

Authority: Government Management Committee Item 20.15,
as adopted by City of Toronto Council on January 27 and 28, 2009
Enacted by Council: January 28, 2009

CITY OF TORONTO

BY-LAW No. 130-2009

To amend City of Toronto Municipal Code Chapter 217, Records, Corporate (City), to add a new disposition category 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. The definition of "Disposition" in § 217-4B of Chapter 217, Records, Corporate (City), of The City of Toronto Municipal Code is amended as follows:

A. By renumbering Subsections (1) to (4) as (2) to (5); and

B. By adding the following as new Subsection (1):

“(1) AP or ARCHIVAL AND PERMANENT — The records are transferred to the Archives for permanent retention in the Archives.”

2. Schedule A to Article II of Chapter 217, Records, Corporate (City), of The City of Toronto Municipal Code is amended as follows:

A. By deleting the following record series:

Record series for code	Record title
I0001	Souvenirs and Presentation Items
I0075	Vendors and Consultants
I0173	Postal and Courier Services
I4123	Records Conservation and Preservation
W0010	Waste Disposal

- B. The record series for code “A0508” with the record title “Facility and Room Bookings” is amended as follows:
- (1) By amending the record title by deleting “Room” and substituting “Vehicle.
 - (2) By amending the second line in the scope notes by inserting “vehicle and fleet booking schedules” after “booking schedules,”.
- C. The record series for code “C2403” with the record title “Community Support Programs for Seniors” is amended by deleting “homes” from the first sentence in the scope note and substituting “long-term care homes”.
- D. The record series for code “C2410” with the record title “Homes Operations – Homes for the Aged” is amended by deleting “Homes for the Aged” from the record title and substituting “Long-Term Care Homes and Services”.
- E. The record series for code “C2414” with the record title “Resident/Client Concerns, Complaints and Inquiries - Homes for the Aged” is amended as follows:
- (1) By amending the record title by deleting “Homes for the Aged” and substituting “Long-Term Care Homes and Services”.
 - (2) By amending the scope note by deleting “HFA” and substituting “long-term care homes”.
 - (3) By deleting “Homes for the Aged” in column 3 and substituting “Long-Term Care Homes and Services”.
- F. The record series for code “C2420” with the record title “Admissions - Homes for the Aged” is amended by deleting “Homes for the Aged” from the record title, the first sentence of the scope note and column 3 and substituting, in each case, “Long-Term Care Homes and Services”.
- G. The record series for code “C2425” with the record title “Support Services – Homes for the Aged” is amended by deleting “Homes for the Aged” from the record title and column 3 and substituting, in both cases, “Long-Term Care Homes and Services”.
- H. The record series for code “C2430” with the record title “Residents’ Safety and Security – Homes for the Aged” is amended by deleting “Homes for the Aged” from the record title and column 3 and substituting, in both cases, “Long-Term Care Homes and Services”.

- I. The record series for code “C2435” with the record title “Resident Transfers – Homes for the Aged” is amended by deleting “Homes for the Aged” from the record title, the first sentence of the scope note and column 3 and substituting, in each case, “Long-Term Care Homes and Services”.
- J. The record series for code “C2446” with the record title “Resident Evaluations – Homes for Aged” is amended by deleting “Homes for the Aged” from the record title and column 3 and substituting, in both cases, “Long-Term Care Homes and Services”.
- K. The record series for code “C2460” with the record title “Supportive Housing Program” is amended by deleting “Homes for the Aged” from the second sentence of the scope note and column 3 and substituting, in both cases, “Long-Term Care Homes and Services”.
- L. The record series for code “C2540” with the record title “Resident Administration Case Files – Homes for the Aged” is amended by deleting “Homes for the Aged” from the record title and column 3 and substituting, in both cases, “Long-Term Care Homes and Services”.
- M. The record series for code “C2605” with the record title “Activities and Events – Homes for the Aged” is amended by deleting “Homes for the Aged” from the record title and column 3 and substituting, in both cases, “Long-Term Care Homes and Services”.
- N. The record series for code “C2642” with the record title “Medical Services Administration - Homes for the Aged” is amended by deleting “Homes for the Aged” from the record title, the first sentence of the scope note and column 3 and substituting, in each case, “Long-Term Care Homes and Services”.
- O. The record series for code “C2670” with the record title “Rehabilitation Services - Homes for the Aged” is amended by deleting “Homes for the Aged” from the record title, the first sentence of the scope note and column 3 and substituting, in each case, “Long-Term Care Homes and Services”.
- P. The record series for code S“D0070” with the record title “Planning Consultation – Community Liaison” is amended by deleting the scope note and substituting the following:
- “Records relating to community liaison and professional advice. An integral part of the area-based studies, transportation planning, development application review, and Committee of Adjustment consideration is the involvement of the community and professional groups. The City is built upon the input of divergent groups, individuals, and community organizations. Together, they respond to a development application or participate in a community study. The variety of interests, ideas, inputs and advice from these groups result in positive changes in the community. Documents may include agendas, meeting minutes and reports.”

- Q. The record series for code “F1301 with the record title “Employee Payroll Files” is amended by deleting the following from column 8.
- “Canada Pension Plan (Canada), R.S.C. 1985, c. C-8, s24 - records and books of account to determine contributions, accounts and vouchers to verify information.”
- R. The record series for code “F2510” with the record title “Residents’ Finances - Homes for the Aged” is amended by deleting “Homes for the Aged” from the record title, the first sentence of the scope note and column 3 and substituting, in each case, “Long-Term Care Homes and Services”.
- S. The record series for code “G0261” with the record title “Access to Information Requests” is amended as follows:
- (1) By amending the second sentence of the scope note by deleting “and appeal” after “disclosure request”.
 - (2) By amending the third sentence of the scope note by deleting “, correspondence and appeals representations” and substituting “and correspondence”.
- T. The record series for code “H1202” with the record title “Employee Medical Data” is amended as follows:
- (1) By deleting “T+7” and substituting “T+20/40”.
 - (2) By amending column 8:
 - (a) By adding the following immediately below “Comments:”

“Prior to inactive storage files are separated according to: the period of 40 years from the time records were first made or the period of 20 years from the time the last of the records were made.”
 - (b) By deleting “Occupational Health and Safety Act, R.S.O. 1990, c. O.1, s. 12 - Annual summary of fatalities, lost workday, illnesses and injuries.” and substituting the following:

“Occupational Health and Safety Act, R.S.O. 1990, c. O.1, clause 26(1)(d)(h) – (d) accurately keep and maintain and make available to the worker affected such records of the exposure of a worker to biological, chemical or physical agents - (h) establish a medical surveillance program for the benefit of workers. Occupational Health and Safety Act Regulation (Designated Substances) R.R.O. 1990, Regs. 835, 836, 837, 839, 840, 841, 842, 843, 844, 845, 846, ss15(1)(a)(b) – (a) the period of forty years from the time such records were first made; (b) the period of twenty years from the time the last of such records were made.”

- U. The record series for code “I0040” with the record title “Communications Management” is amended by deleting “All” from column 3 and substituting “City Manager’s Office”.
- V. The record series for code “I0199” with the record title “Sponsorship” is amended by deleting “designed for the procurement of sponsorship” from the last sentence of the scope note and substituting “to win sponsors”.
- W. The record series for code “I0200” with the record title “Promotion and Marketing” is amended by deleting “promotional work used to foster education and awareness” from the first sentence of the scope note and substituting “promotion”.
- X. The record series for code “I0201” with the record title “News Releases and Official Statements” is amended by deleting “All” from column 3 and substituting “City Manager’s Office”.
- Y. The record series for code “I0203” with the record title “Media Relations” is amended by deleting “Corporate Comm.” from column 3 and substituting “Common”.
- Z. The record series for code “I0220” with the record title “Public Education and Awareness” is amended by deleting “educate and enlighten the public, including adults and children,” from the first sentence of the scope note and substituting “inform the public”.
- Z.1. The record series for code “I0230” with the record title “Libraries, Reference Desks, and Resource Centres” is amended as follows:
 - (1) By deleting the record title “Libraries, Reference Desks, and Resource Centres” and substituting “Reference Services Administration”.
 - (2) By deleting the scope note and substituting the following:

“Records relating to the provision of reference services, including libraries, reference kiosks and resource centres organized within City divisions, or business units. Includes acquisition inventories, holdings inventories, circulation lists, requests for library materials, and recommendations for collections.”
- Z.2. The record series for code “I0249” with the record title “Archives” is amended by adding “Management” to the record title after “Archives”.
- Z.3. The record series for code “I0455” with the record title “Trade Shows” is amended as follows:
 - (1) By amending the record title by deleting “Shows” and substituting “Show Planning”.

- (2) By amending the first sentence of the scope note by inserting “City’s” before “planning”.
- Z.4. The record series for code “I0489” with the record title “Strategic Planning” is amended as follows:
- (1) By deleting “S +5” and substituting “T+10”.
 - (2) By adding the following to column 8:

“Comments:
File to remain active until strategic plan end date.”
- Z.5. The record series for code “I2625” with the record title “Laundry Services” is amended as follows:
- (1) By amending the second sentence in the scope note by deleting “Home for the Aged” and substituting “Long-Term Care Homes and Services”.
 - (2) By deleting “Homes for the Aged” in column 3 and substituting “Long-Term Care Homes and Services”.
- Z.6. The record series for code “I4120” with the record title “Archival Collection Assessment Initiatives” is amended as follows:
- (1) By deleting the record title and substituting “Records Conservation and Preservation”.
 - (2) By deleting the scope note and substituting the following:

“Records relating to the processes and initiatives associated with ensuring the ongoing preservation of the City’s record and the assessment and restoration of damaged records, whether inactive, in archival storage, or in the process of being transferred to archival storage. Includes information on special assessment projects, care and handling of archival materials, and the transfer to alternative records media formats. Documents may include photographs taken during all stages of the preservation or restoration work, field assessment reports, working notes, preservation and conservation statistics, recommendations on records storage requirements, condition and treatment reports, archival materials, collection reports, copies of grant applications, and supporting correspondence.”
 - (3) By deleting “P” in column 5 and substituting “47”.
 - (4) By deleting “P” in column 6 and substituting “50”.

- Z.7. The record series for code “I5010” with the record title “Call Centre Recordings” is amended as follows:
- (1) By amending the record title by deleting “Recordings” and substituting “Client Records”.
 - (2) By deleting the scope note and substituting the following:

“Records relating to the recorded telephone calls and related activities resulting from requests for services/information to City of Toronto call centres. All telephone calls are recorded for quality assurance and staff training.”
 - (3) By deleting “Policy, Planning, Finance and Admin” from column 3 and substituting “3-1-1 Project Office”.
- Z.8. The record series for code “L0400” with the record title “Right of Way Permits” is amended by deleting “T+3” and substituting “T+7”.
- Z.9. The record series for code “P3835” with the record title “Chronic Reportable Diseases” is amended by deleting the record title and substituting “Vaccine Ordering”.
- Z.10 The record series for code “R0031” with the record title “Recreational Program Registration” is amended as follows:
- (1) By inserting “1” below “C+2” in column 4, by inserting “0” below “4” in column 5. and by inserting “1” below “C+6” in column 6 so that the columns shall be as follows:

(column 4)	(column 5)	(column 6)
C+2	4	C+6
1	0	1
 - (2) By inserting the following in column 8, above “Legislation/ Regulation:”:

“Comments:
1 year active retention is for paper records only.”
- Z.11. The record series for code “W0006” with the record title “Landfill Areas” is amended as follows:
- (1) By amending the record title by inserting “Waste Disposal &” before “Landfill Areas”.

- (2) By amending the scope notes in column 2 by inserting following sentence before the last sentence:

“Also includes information on disposal user fees for commercial, industrial, and restaurant organizations, waste disposal statistics and reports, and correspondence. Individual landfill sites will be classified at the secondary level.”

- (3) By adding the following after “closed.” in column 8:

“Environmental Protection Act Regulations (Landfilling Sites), O. Reg. 483/98, s 20 - Ensure that daily records of site operations are made during the operation of the site and records are retained for at least two years after they are made.”

- Z.12. The record series for code “W0013” with the record title “Boulevard Parking and Marketing” is amended as follows:

- (1) By deleting “T+3” in column 6 and substituting “T+7”.
- (2) By deleting “expiration of permit” in column 8 and substituting “cancellation or revocation of permit or license”.

- Z.13. The record series for code “W0030” with the record title “Traffic Signs and Signals Equipment” is amended as follows:

- (1) By deleting “4” in column 5 and substituting “12”.
- (2) By deleting “C+6” in column 6 and substituting “15”.
- (3) By adding the following to column 8 after “systems.”:

“Limitations Act, S.O. 2002, c. 24, Sched. B., s.15 (2) No proceeding shall be commenced in respect of any claim after the 15th anniversary of the day on which the act or omission on which the claim is based took place”.

ENACTED AND PASSED this 28th day of January, A.D. 2009.

SANDRA BUSSIN,
Speaker

ULLI S. WATKISS
City Clerk

(Corporate Seal)