



## Board of Governors of Exhibition Place

<b>Meeting No.</b> 15		<b>Contact</b> Carol Kaustinen, Committee Administrator
<b>Meeting Date</b> Thursday, November 15, 2018		<b>Phone</b> 416-338-5089
<b>Start Time</b> 9:30 AM		<b>E-mail</b> epb@toronto.ca
<b>Location</b> Exhibition Place, Beanfield Centre, Room 200 A/B/C, 100 Princes' Blvd.		<b>Chair</b> Councillor Mark Grimes

EP15.9	ACTION	Adopted		Ward: All
--------	--------	---------	--	-----------

### Records Retention Schedule Amendment

#### Board Decision

The Board of Governors of Exhibition Place recommends that:

1. City Council approve the records retention schedule substantially as set out in Appendix A to the report (September 6, 2018) from the Chief Executive Officer, Exhibition Place and the by-law amendments set out in Appendix B.

#### Decision Advice and Other Information

The Board of Governors of Exhibition Place:

1. Approved the records retention schedule substantially as set out in Appendix A to the report (September 6, 2018) from the Chief Executive Officer, Exhibition Place and the by-law amendments set out in Appendix B.

#### Origin

(September 6, 2018) Report from the Chief Executive Officer, Exhibition Place

#### Summary

Under Section 201, 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. Pursuant to the City of Toronto Act, the City has authority to establish records retention periods for its local boards, including Exhibition Place.

In 2006, 2008, and 2014, the City enacted by-laws which established a records retention schedule for Exhibition Place. When these by-laws were enacted there was an understanding

that the retention schedule did not address all existing records series and that subsequent by-law amendments would capture new record series and adjust existing retention periods. This report requests approval for a fourth, routine amendment to the Board's records retention schedule as set out in Toronto Municipal Code Chapter 219, Records, Corporate (Local Boards).

These amendments revise the existing records retention schedule by adjusting the retention periods for eight categories of records.

### **Background Information**

(September 6, 2018) Report from the Chief Executive Officer, Exhibition Place on Records Retention Schedule Amendment

<http://www.toronto.ca/legdocs/mmis/2018/ep/bgrd/backgroundfile-120741.pdf>

Appendix A - Records Retention Schedule Amendments

<http://www.toronto.ca/legdocs/mmis/2018/ep/bgrd/backgroundfile-120742.pdf>

Appendix B - Records Retention By-law

<http://www.toronto.ca/legdocs/mmis/2018/ep/bgrd/backgroundfile-120743.pdf>