

Authority: Executive Committee Item 43.31,
as adopted by City of Toronto Council on July 8, 9, 10 and 11, 2014

CITY OF TORONTO

BY-LAW No. 700-2014

To amend City of Toronto Municipal Code Chapter 219, Records, Corporate (Local Boards), to adopt new records retention schedules 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 Board of Governors of Exhibition Place at its meeting of May 23, 2014 unanimously recommended for approval by the City of Toronto Council new records retention schedules; and

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

The Council of the City of Toronto enacts:

1. Schedule G to Ch. 219, Art. IV, Records Retention Schedule, Board of Governors of Exhibition Place, of City of Toronto Municipal Code Chapter 219 is amended 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.

Enacted and passed on July 11, 2014.

Frances Nunziata,
Speaker

Ulli S. Watkiss,
City Clerk

(Seal of the City)

SCHEDULE A

Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
A	<i>Functional Category: Assets and Property Management</i>						
	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	Chief Executive Officer	T	15	T+15	AR	Comments: File closed once demolition project is completed.
	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.	Operations					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.

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

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
XD0003	Development and Planning Studies & Research 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.	Chief Executive Officer Operations Sales and Event Management	T	50	T+50	AR	Comments: File closed upon completion of project.
XD0021	Maps and Aerial Photographs 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.	Operations	C + 2	17	C + 19	AR	Legislation/Regulation: 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.

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
E	<i>Functional Category: Emergency Planning and Preparedness</i>						
	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.						

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
XE0401	Fire Prevention Inspection Reports	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>

City of Toronto By-law No. 700-2014

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
XE0404	Fire Safety	Operations	S	15	S+15	D	<p>Comments: S = Approval of an updated fire safety plan.</p> <p>Legislation: Fire Protection and Prevention Act, 1997, Regulation (Fire Code), O. Reg. 388/97, amended by: O. Reg. 650/05.</p>
	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.						

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
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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	Corporate Secretary	T	15	T + 15	AR	Comments: File closed upon completion of case.
	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.						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 15 th 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.

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

10
City of Toronto By-law No. 700-2014

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

11
City of Toronto By-law No. 700-2014

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
XH1209	Job Classifications	Human Resources	S	5	S+5	AR	
	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.						
XH1210	Staff Competition and Recruitment	Human Resources	T	6	T+6	D	Comments: File closed upon closing of competition.
	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.						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.

12
City of Toronto By-law No. 700-2014

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

13
City of Toronto By-law No. 700-2014

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
XH1213	Secondments and Acting Assignments	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>

14
City of Toronto By-law No. 700-2014

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
XH1240	Training and Development	Human Resources	C+2	4	C+6	AR	
	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.	Common					

15
City of Toronto By-law No. 700-2014

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

16
City of Toronto By-law No. 700-2014

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

17
City of Toronto By-law No. 700-2014

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
XH1250	Grievances and Arbitrations	Human Resources	T	21	T+21	AR	Comments: T = File closed upon resolution or settlement of case
	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.	Facility Services					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.

18
City of Toronto By-law No. 700-2014

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

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
XH1275	Occupational Health and Safety	Human Resources	C+9	7	C+16	AR	Legislation:
	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.	Health and Safety					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.

Code	Records Title	Originating Office	Retention			Disposition	Comments/Legislation
			A	I	Total		
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 homemaker: 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</p>

21
City of Toronto By-law No. 700-2014

Code	Records Title	Originating Office	A	I	Retention Total	Disposition	Comments/Legislation
XH1303	Attendance and Scheduling (Cont'd)						18 th 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	Human Resources	T	7	T+7	AR	Comments: T = File closed upon termination of employment
	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.	Health and Safety					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.

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

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

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