

September 5, 2008

ACTION REQUIRED

To: Government Management Committee

From: Dianne Young, Chief Executive Officer/Exhibition Place

Subject: **Records Retention Bylaw Amendment**

Summary:

Under section 201 of the City of Toronto Act, 2006, a record of the City or of its Local Boards, other than a copy of the original record, may only be destroyed if the retention period for the record has expired, except as otherwise provided. In 2006, the City of Toronto approved By-Law No. 688-2006 which established a retention schedule for Exhibition Place.

When the Exhibition Place retention schedule was approved by City Council in 2006, there was an understanding that the schedule did not address all existing records series and that subsequent by-law amendments would capture new record series. This report requests approval for a routine amendment to the Board's records retention by-law, Municipal Code c. 219, Records, Corporate (Local Boards).

These amendments revise the existing records retention schedule by adding new classes of records to the schedule, by amending existing record series descriptions, and by permitting the destruction of unusable records. The appendices containing the draft by-law amendment and the new records retention schedule were prepared by staff of the Records & Archives Unit of Exhibition Place and have been reviewed by the following Exhibition Place staff: the Chief Executive Officer, Corporate Secretary and Chief Financial Officer. They have also been reviewed by the City Legal, City Archivist and the external auditor. All concur that the retention schedules affected by this report are appropriate and in compliance with applicable standards and legislation.

Recommendation(s):

It is recommended that the City Council:

- 1. Approve the draft by-law set out in Appendix A to this report;**
- 2. Approve the records retention schedule set out in Appendix B to this report;**
- 3. Pass any necessary by-law substantially as set out in Appendix "A" and to establish the records retention schedules set out in Appendix "B"; and**

4. Authorize and direct the appropriate Exhibition Place and City Officials to take the necessary action to give effect there.

Financial Impact:

There are no financial implications resulting from the adoption of the recommendation in this report.

Decision History:

The draft by-law amendment and new records retention schedule were prepared by staff of the Records & Archives Unit of Exhibition Place and have been reviewed by the following Exhibition Place staff: the Chief Executive Officer, Corporate Secretary and Chief Financial Officer. They have also been reviewed by the City Legal, City Archivist and the external auditor.

At its meeting of July 18, 2008, the Board of Governors of Exhibition Place considered and recommends approval of this report by City Council.

Issue Background:

Under section 201 of the City of Toronto Act, 2006, a record of the City or of its Local Boards, other than a copy of the original record, may only be destroyed if the retention period for the record has expired, except as otherwise provided. In 2006, the City of Toronto approved By-Law No. 688-2006 which established a retention schedule for Exhibition Place.

Comments:

Retention scheduling is the process of identifying and describing record series (for example, *employee files* and *accounts payable* would be separate record series) and then using a timetable to specify the length of time that each record series must be kept prior to destruction or permanent archival storage. The length of time that record series are kept is determined on the basis of their value in supporting administrative, legal, financial or archival functions. Analysis is also undertaken of all legislation governing the records to determine how long they need to be kept legally (for example, financial audit requirements). Unmanaged information is a liability for the creator and custodian. Establishing retention schedules is a fundamental tool to reduce risk and support effective and efficient asset management of the Board's information.

When the Exhibition Place retention schedule was approved by City Council in 2006, there was an understanding that the schedule did not address all existing records series and that subsequent by-law amendments would capture new record series. This report requests approval for a routine amendment to the Board's records retention by-law, Municipal Code c. 219, Records, Corporate (Local Boards). These amendments revise the existing records retention schedule by adding new classes of records to the schedule, by amending existing record series descriptions, and by permitting the destruction of unusable records. The appendices containing the draft by-law amendment and the new records retention schedule were prepared by staff of the Records &

Archives Unit and have been reviewed by the Chief Executive Officer, Corporate Secretary and Chief Financial Officer and also reviewed by the City Legal, City Archivist and the external auditor. All concur that the retention schedules affected by this report are appropriate and in compliance with applicable standards and legislation.

There are exceptional situations that arise from time to time when records are rendered unusable by accident, such as records damaged by water after a pipe has burst or by an ensuing infestation of mould. Every effort is made to recover damaged records but in some instances no amount of recovery work will result in records that can continue to serve their purpose. It is recommended that Chapter 219 be amended to provide authority to destroy such records despite any authorized retention schedule.

The volume of stored records in the Exhibition Place Record Centre is at near capacity. The *City of Toronto Act, 2006* requires that retention schedules be approved by Council before the records they govern can be disposed of. Once this new schedule is approved, staff of the Exhibition Place Records & Archives Unit will be able to send approximately 400 cubic feet of records off-site for secure destruction.

Contact:

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Dianne Young
Chief Executive Officer

Attachments

Appendix A: Draft By-Law

Appendix B: New record retention schedule

Appendix “A”
CITY OF TORONTO
DRAFT BY-LAW No.

To amend City of Toronto Municipal Code Chapter 219, Corporate Records (Local Boards), to amend records series, to adopt new records retention schedules and to permit the destruction of unusable records for The Board of Governors of Exhibition Place.

WHEREAS under section 201 of the *City of Toronto Act, 2006*, the City may, subject to the approval of the City auditor, establish retention periods during which the records of the City and local boards of the City must be retained and preserved; and

WHEREAS as City’s external auditor is currently the “City auditor” for the purposes of subsection 201(3) of the *City of Toronto Act, 2006*; and

WHEREAS the City's external auditor has approved the amended and new retention periods set out in Schedule A and the destruction of unusable records;

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

1. Schedule F to Article IV of Chapter 219, Records Retention Schedule, Exhibition Place, of The City of Toronto Municipal Code is amended as follows:
 - A. The record series for code “XF1570” with the title “Accounts Receivable” is amended as follows:
 - (1) By adding the words “Rental & Service Agreements” and “Rental & Service Order forms.”
 - B. The records series for code “XG0261” with record title “Access to Information and Personal Information Protection – Access Requests” is amended as follows:
 - (1) By deleting the title “Access to Information and Personal Information Protection – Access Requests” and substituting “Access to Information & Personal Information Protection – Access Request”.
 - (2) By deleting “T + 2” and substituting “T +5”.
 - C. The Functional Category “R” with the title “Recreational and Culture” is amended as follows:
 - (1) By adding “charity casinos” to the description:

Records relating to the recreational and cultural programs and services offered by Exhibition Place to City of Toronto residents and visitors. Includes records relating to special events such as parades and festivals, tourism, charity casinos and fitness activities. Also includes information on the control of wildlife.
 - D. By adding the following section:

I. S 219-12.1. Destruction of unusable records.

Despite the Board of Governors’ records retention by-law, an unusable record in the custody or control of the Board may be destroyed. Prior to the destruction of any unusable record, the following documents are required:

- (1) A written description of the unusable record containing, to the extent that such information is applicable or obtainable, the following:
 - (a) The title of the records series.
 - (b) The identification of the business unit that is responsible for the creation or use of the unusable record.
 - (c) A brief description of the purpose of the records.
 - (2) The written approval of the division head or designate who is responsible for the business function to which the unusable record relates, if the division head can be identified.
 - (3) Where applicable to satisfy the provisions of the *Income Tax Act* (Canada), the *Excise 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.
- E. By adding the new records series as set out in Schedule A at the end of this by-law in alphanumerical order by code number, under the functional category as set out in Schedule A for reference purposes. (Schedule A also includes the revised record series XF1570 and XG0261 and the revised description for R Functional Category as amended by Subsections A and B of this by-law for reference purposes.)

ENACTED AND PASSED this day of, A.D. 2008.

Mayor

City Clerk

(Corporate Seal)

Appendix “B”

SCHEDULE B TO BY-LAW No. XX-2007

RECORDS SERIES BEING ADDED TO SCHEDULE F TO CH. 219, ART. IV UNDER THE FUNCTIONAL CATEGORIES AS NOTED

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, artefacts and heritage sites, and office supplies

| Code | Records Title | Originating Office | Retention | | | Disposition | Comments/Legislation |
|--------|---|---------------------|-----------|---|-------|-------------|----------------------|
| | | | A | I | Total | | |
| XA0100 | Public Art | CEO | C+2 | P | P | P/AR | |
| | Records relating to public art which is owned and displayed by the CNE Association or Exhibition Place and/or exists on Exhibition Place property. Public art may include paintings, etchings, pictures, tapestries, statuaries, memorial and monument artworks, and other works of art with artistic and/or historical value. May include information relating to artists, designers, competition judges, and the acquisition of art via donations or commissions. Documents may include inventories of public art, photographs relating to the inventory, conservation reports, copies of agreements and contracts, and correspondence. | Corporate Secretary | | | | | |

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|--------|---|--------------------------------------|------------|----|------------|---------|---|
| XA0526 | <p>Security Investigation Records</p> <p>Audio tapes and closed-circuit television recordings documenting particular incidents and retained for law enforcement purposes. Also includes all other documentation relating to an incident including notes, reports, written request to review audio or closed –circuit recordings and requests by Toronto Police Services to remove a recording for law enforcement purposes.</p> | Ex Place Operations - Security | T | 20 | T +20 | Destroy | Recordings retained for law enforcement purposes. File closed at termination of investigation. |
| XA0527 | <p>Security Audio Recordings – Grounds</p> <p>Recordings relating to security surveillance at Exhibition Place including audio recordings of incoming calls to Exhibition Place Security. Audio tapes will be re-used within a specified time period except where a recording, documenting a particular incident, is retained for law enforcement purposes.</p> | Ex Place Operations - Security | 24hrs | 0 | 24hrs | Destroy | <p>Comments:</p> <p>Applies to audio recordings except those retained for law enforcement purposes.</p> |
| XA0528 | <p>Security Closed Circuit Recordings – Grounds</p> <p>Closed- circuit television recordings made at designated locations across the grounds. In each case, recording mediums (VHS tapes, DVDs, CDs, audio tapes, etc) will be re-used within a specified time period except where a recording, documenting a particular incident, is retained for law enforcement purposes.</p> <p>Does not include closed circuit recordings made in the CNE Casino (see XR0502).</p> | Ex Place Operations - Security | 30 days | 0 | 30 days | Destroy | Applies to all recording mediums used with a closed circuit system (VHS, CD, DVD) except those retained for law enforcement purposes. |

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|--|------------------------------|-----|----|---|----|---|---|
| XA1545 | Vehicle Pre-Trip Inspections | All | 6M | 0 | 6M | D | Legislation/Regulation: Highway Traffic Act, (Commercial Motor Vehicle Inspections) R.R.O. 1990, Reg. 575, ss 11(b) - Keep inspection report that does not show a defect(s) for three months after report is completed. |
| <p>Records relating to the regular and ongoing automotive inspections of Exhibition Place's licensed commercial motor vehicles. These inspections examine the mechanical and operating conditions of vehicles prior to them being used for daily trips and tasks. Inspection results and recommendations are recorded in inspection reports. Documents may also include supporting correspondence.</p> | | | | | | | |

F Functional Category: Financial Management

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.

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| XF1301 | Employee Payroll Files | Finance | T | 6 | T+7 | D permission for their disposal is given by the Minister | <p>Comments:</p> <p>T= Termination of employment, or termination of retirement benefits, whichever is longer.</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, copies of court orders, and all supporting correspondence.</p> | | | | | | <p>Legislation/Regulation:</p> <p>Employer Health Tax Act, R.S.O. 1990, c. E.11 ss 12(4) - records, books of account shall, until permission for their disposal is given by the Minister, retain each such record and book of account and every primary source document required to support and verify the entries and information in records and books of account.</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. Employment Standards Act, S.O. 2000, c.41, ss 15(5) - records to be kept three years after the employee ceased to be employed.</p> <p>Canada Pension Plan (Canada), R.S.C. 1985, c. C-8, s 24 -records, books of account to determine contributions, accounts and vouchers to verify information.</p> |

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| XF1570 | Accounts Receivable | 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. City of Toronto Act, 2006, s.138 (Municipal Act, S. O. 2001, c. 25, s. 286) - receipts for money payable to the municipality.</p> |
| | <p>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 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, Rental & Service Agreements, Rental & Service Order Forms and all supporting correspondence.</p> | <p>Sales and Event Management</p> | | | | | |
| XF2240 | Charge Backs | Finance | C+2 | 4 | C+6 | 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> |
| | <p>Records relating to the assessment of financial charges billed by Exhibition Place departments to other Exhibition Place departments or to other City agencies, boards, and commissions. Charge backs are designed to recover the costs associated with the use of goods and services, including office usage, labour, and materials. Documents may include copies of financial policies and procedures, charge back analysis statements, chargeback schedules, and supporting correspondence.</p> | | | | | | |

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| XF3264 | Cost Sharing | All | T+2 | 10 | T+12 | D | <p>Comments: T = File remains active 2 years after cost sharing project closes.</p> |
| <p>Records relating to the sharing of total costs for sponsored corporate projects between two or more parties, even if only one party directly benefits from the project. Cost sharing arrangements may be between Exhibition Place and external entities, or among internal Exhibition Place units. May include information on direct and indirect costs calculation, verification of cost sharing among sponsors, cost sharing allocation, individual project accounts, carryovers of project monies into other accounting cycles, and cost sharing tracking. Documents may include cost sharing request forms, cost sharing budget sheets, cost sharing project applications, and all supporting correspondence.</p> | | | | | | | |

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| XF6200 | Reserve Funds | CEO | C+2 | 5 | C+7 | D | <p>Legislation/Regulation: City of Toronto Act, 2006 Regulation (Financial Activities) O. Reg. 610/06, s 54 – Reports to Council. Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.), clause 230(4)(b) - 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 Regulations (Eligible Investments), O. Reg. 438/97, amended by O. Reg. 655/05 s 8 - Treasurer to provide council an annual investment report. Limitations Act, S.O. 2002, c. 24, Sched. B., s 4, ss 5(1) - A proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered</p> |
| | <p>Records relating to reserve funds held by the City on behalf of Exhibition Place. For reserves and reserve funds, this includes copies of inflows to and outflows from each reserve and reserve fund; copies of quarterly reports to Council; copies of reports recommending the establishment or closure of reserve funds; copies of contribution and withdrawal policies; copies of disposition of remaining funds on account closure.</p> | Finance | | | | | |

Functional Category: Governance

G

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 registrations.

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|--------|--|---------------------------------|---|---|-----|---|--|
| XG0261 | Access to Information & Personal Information Protection – Access Request | EXP – Corporate Secretary | T | 5 | T+5 | D | Comments: T = File closed upon completion of case. Legislation/Regulation: 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. |
| | 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. | | | | | | |

Functional Category: Human Resources

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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.

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| XH0135 | Associations and Organizations | All | C+1 | 1 | C+2 | AR | |
| | Records relating to internal and external professional associations, clubs, societies, and organizations in which an employee or Exhibition Place has membership, interest, or official capacity. Documents may include minutes of meetings, association annual reports, membership lists, and correspondence. | | | | | | |

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|--------|---|-----------------|---|----|------|---|--|
| XH1241 | Record of Training | Operations | T | 21 | T+21 | D | <p>Comments: File closed upon termination of employment</p> <p>Legislation/Regulation: Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s 25. Maintain record of participant (employee) training on technical and hard skills. Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s 54 (materials concerning content, frequency and manner of instruction of any training program). Current (for employment duration of employee) + 1 active + 4 inactive. Transportation of Dangerous Goods Regulations (Canada), SOR/2001, s 6.6 - certificates of training to be kept 2 years after expiration.</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 forms; 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, reports; and all other related documentation and correspondence.</p> | Human Resources | | | | | |

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|--------|--|-----------------|---|----|------|----|---|
| XH1242 | Safety and Technical Training Program | Operations | T | 21 | T+21 | AR | <p>Comments: File closed upon termination of employment</p> <p>Legislation/Regulation: Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s 54 - materials concerning content, frequency and manner of instruction of any training program. Current (for employment duration of employee) + 1 active + 4 inactive Transportation of Dangerous Goods Regulation (Canada), SOR/85-77, s 4.27 - shipping documents, manifests, other documents for transportation of dangerous goods to be kept 2 years, s 9.6 - certificates of training to be kept 2 years after expiration.</p> |
| | <p>Records relating to the administration and development of technical training programs and skills development opportunity offered to employees. Includes information on training programs such as: equipment operation, handling of hazardous material, transportation of dangerous goods, training programs on safety and accident prevention on the work site. Documents may include owner sign off sheets, instruction sheets; authorized instructors competency certificate or declaration; detailed session plan and program change logs, teaching aid package; test questions and answers; required fees; material price list and contact names; employee sign off sheets template, used to indicating that employees have received training; copies of hazardous material data sheets; informational materials, reports; and all supporting correspondence.</p> | Human Resources | | | | | |

I Functional Category: Information, Communications, and Administration

Description: Records relating to the management of all Exhibition Place 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.

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|--------|--------|-----|---|---|-----|----|--|
| XI0020 | Audits | All | T | 7 | T+7 | AR | <p>Comments: File closed upon termination of the audit process.</p> <p>Legislation/Regulation: Auditor General Act, R.S.O. 1990, c. A.35, s10. City of Toronto Act, S.O. 2006, c.11, ss179 (1),(2),(3) - The City, its local boards (restricted definition) and the city-controlled corporations and grant recipients referred to in subsection 178 (3) shall give the Auditor General such information regarding their powers, duties, activities, organization, financial transactions and methods of business as the Auditor General believes to be necessary to perform his or her duties under this Part.) The Auditor General is entitled to have free access to all books, accounts, financial records, electronic data processing records, reports, files and all other papers, things or property belonging to or used by the City, the local board (restricted definition), the city-controlled corporation or the grant recipient, as the case may be, that the Auditor General believes to be necessary to perform his or her duties under this Part.</p> |
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Records relating to developing, administering, and conducting audits of business and financial processes at Exhibition Place. 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.

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| XI0040 | Communications Management | All | C+2 | 4 | C+6 | AR | |
| | Records relating to the management and control of language usage within Exhibition Place communications. This includes information on the use of language within correspondence, presentations, and publications. Documents may include directives and style sheets on language format, style, terminology, and quality. | | | | | | |
| XI0198 | Promotional Event Ballots | CNE Marketing Ex Place Marketing and Sales | 6M | 6M | 1 | Destroy | Legislation: 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 in accordance with the regulations. |
| | Ballots completed and submitted to Exhibition Place by members of the public as part of a promotional event organized and administered by Exhibition Place staff or administered by Exhibition Place staff in conjunction with a sponsor or client. Ballots may be paper-based or electronic. Does not include competition entry forms, such as Horse Show entry forms. | | | | | | |
| XI0199 | Sponsorship | All | C+2 | 18 | C+20 | AR | Legislation/Regulations: Limitations Act, S.O. 2002, c24, Sched. B., ss 5(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. |
| | Records relating to the development of sponsorship relationships. This involves sponsorship efforts and funding for activities produced or promoted by Exhibition Place, such as the CNE, 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. | | | | | | |

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| XI0201 | News Releases and Official Statements | All | C+2 | 4 | C+6 | AR | |
| | <p>Records relating to the development and production of media releases, official statements, and announcements by Exhibition Place. These statements and announcements are intended to alert the media to newsworthy events associated with Exhibition Place. Documents may also include supporting correspondence and memoranda.</p> | | | | | | |
| XI0203 | Media Relations | All | C+2 | 4 | C+6 | AR | |
| | <p>Records relating to the promotion of Exhibition Place 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> | | | | | | |
| XI0204 | Market Research | All | T | 3 | T+3 | AR | <p>Comments: File closed upon completion of project.</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 Exhibition Place customers and exhibitors with the aim being to ensure high-quality services. Documents may include correspondence, questionnaires, surveys, market research reports, memoranda, and other supporting documentation.</p> | | | | | | |

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| XI0220 | Public Education and Awareness | All | C+2 | 4 | C+6 | AR | |
| | <p>Records relating to programs and seminars designed to educate and enlighten the public, including adults and children, on Exhibition Place services and a wide range of subjects of topical interest. May include information on educational tours and outreach programs, and program planning and preparation. Documents may include educational kits, questionnaires, educational statistics, notes and scripts, copies of presentation speeches, evaluations, and correspondence.</p> | | | | | | |
| XI0280 | Exhibits | All | T | P | P | P | <p>Comments: File closed upon completion or closure of exhibit.</p> |
| | <p>Records relating to all aspects of planning and mounting exhibits. Documents may include research notes, information on design, layout, implementation, and promotions of exhibits, lists of didactics and labels, correspondence, copies of exhibit materials, photographs of exhibits, information about supplies, information relating to exhibit openings (catering services, invitation lists, speeches), educational programming materials, brochures and/or posters, press releases, and copies of exhibit reviews.</p> | | | | | | |

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|--------|--|--------------------------|---|---|-----|----|
| XI0300 | Internet and Intranet Development | All | S | 7 | S+7 | AR |
| | <p>Records relating to the development and maintenance of the Exhibition Place internet and intranet online web sites and services. Internet resources are made available to the public at large and can be hosted both locally and on external servers, whereas Intranet resources are hosted only locally on an Exhibition Place server solely for internal employee access. Includes information on website development, technical design information, and user requirements. Documents may include Internet and Intranet review statements and reports, user complaints, website information content specifications, and correspondence.</p> | | | | | |
| XI0320 | Computer System Access and Security | Information & Technology | S | 7 | S+7 | D |
| | <p>Records relating to the security and confidentiality of Exhibition Place'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> | | | | | |
| XI0340 | Internal Computer Systems Documentation | Information & Technology | S | 7 | S+7 | AR |
| | <p>Records relating to the use of internally-produced supporting documentation concerning computer systems and software used by Exhibition Place. 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> | | | | | |

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| XI1000 | Executive Records | All | T | 10 | T+10 | AR | <p>Comments: File closed at Executive's discretion</p> <p>Caution: Executives will be advised that these files should not contain any original documents in their work area that are subject to a special statutory retention period.</p> |
| | <p>Executive records are the administrative and operational records of the offices of senior managers down to the level of 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</p> <p>Included are records in all formats and media and records classified and scheduled under all primaries of the Records Classification System (RCS). This special classification and schedule for executive records takes precedence over retention periods and final dispositions indicated in the RCS.</p> | | | | | | |
| XI4110 | Archival Acquisitions | Corporate Secretary | C+2 | P | P | P/AR | |
| | <p>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> | | | | | | |

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| XI4111 | <p>Archival Accession Control</p> <p>Records relating to the transfer of legal and physical custody of records to the archives. Accession control involves documenting the titles, dates of receipt, donor information, size, general description, and location for each collection of similar types of records now in archival custody. Documents include accession control sheets, which list all records received by the archives on an annual basis.</p> | Corporate Secretary | C+2 | P | P | P/AR | Legislation/Regulation: Ontario Heritage Act, R.S.O. 1990, c. O.18, s 23 - shall keep a Register. |
| XI4120 | <p>Archival Collection Assessment Initiatives</p> <p>Records relating to assessing the condition and quality of records which are either already in archival storage or in the process of being transferred to archival storage. Includes information on special assessment projects. Documents may include photographs, field assessment reports, archival materials collection reports, copies of grant applications, and supporting correspondence.</p> | Corporate Secretary | C+2 | P | P | P/AR | |
| XI4123 | <p>Records Conservation and Preservation</p> <p>Records relating to the processes and initiatives associated with ensuring the ongoing preservation of records and the restoration of damaged records. May include information on care and handling of archival materials and the transfer to alternative records media formats. Documents may include photographs taken during all stages of the preservation or restoration work, working notes, preservation and conservation statistics, recommendations on records storage requirements, condition and treatment reports, and all supporting correspondence.</p> | Corporate Secretary | C+2 | P | P | P/AR | |

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| XI4124 | Records Disaster Contingency Planning and Recovery | Corporate Secretary | S | 7 | S+7 | AR |
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Records relating to the development and implementation of a comprehensive records disaster contingency plan, which documents the backup and recovery procedures for all Exhibition Place records in the event of a records disaster. Also includes information relating to the actions taken in the event of actual records disasters. Documents may include photographs of damaged records, status reports, the records disaster contingency plan, phone lists of key persons to contact in the event of records disasters, lists of vital records, and all supporting correspondence.

L Functional Category: Legal and Licensing

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.

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| XL0420 | Filming Permits | Sales and Event Management | T | 13 | T+13 | D |
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Records relating to Exhibition Place’s issuance of film permits, which are granted to companies and/or individuals involved in movie, television, video, and all other types of film production. These permits provide legal permission for the production company or individual to conduct filming at Exhibition Place. May include information relating to permit holder, filming location, location of production vehicles, and special film production instructions. Documents may include film permits, location filming vehicle permits, filming policy documents and supporting correspondence.

Comments:
T = File closed upon completion of film production

Legislation/Regulation:
Municipal Code Chapter 459, Filming

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| XL0520 | Easements | All | T | 7 | T+7 | D | <p>Comments: File closed upon expiration of right.</p> <p>Legislation/Regulation: Power Corporation Act, R.S.O. 1990, c. P. 18, s 48 – record of unregistered rights relating to land</p> |
| XL2200 | Leases | CEO | T | 20 | T + 20 | D | <p>Comments: File closed upon termination of lease.</p> <p>Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., ss 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> |

Records relating to the need for and issuance of easements, which are rights to use the City's or privately-owned land for a specific purpose, such as constructing a right-of-way road or erecting utility structures, for example. Includes information on both water and sewer easements and private easements over Exhibition Place property granted by the City or Exhibition Place to private parties. Documents may include requests for easements, official easement permits, copies of easement agreements, and supporting correspondence.

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 Exhibition Place to use properties, facilities, and vehicles belonging to external organizations on a temporary or ongoing basis. Also includes information on the leasing out Exhibition Place properties and buildings 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.

Corp.
Secretary
Sales & Event
Management

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| XL3050 | <p>Copyright</p> <p>Records relating to copyright privileges issued to Exhibition Place. Copyright is an exclusive legal right granted to publish, produce, sell, and distribute intellectual properties, such as books and drawings. May include information on copyright infringements and permission to use copyright materials. Documents include applications for copyrights, copyright approval statements, and supporting correspondence.</p> | Corp. Secretary | T | P | P | P/AR | <p>Comments: File closed upon copyright authorization received.</p> <p>Legislation/Regulation: Copyright Act (Canada), R.S.C. 1985, c. C-42, s 56 - Application for registration of copyright.</p> |
| XL3085 | <p>External Legal Correspondence</p> <p>Records relating to routine inquiries received by Exhibition Place from external lawyers and other external legal professionals. These inquiries are made to obtain information from Exhibition Place, 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> | CEO | T | 4 | T + 4 | D | <p>Comments: File closed upon resolution or notice of decision.</p> |

N Functional Category: Natural Environment & Sustainable Resources

Records relating to environmental services, and the assessment, preservation and conservation of the natural environment, natural life forms and natural resources. Natural environmental protection and conservation strategies combat pollution; promote conservation and sustainable management of land, ecosystems, water, horticulture, forestry, natural fish habitats, wildlife, atmosphere, and energy resources; protect natural landscape; and develop efficient uses of both energy and recyclable waste materials.

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| XN0039 | Air Quality | Operations | T | 7 | T+7 | AR | <p>Comments: T = File closed upon completion of report or investigation of case.</p> <p>Legislation/Regulation: Environmental Protection Act Regulations (Airborne Contaminant Discharge Monitoring and Reporting), O. Reg. 127/01, amended by: O. Reg. 196/01 - copy of report and any records are kept for at least seven years after the day the report submitted and any other record required prepared under this Regulation is kept for at least seven years after the day the record is required to be prepared.</p> |
| XN0041 | Conservation Studies | Operations | T | 7 | T+7 | AR | <p>Comments: File closed upon termination of study.</p> <p>Legislation/Regulation: Lakes and Rivers Improvement Act, R.S.O. c. L. 13, s 21 - All plans, orders and reports shall be kept on file.</p> |

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| XN0045 | Energy Efficiency | CEO | S | 7 | S+7 | AR | |
| | Records relating to the conservation and efficient use of heat, electricity, and other natural resources. May include information on solar energy, geothermal energy, wind energy, and energy-efficient appliances. Documents include educational materials, reports and studies, and correspondence. | Operations | | | | | |
| XN0046 | Environmental Assessments | CEO | T | 7 | T+7 | AR | <p>Comments: T = File closed upon completion of assessment</p> <p>Legislation/Regulation: Environmental Assessment Act, R.S.O. 1990, c. E. 18, ss 30(1), maintain a record for every undertaking in respect of which an application is submitted</p> |
| | Records relating to studies of environmental issues and impacts. These assessments are required by legislation and are responsible for determining the state of the current environment and the impacts that development activities might have on it. Includes information relating to soil, water, air, and other environmental issues. Documents include studies and reports, environment planning documents, engineering plans, and correspondence. | Operations | | | | | |

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| XN0048 | Natural Heritage | Operations | T | 50 | T+50 | AR | <p>Comments: File to remain active until study or project is completed</p> <p>Legislation/Regulation: Environmental Protection Act 1990 Regulations (Records of Site Condition – PART XV.1 of the Act), O.Reg.153/04, amended by: O. Reg. 366/05, ss 18(1),(2) - the retention of a report by a qualified person is seven years after the date the record of site condition listing the report is filed in the Registry, reasonable steps to ensure that a copy of the report is stored for the period referred</p> |
| | <p>Records relating to the inventory and analysis of natural environment attributes or characters including environmentally sensitive areas. Much of the City's Natural Heritage attributes are found within the City's Parks and Open Space Areas as defined in the City's Official Plan but also includes the attributes on an eco-system basis. The Natural Heritage 'System' includes conservation of natural diversity in the environment by identifying ecologically important areas and its biodiversity, and setting priorities for the protection of environmentally sensitive areas. The natural heritage inventory is a comprehensive and dynamic database that tracks the location and status of rare species and natural communities, which includes plants, wildlife, landscape, and water resources. Environmentally sensitive areas provide crucial habitat for native vegetation and wildlife, including rare or endangered species, and may also enhance human health and activities. May include information on conservation priorities, preservation of natural resources and heritage, development densities, and related environmental issues. Documents include background studies and reports, planners' notes and comments, copies of Official Plan, copies of amendments, and supporting correspondence.</p> | | | | | | |

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| XN0049 | Ground Pollution | Operations | C+2 | 7 | C+9 | AR | <p>Legislation/Regulation: Environmental Protection Act 1990 Regulations (Records Of Site Condition - PART XV.1 Of The Act), O. Reg. 153/04, amended by: O. Reg. 366/05, ss 18(1)(2) - the retention of a report by a qualified person is seven years after the date the record of site condition listing the report is filed in the Registry, reasonable steps to ensure that a copy of the report is stored for the period referred</p> |
| XN0053 | Pollution | CEO Operations | C+2 | 4 | C+6 | AR | <p>Legislation/Regulations: Municipal Code Chapter 681, Sewers.</p> |
| XN0061 | Weed Control | Operations | C+2 | 4 | C+6 | D | <p>Legislation/Regulation: Weed Control Act, R.S.O. 1990, c. W.5, s 15 - Record of expenses of weed inspector. Pesticides Act Regulations, (General), R.R.O. 1990, Reg. 914, ss 91(1), 118(2) - keep the record for a period of two years after the extermination is completed; records shall be kept by the holder of the vendor's licence for a period of two years.</p> |

R Functional Category: Recreation and Culture

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, charity casinos and fitness activities. Also includes information on the control of wildlife.

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| XR0430 | <p>Film Productions</p> <p>Records relating to the production of individual films at Exhibition Place, which may include commercials, music videos, television programs, movies, and all other film production initiatives. May include information relating to filming locations, production companies and/or individuals, and types and subject content of film productions. Documents may include crew lists, production filming schedules, film permit applications, scripts, film listing logs, copies of film permits and supporting documentation, and all supporting correspondence.</p> | Sales and Event Management | C+2 | P | P | P/AR | Legislation/Regulation: Municipal Code Chapter 459, Filming |
| XR0500 | <p>Daily Computation Records</p> <p>Records relating to the daily operation of the casino tables, pits and cages. These records are filed by day and by “drop” site and include casino wins (hourly and daily summaries of wins/cash at table), cash summaries, cash and chip transfer sheets/slips, drop sheets, credit slips, fill slips, main cage closing procedures with cash reconciliation sheet, pit control sheets, drop box verifications, tip verifications, close chip control sheets, open chip control sheets and card check forms.</p> | Casino | C+1 | 6 | C+7 | Destroy | Legislation: Gaming Control Act, 1992, Ontario Regulation 197/95, par. 2 of s.8 - The supplier shall maintain, for a period of at least five years...the daily computations of the drop and win or loss for each game offered at the gaming premises. |

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| XR0501 | Casino Security Log Sheets | Casino | C+1 | 6 | C+7 | Destroy | Legislation: The supplier shall maintain a log of surveillance activities available for inspection. O. Reg. 197/95 s. 5. |
| | <p>Records relating to the security of the casino. Includes Casino Sensor Log sheets (listing the date, time and reason for the tripping of an alarm), Surveillance Log sheets (listing the names of all persons who enter and leave the surveillance room and a summary of all activities monitored by persons engaged in surveillance at the gaming premises that are or appear to be illegal) and Surveillance Officer's Shift Log/Report sheets (listing by date and time all activities of individual officers including the changing of tapes in the videotape recorders and any malfunctions in the surveillance equipment). Does not include Casino security closed-circuit recordings (audio tape, VHS tape, DVD or CD).</p> | | | | | | |

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| XR0502 | <p>Security Recordings - Casino</p> <p>Recordings resulting from the operation of a closed-circuit television system within the gaming premises that is operated at all times during the hours of operation of the gaming premises.</p> <p>Recordings relating to security surveillance at the Casino including closed- circuit television recordings made at designated locations within the gaming premises. In each case, recording mediums (VHS tapes, DVDs, CDs, audio tapes, etc) will be re-used within a specified time period except where recordings documenting a particular incident are transferred to a law enforcement agency for investigation. As required by legislation, recordings of activities that are or appear to be illegal are not destroyed by reuse without the Registrar of Alcohol and Gaming's written approval</p> <p>Does not include security recordings made elsewhere at Exhibition Place (see XA0528).</p> | Casino | 8 days | 0 | 8 days | Destroy | <p>Legislation: The supplier shall retain the master tape of all recordings...for at least seven days after they are made. O. Reg. 197/95 s. 4(1) and (2) and The supplier shall ensure that videotape recordings of activities that are or appear to be illegal are not destroyed without the Registrar of Alcohol and Gaming's written approval. O. Reg. 197/95, s. 4(3).</p> |
| XR0503 | <p>Large Chip Redemption and Wagers</p> <p>Records relating to the documentation of the redemption of \$10,000 or more worth of chips for cash from one person in a transaction or the acceptance of \$10,000 or more in cash as a wager from one person at a gaming activity at which chips are not customarily used for wagering or selling in any transaction \$10,000 or more worth of chips to a person. Includes records noting the person's name, permanent address, name of document used to verify the person's name and address, date and amount of transaction, the name, position, signature of the person who completes the transaction and records the information on behalf of the casino.</p> | Finance | C+1 | 5 | C+6 | Destroy | <p>Legislation: Gaming Control Act, 1992, Ontario Regulation 197/95, s. 9. The information recorded shall be forwarded daily to the supplier's accounting department and shall be kept for five years.</p> |

W Functional Category: Works

Records relating to the construction, maintenance, and operations of Exhibition Place’s infrastructure, including sewer, water, garbage, waste, solid waste, and transportation programs and systems. Includes records relating to roads and bridges, snow removal, water and air quality, and utilities. Also includes records relating to environmental assessment and protection, such as conservation, pollution, and recycling programs.

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| XW0004 | <p>Garbage Collection</p> <p>Records relating to solid waste garbage collection at Exhibition Place. This also includes garbage collection from Exhibition Place tenants and from shows and events at Exhibition Place. Includes collection schedules, collection statistics and collection reports.</p> | Operations | C+2 | 2 | C+4 | D | |
| XW005 | <p>Hazardous Wastes</p> <p>Records relating to the collection and processing of hazardous wastes that pose a health and safety hazard, such as paint, batteries, antifreeze, and adhesives. May include information brochures, collection schedules and collection reporting statistics.</p> | Operations | C+1 | 3 | C+4 | AR | <p>Legislation/Regulation: Environmental Protection Act Regulations (Recycling and Composting of Municipal Waste), O. Reg. 101/94, s 10, 15, 23, 25, 31 - Annual report on blue box system; annual report on leaf and yard waste system; maps, site plans, operating plan, emergency response plans, contingency plans; record of waste processing to be kept onsite two years after event to which it relates; annual report on waste recycling site; record of composting mass to be kept three years.</p> |

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| XW0011 | Waste Recycling | Operations | C+2 | 4 | C+6 | AR |
| <p>Records relating to the reduction, reuse, recycling or diversion of solid and liquid waste materials. Includes the recycling of newspapers, cardboard, other curb side materials, automobile tires, white goods, scrap metal, and soil. May also include information about recycling operations at transfer stations. Documents may include copies of committee minutes and agendas, copies of recycling contracts, copies of public brochures and promotional materials, and lists of recyclable versus non-recyclable materials.</p> | | | | | | |
| XW0012 | Banners, Canopies and Signs | Operations | T | 5 | T+5 | D |
| <p>Records relating to the use and display of banners, canopies, and signs. This may include billboards, advertisements, and special event banners. Documents may include sketches and drawings of banners and signs and accompanying correspondence.</p> | | CNE | | | | |
| XW0014 | Cycling Paths and Bike Lanes | Operations | S | 7 | S+7 | AR |
| <p>Records relating to the creation and maintenance of cycling paths and designated bike lanes at Exhibition Place. May include information on pedestrian and biker safety, parking, and impacts of bike lanes on road traffic. Documents include initial feasibility assessment studies, complaints, requests for bike lanes and cycling paths, and safety statistics and reports.</p> | | | | | | |

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| XW0018 | Parking | Operations | S | 10 | S+10 | D | Legislation/Regulation: Municipal Code Chapter 950, Traffic and Parking |
| | Records relating to the operations and administration of Exhibition Place parking areas. This includes parking facilities and street parking. May include information on disabled parking spot reservations, fire routes, parking facilities, parking meter service reports, and parking permits. | Event Management Services | | | | | |
| XW0031 | Snow Removal | Operations | C+2 | 4 | C+6 | D | Legislation/Regulation: Municipal Code Chapter 719, Snow and Ice Removal |
| | Records relating to snow removal from Exhibition Place streets which is undertaken to ensure public safety and to facilitate vehicle movement. Includes information on salting, sanding, snowploughing, snow blowing, and shovelling. Documents include snow removal schedules, snow route plans, and complaints. | | | | | | |
| XW0036 | Traffic Control | Operations | C+2 | 4 | C+6 | AR | Legislation/Regulation: Highway Traffic Act, R.S.O. 1990, c. H.8, s 202 - reports on motor vehicle accidents statistics and traffic control |
| | Records relating to the control of traffic at Exhibition Place, which includes all motorized road vehicles and bicycles. Methods of control include traffic signals, speed humps, stop and yield sign intersections, vehicle speed restrictions, and pedestrian crossover signals. May include parking, accident, and collision statistics; traffic count registers; copies of engineering drawings; and traffic studies. | | | | | | |
| XW0044 | Engineering Development and Planning | Operations | T | 7 | T+7 | AR | Comments: File closed upon completion of project. |
| | Records relating to the development and planning of engineering projects within Exhibition Place boundaries. This includes projects undertaken both by Exhibition Place, the City and private sector organizations. Includes copies of site specific engineering drawings, engineering proposals, application reviews, copies of agreements and contracts, and engineering studies. | | | | | | |

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| XW0086 | <p>Water Metering</p> <p>Records relating to measuring the amount of water supplied and used by Exhibition Place buildings. May include information relating to both current and previous water meter readings, meter reading issues, and routine and requested visits to record water meter data. Documents may include copies of water meter service orders and meter reading statistics.</p> | Operations | C+2 | 4 | C+6 | D | <p>Legislation/Regulation Municipal Chapter Code 849, Water and Sewage Services</p> |
| XW0088 | <p>Water Quality Testing</p> <p>Records relating to the testing, control, and monitoring of drinking water quality. Water quality testing is undertaken to determine the types and quantities of contaminants in drinking water, such as lead and bacteria. Includes copies of policies and procedures, water testing results reports, water quality monitoring reports, complaints, and inquiries.</p> | Operations | T | 16 | T+16 | D | <p>Comments: T = File closed upon completion of inspection and statistical reporting.</p> <p>Legislation/Regulation: Safe Drinking Water Act Regulations (Drinking-Water Systems), O. Reg. 170/03, ss 13(2) - owner of a drinking-water system shall ensure that documents and records are kept for at least 15 years.</p> |
| XW0096 | <p>Engineering Standards, Policies, and Quality Assurance</p> <p>Records relating to standards, policies, and quality assurance for engineering projects. May include standards and best practices related to engineering design, construction and consulting, research and development, management, landscape architecture and streetscape improvement, infrastructure, major facilities, and engineering business processes and practices.</p> | All | S | P | P | P/AR | |