

Authority: Government Management Committee Item 2.17,
as adopted by City of Toronto Council on April 12 and 13, 2011
Enacted by Council: April 13, 2011

CITY OF TORONTO

BY-LAW No. 519-2011

**To amend City of Toronto Municipal Code Chapter 217, Records, Corporate (City),
by amending 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; and

WHEREAS under § 169-26B Council has authorized the City Solicitor in consultation with the City Clerk to introduce bills to Council to make technical amendments to the Municipal Code and other by-laws, including legislation updates; and

WHEREAS the records record series for code "A0532" with the record title "Property Management" was approved by Council (as set out in Administration Committee Report 6, Clause 19, "Records Retention By-law Amendment", as adopted by City of Toronto Council on September 25, 26 and 27, 2006, and as confirmed by By-law No. 1076-2006, "To confirm the proceedings of the Council at its meeting held on the 25th, 26th and 27th days of September, 2006") and should also be included in Chapter 217;

The Council of the City of Toronto HEREBY ENACTS as follows:

1. 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 entries for the following discontinued record series:

Record series code	Record title
---------------------------	---------------------

G5001	Corporate Governance
-------	----------------------

W0014	Cycling Paths and Bike Lanes
-------	------------------------------

- B. Column 8 of the record series for code "A0497" with the record title "Real Estate Appraisals" is amended as follows:

- (1) By deleting the following:

"Municipal Act, S.O. 2001, c. 25, s. 268 (3), (5) - declare surplus land, obtain appraisal of market, public notice proposed sale; establish and maintain a public register listing and describing the land owned or leased."

- (2) By substituting the following for the above deletion:

"Municipal Code Chapter 213, Real Property, Sale of (City of Toronto By-law No. 814-2007), § 213-6 Authority to declare surplus; § 213-7 Notice of proposed sale; § 213-8 Certificate of Clerk; § 213-9 Public Land Register."

- C. The record series for code "A0504" with the record title "Park Title Histories" is amended by deleting the following from column 8:

"Legislation/Regulation:

Formerly Public Parks Act, R.S.O. 1990 c. P.46, s. 9 - Keep all books, maps, plans, papers and documents, until its repeal on January 1, 2003."

- D. The record series for code "A1412" with record title "Rejected Heritage Properties" is amended by deleting "Economic Dev. & Culture" from column 3 and substituting "City Planning".

- E. The record series for code "A1418" with record title "Heritage Conservation District Studies" is amended by deleting "Economic Dev. & Culture" from column 3 and substituting "City Planning".

- F. The record series for code "C2010" with the record title "Community Resources" is amended by deleting the scope note below the title in column 2 and substituting the following:

"Records relating to the City's community resources which provide social assistance, programs and services for City residents in need. Community resources may include business associations, civic groups, community centres, housing groups, and educational institutions. Programs may refer to activities organized for seniors, youth, women, families and individuals, supporting programs for diverse groups (LGST), ethno-racial, victims of violence and addictions, and any other programs for identified groups."

- G. The record series code for "C2540" with the record title "Resident Administration Case Files – Long-Term Care Homes and Services" is amended as follows:

- (1) By deleting "7/20" in column 5 and substituting "10".

- (2) By deleting "7/20" in column 6 and substituting "10".
 - (3) By amending the Comments in column (8):
 - (a) By deleting the following:

"Records for deceased residents are kept for 7 years and for discharged residents records are kept for 20 years."
 - (b) By substituting the following for the above deletion:

"Records for deceased and discharged residents are kept for 10 years after discharge."
 - (4) By amending the Legislation/Regulation in column 8 as follows:
 - (a) By deleting the following:

"Homes for the Aged and Rest Homes Act Regulations (General), R.R.O. 1990, Reg. 637, amended by O. Reg. 316/06, ss 25(1). A home shall keep a written record or series of records of each resident that shall be maintained in confidence and each record shall be retained by the home for at least twenty years after the last entry in the record with respect to the resident or, where the resident dies, for at least five years after the death of the resident. Nursing Homes Act, (General) R.R.O. 1990. Reg. 832, amended to O. Reg. 317/06, clause 90(a),(b) - The medical records of a resident shall be retained, (a) where the resident is discharged from the nursing home for a period of twenty years after the date of the discharge; or (b) where the resident dies in the nursing home, for a period of five years after the date of the death."
 - (b) By substituting the following for the above deletion:

"Long-Term Care Homes Act 2007, O. Reg. 79/10, General (last amendment: O. Reg. 249/10), s. 146(8), s. 233(1) - A licensee shall discharge a resident when the licensee is aware that the resident has died, and the resident shall be deemed to have been discharged on the date of death. Every licensee of a long-term care home shall ensure that the record of every former resident of the home is retained by the licensee for at least 10 years after the resident is discharged from the home."
- H. The record series for code "C2972" with record title "Residential Rehabilitation Assistance Program (RRAP) Case Files" is amended as follows:
- (1) By deleting "5" in column 5 and substituting "13".
 - (2) By deleting "7" in column 6 and substituting "15".

- (3) By amending column 8 as follows:
- (a) By amending the Comments by inserting "loan forgiven," after "closed out".
- (b) By amending the Legislation/Regulation as follows:
- [1] By deleting the following:
- "Act Regulation (General), R.R.O. 1990, Reg. 641, ss 4(d) information, records, accounts"
- [2] By substituting the following for the above deletion:
- "Act, R.R.O. 1990, Reg. 641, General, s. 4(d) - information, records, accounts."
- I. Column 8 of the record series for code "D0410" with record title "Business Improvement Areas" is amended as follows:
- (1) By deleting the following:
- "Municipal Act, S.O. 2001, c. 25, s 205, 207, ss 210(1), 211(7) – prepare proposed budget; annual report, audit; notice, issue of certification."
- (2) By substituting the following for the above deletion:
- "Municipal Code Chapter 19, Business Improvement Areas (City of Toronto By-law No. 1110-2001, amended by By-law No. 636-2007)."
- J. Column 8 of the record series for code "F0045" with record title "Fees Administration" is amended as follows:
- (1) By deleting the following:
- "Municipal Act, S.O. 2001, c. 25, s. 392 - list available for public inspection indicating which services and activities and the use of which properties will be subject to fees or charges and the amount of each fee or charge."
- (2) By substituting the following for the above deletion:
- "Municipal Code Chapter 441, Fees and Charges (City of Toronto By-law No. 1056-2006); Municipal Code Chapter 442, Fees and Charges, Administrative of (City of Toronto By-law No. 1056-2006)."

K. Column 8 of the record series for code "F1500" with record title "Accounting and Finance Administration" is amended as follows:

(1) By deleting the following:

"Municipal Act, S.O. 2001, c.25, s. 286- records and accounts of municipality's financial affairs."

(2) By substituting the following for the above deletion:

"City of Toronto Act, S.O. 2006, c.11, Sched. A (last amendment: 2009, c. 33, Sched. 26, s. 1), s. 231 Annual financial statements, s. 233 Auditing of financial statements.

Municipal Code Chapter 71, Financial Control (City of Toronto By-law No. 152-2000)."

L. Column 8 of the record series for code "F1575" with record title "Write-Offs" is amended as follows:

(1) By deleting the following:

"Municipal Act, S.O. 2001, c.25, s. 354 (2) - Remove unpaid taxes on recommendation of treasurer, writes off the taxes as uncollectible, longer payable or court decision."

(2) By substituting the following for the above deletion:

"City of Toronto Act, S.O. 2006, c. 11, Sched. A (last amendment: 2009, c. 33, Sched 26, s. 1), s. 319(2)(a) - the city council, on the recommendation of the treasurer, writes off the taxes as uncollectible.

Municipal Code Chapter 71, Financial Control (City of Toronto By-law No. 152-2000), Article VIII, Authority for Write-Offs (article last amendment: By-law No. 1405-2007)."

M. Column 8 of the record series for code "F2157" with record title "Financial Statements and Reports" is amended as follows:

(1) By deleting the following:

"Homes for the Aged and Rest Homes Act Regulations (General), R.R.O. 1990, Reg. 637, s. 23 - annual financial statement, auditor's report and Municipal Act, S.O. 2001, c.25, s. 296. (1) - audit of account, financial statements."

- (2) By substituting the following for the above deletion:
- "City of Toronto Act, S.O. 2006, c. 11, Sched. A (last amendment: 2009, c. 33, Sched 26, s. 1), s. 231 Annual financial statements, s. 233 Auditing of financial statements.
- Municipal Code Chapter 71, Financial Control (City of Toronto By-law No. 152-2000)."
- (3) By deleting "B., ss15(2)" and substituting "B, s. 15(2)".
- N. The record series for code "F2303" with record title "Cheques" is amended by deleting the following from column 8:
- "Municipal Act, 2001, c. 25, s. 288 – endorsement of cheques by treasurer and head of council."
- O. The record series for code "F2541" with record title "Estate Management Case Files" is amended as follows:
- (1) By deleting "7/20" in column 5 and substituting "10".
- (2) By deleting "7/20" in column 6 and substituting "10".
- (3) By amending the Comments in column 8 as follows:
- (a) By deleting the following:
- "Records for deceased residents are kept for 7 years and for discharged residents records are kept for 20 years."
- (b) By substituting the following for the above deletion:
- "Records for deceased and discharged residents are kept for 10 years after discharge."
- (4) By amending the Legislation/Regulation in column 8 as follows:
- (a) By deleting the following:
- "Homes for the Aged and Rest Homes Act Regulation, (General), R.R.O 1990, Reg. 637, amended by O. Reg. 330/05 ss 53(4) - Book of account that shall be retained for at least six years from the date the trust account is closed or becomes inactive, showing all deposits to and withdrawals from the trust account, the name of the resident for whom the deposit or withdrawal is made and the date of each deposit or withdrawal."

- (b) By substituting the following for the above deletion:

"Long-Term Care Homes, O. Reg. 79/10, General (last amendment: O. Reg. 249/10), s. 241(7)(g)(i),(ii),(iii), - with respect to each resident for whom money is deposited in a trust account, retain for a period of not less than seven years, (i) the books of account, ledgers, deposit books, deposit slips, pass-books, monthly bank statements, cheque books and cancelled cheques applicable to the trust account, (ii) the written instructions and authorizations and acknowledgements of receipt of funds of the resident and the person acting on behalf of the resident, and (iii) the written receipts and statements provided to the resident, or a person acting on behalf of a resident."

- (c) By deleting the following:

"Nursing Homes Act Regulations, (General), R.R.O. 1990, Reg. 832, amended by O. Reg. 333/05 ss 103(f) - Respect to each resident on whose behalf money is deposited in the trust account to the credit of such resident, retain in his or her possession for a period of not less than six years."

- P. Column 8 of the record series for code "F3100" with record title "Risk Management" is amended as follows:

- (1) By deleting the following:

"Municipal Act, S.O. 2001, c. 25, s. 299 (3) Information to be provided relating to the efficiency and effectiveness of the municipality's operations."

- (2) By substituting the following for the above deletion:

City of Toronto Act, S.O. 2006, c.11 Sched. A (last amendment: 2009, c. 33, Sched. 26, s.1), s. 237(2) - information be provided relating to the efficiency and effectiveness of the City's operations."

- Q. The record series for code F3245 with the record title "Municipal Tax and Water – Certificates is amended as follows:

- (1) By deleting the scope note below the title in column 2 and substituting the following:

"Records relating to the creation and use of municipal taxation certificates. This series includes letters from solicitors, financial Institutions, tax payers, and internal lawyers requesting that a tax or utility certificate be generated. This certificate gives financial information on a particular tax or utility account, and the information on the certificate is used for statement of adjustments on sales of properties and/or used for refinancing. In some cases letters are accessed by Legal for investigation purposes. Letters for tax certificates are organized by roll

number and letters for water certificate are organized by account number order. The daily folders are filed chronologically by date with the user id. Letters are kept in paper format and certificates are stored in electronic format in the Tax Management and Collection System (TMACS) or Water Management and Collection System (WMACS)."

(2) By deleting "C+1" in column 4 and substituting "C+2".

(3) By deleting "5" in column 5 and substituting "4".

(4) By amending column 8 as follows:

(a) By deleting the following:

"Comment: C+6 for electronic records only. No paper records maintained."

(b) By amending the Regulation/Legislation section as follows:

[1] By deleting the following:

"Municipal Act, S.O. 2001, c. 25, ss 319(8) tax certificate issued in respect of a property for which taxes have been deferred shall show the amount of the deferred taxes and any accrued interest on the certificate."

[2] By substituting the following for the above deletion:

"City of Toronto Act, S.O. 2006 c.11, Sched. A (last amendment: 2009, c.33, Sched. 26, s.1), s. 283(7) If the city treasurer issues a tax certificate in respect of a property for which taxes have been deferred, the certificate shall show the amount of the deferred taxes and any accrued interest."

[3] By amending the last line by deleting "the" before "relate" and substituting "they".

R. Column 8 of the record series for code "F3305" with the record title "Capital Budget" is amended as follows:

(1) By deleting the period after "Sched. B".

(2) By deleting the following:

"Municipal Act, S.O. 2001, c. 25, s. 290 - each year prepare and adopt a budget including estimates of all sums required during the year."

- (3) By substituting the following for the above deletion:

"City of Toronto Act, S.O. 2006 c.11. Sched. A (last amendment: 2009, c.33, Sched. 26, s.1), s. 228 The City shall in the year or the immediately preceding year prepare and adopt a budget including estimates of all sums required during the year for the purposes of the City.

Municipal Code Chapter 71, Financial Control, Article II, Budgets, § 71-7, Capital Budget (section last amendment: City of Toronto By-law No. 331-2005)."

- S. Column 8 of the record series for code "F3307" with record title "Operating Budget" is amended as follows:

- (1) By deleting the following:

"Municipal Act, S.O. 2001, c. 25, s. 290 - each year prepare and adopt a budget including estimates of all sums required during the year."

- (2) By substituting the following for the above deletion:

"City of Toronto Act, S.O. 2006 c.11. Sched. A (last amendment: 2009, c.33, Sched. 26, s.1), s. 228 The City shall in the year or the immediately preceding year prepare and adopt a budget including estimates of all sums required during the year for the purposes of the City.

Municipal Code Chapter 71, Financial Control, Article II, Budgets, § 71-6, Operating Budget (section last amendment: City of Toronto By-law No. 1405-2007)."

- T. Column 8 of the record series for code "F4000" with record title "Pension Plan Investment and Administration" is amended as follows:

- (1) By deleting the following:

"Municipal Act Regulation (Eligible Investments), O. Reg. 438/97, amended by O. Reg. 655/05 s. 8 - treasurer to provide council an annual investment report."

- (2) By substituting the following for the above deletion:

"City of Toronto Act, 2006, O. Reg. 610/06, Financial Activities (last amendment: O. Reg. 53/11), s. 49(1), Investment report, - the council shall require the treasurer to prepare and provide to the council, each year or more frequently as specified by the council, an investment report."

- U. Column 8 of the record series for code F6000" with record title "Investment Activity and Administration" is amended as follows:
- (1) By deleting the following:

"City of Toronto Act, 2006 Regulation (Financial Activities) O. Reg. 610/06, s. 54 – Reports to Council."
 - (2) By substituting the following for the above deletion: for the above:

"City of Toronto Act, 2006, O. Reg. 610/06, Financial Activities (last amendment: O. Reg. 53/1), s. 49(1), Investment report, - the council shall require the treasurer to prepare and provide to the council, each year or more frequently as specified by the council, an investment report. s. 540 - Reports to Council."
 - (3) By deleting the following:

"Municipal Act Regulations (Eligible Investments), O. Reg. 438/97, amended by O. Reg. 655/05 s 8 - Treasurer to provide council an annual investment report."
 - (4) By deleting "Sched. B., s 4, ss 5(1)" and substituting "Sched. B, s. 4, s. 5(1)".
- V. Column 8 of the record series for code "F6050" with record title "Debenture Registry" is amended as follows:
- (1) By deleting the following:

"City of Toronto Act, 2006 Regulation (Financial Activities) O. Reg. 610/06, s 54 – Reports to Council."
 - (2) By substituting the following for the above deletion: for the above:

"City of Toronto Act, 2006, O. Reg. 610/06, Financial Activities (last amendment: O. Reg. 53/11), s. 49(1) Investment report - the council shall require the treasurer to prepare and provide to the council, each year or more frequently as specified by the council, an investment report. s. 54 Reports to Council."
 - (3) By deleting the following:

"Municipal Act Regulations (Eligible Investments), O. Reg. 438/97, amended by O. Reg. 655/05 s 8 - Treasurer to provide council an annual investment report."
 - (4) By deleting "Sched. B., s 4, ss 5(1)" and substituting "Sched. B, s. 4, s. 5(1)".

W. The record series for code "F6200" with record title "Sinking, Retirement, Contingency and Reserve Funds" is amended as follows:

(1) By deleting the following:

"City of Toronto Act, 2006 Regulation (Financial Activities) O. Reg. 610/06, s 54 – Reports to Council.

(2) By substituting the following for the above deletion:

"City of Toronto Act, 2006, O. Reg. 610/06, Financial Activities (last amendment: O. Reg. 53/11), s. 49(1) Investment report - the council shall require the treasurer to prepare and provide to the council, each year or more frequently as specified by the council, an investment report. s. 54 Reports to Council."

(3) By deleting the following:

"Municipal Act Regulations (Eligible Investments), O. Reg. 438/97, amended by O. Reg. 655/05 s 8 - Treasurer to provide council an annual investment report."

(4) By deleting "Sched. B., s 4, ss 5(1)" and substituting "Sched. B, s. 4, s. 5(1)".

X. The record series for code "G0001" with the record title "City Council" is amended as follows:

(1) By deleting the title "City Council" in column 2 and substituting "Council and Committee Proceedings".

(2) By deleting the scope note below the title in column 2 and substituting the following:

"Records relating to the meetings, duties, and functions of the City Council, including; its standing committees, sub-committees, and task forces; Community Councils and their committees. The City Council is the legislative body responsible for enacting ordinances and resolutions, adopting the City budget, representing the City, and carrying out a variety of municipal responsibilities. Documents include Council agendas, minutes, certificates of amendments (resolutions), terms of reference, committee appointments, bills index, correspondence, memoranda, notices of motions, and committee reports.

NOTE: A directory of Council committees and task forces is available at <http://www.toronto.ca/committees/directory.htm>"

- (3) By amending column 8 as follows:
- (a) By deleting the following:
- "Municipal Act, S.O. 2001, c. 25, s. 232, 228 - Declaration of office; resolutions, decisions, proceedings, by-laws and minutes."
- (b) By substituting the following for the above deletion:
- "City of Toronto Act, S.O. 2006 c.11, Sched. A (last amendment: 2009, c.33, Sched. 26, s.1), Part VI, Practices and Procedures."
- Y. Column 8 of the record series for code "G0002" with the record title "Municipal Code and By-laws" is amended as follows:
- (1) By deleting the following:
- "Municipal Act, S.O. 2001, c. 25, s. 248, 5 (3) - Municipal Code; A municipal power, including a municipality's capacity, rights, powers and privileges under section 8, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise."
- (2) By substituting the following for the above deletion:
- "City of Toronto Act, S.O. 2006 c.11, Sched. A (last amendment: 2009, c.33, Sched. 26, s.1), s. 132(3) A power of the City, including the City's capacity, rights, powers and privileges under section 7, shall be exercised by by-law unless the City is specifically authorized to do otherwise.
- Municipal Code Chapter 1, General Provisions, Article II, Adoption of Code (City of Toronto By-law No. 871-2000), § 1-8A Municipal Code book to be kept up to date. The City Clerk shall keep up to date the certified copy of the book containing the Municipal Code."
- Z. Column 8 of the record series "G0004" with the record title "Task Force and Special Committee Records" is amended as follows:
- (1) By deleting the following:
- "Municipal Act, S.O. 2001, c. 25, s. 228 - Resolutions, decisions, proceedings, by-laws and minutes."
- (2) By substituting the following for the above deletion:
- "City of Toronto Act, S.O. 2006 c.11, Sched. A (last amendment: 2009, c.33, Sched. 26, s.1), Part VI, Practices and Procedures."

- AA. The record series for code "G0261" with the record title "Access to Information Request" is amended as follows:
- (1) By amending the scope note in column 2 under the title by deleting "Information and Privacy Commissioner" and substituting "Building Division".
 - (2) By amending column 8 by deleting "s. 17," and substituting "ss. 17,"
- AB. The record series for code "H1250" with record title "Grievances and Arbitrations" is amended as follows:
- (1) By deleting "DAR" in column 7 and substituting "AR".
 - (2) By amending column 8 as follows:
 - (a) By deleting the following:

"Canada Labour Code, R.S.C., 1985, c. L-2."
 - (b) By substituting the following for the above deletion:

"Occupational Health and Safety Act, R.S.O. 1990, c. O. last amendment: 2009, c. 33, Sched. 20, s. 3; s. 49(2) A complaint must be filed not later than 30 days after the event to which the complaint relates."
- AC. The record series for code "H1260" with record title "Human Rights Complaints and Investigations" is amended as follows:
- (1) By deleting the scope note under the title in column 2 and substituting the following:

"Records relating to receiving, investigating, and resolving complaints from City staff persons, residents and recipients of municipal services concerning discrimination and/or harassment based on human rights protected grounds, as listed in the City of Toronto's Human Rights and Anti-Harassment Policy. May include information on both informal and formal complaints, as well as advice and consultation on human rights-related subject matters such as, policy development, communication tools and training. Documents may include statements of complaint and completed complaint forms, investigation reports and recommendation, witness interview notes, copies of policies, research, and all supporting documentation and correspondence regarding the exploration and resolution of complaints and consultations."
 - (2) By deleting "DAR" in column 7 and substituting "AR".
 - (3) By amending column 8 by deleting "or when reference material is superseded or obsolete".

AD. The record series for code "H1275" with record title "Occupational Health and Safety" is amended as follows:

(1) By deleting "DAR" in column 7 and substituting "AR".

(2) By amending column 8 as follows:

(a) By deleting the following:

"s. 9 Joint health and safety committee, certifications, recommendations, responses, minutes, scheduled inspections, inspection reports. Occupational Health and Safety Act, R.S.O. 1990, c.O.1,s.26."

(b) By substituting the following for the above deletion:

"s. 9 Joint health and safety committee, certifications, recommendations, responses, minutes, scheduled inspections, inspection reports. s. 26"

AE. The record series for code "H1355" with record title "Workers' Compensation and Disability Management" is amended as follows:

(1) By deleting "DAR" in column 7 and substituting "AR".

(2) By amending column 8 as follows:

(a) By deleting the following:

"1997 Regulations (First Aid Requirements) R.R.O. 1990, Reg. 1101, s5."

(b) By substituting the following for the above deletion:

"1997, R.R.O. 1990, Reg. 1101, First Aid Requirements, s. 5."

AF. Column 8 of the record series for code "I0020" with record title "Audits" is amended as follows:

(1) By deleting "Auditor General Act, R.S.O. 1990, c. A.35, s10." in column 8.

(2) By deleting "ss" and substituting "s.".

AG. The record series for code "I0250" with record title "Records Retention Authorization Forms" is amended as follows:

(1) By deleting the following:

"Municipal Act, S.O. 2001, c. 25, s. 255 (2) - Destruction of records - destroyed if a retention period has been established and the retention period has expired; or the record is a copy of the original record."

- (2) By substituting the following for the above deletion:

"City of Toronto Act, S.O 2006, c. 11, Sched. A (last amendment: 2009, c. 33, Sched. 26. s. 1), s. 201(3) Retention periods - establish retention periods during which the records of the City and its local boards must be retained and preserved."

- AH. The record series for code "I0253" with record title "Records Destruction Files" is amended as follows:

- (1) By deleting the following:

"Municipal Act, S.O. 2001, c. 25, s. 255 (2) - Destruction of records - destroyed if a retention period has been established and the retention period has expired; or the record is a copy of the original record."

- (2) By substituting the following for the above deletion:

"City of Toronto Act, S.O 2006, c. 11, Sched. A (last amendment: 2009, c. 33, Sched. 26. s. 1), s. 201(2)(a), (b) - records of the City may be destroyed if a retention period for the record has been established under this section and, (a) the retention period has expired; or (b) the record is a copy of the original record."

- AI. The record series for code "L0520" with record title "Easements" is amended:

- (1) By deleting the following:

"Power Corporation Act, R.S.O. 1990, c. P. 18, s 48 – record of unregistered rights relating to land."

- (2) By substituting the following for the above deletion:

"Electricity Act, 1998, S.O. c. 15, Sched. A, s. 46(1) If, immediately before the repeal of section 48 of the Power Corporation Act under the Energy Competition Act, 1998, land was subject to a right referred to in subsection 48 (2) or (3) of the Power Corporation Act, the land continues to be subject to the right until the right expires or until it is released by the holder of the right."

- AJ. The record series for code "L3088" with record title "Commissioner of Oaths and Notary Public" is amended as follows:

- (1) By deleting the following:

"Municipal Act, S.O. 2001, c. 25, s232. - Declaration of office."

- (2) By substituting the following for the above deletion:

"City of Toronto Act, S.O 2006, c. 11, Sched. A (last amendment: 2009, c. 33, Sched. 26. s. 1), s. 186(1) Declaration of office."

AK. Column 8 of the record series for code "L4020" with record title "By-law and Business Licence Enforcement" is amended as follows:

(1) By deleting the following:

"Municipal Act, S.O. 2001, c. 25 PART IV – Licences. City of Toronto Act, S.O. 2006, c.11, s86; Municipal Code Chapter 545, Licensing (By-law No. 514-2002) - Require compliance with any code, standard, procedure or regulation."

(2) By substituting the following for the above deletion:

"City of Toronto Act, S.O. 2006, c.11, Sched. A (last amendment 2009, c. 33, Sched. 26. s. 1), s. 8(2), ss. 85-96, Licences.

Municipal Code Ch. 545, Licensing (By-law 514-2002) - Require compliance with any code, standard, procedure or regulation."

AL. The record series for code "N0051" with record title "Naturalization Plans" is amended as follows:

(1) By deleting "DAR" in column 7 and substituting "AR".

(2) By amending column 8 as follows:

(a) By deleting the following:

"1990 Regulations (Records of Site Condition - PART XV.1 of the Act), O.Reg.153/04, amended by: O. Reg. 366/05, ss 18(1) (2)."

(b) By substituting the following for the above deletion:

", O. Reg.153/04, Records of Site Condition - Part XV.1 of the Act (last amendment: O. Reg. 245/10), s. 18(1), (2) *[s. 18 to be replaced July 1, 2011].*"

AM. The record series for code "N0056" with record title "Valleys and Ravine Lands Environment" is amended as follows:

(1) By deleting "DAR" in column 7 and substituting "AR".

(2) By amending column 8 by deleting "658" and substituting "658, Ravine and Natural Feature Protection."

AN. The record series for code "P3831" with record title "Resolved Reportable Diseases" is amended as follows:

(1) By deleting "AR" in column 7 and substituting "D".

(2) By amending column 8 as follows:

(a) By deleting the following:

"Medicine Act Regulations (General) O. Reg. 114/94, s. 19(1) - Retain records for at least ten years after the date of the last entry in the record, or until ten years after the day on which the patient reached or would have reached the age of eighteen years. Health Protection and Promotion Act Regulations (Reports), R.R.O. 1990, Reg. 569 amended by O. Reg. 306/08."

(b) By substituting the following for the above deletion:

"Medicine Act, 1991, O. Reg. 114/94, General, s. 19(1) - Retain records for at least ten years after the date of the last entry in the record, or until ten years after the day on which the patient reached or would have reached the age of eighteen years.

Health Protection and Promotion Act, R.R.O. 1990, Reg. 569, Reports (last amendment: O. Reg. 306/08)."

AO. The record series for code "P3837" with record title "Disease Outbreak Case Files" is amended as follows:

(1) By deleting "AR" in column 7 and substituting "D".

(2) By amending column 8 as follows:

(a) By deleting the following:

"Medicine Act Regulations (General) O. Reg. 114/94, s. 19(1) - Retain records for at least ten years after the date of the last entry in the record, or until ten years after the day on which the patient reached or would have reached the age of eighteen years.

Health Protection and Promotion Act Regulations (Reports), R.R.O. 1990, Reg. 569 amended by 306/08."

(b) By substituting the following for the above deletion:

"Medicine Act, 1991, O. Reg. 114/94, General, s. 19(1) Retain records for at least ten years after the date of the last entry in the record, or until ten years after the day on which the patient reached or would have reached the age of eighteen years."

"Health Protection and Promotion Act, R.R.O. 1990, Reg. 569, Reports (last amendment: 306/08)."

AP. The record series for code "P3860" with record title "Immunization Program" is amended as follows:

- (1) By deleting "DAR" in column 7 and substituting "AR".
- (2) By amending column 8 as follows:
 - (a) By deleting the following:

"Immunization of School Pupils Act Regulations (General) R.R.O. 645,
as am. O. Reg. 443/03 Record of immunization."
 - (b) By substituting the following for the above deletion:

"Immunization of School Pupils Act, R.R.O. 1990, Reg. 645, General
(last amendment: O. Reg. 443/03), Record of immunization."

AQ. The record series for code "P3872" with record title "HIV / AIDS Client Files" is amended as follows:

- (1) By deleting "P/AR" in column 7 and substituting with "P".
- (2) By amending column 8 as follows:
 - (a) By deleting the following:

"Medicine Act Regulations (General) O. Reg. 114/94, ss 19(1)"
 - (b) By substituting the following for the above deletion:

"Medicine Act, 1991, O. Reg. 114/94, General, s. 19(1)"
 - (c) By deleting the following:

"Independent Health Facilities Act Regulations (General) O.Reg.57/92"
 - (d) By substituting the following for the above deletion:

"Independent Health Facilities Act, O. Reg. 57/92, General
(last amendment: O. Reg. 19/08)"

AR. The record series for code "R0013" with record title "Cycling Paths and Trails" is amended as follows:

- (1) By amending column 2 as follows:
 - (a) By deleting the title, "Cycling Paths and Trails" and substituting "Cycling Programs and Networks".

- (b) By deleting the scope note under the title and substituting the following:

"Records relating to the City of Toronto's cycling programs, events and the development and maintenance of cycling networks, lanes, paths and trails such as the Jarvis Street Bike Lanes and the Sustainable Trails Initiative. Cycling programs are based on the recommendations of the Toronto Bike Plan designed to make Toronto a more bike-friendly city. Also includes records relating to the development of the Bikeway Network that will ultimately link cyclists with neighbourhoods and destinations across the city. May also include information on safety campaigns and impacts of the bike lanes on road traffic. Documents include statistics, copies of maps indicating path or trail locations, copies of path design construction reports, requests for bike lanes and cycling paths, complaints, studies, reports and correspondence."

- (2) By deleting "5" in column 5 and substituting "7".

- (3) By deleting "5" in column 6 and substituting "7".

- (4) By amending column 8 as follows:

- (a) By deleting the following:

"Ontario Planning and Development Act, 1994, S.O. 1994, c. 23, Sched. A., s. 3 (a) (iii) - Land use areas and the provision of parks and open space."

- (b) By substituting the following for the above deletion:

"Ontario Planning and Development Act, 1994, S.O. 1994, c. 23, Sched. A
"(last amendment: 2006, c. 21, Sched. F, s. 136 (1)), s. 3(a)(iii) - land use areas and the provision of parks and open space."

2. Column 8 of the record series for code "A0532" with the record title "Property Management", as approved By Council its meeting held on the 25th, 26th and 27th days of September, 2006, is amended as follows:

- (1) By deleting "Sched. B., ss 15(2)" and substituting "Sched. B, s. 15(2)".

(2) By deleting the following:

"Tenant Protection Act, S.O. 1997, c. 24, s 8, 41, 65 - Tenancy agreement, income information, credit checks, rental history, guarantees; notice of termination; application for order terminating tenancy."

ENACTED AND PASSED this 13th day of April, A.D. 2011.

FRANCES NUNZIATA,
Speaker

ULLI S. WATKISS,
City Clerk

(Corporate Seal)