

CITY OF TORONTO

Bill 1454

BY-LAW -2025

To amend City of Toronto Municipal Code Chapter 217, Records, Corporate (City), to establish four new records retention periods and amend two existing retention periods contained within Schedule A, Record Retention Schedule of Chapter 217.

Whereas under section 201 of the City of Toronto Act, 2006, the City may establish retention periods during which the records of the City and local boards of the City must be retained and preserved; and

Whereas Council has delegated to the City Clerk the authority to establish or amend a retention schedule in accordance with Section 217-5D and to authorize the City Solicitor to submit implementation by-laws directly to Council; and

Whereas the City Clerk has exercised the authority to establish or amend a retention schedule, to amend the retention schedules affecting the records of the City, specifically to: a) establish one new retention schedule for records relating to Children's Services Vulnerable Sector Checks originating from the City Division known as Children's Services; one new retention schedule for records relating to Anti-Black Racism Incidents in City Shelter & Support Programs and Services originating from City Division known as Toronto Shelter & Support Services; and two new retention schedules for records relating to Local Reference Employee Payroll Files and Appointment Booking Data with respect to City Divisions generally; and to: b) amend two existing retention schedules for records relating to Licences, Registrations, and Permits, and Enforcement Records originating from the City Division known as Municipal Licensing & Standards in accordance with the requirement of Section 217-5D and has sought to the City Solicitor to submit by-laws directly to Council for the implementation of these amendments; and

Whereas the City Clerk has approved the establishment or amendment of the attached retention schedules;

The Council of the City of Toronto enacts:

1. Schedule A, Record Retention Schedule, of Chapter 217, Records, Corporate (City), of The City of Toronto Municipal Code is amended by adding the new records series bearing specific code numbers: C2201, C2936, F1320 and I0245 listed in Schedule 1 to this by-law in alphanumerical order to Schedule A by code number, under the functional category as set out in Schedule 1 to this by-law for reference purposes; and

2. Schedule A, Record Retention Schedule, of Chapter 217, Records, Corporate (City), of The City of Toronto Municipal Code is amended by deleting the following existing record series listed under the following specified code numbers: L0361 and L4020, and replacing these record series with the entry listed in Schedule 2 attached to this by-law with the corresponding code number in alphanumerical order to Schedule A by code number, under the functional category as set out in Schedule 2 for reference purposes.

Enacted and passed on December , 2025.

Frances Nunziata,
Speaker

John D. Elvidge,
City Clerk

(Seal of the City)

SCHEDULE 1

NEW ENTRIES TO BE ADDED TO SCHEDULE A, RECORDS RETENTION SCHEDULE OF MUNICIPAL CODE CHAPTER 217, RECORDS, CORPORATE (CITY) BEARING CODE NUMBER C2201, C2936, F1320 and I0245

C	<p>Functional Category: Community and Social Services</p> <p>Description: Records relating to the management and delivery of social and community programs and services designed to assist the City's residents in need, including children, youth, families, senior citizens, and homeless persons. Includes records relating to day care, homes for the aged, shelter and affordable housing projects, social assistance, and public counselling.</p>						
C2201	<p>Children's Services Vulnerable Sector Checks</p> <p>Vulnerable Sector Checks (VSC) records are used to assess the suitability of individuals such as employees, job candidates, students, independent contractors, service providers, and Home Child Care providers to work with Children's Services, where the primary responsibilities involve direct contact with children.</p> <p>Documents may include the Vulnerable Sector Checks (VSC), Offence Declarations (OD) Forms, Police Reference Checks (PRC), PRC Assessment Tool Forms, and any other relevant supporting documentation.</p>	Children's Services	T+5	3	T+8	D	<p>Comments:</p> <p>T = File is closed when a new VSC is issued and replaces the expired VSC for any active employee, student, and service provider or upon the expiration or termination of the work placement or contracts with Children Services.</p> <p>Legislation/Regulation: Child Care and Early Years Act, 2014, s. 35</p> <p>Child Care and Early Years Act, O. Reg. 137/15, ss. 59 – 64 & s. 82</p>
C2936	<p>Anti-Black Racism Incidents in City Shelter & Support Programs and Services</p> <p>Records relating to anti-black racism incidents occurring within City of Toronto operated shelters and in programs and services delivered by the Toronto Shelter and Support Services division.</p> <p>Documents may include incident and complaint reports, investigation summaries and findings, meeting minutes, memos, corrective actions, correspondence with clients and concerned parties, internal reviews, and all supporting evidence and documentation.</p>	Toronto Shelter & Support Services	T	10	T+10	AR	<p>Comments:</p> <p>T = Closure of the of case or last recorded action, whichever is longer.</p> <p>For records involving minors, retain for 10 years after the minor reaches the age of majority (18 years).</p> <p>Legislation/Regulation: Limitations Act, 2002, ss. 4, 7, & 15</p>

	Note: In case of insurance claim or litigation a copy of the documentation will be forwarded to the appropriate division to become part of the case file under this division.						
F	Functional Category: Financial Management Description: Records relating to the City's finances and accounting processes, including the receipt, control, and expenditure of funds. Includes records relating to liability, risk management, payroll, taxation, treasury, insurance and purchasing.						
F1320	<p>Local Reference Employee Payroll Files</p> <p>Records consist of documentation related to divisionally managed payroll processes. This information is maintained by the division's payroll group(s) and/or divisional managers and exclude any records that must be included in the corporate employee payroll file.</p> <p>Records may include divisional supporting documentation related to leaves of absence, hours of work, overtime, lieu time, payroll reimbursements, statutory holidays, sick leave, vacation requests, attendance, shift schedules, notes for extended absences, and position related information, such as copies of A/R forms, and correspondence collected. These records are filed by employee name for reference and are used for divisional operational purposes.</p> <p>Note 1: Each division is responsible for ensuring that all authoritative source records related to payroll or employee benefits are submitted to Pension, Payroll and Employee Benefits (PPEB). These records must be managed in accordance with applicable policies or laws and filed under the retention code: F1301.</p>	Common	T	7	T+7	D	<p>Comments: T = End of employment with the division and last reported action.</p> <p>Legislation/Regulation: Employment Standards Act, 2000, s. 15</p>

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	Note 2. This records class excludes records relating to OMERS and other pension management records. These records must be filed with the appropriate retention code to which they relate.						
I	Functional Category: Information, Communications, and Administration Description: Records relating to the management of all City formal communications, including press releases, media releases, promotional advertising, and speeches. Also includes records relating to the production and/or management of information-related resources and initiatives, both by the City and by external parties, including libraries, films and movies, online web site data, corporate records management, and archival collections. Finally, includes records relating to a wide variety of general administrative matters, such as committees not related to City governance activities, office administration, audits, travel arrangements, trade shows, and operational and strategic planning.						
I0245	<p>Appointment Booking Data</p> <p>Records relating to requests for appointments for City services by individuals, including but not limited to facility and technology access, (e.g. Computer labs, digital kiosks) front-counter services, and other services for which appointments are necessary. This includes appointments for facility access, services booked by the public, and services booked by City Staff on behalf of the public. Records may include completed appointment booking forms and associated information. Booking data may include appointment reservation data, service type, location, and requestor contact information.</p> <p>Note 1: This records classification does not apply to permits, booking lists, or correspondence issued by Parks & Recreation for public use of City parks and facilities; those records are captured under L0360 – Parks and Facility Usage Permits.</p> <p>Note 2: This records classification does not apply to appointment booking data collected from or relating to minors. In alignment with Ontario's legal limitations</p>	Common	T+30 DY	0	T+30 DY	D	<p>Comments:</p> <p>T = The appointment lifecycle has ended, which occurs when any of the following conditions are met:</p> <ul style="list-style-type: none"> - The service has been delivered or the City's engagement with the service has concluded. - The appointment was cancelled. - The appointment was not approved. <p>Identifiable appointment booking data are to be retained for T+30 days.</p> <p>Anonymized appointment booking data are to be retained for T+6 years.</p>

	regarding minors and litigation, such data is excluded from this records class.						
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SCHEDULE 2

ENTRIES TO BE ADDED TO SCHEDULE A, RECORDS RETENTION SCHEDULE OF MUNICIPAL CODE CHAPTER 217, RECORDS, CORPORATE (CITY) TO REPLACE TWO EXISTING RECORDS RETENTION SCHEDULE ENTRY BEARING CODE NUMBER L0361 AND L4020

L	Functional Category: Legal and Licensing Description: Records relating to legal matters involving the City. Includes City permits, leases, deeds agreement, contracts, and licenses. Also includes records relating to lawsuits and legal issues, such as copyright protection.						
L0361	Licences, Registrations, and Permits Records relating to the issuance, non-issuance, application for, renewal, revocation or administration of any licences, permits, and registrations administered by Municipal Licensing & Standards. Some of the licences issued include licences for adult entertainment clubs, multi-tenant houses, eating or drinking establishments, persons renovating buildings, driving instructors, street vendors, vehicles-for-hire, and permits/licenses for short-term rentals. Permits may include sidewalk café permits, noise exemption permits, and fence exemption permits. Registration include RentSafeTO (RSTO) apartment buildings. Records, both physical and/or electronic, may include completed applications, materials provided as part of or in support of an application and records created in relation to the licence or permit once it is issued, including but not limited to application forms, insurance certificates, property, operator or business information, issued permits, registrations or licences, and tribunal or Council/committee decisions with	Municipal Licensing & Standards	T	7	T+7	D	Comments: T = Later of expiration or revocation of licence, registration or permit and final decision on any related tribunal or legal proceeding. Non-RentSafeTO records are to be retained for T+7 years. RentSafeTO records are to be retained for T+10 years.
			T	10	T+10	D	

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	respect to the issuance, revocation and/or conditions to be added to a permit, registration or licence.						
L4020	<p>Enforcement Records</p> <p>Records relating to investigations and enforcement with respect to compliance with City by-laws and applicable statutes or other legal requirements including but not limited to investigations of commercial, public, and residential properties to ensure compliance with City by-laws, statutory or other legal requirements and/or licence, registration or permit stipulations.</p> <p>Records may include copies of by-laws, inspection notes, building evaluations, photographs, finding reports, copies of notices of violation and orders to comply, complaints, noise meter readings, memo books, statistical reviews, remedial action, and supporting correspondence. Records may also include any evidence or supporting documents from other enforcement agencies such as AGCO notes, TPH reports or TPS videos, notes or other forms of correspondence.</p> <p>Note: Records do not include records of convictions, which are managed separately.</p>	Municipal Licensing & Standards	T	7	T+-7	D	<p>Comments:</p> <p>T = Resolution of investigation and any subsequent enforcement, including final decision on any associated tribunal hearing, prosecution, or civil proceeding.</p> <p>Non-RentSafeTO records are to be retained for T+7 years</p> <p>RentSafeTO records are to be retained for T+10 years</p>
			T	10	T+10	D	