

Authority: Section 217-5D of City of Toronto Municipal Code Chapter 217, Records, Corporate (City) and Section 169-5.2B of City of Toronto Municipal Code Chapter 169, Officials, City

## CITY OF TORONTO

**Bill 439**

**BY-LAW -2022**

**To amend City of Toronto Municipal Code Chapter 217, Records, Corporate (City), to amend records retention periods contained within Schedule A, Record Retention Schedule of Chapter 217 and to make amendments to update references to statutes and other similar technical amendments to other records retention periods contained within Schedule A, Chapter 217.**

Whereas under section 201 of the City of Toronto Act, 2006 the City may establish retention periods during which the records of the City and local boards of the City must be retained and preserved; and

Whereas Council has delegated to the City Clerk the authority to establish or amend a retention schedule in accordance with Section 217-5D and to authorize the City Solicitor to submit implementation by-laws directly to Council; and

Whereas under Section 169-5.2B of Municipal Code Chapter 169, Officials, City, the City Solicitor, in consultation with the City Clerk, may submit bills directly to Council to make technical amendments to the Municipal Code and other by-laws to correct technical errors; and

Whereas the City Clerk has exercised the authority to establish or amend a retention schedule, to amend the retention schedules affecting the records of the City, specifically records relating to the management and routine operation of municipal parkland, playgrounds, and open spaces by as well as records relating to data stored by the Technology Services Division as annual network backups, and unique or one-time backups in accordance with the requirement of Section 217-5D and has sought to the City Solicitor to submit by-laws directly to Council for the implementation of these amendments; and

Whereas Chapter 217, Records, Corporate (City), is in need of updating to modernize references to statutes and other amendments of a technical nature, with several other retention schedules and such changes have also been approved by the City Clerk; and

Whereas the City Clerk has approved the establishment or amendment of the attached retention schedules;

The Council of the City of Toronto enacts:

1. Schedule A, Record Retention Schedule, of Chapter 217, Records, Corporate (City), of The City of Toronto Municipal Code is amended by:
  - a. Deleting the phrase:

"Retention Legion: A = Active; AP = Archival and Permanent; AR = Archival Review; C = Current Year; D = Destroy; DY = Days; I = Inactive; M = Month(s); OPI = Office of Primary Interest - "The division that has primary interest in and responsibility for the disposal of the master copies of a category or class of records"; P = Permanent; P/AR = Permanent/Archival Review; S = Superseded; T = Termination –based on specific criteria”

wherever this phrase appears within in the Schedule and replacing that phrase with:

"Retention Legion: A = Active; AR = Archival Review; C = Current Year; D = Destroy; DY = Days; I = Inactive; M = Month(s); P = Permanent;-S = Superseded; T = Termination – based on specific criteria"

throughout

- b. Deleting each of the following existing record series listed under the following specified code number: A0505, A1550 and replacing these each of record series with the entry listed in Schedule 1 attached to this by-law with the corresponding code number in alphanumeric order to Schedule A by code number, under the functional category as set out in Schedule 1 for reference purposes; and,
- c. Deleting each of the following existing record series listed under the following specified code numbers: A0033; A0035; A0046; A0173; A0176; A0270; A0271; A0272; A0290; A0497; A0500; A0501; A0502; A0503; A0506; A0508; A0510; A0525; A0526; A0532; A1418; A1545; A1560; C2200; C2207; C2210; C2215; C2216; C2220; C2225; C2235; C2245; C2246; C2252; C2354; C2701; C2720; C2721; C2722; C2723; C2724; C2725; C2726; C2727; C2913; C2930; C2935; C2940; C2950; C2972; C3101; C3102; C3140; C3141 C3142; C3143; C3170; C3270; C3280; C3281; C3282; C3283; C3284; C3286; C3287; C3300; C3420; C3431; C3432; C3433; D0002; D0015; D0021; D0024; D0026; D0060; D0410; E0015; E0305; E0306; E0401; E0404; E0405; F0045; F0169; F0400; F1301; F1303; F1325; F1500; F1541; F1560; F1562; F1563; F1570; F1575; F2157; F2207; F2240; F2301; F2303; F2313; F2350; F2401; F2430; F2510; F2541; F2801; F3100; F3204; F3210; F3212; F3215 ; F3216; F3237; F3240; F3241; F3245; F3250; F3253; F3255; F3305 F3307; F4000; F4200; F4307; F4950; F5401; F5402; F5404; F5503; F5857; F6000; F6050; F6200; G0001; G0002; G0004; G0006; G0244; G0263; G0267; G0268; G0300; G0310; G0340; G0350; G0355; G0360; G0365; G0370; G0400; G0415; G0420; H1211; H1240; H1241; H1242; I0020; I0470; I0550; I0553; I1000; I5001; L0045; L0046; L0047; L0048; L0360; L0375; L0380; L0385; L0420; L0495; L0520; L2000; L2100; L2200; L2206; L3050; L3088; L4020; L5001; L5002; L5003; L5004; L5101; L5102; L5104; L5105; L5107; L5301; N0033; N0039; N0041; N0045; N0046; N0048; N0049; N0050; N0051; N0052; N0053; N0056; N0059; N0060; N0061; N0062; P3602; P3611; P3616; P3617; P3618; P3619; P3621; P3653; P3711; P3721; P3722; P3733; P3741; P3742; P3761; P3801; P3811; P3821; P3822; P3823; P3830; P3831; P3836; P3837; P3842; P3851; P3852; P3854; P3860; P3861; P3862; P3863; P3864; P3865; P3866; P3867; P3868; P3869; P3871;

P3872; P3876; R0013; R0016; R0030; R0031; R0034; R0193; R0197; R0205; R0430; W0001; W0005; W0006; W0007; W0009; W0012; W0013; W0016; W0018; W0023; W0024; W0029; W0030; W0031; W0033; W0036; W0054; W0057; W0064; W0066; W0070; W0073; W0074; W0077; W0079; W0086; W0087; W0088; W0090; W0092; W0093; W0095; W0097; W0101; and, W0108; and replacing each of these record series with the entry listed in Schedule 2 attached to this by-law with the corresponding code number in alphanumerical order to Schedule A by code number, under the functional category as set out in Schedule 2 for reference purposes for the purpose of replacing the existing record series with corresponding record series each of which has been amended to update the record series by modernize references to statutes and other similar amendments of a technical nature.

Enacted and passed on May ,2022.

Frances Nunziata,  
Speaker

John D. Elvidge  
City Clerk

(Seal of the City)

**SCHEDULE 1**  
**ENTRIES TO BE ADDED TO SCHEDULE A, RECORDS RETENTION SCHEDULE OF MUNICIPAL CODE CHAPTER 217, RECORDS, CORPORATE (CITY) TO REPLACE EXISTING RECORDS RETENTION SCHEDULES BEARING CODE NUMBERS A0505 AND A1550**

<b>A</b>	<p><b>Functional Category:</b> Assets and Property Management</p> <p><b>Description:</b> Records relating to the construction, operation, and maintenance of the City’s physical assets and property, which it owns or leases. This may include buildings, facilities, lands, vehicles, office and computer equipment, trees, uniforms, artifacts and heritage sites, and office supplies.</p>						
A0505	<p>Parks Management</p> <p>Records relating to the management and routine operation of municipal parkland, playgrounds, and open spaces. May include information on park staffing requirements, park conditions, facility statistics, and suggested park improvements, such as path paving and lighting. Documents may include civic proposals for suggested park use, public complaints, request for improvements, public commendations, copies of park inspection reports, park daily activity sheets, park facility inventories, and supporting correspondence.</p>	Parks, Forestry & Recreation	C+2	4	6	D	
A1550	<p>Backup Data</p> <p>Records relating to data stored by the Technology Services Division as annual network backups, and unique or one-time backups, e.g. when a server is de-commissioned. Series excludes data backups of records of Elected Officials and Accountability Officers. This series includes the backed up data as well as the associated backup metadata. Backup data is created primarily for long-term system recovery requirements, such as loss or damage to computer hardware. In certain circumstances backup/recovery data is used to recover individual data files or forensically for investigations. Unique or one-time backups may be created by Technology Services Division for various reasons, e.g., to mitigate against the risk of unsuccessful data migration or unanticipated failure of a new production system. This will also apply to user deleted email in the Microsoft 365 migration process. Backup data and media are organized or classified by the backup application.</p>	Technology Services	2	0	2	D	

**SCHEDULE 2**  
**ENTRIES TO BE ADDED TO SCHEDULE A, RECORDS RETENTION SCHEDULE OF MUNICIPAL CODE CHAPTER 217, RECORDS, CORPORATE (CITY) FOR THE PURPOSES OF REPLACE EXISTING RECORDS RETENTION SCHEDULES TO IMPLEMENT A VARIETY OF TECHNICAL AMENDMENTS**

<b>A</b>	<b>Functional Category:</b> Assets and Property Management <b>Description:</b> Records relating to the construction, operation, and maintenance of the City's physical assets and property, which it owns or leases. This may include buildings, facilities, lands, vehicles, office and computer equipment, trees, uniforms, artifacts and heritage sites, and office supplies						
A0033	<p>Artifacts</p> <p>Records relating to the collection and preservation of artifacts with historical, heritage, or symbolic value, which may include flags, plaques, photographs, and tools. These artifacts are preserved as evidence of the City's historical culture. Includes information on the acquisition, accessioning, and inventory of City-owned artifacts.</p> <p>Documents may include artifact historical statements, accession lists, historical artifact appraisals, monetary artifact appraisals, and donation statements and memoranda.</p>	Economic Development & Culture	P	0	P	P	<p>Comments:</p> <p>File to remain active until artifact no longer in existence.</p>
A0035	<p>City Properties Renaming</p> <p>Records relating to the renaming of City streets, parks, areas, and community centres and arenas. Renaming is usually associated with the commemoration of individuals, events, and areas of historical significance. Includes commemorative certificates, reports, civilian correspondence, proposals, and copies of plans and drawings.</p>	Economic Development & Culture	C+2	7	C+9	D	
A0046	<p>Archaeological Assets</p> <p>Records relating to the examination, appropriation, and display of City-owned archaeological findings. Archaeological assets provide physical evidence for the understanding and appreciation of humanity's past and may include coins, tools, and ancient artifacts. Documents may include historical appraisals of findings and supporting correspondence.</p>	Economic Development & Culture	P	0	P	P	<p>Comments:</p> <p>File to remain active until artifact no longer in existence</p>

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A0173	<p>Operational Equipment and Furnishings</p> <p>Records relating to the management and tracking of operational equipment and furnishings routinely used in City-owned and leased buildings and properties. This may include information on file cabinets, shelving units, cash registers, vote tabulating machines, desks, chairs, and lawn mowers. Documents may include copies of purchase orders, user guidelines, operations manuals, maintenance and repair history files, asset inventories, copies of contracts and service agreements, and copies of warranties.</p>	Corporate Real Estate Management	C+2	T	T	D	<p>Comments:</p> <p>T = Life of Asset.</p>
A0176	<p>Employee Uniforms</p> <p>Records relating to the management and inventory control of special, safety, protective, and required clothing and footwear for City employees. This includes information on designated uniforms for law enforcement, paramedic, housekeeping, works, fleet, and fire-fighting staff. Documents may include clothing specification sheets, order tracking reports, complaints, copies of purchase orders, copies of invoices, and correspondence.</p>	Corporate Real Estate Management	C+1	1	C+2	D	
A0270	<p>Computer System Implementation &amp; Management</p> <p>Records relating to the development, implementation, and support of computer system applications used by the City. This may include information on computer resources, technical design, systems development, user requirements, project definitions, and database management. Documents may include project management reports, copies of purchase orders and requests for proposals, system testing statements, and correspondence.</p>	Technology Services	S	7	S+7	D	<p>Comments:</p> <p>S = Until Superseded.</p>
A0271	<p>Telecommunications and Electronic Communication Systems</p> <p>Records relating to the installation, maintenance, operation, and use of telecommunications equipment and systems. Includes information on telephone, cable, fibre optics,</p>	Technology Services	S	7	S+7	D	<p>Comments:</p> <p>S = Until Superseded.</p>

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	electronic mail, voice mail, fax, pager, cell phone, and emergency systems and processes. Documents include requests for installation or maintenance, change requests, copies of service contracts and maintenance agreements, copies of purchase orders, and service call requests to service providers.						
A0272	<p>Computer Hardware</p> <p>Records relating to installing and maintaining computer hardware, which is the physical equipment used in computer systems. Hardware includes laptop and notebook computers, personal computers, network hardware, and peripheral hardware. May include information on hardware replacements, specifications, and capacity planning. Documents include copies of purchase orders, copies of license agreements, hardware manuals, requests for installation and maintenance, and hardware inventories.</p>	Technology Services	S	7	S+7	D	Comments: S = Until Superseded.
A0290	<p>Computer Systems Networks</p> <p>Records relating to the City's interconnected computing systems and components, which are cables and other devices that connect workstation computers with one another for the purposes of data transmission and sharing. Includes the establishment and ongoing management of local area networks (LAN), wide area networks (WAN), and the metropolitan area network (MAN). Documents may include network functional review statements and reports, user complaints, network needs specifications, and correspondence.</p>	Technology Services	S	7	S+7	D	Comments: S = Until Superseded.
A0497	<p>Real Estate Appraisals</p> <p>Records relating to determinations of the financial value of properties, including buildings, vacant lands, and roadways. Property value may be assessed according to such factors as property location, building availability, property depreciation, and the local market's purchasing power. Appraisals are typically conducted by a licensed real estate appraiser, usually after an inspection of the property. Documents may include feasibility studies, investigation reports,</p>	Corporate Real Estate Management	T	21	T+21	AR	Comments: T = Completion of appraisal.  Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B.  s. 15. (2) – No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or

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	valuations, market reviews, cost estimates, appraisal reports, and background correspondence.						omission on which the claim is based took place.
A0500	<p>Property Design Planning</p> <p>Records relating to internal initiatives intended to ensure effective construction and renovation of City-owned property, including buildings and other structures, through analysis of, and compliance with, all issues that may affect the actual work. This is performed prior to the construction or renovation work actually being undertaken. May include information on floor load capacity, space planning, need for ventilation, and other design requirements. Documents may include project proposals, structural investigation reports, feasibility studies, preventative maintenance studies, noise and signage studies, consultant selection criteria, staffing layout plans, detailed needs analysis reports, and copies of capital budget statements.</p>	Corporate Real Estate Management	C+2	17	C+20	D	
A0501	<p>Construction and Renovation</p> <p>Records relating to construction and renovation of City- owned or leased buildings and parks. Also includes information relating to the construction and renovation of buildings and properties which the City does not own or lease but may help operate. Documents may include renderings for specification guidelines, reports, commentary, guidelines, architectural and engineering drawings, consultant reports, land appraisals, photographs, material and environment testing reports, and building phase reports. May also include copies of contracts, building permits, and insurance damage claims.</p>	Common	T	20	T+20	D	<p>Comments:</p> <p>T = Completion of construction and/or renovation project.</p> <p>Legislation/Regulation:</p> <p>Limitations Act, S.O. 2002, c. 24, Sched. B.</p> <p>s. 15. (2) - No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.</p>
A0502	<p>Property Maintenance</p> <p>Records relating to the ongoing and scheduled maintenance of City-owned buildings and property, and the scheduled and ongoing landscaping and maintenance of City parks. May include information on lawn-mowing, building and elevator inspections, and janitorial services. Documents may include inspection reports, preventive</p>	Common	T	20	T+20	D	<p>Comments:</p> <p>T = Expiration of contract.</p> <p>Legislation/Regulation:</p> <p>Limitations Act, S.O. 2002, c. 24, Sched. B.</p> <p>s. 15. (2) - No proceeding shall be commenced in respect of any claim after the 15th anniversary of the</p>



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	maintenance reports, maintenance logs, copies of work orders, copies of contracts and supporting agreements, and correspondence.						day on which the act or omission on which the claim is based took place.
A0503	<p>Property Demolitions</p> <p>Records relating to the physical demolition of City-owned properties, including lands, buildings, and other structures. May include information relating to removal of debris, demolition contractors, explosives, property cleanup, types of structures, and disposal of structural materials. Documents may include site inspection reports, copies of demolition contracts and purchase orders, demolition project status reports, and all supporting correspondence.</p>	Corporate Real Estate Management	T	15	T+15	D	<p>Comments:</p> <p>T = Demolition project is completed.</p> <p>Legislation/Regulation:</p> <p>Limitations Act, S.O. 2002, c. 24, Sched. B.</p> <p>s. 15. (2) - No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.</p>
A0506	<p>Swimming Pool Log Books</p> <p>Swimming Pool Log Books are record books created during the operational months for pools. These logs detail daily activities and related incidents including water test readings, emergencies, staff issues, mechanical breakdowns, some training information, and general communication log books for operational months for the outdoor pools.</p>	Parks, Forestry & Recreation	C+1	5	C+6	D	<p>Legislation/Regulation:</p> <p>Health Protection and Promotion Act, Regulation (Public Pools) R.R.O.1990, Reg. 565</p> <p>s. 8. Every operator of a public pool or public spa shall keep and sign daily records that shall set out, in relation to each operating day;</p> <p>s. 9. A record required to be kept under section 8 shall be retained for a period of one year from the date of making the records and shall be kept available for viewing by a medical office of health of a public health inspector at any time.</p>
A0508	<p>Facility and Vehicle Bookings</p> <p>Records relating to selecting and reserving City office facilities or individual rooms for meetings, instructional seminars, and other professional purposes. Documents may include facility and room availability schedules, facility and room booking schedules, vehicle and fleet booking schedules and correspondence.</p>	Corporate Real Estate Management	C+1	1	C+2	D	

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A0510	<p>Workplace Space Planning and Moves</p> <p>Records relating to determining workplace space requirements, planning and implementing moves of office equipment and employees to different locations, and designing and implementing workplace consolidation initiatives. May include information relating to space allocation, tenancy expiry, and corporate organizational moves. Documents may include reports and statistics concerned with current and future space accommodation requirements, expansion plans, space inventories, move schedules, floor plans for all move stages, detailed needs analyses of client groups impacted by moves, copies of committee minutes and agendas, and all supporting correspondence.</p>	Corporate Real Estate Management	S	5	S+5	D	<p>Comments:</p> <p>S = Until Superseded.</p>
A0525	<p>Video Surveillance</p> <p>Video surveillance records relating to the physical security of City of Toronto-owned buildings, properties, parks, and facilities. Video recordings are used to guard against damage, unauthorized intrusion, and to ensure personal safety. This class of records includes only the video recordings (regardless of medium) themselves.</p>	Corporate Real Estate Management	30 DY	0	30 DY	D	<p>Comments:</p> <p>Retention applies to Electronic Records. Active retention period is interrupted when there is an investigation by Corporate Security, or more likely, Toronto Police. Once the videotape(s) have been obtained by Toronto Police in particular, they become part of a different record (police evidence file) independent of Corporate Security's tapes.</p> <p>The securement of the tapes are recorded in A0526 - Video Surveillance Logs with a retention of 3 years.</p>
A0526	<p>Video Surveillance Logs</p> <p>This class governs records tracking or logging video surveillance recordings. The physical security of City of Toronto-owned buildings, properties, parks, and facilities uses video recordings to guard against damage, unauthorized intrusion, and to ensure personal safety. This class of records includes only the logbooks, inventories, and accompanying control data, e.g., from tracking systems.</p>	Corporate Real Estate Management	3Y	0	3 Y	D	<p>Comments:</p> <p>Retention also applies to Electronic Records.</p>

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A0532	<p>Property Management</p> <p>Records relating to the overall management of City-owned properties and buildings, which includes renting or leasing City space to commercial and other tenants, administering the landlord/tenant relationship, and arranging to conduct repairs and upgrades as required for the benefit of the tenants. May include information on evictions, terminations of leases, available parking spaces, fire and safety code compliance, and negotiating rental payments and lease conditions with prospective and current tenants. Documents may include lease reports, leases, mortgage discharge statements, copies of insurance certificates, rental agreements, copies of deeds, and all supporting correspondence.</p>	Corporate Real Estate Management	T+2	21	T+23	D	<p>Comments:</p> <p>T = Tenant departs and is no longer renting or leasing space.</p> <p>Legislation/Regulation:</p> <p>Limitations Act, S.O. 2002, c. 24, Sched. B.</p> <p>s. 15. (2) - No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.</p>
A1418	<p>Heritage Conservation District Studies</p> <p>Records relating to internally and externally-produced studies and reports concerning the City's older residential districts and neighbourhoods, including both private properties and public areas such as streets and parks within a district. These studies are conducted to determine if heritage status should be allocated to all structures and areas, including both residential and commercial properties, in a specific residential district. If the report's recommendations are approved, City Council will pass a bylaw to grant the entire district as having heritage status. May include information on landscape character, planning conservation and development, architectural and building conditions, study area boundaries, historical development of the districts, and public participation in the process. Documents may include area site plans, photographs, heritage conservation studies and reports, property survey assessments, building inventories, copies of policies and procedures, copies of by-laws, and supporting correspondence.</p>	City Planning	P	0	P	P	<p>Comments:</p> <p>File to remain active until further notice from the division.</p>

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A1545	<p>Vehicle Pre-Trip Inspections</p> <p>Records relating to the regular and ongoing automotive inspections of the City's licensed commercial motor vehicles which weigh over 4,500 kilograms. These inspections examine the mechanical and operating conditions of vehicles prior to them being used for daily trips and tasks. Inspection results and recommendations are recorded in inspection reports. Documents may also include supporting correspondence.</p>	Common	6M	0	6M	D	<p>Legislation/Regulation:</p> <p>Highway Traffic Act, Regulation (Commercial Motor Vehicle Inspections) O. Reg. 199/07</p> <p>s. 15. Daily inspection reports - An operator shall keep the daily inspection reports submitted by drivers for at least six months.</p>
A1560	<p>System Log Data</p> <p>Records consist of system log data, excluding reports generated from log data, created and stored on City systems by the Information and Technology Division. System log data is generated as a result of interactions of City staff and other systems, with the City's network and application clients. System log data is used primarily for trouble- shooting network and application problems (i.e. loss or damage to computer memory / hardware, workstation issues). It may also be shared with business units, e.g., for time and billing validation for wireless systems. System log data are backed up regularly on tape as per backup schedule.</p> <p>NOTE: This record class does not govern:</p> <p>Business audit data, e.g., Secure Access Control System, which logs use of City security passes for administration of staff access rights;</p> <p>Instant Messaging (IM) logs, where the content (messages) is inseparable from the log data.</p>	Technology Services	3	0	3	D	<p>Legislation/Regulation:</p> <p>Limitations Act, S.O. 2002, c. 24, Sched. B.</p> <p>s. 4. - A proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered</p> <p>s. 5. (1) – Discovery.</p>
<b>C</b>	<p><b>Functional Category:</b> Community and Social Services</p> <p>Description: Records relating to the management and delivery of social and community programs and services designed to assist the City's residents in need, including children, youth, families, senior citizens, and homeless persons. Includes records relating to day care, homes for the aged, shelter and affordable housing projects, social assistance, and public counselling</p>						
C2200	<p>Children's Programs and Services</p> <p>Records relating to children's services in general. Children's services is designed for children at risk of, or already in, provincial custody, with</p>	Children's Services	T	7	T+7	D	<p>Comments:</p> <p>T = Services terminated.</p> <p>Legislation/Regulation:</p>

	the objective being to enable these children to reach full potential as productive and healthy persons. May include general information on special needs children, daycare subsidies, family support services, adoption, and foster care. Documents may include copies of federal and provincial guidelines, copies of mission statements, and supporting correspondence.						Child and Family Services Act, Regulation (General), R.R.O. 1990, Reg. 70  s. 6. (5) - book of account shall be retained for seven years from the date of the last entry in the book for a particular year
C2207	<p>Children's Services – Agency Services</p> <p>Records relating to the services and programs provided to child care programs by external agencies. Services and programs offered may include educational workshops, entertainment, summer day camp programs, and support for children requiring special assistance. Documents may include budget reports, licensing letters, copies of wage subsidies and other funding documents, copies of service contracts, and correspondence.</p>	Children's Services	T	7	T+7	D	<p>Comments:</p> <p>T = End of service contract with agency.</p> <p>Legislation/Regulation:</p> <p>Child and Family Services Act, Regulation (General), R.R.O. 1990, Reg. 70</p> <p>s. 6. (1) - shall keep separate books of account for each children's residence;</p> <p>s. 6. (5) - book of account shall be retained for seven years from the date of the last entry in the book for a particular year.</p>
C2210	<p>Client Eligibility Intake – Case Files</p> <p>Records relating to the financial eligibility / intake of families whose children were enrolled in child care programs. Documents may include consent forms, authorization forms, copies of fee statements, personal financial records of the family, and correspondence.</p>	Children's Services	T	9	T+9	D	<p>Comments:</p> <p>T = Discharge of child.</p> <p>Legislation/Regulation:</p> <p>Child Care and Early Years Act, 2014 Regulation (General) O. Reg. 137/15</p> <p>s. 72. (5) - Every licensee shall ensure that the records required to be maintained under this section with respect to a child are kept for at least three years from the date the child is discharged at the child care centre or home child care agency.</p> <p>s. 82 - Where a licensee is required under this Regulation to make or keep a record, report or other document, it shall keep the record, report or other document in a secure location for at least three</p>

							years from the date it is made.
C2215	<p>Attendance – Group Child Care</p> <p>Records relating to the attendance of children in group child care programs. Documents may include attendance lists, statements, memoranda, invoices, payment summaries and correspondence. Case files are arranged alphabetically by centre name.</p>	Children's Services	C+2	4	C+6	D	<p>Legislation/Regulation: Child Care and Early Years Act, 2014 Regulation (General) O. Reg. 137/15</p> <p>s. 72. (5) - Every licensee shall ensure that the records required to be maintained under this section with respect to a child are kept for at least three years from the date the child is discharged at the child care centre or home child care agency.</p> <p>s. 82 - Where a licensee is required under this Regulation to make or keep a record, report or other document, it shall keep the record, report or other document in a secure location for at least three years from the date it is made.</p>
C2216	<p>Attendance – Licensed Home Child Care</p> <p>Records relating to the attendance of children at licensed home child care programs. These programs are managed by trained caregivers within their residential homes. Documents may include attendance lists, statements, memoranda, invoices, payment summaries and correspondence. Case files are arranged alphabetically by agency name.</p>	Children's Services	C+2	4	C+6	D	<p>Legislation/Regulation: Child Care and Early Years Act, 2014 Regulation (General) O. Reg. 137/15</p> <p>s. 72. (5) - Every licensee shall ensure that the records required to be maintained under this section with respect to a child are kept for at least three years from the date the child is discharged at the child care centre or home child care agency.</p> <p>s. 82 - Where a licensee is required under this Regulation to make or keep a record, report or other document, it shall keep the record, report or other document in a secure location for at least three years from the date it is made.</p>

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C2220	<p>Early Learning Child Care Centres City Operated Services</p> <p>Records relating to City operated child care centres that are not found elsewhere in this functional category. These child care centres are directly operated by the City, not by private companies or individuals. Documents may include copies of operating guidelines, lists of municipally operated centres, profiles of individual centres, copies of committee and meeting minutes, home visitor reports, copies of internal newsletters, and supporting correspondence.</p>	Children's Services	C+2	4	C+6	D	<p>Legislation/Regulation: Child Care and Early Years Act, 2014 Regulation (General) O. Reg. 137/15</p> <p>s. 72. (5) - Every licensee shall ensure that the records required to be maintained under this section with respect to a child are kept for at least three years from the date the child is discharged at the child care centre or home child care agency.</p> <p>s. 82 - Where a licensee is required under this Regulation to make or keep a record, report or other document, it shall keep the record, report or other document in a secure location for at least three years from the date it is made.</p>
C2225	<p>Early Learning Child Care Centres – City-operated Child Care Centres</p> <p>Records relating to the daily operations and management of child care centres owned and City operated. May include information on supervision of children, entertainment, nutrition, art, drama, music, physical education, and learning initiatives. Documents may include developmental profiles, parent and staff interview reports, and supporting correspondence.</p>	Children's Services	C+2	4	C+6	D	<p>Legislation/Regulation: Child Care and Early Years Act, 2014 Regulation (General) O. Reg. 137/15</p> <p>s. 72. (5) - Every licensee shall ensure that the records required to be maintained under this section with respect to a child are kept for at least three years from the date the child is discharged at the child care centre or home child care agency.</p> <p>s. 82 - Where a licensee is required under this Regulation to make or keep a record, report or other document, it shall keep the record, report or other document in a secure location for at least three years from the date it is made.</p>
C2235	<p>Toronto Home Child Care</p> <p>Records relating to the daily operations and management of child care programs directly operated by the</p>	Children's Services	T	7	T+7	D	<p>Comments: T = Services terminated.</p>

	City, but provided within caregivers' residential homes. Documents may include information on child supervision, insurance coverage, legislated standards, home safety, and nutrition.						<p>Legislation/Regulation:</p> <p>Child Care and Early Years Act, 2014 Regulation (General) O. Reg. 137/15</p> <p>s. 72. (5) - Every licensee shall ensure that the records required to be maintained under this section with respect to a child are kept for at least three years from the date the child is discharged at the child care centre or home child care agency.</p> <p>s. 82 - Where a licensee is required under this Regulation to make or keep a record, report or other document, it shall keep the record, report or other document in a secure location for at least three years from the date it is made.</p>
C2245	<p>Child Care Centres – Special Needs Program</p> <p>Records relating to the administration and management of programs designed to assist and integrate children with special needs, including developmental and physical impairment, into licensed child care programs such as child care centres and nursery schools. May include information on behaviour management and subsidized enrolment spaces. Documents may include training materials, curriculum materials, copies of financial supporting documentation, disabilities reference materials, and correspondence.</p>	Children's Services	C+2	4	C+6	D	<p>Legislation/Regulation:</p> <p>Child Care and Early Years Act, 2014 Regulation (General) O. Reg. 137/15</p> <p>s. 72. (5) - Every licensee shall ensure that the records required to be maintained under this section with respect to a child are kept for at least three years from the date the child is discharged at the child care centre or home child care agency.</p> <p>s. 82 - Where a licensee is required under this Regulation to make or keep a record, report or other document, it shall keep the record, report or other document in a secure location for at least three years from the date it is made.</p>
C2246	<p>Child Care Centres – Special Needs Clients</p> <p>Records relating to the assessments of, and program planning for, individual</p>	Children's Services	T+2	5	T+7	D	<p>Comments:</p> <p>T = Discharge of child.</p> <p>Legislation/Regulation:</p>



	children with special needs who are enrolled in child care special needs programs. Special needs may include developmental and physical impairments. Documents may include informal development assessments, individualized planning sheets, psychological and educational assessments, and correspondence.						<p>Child Care and Early Years Act, 2014 Regulation (General) O. Reg. 137/15</p> <p>s. 72. (5) - Every licensee shall ensure that the records required to be maintained under this section with respect to a child are kept for at least three years from the date the child is discharged at the child care centre or home child care agency.</p> <p>s. 82 - Where a licensee is required under this Regulation to make or keep a record, report or other document, it shall keep the record, report or other document in a secure location for at least three years from the date it is made.</p>
C2252	<p>Children's Programs – District Operations</p> <p>Records relating to the development and management of licensed group child care, home child care, special needs resourcing, family resource centres and summer day programs. These programs are not operated by the City. Information includes program planning, behaviour guidance, first aid, and child safety. Documents may include copies of vital case information, registries, criteria, scoring sheets, site visits, staffing sheets, operating licenses, serious occurrence reports, and correspondence.</p>	Children's Services	C+2	4	C+6	D	<p>Legislation/Regulation:</p> <p>Child Care and Early Years Act, 2014 Regulation (General) O. Reg. 137/15</p> <p>s. 32. (3) - Every licensee shall ensure that in respect of each child care centre it operates and each premises where it oversees the provision of home child care, a record is kept of all inspections made;</p> <p>s. 72. (5) - Every licensee shall ensure that the records required to be maintained under this section with respect to a child are kept for at least three years from the date the child is discharged at the child care centre or home child care agency; s. 76. (1) - Every licensee shall keep financial records for each child care centre or home child care agency it operates and shall keep such financial records for at least six years;</p> <p>s. 82 - Where a licensee is required under this</p>

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							Regulation to make or keep a record, report or other document, it shall keep the record, report or other document in a secure location for at least three years from the date it is made.
C2354	<p>Youth Safety</p> <p>Records relating to the development of youth safety programs, services and policies. Youth safety includes a holistic and community health approach that takes a balance approach to prevention and intervention. Includes information on youth justice, violence, asset based planning, community, gangs, weapons, innovative program models, school-based programs, and youth and police issues. Documents include copies of federal and provincial guidelines, committee reports, terms of reference and supporting correspondence.</p>	Social Development, Finance & Administration	S+2	5	S+7	D	<p>Comments:</p> <p>S = Until Superseded.</p>
C2701	<p>Housing Services - Rental and Tenant Support</p> <p>Records relating to the provision and management of programs and services designed to assist City of Toronto tenants to keep their housing. Includes information on grants to community agencies that assist tenants in organizing tenant associations, operating a tenant hotline and/ or developing sample notices to landlords and tenants regarding property tax reductions. Documents may include copies of signed service agreements, funding applications, records of payments to community agencies, reports and supporting correspondence.</p>	Social Development, Finance & Administration	T	7	T + 7	D	<p>Comments:</p> <p>T = Termination of service contract or program.</p> <p>Legislation/Regulation:</p> <p>Housing Services Act, 2011, Regulation (General) O. Reg. 367/11</p> <p>s. 102. (2) - The housing provider must keep each of the following records for at least seven years:</p> <p>1. - financial records;</p> <p>3. - household that occupies a unit for at least five years;</p> <p>- record of decision to refuse for at least seven years.</p>
C2720	<p>Social Housing</p> <p>Records relating to the administration of social housing which entails finding suitable and affordable rental housing for persons unable to find adequate housing in the private rental market. May include information on non-profit, public, and co-operative</p>	Social Development, Finance & Administration	T	7	T+7	AR	<p>Comments:</p> <p>T = Termination of agreement or contract.</p> <p>Legislation/Regulation:</p> <p>Housing Services Act, 2011, Regulation (General) O. Reg. 367/11</p>

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	housing. Documents may include copies of federal and provincial Legislation/Regulation, copies of mission statements, copies of provider contracts and agreements, and supporting correspondence.						s. 102. (2) - The housing provider must keep each of the following records for at least seven years:  1. - financial records;  3. - household that occupies a unit for at least five years;  - record of decision to refuse for at least seven years.
C2721	<p>Non-Profit Housing Providers – Provincial Program</p> <p>Records relating to provincial non-profit housing corporations' provision and management of social housing projects for low-income persons who require subsidized accommodation, which may include apartments, houses, and duplexes. May include information on provincial public housing subsidies, co-operative housing, and provincial public housing authorities. Documents may also include lists of available public housing accommodations, copies of operating agreements, placement lists, statistics, and supporting correspondence.</p>	Social Development, Finance & Administration	T	7	T+7	D	<p>Comments:</p> <p>T = Service no longer required or closure of housing provider.</p> <p>Legislation/Regulation:</p> <p>Housing Services Act, 2011, Regulation (General) O. Reg. 367/11</p> <p>s. 102. (2) - The housing provider must keep each of the following records for at least seven years:</p> <p>1. - financial records;</p> <p>3. - household that occupies a unit for at least five years;</p> <p>- record of decision to refuse for at least seven years.</p>
C2722	<p>Non-Profit Housing Providers – Federal Program</p> <p>Records relating to federal non-profit housing corporations' provision and management of public housing projects for low-income persons who require subsidized accommodation, which may include apartments, houses, and duplexes. May include information on federal public housing subsidies and co-operative housing. Documents may include lists of available public housing accommodations, placement lists and statistics, copies of operating agreements, and supporting correspondence.</p>	Social Development, Finance & Administration	T	7	T+7	D	<p>Comments:</p> <p>T = Service no longer required or closure of housing provider.</p> <p>Legislation/Regulation:</p> <p>Housing Services Act, 2011, Regulation (General) O. Reg. 367/11</p> <p>s. 102. (2) - The housing provider must keep each of the following records for at least seven years:</p> <p>1. - financial records;</p> <p>3. - household that occupies a unit for at least five years;</p>

							- record of decision to refuse for at least seven years.
C2723	<p>Non-Profit Housing Providers – Multi-Program</p> <p>Records relating to non-profit housing corporations' provision and management of multiple public housing projects for low-income persons who require subsidized accommodation, which may include apartments, houses, and duplexes. May include information on public housing subsidies and co-operative housing. Documents may include lists of available public housing accommodations, placement lists and statistics, copies of operating agreements, and supporting correspondence.</p>	Social Development, Finance & Administration	T	7	T+7	D	<p>Comments:</p> <p>T = Service no longer required or closure of housing provider.</p> <p>Legislation/Regulation:</p> <p>Housing Services Act, 2011, Regulation (General) O. Reg. 367/11</p> <p>s. 102. (2) - The housing provider must keep each of the following records for at least seven years:</p> <p>1. - financial records;</p> <p>3. - household that occupies a unit for at least five years;</p> <p>- record of decision to refuse for at least seven years.</p>
C2724	<p>Non-Profit Housing Provision</p> <p>Records relating to the operation and maintenance of non-profit housing units, including apartments and duplexes that the City owns and makes available to low-income persons who require subsidized accommodation. May include information relating to the housing units' structural stability, the results of safety inspections, whether the units meet standards for health and cleanliness, current occupancy or availability, the maximum number of persons who can be accommodated in an individual unit, addresses and locations of the housing units, and the names of past and present tenants. Documents may include completed subsidy summary forms, completed statement of account forms, copies of auditors' financial reports, public housing accommodation listings, copies of operating agreements, inspection reports, placement lists, and</p>	Social Development, Finance & Administration	C+2	5	C+7	D	<p>Legislation/Regulation:</p> <p>Housing Services Act, 2011, Regulation (General) O. Reg. 367/11</p> <p>s. 102. (2) - The housing provider must keep each of the following records for at least seven years:</p> <p>1. - financial records;</p> <p>3. - household that occupies a unit for at least five years;</p> <p>- record of decision to refuse for at least seven years.</p>

	all supporting correspondence.						
C2725	<p>Rental Supplements</p> <p>Records relating to the development and management of rental supplement programs and services, which provide subsidies to individual tenants living in accommodations owned by private or non-profit landlords. These rental subsidies cover the difference between what the low- income tenant can afford to pay versus the market or contract amount. Documents may include copies of subsidy applications and grants, copies of federal or provincial Legislation/Regulation, program description summaries and brochures, and all supporting correspondence.</p>	Social Development, Finance & Administration	T	7	T+7	D	<p>Comments:</p> <p>T = Services no longer required or landlord terminates agreement as a provider</p> <p>Legislation/Regulation:</p> <p>Housing Services Act, 2011, Regulation (General) O. Reg. 367/11</p> <p>s. 102. (2) - The housing provider must keep each of the following records for at least seven years:</p> <p>1. - financial records;</p> <p>3. - household that occupies a unit for at least five years;</p> <p>- record of decision to refuse for at least seven years.</p>
C2726	<p>Rent Supplement - Client Case Files</p> <p>Records relating to low income tenants, individuals and families that are receiving housing subsidies. Services are supplied under the commercial rent supplement program. Rental subsidies are administered under the rent-geared-to- income guidelines set out by Housing Services Act.</p> <p>All Client Case files will include Canadian/Immigration Status documents; income documents (such as cheque stubs, employment letters, Employment insurance receipts, Social Assistance receipt, Child Tax, Pension Assessments); Notice of Assessments from Revenue Canada; and bank statements. Client Case files may also include support letters from medical professionals and/or agencies; Public Guardian and Trustee documentation; legal documents relating to children's custodies; and powers of attorney and other related correspondence.</p>	Social Development, Finance & Administration	T+1	6	T+7	D	<p>Comments:</p> <p>T = Files closed when the client no longer participating in subsidized housing program.</p> <p>Legislation/Regulation:</p> <p>Housing Services Act, 2011, Regulation (General) O. Reg. 367/11</p> <p>s. 102. (2) - The housing provider must keep each of the following records for at least seven years:</p> <p>1. - financial records;</p> <p>3. - household that occupies a unit for at least five years;</p> <p>- record of decision to refuse for at least seven years.</p>
C2727	<p>Rent Supplement - Landlord Case Files</p> <p>Records relating to individual landlords that provide rental housing</p>	Social Development, Finance &	T+2	5	T+7	D	<p>Comments:</p> <p>T = Files are closed when the landlord is no longer participating in the</p>

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	units under a rent supplement agreement with City of Toronto. The subsidy is paid to a private landlord to allow a defined number of units to be rented to low-income clients on a rent-g geared-to-income (RGI) basis. The rent subsidy equals the difference between the RGI portion of the rent paid by the qualifying client and the government- approved market rent of a unit. Documents include rent supplement agreements, staff site visit reports, assessments of fair market value, records of payments made to the landlord, and other supporting correspondence.	Administratio n					subsidized housing program.  Legislation/Regulation:  Housing Services Act, 2011, Regulation (General) O. Reg. 367/11  s. 102. (2) - The housing provider must keep each of the following records for at least seven years:  1. - financial records;  3. - household that occupies a unit for at least five years;  - record of decision to refuse for at least seven years.
C2913	Housing and Homelessness - Client Case Files  Records relating to the individual clients participating in case management services directly operated by Housing and Homelessness, Supports and Initiatives. These services provide individualized supports to shelter clients, Streets to Homes clients and clients participating in other special projects or programs. Documents may include skills assessments, psychological assessments, copies of applications, client assessments, progress notes and reports, consent for release of information and all supporting correspondence. Files may contain personal medical information.  Note: Records should not contain any program information.	Social Development, Finance & Administratio n	T	10	T+10	D	Comments:  T = Closure of case or if client is a minor, upon age of majority (eighteen years).  Legislation/Regulation:  Medicine Act, 1991, Regulation (General) O. Reg. 114/94  s. 19. (1) - Retain records for at least ten years after the date of the last entry in the record, or until ten years after the day on which the patient reached or would have reached the age of eighteen years.
C2930	Hostel Services - Program Administration  Records relating to the administration of programs pertaining to hostel services in general. Hostel Services provide shelter and assistance to homeless individuals and families, and assist them to arrange for their housing and/or treatment needs through City directly-operated shelters or community-operated shelters by way of purchase-of-service agreements. Documents may contain statistics on hostel occupancy,	Social Development, Finance & Administratio n	3	4	7	D	Legislation/Regulation:  Ontario Works Act, S.O. 1997. c. 25, Sch. A.  s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.

	operational standards, reports such as Council and Committee reports, samples of brochures describing the type of hostels and the services and programs provided, referrals, policy development, performance measures and all supporting correspondence.						
C2935	<p>Hostel Client Case Files</p> <p>Records relating to homeless individuals and families who require emergency shelters or assistance on a short-term basis either through City-operated or purchase of service shelters. Documents include intake assessment, vital case information, counsellors' client case-planning, special assistance records, health and medical notes and other supporting correspondence.</p>	Social Development, Finance & Administration	T	10	T+10	D	<p>Comment:</p> <p>T = Termination of case and/or last activity date.</p> <p>Legislation/Regulation:</p> <p>Ontario Works Act, S.O. 1997. c. 25, Sch. A.</p> <p>s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.</p> <p>Medicine Act 1991, Regulation (General) O. Reg. 114/94</p> <p>s.19. (1). - Retain records for at least ten years after the date of the last entry in the record, or until ten years after the day on which the patient reached or would have reached the age of eighteen years.</p>
C2940	<p>Hostel Services - Purchase of Service Shelters</p> <p>Records relating to the monitoring, administration and/or management of shelters, operated by non-profit, community-based organizations under purchase-of-service agreements with the City of Toronto Hostel Services Unit. Records many include supporting documents for operational applications, quality assurance documents, recommendations for improvement, standard compliance reports, site visit reports, funding submissions, supporting correspondence, shelter program reports, and other relevant financial-related correspondence/reports, shelter emergency plans, policy &amp; procedures, shelter brochures/information materials, etc.</p>	Social Development, Finance & Administration	T	10	T+10	D	<p>Comments:</p> <p>Termination of shelter service agreement.</p> <p>Legislation/Regulation:</p> <p>Ontario Works Act, S.O. 1997. c. 25, Sch. A.</p> <p>s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.</p>

C2950	<p>Hostel Services - City-Operated Shelters</p> <p>Records relating to the monitoring, administration and/or management of City directly-operated shelters, which provide temporary accommodation to homeless individuals and/or families. May include information on meals, services provided, and daily operations. Documents may include quality assurance, recommendation for improvements, standards compliance reports, site visit reports, financial reports, shelter program reports, shelter emergency plans, policies and procedures, samples of shelter brochures and other informational material and all supporting correspondence.</p>	Social Development, Finance & Administration	3	4	7	D	<p>Legislation/Regulation:</p> <p>Ontario Works Act, S.O. 1997. c. 25, Sch. A. s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.</p>
C2972	<p>Residential Rehabilitation Assistance Program (RRAP) Case Files</p> <p>Records relating to the development and management of funding requests that provide financial loan assistance to low and moderate-income persons and organizations so that they may improve, preserve, and/or increase their existing affordable housing. This Federal Program may apply to private homeowners, landlords and non-profit associations. The funds are determined by confirming affordable home values or rents and by income testing of homeowners and tenant households. The City conducts inspections to determine the scope of work and to ensure that the work was successfully completed and that the funds awarded were properly spent. Documents may include copies of application for assistance, household income documents, medical information, contractor quotations, inspection reports, copies of land title reports, promissory notes, and associated correspondence.</p>	Social Development, Finance & Administration	T+2	13	T+15	D	<p>Comments:</p> <p>T = Loan being closed out, loan forgiven, application withdrawal or application completion.</p> <p>Legislation/Regulation:</p> <p>National Housing Act, (Canada), R.S. 1985, c. N-11</p> <p>s. 32. (3) (a) - maintain separate books and records satisfactory to the Corporation and open to its inspection at any time.</p> <p>Housing Development Act, Regulation (General)</p> <p>R.R.O. 1990, Reg. 641</p> <p>s. 4. (d) - information, records, accounts.</p>
C3101	<p>Special Needs Programs</p> <p>Records relating to the administration and provision of programs specially designed to provide support to persons who do not qualify for Ontario Works assistance but may require help in meeting financial demands. This may include assistance in purchasing and maintaining medical items such as</p>	Social Development, Finance & Administration	C+2	4	C+6	D	<p>Legislation/Regulation::</p> <p>Ontario Works Act, S.O. 1997. c. 25, Sched. A.</p> <p>s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic</p>



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	wheelchairs and eyeglasses, paying for funerals and burials. Documents may include program development and status reports, copies of Legislation/Regulation:, copies of contracts and purchase orders, and supporting correspondence.						system required by the Director.
C3102	Family Support Programs - Ontario Works  Records relating to Family Support Program in general. Documents may include general information on Federal and Provincial Child Support Legislation/Regulation:, Family Law Act, Family Responsibility and Support Arrears Enforcement Act, Ontario Disability Support Program, Ontario Family and Support Services, and copies of federal and provincial guidelines and supporting correspondence.	Social Development, Finance & Administration	C+2	4	C+6	D	Legislation/Regulation:: Ontario Works Act, S.O. 1997. c. 25, Sched. A.  s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.
C3140	Ontario Works  Records relating to the provision of Ontario Works (OW) assistance in general. Ontario Works provides temporary financial support to people who are in financial need and assists them to find paid employment. May include information on social assistance eligibility criteria, copies of federal and provincial acts, copies of mission statements, and correspondence.	Social Development, Finance & Administration	C+2	4	C+6	D	Legislation/Regulation:: Ontario Works Act, S.O. 1997. c. 25, Sched. A.  s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.
C3141	Shelter and Residence - Ontario Works  Records relating to shelter and residence for Ontario Works clients. Documents may include information regarding fuel and shelter, rent-gear-to-income, rooming house, co-residence, and room and board.	Social Development, Finance & Administration	C+2	4	C+6	D	Legislation/Regulation:: Ontario Works Act, S.O. 1997. c. 25, Sched. A.  s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.
C3142	Financial Employment Support - Ontario Works  Records relating to administering and providing financial programs and services to Ontario Works assistance recipients to support their participation in activities related to securing employment. Financial support is provided for living expenses during the job training and/or search period. Documents may include copies of	Social Development, Finance & Administration	C+2	4	C+6	D	Legislation/Regulation:: Ontario Works Act, S.O. 1997. c. 25, Sched. A. s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.

	policies and procedures, program definition and mandate statements, and correspondence.						
C3143	<p>Special Benefits and Allowances - Ontario Works</p> <p>Records relating to the management and provision of special benefits and allowances to Ontario Works assistance recipients. This may include information about mandatory discretionary benefits. Documents may include copies of policies and procedures, special benefit and allowance definition and mandate statements, and correspondence.</p>	Social Development, Finance & Administration	C+2	4	C+6	D	<p>Legislation/Regulation::</p> <p>Ontario Works Act, S.O. 1997. c. 25, Sched. A.</p> <p>s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.</p>
C3170	<p>Monitoring and Control - Ontario Works</p> <p>Records relating to the monitoring and controlling of benefits and services provided to Ontario Works assistance recipients. May include information on fraudulent means used to obtain social assistance, overpayments, and appeals provisions. Documents may include copies of policies and procedures, procedural reviews, copies of mission statements, and correspondence.</p>	Social Development, Finance & Administration	C+2	4	C+6	D	<p>Legislation/Regulation::</p> <p>Ontario Works Act, S.O. 1997. c. 25, Sched. A.</p> <p>s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.</p>
C3270	<p>Caseload Management - Ontario Works</p> <p>Records relating to the management and administration of Ontario Works assistance client caseloads. Caseload management involves the provision and monitoring of services provided to active social assistance recipients, such as youth issue; kids and computer initiatives. Documents may include statistical caseload reports and statements, and supporting correspondence.</p>	Social Development, Finance & Administration	C+2	4	C+6	D	<p>Legislation/Regulation::</p> <p>Ontario Works Act, S.O. 1997. c. 25, Sched. A.</p> <p>s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.</p>
C3280	<p>Ontario Works Clients Case Files</p> <p>Records relating to individuals who have applied for, or who are currently receiving, Ontario Works assistance and other related programs. May include information on supplementary aid, special assistance and applications for social assistance, proof of employment information, asset information, birth certificate, immigration documents and supporting correspondence.</p>	Social Development, Finance & Administration	T	7	T+7	D	<p>Comments:</p> <p>T = Services are no longer required or case is terminated.</p> <p>Legislation/Regulation::</p> <p>Ontario Works Act, S.O. 1997. c. 25, Sched. A.</p> <p>s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic</p>

							system required by the Director.
C3281	<p>Disruptive Clients Case Files - Ontario Works</p> <p>Records relating to individual Ontario Works assistance clients who have displayed, or who have a history of disruptive behaviour. Examples of disruptive behavior may include making threats or abusing caseworkers. Case file documents may include disruptive client reports, copies of medical reports, copies of police reports, and supporting correspondence</p>	Social Development, Finance & Administration	T	7	T+7	D	<p>Comments:</p> <p>T = Case is resolved or becomes inactive from social assistance.</p> <p>Legislation/Regulation::</p> <p>Ontario Works Act, S.O. 1997. c. 25, Sched. A.</p> <p>s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.</p>
C3282	<p>Fraud Case Files – Ontario Works</p> <p>Records relating to individual social assistance clients where evidence was obtained indicating potential fraudulent receipt of social assistance. Case file may include documents and notes regarding the allegation, the investigation process, client and/or informant interviews, verification of undeclared matters, disentitlement calculations, synopsis, decision-making checklists, legal and court documentation, and other correspondence.</p> <p>NOTE (1): Fraud case files and overpayment case files cannot exist simultaneously for the same client. If a Fraud case file is concluded with the decision that the client has an over issuance to be recovered, re-classify the file number C3283. The case file and related documents must be retained indefinitely when there is an ongoing fraud investigation.</p> <p>NOTE (2): Allegations of fraud that are deemed to be unfounded or unsupported as a result of an assessment or investigation must be deleted/disposed from both electronic &amp; paper files one year from the date that the assessment or investigation was completed (including documentation from police, crown &amp; trial activities, where applicable). Any information pertaining to the eligibility complaint and results of the assessment or investigation should be</p>	Social Development, Finance & Administration	T	7	T+7	D	<p>Comments:</p> <p>T = Case is resolved by conviction or termination of investigation.</p> <p>Legislation/Regulation::</p> <p>Ontario Works Act, S.O. 1997. c. 25, Sched. A.</p> <p>s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.</p>

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	destroyed.						
C3283	<p>Overpayments Case Files - Ontario Works</p> <p>Records relating to individual Ontario Works assistance clients who have been identified as having outstanding overpayment balances and must now make financial restitution. May include overpayment files that contain original, or photocopied, documentation such as: payment histories, Equifax information, employer and wage information, legal and court documents, supporting correspondence, overpayment calculation sheets, overpayment letters, client profiles, portability information from other municipalities and narrative printouts from CWT/SDMT/MERTS, and all supporting correspondence.</p>	Social Development, Finance & Administration	T	7	T+7	D	<p>Comments:</p> <p>T = Case is resolved.</p> <p>Legislation/Regulation::</p> <p>Ontario Works Act, S.O. 1997. c. 25, Sched. A.</p> <p>s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.</p>
C3284	<p>Appeals Case Files - Ontario Works</p> <p>Records relating to individual Ontario Works assistance clients who are appealing rulings concerning ineligibility decisions, reductions of assistance, or a disagreement concerning decisions reached. Documents include completed submissions and all supporting documentation, copies of legal and court documentation, and correspondence.</p>	Social Development, Finance & Administration	T	7	T+7	D	<p>Comments:</p> <p>T = Case is resolved.</p> <p>Legislation/Regulation::</p> <p>Ontario Works Act, S.O. 1997. c. 25, Sched. A.</p> <p>s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.</p>
C3286	<p>Funerals and Burials Case Files - Ontario Works</p> <p>Records relating to individual Ontario Works assistance clients who have received funds for a funeral and/or burial. Funerals and burials may involve the social assistance clients themselves, or their immediate family members. Documents may include death certificates, copies of policies and procedures discussing payment disbursements, lists of standard funeral homes, copies of payment receipts, and all supporting correspondence.</p>	Social Development, Finance & Administration	T	7	T+7	D	<p>Comments:</p> <p>T = Case is resolved.</p> <p>Legislation/Regulation::</p> <p>Ontario Works Act, S.O. 1997. c. 25, Sched. A.</p> <p>s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.</p>
C3287	<p>Special Benefits Allowances Case Files - Ontario Works</p> <p>Records relating to individual Ontario Works assistance clients and Ontario Disability Support Program who are</p>	Social Development, Finance & Administration	T	7	T+7	D	<p>Comments:</p> <p>T = Services are no longer required or case is terminated.</p>

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	entitled to, and receive, special benefits and allowances. These special benefits supplement basic assistance payments and may include clothing allowances and dental benefits for dependent children. Documents may include client applications for special benefits and allowances, eligibility criteria statements, copies of payment receipts, medical reports and statements, copies of policies and procedures, and correspondence.						Legislation/Regulation:: Ontario Works Act, S.O. 1997. c. 25, Sched. A.  s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.
C3300	Client Categories - Ontario Works Records relating to information about the individual categories of Ontario Works assistance clients. This information is used to help determine assistance requirements and eligibility criteria for persons categorized within particular groups. Examples of client groups may include students, homeless persons, refugees, legal immigrants, disruptive persons, and unemployable clients. Documents may include group profiling statistics, copies of policies and procedures, client category reports and statements, and supporting correspondence.	Social Development, Finance & Administration	C+2	4	C+6	D	Legislation/Regulation:: Ontario Works Act, S.O. 1997. c. 25, Sched. A.  s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.
C3420	Employment Services - Ontario Works Records relating to general information about employment services provided to Ontario Works assistance recipients. May include information on employment trends and issues and employment resource centres. Documents may include employment availability reports, labour market reports, and supporting correspondence.	Social Development, Finance & Administration	C+2	4	C+6	D	Legislation/Regulation:: Ontario Works Act, S.O. 1997. c. 25, Sched. A.  s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.
C3431	Employment Support Programs - Ontario Works Records relating to programs offered to Ontario Works assistance clients which provide them with support in locating and securing employment. May include information on programs such as skill development, academic upgrading, independent job hunting, and English language instruction. Documents may include copies of federal and provincial Legislation/Regulation:, training workbooks and outlines, copies of contracts with external agencies,	Social Development, Finance & Administration	C+2	4	C+6	D	Legislation/Regulation:: Ontario Works Act, S.O. 1997. c. 25, Sched. A.  s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.

	program development and status reports, and correspondence.						
C3432	<p>Employment Placements - Ontario Works</p> <p>Records relating to referring employable Ontario Works assistance clients to external job placement agencies. These agencies assist clients in improving their job search skills, link clients with prospective employers, and may also provide entrepreneurial training and support. Documents include lists of eligible clients, lists of job placement agencies, copies of contracts with external agencies, training work booklets and handouts, and all supporting correspondence.</p>	Social Development, Finance & Administration	C+2	4	C+6	D	<p>Legislation/Regulation::</p> <p>Ontario Works Act, S.O. 1997. c. 25, Sched. A.</p> <p>s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.</p>
C3433	<p>Community Participation / Volunteering - Ontario Works</p> <p>Records relating to providing volunteer job placements to Ontario Works assistance clients to enable them to gain work experience and develop their skills. Clients may be placed with non-profit agencies and community organizations. Documents may include progress evaluations of individual clients, client statistics, volunteer work placement description statements, copies of policies and procedures, and supporting correspondence.</p>	Social Development, Finance & Administration	C+2	4	C+6	D	<p>Legislation/Regulation::</p> <p>Ontario Works Act, S.O. 1997. c. 25, Sched. A.</p> <p>s. 42. - Each delivery agent shall keep information collected under this Act in the form and electronic system required by the Director.</p>
<b>D</b>	<p><b>Functional Category:</b> Development and Planning</p> <p><b>Description:</b> Records relating to the management of economic and business development initiatives, conducted both directly by the City and by independent parties; and the planning and development of City buildings, facilities, parks and properties, prior to actual construction. Includes records relating to rezoning, business improvement initiatives, and building and land development plans.</p>						
D0002	<p>Assessment Maps</p> <p>Records relating to the maps of assessed property within the City. These maps show property boundaries and landowner information for both residential and commercial properties. They are typically used to evaluate landowner building permit requests and are also used as reference materials concerning property development issues.</p>	City Planning	C	7	C+7	D	<p>Legislation/Regulation:</p> <p>Land Titles Act, R.S.O. 1990, c.L.5</p> <p>Legislation/Regulation:</p> <p>Land Titles Act, R.S.O. 1990, c.L.5</p> <p>s. 141. (4) Maintain property maps.</p>

D0015	<p>Registered &amp; Reference Plans</p> <p>Records relating to copies of registered subdivision plans which are deposited in the Land Titles Division of the Land Registry Office. Registered subdivision plans are legal documents which show the boundaries and dimensions of lots, locations and names of new and existing public streets, and basic configuration of existing lots. Also includes records relating to copies of reference plans of survey which are deposited at the Land Registry Office. These surveys identify owned property assets, value of assets, and any potential legal situations which may affect the value or hinder the transfer of residential, commercial, industrial, and all other types of land.</p>	City Planning	T	21	T+21	D	<p>Comments:</p> <p>T = Plans are deposited at the Land Registry office.</p>
D0021	<p>Maps and Aerial Photographs</p> <p>Records relating to the maps and aerial photographs of the City. These documents may be used to monitor land use patterns, population settlement patterns, and environmental land changes.</p>	City Planning	C+2	17	C+19	AR	<p>Legislation/Regulation:</p> <p>Registry Act, Regulation (Surveys, Plans and Descriptions of Land) O. Reg. 43/96</p> <p>s. 46. - Maintain property maps, street names, current municipal names and boundaries, the number of sheets in the map illustrating the block, property indexing purposes, dimensions of the property boundaries recorded plans and documents and map show major easements</p>
D0024	<p>Community Benefit Compliance Review</p> <p>Records relating to the planning application approval process and obtaining s.37/s.45 community benefits subsequent to that approval process. Section 37 of the Planning Act authorizes increases in the height and density of developments. Section 45 gives the Committee of Adjustment the authority to approve Minor Variances.</p> <p>Cash and non-cash (e.g. daycare facility, public art, road improvements), community benefits are negotiated, approved, secured and obtained under Sections 37 and 45 of</p>	City Planning	T	7	T + 7	D	<p>Comment:</p> <p>T = Termination of project case file.</p>

	the Planning Act. Documents include copies of staff reports, by-laws, Committee of Adjustment Decisions, Ontario Municipal Board Decisions, legal agreements, IBMS reports, SAP and account information reports, additional related information. Also includes original notices and correspondence from the Compliance Officer to internal and external parties, and from such parties and statements of intent and financial statements from outside parties. Case files are arranged by street address. Cases closed when decision made to approve or not approve the application for the community benefit is determined.						
D0026	Parks and Open Spaces Development Records relating to the planning and development of parklands and open spaces for recreational purposes. This includes information about determining the necessity and feasibility of proposed land conversion or installation of recreational structures, including recommendations for additional facilities. Documents may include external and internal studies, public comments and surveys, and correspondence.	Parks, Forestry & Recreation	T	P	P	P	Comments: T = Termination of project.
D0060	Building Technical Standards & Safety Records relating to the development and implementation of building technical standards and safety, and other information regarding the procedures, processes, and requirements specifically concerning all types of existing building and future development in the City. Building technical standards provide guidelines for engineering, structural façade & designs, building materials & products, construction industry's best practices, as well as a variety of public safety education and consumer information programs. Additionally, technical standards and safety protocols promote compliance of building regulation and legislation within the private sector, and facilitate governments to meet their planning and public safety commitments in a cost-effective and efficient manner, and deliver innovative technology and	City Planning	S+2	5	S+7	D	Comments: S = Until Superseded. Legislation/Regulation: Technical Standards and Safety Act, S.O. 2000, c.16 s. 30. (1) - establish the information, records, documents, plans, log books, drawings, instructions, specifications or any other thing to be kept;



	services. Documents may include policy planning, reviews, government guidelines, and industry standards, building design & illustrations, and supporting correspondence.						
D0410	<p>Business Improvement Areas</p> <p>Records relating to the City's dealings with, and support of, business improvement areas, which are associations of local business persons and property owners who work in partnership with the City to improve conditions for local businesses in their respective geographically-defined areas. May include information on community interest, public consultation with local business tenants and property owners, both proposed and fully-developed business improvement areas, and improvement priorities. Documents may include cost summary statements, copies of construction notices, copies of invoices, copies of purchase requisitions and purchase orders, copies of brochures relating to private businesses, project continuity schedules, copies of meeting agendas and minutes, copies of City by-laws, and all supporting memorandums and correspondence.</p>	Economic Development Culture & Tourism	T+2	10	T+12	AR	<p>Comments:</p> <p>T = Completion of local improvement.</p>
<b>E</b>	<p><b>Functional Category:</b> Emergency Services</p> <p><b>Description:</b> Records relating to the creation and provision of City services and programs designed to provide law enforcement and immediate action in response to unforeseen circumstances, such as fires or medical emergencies. These programs are designed to ensure compliance with laws and legal regulations and to help City residents and businesses before, during, and in the aftermath, of emergencies. Includes records relating to disaster prevention; police and law enforcement; fire, paramedic, and ambulance services; and emergency contingency planning.</p>						
E0015	<p>Ambulance Call Reports (ACR)</p> <p>Records relating to Ambulance Call Reports (ACRs) are essential medical records for documenting information about circumstances and events relevant to the proper provision of ambulance services to patients living in Toronto. Documents contain personal health information including call history, patient assessment findings, type of care provided, the patient's response to treatment, name and address of the hospital the patient was transported to and other supporting information.</p>	Toronto Paramedic Services	C	5	C+5	D	

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E0305	<p>Emergency Human Services Response Administration</p> <p>Records relating to the provision of emergency accommodation, food, clothing, registration and inquiries, personal support services and operation of a Reception Centre for residents evacuated from their homes, as co-ordinated by Emergency Human Services. Documents may include originals and copies of financial records such as vouchers, donations, petty cash and purchasing requests. Other documents may include incident reports, complaints, reception centre logs, accommodation lists, press releases and all supporting correspondence.</p> <p>Note: Original Emergency Plans should not be contained within these records.</p>	Shelter, Support & Housing Administration	T	7	T+7	D	<p>Comments:</p> <p>T = Conclusion of the emergency response.</p> <p>Legislation/Regulation:</p> <p>Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.)</p> <p>s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p>
E0306	<p>Emergency Human Services Response - Client Case Files</p> <p>Records relating to individuals receiving services provided by Emergency Human Services. Emergency Human Services is an organized response to the urgent needs of people and their pets once they are out of immediate danger of a disaster or emergency situation. Services include providing emergency accommodation, food, clothing, inquiries and personal support services for residents evacuated from their homes. Documents may include resident registration information, request for accommodation, housing referrals, assessments, missing persons reports, pet data, meal vouchers, child care arrangements, follow-up notes and reports, consent for release of information, applications for Ontario Works assistance (pinks) and all supporting correspondence. Files may contain personal medical information.</p>	Shelter, Support & Housing Administration	T	7	T+7	D	<p>Comments:</p> <p>T = Closure or resolution of case.</p>
E0401	<p>Fire Prevention Inspection Reports</p> <p>Records relating to both routine and requested inspections of buildings and properties within the City, in order to assess compliance with mandated fire</p>	Fire Services	T+3	18	T+21	D	<p>Comments:</p> <p>T = Completion of inspection, with any violations and outstanding issues fully resolved.</p>

	<p>safety provisions. This reporting involves making observations, documenting the existence of any fire safety violations, and reporting on what must be performed in order to ensure compliance with fire safety provisions. Documents may include completed inspection referral forms, testing and inspection reports, and all supporting correspondence.</p>						<p>Legislation/Regulation: Fire Protection and Prevention Act, 1997, Regulation (Fire Code) O. Reg. 213/70</p> <p>s.1.1.2.1 (3) - records shall be retained for a period of at least two years after being prepared.</p> <p>Fire Protection and Prevention Act, S.O. 1997</p> <p>s. 19. (9) - Copy of a document that purports to be certified by an inspector as being a true copy of the original is admissible in evidence to the same extent as the original and has the same evidentiary value.</p>
E0404	<p><b>Fire Safety</b></p> <p>Records relating to documenting the planning and preparation necessary so that individual buildings within the City will comply with required fire safety provisions. May include information relating to firefighting equipment locations within buildings, fire alarm systems, locations of exits and staircases, evacuation and emergency guidelines, names of emergency contact personnel, vehicle access to the respective building, locations of elevators, owner responsibilities, and firefighting equipment inspection and maintenance. Documents include fire safety plan reports and all supporting correspondence.</p>	Fire Services	S	15	S+15	D	<p>Comments: S = Approval of an updated fire safety plan</p> <p>Legislation/Regulation: Fire Protection and Prevention Act, 1997, Regulation (Fire Code) O. Reg. 213/07</p> <p>s.1.1.2.1 (3) - records shall be retained for a period of at least two years after being prepared.</p>
E0405	<p><b>Emergency Incident Reports</b></p> <p>Records containing incident date, event times, vehicles assigned, and crews involved at the incident. The report provides the officers record on conditions and observations upon arrival, initial actions, entry methods, security of property and actions of Captains, crew and EMS officers in chronological order. This report is completed for all responses by Fire and Ambulance Services to incidents.</p>	Fire Services	T	30	T+30	D	<p>Comments: T = Resolution/closure of case.</p> <p>Legislation/Regulation: City of Toronto Municipal Code Chapter 79, Fire Services</p> <p>§ 79-8. (8) For keeping an accurate record, in convenient form for reference, of all fires, rescues and emergencies</p>

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							responded to by the Fire Department. § 79-8. (9) For keeping such other records as may be required by the Council.
<b>F</b>	<b>Functional Category:</b> Financial Management <b>Description:</b> Records relating to the City's finances and accounting processes, including the receipt, control, and expenditure of funds. Includes records relating to liability, risk management, payroll, taxation, treasury, insurance and purchasing.						
F0045	Fees Administration Records relating to the determination and administration of fees charged for services and activities provided and/or managed by the City, or for the use of City property. This may include information on fees charged by other municipalities for similar services; and discounts for senior citizens, students, and residents living on fixed incomes. These fees serve as a source of revenue for the City. Documents may include fee schedules for permits and licenses, user fees determination studies and reports, lists of approved fees, and correspondence.	Common	C+2	4	C+6	D	
F0169	Fundraising and Donations Records relating to the development and organization of fund-raising activities and donation solicitations. Includes information on charitable campaigns and financial donations, including donated funds, received by the City from various organizations and individuals. Documents include copies of committee minutes and agendas, activity planning schedules and itineraries, donation receipts, and correspondence.	Common	C+2	5	C+7	D	Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.) s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.
F0400	Capital Assets Records relating to the City's capital and fixed assets, which are long-term assets that are not purchased or sold in the normal course of business. May include information on capital assets such as machinery, land and land improvements, equipment, works of art and historical treasures, infrastructure, and vehicles.	Common	T	7	T+7	AR	Comments: T = Life of Asset Legislation/Regulation: Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.) s. 230. (4) (b) - Every person required to keep

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	Documents include capital assets inventories, capital depreciation statements, and capital asset reports.						records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.
F1301	<p>Employee Payroll Files</p> <p>Records relating to individual employees' pay history profiles. Includes information on rates of pay, hours of work, reported absences, garnishments, pay rate changes, and both elected and mandatory payroll deductions for each employee. Documents include completed payroll notification forms concerning newly hired staff, completed benefit enrolment forms, completed federal record of employment forms, tax credit return statements, previous pay adjustment sheets, performance pay transition sheets, copies of court orders, and all supporting correspondence.</p>	Pension, Payroll & Employee Benefits	T	7	T+7	D permiss sion for their dispos al is given by the Minist er	<p>Comments:</p> <p>T = Termination of employment, or termination of retirement benefits, whichever is longer.</p> <p>Legislation/Regulation:</p> <p>Employer Health Tax Act, R.S.O. 1990, c. E.11</p> <p>s. 12. (4) - records, books of account shall, until permission for their disposal is given by the Minister, retain each such record and book of account and every primary source document required to support and verify the entries and information in records and books of account.</p> <p>Employment Insurance Act, (Canada), 1996, c. 23</p> <p>s. 87. (3) - Records, books of account to determine premiums, accounts and voucher to verify information to be kept six years from which records kept.</p> <p>Employment Standards Act, S.O. 2000, c.41 s. 15. (5) The employer shall retain the records of the information required for the following periods: employed by the employer - three years after the employee's 18th birthday or three years after the</p>

							employee ceased to be employed by the employer.
F1303	<p>Attendance and Scheduling</p> <p>Records relating to the attendance and scheduling for City of Toronto employees. These records document an employee's hours of work, overtime hours, lieu time, vacation time, statutory holidays, sick leave and other related correspondence. The media format for these records is paper and electronic. These reports are kept as part of the official record collection in Pay Period Processing (F1325). Documents may include vacation requests, attendance registers, shift schedules, notes for extended leave, time sheets, crew cards and all supporting correspondence.</p> <p>NOTE: These records should only be kept at the office as identified as part of the active retention and should not be prepared and transferred for inactive storage to the Records Centre. Most divisions will maintain paper records where as other divisions maintain electronic records as a direct upload to SAP (Systems Applications and Products). SAP provides enterprise software applications and support to businesses of all sizes globally. Pension, Payroll and Employee Benefits (PP&amp;EB) staff use the data in SAP to produce payroll outputs in the form of pay period processing reports.</p>	Common	C+3	0	C+3	D	<p>Legislation/Regulation:</p> <p>Employment Standards Act, S.O. 2000, c.41,</p> <p>s. 15. (5) The employer shall retain the records of the information required for the following periods:</p> <p>3.- three years after the day or week to which the information relates;</p> <p>- three years after the information was given to the employee.</p>
F1325	<p>Pay Period Processing</p> <p>Records relating to the administration and processing of employee salary and expense payments during regularly-scheduled pay periods. May include information relating to payroll generation, overriding deductions, year-end payroll reporting, and payroll variance reporting. Documents may include payroll registers, employee expense reports, original and amended T4 statements, payroll adjustment and variance reports, and all supporting correspondence</p>	Pension, Payroll & Employee Benefits	C+2	5	C+7	D	<p>Legislation/Regulation:</p> <p>Employment Insurance Act, (Canada),1996, c. 23</p> <p>s. 87. (3) - Records, books of account to determine premiums, accounts and voucher to verify information to be kept six years from which records kept.</p> <p>Employment Standards Act, S.O. 2000, c.41</p> <p>s. 15. (5) The employer shall retain the records of the information required for the following periods:</p>

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							<p>3. - three years after the day or week to which the information relates;</p> <p>- three years after the information was given to the employee.</p>
F1500	<p>Accounting and Finance Administration</p> <p>Records relating to the overall management of the City's financial and accounting functions and processes. May include information on accounting systems, workflow reports and diagrams, financial signing authority, copies of federal and provincial guidelines and compliance requirements, and correspondence.</p>	Finance & Treasury Services	C+2	5	C+7	D	<p>Legislation/Regulation:</p> <p>City of Toronto Act, S.O. 2006, c.11, Sched. A</p> <p>s. 138. (1) (d) - maintaining accurate records and accounts of the financial affairs of the City;</p>
F1541	<p>Purchasing of Goods and Services</p> <p>Records relating to the procurement and acquisition of goods and services from external contractors and vendors. May include information on manufacturing requirements and delivery time frames. Documents may include purchase orders, purchase requisitions, requests for proposals (RFPs), quotation requests, vendor proposals, and tenders.</p>	Purchasing & Materials Management	T	7	T+7	D	<p>Comments:</p> <p>T= Termination or expiry of agreement.</p> <p>Legislation/Regulation:</p> <p>Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.)</p> <p>s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p>
F1560	<p>Petty Cash</p> <p>Records relating to the management of petty cash accounts, which consist of tangible cash stored in departments and offices. Petty cash funds are used for the purchase of inexpensive, out-of-pocket goods and/or services, for which immediate reimbursement can be claimed. Documents include petty cash account reconciliations, requests for reimbursement, receipts, and initial requests for access to petty cash funds.</p>	Finance & Treasury Services	C+2	5	C+7	D	<p>Legislation/Regulation:</p> <p>Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.)</p> <p>s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration</p>

							of six years from the end of the last taxation year to which the records and books of account relate..
F1562	<p>Personal Expense Claims</p> <p>Records relating to City employees' claims for reimbursement for financial expenses. Personal expenses may be incurred in the course of normal business operations, including air travel, attending conferences, and vehicle use. Documents may include receipts, invoices, expense claims statements, and correspondence.</p>	Finance & Treasury Services	C+2	5	C+7	D	<p>Legislation/Regulation:</p> <p>Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.)</p> <p>s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p>
F1563	<p>Councillor Expense Claims</p> <p>Records relating to City Councillor's claims for reimbursement for financial expenses. Personal expenses may be incurred in the course of normal business operations, including air travel, attending conferences and vehicle use. Documents may include receipts, invoices, expense claim statements and correspondence.</p>	City Clerk's Office	C+2	5	C+7	D	<p>Legislation/Regulation:</p> <p>Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.)</p> <p>s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p>
F1570	<p>Accounts Receivable</p> <p>Records relating to revenues received by the City through the sale of goods or services rendered. This includes revenues generated from charging parking, permit, landfill dumping, and other user fees. May include information on the administration and receipt of refunds and credits. Documents may include hand-written and machine- readable receipts, payment balancing stubs, invoices documenting the receipt of payment from City customers, accounts receivable and revenue reconciliation</p>	Finance & Treasury Services	C+2	5	C+7	D	<p>Legislation/Regulation:</p> <p>Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.)</p> <p>s. 230. (4)(b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of</p>



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	statements, copies of cheques, payment batch reports, and all supporting correspondence.						the last taxation year to which the records and books of account relate.
F1575	<p>Write-Offs</p> <p>Records relating to the dismissal of unpaid debts owed to the City. These debts are considered to be not collectible owing to such factors as customer bankruptcy or business closure. Documents may include invoices and correspondence</p>	Accounting Services	T	7	T+7	D	<p>Comments:</p> <p>T = Occurrence of making debt uncollectible or date decision made to write off.</p>
F2157	<p>Financial Statements and Reports</p> <p>Records relating to the production and use of financial statements and reports, which are sources of financial information for a wide variety of public users (auditors, creditors, provincial and federal government agencies, etc.). These documents provide summaries, details, and analyses of the City's financial position. Documents may include balance sheets, income statements, funding statements, liability statements, net assets sheets, and expense statements.</p>	Accounting Services	C+2	P	P	P	<p>Legislation/Regulation:</p> <p>City of Toronto Act, S.O. 2006, c. 11, Sched. A</p> <p>s. 138. (1) Treasurer responsible for handling all of the financial affairs of the City;</p> <p>s. 138. (1) (d) - maintaining accurate records and accounts of the financial affairs of the City;</p> <p>s. 231. - Annual financial statements;</p> <p>s. 233. - Auditing of financial statements.</p>
F2207	<p>Cheque Register Reports</p> <p>Records relating to the administration and use of the City's cheque register reports. These reports document the pertinent details concerning expenditures and expense vouchers. They also provide coding for each cheque issued and may be used to track cheques administered by the City. Includes information on cheque dates, purpose of payment, amounts paid, and running balance. Documents include void cheques, cheque run reconciliation reports, daily cheque summary reports, lists of cheques issued, and daily cheque registers.</p>	Accounting Services	C+2	5	C+7	D	<p>Legislation/Regulation:</p> <p>Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.)</p> <p>s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p>
F2240	<p>Charge Backs</p> <p>Records relating to the assessment of financial charges billed by City departments to other City departments or to City agencies, boards, and</p>	Accounting Services	C+2	4	C+6	D	<p>Legislation/Regulation:</p> <p>Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.)</p>

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	commissions. Charge backs are designed to recover the costs associated with the use of goods and services, including office usage, labour, and materials. Documents may include copies of financial policies and procedures, charge back analysis statements, chargeback schedules, and supporting correspondence.						s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.
F2301	Bank Statements and Reconciliations Records relating to the receipt and use of bank statements and reconciliations. Bank statements provide information on withdrawals from, and deposits into, bank accounts over a given period of time, and they also indicate a bank account's current financial status. Reconciliations compare the balance of a bank account in the City's records with the balance appearing in the banks' records and explain any discrepancies. Documents also include notices of cancelled cheques, copies of financial policies and procedures, and correspondence.	Accounting Services	C+2	5	C+7	D	Legislation/Regulation: Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.)  s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.
F2303	Cheques Records relating to the management and processing of City and other cheques. Includes information on the issuance of cheques by the City to other organizations. Also includes information relating to City-issued cheques and external cheques that are returned to the City after they have been cashed by banking and financial institutions, or if they have been dishonoured. Documents include cancelled, processed, and dishonoured cheques; cheque reports, and supporting correspondence.	Accounting Services	C+2	5	C+7	D	Legislation/Regulation: Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.) s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.
F2313	General Ledger Accounts Records relating to the administration and accounting control of general ledger accounts. A general ledger account serves as a repository of transactions from all sources, including the General Journal, and is	Accounting Services	C+2	P	P	P	Legislation/Regulation: Income Tax Regulation (Canada), C.R.C., c. 945  s. 5800 (1) (iv) the general ledger or other book of final entry containing the summaries of the year-to-

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	used to produce financial statements. Includes copies of accounting entries and back-up working papers.						year transactions of a corporation, and the period ending on the day that is two years after the day that the corporation is dissolved;
F2350	<p>Journal Entries</p> <p>Records relating to the production and use of journal entries. These documents record the purchase or sale of goods and services (from the City to outside agencies and also between City departments), transfer revenue and charges, and correct posted transaction errors. Documents may include completed journal entry forms, transaction journals, copies of invoices and receipts, and correspondence.</p>	Accounting Services	C+2	5	C+7	D	<p>Legislation/Regulation:</p> <p>Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.)</p> <p>s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p>
F2401	<p>Accounts Payable</p> <p>Records relating to the processing of payments made by the City to the external suppliers of goods and services. May include information on advance payments of expenses. Source documents initiating payments include vendor invoices, payment certificates, cheque requisitions, and miscellaneous transaction data. May also include accounts payable control reports and payment vouchers. Case files are arranged numerically by accounting system-generated document numbers.</p>	Accounting Services	C+1	6	C+7	D	<p>Comments:</p> <p>Accounting Services is the Office of Primary Interest and maintains the authoritative record. Hard copy records that have been scanned through the Division approved process are stored for a period of 90 days following the verification established in the Division approved process and then destroyed.</p> <p>Legislation/Regulation:</p> <p>Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.)</p> <p>s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p>

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							<p>Electronic Commerce Act, 2000, S.O. 2000, c. 17 s. 12. - Legal requirement to retain a document satisfied by the retention of certain electronic documents.</p> <p>Canada Evidence Act, R.S.C., 1985, c. C-5 s. 30. (1) - a record made in the usual and ordinary course of business that contains information in respect of that matter is admissible in evidence under this section in the legal proceeding on production of the record.</p>
F2430	<p>Taxation</p> <p>Records relating to federal and provincial taxes, and other taxation matters. Includes the Goods and Services Tax (GST), Provincial Sales Tax (PST), fuel and gasoline tax rebates for non-licenced equipment such as backhoes, lawnmowers, and power take-off units. Documents include monthly tax returns and supporting documents, tax rebate claims, tax refund claims, T4ANR slips and summaries, reports, and correspondence.</p>	Accounting Services	C+2	5	C+7	D	<p>Legislation/Regulation:</p> <p>Excise Tax Act, (Canada), R.S.C. 1985, c. E-15</p> <p>s. 286. (3) - Keep records until the expiration of six years after the end of the year to which they relate.</p> <p>Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.)</p> <p>s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p> <p>Fuel Tax Act, R.S.O. 1990, c.F.35</p> <p>s. 6. 1 (2) - shall retain the records and books of account, as well as any other documents necessary to verify the information in the records and books of account, for a period of seven years following the end of the fiscal period to which the records and books of account relate, unless written permission</p>

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							for their disposal is received from the Minister.
F2510	<p>Residents' Finances - Long-Term Care Homes and Services</p> <p>Records relating to the financial and banking statements of residents, who currently live in long-term care homes, formerly resided in such homes, or are now deceased. May include information related to pre-authorized payment plans and delinquent accounts. Documents may include tax refund statements, deposit and withdrawal statements, bank reconciliations, and supporting correspondence.</p>	Senior Services and Long-Term Care	T	7	T+7	D	<p>Comments:</p> <p>T = Discharge or death of resident.</p> <p>Legislation/Regulation:</p> <p>Long-Term Care Homes Act, 2007, Regulation (General), O. Reg. 79/10 s. 241. (7) (g) - with respect to each resident for whom money is deposited in a trust account, retain for a period of not less than seven years,</p> <p>(i) the books of account, ledgers, deposit books, deposit slips, pass-books, monthly bank statements, cheque books and cancelled cheque applicable to the trust account,</p> <p>(ii) the written instructions and authorizations and acknowledgements of receipt of funds of the resident and the person acting on behalf of the resident, and (iii) the written receipts and statements provided to the resident, or a person acting on behalf of a resident.</p> <p>Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.)</p> <p>s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p>

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F2541	<p>Estate Management Case Files</p> <p>Records relating to the administration and control of deceased and/or discharged residents' trusts and estates. May include information on respective residents' financial history, arrears, assets, trust, estate account reconciliations and valuables in trust. Documents may include income tax statements, copies of initial admission forms, financial action statements, copies of death certificates, copies of burial rights certificates, and supporting correspondence.</p>	Senior Services and Long-Term Care	T	10	T+10	D	<p>Comments:</p> <p>T = Discharge or death of resident. Records for deceased and discharged residents are kept for 10 years after discharge.</p> <p>Legislation/Regulation:</p> <p>Long-Term Care Homes Act, 2007, O. Reg. 79/10</p> <p>s. 241. (7) (g) - with respect to each resident for whom money is deposited in a trust account, retain for a period of not less than seven years,</p> <p>(i) the books of account, ledgers, deposit books, deposit slips, pass-books, monthly bank statements, cheque books and cancelled cheques applicable to the trust account,</p> <p>(ii) the written instructions and authorizations and acknowledgements of receipt of funds of the resident and the person acting on behalf of the resident, and (iii) the written receipts and statements provided to the resident, or a person acting on behalf of a resident.</p> <p>Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.)</p> <p>s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p>
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F2801	<p><b>Employee Payroll Benefits</b></p> <p>Records relating to the management of employee benefits plans which provide full or partial financial coverage of various benefits to City employees and/or their relatives. Benefits coverage may include health and dental plans, group life insurance, long term disability coverage, and accidental death and dismemberment plans. May include information relating to insurance or benefits carriers' policies and directives, deducting benefits coverage from the City's payroll, and types of benefits coverage. Documents may include copies of insurance or benefits carriers' policies, managerial directives and reports, benefits coverage notifications, benefits coverage statistical reports, and all supporting correspondence.</p>	Pension, Payroll & Employee Benefits	T	7	T+7	D	<p>Comments:</p> <p>T = Termination of employment or cessation of benefits.</p> <p>Legislation/Regulation:</p> <p>Canada Pension Plan, R.S.C. 1985, c. C-8, s. 24. (2) - Keeping of records and books of account - Every employer required by this section to keep records and books of account shall retain those records and books of account and every account and voucher necessary to verify the information contained therein until the expiration of six years from the end of the year in respect of which those records and books of account are kept.</p>
F3100	<p><b>Risk Management</b></p> <p>Records relating to the initiatives undertaken to identify, measure, and effectively manage the City's risks (exposures to loss). Risk management is intended to minimize the costs of risks on the City's operating functions. Documents may include copies of claims risk management policies and procedures, reports, and supporting correspondence.</p>	Finance & Treasury Services	C+2	4	C+6	D	<p>Legislation/Regulation:</p> <p>City of Toronto Act, S.O. 2006, c.11 Sched. A</p> <p>s. 237. (2) - Information be provided relating to the efficiency and effectiveness of the City's operations.</p>
F3204	<p><b>Municipal Tax and Water – Tax Roll Data</b></p> <p>Records relating to the collection, maintenance, and use of tax roll data, which record payment of municipal taxes to the City by residential, commercial, and other taxpayers. This includes property, water, and all other municipal taxes. May include information relating to all details of taxation billings, adjustments, and payments. Documents may include customer inquiries logs, tax adjustment statements, base taxation amount summaries, assessment history statements, taxation installment statements, and payment history statements.</p>	Revenue Services	C+2 C+2	27 P	C+29 P	D P	<p>Comments:</p> <p>P = Electronic records retention.</p>

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F3210	<p>Municipal Tax and Water Account Updates</p> <p>Records relating to the account administration of municipal taxpayers, both residential and commercial, with regard to the collection of municipal taxes including the option provided to City taxpayers allowing them to make property taxes payments to their respective mortgage companies. This may include information relating to change of property ownership and change of billing mailing address, and information relating to mortgage companies changes. Documents may include copies of proof of death certificates, completed change request forms, change of property ownership notices, copies of land deeds and transfer statements, copies of legislative bills, mortgage changes and deletions, and all supporting correspondence.</p>	Revenue Services	C+2	4	C+6	D	
F3212	<p>Municipal Tax and Water – Pre-Authorized Payment Maintenance</p> <p>Records relating to the receipt and processing of applications completed by City taxpayers which grant the City permission to automatically debit individual taxpayers' bank accounts for municipal taxes owed. This may include property, water, and all other municipal taxes. May include information relating to acceptance criteria, verification of data provided, taxpayer banking accounts, bank account changes, re-submitted applications, and cancellations of pre-authorized payment enrolments. Documents may include completed applications, void cheques, enrolment statements, copies of completed forms authorizing bank account debiting, completed change request forms, and all supporting correspondence.</p>	Revenue Services	3	4	7	D	<p>Legislation/Regulation:</p> <p>Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.)</p> <p>s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p>
F3215	<p>Municipal Tax and Water – Payment</p> <p>Records relating to revenues received by the City through the billing of municipal taxes to residential, commercial, and other customers. This includes property, water, and all other City taxes. May include information relating to the receipt, processing, and monitoring of tax payments. These tax payments may be made in cash, by</p>	Revenue Services	C+2	4	C+6	D	<p>Legislation/Regulation:</p> <p>Excise Tax Act, (Canada), R.S.C. 1985, c. E-15</p> <p>s. 262. - Application for rebate; determine liabilities and obligations, amount of any rebate or refund.</p> <p>s. 286. (3) - Keep records until the expiration of six</p>



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	cheques, or through automatic bank account debiting. Documents may include payment stubs, payment batch status reports, billing invoices, payment status statements and balancing sheets, tax cash tape printouts, revenue reconciliation statements, copies of cheques, proof of payment statements, payment balancing sheets, payment history statements, and all supporting correspondence.						years after the end of the year to which they relate.  Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.)  s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.
F3216	Municipal Tax & Water Payment Reconciliation Statements & Finance  Records relating to the reconciliation of tax, and water transactions between the sub-systems (TMACS, and WMACS) and the General Ledger System. Reports include SAP downloads, and those generated from TMACS, and WMACS. Reports are used to monitor, adjust and reconcile elements of the tax and water systems and create reconciliation and financial statements for submission to the Accounting Division. Reports also relate to the Tax, and Water Revenue Accounts, and budget variance analysis and reporting. Suspense accounts report regarding the over-remittance of tax or water invoices. Suspense accounts provide a repository for these monies until contact is made by the account owner for refund.	Revenue Services	C+2	5	C+7	D	Legislation/Regulation:  Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.)  s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.
F3237	Property Tax Rebates and Tax/Water Deferrals  Records relating to the administration of property tax rebates and the deferral and cancellation of property tax and water tax payments. May include information relating to processing of applications, property assessment data, rebate amount calculations, vacancy rebate criteria, and requests from taxpayers to defer or cancel their tax payments and/or water payments. Documents may include completed applications for vacant unit rebates,	Revenue Services	T+2	18	T+20	D	Comments:  T = Approval application and settlement of rebate request  Legislation/Regulation:  Limitations Act, S.O. 2002, c. 24, Sched. B.  s. 15. (2) - No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or

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	copies of leases and indentures, completed deferral and cancellation applications, copies of federal government notices of assessment, statements of old age security, Canada Pension Plan benefits statements, copies of disability benefit statements, and all supporting correspondence.						omission on which the claim is based took place.  Excise Tax Act, (Canada), R.S.C. 1985, c. E-15  s. 286. (3) - Keep records until the expiration of six years after the end of the year to which they relate.
F3240	Municipal Tax and Water – Credits and Transfers  Records relating to transferring tax credits for residential, commercial, and other taxpayers between properties, payment years, and other variables. This includes transfers related to property, water, and all other municipal taxes. Tax credit transfers are typically performed in the event the City has received overpayments. Documents may include copies of refund history statements, copies of tax history statements, tax receivable statements, copies of property tax bills, photocopies of cheques, payment summary statements, and all supporting correspondence.	Revenue Services	C+2	4	C+6	D	Legislation/Regulation:  Excise Tax Act, (Canada), R.S.C. 1985, c. E-15  s. 286. (3) - Keep records until the expiration of six years after the end of the year to which they relate.  Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.)  s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.
F3241	Property Tax Evaluation and Appeal  Records relating to evaluation, assessment, appeal, modification and cancellation of municipal property taxes. Includes the assessment evaluation of individual commercial and residential properties by the City, the assessment appeal process under the Assessment Act, and the tax appeal process under the Municipal Act for cancellation, refund or reduction of tax. Documents include summaries of assessments, aerial photographs, inspection reports, rental income statements, appraisals, recalculation of property taxes, minutes of settlement.	Revenue Services	C+2	5	C+7	D	Legislation/Regulation:  Limitations Act, S.O. 2002, c. 24, Sched. B. s. 4. - A proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered.
F3245	Municipal Tax and Water – Certificates  Records relating to the creation and use of municipal taxation certificates.	Revenue Services	C+2	4	C+6	D	Legislation/Regulation:  City of Toronto Act, S.O. 2006 c.11, Sched. A

	<p>This series includes letters from solicitors, financial Institutions, tax payers, and internal lawyers requesting that a tax or utility certificate be generated. This certificate gives financial information on a particular tax or utility account, and the information on the certificate is used for statement of adjustments on sales of properties and/or used for refinancing. In some cases letters are accessed by Legal for investigation purposes. Letters for tax certificates are organized by roll number and letters for water certificate are organized by account number order. The daily folders are filed chronologically by date with the user id. Letters are kept in paper format and certificates are stored in electronic format in the Tax Management and Collection System (TMACS) or Water Management and Collection System (WMACS).</p>						<p>s. 283. (7) - If the city treasurer issues a tax certificate in respect of a property for which taxes have been deferred, the certificate shall show the amount of the deferred taxes and any accrued interest.</p> <p>Excise Tax Act, (Canada), R.S.C. 1985, c. E-15 s. 286. (3) - Keep records until the expiration of six years after the end of the year to which they relate.</p>
F3250	<p>Municipal Tax and Water – Outstanding Revenue Collection</p> <p>Records relating to the City's collection of outstanding municipal tax receivables. Concerns residential, commercial, and all other City taxpayers who are delinquent in paying their respective property, water, and all other City taxes. May include information relating to bailiff warrants and fees, water disconnections, and delinquent taxpayers' payment history. Documents may include outstanding receivables and payment history statements, copies of cheques, weekly return statements concerning taxes collected, and all supporting correspondence.</p>	Revenue Services	T	8	T+8	D	<p>Comments: T = Settlement of account.</p> <p>Legislation/Retention: Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.)</p> <p>s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p>
F3253	<p>Municipal Tax and Water – Property Sales</p> <p>Records relating to the City's sale, or claiming ownership, of properties for which outstanding municipal tax receivables have not been paid. May relate to unpaid property, water, and all other City taxes. May include information about registering liens on properties, sales of houses, and vesting ownership of properties to the</p>	Revenue Services	T	P	P	P	<p>Comments: T = Case is settled.</p> <p>Legislation/Regulation: Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.)</p> <p>s. 230. (4) (b) - Every person required to keep records and books of</p>

	City. Documents may include payment history statements, copies of land registration statements, copies of cheques, notices of registration of tax arrears certificates, and all supporting correspondence.						account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.
F3255	<p>Municipal Revenue Administration</p> <p>Records relating to the exchange of communication regarding revenue and tax issues between the City and City departments, external organizations and individuals. The City may communicate with internal and external parties to address complaints and enquiries, provide information and notifications, and to resolve various issues. Includes general and special correspondence and enquiries relating to: mailing and service addresses; discounts; arrears; payment options; account balances; payments; billing dates; meter readings; consumption; tax and water certificates; penalty and interest; refund; vacancy; charity and appeal inquiries; final reads; other water and sewer related services. Also includes Parking Tag enquiries and complaints related to fines, payment and collection in general. May include general information relating to municipal tax management, processes, functions, utility billings and parking ticket management. Documents may include system-generated reports, manually created research and analysis reports, copies of council reports, and all supporting correspondence.</p>	Revenue Services	C+ 2	5	C+7	D	
F3305	<p>Capital Budget</p> <p>Records relating to the management and administration of the capital budget account. The capital budget controls the allocation and appropriation of funds planned to be expended for capital items in a given fiscal year. Capital budgeting is necessary to construct or acquire fixed assets for the City (e.g., a new subway line). Documents may include budget submissions, contractor and hard costs data, and internal chargeback costs</p>	Financial Planning	T	7	T+7	AR	<p>Comments:</p> <p>T = End of the last year in which the capital budget is expended.</p>

	directives.						
F3307	<p>Operating Budget</p> <p>Records relating to the management and administration of the operating budget accounts. The operating budget concerns the allocation and appropriation of funds necessary to finance all operating expenses for a fiscal year, for all City departments and offices. Operating expenditures are used during a particular period directly in support of daily operations, such as wages, office supplies, and maintenance costs. Includes copies of budget process procedures, directives, variance reports, expenditure forecasts and reports, and budget submissions.</p>	Financial Planning	C+2	5	C+7	D	
F4000	<p>Pension Plan Investment and Administration</p> <p>Records relating to the administration of the City's pension plans (other than OMERS). There are five pension plans: Metro Toronto, Metro Police, Toronto Civic, Toronto Firefighters, and York. Includes accounting, actuarial, banking, payroll records, annual information returns financial statements, board of trustee minutes, correspondence and contributions from employers, tax reconciliation, and pension plan registration documents. Registration documents include information on conditions for membership, benefits and rights, requirements for entitlement, methods of calculating contributions, benefits, interest and administration costs, and treatment of surplus.</p>	Pension, Payroll & Employee Benefits	T+2	5	T+7	D	<p>Comments:</p> <p>T = Termination of the last surviving beneficiary of the pension policy.</p> <p>Legislation/Regulation:</p> <p>Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.)</p> <p>s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p> <p>Limitations Act, S.O. 2002, c. 24, Sched. B</p> <p>s. 4. - A proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered</p>
F4200	<p>Property Assessment</p> <p>Records relating to the creation or receipt, use, and maintenance of</p>	City Clerk's Office	2	8	10	AR	

	<p>property assessment records within the City. Property assessment information details specifications, such as location and size of lots and buildings, assessed property market values, and legal descriptions. Includes property assessments for City residential, commercial, industrial, and all other City properties. This information is used to help determine appropriate property tax billing rates amongst individual taxpayers, to determine property ownership, and to compare property values to see if they are assessed at comparable rates.</p> <p>Documents may include assessment rolls, supplementary assessment rolls, property assessment listings, and supporting correspondence.</p>						
F4307	<p>City Insurance Claims</p> <p>Records relating to first party claims made by the City to the City Insurer(s) (for example, City property and crime losses), and third party liability claims that are made against the City. Third party liability claims may arise from alleged negligence or omission by the City, for example, its failure to clear ice and snow from roads, falling trees, potholes and collisions involving municipal vehicles. Documents include copies of claims and affidavits, damage and injury reports, medical reports, and all supporting correspondence.</p>	Finance & Treasury Services	T	15	T+15	D	<p>Comments:</p> <p>T = Resolution of case.</p> <p>Legislation/Regulation:</p> <p>Limitations Act, S.O. 2002, c. 24, Sched. B</p> <p>s. 15. (2) - No proceeding shall be commenced of any claim after the 15th anniversary of the day which the act on which the claim took place.</p>
F4950	<p>Pension Case Files – Former City of Toronto Firefighters</p> <p>Records relating to the administration of the pension plan for retired employees of the former City of Toronto's fire fighting force. May include information relating to calculation of pension amounts, health benefits entitlements, and pension recipients' addresses. Documents may include completed direct deposit forms, completed payroll change authorization forms, completed provincial health forms, completed payroll adjustment forms, and related correspondence.</p>	Pension, Payroll & Employee Benefits	T	15	T+15	D	<p>Comments:</p> <p>T = Termination of the pension plan and remainder of funds or plan assets have been disbursed after all claims to funds are settled.</p> <p>Legislation/Regulation:</p> <p>Income Tax Act, (Canada), R.S.C. 1985, c. 1(5th Supp.)</p> <p>s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained</p>

							<p>therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p> <p>Limitations Act, S.O. 2002, c. 24, Sched. B</p> <p>s. 15. (2) - No proceeding shall be commenced of any claim after the 15th anniversary of the day which the act on which the claim took place.</p>
F5401	<p>Provincial Offences – Payments</p> <p>Records relating to the administration and processing of payments received by the City in respect of the administration of Parts 1 and 3 provincial offences. This includes the processing of mailed-in / web payments, transcript invoices and any transactions made in the electronic system relating to payment and error adjustment. Current system in use is the Integrated Court Offences Network – ICON. All payments made are matched to the respective offence case identification code in ICON, and any unmatched payments are posted to the suspense account. May include information relating to error adjustments, error receipts, and journal entries made respecting the suspense account. Documents may include payment notices, daily cash reconciliations, adjustment requests, ICON transaction screen prints, cancelled / NSF cheques, and related correspondence</p>	Court Services	T	7	T+7	D	<p>Comments:</p> <p>T = Case closed.</p> <p>Legislation/Regulation:</p> <p>Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.)</p> <p>s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p> <p>Highway Traffic Act, R.S.O. 1990, c. H.8</p> <p>s. 205. (2) - Records shall be kept in any manner or on any medium that allows information to be recorded, stored, retrieved and reproduced.</p>
F5402	<p>Provincial Offences – Refunds</p> <p>Records relating to processing refunds to Court Services clients. This includes refunds related to transcript requests, appeal cases, restitution cases, and overpayment/duplication payment of fines. Documents include copies of cheque requisitions, signed batch cover sheets and supporting documentation.</p>	Court Services	T	7	T+7	D	<p>Comments:</p> <p>T = Case closed.</p> <p>Legislation/Regulation:</p> <p>Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.)</p> <p>s. 230. (4) (b) - Every person required to keep records and books of account shall retain,</p>

							<p>together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p> <p>Highway Traffic Act, R.S.O. 1990, c. H.8</p> <p>s. 205. (2) - Records shall be kept in any manner or on any medium that allows information to be recorded, stored, retrieved and reproduced.</p>
F5404	<p>Provincial Offences – Collection</p> <p>Records relating to action taken for the collection of defaulted fines. Documents include correspondence with the defendant, system screen prints of information respecting the offence(s), copies of cheques, tax roll information, write-off processing documents (e.g. copies of death certificate), certificates of default or any other documents related to the collection process.</p>	Court Services	T	7	T+7	D	<p>Comments:</p> <p>T = Case closed after full payment/resolution made with respect to the outstanding fines.</p>
F5503	<p>Parking Infractions - Payments</p> <p>Records relating to the administration and control of payment activities in respect of parking infractions under Part 2 of the Provincial Offences Act (excluding Part 2 GO Transit), generally referred to as parking tags. Include payments made in person at the First Attendance Facilities, payments processed by a third party under contract by the City, mailed-in payments, payments redirected by third party for separate processing, telephone payments, and internet payments. May include information relating to daily cash reconciliation, adjustments, transaction journals, third party batch listing of payments processed, and the Interactive Voice Response (IVR) telephone payment system. Documents may include Parking Infraction Notices (PIN), Notices of Impending Conviction (NIC), Notices of Fine and Due Date (NFDD), Notices of Impending Summons, any other notices that may</p>	Revenue Services	C+1	5	C+6	D	<p>Legislation/Regulation:</p> <p>Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.)</p> <p>s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p> <p>Highway Traffic Act, R.S.O. 1990, c. H.88</p> <p>s. 205. (2) - Records shall be kept in any manner or on any medium that allows information to be recorded,</p>



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	be required, cashier balance reports, and copies of system generated reports.						stored, retrieved and reproduced.
F5857	<p>Grants and Subsidies</p> <p>Records relating to subsidies and grants received and administered by the City of Toronto. Includes information on obtaining and distributing federal, provincial, and municipal subsidies and grants. Documents include follow-up spending evaluation reports, grant applications, review and decision statements, correspondence, and supporting documentation relating to the City's entitlement to subsidies and grants.</p>	Common	C+2	5	C+7	D	<p>Legislation/Regulation:</p> <p>Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.)</p> <p>s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p>
F6000	<p>Investment Activity and Administration</p> <p>Records relating to investments made by the City, including both short and long-term investments. Includes statements of compliance with the City's investment policies and goals; annual reports to Council about the performance of the portfolio of investments; records of the date of each transaction in or disposal of the City's own securities, purchase and sale price of each security; and the proposed use of funds realized in the disposition of securities.</p>	Finance & Treasury Services	T+2	18	T+20	D	<p>Comments:</p> <p>T = Maturity of investment.</p> <p>Legislation/Regulation:</p> <p>Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.)</p> <p>s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p> <p>Limitations Act, S.O. 2002, c. 24, Sched. B.</p> <p>s. 4. – A proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered.</p>

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F6050	<p>Debenture Registry</p> <p>Records relating to debentures issued by the City and sold to individuals. Documents may include orders to purchase debentures, memoranda of transfers, certificates of ownership, authorities of corporations, the registry book and other related documents.</p>	Finance & Treasury Services	T+2	18	T+20	D	<p>Comments:</p> <p>T = Maturity of debenture.</p> <p>Legislation/Regulation:</p> <p>Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.)</p> <p>s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p> <p>Limitations Act, S.O. 2002, c. 24, Sched. B,</p> <p>s. 4. - A proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered.</p>
F6200	<p>Sinking, Retirement, Contingency and Reserve Funds</p> <p>Records relating to the City's sinking, retirement, contingency and reserve funds. For reserves and reserve funds, this includes inflows to and outflows from each reserve and reserve fund; quarterly reports to Council; reports recommending the establishment or closure of reserve funds; contribution and withdrawal policies; disposition of remaining funds on account closure. For sinking and retirement funds, this includes records of the balance in each fund, and the amounts to be raised for each fund. For contingency funds, this includes reports on the use of contingency funds for any purpose.</p>	Finance & Treasury Services	C+2	5	C+7	D	<p>Legislation/Regulation:</p> <p>Income Tax Act, (Canada), R.S.C. 1985, c. 1 (5th Supp.)</p> <p>s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p> <p>Limitations Act, S.O. 2002, c. 24, Sched. B.</p> <p>s. 4. - A proceeding shall not be commenced in respect of a claim after the second anniversary of the</p>

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							day on which the claim was discovered.
<b>G</b>	<p><b>Functional Category:</b> Governance</p> <p><b>Description:</b> Records relating to the ways in which the City is governed and regulated to ensure efficiency, effectiveness, and compliance with statutory requirements. Includes records of the City's legislative process, such as the agendas and minutes of Council, its standing committees and community councils; City bylaws and the Municipal Code; formal policies and procedures; and annual reports of departments and special purpose bodies. Also includes all legislation and other municipal by-laws that might affect the City; records relating to non-municipal government bodies; election records; and records relating to provincially-mandated services that the City provides, such as birth and death registrations.</p>						
G0001	<p>Council and Committee Proceedings</p> <p>Records relating to the meetings, duties, and functions of the City Council, including its standing committees, sub- committees, and task forces; Community Councils and their committees. The City Council is the legislative body responsible for enacting ordinances and resolutions, adopting the City budget, representing the City, and carrying out a variety of municipal responsibilities. Documents include Council agendas, minutes, certificates of amendments (resolutions), terms of reference, committee appointments, bills index, correspondence, memoranda, notices of motions, and committee reports.</p>	City Clerk's Office	C+4	15	20	AR	<p>Legislation/Regulation:</p> <p>City of Toronto Act, S.O. 2006 c.11, Sched. A</p> <p>s. 190 (8) The City, a local board or a committee of either of them shall record without note or comment all resolutions, decisions and other proceedings at a meeting of the body, whether it is closed to the public or not.</p> <p>s. 190 (9) The record required by subsection (8) shall be made by,</p> <p>(a) the clerk, in the case of a meeting of the council; or</p> <p>(b) the appropriate officer, in the case of a meeting of a local board or committee.</p>
G0002	<p>Municipal Code &amp; Bylaws</p> <p>Records relating to the development, review, and City Council approval and adoption of chapters of the Municipal Code and by-laws. The Municipal Code consists of all regulatory and administrative ordinances, whereas by-laws constitute the City's rules or laws. Includes by-laws from the former municipalities that were amalgamated to form the current City. May include information on by-law and Municipal Code harmonization, consolidation, replacement, analysis, and editing.</p>	City Clerk's Office	S	15	S+15	AR	<p>Comments:</p> <p>S = Until Superseded.</p> <p>Legislation/Regulation:</p> <p>City of Toronto Municipal Code Chapter 1, General Provisions, Article II, Adoption of Code § 1-8A Municipal Code book to be kept up to date. The City Clerk shall keep up to date the certified copy of the book containing the Municipal Code.</p>

G0004	<p>Task Force &amp; Special Committees</p> <p>Records relating to the meetings, duties, and functions of task forces special committees of the City administration, i.e., not of Council. These are high-level committees with broad, cross-divisional mandates, such as the committees, working groups, and teams directing the City's Program Review Framework. Documents include minutes of meetings, agendas, reports, and correspondence.</p> <p>NOTE: Excluded are high-level committees looking at specific matters falling into the mandate of a single division, e.g. the Legislative Review Committee but whose mandate falls within the City Clerk' Office responsibilities.</p>	City Clerk's Office	C+7	3	C+10	AR	
G0006	<p>Local Board Proceedings</p> <p>Records relating to the meetings, duties, and functions of City local boards. This may include agencies, boards, commissions, special bodies, or local authorities (e.g., planning and zoning boards). These local boards administer various services to City residents. Documents may include minutes of meetings, agendas, correspondence, and reports.</p>	City Clerk's Office	C+4	15	20	AR	<p>Legislation/Regulation:</p> <p>City of Toronto Act, S.O. 2006 c.11, Sched. A</p> <p>s. 190 (8) The City, a local board or a committee of either of them shall record without note or comment all resolutions, decisions and other proceedings at a meeting of the body, whether it is closed to the public or not.</p> <p>s. 190 (9) The record required by subsection (8) shall be made by,</p> <p>(a) the clerk, in the case of a meeting of the council; or</p> <p>(b) the appropriate officer, in the case of a meeting of a local board or committee.</p>

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G0244	<p>Policies, Procedures, Standards and Guidelines</p> <p>Records relating to the production and formal approval of official corporate and departmental policy statements, procedures, standards, guidelines, and manuals. May also include information on corporate and departmental program reviews, benchmarking and corporate performance management, and other issues related to corporate governance.</p>	Common	S	20	S+20	D	<p>Comments:</p> <p>S = Until Superseded.</p> <p>Legislation/Regulation:</p> <p>Limitations Act, S.O. 2002, c. 24, Sched. B. s. 15. (2) - No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.</p>
G0263	<p>Forms Compliance Reviews</p> <p>Records relating to the review of City forms and web applications, and the maintenance of Corporate Forms Repository, to ensure compliance with legislation and corporate policies and standards. This includes inquiries respecting previously approved forms and consultation respecting the collection, use and disclosure of personal information in City forms. Documents may include correspondence with program areas, compliance review questionnaires, recommendations and legal authorities for collection and form samples. Records are stored in electronic format and organized by the division and name of the form.</p>	City Clerk's Office	T	5	T+5	D	<p>Comments:</p> <p>T = Completion of review of the form.</p>
G0267	<p>Privacy Impact Assessments</p> <p>Records relating to draft and/or final Privacy Impact Assessment (PIA) reports and privacy risk analysis, notes, agendas and minutes, correspondence, presentations, background information, briefing notes, project proposal, project charter, business case, project plan, system requirements, functional requirements, project work plans, data flow charts, and analysis, project/process specific policies, procedures and guidelines. These documents, relate to the PIA analysis of a project initiated by a division/program area or by Special Purpose Bodies. The PIA may also include security reports and screening.</p>	City Clerk's Office	T+2	5	T+7	D	<p>Comments:</p> <p>T = Completion of PIA.</p>

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G0268	<p>Privacy Impact Assessment Administration</p> <p>Records relating to City of Toronto Privacy Impact Assessments (PIA) methodology and research on PIAs. Records include PIA toolkit – forms and documents (e.g. PIA MFIPPA Questionnaire, guidelines, screening tool template, checklist methodologies, PIA report templates) relating to PIAs that Information, Privacy and Technology (IPT) uses in the PIA process. These forms are either final copy or under development. Also includes, other jurisdictions' PIA reports – reports from other institutions, enquiries, Information Privacy Commission (IPC) reports and publications, PIA research material – reference material to be used in the PIA process including academic papers.</p>	City Clerk's Office	8Y	0	8Y	D	
G0300	<p>Election Management</p> <p>Records relating to the processes involved in the administration and management of City elections, by-elections, appointments, referendums and plebiscites. This may include management of election projects such as voting locations, collection of voter data (kept and managed in access database), voting systems, communication and media management and all other general administrative activities about the election, by-election or appointment. Documents may include copies of leases, contracts and inspections, meeting minutes, agendas, project plans and supporting correspondence.</p>	City Clerk's Office	9  S	6M  0	9+6M  S	AR  AR	<p>Comments:</p> <p>(Active) S applies to Electronic Records.</p> <p>Legislation/Regulation:</p> <p>Municipal Elections Act, S.O. 1996, c.32, Sched.</p> <p>s. 88. (1) -The clerk shall retain the ballots and all other documents and materials related to an election for 120 days after declaring the results of the election.</p> <p>s. 88. (2) (Destruction of records) - When the 120-day period has elapsed, the clerk, (a) shall destroy the ballots, in the presence of two witnesses; and (b) may destroy any other documents and materials related to the election.</p> <p>s. 88. (3) (Exception, recount) - the clerk shall not destroy the ballots, documents or materials if, (a) a court orders that they be retained; or (b) a recount has been commenced and not finally disposed of.</p>

							s. 88. (4) (Exception, election campaign finance documents ) - Subsection (2) does not apply to documents filed under sections 88.25, 88.29 and 88.32, which the clerk shall retain until the members of the council or local board elected at the next regular election have taken office.
G0310	<p>Election Personnel</p> <p>Records relating to election personnel appointed to assist in the City's election. Qualified individuals are assigned their positions, work locations and training sessions and election worker's employment history is stored and updated in electronic database. Documents may include election employment application, notices of appointment, oaths of office and supporting documents.</p>	City Clerk's Office	2  9	6M  6M	2+6M  9+6M	D  D	<p>Comments:</p> <p>9 + 6M applies to Electronic Records.</p>
G0340	<p>Election Recounts</p> <p>Records relating to the administration of election recounts. Information may include recount requests, affidavits and certifications, recount procedures and court submissions and decisions, copies of recount results, and other supporting documents involved in the conduct of election recounts.</p> <p>Note: Where election recounts are requested the relevant records are kept until recounts are completed and official results are declared.</p>	City Clerk's Office	9	6M	9+6M	AR	<p>Legislation/Regulation:</p> <p>Municipal Elections Act, S.O. 1996, c.32, Sched. s. 88. (3) - (Exception, recount) - the clerk shall not destroy the ballots, documents or materials if, (a) a court orders that they be retained; or (b) a recount has been commenced and not finally disposed of.</p>
G0350	<p>Election Candidates</p> <p>Records relating to candidates running for the office of Mayor, Councillor, or School Trustee. These candidates may be running for office during municipal elections and by-elections, or wishing to be considered for appointment to a Council vacancy. This may include information on the candidate nomination process, election campaign finances, canvassing and election signs. Documents may include completed nomination forms and declarations, nomination withdrawals, signed oaths, financial statements, auditor's reports and, copies of affidavits, notices of</p>	City Clerk's Office	5	1	5+1	AR	<p>Legislation/Regulation:</p> <p>Municipal Elections Act, S.O. 1996, c.32, Sched. s. 88. (4) (Exception, election campaign finance documents) Subsection (2) does not apply to documents filed under sections 88.25, 88.29 and 88.32, which the clerk shall retain until the members of the council or local board elected at the next regular election have taken office. The clerk shall retain until the members of the council or local board elected at</p>

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	extension of campaign periods and supporting correspondence.						the next regular election have taken office.
G0355	<p>Election Returns</p> <p>Records relating to voting place documents and materials. Return generally includes background information: ballot box documents, used and unused ballots, voters' lists, applications to amend the voters' lists, voted proxy certificates, final statements, and any machine readable or computerized printouts of the total number of votes cast, and all other supporting documents.</p>	City Clerk's Office	T+1 20 DY	0	T+120 DY	D	<p>Comments:</p> <p>T = Official declarations of results unless there is a court order or recount.</p> <p>Legislation/Regulation:</p> <p>Municipal Elections Act, S.O. 1996, c.32, Sched. s. 88. (1) - The clerk shall retain the ballots and all other documents and materials related to an election for 120 days after declaring the results of the election.</p>
G0360	<p>Election Results</p> <p>Records relating to City's election results, which contains election date, City Clerk's official declaration of election results, poll by poll results (stored and updated in Election night management database) and all other supporting documentations.</p>	City Clerk's Office	9  4	6M  6M	9+6M  4+6M	AR  AR	<p>Comments:</p> <p>4+6M applies to Electronic Records.</p> <p>Legislation/Regulation:</p> <p>Municipal Elections Act, S.O. 1996, c.32, Sched. s. 88. (1) -The clerk shall retain the ballots and all other documents and materials related to an election for 120 days after declaring the results of the election.</p>
G0365	<p>Campaign Contribution Rebate Application</p> <p>Records relating to contribution rebate applications for individuals who made contributions to candidates seeking council office in the municipal election. The amount of the rebate payable to a contributor is based upon the total amount of all the contributions made to candidates in the election. To receive a rebate, the contributor must fully complete and mail in the rebate application received from the candidate to City Clerk before the deadline date. Documents include a completed rebate application form, copy of receipts, affidavits, batch reports (produced by the Rebate database) and SAP reports, and rebate statistics and correspondence.</p>	City Clerk's Office	6  9	1  6M	6 + 1  9+6M	D  D	<p>Comments:</p> <p>9+6M applies to Electronic Records.</p> <p>Legislation/Regulation:</p> <p>Municipal Elections Act, S.O. 1996, c.32, Sched. s. 88. (4) (Exception, election campaign finance documents) Subsection (2) does not apply to documents filed under sections 88.25, 88.29 and 88.32, which the clerk shall retain until the members of the council or local board elected at the next regular election have taken office. The clerk shall retain until the members of the council or local board elected at the next regular election have taken office.</p>



G0370	<p>Election Candidates' Financial Filing Data</p> <p>Records relating to candidates' financial filing information managed and stored in electronic format. The financial information is entered into the system either by the candidates or by City staff from the hard copy submitted by candidates. This information is then pushed to the web for the purpose of an on-line election finance disclosure system allowing members of the public to readily obtain information regarding the financial contributions to, and expenditures of, candidates in that election. Financial filing information includes name of candidate and office, summary of campaign income and expenses, statements of assets and liabilities; surplus or deficit and disposition of surplus; campaign period income and expenses; campaign contributions and candidate declaration. The database also permits users to search contributions to a particular candidate.</p> <p>Note: Despite candidates' participation in the electronic financial filing system, candidates must still file original financial statements with original signatures with the City Clerk governed by G0350.</p>	City Clerk's Office	C+1 0	1	12	D	<p>Comments:</p> <p>Retention applies to electronic records.</p> <p>Legislation/Regulation:</p> <p>Municipal Elections Act, S.O. 1996, c.32, Sched. s. 88. (4) (Exception, election campaign finance documents) Subsection (2) does not apply to documents filed under sections 88.25, 88.29 and 88.32, which the clerk shall retain until the members of the council or local board elected at the next regular election have taken office. The clerk shall retain until the members of the council or local board elected at the next regular election have taken office.</p>
G0400	<p>Vital Statistics Registers</p> <p>Records relating to vital statistics registration of vital events pertaining to births, marriages and deaths that occur in the City of Toronto in Registry Services Tracking System. Birth, Marriage and Death registrations are permanent, legal records of birth, marriage and death, which constitute key electronic data as registers. Events registers are printed in hard copy for permanent storage as required by Vital Statistics Act.</p> <p>Note: Paper data collection forms used (governed by G0420) are produced, and eventually forwarded to the Office of the Registrar General of Ontario. The ORG, not the City, maintains the master records after processing is completed.</p>	City Clerk's Office	C	P	P	P	<p>Legislation/Regulations:</p> <p>Marriage Act, R.S.O. 1990, c. M.3</p> <p>s. 13. (1) Record of licences - Every issuer shall keep in his or her office a record of the serial number and the date of issue of every licence issued by him or her, and the names and addresses of the parties to the intended marriage;</p>

G0415	<p>Polling Records</p> <p>Records relating to opinion polls conducted at the request of city regarding off-street parking; permit parking; traffic calming; boulevard café and business improvement area. All polls are conducted under the governance of Polling and Notification Bylaw. Records will include information relating to subject of the poll; name of business owners, residents or tenants and councillor of the ward in which the poll will be conducted, type of polls and questionnaires, polling period (start and end dates), criteria for accepted ballots, ballot confidentiality and divisional contact name and phone number. Types of records include Poll Request forms; Polling Area Map; Poll List; Eligibility documents; Notice letters; Poll Results Certification and Result letters; Manager's Expense Report, Division Poll Expenses confirmation, Return Ballots, Signed Declaration Forms and all other supporting documents. Records are in electronic form and organized by poll and poll location</p>	City Clerk's Office	5	0	5	D	
G0420	<p>Vital Statistics Applications</p> <p>Records relating to vital statistics registration applications of vital events such as births, deaths and marriages that occur in the City of Toronto. In order for the registrations to be completed by the municipality, applications must be accurately completed, accompanied by an administrative fee and submitted to the City of Toronto. The City will match and confirm the information and forward the completed documents to the Office of the Registrar General. Documents may include completed application forms, travel letters and all supporting documents.</p>	City Clerk's Office	C	1	C+1	D	
<b>H</b>	<p><b>Functional Category:</b> Human Resources</p> <p><b>Description:</b> Records relating to City employees and personnel services. Includes records relating to training, labour relations, health and safety, staff benefits, salary administration, and professional associations.</p>						
H1211	<p>Police Reference Checks</p> <p>Police Reference Checks are used to assist in determining the suitability of successful candidate's positions of</p>	Common	C+1	0	C+1	D	<p>Legislation/Regulation: Long-Term Care Homes Act, 2007, Regulation (General) O. Reg. 79/10</p>

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	employment or volunteer work where the primary duties require direct contact with children and/or vulnerable adults. In these circumstances, an individual's rights to equal treatment with respect to employment are not infringed if employment is refused due to the candidate's record of offences. This policy applies to all new external hires being considered for identified positions and those individuals volunteering for positions in the City. The Police Reference Checks are conducted pursuant to the terms and conditions of the Memorandum of Understanding between the City of Toronto and the Toronto Police Service. Police Reference Check information is subject to the privacy provisions of the Municipal Freedom of Information and Protection of Privacy Act.						s. 215. (1) This section applies where a police record check is required before a licensee hires a staff member or accepts a volunteer.
H1240	<p>Training and Development</p> <p>Records relating to the design, delivery, and follow-up activities associated with training and skills development opportunities provided to City employees. This includes seminars, workshops, and conferences. May include information relating to review and quality control of training course materials, training fees, and statistical data such as course attendance figures. Documents may include training materials such as workbooks and answers to exercises, lists of attendees, training course statistical reports, training course calendars, and all supporting correspondence.</p>	Common	S+3	4	S+7	D	<p>Comments</p> <p>S = Year material is superseded.</p>
H1241	<p>Record of Training</p> <p>Records relating to the registration of employee training, certification and qualifications for equipment operation, hazardous material handling and emergency procedures, technical and machine training. Documents may include: pre-requisite certification; registration application form; copies of certificates; test and result information; registration billing information; employee sign off sheets indicating that employees have received training; instruction sheets; copies of hazardous material data</p>	Parks, Forestry & Recreation	T	21	T+21	D	<p>Comments:</p> <p>T = Termination of employment.</p> <p>Legislation/Regulation:</p> <p>Occupational Health and Safety Act, R.S.O. 1990, c. O.1</p> <p>s. 7. 5 (1) - collect information about a worker's successful completion of an approved training program for the purpose of maintaining a</p>

	<p>sheets; informational materials, SAP system reports; and all other related documentation and correspondence.</p>						<p>record of workers who have successfully completed approved training programs;</p> <p>Transportation of Dangerous Goods Regulation (Canada) SOR/2012-245 November 23, 2012</p> <p>(Amendment 11) Part 6 – Training</p> <p>s. 6.6 An employer or a self-employed person must keep a record of training or a statement of experience, as well as a copy of a training certificate, in electronic or paper form, beginning</p> <p>s. 6.8 Training Certificate Requirements and Proof of Training Employer's and Person's Responsibility.</p>
H1242	<p><b>Safety and Technical Training Program</b></p> <p>Records relating to the administration and development of technical training programs and skills development opportunity offered to employees. Includes information on training programs such as: equipment operation, handling of hazardous material, transportation of dangerous goods, training programs on safety and accident prevention on the work site. Documents may include SAP program owner sign off sheet, instruction sheets; authorized instructors competency certificate or declaration; detailed session plan and program change logs, teaching aid package; test questions and answers; required fees; material price list and contact names; employee sign off sheets template, used to indicating that employees have received training; copies of hazardous material data sheets; informational materials, SAP system reports; and all supporting correspondence.</p>	<p>Parks, Forestry &amp; Recreation</p>	T	21	T+21	D	<p>Comments:</p> <p>T = Termination of employment.</p> <p>Legislation/Regulation:</p> <p>Occupational Health and Safety Act, R.S.O. 1990, c. O.1</p> <p>s. 7.5 (1) - collect information about a worker's successful completion of an approved training program for the purpose of maintaining a record of workers who have successfully completed approved training programs;</p> <p>Transportation of Dangerous Goods Regulation (Canada) SOR/2012-245 November 23, 2012</p> <p>(Amendment 11) Part 6 – Training</p> <p>s. 6.6 An employer or a self-employed person must keep a record of training or a statement of experience,</p>

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							as well as a copy of a training certificate, in electronic or paper form, beginning  s. 6.8 Training Certificate Requirements and Proof of Training Employer's and Person's Responsibility.
<b>I</b>	<b>Functional Category:</b> Information, Communications, and Administration <b>Description:</b> Records relating to the management of all City formal communications, including press releases, media releases, promotional advertising, and speeches. Also includes records relating to the production and/or management of information-related resources and initiatives, both by the City and by external parties, including libraries, films and movies, online web site data, corporate records management, and archival collections. Finally, includes records relating to a wide variety of general administrative matters, such as committees not related to City governance activities, office administration, audits, travel arrangements, trade shows, and operational and strategic planning.						
I0020	Audits  Records relating to developing, administering, and conducting audits of the City's business and financial processes. The goal of audits is to analyze operating processes to determine compliance with objective and recognized performance standards and measurements, and to make recommendations for improvement. May include audit information on personnel, systems, environment, structure, and other functions. Includes internal audits, federal audits, and Auditor General audits. Documents include audit reports, audit statements, and correspondence.	Auditor General's Office	T	7	T+7	D	Comments:  T = Termination of the audit process.
I0470	Trademarks  Records relating to the use of City trademarks, which are words and/or symbols that identify, and are associated with, the City's services. The City's trademarks are unique from those belonging to any other municipality or organization and may include the City's crest, coat of arms and logos. May include information on trademark availability, registration, and infringement. Documents may include completed applications for trademark registration, lists descriptions of trademarks, trademark uses criteria and supporting correspondence.	City Clerk's Office	C+2	P	P	P	Legislation/Regulation:  Trade-marks Act, (Canada), R.S.C. 1985, c. T- 13  29.1 Despite subsection 29(1), the Registrar may destroy  (a) an application for the registration of a trademark that is refused and any document relating to the application, at any time after six years after the day on which the application is refused or, if an appeal is taken, on which final judgment in the appeal upholding the refusal is given;  (b) an application for the

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							<p>registration of a trademark that is abandoned and any document relating to the application, at any time after six years after the day on which the application is abandoned;</p> <p>(c) a document relating to an expunged registration of a trademark, at any time after six years after the day on which the registration is expunged.</p>
I0550	<p>Protocol Events Management</p> <p>Records relating to managing and organizing civic events such as: ceremonial events; corporate awards; flag raisings and half mastings; conferences and seminars; presentations at council meetings and overseeing of official gifts donations. Records will also include facilitating visits that may range from a brief courtesy call, to multi-faceted information program, study tours of dignitaries, national and international delegations, including City of Toronto official visits to other cities and countries. Documents include letters of requests; agendas and schedules; event logistics; program order; seating order; flag protocol; photos; official gifts inventory; and other supporting documents. Authoritative records are in electronic form and organized by event.</p>	City Clerk's Office	10	0	10	AR	
I0553	<p>Ceremonial Documents</p> <p>Records relating to ceremonial documents issued to the public on behalf of the Mayor and City Council. Ceremonial documents include celebratory scrolls; letters of greeting; proclamations; fly-by letters; condolence motions; condolence letters and all other supporting documents. Authoritative records are in electronic form and organized by genre of the document and requestor name.</p>	City Clerk's Office	10	0	10	AR	

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I1000	<p>Executive Records</p> <p>Executive records are the administrative and operational records of the offices of senior managers down to the level of director. Certain positions below this level may be designated as executive records based on the nature of the office and its level of independent decision-making capability.</p>	Common	T	10	T+10	AR	<p>Comments:</p> <p>T = File closed at Executive's discretion.</p> <p><i>Caution note added:</i>  <i>"Executives will have to be advised that these files should not contain any "original" documents in their work area that are subject to a special statutory retention period.</i></p>
I5001	<p>Public Notices</p> <p>Records relating to the production and issuance of the City's public notices, which are required by law to be posted (e.g., in newspapers). Public notices are intended for the general population and ensure that persons are informed of local government developments that may affect them, such as proposed local residential and business developments. Documents may include draft and final copies of public notices, completed statutory forms, rates sheets for newspaper and periodical announcements, and supporting correspondence.</p>	Strategic Communications	C+2	4	C+6	D	
<b>L</b>	<p><b>Functional Category: Legal and Licensing</b></p> <p><b>Description:</b> Records relating to legal matters involving the City. Includes City permits, leases, deeds agreement, contracts, and licenses. Also includes records relating to lawsuits and legal issues, such as copyright protection.</p>						
L0045	<p>Building Permits &amp; Inspections</p> <p>Records relating to the issuance of building permits and building inspections. These permits and inspections relate to all disciplines including but not limited to Heating/Ventilation/Air Conditioning, Plumbing, Architectural, including foundation, shoring, drain, site servicing. Also includes Conditional and Part Permits, demolitions, sign permit, pool enclosures, revoked permits and Occupancy permits. Inspection records include Inspection Status letters on building folders; Inspection clearance letters for occupancy; Inspection Investigation Cards: fire damage inspection requests; outstanding inspections or deficiencies; orders; Inspection monitoring of Development Agreement/Undertakings. Documents</p>	Toronto Building	T	30	T+30	AR	<p>Comments:</p> <p>T = Completion of final inspection and signed off or January 1, 2004 whichever date is the later date of termination.</p> <p>Legislation/Regulation:</p> <p>Limitations Act, S.O. 2002, c.24, Sched. B</p> <p>s. 15. (2) - No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.</p> <p>Building Code Act, S.O. 1992, c. 23</p> <p>s. 3. (9) - Every municipality and every</p>

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	may include permit applications, certified building plans, plan examiners & inspectors' notes, inspection reports, orders to comply, building permits, and Building Application Index Cards/ledgers and other related correspondence.						upper- tier municipality that has jurisdiction for the enforcement of this Act shall retain such records as may be prescribed by regulation for the prescribed period of time.
L0046	<p>Preliminary Project and Pre-Applicable Law Review Applications</p> <p>Records relating to both Preliminary Project and Pre- Application Law Review applications. The Preliminary Project Review is submitted by the public which is the process to identify any bylaw deficiencies related to the City's Zoning Bylaw only. These applications are made available for all types of proposals but is specifically intended for Committee of Adjustment, Site Plan or Rezoning applications and the Right of Way Management permits such as curb cuts. The Pre-Application Applicable Law is a detailed preliminary plan review for proposed development projects to confirm compliance with the City Zoning By-laws and other applicable law. At this stage the PAL and PPR review will become part of a permit if a permit for the same proposal is received. Documents may include completed application forms, one set of plans containing information on drawings and documents, information related to the applicable law and payment fees in accordance with Schedule A of the Building Permit By-law.</p>	Toronto Building	T+2		T+2	D	<p>Comments:</p> <p>T = Pending approval of the project review application.</p> <p>Legislation/Regulation:</p> <p>Limitations Act, S.O. 2002, c. 24, Sched. B.</p> <p>s. 4. - A proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered.</p>
L0047	<p>Business License Preliminary Project Review (LPR) Applications</p> <p>Records relating to Business License Preliminary Project Review (LPR) Applications. These applications confirm Zoning Compliance or details of non-compliance or areas where compliance could not be determined due to insufficient information. These applications are used by Municipal Licensing &amp; Standards Division, Licensing Services to determine if a Business License should be issued with respect to zoning compliance.</p>	Toronto Building	T	30	T+30	D	<p>Comments:</p> <p>T = Completion of final inspection and signed off or January 1, 2004 whichever date is the later date of termination.</p> <p>Legislation/Regulation:</p> <p>Limitations Act, S.O. 2002, c. 24, Sched. B.</p> <p>s. 15. (2) - No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.</p>



							<p>Building Code Act, S.O. 1992, c. 23</p> <p>s. 3. (9) - Every municipality and every upper- tier municipality that has jurisdiction for the enforcement of this Act shall retain such records as may be prescribed by regulation for the prescribed period of time.</p>
L0048	<p>Occupancy Use Reference Files</p> <p>Records relating to Building Code and Zoning Review with respect to use of properties with frequent tenancy turnover, e.g. strip malls. Documents include copies of site plans, building layouts, design information, life safety systems e.g. sprinklers, standpipes, gross floor area.</p>	Toronto Building	Life of Bldg	0	Life of Bldg	D	<p>Legislation/Regulations:</p> <p>Building Code Act, S.O. 1992, c. 23</p> <p>s. 3. (9) - Every municipality and every upper- tier municipality that has jurisdiction for the enforcement of this Act shall retain such records as may be prescribed by regulation for the prescribed period of time.</p>
L0360	<p>Parks and Facility Usage Permits</p> <p>Records relating to the issuance of permits for the use of City-owned parks and recreational facilities, including sports fields, ice rinks, and swimming pools. Any group or person wishing to reserve space for a formal event, such as a wedding or a birthday party, is required to obtain a permit. Includes permit applications, booking lists, and correspondence.</p>	Parks, Forestry & Recreation	T	4	T+4	D	<p>Comments:</p> <p>T = Expiration of permit</p> <p>Legislation/Regulation:</p> <p>Limitations Act, S.O. 2002, c. 24, Sched. B.</p> <p>s. 4. - A proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered.</p>

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L0375	<p>Taxicab Driver/Owner Training Courses</p> <p>Records relating to training courses for prospective taxicab drivers, refresher courses for currently licensed taxicab drivers and specialized courses for experienced drivers who wish to own and operate an accessible or Ambassador taxicab. Documents may include a roster attendance list, a course list of results, photo ID of attendees including signatures, the examination and scantron forms, quizzes and answer sheet pertaining to the actual examination and a copy of a First Aid / CPR Certificate. In addition, the City of Toronto licenses a number of its taxicab training products to municipalities across Canada as well as internationally. The training courses come with full support service, including participant's manuals, trainer's guides, audio/visual aids, and other support materials such as student evaluations and corresponding answer keys.</p>	Municipal Licensing & Standards	1	3	4	D	
L0380	<p>Lottery Licences</p> <p>Records relating to the processing and issuance of lottery licences to charitable or religious organizations. These licences grant permission to operate various lottery events, such as bingos, bazaars, and raffles. May include general reference information relating to individual organizations applying for lottery licences. Documents may include copies of lottery licences, copies of cheques and bank current account statements, copies of invoices, questionnaires for renewal of lottery licences, questionnaires respecting application for lottery licences, copies of certificates of registration for gaming suppliers, bingo reports, and all supporting correspondence.</p>	Municipal Licensing & Standards	T	4	T+4	D	<p>Comments:</p> <p>T = Date set out on certificate.</p> <p>Legislation/Regulation:</p> <p>Gaming Control Act, 1992, Regulation (General), O. Reg. 78/12</p> <p>s. 11. (5) - registration granted or renewed expires four years from the date set out on the certificate of registration.</p>

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L0385	<p>Liquor Licence Clearance</p> <p>Records relating to the City's role in approving applications for liquor licences to be issued to commercial establishments. May include information relating to the City's established liquor zones or areas, applications processing, and the City's inspections of the establishments. Documents may include completed applications for liquor licences, completed clearance questionnaires for municipal liquor licences, completed municipal clearance forms, and all supporting correspondence.</p>	City Clerk's Office	C+2	4	C+6	D	
L0420	<p>Filming Permits</p> <p>Records relating to the City's issuance of film permits, which are granted to companies and/or individuals involved in movie, television, video, and all other types of film production. These permits provide legal permission for the production company or individual to conduct filming in the City. May include information relating to permit holder, filming location, location of production vehicles, and special film production instructions. Documents may include film permits, location filming vehicle permits, and supporting correspondence.</p>	Economic Development & Culture	T	13	T+13	D	<p>Comments:</p> <p>T = Completion of film production</p>
L0495	<p>Line Fences</p> <p>Records relating to disputes over line fences, division fence marking the boundary between adjoining lands. Information may include dispute settlement between property owners or by a fence-viewer, which may be appealed within 15 days of award issuance, details of construction, repair or replacement of a division fence or to bear a reasonable and just proportion of the cost of any work required. Documents may include line fences agreement and appeal forms, request for fence-viewers, copies of fence-viewers information package, fence by- laws, letters between parties, certificate of award, default collection (tax roll), copies of cheques and all other supporting documents.</p>	Municipal Licensing & Standards	T+3	10	T+13	D	<p>Comments:</p> <p>T = Decision or settlement is awarded.</p>

L0520	<p>Easements</p> <p>Records relating to the need for and issuance of easements, which are rights to use the City's or privately-owned land for a specific purpose, such as constructing a right-of-way road or erecting utility structures, for example. Includes information on both water and sewer easements and private easements over City-owned property granted by the City to private parties. Documents may include requests for easements, official easement permits, copies of easement agreements, and supporting correspondence.</p>	Common	T	7	T+7	D	<p>Comments:</p> <p>T = Expiration of right.</p>
L2000	<p>Property Acquisitions</p> <p>Records relating to the acquisition of property, including buildings and land, for the City. Property may be acquired through leasing, purchasing, transfer, donations, and expropriation. Documents include certificates of registration, copies of agreements to purchase and sell, copies of maps and drawings, acquisition proposals and reports, deeds, and correspondence.</p> <p>Note: Original deeds are kept by Facilities and Legal. Original land surveys are kept by Survey &amp; Mapping Services, and only copies of land surveys are kept by Facilities.</p>	Corporate Real Estate Management	T	21	T+21	AR	<p>Comments:</p> <p>T = Completion of case.</p> <p>Legislation/Regulation:</p> <p>Limitations Act, S.O. 2002, c. 24, Sched. B.</p> <p>s. 15. (2) - No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.</p>
L2100	<p>Property Dispositions</p> <p>Records relating to the disposition of City-owned property, including buildings and lands. Disposition may be attained through transfer, sale, or expiry of lease. Documents may include copies of leases, proposals, copies of maps and drawings, appraisal reports, copies of agreements and deeds, and supporting correspondence.</p>	Corporate Real Estate Management	T	21	T+21	AR	<p>Comments:</p> <p>T = Completion of case.</p> <p>Legislation/Regulation:</p> <p>Limitations Act, S.O. 2002, c. 24, Sched. B.</p> <p>s. 15. (2) - No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.</p>

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L2200	<p>Leases</p> <p>Records relating to obtaining and issuing leases, which convey the right to use, possess, or control property belonging to another party in exchange for financial compensation. Leases allow the City to use properties, facilities, and vehicles belonging to external organizations on a temporary or ongoing basis. Also includes information on the City leasing out its own properties to other parties. Documents may include copies of financial arrangements, draft and approved lease agreements, applications for property transfer, memoranda of understanding, and supporting correspondence.</p>	Legal Services	T	20	T+20	D	<p>Comments:</p> <p>T = Termination of lease.</p> <p>Legislation/Regulation:</p> <p>Limitations Act, S.O. 2002, c. 24, Sched. B.</p> <p>s. 15. (2) - No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.</p>
L2206	<p>Child Care Centres – Fraud</p> <p>Records relating to investigations and/or charges filed against persons who received financial child care assistance, such as daycare subsidies, using fraudulent means or for fraudulent purposes. May include information on a parent or guardian financial, employment, and educational circumstances. Documents may include investigation reports and all supporting correspondence.</p>	Children's Services	T	5	T+5	D	<p>Comments:</p> <p>T = Resolution of case.</p> <p>Legislation/Regulation:</p> <p>Ontario Works Act, 1997, Regulation (General), O. Reg. 134/98</p> <p>s. 65. (1) (b) - inquire into all financial transactions, records and other matters that are relevant to the investigation.</p> <p>Ontario Disability Support Program Act, 1997, Regulation (General) O. Reg. 222/98</p> <p>s. 54. (1) (b) - inquire into financial transactions, records relevant and other matters relevant to investigation.</p>
L3050	<p>Copyright</p> <p>Records relating to copyright privileges issued to the City. Copyright is an exclusive legal right granted to publish, produce, sell, and distribute intellectual properties, such as books and drawings. May include information on copyright infringements and permission to use copyright materials.</p> <p>Documents include applications for copyrights, copyright approval statements, and supporting</p>	Legal Services	T	P	P	P	<p>Comments:</p> <p>T = Copyright authorization received.</p>

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	correspondence.						
L3088	<p>Commissioner of Oaths and Notary Public</p> <p>Records relating to applications received, appointments made, and renewals for the positions of Commissioner of Oaths and Notary Public. A Commissioner of Oaths is authorized to administer oaths on City documents, whereas a Notary Public official attests to and certifies the authenticity of various documents, takes acknowledgments of deeds and other conveyances, and performs other official acts under the power conferred by statutory enactment.</p> <p>Includes information on qualifications required to be a Commissioner of Oaths or Notary Public. Documents may include completed applications, certificates, and supporting correspondence.</p>	Legal Services	T	7	T+7	D	<p>Comments:</p> <p>T = Successor takes office.</p>
L4020	<p>By-law and Business Licence Enforcement</p> <p>Records relating to both routine investigations of commercial, public and residential properties to ensure compliance with City by-laws and/or business license stipulations, and also non-routine investigations in response to complaints and/or reports of violations with respect to, but not limited to, property standards, zoning, debris, long grass &amp; weeds, noise, fences, smoking, snow removal. Business license stipulations include restaurant inspections, vehicle inspections such as taxis, tow trucks and driving school vehicles. Documents may include copies of by-laws, inspection notes, findings reports, copies of notices of violation and orders to comply, complaints, and supporting correspondence.</p>	Municipal Licensing & Standards	T	6	T+6	D	<p>Comments:</p> <p>T = Resolution of investigation.</p>

L5001	<p>Provincial Offences</p> <p>Records relating to the production and use of both computer-generated and manually-written court docket records that pertain to judicial offences specifically under provincial jurisdiction. Court docket records are comprehensive listings of all court cases heard and may include information on court date, court room number, offender name(s), case/information number, type(s) of charges, court start and end times, judgements, and names of prosecutors and court staff. They constitute a formal and high-level overview of judicial proceedings. Documents may include court decision reports, original dockets, and all supporting correspondence.</p>	Court Services	C+2	5	C+7	D	<p>Legislation/Regulation:</p> <p>Highway Traffic Act, R.S.O. 1990, c. H.8</p> <p>s. 205. (2) - Records shall be kept in any manner or on any medium that allows information to be recorded, stored, retrieved and reproduced.</p> <p>Provincial Offences Act, Regulation (Electronic Documents and Remote Meetings), O. Reg. 67/12</p> <p>s. 6. (5) (Use and retention of electronic records)</p> <p>- The period of time for which a document is to be retained is not affected by whether the document is filed or maintained in an electronic format.</p>
L5002	<p>Provincial Offences – Processing</p> <p>Records relating to the processing of charges for individual cases specifically under provincial jurisdiction. These records cover all phases of the judicial process and include conviction by payment out of court, actual trial cases, and cases where defendants have failed to exercise their judicial options within a specified time period. May include information on unpaid new charges received, charges laid, trial hearings, court decisions and license reinstatements, convictions with outstanding fines, and appeals. Documents may include offence certificates, court summons, notices of intention to appear, trial notices, copies of payment receipts, court orders, Part 3 information sheets, bench warrant log sheets, drivers' license reinstatement report notification forms, and all supporting correspondence.</p>	Court Services	T+2	5	T+7	D	<p>Comments:</p> <p>T = Completion date (payment date, or last court appearance date for disposition with no imposed fines).</p> <p>Legislation/Regulation:</p> <p>Highway Traffic Act, R.S.O. 1990, c. H.8</p> <p>s. 205. (2) - Records kept in any manner or on any medium that allows information to be recorded, stored, retrieved and reproduced.</p> <p>Provincial Offences Act, Regulation (Electronic Documents and Remote Meetings), O. Reg. 67/12</p> <p>s. 6. (5) (Use and retention of electronic records)</p> <p>- The period of time for which a document is to be retained is not affected by whether the document is filed or maintained in an electronic format.</p>

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L5003	<p>Provincial Offences – Court Administration Reporting</p> <p>Records relating to the production and use of reports that support and document the administrative, financial, and other routine aspects associated with managing overall court operations. Daily and monthly reports are typically generated for each court location.</p>	Court Services	C+2	5	C+7	D	<p>Legislation/Regulation:</p> <p>Highway Traffic Act, R.S.O. 1990, c. H.8</p> <p>s. 205. (2) - Records shall be kept in any manner or on any medium that allows information to be recorded, stored, retrieved and reproduced.</p> <p>Provincial Offences Act, Regulation (Electronic Documents and Remote Meetings), O. Reg. 67/12</p> <p>s. 6. (5) (Use and retention of electronic records)</p> <p>- The period of time for which a document is to be retained is not affected by whether the document is filed or maintained in an electronic format.</p>
L5004	<p>Provincial Offences – Court Proceedings</p> <p>Records relating to the production and use of court proceedings, as recorded by clerk monitors and court clerks during trials. Court proceedings are comprehensive, fully- detailed accounts of all events that transpired during courtroom hearings, including all spoken dialogue. Documents may include digital audio records, certification forms, cassette tapes, index books, completed interpreter request forms, completed transcript request forms, and transcripts of proceedings.</p> <p>NOTE: Commencing December 2007 Digital Audio Recording (DAR) system was implemented to replace the analog recording system (audio tapes) at all City of Toronto POA Courts. The analog recording system will be used only during the occasional occurrences of the DAR system failure.</p>	Court Services	C+2	5	C+7	D	<p>Legislation/Regulation:</p> <p>Highway Traffic Act, R.S.O. 1990, c. H.8</p> <p>s. 205. (2) - Records shall be kept in any manner or on any medium that allows information to be recorded, stored, retrieved and reproduced.</p> <p>Provincial Offences Act, Regulation (Electronic Documents and Remote Meetings), O. Reg. 67/12</p> <p>s. 6. (5) (Use and retention of electronic records)</p> <p>- The period of time for which a document is to be retained is not affected by whether the document is filed or maintained in an electronic format.</p>
L5101	<p>Certificate of Parking Infraction Filing</p> <p>Records relating to the control of Certificates of Parking Infraction (CPI) and other legal documents for trial filing.</p>	Revenue Services	C+2	0	C+2	D	<p>Legislation/Regulation:</p> <p>Highway Traffic Act, R.S.O. 1990, c. H.8</p> <p>s. 205. (2) - Records shall be kept in any manner or</p>



							<p>on any medium that allows information to be recorded, stored, retrieved and reproduced.</p> <p>Provincial Offences Act, Regulation (Electronic Documents and Remote Meetings), O. Reg. 67/12</p> <p>s. 6. (5) (Use and retention of electronic records)</p> <p>- The period of time for which a document is to be retained is not affected by whether the document is filed or maintained in an electronic format.</p>
L5102	<p>Parking Infractions – Investigation</p> <p>Records relating to the investigation of disputes over parking infractions. Include error corrections and subsequent payments made to the courts. Investigation may be initiated by the completion of a Request for Supervisory Review form. Investigation may lead to cancellation of the parking tag, or the offender may exercise either option of requesting a trial or making a payment. Documents include supervisory review forms, yellow copies of the Parking Infraction Notice (PIN), copies of Notice of Impending Conviction (NIC) and other documentary proofs justifying the disputes, e.g. bill of sales, delivery receipts, cheque stubs, and receipts.</p>	Revenue Services	C+2	0	C+2	D	<p>Legislation/Regulation:</p> <p>Highway Traffic Act, R.S.O. 1990, c. H.8</p> <p>s. 205. (2) - Records shall be kept in any manner or on any medium that allows information to be recorded, stored, retrieved and reproduced.</p> <p>Provincial Offences Act, Regulation (Electronic Documents and Remote Meetings), O. Reg. 67/12</p> <p>s. 6. (5) (Use and retention of electronic records)</p> <p>- The period of time for which a document is to be retained is not affected by whether the document is filed or maintained in an electronic format.</p>
L5104	<p>Parking Infractions - Administration Reports</p> <p>Records relating to the production and use of reports for the processing and administration of parking infractions. Include reports relating to data captured in other systems such as the Ministry of the Attorney General, the Ministry of Transportation, and the third party responsible for parking tags payment processing. May also include reports relating to parking infractions administration performance activities.</p>	Revenue Services	T+2	5	T+7	D	<p>Comments:</p> <p>T = Certificate requesting Plate Denial to be kept until last item on certificate is paid.</p> <p>Legislation/Regulation:</p> <p>Highway Traffic Act, R.S.O. 1990, c. H.8</p> <p>s. 205. (2) - Records shall be kept in any manner or on any medium that allows information to be recorded,</p>

							<p>stored, retrieved and reproduced.</p> <p>Provincial Offences Act, Regulation (Electronic Documents and Remote Meetings), O. Reg. 67/12</p> <p>s. 6. (5) (Use and retention of electronic records)</p> <p>- The period of time for which a document is to be retained is not affected by whether the document is filed or maintained in an electronic format.</p>
L5105	<p><b>Parking Infractions – Certificates Requesting Conviction</b></p> <p>Records relating to the processing of charges for individual parking infractions in which the defendants have failed to exercise their judicial options within a specified time period, such as making financial restitution. Documents may include original certificates of parking infraction (CPI), certificates requesting conviction (CRC), and all supporting memorandum and correspondence.</p>	Court Services	T	2	T+2	D	<p>Comments:</p> <p>T = Parking infraction to remain active until payment in full.</p> <p>Legislation/Regulation:</p> <p>Highway Traffic Act, R.S.O. 1990, c. H.8</p> <p>s. 205. (2) - Records shall be kept in any manner or on any medium that allows information to be recorded, stored, retrieved and reproduced.</p> <p>Provincial Offences Act, Regulation (Electronic Documents and Remote Meetings), O. Reg. 67/12</p> <p>s. 6. (5) (Use and retention of electronic records)</p> <p>- The period of time for which a document is to be retained is not affected by whether the document is filed or maintained in an electronic format.</p>
L5107	<p><b>Parking Infractions – Trial Processing</b></p> <p>Records relating to the processing of charges for individual parking infraction trial proceedings in which the defendants have requested trials within a specified time period. The defendants may be either convicted or acquitted. These records cover all phases of the judicial process. May include information on new unscheduled charges filed, cases with scheduled future court appearance</p>	Court Services	T	2	T+2	D	<p>Comments:</p> <p>T = Parking infraction remains active until final court decision, or payment in full.</p> <p>Legislation/Regulation:</p> <p>Highway Traffic Act, R.S.O. 1990, c. H.8</p> <p>s. 205. (2) - Records shall be kept in any manner or</p>

	dates, convictions, acquittals, and appeals. Documents may include notices of intention to appear, trial notices, court orders, and all supporting correspondence.						on any medium that allows information to be recorded, stored, retrieved and reproduced.  Provincial Offences Act, Regulation (Electronic Documents and Remote Meetings), O. Reg. 67/12  s. 6. (5) (Use and retention of electronic records)  - The period of time for which a document is to be retained is not affected by whether the document is filed or maintained in an electronic format.
L5301	<b>Parking Infractions - Data Capture</b> Records relating to the maintenance, control and management of data captured in and generated from the parking infractions management system, including all data interfaced with the Ministry of Transportation, the Ministry of Attorney General, the third party for central payment processing, and all system generated reports filed electronically in Document Direct. Also include microfilm records of Parking Infraction Notice (PIN), Notice of Impending Conviction (NIC), and Notice of Fine and Due Date (NFDD) processed by the third party in tag number order; captured images of all Certificate of Parking Infraction (CPI) on the system; and system back-up tapes/disks.	Revenue Services	T	5	T+5	D	Comments:  T = Paid date or decision of the last case entered into the system.  Legislation/Regulation:  Highway Traffic Act, R.S.O. 1990, c. H.8  s. 205. (2) - Records shall be kept in any manner or on any medium that allows information to be recorded, stored, retrieved and reproduced.  Provincial Offences Act, Regulation (Electronic Documents and Remote Meetings), O. Reg. 67/12  s. 6. (5) (Use and retention of electronic records)  - The period of time for which a document is to be retained is not affected by whether the document is filed or maintained in an electronic format.
N	<b>Functional Category: Natural Environment &amp; Sustainable Resources</b> <b>Description:</b> Records relating to environmental services, and the assessment, preservation and conservation of the natural environment, natural life forms and natural resources. Natural environmental protection and conservation strategies combat pollution; promote conservation and sustainable management of land, ecosystems, water, horticulture, forestry, natural fish habitats, wildlife, atmosphere, and energy resources; protect natural landscape; and develop efficient uses of both energy and recyclable waste materials.						
N0033	<b>Wildlife Control and Management</b> Records relating to the control and management of City wildlife. This	Parks, Forestry, & Recreation	C+2	P	P	P	Legislation/Regulation:  Fish and Wildlife Conservation Act, 1997,

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	involves proactively and humanely ensuring that wildlife can exist within the City but not interfere with human activities and health. May include information on public education, prevention awareness, insect spraying, and hands-on removal of identified pests. Documents may include complaints, insect spraying statistics, animal removal statistics, and correspondence.						Regulation (Wildlife in Captivity) O. Reg. 668/98  s. 112. 52. - records to be kept for the purposes of this Act.
N0039	<b>Air Quality</b>  Records relating to the routine control and monitoring of outdoor air quality. Includes information on smog, aerosols, ozone, particulates, and toxic airborne substances. Documents include copies of air quality standards and guidelines, copies of public announcements and warnings, public brochures, complaints, and inquiries.	Transportation Services	T	7	T+7	D	Comments:  T = Completion of report or investigation of case.  Legislation/Regulation:  Environmental Protection Act, Regulation (Airborne Contaminant Discharge Monitoring and Reporting), O. Reg. 127/01  s. 12. - a copy of the report and of any record prepared for the purposes of the report are kept for at least seven years after the day the report is required to be submitted and shall ensure that any other record required to be prepared under this Regulation is kept for at least seven years after the day the record is required to be prepared.
N0041	<b>Conservation Studies</b>  Records relating to studies and reports which discuss the conservation and preservation of the natural environment. This includes information on all ecological issues relating to conservation, including soil, water, wildlife, and vegetation.	Engineering & Construction Services	T	7	T+7	AR	Comments:  T = Termination of study.  Legislation/Regulation:  Lakes and Rivers Improvement Act, R.S.O. c. L. 13  s. 21. - All plans, orders and reports shall be kept on file.  Environmental Protection Act, Regulation (Records of Site Condition – Part XV.1 of the Act) O. Reg. 153/04  s. 18. (1) - the prescribed period for the retention of a report is seven years after

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							the date the record of site condition listing the report is filed.
N0045	<p>Energy Efficiency Management and Program</p> <p>Records relating to the projects concerning conservation and efficient use of heat, electricity, and other natural resources. May include information on City Building retrofitting, utility consumption, hedging as well as records concerning the administration of programs related to regulatory and legislative management of energy efficiency. Documents may include: feasibility studies/reports, legal agreements/contracts, legal parcel registers, copies of DPO, purchasing documents (RFP, RFQ, proposals, award decisions), government contracts (OPA/IESO), vendor contracts, input to provincial governments related to our programs, training documents (external and internal), engineering drawings (structural, electrical, etc.), and other supporting documents.</p>	Engineering & Construction Services	T	20	T+20	D	<p>Comment:</p> <p>T = Termination of program</p>
N0046	<p>Environmental Management, Research and Planning</p> <p>Records relating to the research of environmental and energy matters including current state of environment (soil, water, air, etc.), climate change strategies and the impacts that development activities might have on it. Records may include information relating to research and data collection, environmental forecasts, development of associated policies and procedures, as well as regulatory reporting; planning and coordination of internal and external programs which are supported by the City of Toronto or as part of a provincial or federal projects. Documents may include environmental assessments, feasibility studies, proposals, recommendations, plans, summary reports, related financial documents and correspondence, planning and research notes, statistics, policies, and community consultations.</p>	Engineering & Construction Services	T	20	T+20	AR	<p>Comments:</p> <p>T = Completion of assessment.</p> <p>Legislation/Regulation:</p> <p>Environmental Assessment Act R.S.O. 1990, c. E.18</p> <p>s. 30. (1) - maintain a record for every undertaking in respect of which an application is submitted.</p>

N0048	<p><b>Natural Heritage</b></p> <p>Records relating to the inventory and analysis of natural environment attributes or characters including environmentally sensitive areas. Much of the City's Natural Heritage attributes are found within the City's Parks and Open Space Areas as defined in the City's Official Plan but also includes the attributes on an ecosystem basis. The Natural Heritage 'System' includes conservation of natural diversity in the environment by identifying ecologically important areas and its biodiversity, and setting priorities for the protection of environmentally sensitive areas. The natural heritage inventory is a comprehensive and dynamic database that tracks the location and status of rare species and natural communities, which includes plants, wildlife, landscape, and water resources. Environmentally sensitive areas provide crucial habitat for native vegetation and wildlife, including rare or endangered species, and may also enhance human health and activities. May include information on conservation priorities, preservation of natural resources and heritage, development densities, and related environmental issues. Documents include background studies and reports, planners' notes and comments, copies of Official Plan, copies of amendments, and supporting correspondence.</p>	City Planning	T	50	T+50	AR	<p>Comments:</p> <p>T = Study or project is completed.</p> <p>Legislation/Regulation:</p> <p>Environmental Protection Act, 1990, Regulation (Records Of Site Condition - Part XV.1 Of the Act), O.Reg.153/04</p> <p>s. 18. (1) - the prescribed period for the retention of a report is seven years after the date the record of site condition listing the report is filed.</p>
N0049	<p><b>Ground Pollution</b></p> <p>Records relating to ground pollution as a result of chemical spills, agricultural runoff, and industrial waste disposal. This includes the contamination of soil, surface water, and underground water. Also includes information on treatment initiatives to minimize or eliminate the effects of ground pollution. Includes complaints, reports and studies, newspaper clippings, and correspondence.</p>	Engineering & Construction Services	C+2	7	C+9	AR	<p>Legislation/Regulation:</p> <p>Environmental Protection Act, 1990, Regulation (Records Of Site Condition - Part XV.1 of the Act), O.Reg.153/04</p> <p>s. 18. (1) - the prescribed period for the retention of a report is seven years after the date the record of site condition listing the report is filed.</p>

N0050	<p><b>Hazardous Materials</b></p> <p>Records relating to the storage, transportation, and handling of hazardous materials. Hazardous materials are any substance or material which may result in health injuries, destruction of life and environmental conditions, and facility damage. This includes toxic, flammable, corrosive, and explosive materials. Documents include disposal instructions, health and safety measures documentation, reports and recommendations, and correspondence.</p>	Engineering & Construction Services	T	2	T+2	D	<p>Comments:</p> <p>T= Completion of statistical reporting</p> <p>Legislation/Regulation:</p> <p>Environmental Protection Act, Regulation (General - Waste Management), R.R.O. 1990, Reg. 347</p> <p>s. 16. (5) (c) - The operator of a waste management system for hauled sewage shall keep the daily records for a period of at least two years after the calendar year to which the records relate.</p>
N0051	<p><b>Naturalization Plans</b></p> <p>Records relating to naturalization plans, which discuss ecological restoration programs and other initiatives concerning environmentally-friendly practices. May include information on environmental enhancements, site registration, elimination of lawn pesticide use, reintroduction of native plants and wildlife, and using native vegetation for lawns. Documents include reports and studies, mission statements, and correspondence.</p>	Parks, Forestry & Recreation	C+2	7	C+9	D	<p>Legislation/Regulation:</p> <p>Environmental Protection Act 1990, Regulation (Records Of Site Condition - Part XV.1 of the Act), O. Reg.153/04</p> <p>s. 18. (1) - the prescribed period for the retention of a report is seven years after the date the record of site condition listing the report is filed.</p>
N0052	<p><b>Noise Pollution</b></p> <p>Records relating to noise level and reduction studies. Feasibility or detailed noise impact studies may be required to support development applications. The purpose of the detailed study is to assess the impact of all noise sources affecting the subject lands and determine the appropriate layout, design and required control measures. Noise pollution may include excessive aircraft, road, rail, industrial, neighbourhood, and other noises created as a result of human activities. Includes noise level and reduction studies, recommendations for noise pollution initiatives, reports, and correspondence.</p>	City Planning	T	30	T+30	D	<p>Comments:</p> <p>T = Completion of study or initiative.</p>

N0053	<p>Pollution</p> <p>Records relating to issues and initiatives concerning multiple types of pollution, including soil, water, and air. These records are used for reference purposes. Includes reports, studies, correspondence, and newspaper clippings.</p>	Engineering & Construction Services	C+2	4	C+6	AR	
N0056	<p>Ravine &amp; Natural Feature Protection</p> <p>Records relating to development within or adjacent to areas identified by Ravine and Natural Feature Protection bylaw, areas identified as ESAs, ANSIs or wetlands, and areas identified as the Natural Heritage System in the OP, on both private and public land. Development activities may include: the construction of buildings, structures (e.g., driveways, retaining walls, garages, pools, cabanas, bridges), playing fields, trails, and playgrounds; digging to install or repair underground infrastructure, alter the grade, place or remove fill; and, modifying surface drainage and/or watercourses. Documents include: tree and vegetation inventories; arborists reports; plans of survey; topographic drawings; geotechnical, engineering and/or stormwater studies and reports; Natural Heritage Impact Studies; shading studies; permit applications; and related correspondence. Documents may include: feasibility studies; consultant reports; copies of drawings; Toronto and Region Conservation Authority (TRCA) requirements; and related correspondence.</p>	Parks, Forestry & Recreation	T	21	T+21	AR	<p>Comment:</p> <p>T = Termination of project</p>
N0059	<p>Waterfront Environmental Protection and Maintenance</p> <p>Records relating to the protection and maintenance of the City's waterfront, which constitutes areas immediately bordering on Lake Ontario. May include information on breakwaters, piers, lawn runoff, and beach preservation. Documents include environmental and ecosystem strategic plans, waterfront protection analysis reports, copies of provincial government brochures, and project files.</p>	Engineering & Construction Services	C+2	18	C+20	AR	<p>Legislation/Regulation:</p> <p>Environmental Protection Act, R.S.O. 1990, c. E.19</p> <p>s. 18. (1) 5. - record the presence or discharge of a contaminant;</p> <p>s. 18. (1) 6. - report on the presence or discharge of a contaminant; effects of the presence or discharge of a contaminant; measures to control the presence or discharge of a contaminant; the natural</p>



							<p>environment into which a contaminant discharged.</p> <p>s. 92. - Notice of spills and action taken.</p> <p>Ontario Water Resources Act, R.S.O. 1990, c. O.40</p> <p>s. 32, para. 5. - record the quality and quantity of any water;</p> <p>s. 32, para. 6. - report measures to control the discharge into a water or watercourse of material specified; effects of the discharge into a water or watercourse of material specified; the water or watercourse into which material discharged.</p>
N0060	<p>Watershed Environmental Protection and Maintenance</p> <p>Records relating to the protection and maintenance of watersheds or sub-watersheds, which constitute land areas drained by a particular river or creek. The preservation of these areas helps to reduce the impacts of erosion, water pollution, and flooding. May include information on erosion control, stormwater discharges, and excessive sediment removal.</p> <p>Documents include environmental and ecosystem strategic plans, analysis reports, project files, copies of provincial government brochures concerning watersheds, copies of federal and provincial guidelines, and correspondence.</p>	Engineering & Construction Services	C+2	18	C+20	AR	<p>Legislation/Regulation:</p> <p>Environmental Protection Act, R.S.O. 1990, c. E.19</p> <p>s. 18. (1) 5. - record the presence or discharge of a contaminant;</p> <p>s. 18. (1) 6. - report on the presence or discharge of a contaminant; effects of the presence or discharge of a contaminant; measures to control the presence or discharge of a contaminant; the natural environment into which a contaminant discharged.;</p> <p>s. 92. - Notice of spills and action taken.</p> <p>Ontario Water Resources Act, R.S.O. 1990, c. O.40</p> <p>s. 32, para. 5. - record the quality and quantity of any water;</p> <p>s. 32, para. 6. - report measures to control the discharge into a water or watercourse of material specified; effects of the discharge into a water or watercourse of material specified; the water or</p>

							watercourse into which material discharged.
N0061	<p><b>Weed Control</b></p> <p>Records relating to the control of weeds, for esthetic and safety reasons and to protect the land's native biodiversity from invasive plant species. Methods of weed control may include fire, spraying, uprooting, and mowing. Includes weed complaints, destruction work orders, and charges for failure to control weeds in compliance with regulations and legislation.</p>	Engineering & Construction Services	C+2	4	C+6	D	<p>Legislation/Regulation:</p> <p>Weed Control Act, R.S.O. 1990, c. W.5</p> <p>s. 15. - Record of expenses of weed inspector.</p> <p>Pesticides Act, Regulation (General), O. Reg. 63/09</p> <p>s. 62. 2. 4 - keep the record for a period of at least two years after the fumigation is complete;</p> <p>s. 65. (2) (c) - keep the record for at least two years after the fumigation is complete;</p> <p>s. 73. (4) - keep the record for a period of at least two years after the extermination is complete;</p> <p>s. 85. (3) - keep the record for a period of at least two years after the extermination is complete.</p>
N0062	<p><b>Wetlands</b></p> <p>Records relating to the protection and preservation of wetlands within the City. Wetlands constitute low-lying areas that have water-saturated soils for all or part of the year, and they provide habitat for plants requiring large amounts of water. Wetlands may include marshes, swamps, bogs, and river bottoms. Documents include environmental reports and studies, newspaper clippings, copies of public information brochures, and correspondence.</p>	Engineering & Construction Services	C+2	18	C+20	AR	<p>Legislation/Regulation:</p> <p>Environmental Protection Act, R.S.O. 1990, c. E.19.</p> <p>s. 18. (1) 5. – record the presence or discharge of a contaminant;</p> <p>s. 18. (1) 6. – report on the presence or discharge of a contaminant; effects of the presence or discharge of a contaminant; measures to control the presence or discharge of a contaminant; the natural environment into which a contaminant discharged;</p> <p>s. 92. – Notice of spills and action taken. Ontario Water Resources Act, R.S.O. 1990, c. O.40</p> <p>s. 32, para. 5. – record the quality and quantity of any water;</p> <p>s. 32, para. 6. – report measures to control the</p>

							discharge into a water or watercourse of material specified; effects of the discharge into a water or watercourse of material specified; the water or watercourse into which material discharged.
<b>P</b>	<b>Functional Category:</b> Public Health <b>Description:</b> Records relating to public and community health programs and services that are available to City residents. Includes records on immunization programs, disease prevention awareness, and healthy lifestyles.						
P3602	<b>Healthiest Babies Possible Client Files</b> Records relating to the HBP Program for high-risk pregnant women. Documents include medical histories, assessments and interventions, request for special diet allowance, client's diet record, progress notes, referrals to other community groups and services, consent for release of information, etc.	<b>Engineering &amp; Construction Services</b>	T+ 18	10	T+28	D	<b>Comments:</b> T = Date of last recorded action. Retain semi- active in the Records Centre until child reaches 18 years of age. Inactive Retention in Records Centre for additional 10 Years.  <b>Legislation/Regulation:</b> Medicine Act, 1991, Regulation (General) O. Reg. 114/94  s. 19. (1) – Retain records for at least ten years after the date of the last entry in the record, or until ten years after the day on which the patient reached or would have reached the age of eighteen years.
P3611	<b>Toronto Preschool Speech and Language Services Client Files</b> Records relating to preschool children (0 to 5 years) who are referred to Toronto Preschool Speech and Language Services (TPSLS) by either parents or community child and healthcare professionals. Service involves the assessment and treatment of speech and language delays/ disorders until discharge, or school board transfer and mandatory age-related discharge. Documents include Danic intake form, Toronto Preschool Speech and Language Services (TPSLS) consent to treatment and other consent forms, initial assessment report, progress notes, progress reports (if requested), referrals made by Toronto Preschool Speech and Language Services (TPSLS), reports (if produced) and discharge report (if	<b>Toronto Public Health</b>	T+3	25	T+28	D	<b>Comments:</b> T = Date of last recorded action. Retained semi-active in the Records Centre until child reaches 18 years of age. Inactive retention in Records Centre for additional 10 years.  <b>Legislation/Regulation:</b> Medicine Act 1991, Regulation (General) O. Reg. 114/94  s.19. (1) - Retain records for at least ten years after the date of the last entry in the record, or until ten years after the day on which the patient reached or would have reached the age of eighteen years.

	requested) and all other supporting correspondence.						
P3616	<p>Infant Hearing Client Files - Well Babies</p> <p>Records relating to newborns that have a "PASS", "RC" (Refer to Community) or "DNT" (Did Not Test) outcome from a TPH screener at any stage of the hearing screening process with no risk factors identified. Once the pass status with no risk indicator is confirmed and/or IHP services are completed, the client file is closed/ discharged from ISCIS and no follow up on the client is needed. Documents may include screening results, guidelines to define newborns at risk, consent for release of information, etc.</p>	Toronto Public Health	C+1	27	C+28	D	<p>Legislation/Regulation: Medicine Act, 1991, Regulation General) O. Reg. 114/94</p> <p>s. 19. (1) - Retain records for at least ten years after the date of the last entry in the record, or until ten years after the day on which the patient reached or would have reached the age of eighteen years.</p>
P3617	<p>Infant Hearing Client Files - High Risk Surveillance and Refer to Audiology Babies</p> <p>Records relating to newborns identified as "high risk" regardless of whether the screening is given at the hospital well baby nursery or the community centres, whether the babies are at stage 1 or stage 2 screening, or whether the screening result is a pass or referral. Babies meet specific risk criteria to be included in the high risk surveillance protocol. As a Program requirement, these babies need to be monitored for two years, that is, they will be seen at audiology at 4 months, between 8 and 12 months and then receive an 18 month and 30 month follow-up telephone call and will be discharged after 30 months. Documents may include screening reports, referrals, audiologic assessment, telephone follow-up surveillance, consent for release of information, etc.</p>	Toronto Public Health	C+3	25	C+28	D	<p>Legislation/Regulation: Medicine Act, 1991, Regulation General) O. Reg. 114/94</p> <p>s. 19. (1) - Retain records for at least ten years after the date of the last entry in the record, or until ten years after the day on which the patient reached or would have reached the age of eighteen years.</p>
P3618	<p>Infant Hearing Client Files - Babies with Hearing Loss</p> <p>Records relating to babies who are identified as deaf or hard of hearing. These babies will be referred to an otolaryngologist for assessment and medical management, and their family will be provided with necessary counselling and support services. These include the provision of</p>	Toronto Public Health	C+6	22	C+28	D	<p>Legislation/Regulation: Medicine Act, 1991, Regulation General) O. Reg. 114/94</p> <p>s. 19. (1) - Retain records for at least ten years after the date of the last entry in the record, or until ten years after the day on which the patient reached</p>

	information on methods of deaf / hard of hearing communication and types of services available to assist the baby in learning language, etc. According to the program requirements, babies with hearing loss will be monitored for until school entry or age 6. Documents may include screening reports, referrals, audiologic assessment, hearing aid evaluation, follow up support and counselling notes, Speech-Language Pathologist's consultant notes, ASL consultant and A-VT or oral rehab therapy progress reports, consent for release of information, etc.						or would have reached the age of eighteen years.
P3619	<p>Blind /Low Vision Client Files</p> <p>Records related to children who are born with (or who acquire in early childhood) blindness or low vision. The Blind Low Vision (BLV) Early Intervention Program will ensure that families receive the services and resources they need to support the healthy development of their child from birth until Grade 1 entry. The Blind Low Vision Early Intervention Program will partner CNIB, the Ontario Foundation for Visually Impaired Children, infant development and early intervention services as well as the network of paediatric ophthalmologists, optometrists, and physicians across Toronto. Documents may include service coordination documents, continuation sheets, referral forms, medical reports, letters from doctors, follow up support and counselling notes, consent for release of information, and all other relevant information.</p>	Toronto Public Health	T+3	19	T+22	D	<p>Comments:</p> <p>T = Termination occurs when child reaches 6 years of age.</p> <p>T + 3 Years = File to remain active in office 3 years after child reaches 6 years of age.</p> <p>Legislation/Regulation:</p> <p>Medicine Act, 1991, Regulation General) O. Reg. 114/94</p> <p>s. 19. (1) - Retain records for at least ten years after the date of the last entry in the record, or until ten years after the day on which the patient reached or would have reached the age of eighteen years.</p>

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P3621	<p>Family Health Client Files</p> <p>Records relating to the Family Health Program individual clients including adolescents, senior and those from the Healthy Babies, Healthy Children (HBHC) program. Documents include PARKYN forms, family profile, assessments and intervention, referrals, progress notes, Infant and Maternal Postnatal Sheet, Home Visitor Record, consent forms for release of information, and all supporting correspondence.</p>	Toronto Public Health	T+ 18	10	T+28	D	<p>Comments:</p> <p>T = Termination occurs when child reaches 6 years of age.</p> <p>T + 3 Years = File to remain active in office 3 years after child reaches 6 years of age.</p> <p>Legislation/Regulation:</p> <p>Medicine Act, 1991, Regulation General) O. Reg. 114/94</p> <p>s. 19. (1) - Retain records for at least ten years after the date of the last entry in the record, or until ten years after the day on which the patient reached or would have reached the age of eighteen years.</p>
P3653	<p>Individual Client Files</p> <p>Records relating to individual client files of the Healthy Families and Healthy Living Program. These files are of two types: Single and Family interactions. Single interaction records document a single contact with a client in which there is limited assessment and counseling and does not require any follow-up intervention. Family records document interventions requiring more extensive assessment and counseling and possible follow-up or referral to external agencies. Single interaction forms are organized by the program office and year. Family records are organized by the client's last name. Files relating to minors are differentiated from those relating to adults. Documents include referral forms, consent forms, assessment forms, documentation forms, continuation notes, correspondence, etc.</p> <p>NOTE: Once TCHIS (Toronto Community Health Information System) is fully implemented, the majority of these records will be electronic and ICRA will no longer be needed.</p>	Toronto Public Health	T+2  T+ 10/ 27	8/26  0	T+10/ 28  T+10/ 27	D  D	<p>Comment:</p> <p>T = Date of last recorded action for both adults &amp; minors. Inactive retention in Records Centre for adults additional 8 Years; for minors additional 26 Years (16 Years as semi-active &amp; 10 Years as inactive). (Active) T+10/27 Years applies to Electronic Records.</p> <p>Legislation/Regulation:</p> <p>Medicine Act, 1991, Regulation General) O. Reg. 114/94</p> <p>s. 19. (1) - Retain records for at least ten years after the date of the last entry in the record, or until ten years after the day on which the patient reached or would have reached the age of eighteen years.</p>

P3711	<p>Infection Control Inspections</p> <p>Records relating to inspections of premises ensuring infection prevention practices are in place. The Control of Infectious Diseases / Infection Control program of Public Health requires regular inspections for Licensed Day Nurseries, Funeral Homes, and personal services setting. This program also provides consultations on infection control issues to hospitals, long term care homes and retirement homes. Inspections are also conducted for processing license requests and to respond to complaints logged against a premise. Documents include responses to complaints, copies of training provided by Public Health staff to premises staff and to the population at risk, copies of agenda and minutes of Infection Control meeting correspondence, etc.</p>	Toronto Public Health	C+3	6	C+10	D	<p>Legislation/Regulation:</p> <p>Child Care and Early Years Act, 2014 Regulation (General) O. Reg. 137/15</p> <p>s. 32. (3) - Every licensee shall ensure that in respect of each child care centre it operates and each premises where it oversees the provision of home child care, a record is kept of all inspections made;</p> <p>s. 82 - Where a licensee is required under this Regulation to make or keep a record, report or other document, it shall keep the record, report or other document in a secure location for at least three years from the date it is made.</p>
P3721	<p>Premises Inspection – Food Safety</p> <p>Records relating to food premises inspection including manufacturing, processing, preparation, storage, handling, display, transportation, sale and distribution of food. Documents may include food premises risk assessment form, food safety inspection form, supplement inspection reports, food premises profile, complaint/request for service reports, tobacco inspection reports, establishment create / update / delete form, report of offences, order to close premises, court decision, tickets, test results, correspondence, lawyer's letters etc.</p>	Toronto Public Health	C+2	4	C+6	D	
P3722	<p>Food Handler Certification Files</p> <p>Records relating to the Food Handler Certification process of Toronto Public Health. This process involves activities associated with training and certification delivered by Toronto Public Health or private companies accredited by Toronto Public Health to potential Food Handlers, outlining safe food handling practices to prevent food-borne illness. Documents include registrations for training and certification session, application forms, examination material, examination results, payment</p>	Toronto Public Health	C+5	0	C+5	D	<p>Legislation/Regulation:</p> <p>City of Toronto Municipal Code Chapter 545, Licensing</p> <p>§ 545-5G Regulations pertaining to eating and drinking establishments, (17) Food Handler certification (d) A food handler certificate is valid for five years.</p> <p>Health Protection and Promotion Act, Regulation</p>

	information, copies of personal identification documents. The media format for the records is paper and electronic. Electronic format is supported by THEIS (Toronto Healthy Environments Information System), which is an integrated system to manage inspections, public disclosure, on-demand requests, time and activity tracking for the Healthy Environments unit of Toronto Public Health. It is expected that electronic records would mirror paper records once THEIS would be fully developed.						(Food Premises) R.R.O. 1990, Reg. 562  s. 10. (9) - Records shall be made available upon request to the medical officer of health or a public health inspector;  s. 38. (1) – operator shall maintain records of meats;  s. 38. (2) – records maintained at the premise for not less than one year from the date of entry of the record.
P3733	<b>Public Pools</b>  Records relating to the complaints, inspections and investigations regarding public pools, spas, wading pools within the City of Toronto. Documents may include investigation reports, supplemental reports, public spa / swimming pool / wading pool inspection reports, supporting correspondence, plans, etc.	Toronto Public Health	C+2	4	C+6	D	Legislation/Regulation:  Health Protection and Promotion Act, Regulation (Public Pools), R.R.O. 1990, Reg. 565  s. 6. 1 (2) (c) - written record of the inspection is made by the person who performed the inspection;  s. 6. 1 (2) (d) - written record of the inspection is retained by the owner or operator for at least one year from the date the record is made
P3741	<b>Health Hazard Investigations</b>  Records relating to complaints investigations concerning health hazards and inspections of facilities as required by the Ontario Public Health Standards such as recreational and institutional premises and other public facilities. Complaints may include issues related to sewage back-ups, mould, air quality, chemical spills, contaminated sites, etc. Documents may include inspection reports of facilities (such as ice arenas, schools, recreation camps, lodging and boarding houses, group homes and other facilities deemed necessary by the Ministry of Health and Long Term Care), investigation reports, complaint/ requests for service reports, correspondence, lawyer's letters, legal documents (including orders, charges and court decisions), sample test results, plans, establishment create/ update/ delete	Toronto Public Health	C+2	4	C+6	D	Legislation/Regulation:  Environmental Protection Act, R.S.O. 1990, c. E.19  s. 18. (1) 5. - record the presence or discharge of a contaminant;  s. 18. (1) 6. - report on the presence or discharge of a contaminant; effects of the presence or discharge of a contaminant; measures to control the presence or discharge of a contaminant; the natural environment into which a contaminant discharged;  s. 92. - Notice of spills and action taken.



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	and other related program administration forms, etc. Files related to contaminated properties and environmental issues pertaining to land use (i.e. PCB storage sites, wireless phone towers, wind towers) are not included (see P3742).						
P3742	<p>Environmental Site Reports</p> <p>Records relating to environmental site reports that are not found in other records classes (or elsewhere) regarding historical and current site health hazard investigations and assessments for specific locations in the City which may have issues or impacts on the population or on human health in the city. These records are created and maintained by Public Health Division only. Includes information on environmental remediation: removal of pollution or contaminants from environmental media such as soil, groundwater, sediment, or surface water for the general protection of human health and the environment or from a site intended for redevelopment, reuse or repurposing. Documents may contain: environmental studies outlining potential hazards, contamination reports and analysis, remediation, and or risk assessment reports, containment strategies and plans, clean up and remediation efforts on sites, site management plans for containing environmental hazards, consultant reports, photos, database searches, environmental investigations, maps, site plans, lab and analytical data, appraisal, plans, soil and groundwater studies, air quality studies, risk assessments (site specific and human health hazards), correspondence, memos, regulatory records, consultant records, design, monitoring, legal records, environmental site assessment, remediation studies, plans, maintenance and monitoring, project documents, contact information of the requester and other related records.</p>	Toronto Public Health	C+5	45	C+50	AR	<p>Legislation/Regulation:</p> <p>City of Toronto Municipal Code Chapter 423, Environmental Reporting and Disclosure</p> <p>§ 423-5 Record-keeping; The information upon which reports referred to in this chapter are based shall be retained for a minimum of five years from the date the report is submitted and, upon request, shall be proved to the Medical Officer of Health for audit purposes;</p> <p>§ 423-6 Inspections.</p> <p>Environmental Assessment Act, R.S.O. 1990, c. E.18</p> <p>s. 30. (1) - The Director shall maintain a record for every undertaking in respect of which an application is submitted under Part II and for every application submitted under Part II.1</p> <p>Environmental Protection Act, R.S.O. 1990, c. E.19</p> <p>s. 165.1 (1) - Every person required by this Act or the regulations to retain a record shall make it available to a provincial officer for inspection upon his or her request;</p> <p>s. 165.1 (3) - If a record is retained in electronic form, the provincial officer may require that a copy of it be provided to him or her on paper or in a machine-readable medium or both.</p> <p>Occupational Health and Safety Act, R.S.O. 1990, c. O. Part VIII, Enforcement,</p>

							s. 54. (1) (o) - require in writing, within such time as is specified, a person who is an employer, manufacturer, producer, importer, distributor or supplier to produce records or information, or to provide, at the expense of the person, a report or evaluation made or to be made by a person or organization having special, expert or professional knowledge or qualifications as are specified by the inspector of any process or biological, chemical or physical agents or combination of such agents present, used or intended for use in a workplace and the manner of use.
P3761	<p>Human/Animal Contact Exposure Investigations</p> <p>Records relating to investigation of contact with animals such as dogs, cats, raccoons, ferrets, squirrels and bats and any other type exposure where there is a concern of contracting of rabies. Documents may include reports by or to physicians, veterinarians, health officers, law enforcement officers, court orders, rabies investigation reports, supplemental reports, vaccination status of the animal, quarantine reports relating to the observations, testing results, human vaccine distribution and other related correspondence.</p>	Toronto Public Health	C+2	4	C+6	D	<p>Legislation/Regulation:</p> <p>Health Protection and Promotion Act, Regulation (Communicable Diseases – General), R.R.O. 1990, Reg. 557</p> <p>s. 2. - report of animal bite;</p> <p>s. 3. - details of exposure and treatment, clinical evidence of rabies.</p> <p>Health Protection and Promotion Act, Regulation (Reports), R.R.O. 1990, Reg. 569 s. 1 to s. 8 - reports of diseases.</p>
P3801	<p>Dental Claims</p> <p>Records relating to dental claims submitted for financial reimbursement covered by Children In Need of Treatment (CINOT) or Ontario Works (OW) dental programs. The programs provide basic urgent care to children without dental insurance and whose families are not able to pay for dental treatments. Documents include CINOT/OW claim forms and Pre-Treatment Authorization request forms, copies of invoices, and all supporting correspondence.</p>	Toronto Public Health	C+2	4	C+6	D	<p>Legislation/Regulation:</p> <p>Dentistry Act, S.O. 1991, c. 24</p> <p>s. 12. (b) - to keep prescribed records.</p>

P3811	<p><b>Dental Screening</b></p> <p>Records relating to dental screening services provided by dental hygienists to City children between the academic levels of kindergarten to grade eight, and also to English as a Second Language (ESL) high-school students. These dental screenings are typically conducted annually to determine individual students' needs for routine or urgent dental care. Records include screening cards and defect lists. Documents may include school name and school class lists, dental screening results and recommendations, and all supporting correspondence.</p>	Toronto Public Health	T+ 18	10	T+28	D	<p>Comments:</p> <p>T = Date of last recorded action. Retain semi- active in the Records Centre until child reaches 18 years of age. Inactive retention in Records Centre for additional 10 Years.</p> <p>Legislation/Regulation:</p> <p>Dentistry Act, S.O. 1991, c. 24</p> <p>s. 12. (b) - to keep prescribed records.</p>
P3821	<p><b>Dental Client Files – Adults</b></p> <p>Records relating to adults who receive free dental treatments. Basic dental services are available to low- income adults. Documents may include eligibility statements, medical and dental history statements, dental examination and treatment plans, progress notes, dental x- rays, treatment consent forms, information release consent forms, copies of lab invoices, and correspondence.</p>	Toronto Public Health	T+2	8	T+10	D	<p>Comments:</p> <p>T = Last date of treatment.</p> <p>Legislation/Regulation:</p> <p>Dentistry Act, S.O. 1991, c. 24</p> <p>s. 12. (b) - to keep prescribed records.</p>
P3822	<p><b>Dental Appointment Book</b></p> <p>Records relating to the routine dental appointments for persons requiring dental treatment services at dental clinics operated by the Ontario government. Documents include dental appointment books with patient information, date and time of appointment, and all supporting correspondence.</p>	Toronto Public Health	C+1	27	C+28	D	
P3823	<p><b>Dental Client Files – Children</b></p> <p>Records relating to children who receive free dental treatments. Basic dental services are available to children up to the completion of high school. Documents may include eligibility statements, parent notifications, medical and dental history statements, dental examination and treatment plans, progress notes, dental x-rays, treatment consent forms, information release consent forms, copies of lab invoices, and correspondence.</p>	Toronto Public Health	T+2	26	T+28	D	

P3830	<p>Control of Infectious Diseases/Infection Control (CID/IC) Program Administration</p> <p>Records relating to the administration of the Control of Infectious Diseases/Infection Control (CID/IC) Program. Documents include policies and procedures, guidelines, manuals, reference materials, CID/IC statistics, surveys, correspondence, etc.</p>	Toronto Public Health	C+2	4	C+6	D	
P3831	<p>Resolved Reportable Diseases</p> <p>Records relating to clients diagnosed with a reportable disease that can be cured with medical treatment or will resolve without medical treatment. The records series also includes contacts of these clients. Documents include disease worksheets, investigation reports, progress notes, contact follow up, laboratory test results, correspondence, etc.,</p>	Toronto Public Health	T+2	8/26	T+10/28	D	<p>Comments:</p> <p>T = Date of last recorded action for both adults &amp; minors. Inactive retention in Records Centre for adults additional 8 years; for minors additional 26 years (16 years as semi-active &amp; 10 years as inactive).</p> <p>Legislation/Regulation:</p> <p>Medicine Act, 1991, Regulation (General) O. Reg. 114/94</p> <p>s. 19. (1) - Retain records for at least ten years after the date of the last entry in the record, or until ten years after the day on which the patient reached or would have reached the age of eighteen years.</p>
P3836	<p>Exposures to Blood Borne Diseases Client Files</p> <p>Records relating to clients that are exposed to blood or fluid borne pathogens, for instance, puncture from contaminated needles, contact between non-intact skin and infectious body fluids, etc. Documents include Exposure Assessment Form, investigation reports, progress notes, laboratory test results, correspondence, etc.</p>	Toronto Public Health	T+2	8/26	T+10/28	D	<p>Comments:</p> <p>T = Date of last recorded action for both adults &amp; minors. Inactive retention in Records Centre for adults additional 8 years; for minors additional 26 years (16 years as semi-active &amp; 10 years as inactive).</p> <p>Legislation/Regulation:</p> <p>Medicine Act, 1991, Regulation (General) O. Reg. 114/94</p> <p>s. 19. (1) - Retain records for at least ten years after the date of the last entry in the record, or until ten years after the day on</p>

							which the patient reached or would have reached the age of eighteen years.
P3837	<p>Disease Outbreak Case Files</p> <p>Records relating to the investigation of communicable disease outbreaks within the City. May include information concerning where and how the outbreak originated, the names of ill persons and control measure implemented. Documents may include completed outbreak investigation forms, disease worksheets, outbreak summary analysis, progress notes, team meeting reports/minutes/agendas, laboratory test results and correspondence.</p>	Toronto Public Health	T+2	8/26	T+10/28	D	<p>Comments:</p> <p>T = Date of last recorded action for both adults &amp; minors. Inactive retention in Records Centre for adults additional 8 years; for minors additional 26 years (16 years as semi-active &amp; 10 years as inactive).</p> <p>Legislation/Regulation:</p> <p>Medicine Act, 1991, Regulation (General) O. Reg. 114/94</p> <p>s. 19 (1) - Retain records for at least ten years after the date of the last entry in the record, or until ten years after the day on which the patient reached or would have reached the age of eighteen years.</p>
P3842	<p>"The Works" Client Files</p> <p>Records relating to client files created in the Works program of Toronto Public Health. The Works is a needle exchange program helping to prevent the spread of communicable disease for drug users and sex workers in Toronto, using harm reduction services. Records created include Methadone and Needle Exchange client files. As a requirement of funding by the Ministry of Health and Long Term Care, for methadone clients, part of the information is collected electronically through a system called Catalyst. The system collects demographic client information, information on health and social issues, problems of clients, referrals made and services provided. Files relating to minors are differentiated from those relating to adults. Documents include client agreements, transfer information, referral forms, clinical notes, intake and/or physician assessments, authorization to disclose information, treatment information forms,</p>	Toronto Public Health	T+3	7/25	T+10/28	D	<p>Comments:</p> <p>T = Date of last recorded action for both adults &amp; minors. Inactive retention in Records Centre for adults additional 7 Years; for minors additional 25 Years (15 Years as semi-active &amp; 10 Years as inactive).</p> <p>Legislation/Regulation:</p> <p>Medicine Act, 1991, Regulation (General) O. Reg. 114/94</p> <p>s. 19 (1) - Retain records for at least ten years after the date of the last entry in the record, or until ten years after the day on which the patient reached or would have reached the age of eighteen years.</p>

	correspondence, etc.						
P3851	<p>Tuberculosis Client Case and Contact Files</p> <p>Records relating to the Tuberculosis Prevention and Control Program client files including adolescents, seniors, clients who have been transferred from outside City of Toronto and contact investigations. Documents include contact identification lists, case management, progress notes, physician's report, hospital reports, lab flow sheets, lab reports, drug orders, discharged summary reports, assessment guides for directly observed therapy, notification reports, correspondence, etc.</p>	Toronto Public Health	T+3	25	T+28	D	<p>Comments:</p> <p>T = Case file closed.</p> <p>Legislation/Regulation:</p> <p>Medicine Act, 1991, Regulation (General) O. Reg. 114/94</p> <p>s. 19 (1) - Retain records for at least ten years after the date of the last entry in the record, or until ten years after the day on which the patient reached or would have reached the age of eighteen years.</p> <p>Independent Health Facilities Act, Regulation (General) O. Reg. 57/92</p> <p>s. 11. (1) (a) (b) - Every licensee shall retain a patient's health record or a copy of it for at least six years following, (a) the patient's last visit; or</p> <p>(b) if the patient was less than eighteen years old when he or she last visited the facility, the day the patient became or would have become eighteen years old.</p>
P3852	<p>Tuberculosis Medical Surveillance Client Files</p> <p>Records relating to individuals who are medically observed for evidence of Tuberculosis. All people arriving to Canada are issued an IMM595 form in order for medical surveillance to be undertaken. Records belonging to this record series can be inactive or active tuberculosis. Documents include discharged forms, physician's report, lab reports, intake forms, copies of citizenship, progress notes, notification of medical surveillance reports, correspondence, etc.</p>	Toronto Public Health	T+3	25	T+28	D	<p>Comments:</p> <p>T = Case file closed.</p> <p>Legislation/Regulation:</p> <p>Medicine Act, 1991, Regulation (General) O. Reg. 114/94</p> <p>s. 19 (1) - Retain records for at least ten years after the date of the last entry in the record, or until ten years after the day on which the patient reached or would have reached the age of eighteen years.</p> <p>Independent Health Facilities Act, Regulation (General) O. Reg. 57/92</p>

							<p>s. 11. (1) (a) (b) - Every licensee shall retain a patient's health record or a copy of it for at least six years following, (a) the patient's last visit; or</p> <p>(b) if the patient was less than eighteen years old when he or she last visited the facility, the day the patient became or would have become eighteen years old.</p>
P3854	<p>Tuberculosis Screening/Active Case Finding</p> <p>Records relating to individuals that have been screened for possible active case tuberculosis, as a result of contact with a client having tuberculosis. Records include screening of individuals from Schools, Community Centres, Organizations and Shelters. Documents include physician's report, lab reports, progress notes, workplace listings, follow-up forms, line listings, screening summary, class lists, correspondence, etc.</p>	Toronto Public Health	T+3	25	T+28	D	<p>Comments:</p> <p>T = Case file closed.</p> <p>Legislation/Regulation:</p> <p>Medicine Act, 1991, Regulation (General) O. Reg. 114/94</p> <p>s. 19 (1) - Retain records for at least ten years after the date of the last entry in the record, or until ten years after the day on which the patient reached or would have reached the age of eighteen years.</p> <p>Independent Health Facilities Act, Regulation (General) O.Reg.57/92</p> <p>s. 11. (1) (a) (b) - Every licensee shall retain a patient's health record or a copy of it for at least six years following, (a) the patient's last visit; or</p> <p>(b) if the patient was less than eighteen years old when he or she last visited the facility, the day the patient became or would have become eighteen years old.</p>
P3860	<p>Immunization Program</p> <p>Records relating to the Vaccine Preventable Disease (VPD) program in general. The Program provides immunization services to City residents and administers inspection on vaccine storage and handling. Documents may include</p>	Toronto Public Health	C+2	4	C+6	D	<p>Legislation/Regulation:</p> <p>Immunization of School Pupils Act, Regulation (General) R.R.O. 1990, Reg. 645</p> <p>- Record of immunization.</p>

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	recommendations and reports, vaccine storage and handling information, guidelines and standards of immunization, research, statistics, VPD Program meeting minutes and correspondence.						
P3861	<p>Student Immunization</p> <p>Records relating to mandatory immunization of students in public and private schools, between grades one and nine. Documents may include medical history questionnaires, student suspension orders, submitted immunization status statements, and correspondence.</p>	Toronto Public Health	C	0	C	D	<p>Comments:</p> <p>C = Current School Year.</p> <p>Legislation/Regulation:</p> <p>Immunization of School Pupils Act, Regulation (General) R.R.O. 1990, Reg. 645</p> <p>- Record of immunization.</p>
P3862	<p>Student Immunization - Suspension Hearings</p> <p>Records relating to hearings to decide on whether children should be suspended from schools or day nurseries if they have not received immunization treatments. Non-immunized students may be suspended until proof of immunization is provided. Documents may include suspension orders, suspension appeals and all supporting correspondence.</p>	Toronto Public Health	T+2	7	T+9	D	<p>Comments:</p> <p>T = Decision of hearing</p> <p>Legislation/Regulation:</p> <p>Immunization of School Pupils Act, Regulation (General) R.R.O. 1990, Reg. 645</p> <p>- Record of immunization.</p>
P3863	<p>Day Nurseries Immunization</p> <p>Records relating to mandatory immunization of pre-school age children attending day nurseries. Documents may include submitted immunization status statements, class lists, and all supporting correspondence.</p>	Toronto Public Health	C	0	C	D	<p>Comments:</p> <p>C = Current School Year.</p> <p>Legislation/Regulation:</p> <p>Child Care and Early Years Act, 2014, Regulation (General) O. Reg. 137/15</p> <p>s. 72. (1) - Every licensee shall ensure that up-to-date records that are available for inspection by an inspector or program adviser at all times are kept of the following matters in respect of each child receiving child care at a child care centre operated by the licensee or receiving child care at a premises where it oversees the provision of home child care.</p>
P3864	<p>Immunization Exemption</p> <p>Records relating to individual children attending either schools or day</p>	Toronto Public Health	T	0	T	D	<p>Comments:</p> <p>T= End of school life of student.</p>



	nurseries whose parents or guardians have requested their exemption from receiving immunization treatments on account of medical, religious, or ethical reasons. Documents include rejected and/or approved exemptions, as well as other related correspondence such as, medical exemption statements, dismissed exemption request memoranda.						Legislation/Regulation: Immunization of School Pupils Act, Regulation (General) R.R.O. 1990, Reg. 645  - Record of immunization.
P3865	Children Immunization Consents - Hepatitis B  Records relating to consents given by parents and guardians permitting medical personnel to immunize their children against Hepatitis B. Documents include signed immunization consent forms for Grade 7/8 students, copies of adverse vaccine reaction reports, investigation reports, and all supporting correspondence.	Toronto Public Health	3	17	20	D	Legislation/Regulation: Immunization of School Pupils Act, Regulation (General) R.R.O. 1990, Reg. 645  - Record of immunization.
P3866	Adverse Vaccine Reaction (AVR) Reports  Records relating to persons, who have suffered adverse reactions to vaccine immunizations. Documents may include adverse vaccine reaction (AVR) reports that meet the Ministry of Health criteria and all other reports that refer to any other reactions to the vaccine, and all supporting correspondence.	Toronto Public Health	C+5	14	C+19	D	Legislation/Regulation: Immunization of School Pupils Act, Regulation (General) R.R.O. 1990, Reg. 645  s. 1. - Record of immunization to contain any reactions to vaccine.
P3867	Immunization Clinic Client Consents  Records relating to persons receiving immunization treatments operated by the Vaccine Preventable Disease Program (VPD). These clinics provide services to the general public. Documents may include signed immunization consent forms and all supporting correspondence.	Toronto Public Health	C+2	26	C+28	D	Legislation/Regulation: Medicine Act, 1991, Regulation (General) O. Reg. 114/94  s. 19. (1) - Retain records for at least ten years after the date of the last entry in the record, or until ten years after the day on which the patient reached or would have reached the age of eighteen years.

P3868	<p>Vaccine Storage and Handling Inspections</p> <p>Records relating to the annual inspections of all vaccines maintained in various City storage facilities, government- sponsored clinics, and private-sector medical clinics. These inspections are conducted to determine the effectiveness of vaccines used to immunize persons against preventable diseases. Documents may include vaccine inspection reports for facilities which passed inspection, copies of inspection reports for facilities which failed inspection, and all supporting correspondence.</p>	Toronto Public Health	C+2	7	C+9	D	
P3869	<p>Cold Chain Failure Reports</p> <p>Records relating to City storage facilities, government- sponsored clinics, and private-sector medical clinics which have failed inspections to determine whether vaccines are properly stored and handled. Documents may include Cold Chain Failure Reports, temperature log books, and correspondence.</p>	Toronto Public Health	C+2	7	C+9	D	
P3871	<p>Sexually Transmitted Diseases (STD) Client Files</p> <p>Records relating to clients with sexually transmitted diseases (STD). Sexually transmitted diseases include Chlamydia, Gonorrhea, Chancroid, Congenital cytomegalovirus infection, Neonatal herpes, Ophthalmia neonatorum, etc. Documents include case notification, lab reports, progress notes, consent for release of information, medical correspondence, etc.</p>	Toronto Public Health	T+ 18	10	T+28	D	<p>Comments:</p> <p>T = Date of last recorded action. Retained semi-active in the Records Centre until child reaches 18 year of age. Inactive retention in Records Centre for additional 10 Years.</p> <p>Legislation/Regulation:</p> <p>Medicine Act, 1991, Regulation (General) O. Reg. 114/94</p> <p>s. 19. (1) - Retain records for at least ten years after the date of the last entry in the record, or until ten years after the day on which the patient reached or would have reached the age of eighteen years.</p> <p>Independent Health Facilities Act, Regulation (General) O.Reg.57/9292</p>

							<p>s. 11. (1) (a) (b) - Every licensee shall retain a patient's health record or a copy of it for at least six years following, (a) the patient's last visit; or</p> <p>(b) if the patient was less than eighteen years old when he or she last visited the facility, the day the patient became or would have become eighteen years old.</p>
P3872	<p>HIV / AIDS Client Files</p> <p>Records relating to persons with Human Immunodeficiency Virus (HIV) / Acquired Immune Deficiency Syndrome (AIDS). Documents include case notification, lab reports, progress notes, consent for release of information, medical correspondence, etc.</p>	Toronto Public Health	P	0	P	P	<p>Legislation/Regulation:</p> <p>Medicine Act, 1991, Regulation (General) O. Reg. 114/94</p> <p>s. 19. (1) - Retain records for at least ten years after the date of the last entry in the record, or until ten years after the day on which the patient reached or would have reached the age of eighteen years.</p> <p>Independent Health Facilities Act, Regulation (General) O.Reg.57/9292</p> <p>s. 11. (1) (a) (b) - Every licensee shall retain a patient's health record or a copy of it for at least six years following, (a) the patient's last visit; or</p> <p>(b) if the patient was less than eighteen years old when he or she last visited the facility, the day the patient became or would have become eighteen years old.</p>
P3873	<p>Syphilis Client Files</p> <p>Records relating to persons with Syphilis. Documents include case notification, lab reports, progress notes, consent for release of information, medical correspondence, etc.</p>	Toronto Public Health	T+5	15	T+20	D	<p>Comments:</p> <p>T = Case file closed.</p> <p>Legislation/Regulation:</p> <p>Medicine Act, 1991, Regulation (General) O. Reg. 114/94</p> <p>s. 19. (1) - Retain records for at least ten years after the date of the last entry in the record, or until ten</p>

							<p>years after the day on which the patient reached or would have reached the age of eighteen years.</p> <p>Independent Health Facilities Act, Regulation (General) O.Reg.57/9292</p> <p>s. 11. (1) (a) (b) - Every licensee shall retain a patient's health record or a copy of it for at least six years following, (a) the patient's last visit; or</p> <p>(b) if the patient was less than eighteen years old when he or she last visited the facility, the day the patient became or would have become eighteen years old.</p>
P3876	<p>Sexual Health Clinic Client Files</p> <p>Records relating to sexual health clinic clients. The clinics provide counselling, education, referral and treatment related to sexual issues such as, birth control, STD, pregnancy testing, etc. Documents include admission registration, client medical history, counselling records, referrals, progress notes, lab reports, prescription renewal forms, consent for release of information, etc.</p>	Toronto Public Health	T+ 18	10	T+28	D	<p>Comments:</p> <p>T = File to remain active in office 2 years after last recorded date, file is then retained semi- active in the Records Centre until child reaches 18 years of age. After which the file is retained inactive for an additional 10 Years in the Records Centre.</p> <p>Legislation/Regulation:</p> <p>Medicine Act, 1991, Regulation (General) O. Reg. 114/94</p> <p>s. 19. (1) - Retain records for at least ten years after the date of the last entry in the record, or until ten years after the day on which the patient reached or would have reached the age of eighteen years.</p> <p>Independent Health Facilities Act, Regulation (General) O.Reg.57/9292</p> <p>s. 11. (1) (a) (b) - Every licensee shall retain a patient's health record or a copy of it for at least six years following, (a) the patient's last visit; or</p>

							(b) if the patient was less than eighteen years old when he or she last visited the facility, the day the patient became or would have become eighteen years old.
<b>R</b>	<p><b>Functional Category:</b> Recreation and Culture</p> <p><b>Description:</b> Records relating to the recreational and cultural programs and services offered to City residents and visitors. Includes record relating to special events such as parades and festivals, tourism, and fitness activities. Also includes information on the control of City wildlife.</p>						
R0013	<p>Cycling Programs and Networks</p> <p>Records relating to the City of Toronto's cycling programs, events and the development and maintenance of cycling networks, lanes, paths and trails such as the Jarvis Street Bike Lanes and the Sustainable Trails Initiative. Cycling programs are based on the recommendations of the Toronto Bike Plan designed to make Toronto a more bike-friendly city. Also includes records relating to the development of the Bikeway Network that will ultimately link cyclists with neighbourhoods and destinations across the city. May also include information on safety campaigns and impacts of the bike lanes on road traffic. Documents include statistics, copies of maps indicating path or trail locations, copies of path design construction reports, requests for bike lanes and cycling paths, complaints, studies, reports and correspondence.</p>	Parks, Forestry, & Recreation	S	7	S+7	AR	<p>Comments:</p> <p>S = Until Superseded.</p>
R0016	<p>Fitness Club Membership</p> <p>Records relating to fitness club programs and memberships offered within City-owned fitness clubs and facilities. Includes information on aerobics, weightlifting, and cardiovascular fitness programs. Also may include information on members' access to facility locker rooms. Documents may include fitness appraisal forms, membership attendance statistics, completed enrolment applications, fitness program descriptions, and correspondence.</p>	Parks, Forestry, & Recreation	C+2	2	C+4	D	<p>Legislation/Regulation:</p> <p>Limitations Act, S.O. 2002, c. 24, Sched. B., s. 4 - a proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered.</p>

R0030	<p>Recreational Programs</p> <p>Records relating to the administration and development of community recreational programs and services offered throughout the City for both children and adults. This may include organized and individual sports offerings and lessons, school field trips, and arts and crafts lessons. May also include information on trips or visits to community centres, museums, parks, and City recreational facilities; recreational course locations; and recreational course start and end dates. Documents may include copies of recreational program policies and procedures, program instructors' training materials, recreational research studies, usage and program and course-related statistics, quality assurance reports, program descriptions and brochures, statistical data summaries, high-level recommendation reports, and all supporting correspondence.</p>	Parks, Forestry, & Recreation	C+2	4	C+6	D	<p>Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B., s. 4- a proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered.</p>
R0031	<p>Recreational Program Registration</p> <p>Records relating to individuals, including both children and adults, registering for various community recreational programs and services. This may include organized and individual sports offerings and lessons, school field trips, and arts and crafts lessons. Documents include completed enrolment applications, copies of program descriptions, enrolment usage statistics, call centre statistics, and correspondence.</p>	Parks, Forestry, & Recreation	C+2 1	4 0	C+6 1	D	<p>Comments: 1 year active retention is for paper records only.</p> <p>Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B. s. 4 - a proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered.</p>
R0034	<p>Tourism Planning</p> <p>Records relating to planning and development of tourism activities and initiatives within the City. May include information on sporting, cultural, and artistic activities. Documents may include tourism planning reports, action plans, tourism statistics, and correspondence.</p>	Economic Development & Culture	C+2	4	C+6	AR	
R0193	<p>City Events Planning and Programming</p> <p>Records relating to the planning and programming of cultural, community, historical, and special events that are</p>	Economic Development & Culture	C+2	18	C+20	AR	<p>Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B. s. 15. (2) - No proceeding shall be commenced in</p>

	<p>directly produced by the City. This may include one-time and/or ongoing activities, including exhibits, parades, and festivals. May include information on event logistics and co-ordination, background research concerning respective events, and proposals and suggestions for new events.</p> <p>Documents may include photographs, contact lists, copies of event brochures and other publications, volunteer sign-in sheets, event itineraries and schedules, lists of contact persons, event proposals and purpose statements, background research documentation such as copies of newspaper clippings and Internet printouts, copies of invoices and print requisitions, and all supporting correspondence.</p>						<p>respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.</p>
R0197	<p>External Events Support</p> <p>Records relating to the support provided by the City for externally-produced cultural, community, and special events. May include marathons, parades, and festivals. The City may assist external organizations to hold events in Toronto. Support provided by the City may include providing information and consultation on such issues as policing, venue locations, and required permits. Documents may include information packages, event lists and schedules, contact lists, and supporting correspondence</p>	Economic Development & Culture	C+2	18	C+20	D	<p>Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B.</p> <p>s. 15. (2) - No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.</p>
R0205	<p>Media Arts</p> <p>Records relating to the media arts, which includes visual, theatre, and electronic arts. Also includes records relating to City-sponsored or City partnerships in music, literacy, dance, and other cultural events. Documents may include copies of financial statements, copies of sponsorship agreements, reports, and news clippings.</p>	Economic Development & Culture	C+2	4	C+6	AR	

R0430	<p>Film Productions</p> <p>Records relating to the production of individual films within the City, which may include commercials, music videos, television programs, movies, and all other film production initiatives. May include information relating to filming locations, production companies and/or individuals, and types and subject content of film productions. Documents may include crew lists, production filming schedules, film permit applications, scripts, film listing logs, copies of film permits and supporting documentation, and all supporting correspondence.</p>	Economic Development & Culture	C+2	P	P	P	
<b>W</b>	<p><b>Functional Category: Works</b></p> <p><b>Description:</b> Records relating to the construction, maintenance, and operations of the City's infrastructure, including sewer, water, garbage, waste, solid waste, and transportation programs and systems. Includes records relating to roads and bridges, snow removal, water and air quality, and utilities. Also includes records relating to environmental assessment and protection, such as conservation, pollution, and recycling programs.</p>						
W0001	<p>Composting</p> <p>Records relating to the composting of leaves and other organic wastes. Composting refers to the decomposition of plant remains, and other once-living materials, to form organic plant nutrients. Includes information on residential backyard composting and use of composter equipment. Documents include applications for composter acquisitions, composter usage reports and statistics, composter instructions, inquiries, and correspondence.</p>	Solid Waste Management Services	T	10	T+10	D	<p>Comments:</p> <p>T = Completion of statistical reporting.</p> <p>Legislation/Regulation:</p> <p>Environmental Protection Act, Regulation (Recycling and Composting of Municipal Waste), O. Reg. 101/94</p> <p>s. 33. (1) iii - compost records to be kept for ten years after using the compost, of the date the compost was used, the amount of compost used and the chemical analysis of the compost received from the producer of the compost.</p>
W0005	<p>Household Hazardous Wastes</p> <p>Records relating to the collection and processing of household hazardous wastes that pose a health and safety hazard, such as paint, batteries, antifreeze, and adhesives. May include public information brochures, collection and route schedules, and collection reporting statistics.</p>	Solid Waste Management Services	C+1	3	C+4	D	<p>Legislation/Regulation:</p> <p>Environmental Protection Act, Regulation (Recycling and Composting of Municipal Waste), O. Reg. 101/94</p> <p>s. 23. 27. - record of waste processing in 26. to be kept on site two years after event to which it relates;</p>



							s. 31. 11. - record of composting mass to be kept three years. s. 21. (b) - Annual Operations Report - reports are retained until at least two years after the site is closed.
W0006	<p>Waste Disposal &amp; Landfill Areas</p> <p>Records relating to the maintenance and use of landfills for disposal of routine and hazardous waste materials. Landfills are ground depressions which accommodate wastes and isolate them from the surrounding environment. Includes consulting engineering reports, copies of payments to contractors, and complaints. Individual landfill sites will be classified at the secondary level. Also includes information on disposal user fees for commercial, industrial, and restaurant organizations, waste disposal statistics and reports, and correspondence. Individual landfill sites will be classified at the secondary level.</p>	Solid Waste Management Services	C+2	P	P	P	<p>Legislation/Regulation:</p> <p>Environmental Protection Act, Regulation (Landfilling Sites), O. Reg. 232/98</p> <p>s. 16. - Operations and maintenance procedures</p> <p>- report prepared containing plans, specifications and descriptions of the operation, maintenance, monitoring, closure and post- closure care of the site, including matters related to record keeping, reporting and financial assurance;</p> <p>s. 20. Record Keeping - daily records of site operations are made during the operation of the site and that the records are retained for at least two years after they are made;</p> <p>s. 21. (b) - Annual Operations Report - reports are retained until at least two years after the site is closed.</p>
W0007	<p>Material Recovery Facilities</p> <p>Records relating to the provisions and operation of material recovery facilities. These facilities accept and process solid waste materials, remove contaminants, and recover recyclable materials wherever possible. Includes processing volume reports and statistics, copies of financial reporting materials, and information on contamination rates.</p>	Solid Waste Management Services	C+2	P	P	P	<p>Legislation/Regulation:</p> <p>Environmental Protection Act, Regulation (Recycling and Composting of Municipal Waste), O. Reg. 101/94</p> <p>s. 23. 27. - record of waste processing in 26. to be kept on site two years after event to which it relates.</p>
W0009	<p>Transfer Stations Operations</p> <p>Records relating to the operations of transfer stations, which serve as dropoff points for waste haulers.</p>	Solid Waste Management Services	C+2	P	P	P	<p>Legislation/Regulation:</p> <p>Environmental Protection Act, Regulation (General,</p>

	Includes copies of committee minutes and agendas, engineering and consulting reports, production and volume statistics and reports, and transfer hauling statistics. Individual transfer stations will be classified at the secondary level for records relating to their routine daily management.						Waste Management), R.R.O. 1990, Reg. 347  s. 23. (6) - carrier transferring waste shall retain Copy 4 (Pink) of the manifest for a period of two years.
W0012	<b>Banners, Canopies and Signs</b> Records relating to the use and display of banners, canopies, and signs. This may include billboards, advertisements, and special event banners. Organizations and individuals who wish to display banners and signs on public highways are required to obtain City permits. Documents may include applications for permits, sketches and drawings of banners and signs, and permits.	Transportation Services	T	5	T+5	D	Comments: T = Expiration of permit.
W0013	<b>Boulevard Parking and Marketing</b> Records relating to the use of boulevard spaces for parking areas and marketing purposes. Boulevards are open areas, such as grass lawns or concrete patios that are not typically designated for parking and marketing purposes, but the City may grant permits to use such space as parking facilities or restaurant patios. Includes copies of agreements and permits, drawings and diagrams of boulevards, and polling statistics concerning impacts on the neighbourhood. May also include non-approved applications and information on marketing of boulevard parking areas.	Transportation Services	T	7	T+7	D	Comments: T = Cancellation or revocation of permit or license.
W0016	<b>Log Sheets</b> Records relating to the use of log sheets for recording data about services performed by City departments and staff. Log sheets record information about time spent, location, employee name(s), and type(s) of services performed. This includes log sheets on garbage collection, pothole fixing, meter reading, and all other services routinely provided by the City.	Transportation Services	T	2	T+2	D	Comments: T = Last entry.  Legislation/Regulation:  Ontario Water Resources Act, Regulation (Licensing of Sewage Works Operators), O. Reg. 129/04  s. 19. (6) - the owner shall ensure that logs and other record-keeping mechanisms are accessible in the facility for at least two years after each entry in it was made.

W0018	<p><b>Parking</b></p> <p>Records relating to the operations and administration of municipal parking areas. This includes parking facilities and street parking. May include information on disabled parking spot reservations, fire routes, parking facilities, parking meter service reports, and parking permits for overnight street parking.</p>	Transportation Services	S	10	S+10	D	<p>Comments:</p> <p>S = Until Superseded.</p>
W0023	<p><b>Road Closures</b></p> <p>Records relating to temporary road closures for purposes of construction and events such as parades and movie filming. Includes applications for road closures, complaints, and correspondence.</p>	Transportation Services	T	7	T+7	D	<p>Comments:</p> <p>T = Expiration of granted order.</p>
W0024	<p><b>Road Construction</b></p> <p>Records relating to road construction projects. This includes the design and planning of new roads; road and intersection improvements; and resurfacing, reconstruction, and widening of existing roads. May include copies of contracts, plan approvals, consultant reports, land surveys, and geotechnical surveys.</p> <p>Original Engineering Drawings related to this classification must be filed under W0110 - Engineering Drawings.</p>	Transportation Services	T	15	T+15	D	<p>Comments:</p> <p>T = Completion of construction project.</p> <p>Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B. s. 15. (2) No proceeding shall be commenced in respect of any claim after the 15<sup>th</sup> anniversary of the day on which the act or omission on which the claim is based took place the day on which the act or omission on which the claim is based took place.</p>
W0029	<p><b>Sidewalks Maintenance</b></p> <p>Records relating to the maintenance of City sidewalks. May include information on sidewalk realignment and narrowing, tree root removal, and snow removal enforcement. Documents include complaints, activities reports, and traffic and pedestrian impact assessment studies.</p>	Transportation Services	T	6	T+6	D	<p>Comments:</p> <p>T = Completion of maintenance work.</p>
W0030	<p><b>Traffic Signs and Signals Equipment</b></p> <p>Records relating to the manufacture, installation, and inspections of traffic signs and signals equipment. May include inspection reports, copies of vendor brochures and catalogues, product specifications, copies of purchase orders, and error reports.</p>	Transportation Services	C+2	12	15	D	<p>Legislation/Regulation: Highway Traffic Act, R.S.O. 1990, c H.8</p> <p>s. 144. (31) - approvals of erection of traffic control signals and signal systems.</p> <p>Limitations Act, S.O. 2002, c. 24, Sched. B. s. 15. (2) - No proceeding</p>

							shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.
W0031	<p>Snow Removal</p> <p>Records relating to snow removal from the City's main and side streets, which is undertaken to ensure public safety and to facilitate vehicle movement. Includes information on salting, sanding, snowploughing, snow blowing, and the shovelling program. Documents include snow removal schedules, snow route plans, and complaints.</p>	Transportation Services	C+2	12	15	D	<p>Legislation/Regulation:</p> <p>Limitations Act, S.O. 2002, c. 24, Sched. B.</p> <p>s. 15. (2) - No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place.</p>
W0033	<p>Street Naming and Street Numbering</p> <p>Records relating to the processes by which names and/or numbers are assigned to City streets. This includes City roads, avenues, thoroughfares, expressways, and cul de sacs. Includes requests for changes to street names and numbers, complaints concerning current names, and correspondence.</p>	Transportation Services	T	7	T+7	D	<p>Comments:</p> <p>T = Completion of project or notice of decision.</p>
W0036	<p>Traffic Control</p> <p>Records relating to the control of City traffic, which includes all motorized road vehicles and bicycles. Methods of control include traffic signals, speed humps, stop and yield sign intersections, vehicle speed restrictions, vehicle load limitations, and pedestrian crossover signals. May include parking, accident, and collision statistics; traffic count registers; copies of engineering drawings; and traffic studies.</p>	Transportation Services	C+2	4	C+6	D	<p>Legislation/Regulation:</p> <p>Highway Traffic Act, R.S.O. 1990, c. H.8</p> <p>s. 202. (2) - reports on motor vehicle accidents statistics and traffic control</p>
W0054	<p>Sewers Design and Construction</p> <p>Records relating to the design and construction of sanitary and storm sewers. Documents include activities reports, land surveys, consultant reports, and correspondence. Records relating to individual sewers are classified at the secondary level.</p> <p>Original Engineering Drawings related to this classification must be filed under W0110 - Engineering Drawings.</p>	Engineering & Construction Services	T	21	T+21	D	<p>Comments:</p> <p>T = Completion of construction project.</p> <p>Legislation/Regulation:</p> <p>Ontario Water Resources Act, R.S.O. 1990, c. O.40</p> <p>Ss. 89.2, 89.2.2 and 89.3, - Records of site condition</p>

W0057	<p><b>Water Efficiency</b></p> <p>Records relating to the conservation and efficient use of municipal water resources. May include information on water reuse, drought management, high-efficiency toilets, and drinking and storm water initiatives. Includes water conservation plans, water use surveys and statistics, educational materials and brochures, consultant studies, and correspondence.</p>	Engineering & Construction Services	C+2	18	C+20	D	<p>Legislation/Regulation:</p> <p>Ontario Water Resources Act, R.S.O. 1990, c. O.40</p> <p>s. 13. (2) - maintain a record of orders, approvals, requirements, directions and reports;</p> <p>s. 32, para. 5. - to monitor and record the quality and quantity of any water specified in the order and to report thereon to the Director.</p>
W0064	<p><b>Central Maintenance - Water Supply System</b></p> <p>Records relating to the maintenance of the City's water supply system. This refers to the whole of the water supply system, not simply water mains or trunks. May include information on electrical, mechanical, building, and ground maintenance; carpentry; and instrumentation. Documents include reports, studies, and engineering plans and drawings.</p>	Toronto Water	T	16	T+16	D	<p>Comments:</p> <p>T = Completion of statistical reporting.</p> <p>Legislation/Regulation:</p> <p>Ontario Water Resources, R.S.O. 1990, c. O.40</p> <p>s. 32, para. 5. - to monitor and record the quality and quantity of any water specified in the order and to report thereon to the Director</p>
W0066	<p><b>Flooding</b></p> <p>Records relating to the damages caused by flooding, which is the partial or complete inundation by water of normally dry land areas. Includes the flooding of City, residential, commercial, and industrial properties. May include information on building and foundation damages, disruption and destruction of City transportation routes, basement flooding, and soil erosion. Documents include damage reports, complaints, analysis reports, and clean-up activity reports.</p>	Toronto Water	T	6	T+6	D	<p>Comments:</p> <p>T = Remedial of damage and submission of final report.</p>
W0070	<p><b>Water Testing Laboratories</b></p> <p>Records relating to the operations and administration of City-operated laboratories, where drinking water is tested and analyzed to ensure it is safe for human consumption. Includes information on fluoride, chlorine, and bacterial counts. Documents include water quality reports and correspondence. Individual laboratories will be classified at the</p>	Toronto Water	T	16	T+16	D	<p>Comments:</p> <p>T = Completion of statistical reporting.</p> <p>Legislation/Regulation:</p> <p>Safe Drinking Water Act, Regulation (Drinking-Water Systems), O. Reg. 170/03</p>

	secondary classification level.						s. 13. (3) - owner of a drinking-water system shall ensure that documents and records are kept for at least 15 years.
W0073	<p>Water Meter Houses</p> <p>Records relating to the operations and management of the City's water meter houses. These buildings house apparatus used to measure the amount of water stored in City reservoirs. Includes information relating to water consumption and usage. Documents may include field notes, copies of meter house rental agreements, and survey reports. Individual meter houses will be classified at the secondary level</p>	Toronto Water	C+2	4	C+6	D	<p>Legislation/Regulation:</p> <p>Ontario Water Resources, R.S.O. 1990, c. O.40</p> <p>s. 13. (2) - maintain a record of orders, approvals, requirements, directions and reports;</p> <p>s. 32, para. 5. - to monitor and record the quality and quantity of any water specified in the order and to report thereon to the Director.</p>
W0074	<p>Plumbing &amp; Drainage Maintenance</p> <p>Records relating to routine plumbing and drainage maintenance and inspections. This refers to work the City may perform on private drains located on residential or commercial properties, as opposed to the City water mains. Includes copies of plumbing permits, engineering drawings, plumbing routing plans, and private drain location maps.</p>	Toronto Water	T	7	T+7	D	<p>Comments:</p> <p>T = Completion of maintenance inspection project.</p>
W0077	<p>Residential Service Requests</p> <p>Records relating to service requests submitted by residents concerning water, sewer, water meter, sanitation, road, and other City services. Requests concern the need to fix problems or to expand services. Issues may include broken water mains, tree roots disrupting sidewalks, and the need for sewer inspections. Documents include completed request and service forms, inspection reports, cost determination reports, analysis reports, and follow-up correspondence.</p>	Toronto Water	T	5	T+5	D	<p>Comments:</p> <p>T = Completion of service request.</p>

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W0079	<p>Sewer Maintenance and Operations</p> <p>Records relating to the ongoing maintenance of City sewers. Sewers collect used water from residential and commercial customers and transport it to the City's sewage treatment plants. May include information on sewer backups and odours, regular sewer cleaning, conditions of sewers, repair and maintenance of manholes, water levels, and sewer repairs. Documents include sewer maintenance studies, inspection reports, and correspondence.</p>	Toronto Water	T	7	T+7	D	<p>Comments:</p> <p>T = Completion of maintenance inspection reporting.</p> <p>Legislation/Regulation:</p> <p>Ontario Water Resources, R.S.O. 1990, c. O.40</p> <p>s. 13. (2) - maintain a record of orders, approvals, requirements, directions and reports;</p> <p>s. 32, para. 5. - to monitor and record the quality and quantity of any water specified in the order and to report thereon to the Director.</p>
W0086	<p>Water Metering</p> <p>Records relating to measuring the amount of water supplied and used by residential, industrial, commercial, and all other City taxpayers. May include information relating to both current and previous water meter readings, meter reading issues, and routine and requested visits to record water meter data. Documents may include meter cards, meter installation reports, meter reading route activity sheets, route instructions, copies of water meter service orders, meter revenue flow charts, and meter reading statistics.</p>	Toronto Water	C+2	4	C+6	D	
W0087	<p>Water Pollution Control</p> <p>Records relating to initiatives undertaken by the City to minimize or eliminate pollution from contaminating City water supplies. Includes information on rainfall records, river flows, storm damage, flood control, sewage flow, the management and treatment of storm and waste water, and industrial waste. Includes consultant reports, regular operations reports, and correspondence.</p>	Toronto Water	C+2	4	C+6	AR	
W0088	<p>Water Quality Testing</p> <p>Records relating to the testing, control, and monitoring of drinking water quality. Water quality testing is</p>	Toronto Water	T	16	T+16	D	<p>Comments:</p> <p>T = Completion of inspection and statistical reporting.</p>

	undertaken to determine the types and quantities of contaminants in drinking water, such as lead and bacteria. Includes copies of policies and procedures, water testing results reports, water quality monitoring reports, complaints, and inquiries.						Legislation/Regulation: Safe Drinking Water Act, Regulation (Drinking-Water Systems), O. Reg. 170/03  s. 13. (3) - owner of a drinking-water system shall ensure that documents and records are kept for at least 15 years.
W0090	<b>Water Supply</b> Records relating to the City's supply of potable water for drinking and commercial purposes. Includes information on rainfall, drought, aquifers, wells, springs, snowpack, and inflow and outflow water levels. Documents include copies of water rates and water billings for water supplied by the City to other municipalities, water supply forecasts, water supply current conditions reports, and water consumption forecasts.	Toronto Water	T	16	T+16	AR	Comments: T = Completion of statistics reporting.  Legislation/Regulation: Safe Drinking Water Act, Regulation (Drinking-Water Systems), O. Reg. 170/03  s. 13. (3) - owner of a drinking-water system shall ensure that documents and records are kept for at least 15 years.
W0092	<b>Water Tanks</b> Records relating to the use and maintenance of water tanks, which are human-constructed water storage facilities located above ground. May include information on inspections, disinfection, general maintenance and repairs, and cleaning. Documents include reports, volume statistics, and correspondence. Individual water tanks will be classified at the secondary level.	Toronto Water	T	P	P	P	Comments: T = Completion of maintenance or maintenance inspection reports.  Legislation/Comments: Ontario Water Resources, R.S.O. 1990, c. O.40  s. 13. (3) - owner of a drinking-water system shall ensure that documents and records are kept for at least 15 years.
W0093	<b>Water Treatment Plants and Operations</b> Records relating to the treatment of water and waste water after it has been tested. Water may be treated using separation and aeration processes, as well as the addition of chemicals, such as chlorine. May include daily chemical logs, monthly operations reports, raw sludge reports, and copies of environmental audits. Records relating to the day to day operations and maintenance of individual treatment plants will be classified at	Toronto Water	C+3	17	C+20	D	Legislation/Regulation: Safe Drinking Water Act, Regulation (Drinking-Water Systems), O. Reg. 170/03  s. 13. (3) - owner of a drinking-water system shall ensure that documents and records are kept for at least 15 years.



	<p>the secondary level.</p> <p>Original Engineering Drawings related to this classification must be filed under W0110 - Engineering Drawings.</p>						
W0095	<p>Red Light Monitoring</p> <p>Records relating to the monitoring of automated traffic stop signals at designated City roadway intersections. Red lights may be monitored to record vehicles which fail to stop at intersections. Includes film from red light cameras.</p>	Transportation Services	T	7	T+7	D	<p>Comments:</p> <p>T = Resolution of case.</p> <p>Legislation/Regulation:</p> <p>Highway Traffic Act, Regulation (Red Light Camera System Evidence) O. Reg. 277/99</p> <p>Photograph taken by the red light camera system to be received as evidence.</p>
W0097	<p>Water Filtration Plants Operation</p> <p>Records relating to the daily operations and maintenance of City water filtration plants, which remove pollutants, sediments, and other particulate matter from drinking water. Water filtration is conducted prior to water testing and treatment. Includes information on instrumentation and control features, chemical feed equipment, and valves maintenance. Documents include consultant and engineering reports, control valve inspection reports, release forms concerning persons who attended guided tours of the plants, and newspaper clippings. Individual filtration plants will be coded at the secondary classification level.</p> <p>Original Engineering Drawings related to this classification must be filed under W0110 - Engineering Drawings.</p>	Toronto Water	T	15	T+15	D	<p>Comments:</p> <p>T = Completion of maintenance or maintenance inspection reports.</p> <p>Legislation/Regulation:</p> <p>Ontario Water Resources Act, Regulation (Licensing of Sewage Works Operators) O. Reg. 129/04</p> <p>s. 19. (6) - the owner shall ensure that logs and other record-keeping mechanisms are accessible in the facility for at least two years after each entry in it was made.</p> <p>Limitations Act, S.O. 2002, c. 24, Sched. B.</p> <p>s. 15. (2) – No proceeding shall be commenced in respect of any claim after the 15<sup>th</sup> anniversary of the day on which the act or omission on which the claim is based took place.</p>
W0101	<p>Landfill Sites Construction</p> <p>Records relating to the construction of City landfill sites, which are used for the disposal of routine and hazardous waste materials. Includes plan approvals, copies of contracts and agreements, consultant reports, land surveys, engineering reports and drawings, and correspondence.</p>	Solid Waste Management	T	P	P	P	<p>Comments:</p> <p>T = Completion of construction project.</p> <p>Legislation/Regulation:</p> <p>Environmental Protection Act, Regulation (Landfilling Sites), O. Reg. 232/98</p>

	Original Engineering Drawings related to this classification must be filed under W0110 - Engineering Drawings.						<p>s. 20. Record Keeping - daily records of site operations are made during the operation of the site and that the records are retained for at least two years after they are made;</p> <p>s. 21. (b) - Annual Operations Report – reports are retained until at least two years after the site is closed.</p>
W0108	<p><b>Bridge Maintenance</b></p> <p>Records relating to the routine and ongoing maintenance and repairs of City bridges. This includes bridges over roadways (overpasses) and bridges over waterways. May include complaints, engineering plans and drawings, copies of contracts and agreements, and correspondence.</p>	Engineering & Construction Services	C+2	P	P	P	