

Authority: Government Management Committee Item 27.14,  
as adopted by City of Toronto Council on January 26 and 27, 2010  
Enacted by Council: January 27, 2010

## **CITY OF TORONTO**

### **BY-LAW No. 127-2010**

#### **To amend City of Toronto Municipal Code Chapter 217, Records, Corporate (City), to provide for an "office of primary interest" and to amend records series.**

WHEREAS under section 201 of the *City of Toronto Act, 2006* the City may, subject to the approval of the City auditor, establish retention periods during which the records of the City and local boards of the City must be retained and preserved; and

WHEREAS the City's external auditor is currently the "City auditor" for the purposes of subsection 201(3) of the *City of Toronto Act, 2006*; and

WHEREAS the City's external auditor has approved the amended and new retention periods as set out in this by-law;

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

**1. Chapter 217, Records, Corporate (City), of The City of Toronto Municipal Code is amended as follows:**

**A. Section 217-4A is amended as follows:**

- (1) By amending the first sentence in Subsection A by inserting "abbreviations and" after "following".
- (2) By adding the following definition in alphabetical order:

"OPI or 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."

**B. Section 217-5 is amended by adding the following:**

"F. If a division is an office of primary interest for a category or class of records:

- (1) The division shall retain the master copy of the record that is required to meet all of the City's operational, financial, legal, audit and other requirements.
- (2) Copies of the record held by other divisions may be retained for a lesser period of time than the master copy and may have a different disposition as indicated in the retention schedule in Schedule A to this article, at the end of this chapter."

2. Schedule A to Article II of Chapter 217, is amended as follows:

- A. The record series for code "A0501" with the record title "Construction and Renovation" is amended by deleting "City Clerk's Office" in column 3 and substituting "Common".
- B. The record series for the follow codes are amended in each case by deleting "Homes for the Aged" in column 3 and substituting "Long-Term Care Homes and Services":
  - (1) Code "C2463" with the record title "Adult Day Care Programs".
  - (2) Code "C2464" with the record title "Adult Day Care Clients Case Files".
  - (3) Code "C2485" with the record title "Homemakers and Nurses Services – HMNS".
  - (4) Code "C2487" with the record title "Homemakers and Nurses Services Intake Case Files".
  - (5) Code "C2488" with record title "Homemakers and Nurses Services Client Case Files".
- C. The record series for code "P3741" with the record title "Health Hazard Investigations" is amended as follows:
  - (1) By inserting the following sentence, after the second sentence of the scope note in column 2:

"Also includes records concerning public safety such as suspicious package investigations, reporting of suspicious incidents that have occurred within or outside City properties."
  - (2) By inserting the following in the last sentence of the scope note in column 2 after "plans,":

"Suspicious Package Report forms, Testing Results and all relating correspondence"
- D. The record series for code "P3863" with the record title "Day Nurseries Immunization" is amended as follows:
  - (1) By deleting the second sentence in the scope note in column 2.

- (2) By amending column 8, by deleting "Immunization of School Pupils Act Regulations (General) R.R.O. 645, as am. O. Reg. 443/03." and substituting the following:

"Day Nurseries Act Regulations (General) S.R.O. 262, amended by O. Reg. 505/06, Enrolment and Records s. 48(1)(j) – (1) Every operator shall ensure that up-to-date records that are available for inspection by a program adviser at all times are kept on the premises of a day nursery or private-home day care agency operated by the operator that include in respect of each child enrolled; (j) the child's previous history of communicable diseases, conditions requiring medical attention, and in the case of a child who is not in attendance at a school within the meaning of the Education Act, immunization or any statement from a parent or legally qualified medical practitioner as to why the child should not be immunized."

ENACTED AND PASSED this 27th day of January, A.D. 2010.

SANDRA BUSSIN,  
Speaker

ULLI S. WATKISS  
City Clerk

(Corporate Seal)