

Authority: Section 217-5D of City of Toronto Municipal Code Chapter 217, Records, Corporate (City) and Section 169-5.2B of City of Toronto Municipal Code Chapter 169, Officials, City

CITY OF TORONTO

BY-LAW 210-2022

To amend City of Toronto Municipal Code Chapter 217, Records, Corporate (City), to establish and amend records 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 under Section 169-5.2B of Municipal Code Chapter 169, Officials, City, the City Solicitor, in consultation with the City Clerk, may submit bills directly to Council to make technical amendments to the Municipal Code and other by-laws to correct technical errors; and

Whereas the City Clerk has exercised the authority to establish or amend a retention schedule, to establish and amend various retention schedule affecting the records of the City 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; and

Whereas Chapter 217, Records, Corporate (City), is in need of updating to modernize references to statutes and other amendments of a technical nature, and such changes have also been approved by the City Clerk; 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:
 - a. replacing the existing record series listed in Schedule 2 to this by-law by adding the amended record series listed in Schedule 1 attached to this by-law in alphanumerical order to Schedule A by code number, under the functional category as set out in Schedule 1 for reference purposes; and deleting the corresponding and pre-existing record series listed in Schedule 2, to this by-law, so that they are replaced with the record series listed in Schedule 1 to this by-law;

- b. adding the new records series listed in Schedule 3 to this by-law in alphanumerical order to Schedule A by code number, under the functional category as set out in Schedule 3 to this by-law for reference purposes; and
- c. deleting the records series from Schedule A which are listed in Schedule 4 to this by-law by code number, under the functional category as set out in Schedule 4 to this by-law for reference purposes.

Enacted and passed on March 9, 2022.

Frances Nunziata,
Speaker

John D. Elvidge
City Clerk

(Seal of the City)

SCHEDULE 1
AMENDED ENTRIES TO BE ADDED TO SCHEDULE A, RECORDS RETENTION
SCHEDULE OF MUNICIPAL CODE CHAPTER 217, RECORDS, CORPORATE
(CITY) TO REPLACE EXISTING RECORDS RETENTION SCHEDULES

A	Functional Category: Assets and Property Management						
	Description: Records relating to the construction, operation, and maintenance of the City’s physical assets and property, which it owns or leases. This may include buildings, facilities, lands, vehicles, office and computer equipment, trees, uniforms, artifacts and heritage sites, and office supplies.						
A1410	<p>Requests for Heritage Property Inclusion and/or Designation</p> <p>Records relating to requests for properties and districts within the City's boundaries, including buildings and lands, to be listed on the Heritage Register and/or to receive designation under Part IV or Part V of the Ontario Heritage Act on account of their historical significance. The requests may include information about the property's historical background and significance, building architectural contexts, property descriptions, and the profiles of surrounding buildings and neighbourhoods. Records may include, but are not limited to: approved and declined request files; evaluation forms, notes, recommendations and correspondence related to approved and declined requests; copies of land records; maps, photographs and publications; copies of council, committee and board minutes and reports; surveys and research notes; and correspondence.</p> <p>Note: City Council may reject or accept recommendations for property inclusion on the Heritage Register. See A1401 for included and/or designated properties and districts.</p>	City Planning	P	0	P	AR	<p>Comments:</p> <p>File to remain active until further notice from the Division.</p>

C	Functional Category: Community and Social Services 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.						
C2010	Community Resources Records relating to community resources support for a wide range of community, corporate and/or Council initiatives to increase civic engagement and service access for vulnerable Torontonians. Supports may include funding to community agencies, partnerships with funding institutions; community engagement activities with residents (including youth and seniors); capacity-building work with community institutions, governments, agencies and diverse residents; community safety activities within neighbourhoods and crisis intervention work; community space development projects; and tower renewal and neighbourhood revitalization initiatives. Documents may include briefing notes, project charter/terms of reference, motions, policy reports, minutes, funding contracts, partner profiles, resources produced, issue background/research, progress reports and evaluation results and other supporting correspondence.	Social Development, Finance & Admin.	S	7	S+7	D	Comments: S = Until Superseded

C2022	<p>Community Human Service Planning</p> <p>Records relating to project management efforts to convene and integrate the planning and delivery of human services. Services may include City services across program areas, community-based services, services of other orders of government or other institutions that may be combined or aligned to better serve residents in areas such as social inclusion, service access, equity and wellbeing, economic development, neighbourhood development and civic engagement. May include services specific to populations like youth, seniors, newcomers, undocumented Torontonians and other vulnerable residents. Documents may include briefing notes, project charters/terms of reference, motions, policy reports, related legislation and laws, minutes, funding contracts, partner profiles, resources produced, issue background/research, reports and evaluation results and other supporting correspondence.</p>	<p>Social Development, Finance & Admin.</p>	C+2	4	C+6	D	
-------	--	---	-----	---	-----	---	--

C2350	<p>Youth Services</p> <p>Records relating to youth development services designed to support vulnerable youth and encourage healthy positive youth development. Supports to vulnerable youth may include the areas of case management, employment/skill development, entrepreneurship, leadership and civic engagement, art and culture, and recreation. Positive youth development may include the areas of youth workers, community organizations, families, and funders. Strategies and programs focus on youth including sub-populations of young people (vulnerable to involvement in crime and violence, young women, racialized, low income, LGBTQ, etc.). Documents may include briefing notes, project charter/terms of reference, motions, policy reports, minutes, funding contracts, partner/participant profiles, resources produced, issue background/research, progress reports and evaluation results, and other supporting correspondence.</p>	Social Development, Finance & Admin.	S	3	S+3	AR	<p>Comments:</p> <p>S = Until program is closed or superseded</p>
C2400	<p>Adult and Senior Services</p> <p>Records relating to services designed to provide care and assistance to adult and senior citizens who are unable to live independently. May include general information on Emergency response, Community support and Adult day care programs. Documents may include copies of federal and provincial guidelines, copies of mission statements, and supporting correspondence.</p>	Seniors Services and Long-Term Care	T	6	T+6	D	<p>Comments:</p> <p>T = Termination when services no longer required.</p>

C2403	<p>Community Support Programs for Seniors</p> <p>Records relating to the development and management of community support programs for senior citizens who do not enter long-term care homes but remain instead in their own residences. These programs are designed to provide care- giving duties and offer temporary relief to regular caregivers, such as family members and friends. Documents may include program statistics, individual program profile reports and brochures, program strategy and planning reports, and supporting correspondence.</p>	Seniors Services and Long-Term Care	T	6	T+6	D	<p>Comments: T = Termination when services no longer required.</p>
C2410	<p>Home Operations – Senior Services and Long-Term Care</p> <p>Records relating to operating and managing long-term care facilities, which provide accommodation and services to senior citizens and younger adults requiring care. May include information on nursing and personal care, housekeeping, spiritual guidance, and administrative support. Documents may include copies of financial reports and payments, copies of committee minutes and agendas, and supporting correspondence.</p>	Seniors Services and Long-Term Care	C+1	2	C+3	D	

C2414	<p>Resident/Client Concerns, Complaints and Inquiries - Seniors Services and Long-Term Care</p> <p>Records relating to long-term care homes residents and their families' concerns, complaints and/or inquiries over the operations, programs and services offered by the home and/or community-based services. May include admission eligibility and criteria, service levels, actual programs and services offered within the home or community-based program. Documents may include internal formal complaint forms, progress notes and documented follow-up copies of minutes and agendas, reference outcomes, resolutions and disposition and all supporting correspondence, i.e. copies of e-mail messages, etc.</p>	Seniors Services and Long-Term Care	T	5	T+5	D	<p>Comments: T = Discharge or death of resident.</p> <p>Legislation/Regulation: Long-Term Care Homes Act, 2007, Regulation (General) O. Reg. 79/10 s.101 (2) The licensee shall ensure that a documented record is kept in the home; s. 101. (3) (c) A written record is kept of each review and of the improvements made in response.</p>
C2420	<p>Admissions – Senior Services and Long Term Care</p> <p>Records relating to the admission and acceptance of senior citizens to long-term care homes. May include information relating to the admission process to Homes, referrals from other facilities and agencies, and waiting lists. Documents may include resident applications, emergency and urgent placement applications, release of information consent forms, functional and social assessments, medical reports, and all supporting correspondence.</p>	Seniors Services and Long-Term Care	T	2	T+2	D	<p>Comments: T = Discharge or death of resident.</p> <p>Legislation/Regulation: Long-Term Care Homes Act, 2007, Regulation (General) O. Reg. 79/10 s.165. (1) - Each placement co-ordinator shall keep a waiting list for admission to each long-term care homes for which the placement co-ordinator is designated.</p>

C2425	<p>Support Services – Senior Services and Long-Term Care</p> <p>Records relating to the various personal and support services available to residents (clients) who reside in long- term care facilities. May include details related to therapeutic services, hairdressing, library services, telephone access, pet adoption and care, and religious counselling and advice. Documents may include event calendars and schedules, program update reports, requests for services, television cable subscription applications, lists and descriptions of services offered, and supporting correspondence.</p>	Seniors Services and Long-Term Care	C+1	1	C+2	D	
C2430	<p>Residents’ Safety and Security – Senior Services and Long-Term Care</p> <p>Records relating to safety and security issues specifically concerning residents who reside in long-term care facilities. May include information on accident prevention, resident identification bracelets, and resident monitoring. Documents may include accident prevention reports, security logs, resident incident reports, and supporting correspondence.</p>	Seniors Services and Long-Term Care	C+1	1	C+2	D	
C2435	<p>Resident Transfers - Senior Services and Long-Term Care</p> <p>Records relating to the physical transfer of residents who live in long-term care homes. Residents may be transferred between rooms and floors. Transfers may occur as a result of personal or medical reasons. Documents may include daily census reports, occupancy reports, resident bed utilization reports, bed availability reports, hospital admission statistics, vacation and other departure leave notices, and supporting correspondence.</p>	Seniors Services and Long-Term Care	C+1	1	C+2	D	<p>Legislation/Regulation: Long-Term Care Homes Act, 2007, Regulation, (General) O. Reg. 79/10 s. 207. (1) - Every licensee of a long-term care home shall keep a transfer list.</p>

C2446	<p>Resident Evaluations - Senior Services and Long-Term Care</p> <p>Records relating to developing and administering assessments designed to determine the physical and mental abilities of residents residing in long-term care facilities. The results of these assessments are used to determine the programs and services that would be best for the individual. Documents may include assessments, social workers' reports containing evaluations and recommendations, social workers' screening tools, depression rating documentation, and all supporting correspondence.</p>	Seniors Services and Long-Term Care	T	10	T+10	D	<p>Comments: T = Discharge or death of resident.</p> <p>Legislation/Regulation: Long-Term Care Homes Act, 2007, Regulation (General) O. Reg. 79/10 s. 233. (1) Every licensee of a long-term care home shall ensure that the record of every former resident of the home is retained by for at least 10 years after the resident is discharged from the home; s. 233. (2) A record kept under subsection (1) must be kept at the home for at least the first year after the resident is discharged from the home.</p>
C2460	<p>Supportive Housing Program</p> <p>Records relating to the Supportive Housing Program which assists seniors who do not require full-time care to live as independently as possible. The long-term care homes supportive housing program provides supportive services (such as meal preparation, homemaking, laundry services, personal support, and medication reminders) to eligible clients who are tenants in a number of contracted supportive housing sites. Persons in supportive housing do not require the level of care and services available in a long-term care homes, but can benefit from access to a minimal amount of support on a 24-hour basis. Documents may include program description reports and brochures, copies of committee minutes, and correspondence.</p>	Seniors Services and Long-Term Care	T	7	T+7	D	<p>Comments: T = Program no longer required.</p> <p>Legislation/Regulation: Housing Services Act, 2011, Regulation (General) O. Reg. 367/11 s. 102. (2) - The housing provider must keep each of the following records for at least seven years:</p> <ol style="list-style-type: none"> 1. - financial records; 3. - household that occupies a unit for at least five years; 4. - record of decision to refuse for at least seven years of the agreement, for at least five years after the agreement is terminated or expires.

C2461	<p>Supportive Housing Clients Case Files</p> <p>Records relating to the individual seniors enrolled in supportive housing programs, which are designed to assist them in living as independently as possible. Documents may include medical reports, assessment forms, progress reports, care plans and consent forms.</p>	Seniors Services and Long-Term Care	T	10	T+10	D	<p>Comments: T = Discharge or death of client.</p> <p>Legislation/Regulation: Home Care and Community Services Act, S.O. 1994, c. 26 s. 68. (1) 27 - service providers to keep specified accounts and records and governing such accounts and records.</p> <p>Long-Term Care Homes Act, 2007, Regulation (General) O. Reg. 79/10 s. 233. (1) - Every licensee of a long-term care home shall ensure that the record of every former resident of the home is retained by for at least 10 years after the resident is discharged from the home.</p>
C2463	<p>Adult Day Programs</p> <p>Records relating to developing and managing programs designed to provide ongoing services to senior citizens who live independently and who require only minimal and part-time assistance during the day. Adult day care programs are directly operated by the City at designated City-owned facilities. Program services provided may include entertainment, meals, and supervision. Documents may include program description reports and brochures, copies of committee minutes, and correspondence.</p>	Seniors Services and Long-Term Care	T	6	T+6	D	<p>Comments: T = Services are no longer required.</p>

12
City of Toronto By-law 210-2022

C2464	<p>Adult Day Care Clients Case Files</p> <p>Records relating to the individual senior citizens enrolled in adult day care programs, which are designed to provide minimal assistance as required. Documents may include adult day care program applications, copies of monthly invoices, admission agreements, and supporting correspondence.</p>	Seniors Services and Long-Term Care	T	10	T+10	D	<p>Comments: T = Services are no longer required.</p> <p>Legislation/Regulation: Home Care and Community Services Act, S.O.1994, c. 26 s. 68. (1) 27 - service providers to keep specified accounts and records and governing such accounts and records.</p> <p>Long-Term Care Homes Act, 2007, Regulation (General) O. Reg. 79/10 s. 233. (1) Every licensee of a long-term care home shall ensure that the record of every former resident of the home is retained by for at least 10 years after the resident is discharged from the home.</p>
C2485	<p>Homemakers and Nurses Services – HMNS</p> <p>Records relating to developing and managing programs designed to provide Homemakers and Nurses Services (HMNS), as required, to eligible seniors or disabled citizens who require assistance in living as independently as possible at their personal residences. Services provided may include housekeeping, laundry and shopping. Documents may include program description reports and brochures, copies of committee minutes, and correspondence.</p>	Seniors Services and Long-Term Care	T	6	T+6	D	<p>Comments: T = Services are no longer required.</p>

C2487	<p>Community Support Programs Admissions</p> <p>Records related to the admission and acceptance or rejection of applicants to Community Programs. May include information related to the screening for eligibility, admission process to HMNS, SH or ADP, referrals from outside agencies and self-referrals. Documents may include: client initial assessment and referral, authorization forms, progress notes, reason for rejection of the application, consent forms, functional and financial assessments and all other relating correspondence.</p>	Seniors Services and Long-Term Care	T	6	T+6	D	<p>Comments: T = Services are no longer required.</p>
C2488	<p>Homemakers and Nurses Services Clients Case Files</p> <p>Records relating to the individual clients who receive Homemakers and Nurses Services (HMNS). These programs provide assistance to seniors or disabled citizens at their personal residences, so that they may live as independently as possible. Documents may include copies of applications, client assessments, progress notes and reports, copies of subsidy authorizations, and all supporting correspondence.</p>	Seniors Services and Long-Term Care	T	10	T+10	D	<p>Comments: T = Discharge or death of resident.</p> <p>Legislation/Regulation: Long-Term Care Homes Act, 2007, Regulation (General) O. Reg. 79/10 s. 233. (1) - Every licensee of a long-term care home shall ensure that the record of every former resident of the home is retained by for at least 10 years after the resident is discharged from the home.</p>

C2540	<p>Resident Administration Case Files - Senior Services and Long-Term Care</p> <p>Records relating to the resident administration case files. Incorporates registration, ongoing residence, general administrative and financial information as well as medical information. Documents include client profile, client information sheet, admission acceptance statements, resident social and financial history, doctors and nurses progress notes, information on medication, historical record of allergies and vaccinations, vital signs, dietary notes and plans, hospital discharge summary statements, resident transfer records, copies of death and discharge notices and other related correspondence.</p>	Seniors Services and Long-Term Care	T	10	T+10	D	<p>Comments: T = Discharge or death of resident. Records for deceased and discharged residents are kept for 10 Years after discharge.</p> <p>Legislation/Regulation: Long-Term Care Homes Act, 2007, Regulation (General) O. Reg. 79/10 s. 233. (1) - Every licensee of a long-term care home shall ensure that the record of every former resident of the home is retained by for at least 10 years after the resident is discharged from the home.</p> <p>Personal Health Information Protection Act, S.O. 2004, c. 3, Sched. A (Last amendment: 2016, c.6, Sched. 1, s. 1) s. 13; s. 14 – Records.</p>
C2605	<p>Activities and Events - Senior Services and Long-Term Care</p> <p>Records relating to organizing and facilitating recreational, educational, and physical fitness activities and events for residents in long-term care facilities. May include information on garden parties, day trips, bazaars, sightseeing outings, and holiday festivities. Documents may include activity schedules, requests for activities, lists and descriptions of activities and events that are sponsored, and supporting correspondence.</p>	Seniors Services and Long-Term Care	C+1	1	C+2	D	

C2642	<p>Medical Services Administration - Senior Services and Long-Term Care</p> <p>Records relating to the administration of medical services provided at the long-term care homes. Documents may include procedures for planning and evaluation of resident medical care offered at the Homes, medical directors' reports, hospitals / laboratory information, lists of approved drugs, lists of residents requiring specific medicines, lists of residents' drug allergies, lists of prescription orders, prescription surplus documentation, daily prescription audit trails, and supporting correspondence. Analysis of medical information helps in providing best health services to residents, improves commitment to protect medical-legal interests of residents, promotes health by preventing diseases and encourages review of payment processes for health related services in long-term care homes.</p>	Seniors Services and Long-Term Care	C+2	2	C+4	D	
C2670	<p>Rehabilitation Services - Senior Services and Long-Term Care</p> <p>Records relating to the administration and provision of rehabilitation services for residents in long-term care homes. May include information about assistive and adaptive devices, physiotherapy, and occupational therapy. Documents may include residents' requests for services, copies of service provider contracts and agreements, copies of rehabilitation staff schedules, and all supporting correspondence.</p>	Seniors Services and Long-Term Care	T	10	T+10	D	<p>Comments: T = Discharge or death of resident.</p> <p>Legislation/Regulation: Long-Term Care Homes Act, 2007, Regulation (General) O. Reg. 79/10 s. 233. (1) 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.</p>

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						
F4600	<p>Pension Case Files – Former Metro Toronto</p> <p>Records relating to the administration of the pension plan for retired employees of the former Municipality of Metropolitan Toronto. May include information relating to calculation of pension amounts, health benefits entitlements, and pension recipients' addresses. Documents may include completed pension enrolment forms, TD1 statements, completed pension adjustment forms, completed benefit fund calculation forms, and all related correspondence.</p> <p>Note 1. Pension case files where No Further Benefits (NFB) are provided will remain with the City of Toronto.</p> <p>Note 2: Active pension case files that have been digitized are transferred to OMERS ownership.</p>	Pension, Payroll & Employee Benefits	T	15	T+15	D	<p>Comments: T = Termination of the pension plan and remainder of funds or plan assets have been disbursed after all claims to funds are settled.</p> <p>Legislation/Regulation: Income Tax Act, (Canada), R.S.C. 1985, c. 1(5th Supp.) s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p> <p>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.</p>

F4650	<p>Pension Case Files – Former City of Toronto</p> <p>Records relating to the administration of the pension plan for retired employees of the former City of Toronto, which was amalgamated into the present City of Toronto. May include information relating to calculation of pension amounts, health benefits entitlements, and pension recipients' addresses. Documents may include completed pension enrolment forms, TD1 statements, completed pension calculation forms, direct deposit forms, and related correspondence.</p> <p>Note 1. Pension case files where No Further Benefits (NFB) are provided will remain with the City of Toronto.</p> <p>Note 2: Active pension case files that have been digitized are transferred to OMERS ownership.</p>	Pension, Payroll & Employee Benefits	T	15	T+15	D	<p>Comments: T = Termination of the pension plan and remainder of funds or plan assets have been disbursed after all claims to funds are settled.</p> <p>Legislation/Regulation: Income Tax Act, (Canada), R.S.C. 1985, c. 1(5th Supp.) s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p> <p>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.</p>
-------	---	--------------------------------------	---	----	------	---	---

F4700	<p>Pension Case Files – Former Metro Toronto Police</p> <p>Records relating to the administration of the pension plan for retired employees of the former City of Toronto, which was amalgamated into the present City of Toronto. May include information relating to calculation of pension amounts, health benefits entitlements, and pension recipients' addresses. Documents may include completed pension enrolment forms, TD1 statements, completed pension calculation forms, direct deposit forms, and related correspondence.</p> <p>Note 1. Pension case files where No Further Benefits (NFB) are provided will remain with the City of Toronto.</p> <p>Note 2: Active pension case files that have been digitized are transferred to OMERS ownership.</p>	Pension, Payroll & Employee Benefits	T	15	T+15	D	<p>Comments: T = Termination of the pension plan and remainder of funds or plan assets have been disbursed after all claims to funds are settled.</p> <p>Legislation/Regulation:</p> <p>Income Tax Act, (Canada), R.S.C. 1985, c. 1(5th Supp.) s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p> <p>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.</p>
-------	--	--------------------------------------	---	----	------	---	--

F4750	<p>Pension Case Files – Former City of York</p> <p>Records relating to the administration of the pension plan for retired employees of the former City of York. May include information relating to calculation of pension amounts, health benefits entitlements, and pension recipients' addresses. Documents may include completed pension enrolment forms, TD1 and TD2 statements, completed pension calculation forms, completed health insurance application forms, and related correspondence.</p> <p>Note 1. Pension case files where No Further Benefits (NFB) are provided will remain with the City of Toronto.</p> <p>Note 2: Active pension case files that have been digitized are transferred to OMERS ownership, where source records following digitization are disposition under Disposition Authority, 2019.</p>	Pension, Payroll & Employee Benefits	T	15	T+15	D	<p>Comments: T = Termination of the pension plan and remainder of funds or plan assets have been disbursed after all claims to funds are settled.</p> <p>Legislation/Regulation: Income Tax Act, (Canada), R.S.C. 1985, c. 1(5th Supp.) s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p> <p>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.</p>
-------	--	--------------------------------------	---	----	------	---	---

G	<p>Functional Category: Governance</p> <p>Description: Records relating to the ways in which the City is governed and regulated to ensure efficiency, effectiveness, and compliance with statutory requirements. Includes records of the City's legislative process, such as the agendas and minutes of Council, its standing committees and community councils; City bylaws and the Municipal Code; formal policies and procedures; and annual reports of departments and special purpose bodies. Also includes all legislation and other municipal by-laws that might affect the City; records relating to non-municipal government bodies; election records; and records relating to provincially-mandated services that the City provides, such as birth and death registrations.</p>						
G0260	<p>Privacy Audit</p> <p>Records relating to privacy audits of the City of Toronto services and programs to assess compliance with the Municipal Freedom of Information and Protection of Privacy Act and other related policies and procedures. Records will include audit objectives; mandates; approach; methodology and findings. Types of records will include reports, staff interviews, legislative reviews, list of recommendations and corrective measures and other supporting documentation. Records are organized by case name and case identifier. Records may exist in both paper and electronic format.</p>	City Clerk's Office	T	7	T+7	D	<p>Comments: T= Delivery of audit report to business area</p>

G0261	<p>Access to Information Requests</p> <p>Records relating to the processing of access requests for information and appeals under the Municipal Freedom of Information and Protection of Privacy Act (MFFIPA.)Records will include Freedom of Information requests and appeals to the Information and Privacy Commissioner. Types of documents will include access applications, copies of original and released records, third party notifications, decision letters, Information and Privacy Commissioner appeal documentation and media to reports, notices of inquiry, City's representations and Information and Privacy Commissioner Orders. Records are organized by case identifier. Records may exist in both paper and electronic format.</p> <p>Note: The access request process, with no appeal to the Information and Privacy Commissioner is completed within 30 calendar days. If an appeal is filed within 30 calendar days, the appeal file will remain open until appeal process is complete. Upon completion of the process, Access and Privacy Business Unit will close the file in the system to initiate records retention countdown.</p>	City Clerk's Office	T	5	T+5	D	<p>Comments:</p> <p>T = Completion of Access and Appeal Process</p>
-------	---	---------------------	---	---	-----	---	---

G0262	<p>Personal Information Disclosure Requests</p> <p>Records relating to disclosure of personal information for the purposes allowed under section 32 of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and section 43 of the Personal Health Information Protection Act (PHIPA). Types of records disclosed will include law enforcement requests, internal disclosure requests, disclosure letters and other supporting documents. Records are organized by subject. Records may exist in both paper and electronic format.</p>	City Clerk's Office	C+1	3	C+4	D	
G0265	<p>Privacy Investigations</p> <p>Records relating to a privacy investigation following reports or complaints that personal information was disclosed and/or destroyed in manner that is not in compliance with the Municipal Freedom of Information and Protection of Privacy Act and the Personal Health Information Protection Act. Resolutions may be mediated between the complainant and the City and/or may require involvement of the Information and Privacy Commissioner. Records will include incident reports, complaints submission, letter of notification to affected parties, briefing notes, investigator interview documents, findings and recommendations, information and responses from City divisions and the Information and Privacy Commissioner and other supporting documents. Records are organized by privacy incident and case identifier. Records may exist in both paper and electronic format.</p>	City Clerk's Office	T	15	T+15	D	<p>Comments: T = Delivery of the investigation report</p>

G0266	<p>Access and Privacy Advice</p> <p>Records relating to access and privacy advice and recommendations provided by the City Clerk to City of Toronto services and programs to ensure compliance with Municipal Freedom of Information and Protection of Privacy Act and Personal Health Information Protection Act. Records will include information relating to consultations, disclosures, open data review, project assessment, data sharing and other access and privacy related matters. Types of records will include agreements, datasets, email correspondence, meeting notes, telephone consultation notes and recommendations. Records are organized by subject matter. Records may exist in both paper and electronic format.</p>	City Clerk's Office	2	3	5	D	
-------	---	---------------------	---	---	---	---	--

H	<p>Functional Category: Human Resources</p> <p>Description: Records relating to City employees and personnel services. Includes records relating to training, labour relations, health and safety, staff benefits, salary administration, and professional associations.</p>						
H1200	<p>Human Resources Administration</p> <p>Records relating to the general and overall administration of the City's human resources. May include general information relating to human resources management, processes, systems, and functions. Documents may include copies of federal and provincial guidelines, copies of personnel policies and procedures, and supporting correspondence.</p>	<p>People & Equity</p>	<p>C+2</p>	<p>4</p>	<p>C+6</p>	<p>D</p>	

H1202	<p>Employee Medical Data</p> <p>Records relating to the medical status, conditions, and recovery of individual City employees. This includes situations concerning the sustainment of physical injuries and the development of medical conditions causing disability or impairment, both work and non-work related. May include information relating to clarification of medical conditions, mental health status, determination of whether and/or when an employee should return to work, and confirmation of job duties the employee is and is not capable of performing. Documents may include doctors' notes and referrals, copies of resumes and training certificates, medical progress notes, and all supporting correspondence.</p>	People & Equity	T	20/40	T+20/40	D	<p>Comments:</p> <p>T = 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.</p> <p>Legislation/Regulation: Occupational Health and Safety Act, R.S.O. 1990, c. O.1 s. 26. (1) (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 as may be prescribed;</p> <p>Occupational Health and Safety Act, O. Reg. 490/09 (Designated Substances) s. 30. (1) 1. The 40th anniversary of the date the first record was created in the personal exposure record. 2. The 20th anniversary of the date last record was added to the personal exposure record. s. 31. (1) 1. The 40th anniversary of the date the first record was made; 2. The 20th anniversary of the date last record was made.</p>
-------	---	-----------------	---	-------	---------	---	--

H1204	<p>Employee Personal Counselling & Rehabilitation</p> <p>Records relating to the professional psychological counselling and rehabilitation that is offered to City employees and their immediate family members to help them to resolve personal problems that may affect their relationships, work life, and their self-esteem. May include information relating to parent/child problems, marital relationships, and referral services. Documents may include counselling notes, medical reports, psychological assessments, doctors' notes and certificates, letters of referral, and all supporting correspondence.</p>	People & Equity	T	15	T+15	D	<p>Comments: T = Case closed. Destruction according to Legislation.</p> <p>Legislation/Regulation: Medicine Act, 1991, Regulation (General) O.Reg. 114/94 s. 19. (1) A member shall retain the records required by regulation 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, or until the member ceases to practise medicine, whichever occurs first.</p>
H1205	<p>Corporate Organization and Organizational Charts</p> <p>Records relating to the development and ongoing maintenance of the City's organizational framework and structure. Documents include departmental function statements, mission statements, organizational charts, reorganization plans, and related correspondence.</p>	People & Equity	S	5	S+5	AR	<p>Comments: S = Until Superseded.</p>
H1207	<p>Salary Administration</p> <p>Records relating to the establishment, administration, and scheduling of employee salaries. Documents include salary grids, comparison studies, and salary reviews and revisions.</p>	People & Equity	C+2	4	C+6	D	

H1208	<p>Employee Performance Management</p> <p>Records relating to the performance management program for City employees. This program provides employees with a clear understanding about what is expected on the job, and the skills that need to be developed or enhanced in order to effectively conduct assigned work duties. Includes information on career development planning, interim and merit increment review, and evaluation processes. Documents may include performance planners, project status reports, and correspondence.</p>	People & Equity	T	7	T+7	D	<p>Comments: T = Termination of employment.</p>
H1209	<p>Job Classifications</p> <p>Records relating to the classification of employment positions within the City's organizational hierarchy. Job classification assigns jobs into grades based on a number of categories, including required education, work experience, and supervisory skills. Documents include employee skills inventories, copies of job descriptions, job classification history files, and job classification action requests and appeals</p>	People & Equity	S	5	S+5	D	<p>Comments: S = Until Superseded.</p>

H1210	<p>Staff Competition and Recruitment</p> <p>Records relating to the recruitment of staff for existing or future jobs and appointments within the City. This includes permanent, seasonal, and contract job postings. May include information on applicant screening and testing, conducting interviews, and acceptance and rejection of candidates. Documents may include completed request for employment forms, job postings, solicited resumes and employment applications, job skills test sheets, interview questions and sheets, scoring matrices, competition lists, reference checks, and all supporting correspondence.</p>	People & Equity	T	6	T+6	D	<p>Comments: T = Closing of competition.</p>
H1213	<p>Secondments and Acting Assignments</p> <p>Records relating to staff secondments to or from other institutions or organizations, or within the City itself. Secondments enable City employees to work in other organizations, City departments, or capacities for a fixed period of time (during which they are exempt from their normal work duties). Documents include reimbursement schedules, copies of payroll notification forms (PNFs), and correspondence.</p>	People & Equity	T	6	T+6	D	<p>Comments: T = Termination of employee's secondment or assignment.</p> <p>Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B. s. 4. - A proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered</p> <p>Employment Standards Act, S.O. 2000, c.41 s. 15. (5) The employer shall retain the records of the information required for the following periods: 3. – three years after the day or week to which the information relates; 4. – three years after the information was given to the employee</p>

H1215	<p>Applications and Resumes – Unsolicited</p> <p>Records relating to the receipt and processing of unsolicited resumes and applications for employment opportunities that are either not presently existent and/or not advertised. Documents may include resumes, completed application forms, and related correspondence.</p>	People & Equity	1	0	1	D	
H1246	<p>Labour Negotiations</p> <p>Records relating to conducting labour negotiations, which involve discussions and meetings between City and employee groups, such as unions, to achieve resolution on a wide range of issues pertaining to unionized employees. These issues may include staff reductions and layoffs, staff recalls, promotions and wage increases, working conditions, disciplinary actions, seniority rights, and department and City restructuring. May include information on collective bargaining, dispute mediation, and conflict resolution. Documents may include proposals and final collective agreements; employment contracts; union contracts; and any other negotiated agreements between the City and the respective unions or workers' representatives. All official negotiated documentation is prepared by the respective unions. The information is shared by City and respective unions or worker representatives.</p>	People & Equity	T	21	T+21	AR	<p>Comments: T = Resolution or settlement of case.</p> <p>Legislation/Regulation: Labour Relations Act, 1995, Regulation (General), O. Reg. 94/7 s. 1. (2) A record of all awards filed shall be maintained</p>

H1250	<p>Grievances and Arbitrations</p> <p>Records relating to complaints received from City unionized employees concerning workplace and personal treatment, benefits, discipline, promotions, and any other issues as defined in the collective agreement. Includes information on addressing and resolving the grievances, such as mediation and formal adjudication hearings involving arbitrators. Documents may include completed grievance forms, copies of meeting minutes, adjudication hearing schedules, arbitration notices, minutes of settlements, and all supporting correspondence.</p>	People & Equity	T	21	T+21	D	<p>Comments: T = Resolution or settlement of case</p> <p>Legislation/Regulation: 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.</p>
H1260	<p>Human Rights Complaints and Investigations</p> <p>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 recommendations, witness interview notes, copies of policies, research, and all supporting documentation and correspondence regarding the exploration and resolution of complaints and consultations.</p>	People & Equity	T	10	T+10	D	<p>Comments: T = Resolution of investigation.</p>

H1261	<p>Pay Equity</p> <p>Records relating to the evaluation of job positions by comparing duties, skills, and responsibilities of similar positions. The objective is to ensure equal pay for work of equal value. Documents may include copies of policies, classification ratings, job evaluation information, action plans, and information about designated worker groups.</p>	People & Equity	S	7	S+7	D	<p>Comments:</p> <p>S = Until Superseded</p>
H1275	<p>Occupational Health and Safety</p> <p>Records relating to the City's responsibility to provide its employees with a safe and healthy workplace through assessment of occupational hygiene, ergonomics, and safety issues. A significant number of records contain confidential health information and personal information of employees. Records may also include correspondence regarding concerns, employee surveys, research materials, data collection, analytical results, and reports. Occupational hygiene records include employee concerns related to workplace exposure to chemical, physical (e.g., noise, temperature, radiation, etc) and/or biological (e.g., mould) agents. Ergonomics records include a) employee concerns related to workstation and furniture design and configuration and assisting the disability management team with addressing employee accommodation issues, b) consultation regarding furniture, equipment, vehicles, workplace design and work practices, and developing ergonomics guidelines, and c) job demands analyses. Safety records include general safety concerns, monitoring of compliance with legislative requirements (e.g., WHMIS, First Aid provisions, traffic control, and protective equipment), and activities related to the establishment and maintenance of the City's Joint Health and Safety Committees.</p>	People & Equity	C+9	7	C+16	D	<p>Legislation/Regulation: Workplace Safety and Insurance Act, 1997, Regulation, (First Aid Requirements) R.R.O. 1990, Reg. 1101</p> <p>s. 5. Every employer shall keep a record of all circumstances respecting an accident as described by the injured worker, the date and time of its occurrence, the names of witnesses, the nature and exact location of the injuries to the worker and the date, time and nature of each first aid treatment given.</p>

H1355	<p>Workers' Compensation and Disability Management</p> <p>Records relating to tracking and monitoring of all individual City employees' claims for financial and/or medical compensation as a result of personal injuries, illness, or other medical conditions preventing employees from fulfilling regular job duties. This includes workers' compensation and long term disability claims. Documents may include injury report forms, copies of long term disability and workers' compensation claims that have been submitted, disability recurrence continuity reports, completed summary claims information cards, and all supporting correspondence.</p>	People & Equity	T	7	T+7	D	<p>Comments: T = Termination of employment</p> <p>Legislation/Regulation: Workplace Safety and Insurance Act, 1997, Regulation (First Aid Requirements) R.R.O.1990, Reg. 1101 s. 5. Every employer shall keep a record of all circumstances respecting an accident as described by the injured worker, the date and time of its occurrence, the names of witnesses, the nature and exact location of the injuries to the worker and the date, time and nature of each first aid treatment given.</p>
-------	---	-----------------	---	---	-----	---	--

I	<p>Functional Category: Information, Communications, and Administration</p> <p>Description: Records relating to the management of all City formal communications, including press releases, media releases, promotional advertising, and speeches. Also includes records 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.</p>						
I0240	<p>Classification Schemes and Controlled Vocabularies</p> <p>Records relating to managing and sustaining the City's classification schemes and controlled vocabularies, including the schema and vocabularies files. This will also include the decision making records and business information related to their development and approval. Records include but are not limited to organization classification, people location, business functions, records classes and retention schedules, taxonomies and standardized lists of terminologies, metadata profiles, ontologies and others. Documents may include: consultation notes, information management workflows, records retention authorization forms, correspondence, background information, associated decision-making documents and other supporting documentation.</p>	City Clerk's Office	S	10	S+10	D	<p>Comments:</p> <p>S =</p> <p>Vocabulary/classification schemes and their contents are superseded and are no longer used to describe a body of records</p>

I0265	<p>Records Management Files</p> <p>Records relating to the management of the City's information throughout its lifecycle, including preparation of staff reports recommending amendments to the Corporate Records (City) bylaw (Municipal Code, c.217). May include information relating to information management (IM) needs analysis, IM consultations and advice, file plan development and project plans. Documents may include: file inventories, file plans, service requests, statistics, reports and assessments and other supporting material.</p>	Common	T	7	T+7	D	<p>Comments:</p> <p>T= Closure of project or completion of service</p>
I2616	<p>Food and Nutrition Services</p> <p>Records relating to the provision, production and delivery of food services and products either by the City or by external agencies for City of Toronto staff and clients at long term care facilities, day centres, child care centres, hostels, etc. May include information relating to meal preparation and distribution, food services facilities (cafeterias, restaurants, catering, etc.), food products, menu planning, nutritional concerns, ingredients and portion control, food handling and storage methods, food allergies. Documents may include food services pricing lists, nutritional planning reports, menus, copies of contracts and agreements, copies of purchase orders, copies of promotional materials related to external contractors, and related correspondence.</p>	Social Development, Finance & Admin.	C+2	4	C+6	D	

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	Business Licenses and Permits Records relating to the issuance of \ licenses and permits. Monitoring of mobile and stationary businesses and trades to ensure they follow all applicable municipal by-laws. Some of the stationary licenses issued may include adult entertainment parlours and dancers, Right of Way (ROW), restaurants and building trade renovators and in the mobile area driving instructors, diving school operators, hawker / pedlar and taxi driver / owner. Documents may include completed applications, taxicab lease / contract and franchise agreements made between the licensee and franchise, insurance certificates, zoning authorization, limited liability returns, articles of incorporation, name and address change forms, tow truck run sheets / rate sheets / invoices, driving school list of instructors, copies of Tribunal decisions regarding rejected/cancelled and revoked licences to be filed in the applicant source file and minutes of meetings, copies of Ontario Driver's Licenses, copies of proof of work status, access to information waiver, police clearance reports, client photos, expired or replaced licenses and any other related correspondence as required by the City of Toronto Municipal Code, Chapter 545 and Chapter 546. PTC (Private Transportation Company) driver records are kept in an electronic format.	Municipal Licensing & Standards	T	7	T+7	D	Comments: T = Expiration of licence.

L4020	<p>By-law and Business Licence Enforcement</p> <p>Records relating to both routine investigations of commercial, public and residential properties to ensure compliance with City by-laws and/or business license stipulations, and also non-routine investigations in response to complaints and/or reports of violations with respect to, but not limited to, property standards, zoning, debris, long grass & weeds, noise, fences, smoking, snow removal. Business license stipulations include restaurant inspections, vehicle inspections such as taxis, tow trucks and driving school vehicles. Documents may include copies of by-laws, inspection notes, findings reports, copies of notices of violation and orders to comply, complaints, memo books and statistical reviews and supporting correspondence.</p>	Municipal Licensing & Standards	T	6	T+6	D	<p>Comments: T = Resolution of investigation.</p>
-------	--	---------------------------------	---	---	-----	---	---

SCHEDULE 2
EXISTING RECORDS RETENTION SCHEDULES TO BE DELETED FROM
SCHEDULE A, MUNICIPAL CODE CHAPTER 217, AND REPLACED WITH THE
AMENDED ENTRIES CONTAINED IN SCHEDULE 1 OF THIS BY-LAW

A	Functional Category: Assets and Property Management						
	Description: Records relating to the construction, operation, and maintenance of the City's physical assets and property, which it owns or leases. This may include buildings, facilities, lands, vehicles, office and computer equipment, trees, uniforms, artifacts and heritage sites, and office supplies.						
A1410	<p>Requests for Heritage Property Inclusion and/or Designation</p> <p>Records relating to requests for properties and districts within the City's boundaries, including buildings and lands, to be listed on the Heritage Register and/or to receive designation under Part IV or Part V of the Ontario Heritage Act on account of their historical significance. The requests may include information about the property's historical background and significance, building architectural contexts, property descriptions, and the profiles of surrounding buildings and neighbourhoods. Records may include, but are not limited to: approved and declined request files; evaluation forms, notes, recommendations and correspondence related to approved and declined requests; copies of land records; maps, photographs and publications; copies of council, committee and board minutes and reports; surveys and research notes; and correspondence.</p> <p>Note: City Council may reject or accept recommendations for property inclusion on the Heritage Register. See A1401 for included and/or designated properties and districts.</p>	City Planning	P	0	P	P/AR	<p>Comments: File to remain active until further notice from the Division.</p> <p>Legislation/Regulation: Ontario Heritage Act, R.S.O. 1990, c. O.18 (Last amendment: 2009, c. 33, Sched. 11, s. 6) s. 27. - Register of all designated properties.</p>

C	Functional Category: Community and Social Services						
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.							
C2010	<p>Community Resources</p> <p>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.</p>	Social Development, Finance & Administration	S	7	S+7	D	<p>Comments: S = Until Superseded.</p>
C2022	<p>Community Service Planning</p> <p>Records relating to community service planning which involves both the public and the City in identifying service requirements and planning the strategies to meet those needs. It helps to ensure the development of sustainable social services that are designed to satisfy the needs of users. Documents may include copies of federal and provincial acts, copies of mission statements, and supporting correspondence.</p>	Social Development, Finance & Administration	C+2	4	C+6	D	

C2350	<p>Youth Services</p> <p>Records relating to youth services which is designed to support at risk, vulnerable young people and to encourage healthy positive development in teenagers. May include general information on peer mediation, leadership development, substance abuse education, and sexual abuse prevention. Youth Services embraces: Roundtable on Education, Children and Youth. Documents may include copies of federal and provincial guidelines, copies of mission statements, and supporting correspondence.</p>	Social Development, Finance & Administration	S	3	S+3	AR	<p>Comments: S = Until superseded.</p>
C2400	<p>Adult and Senior Services</p> <p>Records relating to services designed to provide care and assistance to adult and senior citizens who are unable to live independently. May include general information on Emergency response, Community support and Adult day care programs. Documents may include copies of federal and provincial guidelines, copies of mission statements, and supporting correspondence.</p>	Social Development, Finance & Administration	T	6	T+6	D	<p>Comments: T = Termination when services no longer required.</p>
C2403	<p>Community Support Programs for Seniors</p> <p>Records relating to the development and management of community support programs for senior citizens who do not enter long-term care homes but remain instead in their own residences. These programs are designed to provide care- giving duties and offer temporary relief to regular caregivers, such as family members and friends. Documents may include program statistics, individual program profile reports and brochures, program strategy and planning reports, and supporting correspondence.</p>	Social Development, Finance & Administration	T	6	T+6	D	<p>Comments: T = Termination when services no longer required.</p>

C2410	<p>Home Operations - Long-Term Care Homes and Services</p> <p>Records relating to operating and managing long-term care facilities, which provide accommodation and services to senior citizens and younger adults requiring care. May include information on nursing and personal care, housekeeping, spiritual guidance, and administrative support. Documents may include copies of financial reports and payments, copies of committee minutes and agendas, and supporting correspondence.</p>	Social Development, Finance & Administration	C+1	2	C+3	D	<p>Legislation/Regulation: Long-Term Care Homes Act, S.O. 2007, c. 8 (Last amendment: 2015, c. 30, s. 24) s. 84. - Every licensee of a long-term care home shall develop and implement a quality improvement and utilization review system that monitors, analyzes, evaluates and improves the quality of the accommodation, care, services, programs and goods provided to residents of the long-term care home.</p>
C2414	<p>Resident/Client Concerns, Complaints and Inquiries - Long-Term Care Homes and Services</p> <p>Records relating to long-term care homes residents and their families' concerns, complaints and/or inquiries over the operations, programs and services offered by the home and/or community-based services. May include admission eligibility and criteria, service levels, actual programs and services offered within the home or community-based program. Documents may include internal formal complaint forms, progress notes and documented follow-up copies of minutes and agendas, reference outcomes, resolutions and disposition and all supporting correspondence, i.e. copies of e-mail messages, etc.</p>	Long-Term Care Homes and Services	T	5	T+5	D	<p>Comments: T = Discharge or death of resident.</p> <p>Legislation/Regulation: Long-Term Care Homes Act, 2007, Regulation (General) O. Reg. 79/10 (Last amendment: O. Reg. 145/16) s.101 (2) The licensee shall ensure that a documented record is kept in the home; s. 101. (3) (c) A written record is kept of each review and of the improvements made in response.</p>

C2420	<p>Admissions - Long-Term Care Homes and Services</p> <p>Records relating to the admission and acceptance of senior citizens to long-term care homes. May include information relating to the admission process to Homes, referrals from other facilities and agencies, and waiting lists. Documents may include resident applications, emergency and urgent placement applications, release of information consent forms, functional and social assessments, medical reports, and all supporting correspondence.</p>	Long-Term Care Homes and Services	T	2	T+2	D	<p>Comments: T = Discharge or death of resident.</p> <p>Legislation/Regulation: Long-Term Care Homes Act, 2007, Regulation (General) O. Reg. 79/10 (Last amendment: O. Reg. 145/16) s.165. (1) - Each placement co-ordinator shall keep a waiting list for admission to each long- term care homes for which the placement co-ordinator is designated.</p>
C2425	<p>Support Services – Long-Term Care Homes and Services</p> <p>Records relating to the various personal and support services available to residents (clients) who reside in long- term care facilities. May include details related to therapeutic services, hairdressing, library services, telephone access, pet adoption and care, and religious counselling and advice. Documents may include event calendars and schedules, program update reports, requests for services, television cable subscription applications, lists and descriptions of services offered, and supporting correspondence.</p>	Long-Term Care Homes and Services	C+1	1	C+2	D	
C2430	<p>Residents' Safety and Security – Long-Term Care Homes and Services</p> <p>Records relating to safety and security issues specifically concerning residents who reside in long-term care facilities. May include information on accident prevention, resident identification bracelets, and resident monitoring. Documents may include accident prevention reports, security logs, resident incident reports, and supporting correspondence.</p>	Long-Term Care Homes and Services	C+1	1	C+2	D	

C2435	<p>Resident Transfers - Long-Term Care Homes and Services</p> <p>Records relating to the physical transfer of residents who live in long-term care homes. Residents may be transferred between rooms and floors. Transfers may occur as a result of personal or medical reasons. Documents may include daily census reports, occupancy reports, resident bed utilization reports, bed availability reports, hospital admission statistics, vacation and other departure leave notices, and supporting correspondence.</p>	Long-Term Care Homes and Services	C+1	1	C+2	D	<p>Legislation/Regulation: Long-Term Care Homes Act, 2007, Regulation, (General) O. Reg. 79/10 (Last amendment: O. Reg. 145/16)</p> <p>s. 207. (1) - Every licensee of a long-term care home shall keep a transfer list.</p>
C2446	<p>Resident Evaluations - Long-Term Care Homes and Services</p> <p>Records relating to developing and administering assessments designed to determine the physical and mental abilities of residents residing in long-term care facilities. The results of these assessments are used to determine the programs and services that would be best for the individual. Documents may include assessments, social workers' reports containing evaluations and recommendations, social workers' screening tools, depression rating documentation, and all supporting correspondence.</p>	Long-Term Care Homes and Services	T	10	T+10	D	<p>Comments: T = Discharge or death of resident.</p> <p>Legislation/Regulation: Long-Term Care Homes Act, 2007, Regulation (General) O. Reg. 79/10 (Last amendment: O. Reg. 145/16)</p> <p>s. 233. (1) Every licensee of a long-term care home shall ensure that the record of every former resident of the home is retained by for at least 10 years after the resident is discharged from the home;</p> <p>s. 233. (2) A record kept under subsection (1) must be kept at the home for at least the first year after the resident is discharged from the home.</p>

C2460	<p>Supportive Housing Program</p> <p>Records relating to the Supportive Housing Program which assists seniors who do not require full-time care to live as independently as possible. The long-term care homes supportive housing program provides supportive services (such as meal preparation, homemaking, laundry services, personal support, and medication reminders) to eligible clients who are tenants in a number of contracted supportive housing sites. Persons in supportive housing do not require the level of care and services available in a long-term care homes, but can benefit from access to a minimal amount of support on a 24-hour basis. Documents may include program description reports and brochures, copies of committee minutes, and correspondence.</p>	Long-Term Care Homes and Services	T	7	T+7	D	<p>Comments: T = Program no longer required.</p> <p>Legislation/Regulation: Housing Services Act, 2011, Regulation (General) O. Reg. 367/11 (Last amendment: O. Reg. 250/16) s. 102. (2) - The housing provider must keep each of the following records for at least seven years:</p> <ol style="list-style-type: none"> 1. - financial records; 3. - household that occupies a unit for at least five years; 4. - record of decision to refuse for at least seven years of the agreement, for at least five years after the agreement is terminated or expires.
-------	--	-----------------------------------	---	---	-----	---	---

C2461	<p>Supportive Housing Clients Case Files</p> <p>Records relating to the individual seniors enrolled in supportive housing programs, which are designed to assist them in living as independently as possible. Documents may include medical reports, assessment forms, progress reports, care plans and consent forms.</p>	Long-Term Care Homes and Services	T	10	T+10	D	<p>Comments: T = Discharge or death of client.</p> <p>Legislation/Regulation: Home Care and Community Services Act, S.O. 1994, c. 26 (Last amendment: 2011, c.1. Sched. 6, s. 4) s. 68. (1) 27 - service providers to keep specified accounts and records and governing such accounts and records.</p> <p>Long-Term Care Homes Act, 2007, Regulation (General) O. Reg. 79/10 (Last amendment: O. Reg. 145/16) s. 146. (8) 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; s. 233. (1) - Every licensee of a long-term care home shall ensure that the record of every former resident of the home is retained by for at least 10 years after the resident is discharged from the home.</p>
-------	--	-----------------------------------	---	----	------	---	--

C2463	<p>Adult Day Programs</p> <p>Records relating to developing and managing programs designed to provide ongoing services to senior citizens who live independently and who require only minimal and part-time assistance during the day. Adult day care programs are directly operated by the City at designated City-owned facilities. Program services provided may include entertainment, meals, and supervision. Documents may include program description reports and brochures, copies of committee minutes, and correspondence.</p>	Long-Term Care Homes and Services	T	6	T+6	D	<p>Comments: T = Services are no longer required.</p>
C2464	<p>Adult Day Care Clients Case Files</p> <p>Records relating to the individual senior citizens enrolled in adult day care programs, which are designed to provide minimal assistance as required. Documents may include adult day care program applications, copies of monthly invoices, admission agreements, and supporting correspondence.</p>	Long-Term Care Homes and Services	T	10	T+10	D	<p>Comments: T = Services are no longer required.</p> <p>Legislation/Regulation: Long-Term Care Homes Act, 2007, Regulation (General) O. Reg. 79/10 (Last amendment: O. Reg. 145/16) s. 146. (8) 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; s. 233. (1) Every licensee of a long-term care home shall ensure that the record of every former resident of the home is retained by for at least 10 years after the resident is discharged from the home.</p>

C2485	<p>Homemakers and Nurses Services – HMNS</p> <p>Records relating to developing and managing programs designed to provide Homemakers and Nurses Services (HMNS), as required, to eligible seniors or disabled citizens who require assistance in living as independently as possible at their personal residences. Services provided may include housekeeping, laundry and shopping. Documents may include program description reports and brochures, copies of committee minutes, and correspondence.</p>	Long-Term Care Homes and Services	T	6	T+6	D	<p>Comments: T = Services are no longer required.</p>
C2487	<p>Community Support Programs Admissions</p> <p>Records related to the admission and acceptance or rejection of applicants to Community Programs. May include information related to the screening for eligibility, admission process to HMNS, SH or ADP, referrals from outside agencies and self-referrals. Documents may include: client initial assessment and referral, authorization forms, progress notes, reason for rejection of the application, consent forms, functional and financial assessments and all other relating correspondence.</p>	Long-Term Care Homes and Services	T	6	T+6	D	<p>Comments: T = Services are no longer required.</p>

C2488	<p>Homemakers and Nurses Services Clients Case Files</p> <p>Records relating to the individual clients who receive Homemakers and Nurses Services (HMNS). These programs provide assistance to seniors or disabled citizens at their personal residences, so that they may live as independently as possible. Documents may include copies of applications, client assessments, progress notes and reports, copies of subsidy authorizations, and all supporting correspondence.</p>	Long-Term Care Homes and Services	T	10	T+10	D	<p>Comments: T = Discharge or death of resident.</p> <p>Legislation/Regulation: Long-Term Care Homes Act, 2007, Regulation (General) O. Reg. 79/10 (Last amendment: O. Reg. 145/16) s. 146. (8) 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; s. 233. (1) - Every licensee of a long-term care home shall ensure that the record of every former resident of the home is retained by for at least 10 years after the resident is discharged from the home.</p>
-------	--	-----------------------------------	---	----	------	---	--

C2540	<p>Resident Administration Case Files - Long-Term Care Homes and Services</p> <p>Records relating to the resident administration case files. Incorporates registration, ongoing residence, general administrative and financial information as well as medical information. Documents include client profile, client information sheet, admission acceptance statements, resident social and financial history, doctors and nurses progress notes, information on medication, historical record of allergies and vaccinations, vital signs, dietary notes and plans, hospital discharge summary statements, resident transfer records, copies of death and discharge notices and other related correspondence.</p>	Long-Term Care Homes and Services	T	10	T+10	D	<p>Comments: T = Discharge or death of resident. Records for deceased and discharged residents are kept for 10 Years after discharge.</p> <p>Legislation/Regulation: Long-Term Care Homes Act, 2007, Regulation (General) O. Reg. 79/10 (Last amendment: O. Reg. 145/16) s. 146. (8) 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; s. 233. (1) - Every licensee of a long-term care home shall ensure that the record of every former resident of the home is retained by for at least 10 years after the resident is discharged from the home.</p>
C2605	<p>Activities and Events - Long-Term Care Homes and Services</p> <p>Records relating to organizing and facilitating recreational, educational, and physical fitness activities and events for residents in long-term care facilities. May include information on garden parties, day trips, bazaars, sightseeing outings, and holiday festivities. Documents may include activity schedules, requests for activities, lists and descriptions of activities and events that are sponsored, and supporting correspondence.</p>	Long-Term Care Homes and Services	C+1	1	C+2	D	

C2540	<p>Resident Administration Case Files - Long-Term Care Homes and Services</p> <p>Records relating to the resident administration case files. Incorporates registration, ongoing residence, general administrative and financial information as well as medical information. Documents include client profile, client information sheet, admission acceptance statements, resident social and financial history, doctors and nurses progress notes, information on medication, historical record of allergies and vaccinations, vital signs, dietary notes and plans, hospital discharge summary statements, resident transfer records, copies of death and discharge notices and other related correspondence.</p>	Long-Term Care Homes and Services	T	10	T+10	D	
C2605	<p>Activities and Events - Long-Term Care Homes and Services</p> <p>Records relating to organizing and facilitating recreational, educational, and physical fitness activities and events for residents in long-term care facilities. May include information on garden parties, day trips, bazaars, sightseeing outings, and holiday festivities. Documents may include activity schedules, requests for activities, lists and descriptions of activities and events that are sponsored, and supporting correspondence.</p>	Long-Term Care Homes and Services	C+1	1	C+2	D	

C2642	<p>Medical Services Administration - Long-Term Care Homes and Services</p> <p>Records relating to the administration of medical services provided at the long-term care homes. Documents may include procedures for planning and evaluation of resident medical care offered at the Homes, medical directors' reports, hospitals / laboratory information, lists of approved drugs, lists of residents requiring specific medicines, lists of residents' drug allergies, lists of prescription orders, prescription surplus documentation, daily prescription audit trails, and supporting correspondence. Analysis of medical information helps in providing best health services to residents, improves commitment to protect medical-legal interests of residents, promotes health by preventing diseases and encourages review of payment processes for health related services in long-term care homes.</p>	Long-Term Care Homes and Services	C+2	2	C+4	D	
-------	--	-----------------------------------	-----	---	-----	---	--

C2670	<p>Rehabilitation Services - Long-Term Care Homes and Services</p> <p>Records relating to the administration and provision of rehabilitation services for residents in long-term care homes. May include information about assistive and adaptive devices, physiotherapy, and occupational therapy. Documents may include residents' requests for services, copies of service provider contracts and agreements, copies of rehabilitation staff schedules, and all supporting correspondence.</p>	Long-Term Care Homes and Services	T	10	T+10	D	<p>Comments: T = Discharge or death of resident.</p> <p>Legislation/Regulation: Long-Term Care Homes Act, 2007, Regulation (General) O. Reg. 79/10 (Last amendment: O. Reg. 145/16) s. 146. (8) 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; s. 233. (1) 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.</p>
-------	---	-----------------------------------	---	----	------	---	---

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						
F4600	<p>Pension Case Files – Former Metro Toronto</p> <p>Records relating to the administration of the pension plan for retired employees of the former Municipality of Metropolitan Toronto. May include information relating to calculation of pension amounts, health benefits entitlements, and pension recipients' addresses. Documents may include completed pension enrolment forms, TD1 statements, completed pension adjustment forms, completed benefit fund calculation forms, and all related correspondence.</p>	Pension, Payroll & Employee Benefits	T	15	T+15	D	<p>Comments: T = Termination of the pension plan and remainder of funds or plan assets have been disbursed after all claims to funds are settled.</p> <p>Legislation/Regulation: Income Tax Act, (Canada), R.S.C. 1985, c. 1(5th Supp.) (Last amended on July 1, 2016) s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p> <p>Limitations Act, S.O. 2002, c. 24, Sched. B. (Last amendment: 2016, c. 2, Sched. 2) 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.</p>

F4650	<p>Pension Case Files – Former City of Toronto</p> <p>Records relating to the administration of the pension plan for retired employees of the former City of Toronto, which was amalgamated into the present City of Toronto. May include information relating to calculation of pension amounts, health benefits entitlements, and pension recipients' addresses. Documents may include completed pension enrolment forms, TD1 statements, completed pension calculation forms, direct deposit forms, and related correspondence.</p>	Pension, Payroll & Employee Benefits	T	15	T+15	D	<p>Comments: T = Termination of the pension plan and remainder of funds or plan assets have been disbursed after all claims to funds are settled.</p> <p>Legislation/Regulation: Income Tax Act, (Canada), R.S.C. 1985, c. 1(5th Supp.) (Last amended on July 1, 2016) s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p> <p>Limitations Act, S.O. 2002, c. 24, Sched. B. (Last amendment: 2016, c. 2, Sched. 2) 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.</p>
-------	--	--------------------------------------	---	----	------	---	---

F4700	<p>Pension Case Files – Former Metro Toronto Police</p> <p>Records relating to the administration of the pension plan for retired employees of the former City of Toronto, which was amalgamated into the present City of Toronto. May include information relating to calculation of pension amounts, health benefits entitlements, and pension recipients' addresses. Documents may include completed pension enrolment forms, TD1 statements, completed pension calculation forms, direct deposit forms, and related correspondence.</p>	Pension, Payroll & Employee Benefits	T	15	T+15	D	<p>Comments: T = Termination of the pension plan and remainder of funds or plan assets have been disbursed after all claims to funds are settled.</p> <p>Legislation/Regulation:</p> <p>Income Tax Act, (Canada), R.S.C. 1985, c. 1(5th Supp.) (Last amended on July 1, 2016) s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p> <p>Limitations Act, S.O. 2002, c. 24, Sched. B. (Last amendment: 2016, c. 2, Sched. 2) 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.</p>
-------	---	--------------------------------------	---	----	------	---	--

F4750	<p>Pension Case Files – Former City of York</p> <p>Records relating to the administration of the pension plan for retired employees of the former City of York. May include information relating to calculation of pension amounts, health benefits entitlements, and pension recipients' addresses. Documents may include completed pension enrolment forms, TD1 and TD2 statements, completed pension calculation forms, completed health insurance application forms, and related correspondence.</p>	Pension, Payroll & Employee Benefits	T	15	T+15	D	<p>Comments: T = Termination of the pension plan and remainder of funds or plan assets have been disbursed after all claims to funds are settled.</p> <p>Legislation/Regulation: Income Tax Act, (Canada), R.S.C. 1985, c. 1(5th Supp.) (Last amended on July 1, 2016) s. 230. (4) (b) - Every person required to keep records and books of account shall retain, together with every account and voucher necessary to verify the information contained therein, until the expiration of six years from the end of the last taxation year to which the records and books of account relate.</p> <p>Limitations Act, S.O. 2002, c. 24, Sched. B. (Last amendment: 2016, c. 2, Sched. 2) 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.</p>
-------	--	--------------------------------------	---	----	------	---	---

G	<p>Functional Category: Governance</p> <p>Description: Records relating to the ways in which the City is governed and regulated to ensure efficiency, effectiveness, and compliance with statutory requirements. Includes records of the City's legislative process, such as the agendas and minutes of Council, its standing committees and community councils; City bylaws and the Municipal Code; formal policies and procedures; and annual reports of departments and special purpose bodies. Also includes all legislation and other municipal by-laws that might affect the City; records relating to non-municipal government bodies; election records; and records relating to provincially-mandated services that the City provides, such as birth and death registrations.</p>						
G0260	<p>Access to Information and Personal Information Protection – Compliance</p> <p>Records relating to strategies and initiatives undertaken to ensure the City's compliance with the public's right of access to City records and the protection of personal information resources. Documents may include impact assessments, copies of policies and guidelines, data-sharing checklists, and supporting correspondence.</p>	City Clerk's Office	T	2	T+2	D	<p>Comments: T= Completion of case</p> <p>Legislation/Regulation: Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56 (Last amendment: 2016, c. 5, Sched. 17) Compliance with: s. 4. - Right of access; s. 5. - Obligation to disclose; s. 6. (2) - Exemptions; s. 7. - Advice or recommendations; s. 8. - Law enforcement; s. 9. - Relations with governments; s. 10. - Third party information; s. 12. - Solicitor-client privilege; s. 13. - Danger to safety or health; s. 14. - Personal privacy limitation; s. 15. - information to be published.</p>

G0261	<p>Access to Information Requests</p> <p>Records relating to the processing of access requests under MFIPPA and PHIPA including formal requests from the public, informal requests from other divisions and agencies and third party notifications to the City. It also includes building plans routine disclosure requests made by requesters to the Building Division. Documents may include access request forms or letters, e-mails with program areas, copies of responsive records, decision letters and correspondence.</p>	City Clerk's Office	T	5	T+5	D	<p>Comments: T = File closed upon completion of case</p> <p>Legislation/Regulation: Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56 (Last amendment: 2016, c. 5, Sched. 17) Compliance with: s. 4. - Right of access; s. 5. - Obligation to disclose; s. 6. (2) - Exemptions; s. 7. - Advice or recommendations; s. 8. - Law enforcement; s. 9. - Relations with governments; s. 10. - Third party information; s. 12. - Solicitor-client privilege; s. 13. - Danger to safety or health; s. 14. - Personal privacy limitation; s.15. - information to be published.</p>
-------	--	---------------------	---	---	-----	---	---

G0262	<p>Personal Information Disclosure Request</p> <p>Records relating to the disclosure of personal information under Part II of MFIPPA or personal health information of PHIPA, including copies of the requested information, law enforcement disclosure request forms, and correspondence to and from agencies and agents. Disclosure refers to the authorized provision of complete information, including personal information or personal health information, to a person other than the individual to whom the personal information or personal health information relates. The circumstances that authorize these disclosures are outlined in Part II of MFIPPA or in PHIPA. Common examples of disclosures are to law enforcement officers, government agencies with investigative powers, agents of the individual (such as law firms), and internal disclosures within and between City divisions where necessary and proper for the administration of City functions.</p>	City Clerk's Office	C+1	3	C+4	D	<p>Legislation/Regulation: Municipal Freedom of Information and Protection of Privacy Act, (General) R.R.O. 1990, Reg. 823 (Last amendment: O. Reg. 172/16) Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56 (Last amendment: 2016, c. 5, Sched. 17) PART II - Protection of Individual Privacy</p>
-------	--	---------------------	-----	---	-----	---	---

G0265	<p>Investigations into Privacy Complaints and Breaches</p> <p>Records relating to formal and informal privacy complaints and breach investigations. Privacy Complaint - The Act creates a privacy protection scheme which the City of Toronto must follow to protect an individual's right to privacy. The scheme includes rules regarding the collection, retention, use, disclosure and disposal of personal information in its custody or control. A Privacy Breach - occurs when personal information is collected, used, disclosed and or destroyed in ways that are not in accordance with the privacy provisions of the Municipal Freedom of Information and Protection of Privacy Act or the Personal Health Information Protection Act. Documents may include complaint correspondence, submissions to the Information Privacy Commission, investigation reports, briefing notes, recommendations, and interview documents.</p>	City Clerk's Office	T	15	T+15	D	<p>Comments: T = Completion of case.</p> <p>Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B. (Last amendment: 2016, c. 2, Sched. 2) 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.</p> <p>Municipal Freedom of Information and Protection of Privacy Act, (General) R.R.O. 1990, Reg. 823 (Last amendment: O. Reg. 172/16)</p> <p>Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56 (Last amendment: 2016, c. 5, Sched. 17) PART II - Protection of Individual Privacy</p>
-------	--	---------------------	---	----	------	---	---

G0266	<p>Access and Privacy Consultations</p> <p>Records relating to advice and recommendations by CAP to program areas to ensure compliance with MFIPPA and PHIPA. Contains over 100 consultation subject areas, may contain personal information and legal opinions. Files are organized by division and program area. Each case is defined by the division requesting advice. The case is closed when advice is provided by CAP and when a decision in the program area is taken.</p>	City Clerk's Office	T+15	0	T+15	D	<p>Comments: T = Completion of case.</p> <p>Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B. (Last amendment: 2016, c. 2, Sched. 2) 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.</p> <p>Municipal Freedom of Information and Protection of Privacy Act, (General) R.R.O. 1990, Reg. 823 (Last amendment: O. Reg. 172/16)</p> <p>Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56 (Last amendment: 2016, c. 5, Sched. 17) PART II - Protection of Individual Privacy</p>
-------	--	---------------------	------	---	------	---	---

H	<p>Functional Category: Human Resources</p> <p>Description: Records relating to City employees and personnel services. Includes records relating to training, labour relations, health and safety, staff benefits, salary administration, and professional associations.</p>						
H1200	<p>Human Resources Administration</p> <p>Records relating to the general and overall administration of the City's human resources. May include general information relating to human resources management, processes, systems, and functions. Documents may include copies of federal and provincial guidelines, copies of personnel policies and procedures, and supporting correspondence.</p>	Human Resources	C+2	4	C+6	D	

H1202	<p>Employee Medical Data</p> <p>Records relating to the medical status, conditions, and recovery of individual City employees. This includes situations concerning the sustainment of physical injuries and the development of medical conditions causing disability or impairment, both work and non-work related. May include information relating to clarification of medical conditions, mental health status, determination of whether and/or when an employee should return to work, and confirmation of job duties the employee is and is not capable of performing. Documents may include doctors' notes and referrals, copies of resumes and training certificates, medical progress notes, and all supporting correspondence.</p>	Human Resources	T	20/40	T+20/40	D	<p>Comments:</p> <p>T = 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.</p> <p>Legislation/Regulation: Occupational Health and Safety Act, R.S.O. 1990, c. O.1 s. 26. (1) (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 as may be prescribed;</p> <p>Occupational Health and Safety Act, O. Reg. 490/09 (Designated Substances) s. 30. (1) 1. The 40th anniversary of the date the first record was created in the personal exposure record. 2. The 20th anniversary of the date last record was added to the personal exposure record. s. 31. (1) 1. The 40th anniversary of the date the first record was made; 2. The 20th anniversary of the date last record was made.</p>
-------	--	-----------------	---	-------	---------	---	---

H1204	<p>Employee Personal Counselling & Rehabilitation</p> <p>Records relating to the professional psychological counselling and rehabilitation that is offered to City employees and their immediate family members to help them to resolve personal problems that may affect their relationships, work life, and their self-esteem. May include information relating to parent/child problems, marital relationships, and referral services. Documents may include counselling notes, medical reports, psychological assessments, doctors' notes and certificates, letters of referral, and all supporting correspondence.</p>	Human Resources	T	15	T+15	D	<p>Comments: T = Case closed. Destruction according to Legislation.</p> <p>Legislation/Regulation: Medicine Act, 1991, Regulation (General) O.Reg. 114/94 (Last amendment: O. Reg. 192/14) s. 19. (1) A member shall retain the records required by regulation 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, or until the member ceases to practise medicine, whichever occurs first.</p>
-------	---	-----------------	---	----	------	---	---

H1205	<p>Corporate Organization and Organizational Charts</p> <p>Records relating to the development and ongoing maintenance of the City's organizational framework and structure. Documents include departmental function statements, mission statements, organizational charts, reorganization plans, and related correspondence.</p>	Human Resources	S	5	S+5	AR	Comments: S = Until Superseded.
H1207	<p>Salary Administration</p> <p>Records relating to the establishment, administration, and scheduling of employee salaries. Documents include salary grids, comparison studies, and salary reviews and revisions.</p>	Human Resources	C+2	4	C+6	D	
H1208	<p>Employee Performance Management</p> <p>Records relating to the performance management program for City employees. This program provides employees with a clear understanding about what is expected on the job, and the skills that need to be developed or enhanced in order to effectively conduct assigned work duties. Includes information on career development planning, interim and merit increment review, and evaluation processes. Documents may include performance planners, project status reports, and correspondence.</p>	Human Resources	T	7	T+7	D	Comments: T = Termination of employment.

H1209	<p>Job Classifications</p> <p>Records relating to the classification of employment positions within the City's organizational hierarchy. Job classification assigns jobs into grades based on a number of categories, including required education, work experience, and supervisory skills. Documents include employee skills inventories, copies of job descriptions, job classification history files, and job classification action requests and appeals</p>	Human Resources	S	5	S+5	D	<p>Comments"</p> <p>S = Until Superseded.</p>
H1210	<p>Staff Competition and Recruitment</p> <p>Records relating to the recruitment of staff for existing or future jobs and appointments within the City. This includes permanent, seasonal, and contract job postings. May include information on applicant screening and testing, conducting interviews, and acceptance and rejection of candidates. Documents may include completed request for employment forms, job postings, solicited resumes and employment applications, job skills test sheets, interview questions and sheets, scoring matrices, competition lists, reference checks, and all supporting correspondence.</p>	Human Resources	T	6	T+6	D	<p>Comments:</p> <p>T = Closing of competition.</p> <p>Legislation/Regulation: Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56 (Last amendment: 2016, c. 5, Sched. 17) s. 30.</p> <p>(4) Dispose of personal information under the control of the institution in accordance with the regulations.</p>

H1213	<p>Secondments and Acting Assignments</p> <p>Records relating to staff secondments to or from other institutions or organizations, or within the City itself. Secondments enable City employees to work in other organizations, City departments, or capacities for a fixed period of time (during which they are exempt from their normal work duties). Documents include reimbursement schedules, copies of payroll notification forms (PNFs), and correspondence.</p>	Human Resources	T	6	T+6	D	<p>Comments: T = Termination of employee's secondment or assignment.</p> <p>Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B. (Last amendment: 2016, c. 2, Sched. 2) s. 4. - A proceeding shall not be commenced in respect of a claim after the second anniversary of the day on which the claim was discovered</p> <p>Employment Standards Act, S.O. 2000, c.41 (Last amendment: 2015, c. 32) s. 15. (5) The employer shall retain the records of the information required for the following periods: 3. – three years after the day or week to which the information relates; 4. – three years after the information was given to the employee</p>
H1215	<p>Applications and Resumes – Unsolicited</p> <p>Records relating to the receipt and processing of unsolicited resumes and applications for employment opportunities that are either not presently existent and/or not advertised. Documents may include resumes, completed application forms, and related correspondence.</p>	Human Resources	1	0	1	D	<p>Legislation/Regulation: Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56(Last amendment: 2016, c. 5, Sched. 17) s. 30. - Dispose of personal information under the control of the institution accordance with the regulations.</p>

H1246	<p>Labour Negotiations</p> <p>Records relating to conducting labour negotiations, which involve discussions and meetings between City and employee groups, such as unions, to achieve resolution on a wide range of issues pertaining to unionized employees. These issues may include staff reductions and layoffs, staff recalls, promotions and wage increases, working conditions, disciplinary actions, seniority rights, and department and City restructuring. May include information on collective bargaining, dispute mediation, and conflict resolution. Documents may include proposals and final collective agreements; employment contracts; union contracts; and any other negotiated agreements between the City and the respective unions or workers' representatives. All official negotiated documentation is prepared by the respective unions. The information is shared by City and respective unions or worker representatives.</p>	Human Resources	T	21	T + 21	AR	<p>Comments: T = Resolution or settlement of case.</p> <p>Legislation/Regulation: Labour Relations Act, 1995, c. 1, Sched. A (Last amendment: 2015, c. 38, Sched. 12) s. 90. - Collective agreements to be filed</p> <p>Labour Relations Act, 1995, Regulation (General), O. Reg. 94/7 (Last amendment: O. Reg. 259/07) s. 1. (2) A record of all awards filed shall be maintained</p>
-------	--	-----------------	---	----	--------	----	--

H1250	<p>Grievances and Arbitrations</p> <p>Records relating to complaints received from City unionized employees concerning workplace and personal treatment, benefits, discipline, promotions, and any other issues as defined in the collective agreement. Includes information on addressing and resolving the grievances, such as mediation and formal adjudication hearings involving arbitrators. Documents may include completed grievance forms, copies of meeting minutes, adjudication hearing schedules, arbitration notices, minutes of settlements, and all supporting correspondence.</p>	Human Resources	T	21	T+21	D	<p>Comments: T = Resolution or settlement of case.</p> <p>Legislation: Occupational Health and Safety Act, R.S.O. 1990, c. O.1 (Last amendment: 2016, c. 2, Sched. 4) s. 49. (2) - A complaint must be filed not later than 30 days after the event to which the complaint relates.</p> <p>Limitations Act, S.O. 2002, c. 24, Sched. B. (Last amendment: 2016, c. 2, Sched. 2) 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.</p>
-------	--	-----------------	---	----	------	---	---

H1260	<p>Human Rights Complaints and Investigations</p> <p>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 recommendations, witness interview notes, copies of policies, research, and all supporting documentation and correspondence regarding the exploration and resolution of complaints and consultations.</p>	Human Resources	T	10	T+10	D	<p>Comments: T = Resolution of investigation.</p>
H1261	<p>Pay Equity</p> <p>Records relating to the evaluation of job positions by comparing duties, skills, and responsibilities of similar positions. The objective is to ensure equal pay for work of equal value. Documents may include copies of policies, classification ratings, job evaluation information, action plans, and information about designated worker groups.</p>	Human Resources	S	7	S+7	D	<p>Comments: S = Until Superseded.</p> <p>Legislation/Regulation: Pay Equity Act, R.S.O. 1990, c. P.7 (Last amendment: 2017, c.14, Sched. 4, s. 25) s. 13. - Pay equity plans be prepared to provide equity in each establishment and for job classes to which the plan applies.</p>

H1275	<p>Occupational Health and Safety</p> <p>Records relating to the City's responsibility to provide its employees with a safe and healthy workplace through assessment of occupational hygiene, ergonomics, and safety issues. A significant number of records contain confidential health information and personal information of employees. Records may also include correspondence regarding concerns, employee surveys, research materials, data collection, analytical results, and reports. Occupational hygiene records include employee concerns related to workplace exposure to chemical, physical (e.g., noise, temperature, radiation, etc) and/or biological (e.g., mould) agents. Ergonomics records include a) employee concerns related to workstation and furniture design and configuration and assisting the disability management team with addressing employee accommodation issues, b) consultation regarding furniture, equipment, vehicles, workplace design and work practices, and developing ergonomics guidelines, and c) job demands analyses. Safety records include general safety concerns, monitoring of compliance with legislative requirements (e.g., WHMIS, First Aid provisions, traffic control, and protective equipment), and activities related to the establishment and maintenance of the City's Joint Health and Safety Committees.</p>	Human Resources	C+9	7	C+16	D	<p>Legislation/Regulation: Occupational Health and Safety Act, R.S.O. 1990, c. O.1 (Last amendment: 2016, c. 2, Sched. 4)</p> <p>s. 9. (2) - joint health and safety committee; s. 9. (12) - certification requirement; s. 9. (20) - response to recommendations within 21 days; s. 9. (22) maintain and keep minutes; s. 9. (28) - scheduled inspections; s. 9. (30) - inspection reports;</p> <p>Workplace Safety and Insurance Act, 1997, Regulation, (First Aid Requirements) R.R.O. 1990, Reg. 1101</p> <p>s. 5. Every employer shall keep a record of all circumstances respecting an accident as described by the injured worker, the date and time of its occurrence, the names of witnesses, the nature and exact location of the injuries to the worker and the date, time and nature of each first aid treatment given.</p>
-------	---	-----------------	-----	---	------	---	---

H1355	<p>Workers' Compensation and Disability Management</p> <p>Records relating to tracking and monitoring of all individual City employees' claims for financial and/or medical compensation as a result of personal injuries, illness, or other medical conditions preventing employees from fulfilling regular job duties. This includes workers' compensation and long term disability claims. Documents may include injury report forms, copies of long term disability and workers' compensation claims that have been submitted, disability recurrence continuity reports, completed summary claims information cards, and all supporting correspondence.</p>	Human Resources	T	7	T+7	D	<p>Comments: T = Termination of employment.</p> <p>Legislation/Regulation: Workplace Safety and Insurance Act, 1997, Regulation (First Aid Requirements) R.R.O.1990, Reg. 1101 s. 5. Every employer shall keep a record of all circumstances respecting an accident as described by the injured worker, the date and time of its occurrence, the names of witnesses, the nature and exact location of the injuries to the worker and the date, time and nature of each first aid treatment given.</p>
-------	---	-----------------	---	---	-----	---	---

I	<p>Functional Category: Information, Communications, and Administration</p> <p>Description: Records relating to the management of all City formal communications, including press releases, media releases, promotional advertising, and speeches. Also includes records 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.</p>						
I0240	<p>Records Classification Files</p> <p>Records relating to the preparation of record classes prepared by Records & Information Management (RIM) unit staff. Records created since amalgamation, including completed inventories, client questionnaires, workflow analyses, and superseded records, are captured in the Record Series Inventory Form module of the Record Series Management Tool (RSMT) database. Records Classification files of former municipalities were superseded at amalgamation (end of 1997). Pre-amalgamation Records Classification files are paper-based and not found in RSMT. Files are organized by Record Classification System (RCS) code.</p>	City Clerk's Office	S	5	S+5	D	<p>Comments: S = Until Superseded.</p>

I0265	<p>Records Management Files</p> <p>Records relating to initiatives and projects concerning City records throughout the management of the records' life cycle, including preparation of staff reports recommending amendments to the Corporate Records (City) bylaw (Municipal Code, c.217). May include information relating to records management needs analysis, file conversions, digital imaging, records management implementation assistance, records purging, filing equipment determination requirements, assessment of system record keeping capacity, space planning, file plan development, integrated document management, and project plans. Documents may include file lists and indexes, records conversion and implementation action plans and analysis reports.</p>	Common	C+2	4	C+6	D	
I2616	<p>Food Services and Delivery</p> <p>Records relating to the provision and delivery of food services, either by the City or by external agencies. May include information relating to meal services, meal delivery, cafeterias, restaurants, catering, and food products. Documents may include copies of contracts and agreements, copies of brochures and promotional materials related to external contractors, food services pricing lists, nutritional planning reports, and correspondence.</p>	Social Development, Finance & Admin.	C+2	4	C+6	D	

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	Business Licenses and Permits Records relating to the issuance of \ licenses and permits. Monitoring of mobile and stationary businesses and trades to ensure they follow all applicable municipal by-laws. Some of the stationary licenses issued may include adult entertainment parlours and dancers, restaurants and building trade renovators and in the mobile area driving instructors, diving school operators, hawkers / pedlar and taxi driver / owner. Documents may include completed applications, taxicab lease / contract and franchise agreements made between the licensee and franchise, insurance certificates, zoning authorization, limited liability returns, articles of incorporation, name and address change forms, tow truck run sheets / rate sheets / invoices, driving school list of instructors, copies of Tribunal decisions regarding rejected/cancelled and revoked licences to be filed in the applicant source file and minutes of meetings, copies of Ontario Driver's Licenses, copies of proof of work status, access to information waiver, police clearance reports, client photos, expired or replaced licenses and any other related correspondence as required by the City of Toronto Municipal Code, Chapter 545 and Chapter 546. PTC (Private Transportation Company) driver records are kept in an electronic format.	Municipal Licensing & Standards	T	7	T+7	D	Comments: T = Expiration of licence. T+21= Electronic records retention Legislation: City of Toronto Municipal Code Chapter 545, Licensing (By-law 514-2002) City of Toronto Municipal Code Chapter 546, Licensing of Vehicles-for-Hire (By-law 575-2016)

L4020	<p>By-law and Business Licence Enforcement</p> <p>Records relating to both routine investigations of commercial, public and residential properties to ensure compliance with City by-laws and/or business license stipulations, and also non-routine investigations in response to complaints and/or reports of violations with respect to, but not limited to, property standards, zoning, debris, long grass & weeds, noise, fences, smoking, snow removal. Business license stipulations include restaurant inspections, vehicle inspections such as taxis, tow trucks and driving school vehicles. Documents may include copies of by-laws, inspection notes, findings reports, copies of notices of violation and orders to comply, complaints, memo books and statistical reviews and supporting correspondence.</p>	Municipal Licensing & Standards	T	6	T + 6	D	<p>Comments: T = Resolution of investigation.</p> <p>Legislation/Regulation: City of Toronto Act, S.O. 2006, c.11, Sched. A (Last amendment: 2016, c. 5, Sched. 5) s. 85-96, - Licences. City of Toronto Municipal Code Chapter 545, Licensing (By-law 514-2002) - Require compliance with any code, standard, procedure or regulation.</p>
-------	--	---------------------------------	---	---	-------	---	---

SCHEDULE 3
NEW ENTRIES TO BE ADDED TO SCHEDULE A, RECORDS RETENTION
SCHEDULE OF MUNICIPAL CODE CHAPTER 217, RECORDS, CORPORATE
(CITY)

N	Functional Category: Natural Environment & Sustainable Resources						
	Description: Records relating to environmental services, and the assessment, preservation and conservation of the natural environment, natural life forms and natural resources. Natural environmental protection and conservation strategies combat pollution; promote conservation and sustainable management of land, ecosystems, water, horticulture, forestry, natural fish habitats, wildlife, atmosphere, and energy resources; protect natural landscape; and develop efficient uses of both energy and recyclable waste materials.						
N0512	<p>Urban Forestry Planning & Management</p> <p>Records relating to planning and management of the urban forest ensure a sustainable urban forest across the City of Toronto on both public and private land. This may include, but is not limited to activities such as invasive tree species control; selective tree removal; controlled forest burns; regulated use of pesticide where necessary; the management of individual site-based projects; and related tasks and resources. Documents may include: tree canopy studies and tree health assessments; strategic plans, and other planning documents; tree planting and tree protection standards, policies and procedures; and all supporting documents.</p>	Parks, Forestry & Recreation	T+2	19	T+21	AR	<p>Comments: T = Termination of the project.</p>

SCHEDULE 4
ENTRIES TO BE DELETED FROM SCHEDULE A, RECORDS RETENTION
SCHEDULE OF MUNICIPAL CODE CHAPTER 217, RECORDS, CORPORATE
(CITY)

G	Functional Category: Governance						
Description: Records relating to the ways in which the City is governed and regulated to ensure efficiency, effectiveness, and compliance with statutory requirements. Includes records of the City's legislative process, such as the agendas and minutes of Council, its standing committees and community councils; City bylaws and the Municipal Code; formal policies and procedures; and annual reports of departments and special purpose bodies. Also includes all legislation and other municipal by-laws that might affect the City; records relating to non-municipal government bodies; election records; and records relating to provincially-mandated services that the City provides, such as birth and death registrations.							
G0269	Access to Information Request Appeals Records relating to the processing of request appeals under MFIPPA and PHIPA. Request appeal status may be tracked electronically by unique request identification number. Copies of appeals documentations are filed in paper format, arranged by their respective request number. Documents include access request forms and supporting documentation, copies of responsive records, decision letters, Mediator's report, Notice of enquiry, appeals representations, IPC Order and all supporting correspondence.	City Clerk's Office	T	15	T+15	D	Comments: T = Conclusion of appeal process. Legislation/Regulation: Limitations Act, S.O. 2002, c. 24, Sched. B. (Last amendment: 2016, c. 2, Sched. 2) 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.
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 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.							
I0250	Records Retention Authorization Forms Records relating to completed Records Retention Authorization Forms (RRAF's) with the signatures of representatives from the business unit, Legal Services, Internal Audit, and the External Auditor. These completed RRAF's are the basis for adding to or	City Clerk's Office	C+2	97	100	D	Legislation/Regulation: City of Toronto Act, S.O 2006, c. 11, Sched. A (Last amendment: 2016, c. 5, Sched. 5) s. 201. (3) - Retention periods, - establish retention periods during which the records of the City and its local boards must be retained and preserved

	revising existing record classes in the Corporate Records Bylaw (Municipal Code, c. 217). Digitized duplicates of the RRAF's are created for convenience.						
I2617	<p>Food Production</p> <p>Records relating to the preparation and production of meals primarily residents in long-term care facilities, but also for City staff and the public. May include information about food preparation, menu planning, nutritional concerns, ingredients and portions control, food production scheduling, food handling and storage methods, food allergies, food orders, and food products. Documents may include menu plans, copies of purchase orders, meal volume statistics, meal history notes, and correspondence.</p>	Social Development, Finance & Admin.	C+2	4	C+6	D	<p>Legislation/Regulation: Health Protection and Promotion Act, R.S.O. 1990, c. H.7 (Last amendment: 2014, c. 11, Sched. 6, s. 3) s. 16. (5) - Every person who operates a food premise shall keep records in respect of the manufacturing, processing, preparation, storage, handling, display, transportation and sale, or offering for sale of food on or in the food premise and the distribution of food from the food premise as are prescribed by the regulations, and shall keep the records in such form, with such detail and for such length of time as are prescribed by the regulations. Health Protection and Promotion Act, Regulation (Food Premises), R.R.O. 1990, Reg. 562 (Last amendment: O. Reg. 339/13) s. 38. (1) - Every operator of a premise in which meat products are manufactured shall maintain records of meats received for processing in the premise and the records shall include the kinds of meats, the names and addresses of suppliers, weights and the dates of receipt; s. 38. (2) - A record referred to in subsection (1) shall be maintained at the premise for not less than one year from the date of entry of the record</p>