APPENDIX 1
MODIFICATIONS TO RECORDS RETENTION SCHEDULES

A. The record series for code "A0497" with the record title "Real Estate Appraisals" is amended by deleting "Municipal Act, S.O. 2001, c. 25, s. 268 (3), (5) – declare surplus land, obtain appraisal of market, public notice proposed sale; establish and maintain a public register listing and describing the land owned or leased" in column 8 and substituting with "Municipal Code Chapter 213, Real Property, Sale of (City of Toronto By-law No. 814-2007), §213-6 – Authority to declare surplus; §213-7 – Notice of proposed sale; §213-8 – Certificate of Clerk; §213-9 – Public Land Register."

B. The record series for code "A0504" with the record title "Park Title Histories" is amended by deleting in column 8 " Formerly Public Parks Act, R.S.O. 1990 c. P.46, s. 9 - Keep all books, maps, plans, papers and documents, until its repeal on January 1, 2003."

C. The record series for code "A0532" with the record title "Property Management" is amended by deleting in column 8 " Tenant Protection Act, S.O. 1997, c. 24, s 8, 41, 65 - Tenancy agreement, income information, credit checks, rental history, guarantees; notice of termination; application for order terminating tenancy".

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

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

F. The record series for code "C2010" with the record title "Community Resources" is amended by deleting the scope note in column 2 and substituting with "Records relating to the City's community resources which provide social assistance, programs and services for City residents in need. Community resources may include business associations, civic groups, community centres, housing groups, and educational institutions. Programs may refer to activities organized for seniors, youth, women, families and individuals, supporting programs for diverse groups (LGST), ethno-racial, victims of violence and addictions, and any other programs for identified groups."
G. The record series code for "C2540" with the record title "Resident Administration Case Files – Long-Term Care Homes and Services is amended as follows:

1) Deleting in "7/20" in column 5 and substituting with "10".
2) Deleting "7/20" in column 6 and substituting with "10".
3) Deleting "Records for deceased residents are kept for 7 years and for discharged residents records are kept for 20 years" in column 8 and substituting with "Records for deceased and discharged residents are kept for 10 years after discharge."
4) Deleting legislation/regulation for "Homes for the Aged and Rest Homes Act Regulations (General), R.R.O. 1990, Reg. 637, amended by O. Reg. 316/06, ss5(1) and Nursing Homes Act, (General) R.R.O. 1990. Reg. 832, amended to O. Reg. 317/06, clause 90(a),(b) in column 8 and substituting with "Long-Term Care Homes Act 2007 (General), O. Reg. 79/10 ss146(8); ss233(1) Last amendment: O. Reg. 249/10 - A licensee shall discharge a resident when the licensee is aware that the resident has died, and the resident shall be deemed to have been discharged on the date of death; Every licensee of a long-term care home shall ensure that the record of every former resident of the home is retained by the licensee for at least 10 years after the resident is discharged from the home."

H. The record series for code "C2972" with record title "Residential Rehabilitation Assistance Program (RRAP) Case Files" is amended as follows:

1) Deleting "5" in column 5 and substituting with "13".
2) Deleting "7" in column 6 and substituting with "15".
3) Adding "loan forgiven" after "File closed upon loan being closed out" in column 8, should read as follows "File closed upon loan being closed out, loan forgiven, application withdrawal or application completion."

I. The record series for code "D0410" with record title "Business Improvement Areas" is amended by deleting "Municipal Act, S.O. 2001, c.25, s 205, 207, ss210(1), 211(7) – prepare proposed budget; annual report, audit; notice, issue of certification" in column 8 and substituting with "Municipal Code Chapter 19, (City of Toronto By-law) No. 1110-2001; amended by By-law No. 636-2007 Business Improvement Areas."
J. The record series for code "F0045" with record title "Fees Administration" is amended by deleting "Municipal Act, S.O. 2001, c. 25, s. 392 - list available for public inspection indicating which services and activities and the use of which properties will be subject to fees or charges and the amount of each fee or charge" in column 8 and substituting with "Municipal Code Chapter 441 (City of Toronto By-law No. 1056-2006) – Fees and Charges; Municipal Code Chapter 441 (City of Toronto By-law No. 1056-2006) – Fees and Charges – Administrative of".


L. The record series for code "F1545" with record title "Write-Offs" is amended by deleting "Municipal Act, S.O. 2001, c.25, s. 354 (2) - Remove unpaid taxes on recommendation of treasurer, writes off the taxes as uncollectible, longer payable or court decision" in column 8 and substituting with " City of Toronto Act, S.O. 2006, c.11, Sched. A, Last amendment: 2009, c. 33, Sched. 26, s. 1, s. 319(2)(a) - the city council, on the recommendation of the treasurer, writes off the taxes as uncollectible; Municipal Code Chapter 71, (City of Toronto By-law No. 152-2000 amended by By-law No. 1405-2007), Article VIII, Authority for Write-Offs."


N. The record series for code "F2303" with record title "Cheques" is amended by deleting "Municipal Act, 2001, c. 25, s. 288 – endorsement of cheques by treasurer and head of council" in column 8.
O. The record series for code "F3100" with record title "Risk Management" is amended by deleting "Municipal Act, S.O. 2001, c. 25, s. 299 (3) Information to be provided relating to the efficiency and effectiveness of the municipality's operations" in column 8 and substituting with "City of Toronto Act, S.O. 2006, c.11 Sched. A, Last amendment: 2009, c. 33, Sched. 26, s.1, s. 237(2) Information be provided relating to the efficiency and effectiveness of the City's operations."

P. The record series for code "F2541" with record title "Estate Management Case Files" is amended as follows:

1) Deleting in "7/20" in column 5 and substituting with "10".

2) Deleting "7/20" in column 6 and substituting with "10"

3) Delete "Records for deceased residents are kept for 7 years and for discharged residents records are kept for 20 years" in column 8 and substituting with "Records for deceased and discharged residents are kept for 10 years after discharge".

4) Delete legislation/regulation "Homes for the Aged and Rest Homes Act Regulation, (General), R.R.O. 1990, Reg. 637, amended by O. Reg. 330/05 ss 53(4) in column 8 and substituting with "Long-Term Care Homes, (General), O. Reg.79/10, s. 241(i),(ii),(iii) Last amendment: O. Reg. 249/10 - with respect to each resident for whom money is deposited in a trust account, retain for a period of not less than seven years, (i) the books of account, ledgers, deposit books, deposit slips, pass-books, monthly bank statements, cheque books and cancelled cheques applicable to the trust account, (ii) the written instructions and authorizations and acknowledgements of receipt of funds of the resident and the person acting on behalf of the resident, and (iii) the written receipts and statements provided to the resident, or a person acting on behalf of a resident.

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

1) Deleting the scope note in column 2 and substituting with "Records relating to the creation and use of municipal taxation certificates. This series includes letters from Solicitors, Financial Institutions, tax payers, and internal lawyers requesting for a Tax or Utility Certificate to be generated. This certificate gives financial information on a particular Tax or Utility account, and the information on the certificate is used for statement of adjustments on sales of properties and/or used for refinancing. In some cases letters are accessed by Legal for investigation purposes. Letters for tax certificates are organized by roll number and letters for Water Certificate are organized by account number order. The daily folders are filed chronologically by date with the user id. Letters are kept in paper format and certificates are stored in electronic format.
in the Tax Management and Collection System (TMACS) or Water Management and Collection System (WMACS)."

2) Deleting "C+1" in column 4 and substituting with "C+2".

3) Deleting "5" in column 5 and substituting with "4".

4) Deleting "Comment: C+6 for electronic records only. No paper records maintained" in column 8.

5) Deleting legislation citation "Municipal Act, S.O. 2001, c. 25, ss 319(8) tax certificate issued in respect of a property for which taxes have been deferred shall show the amount of the deferred taxes and any accrued interest on the certificate" in column 8, substituting with the "City of Toronto Act, S.O. 2006 c.11, Sched. A, Last amendment: 2009, c.33, Sched. 26, s.1. s. 283(7) If the city treasurer issues a tax certificate in respect of a property for which taxes have been deferred, the certificate shall show the amount of the deferred taxes and any accrued interest."

6) In column 8 last two words of the sentence "the relate" change to "they relate".

R. The record series for code "F3305" with the record title "Capital Budget" is amended by deleting "Municipal Act, S.O. 2001, c. 25, s. 290 - each year prepare and adopt a budget including estimates of all sums required during the year" and substitute with "City of Toronto Act, S.O. 2006 c.11, Sched. A, s. 283(7) Last amendment: 2009, c.33, Sched. 26, s.1. s. 228- The City shall in the year or the immediately preceding year prepare and adopt a budget including estimates of all sums required during the year for the purposes of the City"; "Municipal Code Chapter 71, Article II, Budgets, §71-7 (City of Toronto By-law No. 331-2005) Capital Budget."

S. The record series for code "F3307" with record title "Operating Budget" is amended by deleting "Municipal Act, S.O. 2001, c. 25, s. 290 - each year prepare and adopt a budget including estimates of all sums required during the year" in column 8 and substitute with "City of Toronto Act, S.O. 2006 c.11, Sched. A, s. 283(7) Last amendment: 2009, c.33, Sched. 26, s.1. s. 228 – The City shall in the year or the immediately preceding year prepare and adopt a budget including estimates of all sums required during the year for the purposes of the City"; Municipal Code Chapter 71, Article II, Budgets, §71-6 (City of Toronto By-law No. 1405-2007) Operating Budget."
T. The record series for code "F4000" with record title "Pension Plan Investment and Administration" is amended by deleting "Municipal Act Regulation (Eligible Investments), O. Reg. 438/97, amended by O. Reg. 655/05 s 8 - treasurer to provide council an annual investment report" and substituting with "City of Toronto Act, 2006 Regulation (Financial Activities), O. Reg. 610/06, Last Amendment O. Reg. 297/09, s. 49(1) Investment report - the council shall require the treasurer to prepare and provide to the council, each year or more frequently as specified by the council, an investment report."

U. The record series for code F6000" with record title "Investment Activity and Administration" is amended by deleting "Municipal Act Regulations (Eligible Investments), O. Reg. 438/97, amended by O. Reg. 655/05 s 8 - Treasurer to provide council an annual investment report' and substituting with "City of Toronto Act, 2006 Regulation (Financial Activities), O. Reg. 610/06, Last Amendment O. Reg. 297/09, s. 49(1) Investment report - the council shall require the treasurer to prepare and provide to the council, each year or more frequently as specified by the council, an investment report."

V. The record series for code "F6050" with record title "Debenture Registry" is amended by deleting "Municipal Act Regulations (Eligible Investments), O. Reg. 438/97, amended by O. Reg. 655/05 s 8 - Treasurer to provide council an annual investment report" in column 8 and substituting with "City of Toronto Act, 2006 Regulation (Financial Activities), O. Reg. 610/06, Last Amendment O. Reg. 297/09, s.49(1) Investment report - the council shall require the treasurer to prepare and provide to the council, each year or more frequently as specified by the council, an investment report."

W. The record series for code "F6200" with record title "Sinking, Retirement, Contingency and Reserve Funds" is amended by deleting "Municipal Act Regulations (Eligible Investments), O. Reg. 438/97, amended by O. Reg. 655/05 s 8 - Treasurer to provide council an annual investment report" in column 8 and substituting with "City of Toronto Act, 2006 Regulation (Financial Activities), O. Reg. 610/06, Last Amendment O. Reg. 297/09, s. 49(1) Investment report - the council shall require the treasurer to prepare and provide to the council, each year or more frequently as specified by the council, an investment report."

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

(1) Deleting "City Council" in column 2 and substituting with "Council & Committee Proceedings".
(2) Deleting the scope note in column 2 and substituting with "Records relating to the meetings, duties, and functions of the City Council, including its standing committees, sub-committees, and task forces; Community Councils and its committees. The City Council is the legislative body responsible for enacting ordinances and resolutions, adopting the City budget, representing the City, and carrying out a variety of municipal responsibilities. Documents include Council agendas, minutes, certificates of amendments (resolutions), terms of reference, committee appointments, bills index, correspondence, memoranda, notices of motions, and committee reports.

Note: A directory of Council committees and task forces is available at http://www.toronto.ca/committees/directory.htm


Y. The record series for code "G0002" with the record title "Municipal Code & Bylaws" is amended by deleting "Municipal Act, S.O. 2001, c. 25, s. 248, 5 (3) - Municipal Code; A municipal power, including a municipality's capacity, rights, powers and privileges under section 8, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise" in column 8 and substituting with "Municipal Code Chapter 1, Article II, (City of Toronto) By-law No. 871-2000 Adoption of Code, §1-8.A Municipal Code book to be kept up to date, The City Clerk shall keep up to date the certified copy of the book containing the Municipal Code."


AA. The record series for code "G0261" with the record title "Access to Information Request" is amended by deleting in column 2, the second sentence of the scope note "Information and Privacy Commissioner" and substituting with "Building Division". The scope note should read "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.

AB. The record series for code “G5001” with the record title “Corporate Governance” is amended by deleting the record classification from the Records Retention Schedule its use is "Discontinued".

AC. The record series for code "H1250" with record title "Grievances and Arbitrations" is amended as follows:

1) Deleting "DAR" in column 7 and substituting with "AR".

2) Deleting "Canada Labour Code, R.S.C., 1985, c. L-2" in column 8 and substituting with "Occupational Health and Safety Act, R.S.O. 1990, c. O.1 s. 49(2) Last amendment: 2009, c. 33, Sched. 20, s. 3. A complaint must be filed not later than 30 days after the event to which the complaint relates".

AD. The record series for code "H1260" with record title "Human Rights Complaints and Investigations" is amended as follows:

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

2) Deleting "File closed upon resolution of investigation or when reference material is superseded or obsolete" in column 8 and substituting with "File closed upon resolution of investigation".

3) Deleting "DAR" in column 7 and substituting with "AR".

AE. The record series for code "H1275" with record title "Occupational Health and Safety" is amended by deleting "DAR" in column 7 and substituting with "AR".
AF. The record series for code "H1355" with record title "Workers’ Compensation and Disability Management" is amended by deleting "DAR" in column 7 and substituting with "AR".

AG. The record series for code I0020" with record title "Audit" is amended by deleting Auditor General Act, R.S.O. 1990, c. A.35, s10 in column 8.

AH. The record series for code "I0250" with record title "Records Retention Authorization Forms" is amended by deleting "Municipal Act, S.O. 2001, c. 25, s. 255 (2) - Destruction of records - destroyed if a retention period has been established and the retention period has expired; or the record is a copy of the original record" in column 8 and substituting with "City of Toronto Act, S.O 2006, c. 11, Sched. A. Last amendment: 2009, c. 33, Sched. 26. s. 1, s. 201(3) Retention periods, establish retention periods during which the records of the City and its local boards must be retained and preserved."

AI. The record series for code "I0253" with record title "Records Destruction Files" is amended by deleting "Municipal Act, S.O. 2001, c. 25, s. 255 (2) - Destruction of records - destroyed if a retention period has been established and the retention period has expired; or the record is a copy of the original record" in column 8 and substituting with "City of Toronto Act, S.O 2006, c. 11, Sched. A, Last amendment: 2009, c. 33, Sched. 26. s. 1, s. 201(2)(a)(b) City may be destroyed if a retention period for the record has been established under this section and, (a) the retention period has expired; or (b) the record is a copy of the original record."

AJ. The record series for code "L0520" with record title "Easements" is amended by deleting "Power Corporation Act, R.S.O. 1990, c. P. 18, s 48 – record of unregistered rights relating to land" in column 8 and substituting with Electricity Act, 1998, S.O. c. 15, Sched. A, s. 46(1) If, immediately before the repeal of section 48 of the Power Corporation Act under the Energy Competition Act, 1998, land was subject to a right referred to in subsection 48 (2) or (3) of the Power Corporation Act, the land continues to be subject to the right until the right expires or until it is released by the holder of the right."


AM. The record series for code "N0051" with record title "Naturalization Plans" is amended by deleting "DAR" in column 7 and substituting with "AR".

AN. The record series for code "N0056" with record title "Valleys and Ravine Lands Environment" is amended by deleting "DAR" in column 7 and substituting with "AR".

AO. The record series for code "P3831" with record title "Resolved Reportable Diseases" is amended by deleting "AR" in column 7 and substituting with "D".

AP. The record series for code "P3837" with record title "Disease Outbreak Case Files" is amended by deleting "AR" in column 7 and substituting with "D".

AQ. The record series for code "P3860" with record title "Immunization Program" is amended by deleting "DAR" in column 7 and substituting with "AR".

AR. The record series for code "P3872" with record title "HIV / AIDS Client Files" is amended by deleting "P/AR" in column 7 and substituting with "P".

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

1) Deleting "Cycling Paths and Trails" in column 2 and substituting with "Cycling Programs & Networks".

2) Deleting the scope note in column 2 and substituting with "Records relating to the City of Toronto's cycling programs, events and the development and maintenance of cycling networks, lanes, paths and trails such as the Jarvis Street Bike Lanes and the Sustainable Trails Initiative. Cycling programs are based on the recommendations of the Toronto Bike Plan designed to make Toronto a more bike-friendly city. Also includes records relating to the development of the Bikeway Network that will ultimately link cyclists with neighbourhoods and destinations across the city. May also include"
information on safety campaigns and impacts of the bike lanes on road traffic. Documents include statistics, copies of maps indicating path or trail locations, copies of path design construction reports, requests for bike lanes and cycling paths, complaints, studies, reports and correspondence.

3) Deleting "5" in column 5 and substituting with "7".

4) Deleting "5" in column 6 and substituting with "7".

5) In column 8 after "Ontario Planning and Development Act, 1994, S.O. 1994, c. 23, Sched. A., s. 3 (a) (iii)" add "Last amendment: 2006, c. 21, Sched. F, s. 136 (1)."

AT. The record series for code “W0014” with the record title “Cycling Paths and Bike Lanes” is amended by deleting the record classification from the Records Retention Schedule its use is "Discontinued".