



May 1, 2014

Ms. Dianne Young
Chief Executive Officer
The Board of Governors of Exhibition Place
100 Princes' Boulevard
Toronto ON M6K 3C3

Dear Ms. Young:

We have performed the procedures specified by you and enumerated below. Our engagement was performed in accordance with the Canadian generally accepted standards for agreed-upon procedures engagements.

The procedures were performed solely to assist you in evaluating the validity of the amendments to Article IV, The Board of Governors of Exhibition Place, of the City of Toronto Municipal Code Chapter 219, Corporate Records, Corporate (Local Boards), to adopt new records retention schedules for The Board of Governors of Exhibition Place. The agreed-upon procedures and related findings are as follows:

1. **Procedure:** Obtain the proposed amendments to Article IV, The Board of Governors of Exhibition Place, of the City of Toronto Municipal Code Chapter 219, Corporate Records, Corporate (Local Boards) to adopt new records retention schedules for The Board of Governors of Exhibition Place.

Results: We obtained the proposed amendments from Linda Cobon, Manager, Records & Archives, Exhibition Place, as attached in Appendix A.

2. **Procedure:** For each of the codes listed in the proposed amendments to Article IV which contains a record retention period, compare the retention period and legislation reference to the equivalent record title within the City of Toronto Retention Schedule and the applicable City of Toronto by-law.

Results: We have listed the results of the testing below:

Code	Records title	Results of procedures
XA0503	Property Demolitions	Agreed to by-law 852-2010 with no exception
XA1550	Backup Data	Agreed to by-law 1243-2007 with no exception
XD0003	Development and Planning Studies & Research	Agreed to by-law 128-2010 with no exception
XD0021	Maps and Aerial Photographs	Agreed to by-law 128-2010 with no exception
XE0401	Fire Prevention Inspection Reports	Agreed to by-law 1243-2007 with no exception
XE0404	Fire Safety	Agreed to by-law 1243-2007 with no exception
XG0265	Investigations into Privacy Complaints and Breaches	Agreed to by-law 128-2010 with no exception
XG0269	Access to Information Request Appeals	Agreed to by-law 128-2010 with no exception
XH1200	Human Resources Administration	Agreed to by-law 852-2010 with no exception
XH1205	Corporate Organization and Organizational Charts	Agreed to by-law 852-2010: however, exception noted where legislation referenced in City by-law excluded in the Exhibition Place by-law. Management stated this legislation is not referenced as it is not applicable to Exhibition Place.
XH1207	Salary Administration	Agreed to by-law 520-2011 with no exception
XH1208	Employee Performance Management	Agreed to by-law 852-2010 with no exception
XH1209	Job Classifications	Agreed to by-law 520-2011 with no exception
XH1210	Staff Competition and Recruitment	Agreed to by-law 520-2011 with no exception

PricewaterhouseCoopers LLP

North American Centre, 5700 Yonge Street, Suite 1900, North York, Ontario, Canada M2M 4K7

T: +1 416 218 1500, F: +1 416 218 1499, www.pwc.com/ca

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Ms. Dianne Young
The Board of Governors of Exhibition Place

Code	Records title	Results of procedures
XH1211	Police Reference Checks	Agreed to by-law 531-2012; however, exception noted where legislation referenced in City By-law was excluded in the Exhibition Place By-law. Management stated this legislation is not referenced as it is not applicable to Exhibition Place
XH1213	Secondments and Acting Assignments	Agreed to by-law 520-2011 with no exception
XH1240	Training and Development	Agreed to by-law 852-2010; however, exception noted where legislation referenced in City by-law excluded in Exhibition Place by-law. Management stated this legislation is not referenced as it is not applicable to Exhibition Place
XH1242	Safety and Technical Training Program	Agreed to by-law 923-2006 with no exception
XH1246	Labour Negotiations	Agreed to by-law 351-2008 with no exception
XH1250	Grievances and Arbitrations	Agreed to by-law 531-2012 with no exception
XH1260	Human Rights Complaints and Investigations	Agreed to by-law 520-2011 with no exception
XH1275	Occupational Health and Safety	Agreed to by-law 520-2011 with no exception
XH1303	Attendance and Scheduling	Agreed to by-law 852-2010; however, exception noted where "active" and "inactive" components of the retention period differed from the City by-law. The total retention period agrees to the City by-law.
XH1355	Workers' Compensation and Disability Management	Agreed to by-law 520-2011 with no exception
XN0050	Hazardous Materials	Agreed to by-law 1243-2007 with no exception
XP3721	Premises Inspection – Food Safety	Agreed to by-law 531-2012 with no exception
XR0045	Tourism Events Procurement	Agreed to by-law 923-2006 with no exception

These procedures we performed do not constitute an audit or review engagement and, accordingly, no assurance is expressed. Were we to have performed additional procedures or an audit or review engagement, other matters may have come to our attention, which we would have reported to you.

The sufficiency of these procedures is solely the responsibility of the parties specified in this report. Accordingly, we make no representations regarding the sufficiency of these procedures either for the purpose for which this report has been requested or for any other purpose. Further, we have addressed solely the procedures identified above and make no representations regarding whether any material facts have been omitted.

This report is solely for your information in connection with your purpose outlined above and is not intended and should not be used for any other purpose. Consequently, this report should not be distributed to other parties without our prior written consent. Any use that a third party makes of this report, or any reliance or decisions made based on it, are the responsibility of such third party. We accept no responsibility for any loss or damages suffered by any third party as a result of decisions made or actions taken based on this report.

PricewaterhouseCoopers LLP

Chartered Professional Accountants

SCHEDULE A TO BY-LAW No. XXX-2014

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
A	Functional Category: Assets and Property Management Description: Records relating to the construction, operation, and maintenance of Exhibition Place’s physical assets and property, which it owns or leases. This may include buildings, facilities, lands, vehicles, office and computer equipment, trees, uniforms, artifacts and heritage sites, and office supplies.						

XA0503	Property Demolitions Records relating to the physical demolition of lands, buildings and other structures at Exhibition Place. May include information relating to removal of debris, demolition contractors, explosives, property clean-up, types of structures, and disposal of structural materials. Documents may include site inspection reports, copies of demolition contracts and purchase orders, demolition project status reports, and all supporting correspondence.	Chief Executive Officer Operations	T	15	T+15	AR	Comments: File closed once demolition project is completed. Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., s 15(2) - No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place. Building Code Act, S.O. 1992, c.23, s.8(1) last amendment 2009, c.33, Sched. 21 s.2. No person shall construct or demolish a building or cause a building to be constructed or demolished unless a permit has been issued therefor by the chief building official.
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Retention Legend: A = Active; I = Inactive; AR = Archival Review; C = Current Year; DY = Days; D = Destroy; M = Month(s); P = Permanent; P/AR = Permanent/Archival Review; S = Superseded; T = Termination – based on specific criteria; AP = Archival and Permanent

Board of Governors of Exhibition Place By-law No. XXX-2014

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	

XA1550	Backup Data	Information Services and Telecommunications	2	0	2	D	Comments: Retention applies to electronic records.
	Records relating to data stored by the Information Services and Telecommunication unit as annual network backups, annual and monthly Outlook backups, and unique or one-time backups, e.g. when a server is de-commissioned. This series includes the backed up data as well as the associated backup metadata. 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 by Information Services and Telecommunications 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 the backup application.						

D Functional Category: Development and Planning

Description: Records relating to the management of economic and business development initiatives, conducted both directly by Exhibition Place and by independent parties; and the planning and development of Exhibition Place buildings, facilities, parks and properties, prior to actual construction. Includes records relating to rezoning, business improvement initiatives, and building and land development plans.

Board of Governors of Exhibition Place By-law No. XXX-2014

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XD0003	<p>Development and Planning Studies & Research</p> <p>Records relating to background studies and research on development and planning issues. This is done to determine economic feasibility, environmental suitability and cultural issues as they relate to development and planning projects and initiatives. Includes studies and research on economic, urban, regional, heritage preservation, commercial development and parking facilities development. Also includes general development control planning issues such as approaches to site plan control. Documents may include consultant and internal reports, planning and research notes, development statistics, and correspondence.</p>	<p>Chief Executive Officer</p> <p>Operations</p> <p>Sales and Event Management</p>	T	50	T+50	AR	<p>Comments:</p> <p>File closed upon completion of project.</p>
XD0021	<p>Maps and Aerial Photographs</p> <p>Records relating to the maps (site plans) and aerial photographs of Exhibition Place. These documents may be used to monitor site development and environmental changes.</p>	Operations	C + 2	17	C + 19	AR	<p>Legislation/Regulation:</p> <p>Registry Act Regulations (Surveys, Plans and Descriptions of Land, O. Reg. 43/96, Part VIII - Properties and Property Maps, s. 46 - Maintain property maps, street names, current municipal names and boundaries, the number of sheets in the map illustrating the block, property indexing purposes, dimensions of the property boundaries recorded plans and documents and map show major easements.</p>

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Board of Governors of Exhibition Place By-law No. XXX-2014

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	

E Functional Category: Emergency Planning and Preparedness

Description: Records relating to services and programs designed to ensure compliance with laws and legal regulations and to assist Exhibition Place in planning against emergency situations. Includes records relating to disaster prevention; law enforcement; fire and emergency contingency planning.

Board of Governors of Exhibition Place By-law No. XXX-2014

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XE0401	<p>Fire Prevention Inspection Reports</p> <p>Records relating to both routine and requested inspections of buildings within Exhibition Place in order to assess compliance with mandated fire safety provisions. This reporting involves making observations, documenting the existence of any fire safety violations, and reporting on what must be performed in order to ensure compliance with fire safety provisions. Documents may include completed inspection referral forms, testing and inspection reports, and all supporting correspondence.</p>	Operations	T+3	18	T+21	D	<p>Comments: T=completion of inspection, with any violations and outstanding issues fully resolved.</p> <p>Legislation: Municipal Code Chapter 79, s79-18 Inspection of premises and by-law enforcement. Fire Protection and Prevention Act, 1997, Regulation (Fire Code), O. Reg. 388/97, amended by: O. Reg. 650/05 ss19(6) Conduct tests, take and remove samples, take photographs and make videotapes and other images, electronic or otherwise, that are relevant to the inspection. Fire Protection and Prevention Act, S.O. 1997, PART VI Inspections, ss 19(9). Copy of a document that purports to be certified by an inspector as being a true copy of the original is admissible in evidence to the same extent as the original and has the same evidentiary value.</p>

Board of Governors of Exhibition Place By-law No. XXX-2014

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XE0404	Fire Safety Records relating to documenting the planning and preparation necessary so that individual buildings within Exhibition Place will comply with required fire safety provisions. May include information relating to firefighting equipment locations within buildings, fire alarm systems, locations of exits and staircases, evacuation and emergency guidelines, names of emergency contact personnel, vehicle access to the respective building, locations of elevators and firefighting equipment inspection and maintenance. Documents include fire safety plan reports and all supporting correspondence.	Operations	S	15	S+15	D	Comments: S = Approval of an updated fire safety plan. Legislation: Fire Protection and Prevention Act, 1997, Regulation (Fire Code), O. Reg. 388/97, amended by: O. Reg. 650/05.

Board of Governors of Exhibition Place By-law No. XXX-2014

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
G	Functional Category: Governance						
	Description: Records relating to the ways in which the City and/or Exhibition Place are governed and regulated to ensure efficiency, effectiveness, and compliance with statutory requirements. Includes records of the City’s legislative process, such as the agendas and minutes of Council, its standing committees and community councils; City bylaws and the Municipal Code; agendas and minutes of the Board of Governors of Exhibition Place and its standing committees; Exhibition Place bylaws; City and Exhibition Place policies and procedures; Exhibition Place annual reports and City annual reports of departments and special purpose bodies. Also includes all legislation and other municipal by-laws that might affect the City and Exhibition Place; records relating to non-municipal government bodies; election records; and records relating to provincially-mandated services that the City provides, such as birth and death registrations.						
XG0265	Investigations into Privacy Complaints and Breaches Records relating to formal and informal privacy complaints and breach investigations. The Municipal Freedom of Information and Protection of Privacy Act provides a privacy protection scheme which Exhibition Place must follow to protect an individual's right to privacy. The scheme includes rules regarding the collection, retention, use, disclosure and disposal of personal information in its custody or control. A Privacy Breach - occurs when personal information is collected, used, disclosed and or destroyed in ways that are not in accordance with the privacy provisions of the Municipal Freedom of Information and Protection of Privacy Act. Documents may include complaint correspondence, submissions to the Information Privacy Commission, investigation reports, briefing notes, recommendations, and interview documents.	Corporate Secretary	T	15	T + 15	AR	Comments: File closed upon completion of case. Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., s. 15(2) - No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place. Municipal Freedom of Information and Protection of Privacy Act, (General) R.R.O. 1990, Reg. 823, am. to O. Reg. 93/07. Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, PART II Protection of Individual Privacy.

Board of Governors of Exhibition Place By-law No. XXX-2014

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XG0269	Access to Information Request Appeals Records relating to the processing of request appeals under MFIPPA. Request appeal status may be tracked electronically by unique request identification number. Copies of appeals documentations are filed in paper format, arranged by their respective request number. Documents include access request forms and supporting documentation, copies of responsive records, decision letters, Mediator's report, Notice of enquiry, appeals representations, IPC Order and all supporting correspondence.	Corporate Secretary	T	15	T+15	AR	Comments: Conclusion of appeal process. Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., s. 15(2) - No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.
H	Functional Category: Human Resources						
	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.						
XH1200	Human Resources Administration Records relating to the general and overall administration of human resources at Exhibition Place. 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.	Human Resources	C+2	4	C+6	D	

Board of Governors of Exhibition Place By-law No. XXX-2014

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XH1205	Corporate Organization and Organizational Charts Records relating to the development and ongoing maintenance of the Exhibition Place organizational framework and structure. Documents include departmental function statements, mission statements, organizational charts, reorganization plans, and related correspondence.	Human Resources	S	5	S+5	AR	
XH1207	Salary Administration Records relating to the establishment, administration, and scheduling of employee salaries. Documents include salary grids, comparison studies, and salary reviews and revisions.	Human Resources	C+2	4	C+6	AR	
XH1208	Employee Performance Management Records relating to the performance management program for Exhibition Place 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.	Human Resources	T	7	T+7	D	Comment: File closed upon termination of employment

Board of Governors of Exhibition Place By-law No. XXX-2014

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XH1209	Job Classifications Records relating to the classification of employment positions within the Exhibition Place 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.	Human Resources	S	5	S+5	AR	
XH1210	Staff Competition and Recruitment Records relating to the recruitment of staff for existing or future jobs and appointments at Exhibition Place. 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.	Human Resources	T	6	T+6	D	Comments: File closed upon closing of competition. Legislation/Regulation: Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, s. 30(4) (last amendment: 2007, c. 13), s. 45 Dispose of personal information under the control of the institution accordance with the regulations.

Board of Governors of Exhibition Place By-law No. XXX-2014

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XH1211	Police Reference Checks	Common	C+1	0	C+1	D	
	<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 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 Exhibition Place. Police Reference Check information is subject to the privacy provisions of the Municipal Freedom of Information and Protection of Privacy Act.</p>						

Board of Governors of Exhibition Place By-law No. XXX-2014

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XH1213	<p>Secondments and Acting Assignments</p> <p>Records relating to staff secondments to or from the City of Toronto or within Exhibition Place. Secondments enable employees to work in other departments or in other 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>	Human Resources	T	6	T+6	D	<p>Comments: File closed upon termination of employee's secondment or assignment.</p> <p>Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., s. 4 (last amendment: 2010, c. 16, Sched. 4, s. 27), s. 27 A proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered. Employment Standards Act, S.O. 2000, c.41 (last amendment: 2010, c.16, Sched. 9, s. 1), 15(5) The employer shall retain or arrange for some other person to retain the records of the information required for three years after the employee ceased to be employed by the employer.</p>

Board of Governors of Exhibition Place By-law No. XXX-2014

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XH1240	<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 Exhibition Place 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.</p>	<p>Human Resources</p> <p>Common</p>	C+2	4	C+6	AR	

Board of Governors of Exhibition Place By-law No. XXX-2014

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XH1242	<p>Safety and Technical Training Program</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 program 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, and all supporting correspondence.</p>	Health and Safety	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>

Board of Governors of Exhibition Place By-law No. XXX-2014

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XH1246	Labour Negotiations	Human Resources	T	21	T+21	AR	Comments: File closed upon resolution or settlement of case.
	Records relating to conducting labour negotiations, which involve discussions and meetings between Exhibition Place 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 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 Exhibition Place and the respective unions or workers' representatives. All official negotiated documentation is prepared by the respective unions. The information is shared by Exhibition Place and respective unions or worker representatives.	Facility Services					Legislation/Regulations: Labour Relations Act, 1995, c. 1, Sched. A, amended as 2006, c. 35, Sched. C, s. 57, s90, 91 – Collective agreements to be filed. Labour Relations Act Regulation (General), O. Reg. 94/7 amended as O. Reg. 259/07, ss1(2) - A record of all awards filed shall be maintained

Board of Governors of Exhibition Place By-law No. XXX-2014

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XH1250	Grievances and Arbitrations Records relating to complaints received from Exhibition Place 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.	Human Resources Facility Services	T	21	T+21	AR	Comments: T = File closed upon resolution or settlement of case Legislation: Occupational Health and Safety Act, R.S.O. 1990, c. O.1 (last amendment: 2009, c. 33, Sched. 20, s. 3), s. 49(2) A complaint must be filed not later than 30 days after the event to which the complaint relates. Limitations Act, S.O. 2002, c. 24, Sched. B, s. 15(2) No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.

Board of Governors of Exhibition Place By-law No. XXX-2014

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XH1260	Human Rights Complaints and Investigations Records relating to receiving, investigating, and resolving complaints from Exhibition Place staff or from members of the public, service recipients, or visitors to the site concerning discrimination and/or harassment based on human rights protected grounds, as listed in the Exhibition Place's Human Rights and Anti-Harassment/Discrimination 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.	Human Resources	T	10	T+10	AR	Comments: T = File closed upon resolution of investigation.

Board of Governors of Exhibition Place By-law No. XXX-2014

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XH1275	Occupational Health and Safety Records relating to Exhibition Place's responsibility to provide its employees with a safe and healthy workplace through assessment of occupational hygiene, ergonomics, and safety issues. A 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 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 the Joint Health and Safety Committee.	Human Resources Health and Safety	C+9	7	C+16	AR	Legislation: Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s. 9 Joint health and safety committee, certifications, recommendations, responses, minutes, scheduled inspections, inspection reports. s. 26 Records of handling, storage, use and disposal of agents, records of exposure of workers; records of monitoring levels in workplace. Workplace Safety and - Insurance Act, 1997 Every employer shall keep a record of all circumstances respecting an accident as described by the injured worker, the date and time of its occurrence, the names of witnesses, the nature and exact location of the injuries to the worker and the date, time and nature of each first aid treatment given.

Board of Governors of Exhibition Place By-law No. XXX-2014

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XH1303	<p>Attendance and Scheduling</p> <p>Records relating to the attendance and scheduling for Exhibition Place 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, time sheets, crew cards and all supporting correspondence.</p> <p>NOTE: Most divisions will maintain paper records where as other divisions maintain electronic records as a direct upload to the electronic payroll system. This system provides support to Payroll staff who use the data to produce payroll outputs in the form of pay period processing reports.</p>	Common	C + 2	1	C + 3	D	<p>Legislation/Regulation:</p> <p>An employer shall record the following information with respect to each employee, including an employee who is a homeworker: 1. The employee's name and address. 2. The employee's date of birth, if the employee is a student and under 18 years of age. 3. The date on which the employee began his or her employment. 4. The number of hours the employee worked in each day and each week. 5. The information contained in each written statement given to the employee. Retention of records (5) The employer shall retain or arrange for some other person to retain the records of the information required under this section for the following periods: 1. For information referred to in paragraph 1 or 3 of subsection (1), three years after the employee ceased to be employed by the employer. 2. For information referred to in paragraph 2 of subsection (1), the earlier of, i. three years after the employee's 18th</p>

Board of Governors of Exhibition Place By-law No. XXX-2014

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XH1303	Attendance and Scheduling (Cont'd)						birthday, or ii. three years after the employee ceased to be employed by the employer. 3. For information referred to in paragraph 4 of subsection (1) or in subsection (3), three years after the day or week to which the information relates. 4. For information referred to in paragraph 5 of subsection (1), three years after the information was given to the employee.
XH1355	Workers' Compensation and Disability Management Records relating to tracking and monitoring of all individual 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.	Human Resources Health and Safety	T	7	T+7	AR	Comments: T = File closed upon termination of employment Legislation: Workplace Safety and - Insurance Act, 1997, R.R.O. 1990, Reg. 1101, First Aid Requirements, s. 5 Every employer shall keep a record of all circumstances respecting an accident as described by the injured worker, the date and time of its occurrence, the names of witnesses, the nature and exact location of the injuries to the worker and the date, time and nature of each first aid treatment given.

Board of Governors of Exhibition Place By-law No. XXX-2014

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
N	Functional Category: Natural Environment & Sustainable Resources						
	Description: 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.						
XN0050	Hazardous Materials	Operations	T	2	T+2	AR	Comments: T= File closed upon completion of statistical reporting. Legislation: Environmental Protection Act Regulations (General - Waste Management), R.R.O. 1990. Reg. 347, s. 18(8), (9), s. 23(5)(d), s. 16(5)(a), as am., O. Reg. 157/98, s. 6(2). A record may be disposed of after two years of the calendar year.
	Records relating to the storage, transportation, and handling of hazardous materials. Hazardous materials are any substance or material which may result in health injuries, destruction of life and environmental conditions, and facility damage. This includes toxic, flammable, corrosive, and explosive materials. Documents include disposal instructions, health and safety measures documentation, reports and recommendations, and correspondence.						

P Functional Category: Public Health

Description: Records relating to public health programs and services undertaken at Exhibition Place. Includes records on food inspection, food handling, food safety and the health and wellbeing of staff and visitors to Exhibition Place.

Board of Governors of Exhibition Place By-law No. XXX-2014

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
XP3721	<p>Premises Inspection – Food Safety</p> <p>Records relating to food premises inspection by external, third parties, including records on the processing, preparation, storage, handling, display, sale and distribution of food. Documents may include food inspection forms, supplement inspection reports, food premises profile, complaint/request for service reports, report of offences, order to close premises, test results, correspondence, etc.</p>	CNE Operations	C+2	4	C+6	D	Legislation/Regulation: Municipal Code Ch. 545, Licensing (By-law 514-2002)
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.							
XR0045	<p>Tourism Events Procurement</p> <p>Records relating to actively soliciting and securing designated tourism events to take place at Exhibition Place. This may include sporting, cultural, and other tourism-related events that would generate positive economic and promotional opportunities. May include information on tourism event mandates, bidding processes and proponents, meetings with stakeholders, City Council acceptance or rejection, and facilitating approvals and agreements. Documents may include copies of event brochures, copies of meeting notes, status and recommendations reports, hosting agreements, and all supporting correspondence.</p>	<p>Chief Executive Officer</p> <p>Sales and Event Management</p>	T+1	6	T+7	AR	Comments: Targeted tourism event has been lost or won (and event has concluded)