



REPORT FOR ACTION

Records Retention Schedule Amendment

Date: September 6, 2018
To: Board of Governors of Exhibition Place
From: Dianne Young, Chief Executive Officer
Wards: All

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.

RECOMMENDATIONS

The Chief Executive Officer recommends that:

1. The Board approve the records retention schedule substantially as set out in Appendix "A" and the by-law amendments set out in Appendix "B".
2. The Board direct the approved by-law be forwarded to City Council for final approval.

FINANCIAL IMPACT

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

DECISION HISTORY

The Exhibition Place 2017 – 2019 Strategic Plan had an Organization and Staffing Goal to rework Exhibition Place corporate governance systems to reflect current best practices in complex board environments and as a Strategy to continually review Board by-laws, policies and procedures to reflect new directions from Council.

At its meeting of June 9, 2006, the Board approved of By-Law No. 688-2006 which was subsequently approved by City Council at its meeting of July 25, 26 and 27, 2006 and established a retention schedule for Exhibition Place.

<https://www.toronto.ca/legdocs/2006/agendas/council/cc060725/cofa.pdf>

At its meeting of July 18, 2008, the Board approved a second By-Law No. 1303-2008, which was subsequently approved by City Council at its meeting of December 1, 2 and 3, 2008 and added new series of records to the retention schedule.

<https://www.toronto.ca/legdocs/mmis/2008/cc/decisions/2008-12-01-cc27-dd.pdf>

At its meeting of May 23, 2014, the Board approved a third By-Law No. 700-2014, which was subsequently approved by City Council at its meeting of July 8, 2014 and added new series of records to the retention schedule.

<http://app.toronto.ca/tmmis/viewPublishedReport.do?function=getCouncilDecisionDocumentReport&meetingId=7854>

COMMENTS

When the Exhibition Place retention schedules were approved by City Council in 2006, 2008, and 2014, 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 and revise current ones. This report requests approval for a fourth, routine amendment to the Board's records 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 of certain existing classes. The recommended amendments to the records retention schedule change the authorized retention from permanent to a defined period of time for the records detailed in Appendix A. This will clarify roles and responsibilities for administering records over time. The amended records retention schedule was prepared by staff of the Records & Archives Unit and has been reviewed by the Chief Executive Officer and the Director of IT/Telecom/Records & Archives, and also reviewed by the City Legal, and the City's internal auditor. All concur that the retention schedules affected by this report are appropriate and in compliance with applicable standards and legislation.

CONTACT

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SIGNATURE

A handwritten signature in black ink that reads "Dianne Young". The signature is written in a cursive style with a large, looped "Y" and "G".

Dianne Young
Chief Executive Officer

ATTACHMENTS

Appendix A: Records Retention Schedule Amendments
Appendix B: Records Retention By-law