ED	

WNC.IO 161	<p>Meetings and Committees</p> <p>Records relating to meetings and committees of WNC staff that are not related to WNC 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.</p>	Common	C+1	4	C+6	D	
WNC.IO 200	<p>Promotion and Marketing</p> <p>Records relating to advertising and promotion of WNC programs and services. Methods of promotion and marketing include, brochures, manuals, radio, Internet web pages, advertisements, social media, special events and television. Documents may include action plans, marketing statistics, infographics, reports and correspondence.</p>	Director of Fundraising and Communication	C+2	4	C+6	ED	
WNC.IO 201	<p>News Releases and Official Statements</p> <p>Records relating to the development and production of media releases, official statements, and announcements by WNC. These statements and announcements are intended to alert the media to newsworthy events associated with WNC. Documents may also include supporting correspondence and memoranda.</p>	Director of Fundraising and Communication	C+2	4	C+6	ED	

WNC.I0 203	<p>Media Relations</p> <p>Records relating to the promotion of WNC through fostering positive and ongoing relationships with local, provincial, national, and international news media. Includes information on print, radio, television, and other types of news reporting. May also include information on media promotion projects. Documents may include media contact lists, lists of standard media interview questions, and correspondence.</p>	Director of Fundraising and Communication	C+2	4	C+6	ED	
WNC.I0 204	<p>Market Research</p> <p>Records relating to the development and administration of market research initiatives. Market research is conducted to obtain information about the needs and wants of WNC community members, with the aim being to ensure high-quality services. Documents may include correspondence, questionnaires, surveys, market research reports, memoranda, and other supporting documentation.</p>	Director of Fundraising and Communication	T	3	T+3	ED	T= Completion of Project
WNC.I0 240	<p>Records Classification Files</p> <p>Records relating to the preparation of record classes prepared by WNC. Records, include completed inventories.</p>	Office Manager	S	5	S+5	D	S= Until Superseded
WNC.I0 253	<p>Records Destruction Files</p> <p>Records relating to signed destruction packages (cover sheet, summary information, authorization page, and inventory of boxes), and matching destruction certificates.</p>	Office Manager	C+2	97	C+100	D	

WNC.I0 320	<p>Computer System Access and Security</p> <p>Records relating to the security and confidentiality of the WNC's online information resources. Includes information about computer security practices and tools. Documents may include access requests, computer monitoring reports, and user authorization lists.</p>	Office Manager	S	7	S+7	D	S= Until Superseded
WNC.I0 340	<p>Internal Computer Systems Documentation</p> <p>Records relating to the use of internally-produced supporting documentation concerning computer systems and software used by WNC. This applies to both internally-developed and externally-purchased software and computer systems. May include information on standard macros, sign-on procedures, indexing, and other pertinent subject material. Documents may include manuals, user guides and reports, and correspondence.</p>	Office Manager	S	7	S+7	D	S= Until Superseded
WNC.I0 470	<p>Trademarks</p> <p>Records relating to the use of WNC trademarks, which are words and/or symbols that identify, and are associated with, WNC's services. WNC trademarks are unique from those belonging to any other organization. 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.</p>	Office Manager	C+2	P	P	P	



WNC.I0 489	<p><b>Strategic Planning</b></p> <p>Records relating to strategic planning for WNC. Strategic planning is a management tool designed to assess and adjust WNC'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, business planning notes, reports, and correspondence.</p>	Executive Director	T	10	T+10	ED	T= End Date of Strategic Plan
WNC.I0 495	<p><b>Operational Planning</b></p> <p>Records relating to the production and use of operational plans, which clearly match the implementation of the WNC's strategic plans against specific objectives. Operational plans may include information on what activities staff have 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.</p>	Executive Director	T	7	T+7	D	T= Termination of Project

WNC.I0 500	<p>Operational Review</p> <p>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 WNC. Operational reviews may range from WNC-wide reviews to reviews focussed specifically on a program. Documents include operational review reports and supporting correspondence.</p>	Executive Director	T	7	T+7	D	T= Termination of Project
WNC.II 000	<p>Executive Records</p> <p>Executive records are the administrative and operational records of the offices of the Executive Director and Assistant Executive Director. Certain positions below this level may be designated as executive records based on the nature of the office and its level of independent decision-making capability. Documents may include policies (i.e. OMERS), contracts (café), governance issues, community consultations, etc.</p>	Executive Director  Assistant Executive Director	T	10	T+10	ED	T= File closed and Executive's discretion

<b>L</b>	<b>Functional Category: Legal and Licensing</b>						
	Description: Records relating to legal matters involving Waterfront Neighbourhood Centre (WNC). Includes WNC permits, leases, deeds agreement, contracts, and licenses. Also includes records relating to lawsuits and legal issues, such as copyright protection.						
WNC.L2 200	<p>Leases</p> <p>Records relating to obtaining and issuing leases, which convey the right to use, possess, or control property belonging to another party in exchange for financial compensation. Leases allow WNC to use properties, facilities, and vehicles belonging to external organizations on a temporary or ongoing basis. Also includes information on WNC leasing out its own properties to other parties. Documents may include copies of financial arrangements, draft and approved lease agreements, applications for property transfer, memoranda of understanding, and supporting correspondence.</p>	Executive Director	T	20	T+20	D	T = Resolution or Notice of Decision
WNC.L3 085	<p>External Legal Correspondence</p> <p>Records relating to routine inquiries received by WNC from external lawyers and other external legal professionals. These inquiries are made to obtain information from WNC, including documents such as outstanding work orders and zoning information compliance letters that may influence external legal cases and matters. Documents may include letters of inquiry and notifications, offers of assistance, responses to inquiries, and supporting correspondence.</p>	Executive Director	T	4	T + 4	D	T = Termination of Lease

<b>R</b>	<b>Functional Category: Recreation and Culture</b>						
	Description: Records relating to the recreational and cultural programs and services offered to Waterfront Neighbourhood Centre (WNC) community members. Includes record relating to special events.						
WNC.R0 016	Weight Room Memberships  Records relating to WNC weight room memberships. Documents may include waivers and fitness assessments.	Office Manager	C+2	2	C+4	D	
WNC.R0 030	Recreational Programs  Records relating to the administration and development of community recreational programs and services offered by WNC for families, children, adults and seniors. This may include sports, music, dance, art, cooking and drop-in classes and lessons May also include information on trips or visits to community centres, museums, parks, and 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 manuals, recreational research studies, usage and program and course-related statistics, quality assurance reports, program descriptions and brochures, program guides, evaluations, statistical data summaries, high-level recommendation reports, and all supporting correspondence.	Common	C+2	4	C+6	D	

WNC.R0 031	<p>Recreational Program Registration and Membership</p> <p>Records relating to individuals, including children, youth, adults, seniors, and families registering for membership and various community recreational programs and services. This may include sports, music, dance, art, cooking and drop-in classes and lessons. Documents include completed enrolment applications, fee assistance forms, income tax parent letters, registration payment request invoices, attendance folders, copies of program descriptions, enrolment usage statistics, membership forms, voting records for AGMs and correspondence.</p>	Office Manager	C+2 1	4 0	C+6 1	D	<p>1 year active retention is for paper records only</p> <p>Note: EarlyON documentation must be kept for C+7 years as required by Ministry of Education.</p>
---------------	--	-------------------	----------	--------	----------	---	--