

## Board of Management of the Toronto Zoo

<b>Meeting No.</b>	10	<b>Contact</b>	Jennifer Lin, Committee Administrator
<b>Meeting Date</b>	Friday, May 31, 2024	<b>Phone</b>	416-338-5089
<b>Start Time</b>	2:00 PM	<b>E-mail</b>	zoobd@toronto.ca
<b>Location</b>	Video Conference	<b>Chair</b>	Councillor Paul Ainslie

ZB10.3	ACTION	Adopted		Ward: All
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### Revised Records Retention Schedule

#### Board Recommendations

The Board of Management of the Toronto Zoo:

1. Recommends that City Council approve the revised draft bylaw as set out in Attachment 2 to the report (May 17, 2024) from the Director of Finance, Technology, and Innovation.

#### Board Advice

The Board of Management of the Toronto Zoo:

1. Approved the revised Toronto Zoo Records Retention Schedule as set out in Attachment 1, and the draft by-law as set out in Attachment 2 to the report (May 17, 2024) from the Director of Finance, Technology, and Innovation.

#### Origin

(May 17, 2024) Report from the Director, Finance, Technology and Innovation

#### Summary

At its meeting on May 31, 2024, the Board of Management of the Toronto Zoo considered item [ZB10.3](#) and made a recommendation to City Council.

#### Summary from the Board of Management of the Toronto Zoo:

This report requests approval from the Board of Management of the Toronto Zoo for a revised records retention schedule for records in the custody and control of the Board, requests that the Board forward the schedule to City Council for enactment of the necessary by-law, and requests approval to integrate the Board's records retention schedule in the Toronto Municipal Code Chapter 219, Records, Corporate (Local Boards).

#### Background Information

(May 17, 2024) Report from the Director, Finance, Technology, and Innovation on Revised Records Retention Schedule

(<https://www.toronto.ca/legdocs/mmis/2024/zb/bgrd/backgroundfile-245941.pdf>)

Attachment 1 - Revised Toronto Zoo Records Retention Schedule

(<https://www.toronto.ca/legdocs/mmis/2024/zb/bgrd/backgroundfile-245962.pdf>)

(May 31, 2024) Revised Attachment 2 - Draft City of Toronto By-Law XX-2024  
(<https://www.toronto.ca/legdocs/mmis/2024/zb/bgrd/backgroundfile-246276.pdf>)  
Attachment 2 - Draft City of Toronto By-Law XX-2024