

Transmittal of Report to Amend Chapter 219, Records, Corporate (Local Boards) Respecting the Waterfront Neighbourhood Centre

Date: May 25, 2022

To: City Council

From: City Manager

Wards: Ward 10 Spadina-Fort York

SUMMARY

The purpose of this report is to convey to City Council a report from the Waterfront Neighbourhood Centre Board of Management requesting establishment of their new records retention schedule in the Toronto Municipal Code. Under section 201 of the 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, except as otherwise provided.

The City Clerk's Office assists its divisional clients with storage, retention, and disposition in order to meet their recordkeeping obligations under the City of Toronto Act, 2006 and the Toronto Municipal Code, Chapter 217, Records, Corporate (Local Boards). The City Clerk's Office may also provide limited recordkeeping support to some Local Boards, including providing advice and recommendations on the development of records retention schedules. Waterfront Neighbourhood Centre has engaged with the City Clerk's Office to aid in the development of a records retention schedule. Corporate Information Management Services staff provided policy review and consultative advice to Waterfront Neighbourhood Centre staff as they developed their own records retention schedules.

This report recommends that Council formally approve the inclusion of a records retention schedule for the records of the Waterfront Neighbourhood Centre, by adding it to the other records retention schedules for the various Local Boards of the City contained in Municipal Code Chapter 219, Records, Corporate (Local Boards).

RECOMMENDATIONS

The City Manager recommends that:

1. City Council approve the records retention schedule for the Waterfront Neighbourhood Centre Board of Management set out in Appendix A to the report (May

25, 2022) from the Executive Director, Waterfront Neighbourhood Centre, and amend Municipal Code Chapter 219, Records, Corporate (Local Boards), to incorporate the records retention schedule for Waterfront Neighbourhood Centre Board of Management as a new Schedule I, Article VII.

2. City Council amend Municipal Code Chapter 219, Records, Corporate (Local Boards), to add a new Article VII, substantially as set out in Appendix B to the report (May 25, 2022) from the Executive Director, Waterfront Neighbourhood Centre.

FINANCIAL IMPACT

There is no financial impact from the adoption of the recommendations in this report.

DECISION HISTORY

City Council, at its meeting of November 25 and 26, 2020, approved the Waterfront Neighbourhood Centre's proposed record retention schedule.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2020.EX18.9>

COMMENTS

Under section 201 of the City of Toronto Act, 2006 ("COTA"), 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, except as otherwise provided.

The Waterfront Neighbourhood Centre Board of Management (the "Board") is a local board and city board of the City under COTA. The Board worked with staff from the Corporate Information Management Services group to develop a records retention schedule which identifies and describes the Board's record series and the appropriate retention periods for each series.

The Board adopted retention schedules similar to those of the City under Municipal Code Chapter 217, Records, Corporate (City), with some modification to retention periods and scope notes for records classifications as required for their business operations. To differentiate their retention schedules from the City's, their classifications include a prefix ("WNC") to clearly identify that those classifications belong to the Board and not the City.

The City Clerk's Office provided consultative services to the Board, assisting with the review and revision to their retention schedules. The City Clerk's Office does not have authority or mandate to approve Local Board retention schedules under Chapter 219. These must be considered by City Council.

The recommended new records retention schedule and supporting article are attached to the Executive Director's report in Attachment 1, as Appendix A and Appendix B, respectively.

CONTACT

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SIGNATURE

Chris Murray
City Manager

ATTACHMENTS

Attachment 1: Amendment to Chapter 219, Records, Corporate (Local Boards) Respecting the Waterfront Neighbourhood Centre (Report from the Executive Director of the Waterfront Neighbourhood Centre)

Appendix A: Records Retention Schedule (Waterfront Neighbourhood Centre Board of Management)

Appendix B: Draft Article VII to Municipal Code Chapter 219, Records, Corporate (Local Boards) - Waterfront Neighbourhood Centre Board of Management