

**CITY OF TORONTO**

**Bill 1003**

**BY-LAW -2022**

**To amend City of Toronto By-law 584-2022, "To amend City of Toronto Municipal Code Chapter 217, Records, Corporate (City), to establish two retention periods and to amend to existing retention periods contained within Schedule A, Record Retention Schedule, with respect to certain records relating to Heritage Properties and Districts, Archaeological Resources, and Urban Forestry Operations and Asset Management" to make technical amendments to correct typographical and similar technical errors.**

Whereas under Section 200 of the City of Toronto Act, 2006 (the "Act") the City shall retain and preserve the records of the City and its local boards in a secure and accessible manner; and

Whereas under Section 201 of the Act the City may destroy a record of the City or a local board if an established retention period has expired or where the record is a copy of the original record; and

Whereas Council has adopted By-law 584-2022, "To amend City of Toronto Municipal Code Chapter 217, Records, Corporate (City), to establish two retention periods and to amend to existing retention periods contained within Schedule A, Record Retention Schedule, with respect to certain records relating to Heritage Properties and Districts, Archaeological Resources, and Urban Forestry Operations and Asset Management" but the by-law contained typographical and other technical errors; and,

Whereas technical amendments are needed to correct the typographical and other technical errors contained in By-law 584-2022, to ensure By-law 584-2022 accurately reflect what Council intended to adopt;

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

The Council of the City of Toronto enacts:

1. Section 1 of By-law 584-2022 is deleted and replaced so it reads as follows:
  1. Schedule A, Record Retention Schedule, of Chapter 217, Records, Corporate (City), is amended by:
    - a. adding the new records series listed in Schedule 1 to this by-law in alphanumerical order to Schedule A by code number, under the functional categories as set out in Schedule 2 to this by-law for reference purposes; and

- b. deleting the following existing record series listed under the following specified code numbers: A0047 and A1401 and replacing each of these two 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.
2. Schedule 1 of By-law 584-2022 is amended by deleting the title of the schedule and replacing so that it reads as follows:

**SCHEDULE 1**  
**NEW ENTRIES TO BE ADDED TO SCHEDULE A, RECORDS RETENTION**  
**SCHEDULE OF MUNICIPAL CODE CHAPTER 217, RECORDS, CORPORATE**  
**(CITY)**

3. Schedule 2 of By-law 584-2022 is amended by deleting the title of the schedule and replacing so that it reads as follows:

**SCHEDULE 2**  
**ENTRIES TO BE ADDED TO SCHEDULE A, RECORDS RETENTION**  
**SCHEDULE OF MUNICIPAL CODE CHAPTER 217, RECORDS, CORPORATE**  
**(CITY) TO REPLACE THE TWO EXISTING RECORDS RETENTION**  
**SCHEDULE ENTRIES BEARING CODE NUMBERS A0047 AND A1401**

4. This By-law is deemed to have come into effect on June 16, 2022.

Enacted and passed on July , 2022.

Frances Nunziata,  
Speaker

John D. Elvidge,  
City Clerk

(Seal of the City)