

APPENDIX 2
REVISIONS TO EXISTING SCHEDULES

- 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 with “Common”.
- B. The record series for code “C2461” with record title “Supportive Housing Clients Case Files” is amended by deleting “Homes for the Aged” in column 3 and substituting with “Long-Term Care Homes and Services”
- C. The record series for code “C2463” with the record title “Adult Day Care Programs” is amended by deleting “Homes for the Aged” in column 3 and substituting with “Long-Term Care Homes and Services”.
- D. The record series for code “C2464” with the record title “Adult Day Care Clients Case Files” is amended by deleting “Homes for the Aged” in column 3 and substituting with “Long-Term Care Homes and Services”.
- E. The record series for code “C2485” with the record title “Homemakers and Nurses Services – HMNS” is amended by deleting “Homes for the Aged” in column 3 and substituting with “Long-Term Care Homes and Services”.
- F. The record series for code “C2487” with the record title “Homemakers and Nurses Services Intake Case Files” is amended by deleting “Homes for the Aged” in column 3 and substituting with “Long-Term Care Homes and Services”.
- G. The record series for code “C2488” with record title “Homemakers and Nurses Services Client Case Files” is amended by deleting “Homes for the Aged” in column 3 and substituting with “Long-Term Care Homes and Services”.
- H. The record series for code “I0489” with the record title “Strategic Planning” is amended as follows:
 - (1) Deleting “S” in column 4 and substituting with “T”.
 - (2) Deleting “5” in column 5 and substituting with “10”
- I. The records series for code “I4120” with record title “Records Conservation and Preservation” is amended by deleting “P/AR” in column 7 and substituting with “AR”.

J. The record series for code “L0400” with record title “Right of Way Permits is amended as follows:

(1) Deleting “3” in column 5 and substituting with “7”.

K. The record series for code “P3741” with the record title “Health Hazard Investigations” is amended by adding after the second sentence of the scope note: “Also includes records concerning public safety such as suspicious package investigations, reporting of suspicious incidents that have occurred within or outside City properties” and adding to the third sentence: “Suspicious Package Report forms, Testing Results and all relating correspondence.” The scope note shall be as follows:

“Records relating to complaints investigations concerning health hazards in industrial, residential, commercial or recreational premises. Complaints may include sewage back-ups, mould in the premises, air quality concerns, chemical spills, contaminated sites, etc. Also includes records concerning public safety such as suspicious package investigations, reporting of suspicious incidents that have occurred within or outside City properties. Documents may include inspection reports, supplemental reports, complaint/requests for service reports correspondence, lawyer's letters, legal documents, plans, Suspicious Package Report forms, Testing Results and all relating correspondence.”

L. The record series for code “P3863” with the record title “Day Nurseries Immunization” is amended as follows:

(1) Deleting the second sentence in the scope note. The scope note shall be as follows:

“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”.

NOTE: The provincial “Day Nurseries Act” requires all Ontario children attending day nurseries to be properly immunized against diseases as designated by the Medical Officer of Health.”

(2) Deleting the following legislation in column 8 “Immunization of School Pupils Act Regulations (General) R.R.O. 645, as am. O. Reg. 443/03 - Record of immunization and substituting with “Day Nurseries Act Regulations (General) S.R.O. 262, amended by O. Reg. 505/06, Enrollment 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.”

M. The record series “W0006” with record title “Waste Disposal & Landfill Areas” is amended as follows:

- (1) Adding the word “Services” after Solid Waste Management in column 3.
- (2) Deleting “P” in column 7 and substituting with “P/AR”.

N. The record series “W0013” with record title “Boulevard Parking and Marketing” is amended by deleting “3” in column 5 and substituting with “7”.