



STAFF REPORT ACTION REQUIRED

Date:	Monday, November 2, 2020
To:	Toronto City Council
From:	Executive Director / Board, Waterfront Neighbourhood Centre

SUMMARY

This report requests approval from Toronto City Council for a revised records retention schedule for records owned by and in the custody and control of Waterfront Neighbourhood Centre. These revisions reflect the change from Toronto Municipal Code Chapter 217 (City) to Toronto Municipal Code Chapter 219 (Local Boards) as was required by City of Toronto Corporate Information Management Services.

Highlights of the changes include formatting to be consistent with the City of Toronto's records retention schedule layout, changes to administrative responsibility to reflect Waterfront Neighbourhood Centre's organizational structure, the addition of categories, and the elimination of categories that are unrelated to the operation of Waterfront Neighbourhood Centre to improve clarity and efficiency of the organization of records.

RECOMMENDATIONS

The Executive Director (Board) of Waterfront Neighbour Hood Centre recommends that:

1. City Council approve the revised record schedule of the agency as set out in attachment 1 to this report.

DECISION HISTORY

Waterfront Neighbourhood Centre's (formally Harbourfront Community Centre) Board of Management approved a file retention policy in August 2011 which complimented the City of Toronto's retention by-laws. This retention policy outlined types of records, the location of those records and the retention period. It further detailed the person responsible and the steps of the retention process. This retention policy was followed and updated regularly for compatibility with ongoing and anticipated operational, administrative and legislative requirements.

Waterfront Neighbourhood Centre completed its own comprehensive review in January of 2019. In consultation with the City of Toronto's Record Services, staff at Waterfront Neighbourhood Centre adjusted its former retention schedule to align more closely with the City of Toronto's schedule, both in policy and in formatting. However, there is customization of both the description of record and in disposition to reflect the type of records Waterfront Neighbourhood Centre manages and the length they are required to be kept from a historical and legal perspective.

The Board of Management of Waterfront Neighbourhood Centre approved the new Records Retention Policy on January 28th, 2020.

COMMENTS

In consultation with the City of Toronto's, Corporate Information Management Services, Waterfront Neighbourhood Centre created a document that reflected the policy and formatting of the City of Toronto's retention document (Toronto Municipal Code Chapter 217) but is specific to the needs of the organization. Staff eliminated categories that were unrelated to Waterfront Neighbourhood Centre's operation, altered descriptions to specificity, and modified the length of time some records needed to be retained to meet both legal and historical requirements. Several categories were added to comprehensively reflect current and future services and organizational functions. Establishing these schedules is necessary to reduce risk and support effective and efficient records and information management. Waterfront Neighbourhood Centre consulted with City Legal and requested review of the proposed changes to the record retention schedules and assistance with developing attached Article 219-X

The document is summarized as follows:

- 8 function categories
- 89 record categories and description
- corresponding code for identification and organization purposes
- designated person responsible for each record category
- retention length and disposition method
- comment column to create clarity or provide specifics

The retention schedule was formatted to be consistent with the approach taken by the City of Toronto but modified to align with the needs of Waterfront Neighbourhood Centre.

FINANCIAL IMPACT

The ongoing implementation of the revised records retention schedules has no financial impact beyond what has already been approved in the Waterfront Neighbourhood Centre's 2021 Operating Budget.

CONTACT

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SIGNATURE

Natasha Francis
Executive Director (Acting)

ATTACHMENTS

Attachment 1: Records Retention Policy Waterfront Neighbourhood Centre
Attachment 2: Toronto Municipal Code, section 219, article XXX
Attachment 3: Signed SLA agreement Between City Clerk's Office and Waterfront Neighbourhood Centre.