

Authority: Section 217-5D of City of Toronto Municipal Code Chapter 217, Records, Corporate (City)  
City Council voted in favour of this by-law on March 27, 2025

## **CITY OF TORONTO**

### **BY-LAW 189-2025**

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

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

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

Whereas the City Clerk has exercised the authority to establish or amend a retention schedule, to amend the retention schedules affecting the records of the City, specifically to: a) establish one new retention schedule for records relating to Processing of Administrative Penalties originating from three City Divisions known as Courts Services, Legal Services and Revenue Services; and, establish one new retention schedule for records relating to Vehicle and Equipment Management with respect to City Divisions generally; and to, b) amend one existing retention schedule for records relating to Provincial Offences – Payments originating from the City Division known as Courts Services; and, amend one existing retention schedule for records relating to Information Collection Compliance Reviews originating from the City Division known as City Clerk’s Office in accordance with the requirement of Section 217-5D and has sought to the City Solicitor to submit by-laws directly to Council for the implementation of these amendments; and

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

The Council of the City of Toronto enacts:

1. Schedule A, Record Retention Schedule, of Chapter 217, Records, Corporate (City), of The City of Toronto Municipal Code is amended by adding the new records series bearing specific code numbers: A0520 and L5108 listed in Schedule 1 to this by-law in alphanumerical order to Schedule A by code number, under the functional category as set out in Schedule 1 to this by-law for reference purposes; and
2. Schedule A, Record Retention Schedule, of Chapter 217, Records, Corporate (City), of The City of Toronto Municipal Code is amended by deleting the following existing record series listed under the following specified code numbers: F5401 and G0263, and replacing each of these two record series with the entry listed in Schedule 2 attached to this by-law with the corresponding code number in alphanumerical order to Schedule A

by code number, under the functional category as set out in Schedule 2 for reference purposes.

Enacted and passed on March 31, 2025.

Frances Nunziata,  
Speaker

John D. Elvidge,  
City Clerk

(Seal of the City)

**SCHEDULE 1**  
**TWO NEW ENTRIES TO BE ADDED TO SCHEDULE A, RECORDS RETENTION**  
**SCHEDULE OF MUNICIPAL CODE CHAPTER 217, RECORDS, CORPORATE**  
**(CITY) BEARING CODE NUMBER A0520 and L5108**

<b>A</b>	<b>Functional Category:</b> Assets and Property Management  <b>Description:</b> 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.						
A0520	Vehicle and Equipment Management  Records relating to the management and operation of vehicles, boats, and light and heavy equipment (such as sanders, pumps, and trailers) that the City leases, owns, and operates. Also includes information on the acquisition and disposition of vehicles and light and heavy equipment.  Documents may include work orders, inspecting, testing & replacement vehicle equipment, permit registrations, asset inventories, tracking logs, preventive maintenance reports, copies of agreements, repairs and maintenance services history files, and equipment inspection reports.  Note 1: Light and heavy equipment is typically used in such operations as construction, works, and transportation.  Note 2: Excluded from this record class are Telematic records (GPS born).	Common	T	20	T+20	D	Comments: T = Vehicle is removed or no longer operates, as per Fleet Services Division's direction.  Legislation/Regulation: Highway Traffic Act, 1990, O. Reg. 199/07, ss. 15, 16, 17 & 18  Highway Traffic Act, s. 205(2)  Limitations Act, 2002, ss. 4 & 15
<b>L</b>	<b>Functional Category:</b> Legal and Licensing  <b>Description:</b> 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.						
L5108	Processing of Administrative Penalties  Records relating to the City's management of the process of administrative penalty violations under the Administrative Penalty System (APS). Under this	Court Services  Legal Services  Revenue Services	T	7	T+7	D	Comments: T = Canceled upon review or paid.  Legislation/Regulation: Limitations Act, 2002, s. 15

<p>process, vehicle owners and/or the representatives may dispute a violation/penalty by requesting review of the penalty by a Screening Officer, and second level review, should they not be satisfied with the decision, by an independent Hearing Officer at the Administrative Penalty Tribunal (APT). The APS process involves participation from the Court Services, Legal Services and Revenue Services divisions.</p> <p>Records cover all phases of the process and documents may include images of Violation Notices (VN's), request for review applications (screening review, grounds for dispute, extension of time to review, undue hardship and payment plan applications), Notices of Time and Place for Screening and Hearing (NOH), photographic evidence, dispute remarks from Screening Reviews and Hearing Reviews and all supporting documents and correspondence.</p> <p>Note 1: This classification excludes enforcement records that are subject to specific divisional retention schedules and Local Boards records that are retained in accordance with Toronto Municipal Code, Chapter 219.</p> <p>Note 2: The Courts Services, Legal Services and Revenue Services Division Heads (or designates) must each provide approval and authorization for records disposition.</p>						
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## SCHEDULE 2

F	<p><b>Functional Category:</b> Financial Management</p> <p><b>Description:</b> 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.</p>						
F5401	<p>Provincial Offences - Payments</p> <p>Records relating to the administration and processing of payments received by the City of Toronto in respect of the administration of Parts 1 and 3 provincial offences. This includes the processing of mailed-in / phoned-in / Electronic Fund Transfer (EFT), web, and pre-authorized payments, transcript invoices, and any transactions made in the electronic system relating to payments and error adjustment. Current system in use is the Integrated Court Offences Network (ICON). All payments made are matched to the respective offence case identification code in ICON, and any unmatched payments are posted to the suspense account. May include information relating to error adjustments, error receipts, and journal entries made with respect to the suspense account. Documents may include payment notices, daily cash reconciliations, adjustment requests, ICON transaction screen prints, copies of cancelled / NSF cheques, and related correspondence.</p>	Courts Services	T	7	T+7	D	<p>Comments: T = Case closed.</p> <p>Legislation/Regulation: Income Tax Act, s. 230(4)(b)  Highway Traffic Act, s. 205(2)</p>
G	<p><b>Functional Category:</b> Governance</p> <p><b>Description:</b> 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>						

G0263	<p>Information Collection Compliance Reviews</p> <p>Records relating to the review of City information collection activities, such as through forms, surveys, and other tools to collect information. This includes the repository for consultation reviews and inquiries which ensure compliance with legislation, corporate policies, standards, and best practices. Records may include consultation requests, form/collection templates, recommendations regarding privacy and corporate standards, project-related documents, training/presentation materials, consultation metrics reports, research findings on legislation and policies (such as copies of federal and provincial guidelines), internal process/workflow documentation, best practice documents, and all supporting correspondence.</p>	City Clerk's Office	T	10	T+10	D	<p>Comments:</p> <p>T = Completion and closure of consultation.</p>
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