REPORT FOR ACTION

Attachment 1

Amendment to Chapter 219, Records, Corporate (Local Boards) Respecting the Cecil Community Centre

Date: June 25, 2024
To: City Council
From: Daniel Anckle, Executive Director, Cecil Community Centre
Wards: 58 Cecil Community Centre

SUMMARY

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 Municipal Code, Chapter 217. 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. Cecil Community 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 Cecil Community 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 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).

RECOMMENDATIONS

The Executive Director, Cecil Community Centre recommends that:

1. City Council approve the records retention schedule for Cecil Community Centre Board of Management set out in Appendix A to the report (May 25, 2022) from

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

2. City Council authorize the City Solicitor to introduce a bill to amend Municipal Code Chapter 219, Records, Corporate (Local Boards), to add the new Schedule 1, Article VII in Recommendation 1, substantially as set out in Appendix B to the report (May 25, 2022) from the Executive Director, Cecil Community Centre.

FINANCIAL IMPACT

There are no financial impacts from approval of the recommendations in this report.

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.

Retention scheduling is the process of identifying and describing record series and then using a timetable to specify the length of time that each record series must be kept prior to destruction or permanent archival storage. The length of time that a record series is kept is determined on the basis of their value in supporting administrative, legal, financial or archival functions. Analysis is also undertaken of all legislation governing the records to determine how long they need to be kept legally (for example, financial audit requirements). Unmanaged information is a liability for the creator and custodian. Establishing retention schedules is a fundamental tool to reduce risk and support effective and efficient asset management of a local board's information.

The Cecil Community 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 in compliance with acceptable practice.

Previously, Local Boards, including Association of Community Centres (AOCC) facilities, relied on the City of Toronto records retention schedules under the Municipal Code Chapter 217 for records retention governance. In 2018, the City's Local Boards

were requested to establish their own records retention schedules under the Municipal Code, Chapter 219. The Board decided to develop its own schedule, rather than establish a joint shared retention schedule with other AOCC facilities.

The Board adopted the City's retention schedules under Chapter 217 for consistency with City practice, modifying 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 ("CCC") to clearly identify that those classifications are by the Board and not the City.

The City Clerk's Office provided consultative services to the Board, assisting with the review and revision to the retention schedules. The City Clerk's Office does not have the authority or mandate to approve Local Board retention schedules under Chapter 219.
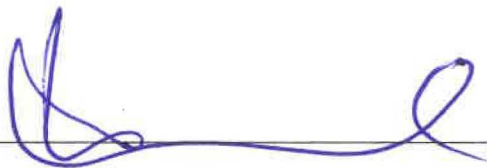
Staff request that Council direct that Municipal Code Chapter 219, Records, Corporate (Local Boards), be amended to formally adopt the records retention schedule, by adding the records retention schedule and supporting article concerning the records held by the Board to the Chapter. The supporting article provides further clarity and authority for how the Board is to manage its records and when it may destroy records in the retention schedule, transitory records, or orphan data.

The recommended new records retention schedule and supporting article are attached to this report as Appendix A and Appendix B, respectively.

CONTACT

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SIGNATURE

Daniel Anckle, Executive Director

ATTACHMENTS

Appendix A: Records Retention Schedule (Cecil Community Centre Board of Management)

Appendix B: Draft Schedule 1, Article VII to Municipal Code Chapter 219, Records, Corporate (Local Boards) - Cecil Community Centre Board of Management

Appendix C: Minutes of Board Meeting – Approval of Records Retention Schedule