

## **Amendment to Toronto Municipal Code Chapter 219, Records, Corporate (Local Boards) Respecting the Cecil Street Community Centre**

**Date:** September 17, 2024  
**To:** Executive Committee  
**From:** City Manager  
**Wards:** All

### **SUMMARY**

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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, or except as otherwise provided.

The City Clerk's Office assists its city or agency clients with storage, retention, and disposition in order to meet their record keeping obligations under the City of Toronto Act, 2006 and the Toronto Municipal Code, Chapter 217, Records, Corporate (City), and may also provide limited record keeping support to some Local Boards, including advice and recommendations on the development of records retention schedules.

Cecil Community Centre engaged staff at the City Clerk's Office Corporate Information Management Services (CIMS) unit for consultative advice to aid in the development and review of their records retention schedules.

This report recommends that Council formally approve the inclusion of a records retention policy and schedule for the records of the Cecil Community 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) as approved by the Board of Management (the "Board") and as requested in the Executive Director's Report in Attachment 1 to this report.

### **RECOMMENDATIONS**

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The City Manager recommends that:

1. City Council approve the records retention policy for the Cecil Street Community Centre Board of Management set out in Appendix A to the report (June 25, 2024) from the Executive Director, Cecil Street Community Centre, and amend Toronto Municipal Code Chapter 219, Records, Corporate (Local Boards) to incorporate the records
- Chapter 219, amendment respecting Cecil Community Centre

retention policy for Cecil Street Community Centre Board of Management as a new Article VIII.

2. City Council further amend Toronto Municipal Code Chapter 219, Records, Corporate (Local Boards), to add Schedule J, Article VIII, Records Retention Schedule (Board of Management of Cecil Street Community Centre), as set out in Appendix B to the report (June 25, 2024) from the Executive Director, Cecil Street Community Centre.

## **FINANCIAL IMPACT**

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

The Chief Financial Officer and Treasurer has reviewed this report and agrees with the financial impact statement.

## **DECISION HISTORY**

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At its meeting of November 30, 2023, the Cecil Street Community Centre Board of Management approved its Records Retention Policy and Records Retention Schedule as set out in the Board of Management Meeting Minute in Appendix C to the Executive Director's Report (June 25, 2024), Attachment 1.

## **COMMENTS**

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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 Cecil Street Community Centre Board of Management is a Local Board and City Board of the City of Toronto under the City of Toronto Act, 2006. Previously, Local Boards, including Association of Community Centres (AOCC) relied on the City of Toronto records retention schedules under the Municipal Code Chapter 217 for records retention governance. Subsequent amendments to Chapter 217 set out agencies in scope (including Community Centre Boards of Management) to enable them to establish their own records retention schedule under the Toronto Municipal Code Chapter 219, Records, Corporate (Local Boards).

The Board consulted with staff at the Corporate Information Management Services of the City Clerk's Office and City Legal Services to develop a records retention schedule which identifies and describes the Board's record series and the appropriate retention periods for each series.

Staff recommend that Council amend Municipal Code Chapter 219, Records, Corporate (Local Boards), to adopt the Board-approved records retention policy and schedule and add them to the Chapter.

The recommended new records retention policy and schedule are set out in Appendix A and Appendix B, respectively, to the Executive Director's report which forms Attachment 1 to this report.

## CONTACT

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## SIGNATURE

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Paul R. Johnson  
City Manager

## ATTACHMENTS

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**Attachment 1:** Report from the Executive Director, Cecil Street Community Centre Board of Management

**Appendix A:** Records Retention Policy, Article VIII (Cecil Street Community Centre Board of Management)

**Appendix B:** Schedule J of Article VIII, to Toronto Municipal Code Chapter 219, Records, Corporate (Local Boards) - Board of Management of Cecil Street Community Centre

**Appendix C:** Cecil Street Community Centre Board of Management Meeting Minutes (November 30, 2023)