

THE CORPORATION OF THE CITY OF VAUGHAN

CORPORATE POLICY

POLICY TITLE: ENTERPRISE INFORMATION MANAGEMENT (EIM) POLICY

POLICY NO.: 03.A.15

Section:	Administration & Legal		
Effective Date:	November 21, 2022	Date of Last Review:	November 21, 2022
Approval Authority: Administration	Policy Owner: DCM, Administrative Services & City Solicitor		

POLICY STATEMENT

The City of Vaughan (CoV) is committed to efficient and effective Information Management (IM) to support program and service delivery; foster informed decision making; facilitate accountability, transparency, and collaboration; and preserve and ensure access to City Records for the benefit of present and future generations.

Expected results:

- City programs and services provide convenient access to relevant, reliable, comprehensive and timely information;
- City Records are managed as valuable assets to support the outcomes of programs and services, as well as operational needs and accountabilities;
- Governance infrastructures, mechanisms and resources are in place to direct and support continuous and effective management information; and
- Client service experience and City operations are improved through digital information transformation approaches.

ENTERPRISE INFORMATION MANAGEMENT (EIM) GUIDING PRINCIPLES

The Enterprise Information Management Policy (the “Policy”) is supported by procedures, standards and guidelines that provide the tools and guidance necessary to manage the City’s information holdings efficiently and effectively. Managing City information will improve our service delivery, strengthen accountability, and manage our information related risks. As such, the CoV must

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manage our information holdings in a secure and accessible manner in accordance with the following EIM Guiding Principles.

1. Availability & Accessibility

City Records will be retrievable in a manner that is systematic, timely and efficient. The CoV is committed to have City Records made available for use and sharing (within the constraints of permitted use).

2. Accuracy & Reliability

City Records must be sufficient in content, context and structure to reconstruct the relevant City functions, activities and/or transactions that they support. The CoV is committed towards enabling staff to be accountable, transparent and make informed decisions.

3. Authenticity & Integrity

City Records must be complete and unaltered in all essential respects. The CoV is committed towards preserving the integrity of our records, processes and the systems in which the records are made, received or stored. This includes establishing assurances that City Records are what they purport to be, are uniquely identified and free from tampering or corruption. There is only one version of the truth for City Records which is actively managed and trustworthy.

4. Security & Disposition

The degree of protection and disposition methods assigned to City Records will be based on the level of sensitivity and the impact to the City should that record be disclosed, altered or disposed without authorization. The CoV is committed towards applying an appropriate level of protection to our City Records that are private, confidential, privileged, secret, classified, essential to business continuity, or that otherwise require protection.

5. Retention & Compliance

City Records will be maintained for an appropriate length of time, taking into consideration legal, regulatory, fiscal, operational, accountability and historical requirements. The CoV is committed towards complying with applicable laws, other binding authorities, and CoV policies.

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PURPOSE

Enterprise Information Management (EIM) is a governance framework comprised of technologies, processes, disciplines, and practices used to manage the City's information as corporate assets to improve efficiency and promote transparency and accountability. This Policy defines the City's EIM commitments, responsibilities, and authorities.

EIM is the way in which the City plans, identifies, captures, manages, preserves and disposes of its information holdings across all formats, (physical and digital), and includes, but is not limited to, the management of all functions associated with information, such as Information Architecture (IA), security, metadata, automation, quality management.

EIM provides the means through which the City ensures that the value of its information resources is identified so that they may be utilized to their fullest potential.

The primary purpose of EIM is to ensure that the right information is available to the right person, in the correct format when required, while ensuring that statutory and business requirements are being met.

SCOPE

This Policy applies to:

- all Corporate structured and unstructured information created, collected and used by the CoV in the normal course of business, regardless of type and media;
- all employees, boards of Council, committees, contractors, consultants, students and volunteers working for or on behalf of the CoV.

This Policy does not apply to:

- non-City Records, such as: external publications, personal records, constituency records and reference material that is not within the CoV's custody or control.

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LEGISLATIVE REQUIREMENTS

This Policy was developed in alignment with the legislative requirements, standards and guidelines found in Appendix A of this Policy.

DEFINITIONS

1. **Active Record:** an official City Record that is referenced (used) on a regular basis in the performance of daily work.
2. **Users of City Records:** all City staff, including Boards of Council, Committees, Contractors, Consultants, Students and Volunteers.
3. **Archival Record** – a Record or Record Series that shall be preserved due to its long-term administrative, financial, legal, vital, historic or cultural value.
4. **City Record** – any documented form of information (structured or unstructured), regardless of form, that has been created or received as evidence and/or information by the City in support of legal obligations and/or in the transaction or continuation of City business.
5. **CoV** – an acronym for the “City of Vaughan”.
6. **Control** – power or authority to make a decision about the use or disclosure of record(s).
7. **Corporate Computing Device:** Any computing device that was procured, configured or is being managed by OCIO.
8. **Custody** – means storage, preservation, security of a record; physical possession may not always constitute custody, but is the best evidence of custody.
9. **Duplicate Copy** – a convenient or reference copy of a City Record which is not the Official Record.

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- 10. EIM** – an acronym for “Enterprise Information Management”, which is a set of technologies, processes, disciplines, and practices used to manage an organization’s information as corporate assets to improve efficiency and promote transparency and accountability.
- 11. EIMS** – an acronym for “Enterprise Information Management Services”, a unit within the Office of the City Clerk.
- 12. Electronic Signature(s)** - Symbols or other data in digital form attached to an electronically transmitted document as verification of the sender’s intent to sign the document. Possible forms of electronic signature include the following:
 - a) Click to sign or “accept” signature** - includes tick boxes, e-squiggles, scanned images and typed names;
 - b) Basic electronic signature** - includes applying a hand signature mark on a document that is then digitally captured, embedding an image of a signature into a document and email signature blocks; and
 - c) Digital signatures** – a type of electronic signature using encryption technology that is used to validate the authenticity and integrity of an electronic document, usually generated by a third-party service provider.
- 13. Final Version** – the completed version of an official or transient City Record.
- 14. Inactive Record** – an official City Record that is infrequently referenced and is no longer required for daily business operations.
- 15. Information** – information is produced by all processes, and it is the values of characteristics in the processes' output that are information.
- 16. Information Architecture (IA)** – is the structural design of the City’s information environments. The IA facilitates the application of information science to enterprise information environments to model and design logical systems for organizing, labeling, navigating, and searching information. The City’s IA defines the corporation’s information assets, as well as interrelationships among controlled vocabularies including taxonomies, thesauri, authority files, and ontologies.

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17. Information Governance (IG) – is the overarching and coordinating strategy for all City information holdings. It establishes the authorities, support, processes, capabilities, structures, and infrastructure to enable information to be a useful asset and reduced liability to the City, based on specific business requirements and risk tolerance.

18. Information Management (IM) – the progression of the records management field as a discipline that directs and supports effective and efficient management of information in an organization, from planning and systems development to disposal or long-term preservation.

19. Information Management Administrator (IMA) – City Staff who are responsible for overseeing all activities related to management of City Records. IMAs are designated by their Department Heads and should possess a thorough knowledge of the department's functions and be familiar with all the records created and received by their office.

20. Metadata – information that defines and describes other information and it is used to aid the identification, description, location or use of information.

21. Official Record – the version of a City Record deemed as the authoritative record, which is not a convenience or Duplicate Copy, but rather the final complete version, as determined by the proper authority, and the single source of truth.

22. Original Record – a record in its original media format.

23. Personal Information – includes information relating to an individual's race, age, education, address, phone number, email address, ethnicity, sex, medical history, colour, religion, criminal history, sexual orientation, marital/family status, employment or financial history. Personal information also includes an individual's personal opinions, unless they are opinions about another individual.

Note: Personal information does not include the business contact information of an individual, such as the name, position name or title, work address or work telephone number, work fax or work electronic address of an employee.

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- 24. Portable Storage Device** – any device sanctioned by OCIO including a thumb drive, external hard drive, tablet/laptop or smartphone that can store information and be transported easily.
- 25. Record** – any information that has been recorded/captured, regardless of form (i.e., physical or digital).
- 26. Records Custodian** – a Business Unit (BU) possessing custodial and management rights to a certain group of records, deemed to be the “official record”.
- 27. Record Integrity** – quality of a record being complete and unaltered in all essential respects.
- 28. Records Management (RM)** – a previously common term used to describe the systematic management of City Records, that is currently known as information management.
- 29. Record Retention** – a period of time, identified by the City’s Records Retention By-Law, which prescribes how long City Records are to be kept before they may be eligible for disposal.
- 30. Record Series** – a group of related records categorized as a unit for the purposes of establishing classification efficiencies and applying retention controls.
- 31. Sensitive Information** – recorded information that contains information that must be protected against unauthorized disclosure, including; Personal Information third party proprietary information (i.e., industry specific information, trade secrets, vendor information, etc.), and classified information (i.e., confidential information, privileged to varying levels of organizational hierarchy).
- 32. Structured Information** – raw data (created or received) tied together to provide evidence of action and/or for information purposes to form a City Record.

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- 33. Transitory City Record** – a City Record that is required only for a limited period of time, in order to complete a routine action or to prepare a subsequent record. Transitory records are of short-term value and not required to satisfy statutory, legal, and financial obligations, or provide evidence of decisions and operational and administrative activities of the City.
- 34. Unstructured Information** – documented information (created or received) to provide evidence of action and/or for information purposes to form a City Record.
- 35. Vital Record** – an official City Record that must be protected to ensure the continuation of City functions and activities and the legal and financial rights of citizens, in case of an emergency/disaster.
- 36. Wet Signature** – A signature created when a person physically (non-electronically) marks a document with the intent to sign it.

POLICY

1. General Administration

This Policy is intended to be used by all City Staff, Boards of Council, Committees, Contractors, Consultants, Students and Volunteer Members, with specific roles and responsibilities of each outlined below.

2. Roles and Responsibilities

Users of City Records shall:

- understand and comply with relevant EIM principles, policies, procedures, standards and guidelines when performing city functions and activities, and document those actions and decisions;
- safely keep City Records under their custody or control;
- not damage or in any other manner neglect, falsify or destroy official City Records; and
- protect the privacy of individuals with respect to personal information and provide individuals with a right of access to that information in accordance with MFFIPA and the City protocols for requests under the Act.

City Manager and Senior Leadership Team – Executive shall:

- actively support this Policy; and

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- approve any amendments to this Policy.

The City Clerk shall:

- provide the necessary tools and training to staff to facilitate compliance with this Policy;
- ensure that the integrity and authenticity of City Records are maintained;
- identify and implement protocols for rights of access to corporate information through active dissemination and routine disclosure;
- assist BU's in implementing information management best practices and solutions;
- ensure that all BU's follow this Policy; and
- develop and maintain the CoV's EIM Program including:
 - Classification Scheme/Retention Schedule (for Council Approval)
 - Access and Protection
 - Vital Records
 - Information Management Systems (both physical and digital).

Senior Leadership shall:

- actively support this Policy;
- appoint a representative as an IMA to perform the roles and functions as identified in the IMA Directive;
- support information management initiatives by allocating the necessary resources to ensure Departmental information management goals and objectives are achieved;
- authorize the destruction of official City Records under their Department's custody or control; and
- ensure that information management operations are adequately prioritized within their Department.

Managers and Supervisors shall:

- when the custody or control of a group of records is required to be transferred to another unit, managers or supervisors shall notify EIMS of the change to ensure that EIMS protocols are maintained;
- ensure that employees within their BU, understand and comply with this Policy;
- ensure any required updates to this Policy and supporting procedures are implemented;

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- produce official City Records for litigation, Freedom of Information requests and other requirements;
- assess the training needs of staff in relation with the training courses offered by the OCC and ensure these training needs are met;
- ensure proper levels of security for the protection of privacy are applied to City Records under their custody or control in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA);
- ensure that City Records created and managed within their BU are done so in compliance with this Policy;
- ensure that EIM operations are adequately prioritized within their area of responsibility; and
- ensure that individual access rights to digital City Records are transferred to the employee's successor or immediate supervisor, when an employee leaves a position or employment with the City.

The Office of the Chief Information Officer (OCIO) shall:

- ensure that, in cooperation with the EIMS unit, the proper information storage practices are established for our digital record holdings and shall be appropriately communicated to City staff;
- ensure that, in cooperation with the EIMS unit, a consistent, effective approach to managing the City's digital record holdings is in place;
- ensure that, in cooperation with the EIMS unit, digital City Records maintain their authenticity in order to meet legal admissibility requirements; and

3. Policy Requirements

3.1 – EIM Policy, Procedures, Standards, Guidelines:

All Staff shall have access to the EIM Policy, and associated procedures, standards and guidelines, via the internal VOL.

3.2 – Enterprise Information Management:

3.2.1 – Statement and Responsibilities

a) Compliance:

City staff shall maintain City Records, regardless of medium, according to this Policy and the associated CoV Records Classification and Retention By-Law. Any reorganization of existing records series or

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creation of new records series shall be done in consultation with the EIMS unit.

b) **Accountability & Transparency:**

In line with federal and provincial government initiatives, the CoV is committed to the fundamental principles of accountability, transparency, participation and collaboration.

EIM provides accountability and transparency guidelines for staff to document their actions and make informed decisions that support the complete range of the City's functions and activities. City staff will manage informational evidence of business functions, activities and/or transactions in a way that is open and verifiable.

To the best of City staff's ability, all City activities and services are delivered using a process that is open, accessible and responsible to its stakeholders.

City staff are responsible for the creation, maintenance and security of City Records to document and support their primary business functions, activities and/or transactions in accordance with this policy.

As well as the content, the City Record shall contain, or be linked to, or associated with, the metadata necessary to document an activity, as follows:

- i) the structure of a record and the relationships between the elements comprising the record, should remain intact (e.g., links between documents); and
- ii) the business context in which the record was created, received and used should be apparent in the record (including supporting activities/transactions, the date and time and the participants in such activities/transactions).

c) Adhering to these EIM policies, procedures and practices will result in the creation and maintenance of authoritative records, with characteristics identified in Sections 3.2.2 to 3.2.5.

d) The CoV Classification Scheme/Records Retention By-law details additional information within the scope of each record series, including:

- the description of the business activity/transaction;

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- the document types required to support the business activity/transaction
- custodial rights (defining the business unit responsible for managing the Official Record);
- the security classification;
- the official media format designation;
- the retention period (Official and Transitory);
- Vital records designation (if deemed vital);
- Access to information requirements;
- Protection of Personal identifiable Information (PII); and
- Classification Code.

3.2.2 - Official Copies

To satisfy the evidential authenticity requirements, a single copy shall be designated as the Official Copy of a City Record. Records Custodians are responsible for the management of the Official City Records assigned to them.

3.2.3 - Creation, Collection, Use & Disclosure

- a) Staff shall create complete and accurate records in support of their business functions and activities while ensuring such records are managed and stored in accordance with this Policy.
- b) Staff shall consider whether any information which they receive is relevant to support City functions and/or activities. Supporting information will be managed and stored in accordance with this Policy.
- c) City Records must have:
 - Content: an accurate reflection of what actually occurred.
 - Context: Why does it exist? The City Record must reflect a decision and/or action that supports a business function and/or activity (i.e., circumstances of its creation and use should be understood in conjunction with the information contained).
- d) The creation, collection, use, and disclosure of personal information shall be in accordance with the provisions of MFIPPA.

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- e) The creation, collection, use and disclosure of City Records shall comply with the requirements of the CoV Classification Scheme/Retention Schedule.
- f) Taking City Records off site must be in accordance with City policies to ensure appropriate security measures are in place relative to the sensitivity of the records.

3.2.4- Access, Maintenance, Protection & Preservation

- a) City Records shall be systematically arranged, made accessible, shared and retrieved, in accordance with the CoV Classification Scheme/Retention Schedule;
- b) Where digital City Records are part of the City's usual and ordinary course of business, such records shall be maintained as the Official Record in a digital format, in lieu of paper, unless otherwise stipulated by the City's Records Retention By-law;
- c) To the fullest extent permitted by law, the City accepts electronic signatures as legally binding and equivalent to a Wet Signature to signify an agreement;
- d) Digital City Records shall include or be linked to the essential metadata describing the content and context of the record;
- e) The content and/or metadata of a Digital City Record will not be altered after the document is declared final by the proper authority;
- f) Digital City Records titles must adhere to the City's File Naming Conventions Procedure, and be specific enough to enable staff to understand the content without opening the document;
- g) Digital City Records shall be stored and maintained within a system capable of meeting the requirements of this policy and the Business System Information Repository Assessment Tool;

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- h) Staff having custody or control over any digital City Record, shall ensure that appropriate access rights are provided for subsequent staff to perform job duties;
- i) Digital City Records deemed to be in a “final” status shall be captured and designated as the official City Record, as determined by the proper authority, and the single source of truth;
- j) City Records deemed Vital Records shall be identified for emergency preparedness and disaster recovery in accordance with the Vital Records, Disaster Prevention & Recovery Plan.
- k) City Records deemed Vital Records shall be preserved and safeguarded to provide for its recovery and use for business resumption;
- l) Other government institutions, stakeholders and citizens shall be provided secure, timely and convenient access to our City Records, subject to statutory, legal, security restrictions and authorities, and in accordance with active dissemination and routine disclosure protocols;
- m) In line with federal and provincial government initiatives, the CoV is committed to the fundamental principles of accountability, transparency, participation and collaboration as a matter of open governance and open data. This will increase citizen engagement, and drive innovation and economic opportunities through open data, open information, and open dialogue.
- n) The integrity, authenticity and usability of a City Record shall be maintained over the course of its’ lifecycle;
- o) City Records of enduring value shall be safeguarded to ensure long-term access;
- p) City Records shall be preserved in accordance with the CoV Classification Scheme/Retention Schedule, the Transitory Record and Digital Records Preservation File Formatting procedures;

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- q) City Records shall be safeguarded from unauthorized access, use, disclosure, alteration, removal or destruction;
- r) Managers and Supervisors are responsible for the secure storage of City Records within their custody or control. Note: Custodial rights have been identified within the CoV Classification Scheme/Retention Schedule;
- s) Inactive physical City Records shall be retained in the City's Records Centre or other storage centre approved by the City Clerk;
- t) Digital City Records (active or inactive) shall be stored in information repositories that have been sanctioned by OCC and OCIO;
- u) The City will provide effective and timely access to inactive City Records, for as long as required to meet legal, business and historical requirements;
- v) Any request for amendments to the City's Records Retention By-law custodial rights designation, must be facilitated by the EIMS unit to ensure that EIMS protocols are maintained. The transfer of custodial rights of City Records will be undertaken with due consideration for the protection of sensitive information.
- w) When the custody or control of a group of records is required to be transferred to another unit, the unit deemed responsible shall notify EIMS of the change to ensure that EIMS protocols are maintained.
- x) Official City Records in a digital format shall be stored and maintained within an approved EIM system, sanctioned by both OCC and OCIO;
- y) Digital City Records shall not be password protected or encrypted when residing within an approved EIM system. Access restrictions will be assigned to individuals and/or workgroups from within the approved EIM system; and

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- z) Upon an employee leaving a position, that employee's access rights to digital City Records will be transferred to the employee's successor or the immediate supervisor.

3.2.5- External Information Repositories

Staff are prohibited from storing City Records within any external information repository that has not been sanctioned by OCC and OCIO. Examples of non-approved external repositories include internet services such as Google mail, Yahoo, etc.

3.2.6- Information Stored on Portable Devices

- a) Staff shall follow the protocols for "Mobile Devices" as outlined in the Acceptable Use of Information Technology Policy (14.A.01) when it comes to the storage of City information.
- b) Staff who have lost their portable device containing sensitive information, or suspect it is stolen, must report the loss immediately to the OCIO and the City Clerk.

Note: If the incident involves personal information, the City Clerk will, upon notification, evaluate the incident and take the appropriate action.

3.2.7- Disposition

- a) City Records shall be assigned a retention period in accordance with the Records Retention By-Law, as approved by Council;
- b) At the end of the established retention period for a City Record, regardless of format, City Records will be disposed of in a manner that meets statutory and policy obligations in accordance with the Records Retention By-Law;
- c) City Records will only be disposed upon formal authorization of the applicable Department Head, with the exception of Transitory Records;
- d) The retention period assigned to a City Record, regardless of if it is an official or transitory record, shall only be extended or suspended (held for an additional period of time) where it is subject to:
- a request made under MFIPPA or
 - a formal investigation; or

- legal proceedings/receiving a notice of discovery;

- e) Retention periods shall only be extended or suspended on an exception basis when authorized or directed by the City Clerk. Retention periods shall only be extended or suspended for the period of time required (e.g., at the conclusion of an investigation);
- f) Transitory City Records can be disposed of when they are no longer needed, provided the record qualifies as a “transitory record” in accordance with the Transitory Record Procedure;
- g) A Duplicate Copy that is deemed a Transitory City Record shall not be retained longer than the Official City Record;
- h) Digital City Records that are not the Official Record, including back-up copies, and the appropriate associated index information (i.e., business related metadata), will be disposed of in accordance with the Records Retention By-Law; and
- i) Digital City Records of a sensitive nature that are not the Official Record, such as personal information, will be disposed using a software utility that will remove all data from the medium so that the record cannot be reconstructed.

3.2.8 - Vital Records & Disaster Recovery

Vital Records are City Records that are essential for the ongoing business of the CoV, and without which the City could not continue to function effectively.

Vital Records may be considered vital only in the short term or may retain this status indefinitely. These records may include official copies of agreements, By-laws, staff reports, contracts, leases and licenses, deeds, Council and Committee minutes, financial records, personnel records, policy records, and other records of continuing value to the City and/or to its citizens.

All City staff are responsible for identifying and managing Vital Records in consultation with the City Clerk.

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Vital Records shall be protected and preserved in a secure controlled environment.

Refer to the Corporate Vital Records, Disaster Prevention and Recovery Plan for further information on Vital Records.

4. Additional Resources

Specific procedures supporting this Policy are to be referenced within the “Appendices” section of this document, including:

- a) Appendix A - Relevant Legislation, Regulations, Guidelines & Standards

ADMINISTRATION

Administered by the Office of the City Clerk.

Review Schedule:	3 Years If other, specify here	Next Review Date:	Click or tap to enter a date.
Related Policy(ies):	14.A.01 – Acceptable Use of Information Technology Litigation Hold Policy Information Security Classification Policy		
Related By-Law(s):	046-2017 Records Retention By-Law		
Procedural Document:	Transitory City Records Procedure Information Management Administrators Directive		

Revision History

Date:	Description:
November 12, 2022	Establishment and approval of Policy
Click or tap to enter a date.	
Click or tap to enter a date.	

THE CORPORATION OF THE CITY OF VAUGHAN

APPENDIX

APPENDIX TITLE: RELEVANT LEGISLATION, REGULATIONS, GUIDELINES & STANDARDS

APPENDIX NO.: A

1.0 Relevant Legislation and Regulations

The following is a list of the most relevant legislation and regulations pertaining to City Records. It is not intended to represent all pieces of legislation/regulation which govern our City activities and responsibilities.

- [Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11](#)
- [Building Code Act, 1992, S.O. 1992, c. 23](#)
- [Evidence Act, R.S.O. 1990](#)
- [Community Recreation Centres Act, R.S.O. 1990, c. C.22](#)
- [Copyright Act, RSC 1985](#)
- [Criminal Records Act, RSC 1985](#)
- [Emergency Preparedness Act, RSC 1985](#)
- [Environmental Protection Act, R.S.O. 1990, c. E.19](#)
- [Financial Administration Act, R.S.O. 1990, c. F.12](#)
- [Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4](#)
- [Highway Traffic Act, R.S.O. 1990, c. H.8](#)
- [Library and Archives of Canada Act, S.C. 2004](#)
- [Ministry of Tourism and Recreation Act, R.S.O. 1990, c. M.35](#)
- [Municipal Act, 2001, S.O. 2001, c. 25](#)
- [Municipal Freedom of Information & Protection of Privacy Act, R.S.O. 1990, c. M.56](#)
- [Occupational Health and Safety Act, R.S.O. 1990, c. O.1](#)
- [Official Languages Act, RSC 1985](#)
- [Ontario Heritage Act, R.S.O. 1990, c. O.18](#)
- [Personal Information Protection and Electronic Documents Act, S.C. 2000, c. 5](#)
- [Planning Act, R.S.O. 1990, c. P.13](#)
- [Security of Information Act, RSC 1985](#)

- [Statistics Act, RSC 1985](#)
- [Taxation Act, R.S.O. 1990, c. 1.2](#)

2.0 Guidelines

- [Guide to the Review of the Management of Government Information Holdings](#) - Treasury Board of Canada Secretariat (BT32-36/11-1995-MRI)

3.0 Standards

- [Electronic Records As Documentary Evidence](#) – National Standard Of Canada (CAN/CGSB-72.34-2017)
- [Information and documentation](#) – International Standard (ISO 15489-1)

4.0 Additional Information Governance References

- Province of Alberta
- Province of New Brunswick
- Treasury Board of Canada