

Authority: Works Committee Report No. 15, Clause No. 20,
as adopted by City of Toronto Council on August 1, 2, 3 and 4, 2000
Enacted by Council: August 3, 2000

CITY OF TORONTO

BY-LAW No. 520-2000

**To establish a schedule of retention period for Motor Vehicle Licence Plate Registrant
Information obtained from the Ministry of Transportation for Ontario.**

WHEREAS Subsection 116(1) of the *Municipal Act* provides that a municipality shall not destroy any of its receipts, vouchers, instruments, rolls or other documents, records and papers except after having obtained the approval of the Ministry of Municipal Affairs and Housing or in accordance with a by-law passed by the municipality and approved by the auditor of the municipality establishing schedules of retention periods during which the receipts, vouchers, instruments, rolls or other documents, records and papers must be kept by the municipality; and

WHEREAS Section 30 of the *Municipal Freedom of Information and Protection of Privacy Act* and Regulation 823 made thereunder require that personal information used by the City be retained for a period of one year after its use unless a shorter period of retention be established by municipal by-law or resolution;

The Council of the City of Toronto HEREBY ENACTS as follows:

1. The City of Toronto shall retain the receipts, vouchers, instruments, rolls or other documents, records and papers described under Column 1 of Schedule "A" to this By-law for the period set out opposite such description in Column 2 and may thereafter destroy them.
2. In the case of any conflict between this By-law and any other By-law of the City of Toronto, of the former Borough of East York, the former Cities of Etobicoke, North York, York, Scarborough, or Toronto, or the former Municipality of Metropolitan Toronto, this By-law shall prevail.
3. This By-law shall come into force upon approval by the City Auditor.

ENACTED AND PASSED this 3rd day of August, A.D. 2000.

CASE OOTES,
Deputy Mayor

NOVINA WONG,
City Clerk

(Corporate Seal)

APPROVED by the City Auditor on 15th day of August, A. D. 2000.

JEFFREY GRIFFITHS
City Auditor

SCHEDULE "A"

RECORD RETENTION SCHEDULE

(Column 1)

(Column 2)

Motor Vehicle
Licence Plate Registrant
Information obtained from the
Ministry of Transportation for Ontario

30 days after completion of the authorized use
of the information by the City of Toronto