

Authority: Executive Committee Item EX7.22, as adopted
by City of Toronto Council on July 16, 17 and 18, 2019

CITY OF TORONTO

BY-LAW 1099-2019

To amend City of Toronto Municipal Code Chapter 3, Accountability Officers.

Whereas the Integrity Commissioner manages information and records of the Integrity Commissioner's Office in an independent manner; and

Whereas the Integrity Commissioner has requested that Council establish a records retention schedule for certain records of the Integrity Commissioner's Office; and

Whereas the establishment of the records retention schedule is in accordance with the requirements of Chapter 3 and section 201 of the City of Toronto Act, 2006;

The Council of the City of Toronto enacts:

1. City of Toronto Municipal Code Chapter 3, Accountability Officers, is amended as follows:
 - A. by deleting the word "Service" from § 3-7.2A.
 - B. by adding Schedule 1 to this by-law as Schedule A, Integrity Commissioner Accountability Records Retention Schedule, to Chapter 3.
 - C. by deleting the words "Subject to Subsection C" from § 3-7.6B.
 - D. by deleting § 3-7.6C.

Enacted and passed on July 18, 2019.

Frances Nunziata,
Speaker
(Seal of the City)

Ulli S. Watkiss,
City Clerk

SCHEDULE 1

INTEGRITY COMMISSIONER ACCOUNTABILITY RECORDS RETENTION SCHEDULE

OIC-0001 - Accountability Records – Integrity Commissioner

Code	Records Title	Originating Office	Retention				Comments/Legislation
			Active	Inactive	Total	Disposition	
Retention amendments							
	<p>Functional Category: Accountability Records Description as per Chapter 3 https://www.toronto.ca/legdocs/municode/1184_003.pdf and By-law 552-2017</p> <p>(1) A record created by the accountability officer, or their delegate, in carrying out the duties and responsibilities of their office as set out in Part V of the Act, Chapter 3, Accountability Officers, and in the case of the Lobbyist Registrar, Chapter 140, Lobbying.</p> <p>(2) A record designated by an accountability officer as an accountability record pursuant to § 3-7.4A.</p>						
OIC0001	<p>Accountability Records – Integrity Commissioner</p> <p>Records related to the implementation of all aspects of the mandate of the Integrity Commissioner as established by the <i>City of Toronto Act, 2006</i> and the Chapter 3 of the Toronto Municipal Code. This includes: investigation of complaints made to the Integrity Commissioner about possible Code of Conduct breaches by Members of Council and Members of Local Boards; advice to Members of Council and Members of Local Boards; responses to inquiries from the public, City staff and the media; research, analysis and report about policy reviews and, relating to outreach and educational activities. Records also deal with amendments to the Code of Conduct, the Toronto Municipal Code and applicable legislation. Records are maintained both in paper and electronic formats.</p>	<p>Office of the Integrity Commissioner OIC</p>	E	10 Years	E + 10 Years	<p>Archival Review</p>	<p>Comments: The IC determines if records identify with an archival value can be kept for legal or financial reasons, or if they have historical and/or scholarly significance for researchers. Only then, these records will be subject to transfer to the City of Toronto’s Archives at the end of their retention period.</p> <p>Legislation/Regulation: Toronto Municipal Code, Chapter 3, Accountability Officers City of Toronto Act, Part V, Accountability and Transparency Protection of Accountability Officers' Information Directive</p> <p>FOI Requests Procedure for AOs - Appendix A</p> <p>Procedure for Handling Access Requests for AO records.</p>

E = Event as defined in the Report: "2019-04-04_ Integrity Commissioner RIM Policy Statements and Procedures.docx"