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

CITY OF TORONTO

Bill 1083

BY-LAW -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;

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

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 , 2019.

Frances Nunziata, Speaker

Ulli S. Watkiss, City Clerk

(Seal of the City)
### SCHEDULE 1

**INTEGRITY COMMISSIONER ACCOUNTABILITY RECORDS RETENTION SCHEDULE**

**OIC-0001 - Accountability Records – Integrity Commissioner**

<table>
<thead>
<tr>
<th>Code</th>
<th>Records Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>OIC0001</td>
<td>Accountability Records – Integrity Commissioner</td>
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</tbody>
</table>

**Retention amendments**

**Functional Category: Accountability Records**

**Description as per Chapter 3 [https://www.toronto.ca/legdocs/municode/1184_003.pdf](https://www.toronto.ca/legdocs/municode/1184_003.pdf) and By-law 552-2017**

(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.

(2) A record designated by an accountability officer as an accountability record pursuant to § 3-7.4A.

**Office of the Integrity Commissioner OIC**

<table>
<thead>
<tr>
<th>E</th>
<th>10 Years</th>
<th>E + 10 Years</th>
<th>Archival Review</th>
</tr>
</thead>
</table>

**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.

**Legislation/Regulation:**

- Toronto Municipal Code, Chapter 3, Accountability Officers
- City of Toronto Act, Part V, Accountability and Transparency
- Protection of Accountability Officers' Information Directive
- FOI Requests Procedure for AOs - Appendix A
- Procedure for Handling Access Requests for AO records.

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