

Authority: Executive Committee Item EX26.4, as adopted
by City of Toronto Council on October 1 and 4, 2021

CITY OF TORONTO

BY-LAW 771-2021

To amend City of Toronto Municipal Code Chapter 3, Accountability Officers.

Whereas the Lobbyist Registrar manages information and records of the Lobbyists Registrar's Office in an independent manner; and

Whereas the Lobbyist Registrar has requested that Council establish a records retention schedule for certain records of the Lobbyist Registrar's Office; and

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 adding Schedule 1 to this by-law as Schedule B, Lobbyist Registrar Records Retention Schedules, to Chapter 3.

Enacted and passed on October 4, 2021.

Frances Nunziata,
Speaker

John D. Elvidge,
City Clerk

(Seal of the City)

SCHEDULE 1

**LOBBYIST REGISTRAR ACCOUNTABILITY RECORD: REGISTRY INVESTIGATIONS
RETENTION SCHEDULE**

TLR-0001 - Accountability Records –Toronto Lobbyist Registrar – Registry Investigations

Code	Records Title	Originating Office	Retention				Disposition	Comments/Legislation
			Active	Inactive	Total			
Retention amendments								
Functional Category: Accountability Records								
Description as per Chapter 3 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.								
TLR -0001	Accountability Records - Toronto Lobbyist Registrar - Registry Investigations/Inquiries Records related to the Lobbyist Registrar's inquiry/investigation mandate as established by the City of Toronto Act, 2006 (COTA) and the Toronto Municipal Code Chapter 140, Lobbying (the Lobbying By-law). This includes records related to: inquiries/investigations requested by city council, a member of council or a member of the public, including the Lobbyist Registrar about compliance with the system of registration, and the code of conduct provided for in the Lobbying By-law and established by section 166 of COTA. Records include: advice provided to Lobbyists, Public Office Holders, the Public, and other orders of government; responses to inquiries from the public, City staff and the media; research, analysis, reports and outreach and educational materials. Records also deal with amendments to the Lobbying By-law, the Toronto Municipal Code and other applicable legislation. Records are maintained both in paper and electronic formats.	TLR	T	P	P	Archival Review	Comments: -TLR identifies a termination date when an investigation has been completed. Legislation/Regulation: Toronto Municipal Code, Chapter 3, Accountability Officers Municipal Code Chapter 140, Lobbying, City of Toronto Act, Part V, Accountability and Transparency COTA, Sections 170 to 176 Protection of Accountability Officers' Information Directive By-law 1099-2019 : FOI Requests Procedure for AOs - Appendix A; Procedure for Handling Access Requests for AO records.	

T = terminated. (Event: the investigation is fully completed)

TLR-0002 - Accountability Records –Toronto Lobbyist Registrar - Registry Records

Code	Records Title	Originating Office	Retention				Comments/Legislation
			Active	Inactive	Total	Disposition	
Retention amendments							
	<p>Functional Category: Accountability Records</p> <p>Description as per Chapter 3 https://www.toronto.ca/legdocs/municode/1184_003.pdf and By-law 552-2017</p> <p>(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.</p> <p>(2) A record designated by an accountability officer as an accountability record pursuant to § 3-7.4A.</p>						
TLR-0002	<p>Accountability Records - Toronto Lobbyist Registrar - Registry Records</p> <p>Records related to the Lobbyist Registrar's system of registration mandate as established by the City of Toronto Act, 2006 (COTA) and the Toronto Municipal Code Chapter 140, Lobbying (the Lobbying By-law). This includes all communications and documents relating to: the registry application and approval process, a return as required under the Lobbying By-law and the maintenance or closure of a registration.</p> <p>Records include: advice provided to Lobbyists, Public Office Holders and the Public, responses to inquiries from the public, city staff and the media; research, analysis and reports and outreach and educational materials. Records also deal with amendments to the Lobbying By-law, the Toronto Municipal Code and other applicable legislation. Records are maintained both in paper and electronic formats.</p>	TLR	T	P	P	Archival Review	<p>Comments:</p> <p>-TLR determines if records identified with an archival value can be kept for legal or financial reasons, or if they have historical and/or scholarly significance for researchers. These records may be transferred to the City of Toronto's Archives at the end of their retention period.</p> <p>Legislation/Regulation:</p> <p>Toronto Municipal Code, Chapter 3, Accountability Officers</p> <p>Municipal Code Chapter 140, Lobbying,</p> <p>City of Toronto Act, Part V, Accountability and Transparency</p> <p>COTA, Sections 170 to 176</p> <p>Protection of Accountability Officers' Information Directive</p> <p>By-law 1099-2019: FOI Requests Procedure for AOs - Appendix A; Procedure for Handling Access Requests for AO records.</p>

*** T = terminated. (Event: the registration is closed)