

**CLASSIFICATION
SCHEME**

**TORONTO SENIORS
HOUSING
CORPORATION**

Original:

Revised:

COLLECTION, PART TABLE OF CONTENTS

BLANK FORMS AND TEMPLATES

..... **XVII**

OFFICES OF PRIMARY

INTEREST.....

XVIII

COLLECTION 1 - TORONTO SENIORS HOUSING CORPORATION GOVERNANCE 1

Part 1 - Corporate

Governance.....1

Part 2 - Corporate

Management.....20

Part 3 - Corporate Planning and Performance

Management.....26

COLLECTION 2 - TORONTO SENIORS HOUSING

CORPORATION ADMINISTRATIVE

MANAGEMENT.....28

Part 1 - Administration

Management.....28

Part 2 - Financial

Management.....35

Part 3 - Human Resources

Management.....44

Part 4 - Procurement

Management.....51

Part 5 - Inventory, Vehicle and Equipment Management.....	52
Part 6 - Technology Services and Management	54
Part 7 - Information Management.....	56
COLLECTION 3 - TORONTO SENIORS HOUSING CORPORATION SERVICES AND PROGRAMS	59
Part 1 - Property and Building Management.....	59
Part 2 - Building and Facilities Maintenance.....	62
Part 3 - Community Safety Services	70
Part 4 - Tenant and Lease Administration and Management	73
Part 5 - Tenant and Community Services.....	76
Part 6 - Centralized Waiting List and Rent Supplement Administration.....	78
INDEX	82

COLLECTION, PART, SECTION

TABLE OF CONTENTS

BLANK FORMS AND TEMPLATES

..... XVII

**OFFICES OF PRIMARY
INTEREST.....
XVIII**

COLLECTION 1 - TORONTO SENIORS HOUSING CORPORATION GOVERNANCE	1
Part 1 - Corporate Governance.....	1
Section 01 - Governance Documents (1-1-01)	1
Section 02 - Board of Directors Management (1-1-02)	8
Section 03 - Board of Directors and Board Committee Meetings (1-1-03).....	24
Part 2 - Corporate Management.....	40
Section 01 - Executive and Administrative Staff Committees / Staff Meetings (1-2-01).....	41
Section 02 - Executive Management (1-2-02).....	43
Section 03 - External Relations (1-2-03).....	45
Section 04 - Contracts, Agreements and Legal Matters (1-2- 04).....	47
Section 05 - Corporate Policy Planning and Development (1-2-05)	50
Part 3 - Corporate Planning and Performance Management	51
Section 01 - Community Management Plan (1-3-01).....	52
Section 02 - Annual Report (1-3-02)	53
Section 03 - Performance Measurements (1-3-03)	54
COLLECTION 2 - TORONTO SENIORS HOUSING CORPORATION	55
ADMINISTRATIVE MANAGEMENT	55

Part 1 - Administration Management	55
Section 01 - Procedures – Division Business Operating (2-1-01).....	56
Section 02 - Communications and Public Relations (2-1-02).....	57
Section 03 - Office Services (2-1-03).....	62
Section 04 - Risk Management and Insurance (2-1-04)....	65
Part 2 - Financial Management	69
Section 01 - Financial Planning and Budgeting (2-2-01)...	70
Section 02 - Accounts Payable (2-2-02).....	72
Section 03 - Accounts Receivable (2-2-03).....	74
Section 04 - General Ledger and General Journal (2-2-04)	75
Section 05 - Taxation (2-2-05)	77
Section 06 - Investment Management (2-2-06)	79
Section 07 - Banking and Financial Services (2-2-07)	80
Section 08 - Financial Reporting and Auditing (2-2-08)....	82
Section 09 - Payroll (2-2-09).....	84
Part 3 - Human Resources Management.....	87
Section 01 - Employment and Staffing Management (2-3-01).....	87
Section 02 - Personnel Files (2-3-02)	89
Section 03 - Labour Relations (2-3-03).....	91
Section 04 - Benefits and Pension Administration (2-3-04).....	93
Section 05 - Training and Professional Development (2-3-05).....	94

Section 06 - Employee Health and Safety (2-3-06)	96
Part 4 - Procurement Management	100
Section 01 - Procurement (Purchasing) Management (2-4-01)	101
Part 5 - Inventory, Vehicle and Equipment Management	103
Section 01 - Inventory Management (2-5-01)	104
Section 02 - Vehicles and Equipment (2-5-02)	105
Part 6 - Technology Services and Management	106
Section 01 - Technology Services (2-6-01)	107
Section 02 - Technology Projects (2-6-02)	109
Section 03 - Technology System Infrastructure (2-6-03)	110
Part 7 - Information Management	112
Section 01 - Records and Information Management (2-7-01)	112
Section 02 - Access to Information and Protection of Personal Privacy (2-7-02)	114
COLLECTION 3 - TORONTO SENIORS HOUSING CORPORATION SERVICES AND PROGRAMS	115
Part 1 - Property and Building Management	116
Section 01 - Property (Asset) Management and Strategies (3-1-01)	116
Section 02 - Property Management – Capital Planning (3-1-02)	119
Part 2 - Building and Facilities Maintenance	122
Section 01 - Life Safety Services (3-2-01)	123
Section 02 - Environmental Health Services (3-2-02)	125

Section 03 - Mechanical Services (3-2-03)	127
Section 04 - Elevator Services (3-2-04)	129
Section 05 - Systems Maintenance, Janitorial and Landscaping Services (3-2-05)	131
Section 06 - Small Project Design and Construction Services (3-2-06)	134
Section 07 - Building Security (3-2-07)	135
Part 3 - Community Safety Services	137
Section 01 - Operational Patrol Services (3-3-01)	138
Section 02 - Parking Enforcement and Dispatch Services (3-3-02)	140
Section 03 - Data, Research and Program Services (3-3-03)	141
Section 04 - Community Safety Planning (3-3-04)	142
Part 4 - Tenant and Lease Administration and Management	143
Section 01 - Tenant and Lease Administration (3-4-01)	144
Section 02 - Tenant Management (3-4-02)	147
Part 5 - Tenant and Community Services	150
Section 01 - City Wide Community Development Programs (3-5-01)	151
Section 02 - Human Rights and Equity (3-5-02)	153
Part 6 - Centralized Waiting List and Rent Supplement Administration	155
Section 01 - Applicant Waiting List (3-6-01)	156
Section 02 - Applicant Files (Rent Geared to Income and Special Priority) (3-6-02)	158

Section 03 - Rent Supplement, Planning and Control (3-6-03)	159
INDEX	161

**COLLECTION, PART, SECTION, PRIMARY,
SECONDARY TABLE OF CONTENTS**

BLANK FORMS AND TEMPLATES

..... **XVII**

OFFICES OF PRIMARY

INTEREST.....
XVIII

**COLLECTION 1 - TORONTO SENIORS HOUSING
CORPORATION GOVERNANCE 1**

Part 1 – Corporate Governance.....**1 Section**
01 - Governance Documents (1-1-01)

.....**1**

Primary 01 - Articles of Incorporation (1-1-01-01)

.....**1**

Secondary 01 - Articles of Incorporation (Toronto Seniors Housing Corporation) (1-1-01-01-01)**1**

Secondary 02 - Articles of Incorporation (Housing Services Inc.)
(1-1-01-01-02)**2**

Secondary 03 - Articles of Incorporation (Access Housing Connections Inc.) (1-1-01-01-03)**2**

Secondary 04 - Articles of Incorporation (Toronto Housing Company) (1-1-01-01-04)**2**

Secondary 05 - Articles of Incorporation (Regent Park

Toronto Seniors Housing Corporation Classification Scheme

Development Corporation) (1-1-01-01-05)	2
Secondary 06 - Articles of Incorporation (Don Mount Court Development Corporation) (1-1-01-01-06)	2
Secondary 07 - Articles of Incorporation (2001064 Ontario Inc.) (1-1-01-01-07)	3
Primary 02 - Bylaws (1-1-01-02)	3
Secondary 01 - Bylaws (Toronto Community Housing Corporation) (1-1-01-02-01)	3
Secondary 02 - Bylaws (Housing Services Inc.) (1-1-01-02-02).	3
Secondary 03 - Bylaws (Access Housing Connections Inc.) (1-1- 01-02-03)	3
Secondary 04 - Bylaws (Toronto Housing Company) (1-1-01-02- 04).....	3
Secondary 05 - Bylaws (Regent Park Development Corporation) (1-1-01-02-05)	3
Secondary 06 - Bylaws (Don Mount Court Development Corporation) (1-1-01-02-06)	3
Secondary 07 - Bylaws (2001064 Ontario Inc.) (1-1-01-02-07)..	4
Primary 03 - Shareholder Directions (1-1-01-03)	4
Secondary 01 - Shareholder Directions (Toronto Community Housing Corporation) (1-1-01-03-01)	4
Secondary 02 - Shareholder Directions (Housing Services Inc.) (1-1-01-03-02)	4

Secondary 03 - Shareholder Directions (Access Housing Connections Inc.) (1-1-01-03-03)	4
Secondary 04 - Shareholder Directions (Toronto Housing Company) (1-1-01-03-04)	4
Secondary 05 - Shareholder Directions (Regent Park Development Corporation) (1-1-01-03-05)	4
Secondary 06 - Shareholder Directions (Don Mount Court Development Corporation) (1-1-01-03-06)	5
Secondary 07 - Shareholder Directions (2001064 Ontario Inc.) (1-1-01-03-07)	5

Section 02 - Board of Directors Management (1-1-02)
.....5

Primary 01 - Board of Directors Appointment / Recruitment (1-1-02-01)	5
Secondary 01 - Board of Directors Appointment / Recruitment (TORONTO SENIORS HOUSING CORPORATION) (1-1-02-01-01)	5
Secondary 02 - Board of Directors Appointment / Recruitment (Housing Services Inc.) (1-1-02-01-02)	6
Secondary 03 - Board of Directors Appointment / Recruitment (Access Housing Connections Inc.) (1-1-02-01-03)	6
Secondary 04 - Board of Directors Appointment / Recruitment (Toronto Housing Company) (1-1-02-01-04)	6
Secondary 05 - Board of Directors Appointment / Recruitment (Regent Park Development Corporation) (1-1-02-01-05)	6

Toronto Seniors Housing Corporation Classification Scheme

Secondary 06 - Board of Directors Appointment / Recruitment (Don Mount Court Development Corporation) (1-1-02-01-06)	6
Secondary 07 - Board of Directors Appointment / Recruitment (2001064 Ontario Inc.) (1-1-02-01-07)	7
Primary 02 - Board of Directors Register (1-1-02-02)	7
Secondary 01 - Board of Directors Register (Toronto Community Housing Corporation) (1-1-02-02-01)	7
Secondary 02 - Board of Directors Register (Housing Services Inc.) (1-1-02-02-02)	7
Secondary 03 - Board of Directors Register (Access Housing Connections Inc.) (1-1-02-02-03)	7
Secondary 04 - Board of Directors Register (Toronto Housing Company) (1-1-02-02-04)	7
Secondary 05 - Board of Directors Register (Regent Park Development Corporation) (1-1-02-02-05)	8
Secondary 06 - Board of Directors Register (Don Mount Court Development Corporation) (1-1-02-02-06)	8
Secondary 07 - Board of Directors Register (2001064 Ontario Inc.) (1-1-02-02-07)	8
Primary 03 - Board of Directors Remuneration (1-1-02-03)	8
Secondary 01 - Board of Directors Remuneration (Toronto Seniors Housing Corporation) (1-1-02-03-01)	8
Secondary 02 - Board of Directors Remuneration (Housing Services Inc.) (1-1-02-03-02)	8

Toronto Seniors Housing Corporation Classification Scheme

Secondary 03 - Board of Directors Remuneration (Access Housing Connections Inc.) (1-1-02-03-03)	8
Secondary 04 - Board of Directors Remuneration (Toronto Housing Company) (1-1-02-03-04)	9
Secondary 05 - Board of Directors Remuneration (Regent Park Development Corporation) (1-1-02-03-05)	9
Secondary 06 - Board of Directors Remuneration (Don Mount Court Development Corporation) (1-1-02-03-06)	9
Secondary 07 - Board of Directors Remuneration (2001064 Ontario Inc.) (1-1-02-03-07)	9
Primary 04 - Board of Directors Orientation (1-1-02-04)	9
Secondary 01 - Board of Directors Orientation (Toronto Seniors Housing Corporation) (1-1-02-04-01)	9
Secondary 02 - Board of Directors Orientation (Housing Services Inc.) (1-1-02-04-02)	9
Secondary 03 - Board of Directors Orientation (Access Housing Connections Inc.) (1-1-02-04-03)	10
Secondary 04 - Board of Directors Orientation (Toronto Housing Company) (1-1-02-04-04)	10
Secondary 05 - Board of Directors Orientation (Regent Park Development Corporation) (1-1-02-04-05)	10
Secondary 06 - Board of Directors Orientation (Don Mount Court Development Corporation) (1-1-02-04-06)	10
Secondary 07 - Board of Directors Orientation (2001064 Ontario	

Toronto Seniors Housing Corporation Classification Scheme

Inc.) (1-1-02-04-07)	10
Primary 05 - Board Committee Appointment / Recruitment (1-1-02-05)	11
Secondary 01 - Board Committee Appointment / Recruitment (TORONTO SENIORS HOUSING CORPORATION) (1-1-02-05-01)	11
Secondary 02 - Board Committee Appointment / Recruitment (Housing Services Inc.) (1-1-02-05-02)	11
Secondary 03 - Board Committee Appointment / Recruitment (Access Housing Connections Inc.) (1-1-02-05-03)	11
Secondary 04 - Board Committee Appointment / Recruitment (Toronto Housing Company) (1-1-02-05-04) ...	11
Secondary 05 - Board Committee Appointment / Recruitment (Regent Park Development Corporation) (1-1-02-05-05)	12
Secondary 06 - Board Committee Appointment / Recruitment (Don Mount Court Development Corporation) (1-1-02-05-06)	12
Secondary 07 - Board Committee Appointment / Recruitment (2001064 Ontario Inc.) (1-1-02-05-07)	12

Section 03 - Board of Directors and Board Committee Meetings (1-1-03)

Primary 01 - Corporate Record Book (1-1-03 01).....	13
Secondary 01 - Corporate Record Book (Toronto Seniors Housing Corporation) (1-1-03-01-01)	13
Secondary 02 - Corporate Record Book (Housing Services Inc.)	

Toronto Seniors Housing Corporation Classification Scheme

(1-1-03-01-02)	13
Secondary 03 - Corporate Record Book (Access Housing Connections Inc.) (1-1-03-01-03)	13
Secondary 04 - Corporate Record Book (Toronto Housing Company) (1-1-03-01-04)	13
Secondary 05 - Corporate Record Book (Regent Park Development Corporation) (1-1-03-01-05)	14
Secondary 06 - Corporate Record Book (Don Mount Court Development Corporation) (1-1-03-01-06)	14
Secondary 07 - Corporate Record Book (2001064 Ontario Company Inc.) (1-1-03-01-07)	14
Primary 02 - Board of Directors Minutes and Agendas (1-1-03-02)	14
Secondary 01 - Board of Directors Minutes and Agendas (TORONTO SENIORS HOUSING CORPORATION) (1-1-03-02-01)	14
Secondary 02 - Board of Directors Minutes and Agendas (Housing Services Inc.) (1-1-03-02-02)	14
Secondary 03 - Board of Directors Minutes and Agendas (Access Housing Connections Inc.) (1-1-03-02-03)	15
Secondary 04 - Board of Directors Minutes and Agendas (Toronto Housing Company) (1-1-03-02-04) ...	15
Secondary 05 - Board of Directors Minutes and Agendas (Regent Park Development Corporation) (1-1-03-02-05)	15
Secondary 06 - Board of Directors Minutes and Agendas (Don Mount Court Development Corporation) (1-1-03-02-06)	15

Secondary 07 - Board of Directors Minutes and Agendas (2001064 Ontario Inc.) (1-1-03-02-07)	15
Primary 03 - Board of Directors Board Reports (1-1-03-03)	16
Secondary 01 - Board of Directors Board Reports (Toronto Community Housing Corporation) (1-1-03-03-01)	16
Secondary 02 - Board of Directors Board Reports (Housing Services Inc.) (1-1-03-03-02)	16
Secondary 03 - Board of Directors Board Reports (Access Housing Connections Inc.) (1-1-03-03-03)	16
Secondary 04 - Board of Directors Board Reports (Toronto Housing Company) (1-1-03-03-04)	16
Secondary 05 - Board of Directors Board Reports (Regent Park Development Corporation) (1-1-03-03-05)	17
Secondary 06 - Board of Directors Board Reports (Don Mount Court Development Corporation) (1-1-03-03-06)	17
Secondary 07 - Board of Directors Board Reports (2001064 Ontario Inc.) (1-1-03-03-07)	17
Primary 04 - Board of Directors Board Resolutions (1-1-03-04)	17
Secondary 01 - Board of Directors Board Resolutions (Toronto Community Housing Corporation) (1-1-03-04-01)	17
Secondary 02 - Board of Directors Board Resolutions (Housing Services Inc.) (1-1-03-04-02)	17
Secondary 03 - Board of Directors Board Resolutions (Access Housing Connections Inc.) (1-1-03-04-03)	18
Secondary 04 - Board of Directors Board Resolutions (Toronto Housing Company) (1-1-03-04-04)	18

Secondary 05 - Board of Directors Board Resolutions (Regent Park Development Corporation) (1-1-03-04-05) 18

Secondary 06 - Board of Directors Board Resolutions (Don Mount Court Development Corporation) (1-1-03-04-06)18

Secondary 07 - Board of Directors Board Resolutions (2001064 Ontario Inc.) (1-1-03-04-07)18

Primary 05 - Board Committee Meetings (1-1-03-05)18

Secondary 01 - Board Committee Meetings (Toronto Community Housing Corporation) (1-1-03-05-01)18

Secondary 02 - Board Committee Meetings (Housing Services Inc.) (1-1-03-05-02)19

Secondary 03 - Board Committee Meetings (Access Housing Connections Inc.) (1-1-03-05-03)19

Secondary 04 - Board Committee Meetings (Toronto Housing Company) (1-1-03-05-04)19

Secondary 05 - Board Committee Meetings (Regent Park Development Corporation) (1-1-03-05-05)19

Secondary 06 - Board Committee Meetings (Don Mount Court Development Corporation) (1-1-03-05-06)20

Secondary 07 - Board Committee Meetings (2001064 Ontario Inc.) (1-1-03-05-07)20

Part 2 - Corporate

Management.....20

Section 01 - Executive and Administrative Staff Committees / Staff Meetings (1-2-01)..21

Primary 01 - Executive Committee Meetings (1-2-01-01)21

Primary 02 - Administrative (Staff) Committee Meetings (1-2-01-02)21

Primary 03 - Division / Unit Meetings (1-2-01-03)
.....21

Primary 04 - External Committee Meetings (1-2-01-04)
.....21

Section 02 - Executive Management (1-2-02)
.....**22**

Primary 01 - Executive Project Files (1-2-02-01)
.....22

Primary 02 - Executive Correspondence (1-2-02-02)
.....22

Secondary 01 - Executive Correspondence (Political) (1-2-02-02-01)22

Secondary 02 - Executive Correspondence (Non-Political) (1-2-02-02-02)22

Primary 03 - Briefing Notes (1-2-02-03)
.....22

Section 03 - External Relations (1-2-03)
.....**23**

Primary 01 - City of Toronto Correspondence and Communications (1-2-03-01).....23

Primary 02 - Government (Municipal, Provincial, Federal) Correspondence and Communications (1-2-03-02).....23

Primary 03 - External Organizations Correspondence and Communications (1-2-03-03)23

Section 04 - Contracts, Agreements and Legal Matters (1-2-04)24

Primary 01 - Contracts and Agreements (1-02-04 01)
.....24

Primary 02 - Litigation (1-2-04 02)
.....24

Primary 03 - Legal Opinions (1-2-04
03).....25

Section 05 - Corporate Policy Planning and Development (1-2-05)25

Primary 01 - Policies - Corporate (Working Files) (1-2-05-01).....25

Primary 02 - Policies - Corporate (Approved) (1-2-05-02)
.....25

Part 3 - Corporate Planning and Performance Management.....26

Section 01 - Community Management Plan (1-3-01)26

Primary 01 - Community Management Plan (Working Files) (1-3-01-01)26

Primary 02 - Community Management Plan (Approved) (1-3-01-02)26

Section 02 - Annual Report (1-3-02)27

Primary 01 - Annual Report (Working Files) 1-3-02-01)
.....27

Primary 02 - Annual Report (Approved) (1-3-02-02)
.....27

Section 03 - Performance Measurements (1-3-03)27

Primary 01 - Performance Measurement Plan (1-3-03-01)
.....27

Primary 02 - Performance Audit Investigations (1-3-03-02)
.....27

**COLLECTION 2 - TORONTO SENIORS HOUSING
CORPORATION ADMINISTRATIVE MANAGEMENT**
.....**28**

Part 1 - Administration Management
.....

..... **28**

**Section 01 - Procedures – Division Business Operating (21
01)28**

Primary 01 - Procedures – Division Business Operating (Working
Papers) (2-1-01 01)

.....29

Primary 02 - Procedures - Division Business Operating (Approved)
(2-1-01 02)

.....29

**Section 02 - Communications and Public Relations (2-1-02)
.....29**

Primary 01 - Public Relations (2-1-02
01).....29

Secondary 01 - Issue Management (2-1-02-01-01)29

Secondary 02 - Media Relations (2-1-02-01-02)30

Primary 02 - Speeches and Presentations (2-1-02-02)
.....30

Secondary 01 - Speeches and Presentations (Working Papers)
(2-1-02-02-01)30

Secondary 02 - Speeches and Presentations (Final Work
Product) (2-1-02-02-02)30

Primary 03 - Publications (2-1-02 03)
.....30

Secondary 01 - Publications (Working Papers) (2-1-02-03-01) 30

Secondary 02 - Publications (Final Work Product) (2-1-02-03-02)30

Primary 04 - Internal Communications (2-1-02-04).....31

Secondary 01 - Internal Communications (Working Papers) (2-1-02-04-01)31

Secondary 02 - Internal Communications (Final Work Product) (2-1-02-04-02)31

Primary 05 - Photos (2-1-02-05)31

Primary 06 - Communication Projects (Dockets) (2-1-02-06)31

Primary 07 - Corporate Branding (2-1-02-07)31

Primary 08 - Community Consultation (2-1-02-08)31

Section 03 - Office Services (2-1-03)32

Primary 01 - Identification Cards (Staff) (2-1-03-01)32

Primary 02 - Service Request Forms (2-1-03-02)32

Primary 03 - Mail, Courier and Fax Services (2-1-03-03)32

Secondary 01 - Mail Service (2-1-03-03-01)32

Secondary 02 - Courier Service (Inter Office) (2-1-03-03-02) ...32

Secondary 03 - Courier Service (External) (2-1-03-03-03)32

Secondary 04 - Fax Service (2-1-03-03-04)33

Primary 04 - Contact and Mail Lists (2-1-03-04)

.....33

Section 04 - Risk Management and Insurance (2-1-04)

.....33

Primary 01 - Vehicle Accident Reports (2-1-04-01)

.....33

Primary 02 - Insurance Claims (2-1-04-02)

.....33

Secondary 01 - First Party Property Claims (2-1-04-02-01)33

Secondary 02 - Third Party Property and Injury Claims (2-1-04-02-02)34

Primary 03 - Insurance Policies (2-1-04-03)

.....34

Primary 04 - Insurance Certificates (2-1-04 04)

.....34

Secondary 01 - Incoming Insurance Certificates (2-1-04-04-01) 34

Secondary 02 - Outgoing Insurance Certificates (2-1-04-04-02) 34

Secondary 03 - User Group Program Insurance Certificates (2-1-04-04-03)35

Primary 05 - Insurer Administration (2-1-04 05).....35

Part 2 - Financial Management

.....

.....35

Section 01 - Financial Planning and Budgeting (2-2-01)

.....35

Primary 01 - Budgets and Estimates (2-2-01-01)

.....36

Secondary 01 - Budget Proposals (Working Papers) (2-2-01-01-01)

.....36

Secondary 02 - Funding Agreements (2-2-01-01-02)36

Secondary 03 - Budget Reconciliations (2-2-01-01-03)	36
Primary 02 - Budgets (Approved) (2-2-01 02)	
.....	36

Section 02 - Accounts Payable (2-2-02)

.....	36
Primary 01 - Invoices (Vendors and Suppliers) (2-2-02-01)	
.....	37
Primary 02 - Accounts Payable Disbursements (2-2-02-02)	37
Primary 02 - Purchase Card Reconciliations (2-2-02-03)	
.....	37

Section 03 - Accounts Receivable (2-2-03)

.....	37
Primary 01 - Accounts Receivable (2-2-03-01)	
.....	37
Primary 02 - Accounts Receivable Electronic Receipts (2-2-03-02)	38
Primary 03 - Collection of Former Tenant Accounts (2-2-03-03)	
.....	38

Section 04 - General Ledger and General Journal (2-2-04)

.....	38
Primary 01 - General Ledger (2-2-04 01)	
.....	38
Primary 02 - General Journal (2-2-04-02)	
.....	38
Secondary 01 - General Journal - Regular (2-2-04-02-01)	398
Secondary 02 - General Journal - Payroll (2-2-04-02-02)	399

Section 05 - Taxation (2-2

05).....	399
Primary 01 - Tax Returns (Corporate) (2-2-05-01)	
.....	399
Primary 02 - Taxes (Provincial and Federal) (2-2-05-02).....	39
Primary 03 - Taxes (Municipal) (2-2-05-03)	
.....	39

Primary 04 - Taxation Administration (2-2-05-04)	39
Primary 05 - Property Tax Administration (2-2-05-05)	39
Secondary 01 - Assessment Notices (2-2-05-05-01)	39
Secondary 02 - Tax Appeals (2-2-05-05-02)	40
Section 06 - Investment Management (2-2-06)	40
Primary 01 - Investment Analysis (2-2-06-01)	40
Section 07 - Banking and Financial Services (2-2-07)	40
Primary 01 - Banking (2-2-07-01)	40
Secondary 01 - Bank Account (General) (2-2-07-01-01)	40
Secondary 02 - Account Lists and Signatories (2-2-07-01-02)	40
Secondary 03 - Bank Reconciliations (2-2-07-01-03)	41
Secondary 04 - Returned Cheques and Pre-Authorized Payments (2-2-07-01-04)	41
Primary 02 - Interest Revenue (2-2-07-02)	41
Primary 03 - Mortgage Administration (2-2-07-03)	41
Section 08 - Financial Reporting and Auditing (2-2-08)	41
Primary 01 - Audits (2-2-08-01)	41
Primary 02 - Financial Statements (2-2-08-02)	42
Secondary 01 - Financial Statements (Year-End) (2-2-08-02-01)	42
Secondary 02 - Audit Working Papers and Interim Audits (2-2-08-02-02)	42
Secondary 03 - Financial Reports (2-2-08-02-03)	42
Primary 03 - Contract Management Operating Reports (2-2-08-03)	42

Section 09 - Payroll (2-2-09)

42

Primary 01 - Attendance Reporting (2-2-09-01)	43
Primary 02 - Salary Administration (2-2-09-02)	43
Primary 03 - Long Term Disability (2-2-09-03)	43
Primary 04 - Payroll Reports (2-2-09-04)	43
Secondary 01 - Payroll Registers (2-2-09-04-01)	43
Secondary 02 - Payroll Deduction Remittances to Third Party (2-2-09-04-02)	43
Secondary 03 - T4 Summaries (2-2-09-04-03)	43

Part 3 - Human Resources

Management.....44

Section 01 - Employment and Staffing Management (2-3-01)44

Primary 01 - Organization (2-3-01-01)	44
Primary 02 - Job Descriptions (2-3-01-02)	44
Primary 03 - Recruitment (2-3-01-03)	44
Primary 04 - Employment Applications (Unsolicited) (2-3-01-04)	45

Section 02 - Personnel Files (2-3-02)

Primary 01 - Personnel Files (2-3-02-01)	45
Primary 02 - Personnel Exit Package (Voluntary) (2-3-02-02)	45

Primary 03 - Employee Recognition (2-3-02-03)	
.....	46

Section 03 - Labour Relations (2-3-03)

.....	46
Primary 01 - Collective Agreement Administration (2-3-03-01)	
.....	46
Primary 02 - Labour Relations and Negotiations (2-3-03-02)	
.....	46
Primary 03 - Grievances (2-3-03-03)	
.....	46
Primary 04 - Arbitration (2-3-03-04)	
.....	46
Primary 05 - Employee Investigations (2-3-03-05)	
.....	47
Primary 06 - Employee Performance Management (2-3-03-06)	
.....	47

Section 04 - Benefits and Pension Administration (2-3-04)

.....	47
Primary 01 - Benefits Administration (2-3-04-01)	
.....	47
Primary 02 - Pension Administration (2-3-04-02)	
.....	47

Section 05 - Training and Professional Development (2-3-05)

.....	47
Primary 01 - Training / Development (Internal) (2-3-05-01)	
.....	48
Primary 02 - Training / Development (External) (2-3-05-02)	
.....	48
Primary 03 - Tuition Reimbursements (Employee) (2-3-05-03)	
.....	48
Primary 04 - Employee Training Records (2-3-05-04)	
.....	48

Section 06 - Employee Health and Safety (2-3-06)

.....	48
-------	-----------

Primary 01 - Health and Safety Employee Record (2-3-06-01)
.....48

Primary 02 - Workplace Safety Insurance Board (WSIB) (2-3-06--
02)49

Secondary 01 - Workplace Safety Insurance Board (WSIB)
Claims (2-3-06-02-01)49

Secondary 02 - Workplace Safety Insurance Board (WSIB)
General (2-3-06-02-02)50

Primary 03 - Health and Safety Training (Due Diligence) (2-3-06-
03)50

Primary 04 - Health and Safety Matters (2-3-06-04)
.....50

Secondary 01 - Health and Safety Programs (2-3-06-04-01) ...50

Secondary 02 - Health and Safety Inspections/Investigations (23-
06-04-02) 50

Secondary 03 - Health and Safety Reporting (2-3-06-04-03) ...50

Primary 05 - First Aid Certification (2-3-06-05)
.....51

Primary 06 - Material Safety Data Sheets (2-3-06-06)
.....51

Part 4 - Procurement

Management.....
.....51

Section 01 - Procurement (Purchasing) Management (2-4- 01)51

Primary 01 - Purchase Orders / Change Orders (2-4-01-01)
.....51

Primary 02 - Tenders, Quotations, Requests for Information /
Quotes /

Proposals (2-4-01-02)	51
Primary 03 - Contractor / Vendor / Supplier Management (2-4-01-03)	52
Primary 04 - Purchasing Card Program (2-4-01-04)	52
Part 5 - Inventory, Vehicle and Equipment Management	52
Section 01 - Inventory Management (2-5-01)	52
Primary 01 - Equipment Inventory (2-5-01-01)	53
Primary 02 - Fleet Inventory (2-5-01-02)	53
Section 02 - Vehicles and Equipment (2-5-02)	53
Primary 01 - Vehicles and Equipment Maintenance (2-5-02-01)	53
Primary 02 - Vehicle Inspections (2-5-02-02)	53
Primary 03 - Equipment Guarantees and Warranties (2-5-02-03)	53
Primary 04 - Equipment Manuals and Operating Instructions (2-5-02-04)	53
Part 6 - Technology Services and Management	54
Section 01 - Technology Services (2-6-01)	54

Primary 01 - System Inquiries and Client Services (2-6-01-01)
.....54

Primary 02 - Telecommunications (2-6-01-02)
.....54

Primary 03 - Computer Software (2-6-01-03)
.....55

Secondary 01 - Software Licensing (2-6-01-03-01)55

Secondary 02 - Software Media (2-6-01-03-02)
.....55

Primary 04 - Computer Hardware (2-6-01-04)
.....55

Section 02 - Technology Projects (2-6 02)
.....**55**

Primary 01 - Technology Projects (2-6-02-01)
.....55

Section 03 - Technology System Infrastructure (2-6-03)
.....**55**

Primary 01 - Technology Infrastructure (2-6-03-01)
.....56

Primary 02 - Data Backup Tapes (2-6-03-02)
.....56

Secondary 01 - Data Backup Tapes (Daily) (2-6-03-02-01)56

Secondary 02 - Data Backup (Weekly) (2-6-03-02-02)56

Secondary 03 - Data Backup (Monthly) (2-6-03-02-03)56

Secondary 04 - Data Backup Log (2-6-03-02-04)56

Part 7 - Information Management
.....**56**

Section 01 - Records and Information Management (2-7-01)57

Primary 01 - Records Classification Scheme (2-7-01-01)
.....57

Primary 02 - Records Retention Schedule (2-7-01-02)
.....57

Primary 03 - Records Transfer Lists (2-7-01-03)
.....57

Primary 04 - Records Destruction Notices (2-7-01-04)
.....57

Section 02 - Access to Information and Protection of Personal Privacy (2-7-02)57

Primary 01 - Personal Information Bank (PIB) Directory (2-7-02-01)58

Primary 02 -Freedom of Information (FOI) Requests Received by TCHC and Responses (2-7-02-02)
.....58

Primary 03 - Freedom of Information (FOI) Requests Initiated by TCHC and Responses (2-7-02-03)
.....58

Primary 04 - Freedom of Information (FOI) Correspondence (2-7-02-04)58

COLLECTION 3 - TORONTO SENIORS HOUSING CORPORATION SERVICES AND PROGRAMS 59

Part 1 - Property and Building Management

.....59

Section 01 - Property (Asset) Management and Strategies (3-1-01)59

Primary 01 - Property (Asset) Files (3-1-01-01)
.....60

Primary 02 - Malvern Equity Project Property (3-1-01-02)
.....60

Primary 03 - Change Notices Development and Zoning (3-1-01-03)
.....60

Primary 04 - Property Projects (Redevelopment and Planning) (3-1-01-04) .60

Secondary 01 - Project Redevelopment (3-1-01-04-01)60

Secondary 02 - Project Planning (3-1-01-04-02)60

Section 02 - Property Management – Capital Planning (3-1-02)61

Primary 01 - Capital Projects Planning (3-1-02-01)
.....61

Primary 02 - Capital Planning Project Files (3-1-02-02)
.....61

Primary 03 - Capital New Construction or Renovation Project Files
(3-1-02 03)
.....61

Primary 04 - Commercial Operations Project Files (3-1-02-04)
.....61

Primary 05 - Building and Property Warranties and Guarantees (3-1-02-05) 62

Primary 06 - Building Condition Audits and Feasibility Studies (3-1-02-06) ...62

Primary 07 - Drawings, Surveys, Site Plans (3-1-02-07)
.....62

Part 2 - Building and Facilities Maintenance.....62

Section 01 - Life Safety Services (3-2-01)63

Primary 01 - Life Safety Systems (3-2-01-01)	63
Primary 02 - Life Safety (Fire) Log Books (3-2-01-02)	63
Primary 03 - Life Safety Systems Specifications (3-2-01-03)	63
Primary 04 - Emergency Planning (3-2-01-04)	64
Secondary 01 - Fire Safety Plan (3-2-01-04-01)	64
Secondary 02 - Emergency Contacts (3-2-01-04-02)	64
Section 02 - Environmental Health Services (3-2-02)	64
Primary 01 - Hazardous Substances Management (3-2-02-01)	64
Primary 02 - Pest Control and Management (3-2-02-02)	64
Primary 03 - Mould Inspection Reports (3-2-02-03)	65
Section 03 - Mechanical Services (3-2-03)	65
Primary 01 - Mechanical Maintenance Service Reports (3-2-03-01)	65
Primary 02 - Mechanical and Electrical Maintenance (3-2-03-02)	65
Primary 03 - Building Equipment Inventory (3-2-03-03)	65
Section 04 - Elevator Services (3-2-04)	66
Primary 01 - Elevator Inspections and Maintenance (3-2-04-01)	66
Primary 02 - Elevator Maintenance Service Reports (3-2-04-02)	66

Primary 03 - Elevator Licenses (3-2-04-03)

.....66

Primary 04 - Elevator Logs (3-2-04-04)

.....66

Primary 05 - Elevator Specifications (3-2-04-05)

.....66

**Section 05 - Systems Maintenance, Janitorial and
Landscaping Services (3-2-05)67**

Primary 01 -System Maintenance and Landscaping Service Reports
(3-2-05 01)

.....
.67

Primary 02 - System Maintenance Service Reports (3-2-05-02)

.....67

Primary 03 - Landscaping Maintenance Service Reports (3-2-05-
03)67

Primary 04 - System Maintenance and Landscaping Inspection
Reports (3-2-05 04)

.....67

Primary 05 - Project Log Books (3-2-05-05)

.....68

Primary 06 - Maintenance Log Book (3-2-05-06)

.....68

Primary 07 - Building Unit Inspections (3-2-05-07)

.....68

Primary 08 - Contract Management Non-Contract Maintenance (3-
2-05-08) 68

**Section 06 - Small Project Design and Construction Services
(3-2-06)68**

Primary 01 - Small Project Design and Construction Project Files
(3-2-06-01)

.....68

Section 07 - Building Security (3-2-07)

.....69

Primary 01 - Security Programs and Reporting (3-2-07-01)

.....69

Primary 02 - Access Control (3-2-07 02)

.....69

Secondary 01 - Access Control (Tenants) (3-2-07-02-01)69

Secondary 02 - Access Control (Staff) (3-2-07-02-02)69

Primary 03 - Video / Digital Surveillance Tapes (3-2-07-03)

.....69

Primary 04 - Fire Alarm Monitoring Services (3-2-07-04)

.....69

Part 3 - Community Safety Services

.....70

Section 01 - Operational Patrol Services (3-3-01)

.....70 Primary 01 -

Occurrence Reports (3-3-01-

01).....70

Secondary 01 - Occurrence Reports (Community Patrol Officers)

(3-3-01-01-01).....70

Secondary 02 - Occurrence Reports (Special Constables) (3-3-

01-01-02)70

Primary 02 - Incident Reports (3-3-01-

02).....71

Primary 03 - Daily Memo Book (3-3-01-03).....71

Primary 04 - Daily Logs (3-3-01-04).....71

Section 02 - Parking Enforcement and Dispatch Services (3-3-02)71

Primary 01 - Parking Tickets (3-3-02-01).....71

Primary 02 - Dispatch / Digital Voice Recording Tapes (3-3-02-02).....71

Section 03 - Data, Research and Program Services (3-3-03).....71

Primary 01 - Toronto Police Services (Special Constable Agreement) (3-3-03-01).....71

Primary 02 - CPIC (Canadian Police Information Centre) (3-3-03-02).....72

Primary 03 - Evidence Locker Log (3-3-03-03).....72

Primary 04 - Crown Envelope (3-3-03-04).....72

Primary 05 - Use of Force Reports (3-3-03-05).....72

Section 04 - Community Safety Planning (3-3-04)72

Primary 01 - Community Safety Plans (3-3-04-01).....72

Primary 02 - Community Safety Annual Statistical
Summaries (3-3-04-02) ..72

Part 4 - Tenant and Lease Administration and Management
.....73

Section 01 - Tenant and Lease Administration (3-4-01).....73

Primary 01 - Tenant Applications (Market Rent) (3-4-01-01).....73

Primary 02 - Tenant Files (Residential) (3-4-01-02).....73

Primary 03 - Tenant Lease Files (Commercial Property) (3-4-01-03).....74

Primary 04 - Non-Tenant Parking Agreements (3-4-01-04).....74

Primary 05 - Commercial Tenants Shared Costs (3-4-01-05).....74

Primary 06 - Market Rent Rate (3-4-01-06).....74

Section 02 - Tenant Management (3-4-02)
.....74

Primary 01 - Tenants (General Correspondence) (3-4-02-01).....75

Primary 02 - Vacancy Notice (Contract Management) (3-4-02-02).....75

Primary 03 - Tenant Issues and Complaints (3-4-02-03).....75

Primary 04 - Tenant Lists (3-4-02-04)
.....75

Primary 05 - Tribunal Applications (3-4-02-05)	75
Secondary 01 - Tenant Rent Arrears (3-4-02-05-01)	75
Secondary 02 - Mediation Agreement (Rent Arrears) (3-4-02-05-02)	75
Secondary 03 - Tenant Illegal Acts and Breaches (3-4-02-05-03)	76
Secondary 04 - Writ of Seizure and Sale (3-4-02-05-04)	76

Part 5 - Tenant and Community Services.....76

Section 01 - City Wide Community Development Programs (3-5-01)76

Primary 01 - Program Project and Event Management Files (3-5-01-01)	77
---------------------------------------------------------------------	----

Primary 02 - Health Promotion (Tenant and Community) (3-5-01-02)	77
------------------------------------------------------------------	----

Primary 03 - Tenant Engagement and Community Development Strategies, Programs and Training (3-5-01-03)	77
--------------------------------------------------------------------------------------------------------	----

Section 02 - Human Rights and Equity (3-5-02)77

Primary 01 - Human Rights and Equity Due Diligence (Coaching) (3-5-02-01)	78
---------------------------------------------------------------------------	----

Primary 02 - Human Rights Complaints (3-5-02-02).....78

Primary 03 - Human Rights and Equity Reporting and Trends (3-5-02-03)...78

Part 6 - Centralized Waiting List and Rent Supplement Administration.....78

Section 01 - Applicant Waiting List (3-6-01)79

Primary 01 - Applicant Waiting List (3-6-01-01)79

Secondary 01 - Applicant Waiting List (Rent Geared to Income) (3-6-01-01-01).....79

Secondary 02 - Applicant Waiting List (Special Priority) (3-6-01-01-02).....79

Primary 02 - Applicants (Special Priority) Process Work Log (3-6-01-02).....79

Primary 03 - Referral Agreements (Subsidized Housing) (3-6-01-03).....79

Section 02 - Applicant Files (Rent Geared to Income and Special Priority) (3-6-02).....80

Primary 01 - Applicant Files (3-6-02-01).....80

Primary 02 - Applicant Statistical Reports (3-6-02-02).....80

Section 03 - Rent Supplement, Planning and Control (3-6-03).....80

Primary 01 - Rent Supplement Landlord Files (3-6-03-01)80

Primary 02 - Rent Supplement Tenant Files (3-6-03-02).....	80
------------------------------------------------------------	----

INDEX 82

Blank Forms and Templates

Blank forms and templates are to be filed in the Primary or Secondary to which they relate.

Examples of such forms and templates include those provided by the federal and provincial governments for filing tax and financial information, those provided by benefits providers for the election of benefit services, and those created by TORONTO SENIORS HOUSING CORPORATION (TSHC) for its customers to complete (e.g. Tenant Application Forms).

Offices of Primary Interest

The Office of Primary Interest (OPI) is the division (or unit within a division) that is considered to be the official holder of the original (official) records for a Primary or Secondary.

In some cases, more than one division/unit can be the OPI for a Primary or Secondary. Any other department that classifies

records in that Primary or Secondary would be considered to hold convenience copies of the original records held by the OPI.

Office of Primary Interest (OPI) Codes:

CPP - Corporate Planning and Performance Division
(includes VP of Division)

CPP - Gov. - Governance (includes Board of Directors
and CEO)

CPP - HR&E - Human Rights and Equity

CPP - Legal - Legal Unit

CPP - Plan - Planning and Performance Unit

CPA - Communications and Public Affairs Division (includes
VP of Division)

DEV - Development Division (includes Chief Development
Officer – CDO)

FIN - Finance Division (includes Chief Financial Officer -
CFO)

FIN - Account. - Accounting and Support Services
Unit

FIN - Budget - Budget and Financial Services Unit

FIN – CBD - Commercial Business Development

FIN - ITS - Information &
Technology Services Unit

FIN – Off. Serv. - Office Services

FIN - RMI - Risk
Management and Insurance Unit

FIN - SPU - Strategic
Procurement (Purchasing) Unit

FIN - Treasury - Treasury and Financial Services
Unit

HR - Human Resources Division (includes VP of Division)

HR - Empl. Serv. - Employee Services Unit

HR - Labour - Labour Relations Unit

HR - H&S - Health and Safety Unit

HR - Payroll - Payroll and Benefits Unit

HR - T&D - Training and
Development Unit

Office of Primary Interest (OPI) Codes *continued*:

PMD - Property Management Division (includes Chief Operating Officer - COO)

PMD - Asset - Asset Management Unit

PMD - Comm. - Commercial Operations
Unit

PMD - CSU - Community Safety Unit
(Security)

PMD - Market - Market Rent Unit

PMD - TCSU - Tenant & Community
Services Unit

PMD - RTA - Residential Tenancies Act Unit

CHM/CHU - Community Housing Unit Manager/Community
Housing Unit

2001064 Inc. - 2001064 Ontario Inc.

AHCI - Access Housing Connections Inc.

AHCI - Gov. - Governance

AHCI - Client - Client Services

AHCI - System - System Support

AHCI - Planning - Planning and Control / Rent Supplement

AHCI - Outreach - Outreach / Special
Needs **DMCDC** - Don Mount Court
Development Corporation **HSI** - Housing
Services Inc.

HSI - Capital - Capital Projects
- Small Project Design and Construction

HSI - Maintenance - Maintenance Unit includes the following HSI departments:

- Life Safety Services
- Environmental Health
- Mechanical Services
- Elevator Services
- Systems Maintenance, Janitorial and Landscaping

HSI - Response - Response Centre Unit

RPDC - Regent Park Development Corporation

THC - Toronto Housing Company

Office of Primary Interest (OPI) Codes *continued*:

Originator If three or more departments hold original (official) records for any one Primary or Secondary, the OPI changes to Originator. Any department, but not necessarily all departments, can then participate in holding the original records of that Primary or Secondary.

Collection 1 - Toronto Seniors Housing Corporation Governance

Use this Collection to collect and organize information that documents the authorities that regulate TORONTO SENIORS HOUSING CORPORATION's management and operations (e.g. Community Management Plan, bylaws and legislation, etc.).

Also use this Collection to collect and organize information that documents the coordination of management practices at the corporate level (e.g. Board of Directors and Board committees).

Parts:

- 1 Corporate Governance
- 2 Corporate Management
- 3 Corporate Planning and Performance Management

Part 1 - Corporate Governance

Use this Part to collect and organize information that documents the governance of TORONTO SENIORS HOUSING CORPORATION, its Subsidiary Corporations and predecessor corporations.

Also use this Part to collect and organize information that documents the activities of the Board of Directors.

Sections:

- 01 Governance Documents
- 02 Board of Directors Management
- 03 Board of Directors and Board Committee Meetings

Section 01 - Governance Documents (1-1-01)

Use this Section to collect and organize information that documents governance activities of TCHC, its Subsidiary Corporations and predecessor corporations.

Exceptions:

For 'Corporate Policy Planning and Development', see Collection 1, Part 2, Section 05

For 'Corporate Planning and Performance Management', see Collection 1, Part 3

Primary 01 - Articles of Incorporation (1-1-01-01)

**Secondary 01 - Articles of Incorporation
(TORONTO SENIORS HOUSING CORPORATION)
(1-1-0101-01)**

(OPI: CPP - Gov.)

- *organized chronologically by date*
- *includes all records relating to Articles of Incorporation and Articles of Amendment that establish and administer corporate obligations for TCHC*

Secondary 02 - Articles of Incorporation (Housing Services Inc.) (1-1-01-01-02)

(OPI: HSI - Gov.)

- *organized chronologically by date*
- *includes all records relating to Articles of Incorporation and Articles of Amendment that establish and administer corporate obligations for HSI*

Secondary 03 - Articles of Incorporation (Access Housing Connections Inc.) (1-1-01-01-03)

(OPI: ACHI - Gov.)

- *organized chronologically by date*
- *includes all records relating to Articles of Incorporation and Articles of Amendment that establish and administer corporate obligations for ACHI*

Secondary 04 - Articles of Incorporation (Toronto Housing Company) (1-1-01-01-04)

(OPI: THC)

- *organized chronologically by date*
- *includes all records relating to Articles of Incorporation and Articles of Amendment that establish and administer corporate obligations for THC*

Secondary 05 - Articles of Incorporation (Regent Park Development Corporation) (1-1-01-01-05)

(OPI: RPDC)

- *organized chronologically by date*
- *includes all records relating to Articles of Incorporation and Articles of Amendment that establish and administer corporate obligations for RPDC*

Secondary 06 - Articles of Incorporation (Don Mount Court Development Corporation) (1-1-01-01-06)

(OPI: DMCDC)

- *organized chronologically by date*
- *includes all records relating to Articles of Incorporation and Articles of Amendment that establish and administer corporate obligations for DMCDC*

Secondary 07 - Articles of Incorporation (2001064 Ontario Inc.) (1-1-01-01-07)

(OPI: 2001064 Inc.)

- *organized chronologically by date*
- *includes all records relating to Articles of Incorporation and Articles of Amendment that establish and administer corporate obligations for 2001064 Ontario Inc.*

Primary 02 - Bylaws (1-1-01-02)

Secondary 01 - Bylaws (Toronto Community Housing Corporation) (1-1-01-02-01)

(OPI: CPP – Gov.)

- *includes bylaws approved by TCHC Board of Directors; also*

*includes amendments to or
revisions of bylaws*

**Secondary 02 - Bylaws (Housing
Services Inc.) (1-1-01-0202)**

(OPI: HSI)

*- includes bylaws approved by
HSI Board of Directors; also
includes amendments to or
revisions of bylaws*

**Secondary 03 - Bylaws (Access
Housing Connections Inc.) (1-1-01-
02-03)**

(OPI: ACHI – Gov.)

*- includes bylaws approved by
ACHI Board of Directors; also
includes amendments to or
revisions of bylaws*

**Secondary 04 - Bylaws (Toronto
Housing Company) (1-1-0102-04)**

(OPI: THC)

*- includes bylaws approved by
THC Board of Directors; also
includes amendments to or
revisions of bylaws*

**Secondary 05 - Bylaws (Regent
Park Development
Corporation) (1-1-01-02-05)**

(OPI: RPDC)

*- includes bylaws approved by
RPDC Board of Directors; also
includes amendments to or
revisions of bylaws*

Secondary 06 - Bylaws (Don Mount Court Development Corporation) (1-1-01-02-06)

(OPI: DMCDC)

- includes bylaws approved by DMCDC Board of Directors; also includes amendments to or revisions of bylaws

Secondary 07 - Bylaws (2001064 Ontario Inc.) (1-1-01-02-07)

(OPI: 2001064 Inc.)

- includes bylaws approved by 2001064 Ontario Inc. Board of Directors; also includes amendments to or revisions of bylaws

Primary 03 - Shareholder Directions (1-1-01-03)

Secondary 01 - Shareholder Directions (TORONTO SENIORS HOUSING CORPORATION) (1-1-0103-01)

(OPI: CPP – Gov.)

-organized chronologically by date

-includes direction from Shareholder(s) to TCHC's Board of Directors related to governance, accountability and expectations

Secondary 02 - Shareholder Directions (Housing Services Inc.) (1-1-01-03-02)

(OPI: HSI)

-organized chronologically by date

*-includes direction from
Shareholder(s) to HSI's Board of
Directors related to governance,
accountability and expectations*

**Secondary 03 - Shareholder
Directions (Access Housing
Connections Inc.) (1-1-01-03-03)**

(OPI: AHCI – Gov.)

-organized chronologically by date

*-includes direction from
Shareholder(s) to AHCI's Board of
Directors related to governance,
accountability and expectations*

**Secondary 04 - Shareholder
Directions (Toronto Housing
Company) (1-1-01-03-04)**

(OPI: THC)

-organized chronologically by date

*-includes direction from
Shareholder(s) to THC's Board of
Directors related to governance,
accountability and expectations*

**Secondary 05 - Shareholder Directions
(Regent Park
Development Corporation) (1-1-01-
03-05)**

(OPI: RPDC)

-organized chronologically by date

*-includes direction from
Shareholder(s) to RPDC's Board of*

*Directors related to governance,
accountability and expectations*

**Secondary 06 - Shareholder Directions (Don Mount
Court
Development Corporation)
(1-1-01-03-06)**

(OPI: DMCDC)

*-organized chronologically by
date*

*-includes direction from
Shareholder(s) to DMCDC's
Board of Directors
related to
governance,
accountability and
expectations*

**Secondary 07 - Shareholder
Directions (2001064
Ontario Inc.) (1-1-01-03-
07)**

(OPI: 2001064 Inc.)

*-organized chronologically by
date*

*-includes direction from
Shareholder(s) to 2001064
Ontario Inc.'s Board of
Directors related to
governance, accountability
and expectations*

Section 02 - Board of Directors Management (1-1-02)

Use this Section to collect and organize information that documents the appointment and/or recruitment of the Board

of Directors, Board orientation activities and remuneration for TCHC and its Subsidiary Corporations.

Also use this Section to collect and organize information that documents the appointment and/or recruitment of the Committees of the Board of Directors (i.e. TCHC's Finance/Audit Committee, Communication Committee, Governance Committee, Human Relations Committee and Investment Committee) and the Committees of any Subsidiary Corporations (e.g. AHCI's Board Advisory Council and Internal Review Committee).

Exceptions:

For 'Governance Documents', see Collection 1, Part 1, Section 01

For 'Corporate Policy Planning and Development', see Collection 1, Part 2, Section 05

For 'Corporate Planning and Performance Management', see Collection 1, Part 3

For 'Executive Management', see Collection 1, Part 2, Section 02

**Primary 01 - Board of Directors Appointment
/ Recruitment (11-02-01)**

**Secondary 01 - Board of
Directors
Appointment /
Recruitment (TORONTO
SENIORS HOUSING
CORPORATION) (1-1-02-
01-01)**

(OPI: CPP – Gov.)

*-organized chronologically by
date*

-includes information related to the appointment and/or process of recruiting members of the Board of Directors of TCHC

-includes outreach material, resumes, applications, etc.

Secondary 02 - Board of Directors Appointment / Recruitment (Housing Services Inc.) (1-1-0201-02)

(OPI: HSI)

-organized chronologically by date

-includes information related to the appointment and/or process of recruiting members of the Board of Directors of AHCI ; includes outreach material, resumes, applications, etc.

Secondary 03 - Board of Directors Appointment / Recruitment (Access Housing Connections Inc.) (1-1-02-01-03)

(OPI: AHCI – Gov.)

-organized chronologically by date

-includes information related to the appointment and/or process of recruiting members of the Board of Directors of AHCI

*-includes outreach material,
resumes, applications, etc.*

**Secondary 04 - Board of
Directors
Appointment /
Recruitment (Toronto
Housing Company) (1-1-
02-01-04)**

(OPI: THC)

*-organized chronologically by
date*

*-includes information related
to the appointment and/or
process of recruiting
members of the Board of
Directors of THC*

*-includes outreach material,
resumes, applications, etc.*

**Secondary 05 - Board of Directors
Appointment / Recruitment
(Regent Park Development
Corporation) (1-1-02-01-
05)**

(OPI: RPDC)

*-organized chronologically by
date*

*-includes information related
to the appointment and/or
process of recruiting
members of the Board of
Directors of RPDC*

*-includes outreach material,
resumes, applications, etc.*

**Secondary 06 - Board of Directors
Appointment / Recruitment
(Don Mount Court
Development Corporation)
(1-1-02-01-06)
(OPI: DMCDC)**

*-organized chronologically by
date*

*-includes information related
to the appointment and/or
process of recruiting
members of the Board of
Directors of DMCDC*

*-includes outreach material,
resumes, applications, etc.*

**Secondary 07 - Board of
Directors Appointment /
Recruitment (2001064 Ontario Inc.)
(1-1-0201-07)
(OPI: 2001064 Inc.)**

*-organized chronologically by
date*

*-includes information related
to the appointment and/or
process of recruiting
members of the Board of
Directors of 2001064 Ontario
Inc.*

*-includes outreach material,
resumes, applications, etc.*

Primary 02 - Board of Directors Register (1-1-02-02)

Secondary 01 - Board of Directors Register (TORONTO SENIORS HOUSING CORPORATION) (1-1-0202-01)

(OPI: CPP – Gov.)

-organized chronologically by date

-documents membership of the Board of Directors including contact information, date of appointment, date of resignation, etc

Secondary 02 - Board of Directors Register (Housing Services Inc.) (1-1-02-02-02)

(OPI: HSI)

-organized chronologically by date

-documents membership of the Board of Directors including contact information, date of appointment, date of resignation, etc

Secondary 03 - Board of Directors Register (Access Housing Connections Inc.) (1-1-02-02-03)

(OPI: AHCI – Gov.)

-organized chronologically by date

-documents membership of the Board of Directors including contact information, date of appointment, date of resignation, etc

**Secondary 04 - Board of Directors
Register (Toronto
Housing Company) (1-1-02-02-04)**
(OPI: THC)

-organized chronologically by date

-documents membership of the Board of Directors including contact information, date of appointment, date of resignation, etc

**Secondary 05 - Board of Directors
Register (Regent Park
Development Corporation) (1-1-02-02-05)**

(OPI: RPDC)

-organized chronologically by date

-documents membership of the Board of Directors including contact information, date of appointment, date of resignation, etc

**Secondary 06 - Board of Directors
Register (Don Mount Court
Development Corporation) (1-1-02-
0206)**

(OPI: DMCDC)

- organized chronologically by date*
- documents membership of the Board of Directors including contact information, date of appointment, date of resignation, etc*

**Secondary 07 - Board of
Directors Register (2001064
Ontario Inc.) (1-1-02-02-07)**

(OPI: 2001064 Inc.)

- organized chronologically by date*
- documents membership of the Board of Directors including contact information, date of appointment, date of resignation, etc*

**Primary 03 - Board of Directors Remuneration
(1-1-02-03)**

**Secondary 01 - Board of Directors
Remuneration (TORONTO SENIORS
HOUSING CORPORATION) (1-1-02-
03-01)**

(OPI: CPP – Gov.)

- organized chronologically by year, by Board meeting date*
- includes information pertaining to each Director's attendance at meetings of the Board of Directors*

**Secondary 02 - Board of Directors
Remuneration (Housing Services
Inc.) (1-1-02-03-02)**

(OPI: HSI)

*-organized chronologically by
year, by Board meeting date*

*-includes information
pertaining to each Director's
attendance at meetings of
the Board of Directors*

**Secondary 03 - Board of Directors
Remuneration (Access
Housing Connections Inc.) (1-1-02-
03-03)**

(OPI: AHCI – Gov.)

*-organized chronologically by
year, by Board meeting date*

*-includes information
pertaining to each Director's
attendance at meetings of
the Board of Directors*

**Secondary 04 - Board of Directors
Remuneration (Toronto
Housing Company) (1-1-02-03-04)**

(OPI: THC)

*-organized chronologically by
year, by Board meeting date*

*-includes information
pertaining to each Director's
attendance at meetings of
the Board of Directors*

**Secondary 05 - Board of Directors
Remuneration (Regent Park
Development Corporation) (1-1-02-
0305)**

(OPI: RPDC)

*-organized chronologically by
year, by Board meeting date*

*-includes information
pertaining to each Director's
attendance at meetings of
the Board of Directors*

**Secondary 06 - Board of Directors
Remuneration (Don Mount Court
Development Corporation) (1-
1-02-03-06)**

(OPI: DMCDC)

*-organized chronologically by
year, by Board meeting date*

*-includes information
pertaining to each Director's
attendance at meetings of
the Board of Directors*

**Secondary 07 - Board of Directors
Remuneration (2001064 Ontario
Inc.) (1-1-02-03-07)**

(OPI: 2001064 Inc.)

*-organized chronologically by
year, by Board meeting date*

*-includes information
pertaining to each Director's
attendance at meetings of
the Board of Directors*

**Primary 04 - Board of Directors Orientation
(1-1-02-04)**

**Secondary 01 - Board of Directors
Orientation (TORONTO SENIORS
HOUSING CORPORATION) (1-1-02-
04-01)**

(OPI: CPP – Gov.)

- organized chronologically by year*
- includes record of orientation and training of new Board members such as history of corporation, Board of Directors' roles and responsibilities, legal documents, etc.*

**Secondary 02 - Board of Directors
Orientation (Housing Services Inc.)
(1-1-02-04-02)**

(OPI: HSI)

- organized chronologically by year*
- includes record of orientation and training of new Board members such as history of corporation, Board of Directors' roles and responsibilities, legal documents, etc.*

**Secondary 03 - Board of Directors
Orientation (Access
Housing Connections Inc.) (1-1-02-
04-03)**

(OPI: AHCI – Gov.)

- organized chronologically by year*

-includes record of orientation and training of new Board members such as history of corporation, Board of Directors' roles and responsibilities, legal documents, etc.

Secondary 04 - Board of Directors Orientation (Toronto Housing Company) (1-1-02-04-04)
(OPI: THC)

-organized chronologically by year
-includes record of orientation and training of new Board members such as history of corporation, Board of Directors' roles and responsibilities, legal documents, etc.

Secondary 05 - Board of Directors Orientation (Regent Park Development Corporation) (1-1-02-04-05)
(OPI: RPDC)

-organized chronologically by year
-includes record of orientation and training of new Board members such as history of corporation, Board of Directors' roles and responsibilities, legal documents, etc.

**Secondary 06 - Board of Directors
Orientation (Don Mount Court
Development Corporation) (1-1-02-
0406)**

(OPI: DMCDC)

- organized chronologically by year*
- includes record of orientation and training of new Board members such as history of corporation, Board of Directors' roles and responsibilities, legal documents, etc.*

**Secondary 07 - Board of Directors
Orientation (2001064
Ontario Inc.) (1-1-02-04-07)**

(OPI: 2001064 Inc.)

- organized chronologically by year*
- includes record of orientation and training of new Board members such as history of corporation, Board of Directors' roles and responsibilities, legal documents, etc.*

**Primary 05 - Board Committee Appointment /
Recruitment (1-102-05)**

**Secondary 01 - Board
Committee
Appointment /
Recruitment (TORONTO
SENIORS HOUSING
CORPORATION) (1-1-02-
05-01)**

(OPI: CPP – Gov.)

*-organized alphabetically by
name of Board Committee,
chronologically by year*

*-includes information related
to the appointment and/or
process of recruiting
members to a Board
Committee*

*-includes outreach material,
resumes, applications, etc.*

**Secondary 02 - Board
Committee Appointment /
Recruitment (Housing Services Inc.)
(1-1-0205-02)**

(OPI: HSI)

*-organized alphabetically by
name of Board Committee,
chronologically by year*

*-includes information related
to the appointment and/or
process of recruiting
members to a Board
Committee*

*-includes outreach material,
resumes, applications, etc.*

**Secondary 03 - Board
Committee
Appointment /
Recruitment (Access
Housing Connections Inc.)
(1-1-02-05-03)**

(OPI: AHCI – Gov.)

-organized alphabetically by name of Board Committee, chronologically by year

-includes information related to the appointment and/or process of recruiting members to a Board Committee

-includes outreach material, resumes, applications, etc.

**Secondary 04 - Board
Committee
Appointment /
Recruitment (Toronto
Housing Company) (1-1-
02-05-04)**

(OPI: THC)

-organized alphabetically by name of Board Committee, chronologically by year

-includes information related to the appointment and/or process of recruiting members to a Board Committee

-includes outreach material, resumes, applications, etc.

**Secondary 05 - Board
Committee
Appointment /
Recruitment (Regent Park
Development Corporation)
(1-1-02-05-05)**

(OPI: RPDC)

- organized alphabetically by
name of Board Committee,
chronologically by year*
- includes information related
to the appointment and/or
process of recruiting
members to a Board
Committee*
- includes outreach material,
resumes, applications, etc.*

**Secondary 06 - Board Committee
Appointment / Recruitment
(Don Mount Court
Development Corporation)
(1-1-02-05-06)**

(OPI: DMCDC)

- organized alphabetically by
name of Board Committee,
chronologically by year*
- includes information related
to the appointment and/or
process of recruiting
members to a Board
Committee*
- includes outreach material,
resumes, applications, etc.*

**Secondary 07 - Board
Committee
Appointment /
Recruitment (2001064
Ontario Inc.) (1-1-0205-
07)**

(OPI: 2001064 Inc.)

*-organized alphabetically by
name of Board Committee,
chronologically by year*

*-includes information related
to the appointment and/or
process of recruiting
members to a Board
Committee*

*-includes outreach material,
resumes, applications, etc.*

**Section 03 - Board of Directors and Board Committee
Meetings (1-1-03)**

Use this Section to collect and organize information that documents the agendas, minutes and resolutions of meetings of the Board of Directors of TCHC, its Subsidiary Corporations and its predecessor corporations.

Also use this Section to collect and organize information that documents the agendas and minutes of meetings of the committees of the Board of Directors (i.e. TCHC's Finance/Audit Committee, Communication Committee, Governance Committee, Human Relations Committee and Investment Committee) and the Committees of any Subsidiary Corporations (e.g. AHCI's Board Advisory Council and Internal Review Committee).

Exceptions:

For 'Governance Documents', see Collection 1, Part 1, Section 01

For 'Board of Directors Management', see Collection 1, Part 1, Section 02

For 'Executive and Administrative Staff Committees / Staff Meetings', see Collection 1, Part 2, Section 01

Primary 01 - Corporate Record Book (1-1-03-01)

**Secondary 01 - Corporate
Record Book
(TORONTO SENIORS
HOUSING CORPORATION)
(1-1-0301-01)**

(OPI: CPP – Gov.)

- organized chronologically by year and by meeting date*
- official corporate record of Board of Directors meetings*
- includes minutes, agendas and reports of public meetings of the Board of Directors*

Secondary 02 - Corporate Record Book (Housing Services Inc.) (1-1-03-01-02)

(OPI: HSI)

- organized chronologically by year and by meeting date*
- official corporate record of Board of Directors meetings*
- includes minutes, agendas and reports of public*

meetings of the Board of Directors

Secondary 03 - Corporate Record Book (Access Housing Connections Inc.) (1-1-03-01-03)

(OPI: AHCI – Gov.)

-organized chronologically by year and by meeting date

-official corporate record of Board of Directors meetings

-includes minutes, agendas and reports of public meetings of the Board of Directors

Secondary 04 - Corporate Record Book (Toronto Housing Company) (1-1-03-01-04)

(OPI: THC)

-organized chronologically by year and by meeting date

-official corporate record of Board of Directors meetings

-includes minutes, agendas and reports of public meetings of the Board of Directors

Secondary 05 - Corporate Record Book (Regent Park Development Corporation) (1-1-03-01-05)

(OPI: RPDC)

- organized chronologically by year and by meeting date*
- official corporate record of Board of Directors meetings*
- includes minutes, agendas and reports of public meetings of the Board of Directors*

Secondary 06 - Corporate Record Book (Don Mount Court Development Corporation) (1-1-03-01-06)

(OPI: DMCDC)

- organized chronologically by year and by meeting date*
- official corporate record of Board of Directors meetings*
- includes minutes, agendas and reports of public meetings of the Board of Directors*

Secondary 07 - Corporate Record Book (2001064 Ontario Company Inc.) (1-1-03-01-07)

(OPI: 2001064 Inc.)

- organized chronologically by year and by meeting date*
- official corporate record of Board of Directors meetings*
- includes minutes, agendas and reports of public*

meetings of the Board of Directors

Primary 02 - Board of Directors Minutes and Agendas (1-1-0302)

Secondary 01 - Board of Directors Minutes and Agendas (TORONTO SENIORS HOUSING CORPORATION) (1-1-03-02-01)

(OPI: CPP – Gov.)

-organized chronologically by year and by meeting date

-includes minutes, agendas, reports and resolutions of public and in-camera meetings of the Board of Directors

Secondary 02 - Board of Directors Minutes and Agendas (Housing Services Inc.) (1-1-03-02-02)

(OPI: HSI)

-organized chronologically by year and by meeting date

-includes minutes, agendas, reports and resolutions of public and in-camera meetings of the Board of Directors

Secondary 03 - Board of Directors Minutes and Agendas (Access Housing Connections Inc.) (1-1-03-

02-03)

(OPI: AHCI)

*-organized chronologically by
year and by meeting date*

*-includes minutes, agendas,
reports and resolutions of
public and in-camera
meetings of the Board of
Directors*

**Secondary 04 - Board of Directors
Minutes and Agendas
(Toronto Housing Company) (1-1-03-
02-04)**

(OPI: THC)

*-organized chronologically by
year and by meeting date*

*-includes minutes, agendas,
reports and resolutions of
public and in-camera
meetings of the Board of
Directors*

**Secondary 05 - Board of Directors
Minutes and Agendas (Regent Park
Development Corporation) (1-
1-03-02-05)**

(OPI: RPDC)

*-organized chronologically by
year and by meeting date*

*-includes minutes, agendas,
reports and resolutions of
public and in-camera*

meetings of the Board of Directors

**Secondary 06 - Board of Directors
Minutes and Agendas (Don Mount
Court Development
Corporation) (1-1-03-02-06)**
(OPI: DMCDC)

*-organized chronologically by
year and by meeting date*

*-includes minutes, agendas,
reports and resolutions of
public and in-camera
meetings of the Board of
Directors*

**Secondary 07 - Board of Directors
Minutes and Agendas
(2001064 Ontario Inc.) (1-1-03-02-
07)**

(OPI: 2001064 Inc.)

*-organized chronologically by
year and by meeting date*

*-includes minutes, agendas,
reports and resolutions of
public and in-camera
meetings of the Board of
Directors*

**Primary 03 - Board of Directors Board Reports
(1-1-03-03)**

**Secondary 01 - Board of Directors Board Reports
(Toronto**

**Community Housing
Corporation) (1-1-03-
03-01)**

(OPI: CPP – Gov.)

*-organized chronologically by
year chronologically by
number assigned to
reports/resolutions, and by
meeting date*

*-includes copy of reports to
public meetings of the
Board of Directors*

*-also includes Board report
register, if applicable*

**Secondary 02 - Board of Directors Board Reports
(Housing Services Inc.) (1-1-03-03-02)**

(OPI: HSI)

*-organized chronologically by
year chronologically by
number assigned to
reports/resolutions, and by
meeting date*

*-includes copy of reports to
public meetings of the
Board of Directors*

*-also includes Board report
register, if applicable*

**Secondary 03 - Board of Directors Board Reports
(Access
Housing Connections Inc.)
(1-1-03-03-03)**

(OPI: AHCI)

*-organized chronologically by
year chronologically by
number assigned to
reports/resolutions, and by
meeting date*

*-includes copy of reports to
public meetings of the
Board of Directors*

*-also includes Board report
register, if applicable*

**Secondary 04 - Board of Directors Board Reports
(Toronto
Housing Company) (1-1-
03-03-04)**

(OPI: THC)

*-organized chronologically by
year chronologically by
number assigned to
reports/resolutions, and by
meeting date*

*-includes copy of reports to
public meetings of the
Board of Directors*

*-also includes Board report
register, if applicable*

**Secondary 05 - Board of Directors
Board Reports (Regent Park
Development Corporation) (1-1-03-
0305)**

(OPI: RPDC)

*-organized chronologically by
year chronologically by*

*number assigned to
reports/resolutions, and by
meeting date*

*-includes copy of reports to
public meetings of the
Board of Directors*

*-also includes Board report
register, if applicable*

**Secondary 06 - Board of Directors
Board Reports (Don Mount Court
Development Corporation) (1-
1-03-03-06)**

(OPI: DMCDC)

*-organized chronologically by
year chronologically by
number assigned to
reports/resolutions, and by
meeting date*

*-includes copy of reports to
public meetings of the
Board of Directors*

*-also includes Board report
register, if applicable*

**Secondary 07 - Board of Directors
Board Reports (2001064 Ontario
Inc.) (1-1-03-03-07)**

(OPI: 2001064 Inc.)

*-organized chronologically by
year chronologically by
number assigned to
reports/resolutions, and by
meeting date*

*-includes copy of reports to
public meetings of the
Board of Directors*

*-also includes Board report
register, if applicable*

**Primary 04 - Board of Directors Board
Resolutions (1-1-03-04)**

**Secondary 01 - Board of Directors
Board Resolutions
(TORONTO SENIORS
HOUSING CORPORATION)
(1-1-03-04-01)**

(OPI: CPP – Gov.)

*-organized chronologically by
year chronologically by
number assigned to
reports/resolutions*

*-includes list of resolutions
from Board meeting
distributed to responsible
Division / Unit*

**Secondary 02 - Board of Directors
Board Resolutions
(Housing Services Inc.) (1-1-03-04-
02)**

(OPI: HSI)

*-organized chronologically by
year chronologically by
number assigned to
reports/resolutions*

*-includes list of resolutions
from Board meeting*

*distributed to responsible
Division / Unit*

**Secondary 03 - Board of Directors
Board Resolutions (Access Housing
Connections Inc.) (1-1-0304-03)**

(OPI: AHCI – Gov.)

*-organized chronologically by
year chronologically by
number assigned to
reports/resolutions*

*-includes list of resolutions
from Board meeting
distributed to responsible
Division / Unit*

**Secondary 04 - Board of Directors
Board Resolutions
(Toronto Housing Company) (1-1-03-
04-04)**

(OPI: THC)

*-organized chronologically by
year chronologically by
number assigned to
reports/resolutions*

*-includes list of resolutions
from Board meeting
distributed to responsible
Division / Unit*

**Secondary 05 - Board of Directors
Board Resolutions (Regent Park
Development Corporation) (1-
1-03-04-05)**

(OPI: RPDC)

*-organized chronologically by
year chronologically by
number assigned to
reports/resolutions*

*-includes list of resolutions
from Board meeting
distributed to responsible
Division / Unit*

**Secondary 06 - Board of Directors
Board Resolutions (Don Mount Court
Development Corporation) (11-03-
04-06)**

(OPI: DMCDC)

*-organized chronologically by
year chronologically by
number assigned to
reports/resolutions*

*-includes list of resolutions
from Board meeting
distributed to responsible
Division / Unit*

**Secondary 07 - Board of Directors
Board Resolutions
(2001064 Ontario Inc.) (1-1-03-04-
07)**

(OPI: 2001064 Inc.)

*-organized chronologically by
year chronologically by
number assigned to
reports/resolutions*

*-includes list of resolutions
from Board meeting*

*distributed to responsible
Division / Unit*

Primary 05 - Board Committee Meetings (1-1-03-05)

**Secondary 01 - Board
Committee Meetings
(TORONTO SENIORS HOUSING
CORPORATION) (1-1-0305-01)
(OPI: CPP – Gov.)**

*-organized alphabetically by
name of Committee, then
chronologically by year and
by date of Committee
meeting*

*-includes notices of meeting,
agenda packages (which
include supporting material
for each meeting agenda
such as reports to the Board
Committee), presentations to
the Committee (if applicable)*

**Secondary 02 - Board
Committee Meetings
(Housing Services Inc.) (1-1-03-
05-02)**

(OPI: HSI)

*-organized alphabetically by
name of Committee, then
chronologically by year and
by date of Committee
meeting*

*-includes notices of meeting,
agenda packages (which*

include supporting material for each meeting agenda such as reports to the Board Committee), presentations to the Committee (if applicable)

Secondary 03 - Board Committee Meetings (Access Housing Connections Inc.) (1-1-03-05-03)

(OPI: AHCI – Gov.)

-organized alphabetically by name of Committee, then chronologically by year and by date of Committee meeting

-includes notices of meeting, agenda packages (which include supporting material for each meeting agenda such as reports to the Board Committee), presentations to the Committee (if applicable)

Secondary 04 - Board Committee Meetings (Toronto Housing Company) (1-1-03-05-04)

(OPI: THC)

-organized alphabetically by name of Committee, then chronologically by year and by date of Committee meeting

-includes notices of meeting, agenda packages (which

include supporting material for each meeting agenda such as reports to the Board Committee), presentations to the Committee (if applicable)

Secondary 05 - Board Committee Meetings (Regent Park Development Corporation) (1-1-03-05-05)

(OPI: RPDC)

-organized alphabetically by name of Committee, then chronologically by year and by date of Committee meeting

-includes notices of meeting, agenda packages (which include supporting material for each meeting agenda such as reports to the Board Committee), presentations to the Committee (if applicable)

Secondary 06 - Board Committee Meetings (Don Mount Court Development Corporation) (1-1-03-0506)

(OPI: DMCDC)

-organized alphabetically by name of Committee, then chronologically by year and by date of Committee meeting

-includes notices of meeting, agenda packages (which include supporting material for each meeting agenda such as reports to the Board Committee), presentations to the Committee (if applicable)

Secondary 07 - Board Committee

Meetings (2001064

Ontario Inc.) (1-1-03-05-07)

(OPI: 2001064 Inc.)

-organized alphabetically by name of Committee, then chronologically by year and by date of Committee meeting

-includes notices of meeting, agenda packages (which include supporting material for each meeting agenda such as reports to the Board Committee), presentations to the Committee (if applicable)

Part 2 - Corporate Management

Use this Part to collect and organize information that documents the corporate management of TORONTO SENIORS HOUSING CORPORATION in terms of external relations, corporate policy, the Executive's activities and the administration of contracts, agreements and legal matters.

Also use this Part to organize information that documents the activities of TCHC staff committees and the decisions made at staff meetings.

Exceptions:

For 'Corporate Governance', see Collection 1, Part 1, Section 01 For 'Board of Directors Management', see Collection 1, Part 1, Section 02

Sections:

- 01 Executive and Administrative Staff Committees / Staff Meetings
- 02 Executive Management
- 03 External Relations
- 04 Contracts, Agreements and Legal Matters
- 05 Corporate Policy Planning and Development

Section 01 - Executive and Administrative Staff Committees / Staff Meetings (1-2-01)

Use this Section to collect and organize information that documents the agendas, minutes and/or action lists of the meetings of TCHC staff committees (e.g. Executive Committee) and staff meetings of a routine administrative nature (e.g. Division / Unit staff meetings).

Also use this Section to collect and organize information that documents the agendas and minutes of external meetings organized by other agencies, associations or organizations of which TCHC staff are members.

Exceptions:

For 'Board of Directors and Board Committee Meetings', see Collection 1, Part 1, Section 03

**Primary 01 - Executive Committee Meetings
(1-2-01-01)**

(OPI: CPP - Gov., HSI, AHCI – Gov., THC, RPDC, DMCDC,
2001064

Inc.)

- *organized chronologically by meeting date*
- *includes agenda packages (agenda, minutes, reports) for each meeting; documents the decisions and work assignments of the Executive*

**Primary 02 - Administrative (Staff) Committee Meetings
(1-201-02)**

(OPI: Originator)

- *organized alphabetically by name of committee/meeting, then chronologically by meeting date*
- *includes records of formal and informal administrative committees of TCHC staff*
- *includes Health and Safety Coordinating Committee and Joint Health and Safety Committees*
- *includes agenda packages (agenda, minutes, reports) for each meeting*

Primary 03 - Division / Unit Meetings (1-2-01-03)

(OPI: Originator)

- *organized chronologically by year, then by meeting date*

-includes agenda packages (agenda, minutes, reports) for each meeting

Primary 04 - External Committee Meetings (1-2-01-04)

(OPI: Originator)

-organized alphabetically by name of committee/meeting, then chronologically by meeting date

-includes agenda packages (agenda, minutes, reports) for each meeting

Section 02 - Executive Management (1-2-02)

Use this Section to collect and organize information that documents Executive Management activities e.g. Office of the CEO and Division Vice Presidents.

Use this Section to collect and organize information that documents correspondence and communication from the Office of the CEO and Division Vice Presidents. This communication could include political and non political correspondence and briefing notes, etc.

Exceptions:

For 'Corporate Planning and Performance', see Collection 1, Part 3

For 'Executive and Administrative Staff Committees / Staff Meetings', see Collection 1, Part 2, Section 01

For 'Community Consultation', see Collection 2, Part 1, Section 02

Primary 01 - Executive Project Files (1-2-02-01)

(OPI: Originator)

-organized alphabetically by name or subject of project, chronologically by year

-includes original notes, copies of documents from other Divisions or Units, correspondence, project updates and schedules, etc

Primary 02 - Executive Correspondence (1-2-02-02)

Secondary 01 - Executive Correspondence (Political) (1-202-02-01)

(OPI: Originator)

-organized chronologically by year, by date

-includes letters or requests from political affiliations (e.g. corporate, municipal, provincial, or federal), responses, background information, etc.

Secondary 02 - Executive Correspondence (Non Political) (12-02-02-02)

(OPI: Originator)

-organized chronologically by year, by date

-includes letters or requests from the public (nonpolitical), responses, background information, etc.

Primary 03 - Briefing Notes (1-2-02-03)

(OPI: CPP - Gov.,
Originator)

-organized chronologically by year, by date

-includes briefing notes, memos, letters, etc. prepared for Board of Directors, Councillors, Executive Committee, etc. in response to specific issues

Section 03 - External Relations (1-2-03)

Use this Section to collect and organize the information that documents communication and liaison activities with government bodies and private sector organizations.

Exceptions:

For 'Board of Directors Management', see Collection 1, Part 1, Section 02

For 'Community Consultation', see Collection 2, Part 1, Section 02

For 'City Wide Community Development Programs', see Collection 3, Part 5, Section 01

Primary 01 - City of Toronto Correspondence and Communications (1-2-03-01) (OPI: Originator)

-organized alphabetically by subject or committee name, chronologically by year

-includes general correspondence and communication with municipal official(s)

-excludes correspondence that pertains to any other Primary or Secondary in the classification scheme

Primary 02 - Government (Municipal, Provincial, Federal)

Correspondence and Communications (1-2-03-02)

(OPI: Originator)

-organized alphabetically by name of government, by subject, chronologically by year

-includes correspondence or communication with different levels of government that does not pertain to any other Primary or Secondary in the classification scheme

-excludes City of Toronto correspondence and communications, see Primary 01 above

Primary 03 - External Organizations

Correspondence and Communications (1-2-03-03)

(OPI: Originator)

-organized alphabetically by name of organization or company

-includes external organizations or companies such as school boards, associations, local service clubs, etc., but excludes information related municipal, provincial, federal governments

-includes correspondence, annual reports, budgets, newsletters, membership information, etc.

-note: newsletters, magazines, journals, etc. received in large quantities from an organization (e.g. as a benefit of association membership) should be stored in magazine boxes or on shelves and are considered to be library/reference materials, not records

-also note: magazines and journals to which TCHC subscribes and which are not received as a benefit of association membership are not classified under this Primary, such items are considered library/reference materials, not records

Section 04 - Contracts, Agreements and Legal Matters (1-2-04)

Use this Section to collect and organize information that documents legal and land matters involving TCHC such as documents registered in the Land Registry Office, contracts and agreements (i.e. those contracts and agreements under the corporate seal and not under seal entered into by TCHC and its Subsidiary Corporations), court cases, civil and criminal proceedings and litigation.

Exceptions:

For 'Risk Management and Insurance', see Collection 1, Part 1, Section 04

For 'Property Asset Management', see Collection 3, Part 1, Section 01

For 'Tribunal Applications', see Collection 3, Part 4, Section 02

For 'Collective Agreement Administration', see Collection 2, Part 3, Section 03

For 'Tenant and Lease Administration' – Residential and Commercial Tenant Lease Agreements, see Collection 3, Part 4, Section 01

For 'Applicant Waiting List' – Referral Agreements (Subsidized Housing), see Collection 3, Part 6, Section 01

For 'Rent Supplement, Planning and Control' – Rent Supplement Agreements with Landlords and Tenants, see Collection 3, Part 6, Section 03

Primary 01 - Contracts and Agreements (1-02-04-01)

(OPI: Originator)

- organized alphabetically by type/subject, alphabetically by name, company name or property address*
- includes original executed agreements and contracts, letters of extension and/or amendments, entered into by TCHC and its Subsidiary Corporations*
- includes agreements and contracts for the purchase of equipment (e.g. software), goods or services (e.g. service contract with consultants and/or vendors, employee benefit packages), operating agreements for subsidized housing and rent supplement, original executed collective agreements*
- also includes Operating Agreements with City of Toronto*
- also includes contracts for various legal matters, purchase agreements/leases for various equipment (e.g. phone lease, copier lease, mailing machines, etc.) and service/maintenance agreements for*

office equipment, computers and computer support, etc.

-also includes agreements for construction projects (e.g. site plan agreements), etc

-duplicate original agreements or copies of original agreements may be also retained by individual divisions/units for reference purposes

-excludes: tenant lease agreements (residential and commercial, nontenant parking agreements, referral agreements (subsidized housing), rent supplement agreements with landlords and tenants

Primary 02 - Litigation (1-2-04-02)

(OPI: CPP - Legal,
Originator)

-CPP - Legal Unit: organized chronologically by year, sequential file #, alphabetically by name/subject

-Originator: organized chronologically by year, alphabetically by name/subject

-includes litigation claims made against TCHC or by TCHC against another party/other parties

-includes original of the service document, correspondence with legal counsel, settlements, hearing transcripts and court decisions, etc.

-Note: excludes legal orders, filings and documentation related to Tenants

*Protection Act and Ontario Rental
Housing Tribunal – see 3-402-05*

Primary 03 - Legal Opinions (1-2-04-03)

(OPI: Originator, CPP -
Legal)

*-Requesting Division: organized
alphabetically by subject*

*CPP - Legal Unit: chronologically by
year, sequential file #, alphabetically by
topic*

*-includes legal opinions and supporting
material (e.g. research notes, etc.)*

**Section 05 - Corporate Policy Planning and
Development (1-2-05)**

Use this Section to collect and organize information that documents the planning, development and implementation of corporate policies at TCHC.

Exceptions:

*For 'Corporate Planning and Performance Management', see
Collection 1, Part 3*

*For 'Procedures – Division Business Operating', see Collection
2, Part 1, Section 01*

**Primary 01 - Policies - Corporate (Working
Files) (1-2-05-01)**

(OPI: Originator) – **No Retention
Required – July 14, 2006**

*- organized alphabetically by subject of policy under
development*

*- includes background information, working papers,
drafts, etc.*

**Primary 02 - Policies - Corporate (Approved)
(1-2-05-02)**

(OPI: CPP – Plan, HSI, AHCI – Gov., THC, RPDC, DMCDC, 2001064 Inc.)

- *organized chronologically by policy number, alphabetically by subject of policy*
- *includes the final version of each policy, approved by the appropriate level of authority*

Part 3 - Corporate Planning and Performance Management

Use this Part to collect and organize information that documents TORONTO SENIORS HOUSING CORPORATION 's accountability to its Shareholder and Board of Directors.

Use this Part to collect and organize information that documents TCHC's corporate planning and performance management, its annual report and its Community Management Plan and performance measurements.

Exceptions:

For 'Governance Documents', see Collection 1, Part 1, Section 01

For 'Board of Directors Management', see Collection 1, Part 1, Section 02

For 'Corporate Policy Planning and Development', see Collection 1, Part 2, Section 05

Sections:

01 Community Management Plan

02 Annual Report

03 Performance Measurements

Section 01 - Community Management Plan (1-3-01)

Use this Section to collect and organize information that documents TCHC's Community Management Plan. The Community Management Plan, or business plan, identifies the major issues and challenges for TCHC and implementation strategies to address the issues.

Exceptions:

For 'Property Management – Capital Planning', see Collection 3, Part 1, Section 02

For 'Community Safety Planning', see Collection 3, Part 3, Section 01

For 'City Wide Community Development Programs', see Collection 3, Part 5, Section 01

Primary 01 - Community Management Plan (Working Files) (13-01-01)

(OPI: Originator) – **No Retention
Required – July 14, 2006**

- *organized chronologically by year of plan*
- *includes Division/Unit's input to the Community Management Plan*
- *also includes communication of revisions and updates to the Plan from CPP throughout the term of the Plan*

Primary 02 - Community Management Plan (Approved) (1-3-0102)

(OPI: CPP - Plan)

- *organized chronologically by year of plan*

-the Community Management Plan is approved by the Board of Directors and submitted to the Shareholder's October Council meeting

Section 02 - Annual Report (1-3-02)

Use this Section to collect and organize information that documents TCHC's annual report. The annual report includes audited financial statements and reporting on financial and service performance targets.

Exceptions:

For 'Communications and Public Relations', see Collection 2, Part 1, Section 02

Primary 01 - Annual Report (Working Files) (1-3-02-01)

(OPI: Originator) – **No Retention
Required – July 14, 2006**

*- includes Division/Unit's
input to the annual report*

Primary 02 - Annual Report (Approved) (1-3-02-02)

(OPI: CPP - Plan)

-organized chronologically by year

-the Annual Report is approved by the Board of Directors and submitted to the Shareholder within 120 days of the end of the fiscal year

-includes audited financial statements, reporting on financial and service performance targets, etc.

Section 03 - Performance Measurements (1-3-03)

Use this Section to collect and organize information that documents TCHC's strategies to measure performance related to major issues and challenges identified in the Community Management Plan.

Exceptions:

For 'Employee Performance Management', see Collection 2, Part 3, Section 03

For 'Building Unit Inspections', see Collection 3, Part 2, Section 05

Primary 01 - Performance Measurement Plan (1-3-03-01)

(OPI: CPP - Plan)

- *organized chronologically by year, by month*
- *includes monthly and/or quarterly reports to Executive Committee reporting on performance measures related to issues and challenges identified in the Community Management Plan (e.g. arrears, vacancies, etc.)*

Primary 02 - Performance Audit Investigations (1-3-03-02)

(OPI: CPP - Plan)

- *organized chronologically by year, by CHU number, alphabetically by management type (i.e. contract or direct management)*

*-performance audit reports
including observations and
recommendations*

*-also includes supporting documents for
internal performance audits from various
departments such as copies of annual
reviews, rent calculations, tenant
eligibility records, etc.*

Collection 2 - Toronto Community Housing Corporation Administrative Management

Use this Collection to collect and organize information that documents TORONTO SENIORS HOUSING CORPORATION 's internal administrative operations such as, financial management, human resources management and technology management and services. This type of information documents individual business activities relating to specific events, persons, objects, actions, services, etc.

Parts:

- 1 Administration Management
- 2 Financial Management
- 3 Human Resources Management
- 4 Procurement Management
- 5 Inventory, Vehicle and Equipment Management
- 6 Technology Services and Management
- 7 Information Management

Part 1 - Administration Management

Use this Part to collect and organize information that documents general administrative functions such as business procedures, communications and public relations, and risk and insurance management.

Sections:

- 01 Procedures - Division Business Operating
- 02 Communications and Public Relations
- 03 Office Services
- 04 Risk Management and Insurance

Section 01 - Procedures – Division Business Operating (2-1-01)

Use this Section to collect and organize the information that documents the planning, development and implementation of Division and Unit business operating procedures at TCHC.

Use this Section to organize Division / Unit business procedures, procedures manuals, administrative guidelines and checklists.

Exceptions:

For 'Governance Documents', see Collection 1, Part 1, Section 01

For 'Corporate Policy Planning and Development', see Collection 1, Part 2, Section 05

For 'Training and Professional Development' see Collection 2, Part 3, Section 05

Primary 01 - Procedures – Division Business Operating (Working Papers) (2-1-01-01)

(OPI: Originator) – **No Retention Required – July 14, 2006**

-organized alphabetically by subject of business/operating procedure or manual

-includes background information, working papers, drafts, notes of Working Group meetings, if applicable, etc

**Primary 02 - Procedures - Division Business
Operating (Approved) (2-1-01-02)**

(OPI: Originator)

*-organized alphabetically by subject of
business/operating procedure or manual*

*-includes the final version of each
business/operating procedure or
procedures manual approved by the
appropriate level of authority*

Section 02 - Communications and Public Relations (2-1-02)

Use this Section to collect and organize information that documents TCHC's relationship with its communities, the public and the media as well as the development of publications for public distribution.

Also use this Section to collect and organize records that apply to graphic designs of TCHC's logo, letterhead, and signage.

Exceptions:

For 'Community Management Plan', see Collection 1, Part 3, Section 01

For 'Annual Report', see Collection 1, Part 3, Section 02

For 'External Relations', see Collection 1, Part 2, Section 03

For 'Employee Recognition', see Collection 2, Part 3, Section 02

For 'Community Safety Planning', see Collection 3, Part 3, Section 04

For 'City Wide Community Development Programs', see Collection 3, Part 5, Section 01

Primary 01 - Public Relations (2-1-02-01)

**Secondary 01 - Issue Management
(2-1-02-01-01)**

(OPI: CPA)

*-organized chronologically by
year and within year, by issue*

*-includes all communications
by TCHC to external
agencies, media and general
public*

*-includes record of issues and
TCHC response such as press
release, media advisories,
supporting documentation,
reports, notes, etc.*

**Secondary 02 - Media Relations (2-
1-02-01-02)**

(OPI: CPA)

*-organized chronologically by
year, alphabetically by
project*

*-includes clippings and
transcripts of all TCHC media
coverage, radio and
television broadcasts, etc.*

**Primary 02 - Speeches and Presentations (2-
1-02-02)**

**Secondary 01 - Speeches and
Presentations (Working
Papers) (2-1-02-02-01)**

(OPI: CPA) - **No Retention
Required – July 14, 2006**

- *organized chronologically by year, alphabetically by project/ topic*
- *includes background information, research, supporting documentation used in preparation of speeches and/or presentations*

**Secondary 02 - Speeches and Presentations (Final Work Product)
(2-1-02-02-02)**

(OPI: CPA)

- *organized chronologically by year, alphabetically by project/ topic*
- *includes final work product of speech or presentation*

Primary 03 - Publications (2-1-02-03)
**Secondary 01 - Publications (Working Papers)
(2-1-02-0301)**

(OPI: CPA) – **No Retention
Required – July 14, 2006**

- *organized chronologically by year, month, edition, alphabetically by name of publication*
- *includes drafts, background information, research, supporting documentation used in preparation of the publication*

- *includes newsletters (e.g. Tenant Rep Bulletin)*

Secondary 02 - Publications (Final Work Product) (2-1-02-03-02)

(OPI: CPA)

- *organized chronologically by year, month, edition, alphabetically by name of publication*
- *includes final work product of publication, e.g. newsletters (e.g. Tenant Rep Bulletin)*

Primary 04 - Internal Communications (2-1-02-04)

Secondary 01 - Internal Communications (Working Papers) (2-1-02-04-01)

(OPI: CPA) – **No Retention Required – July 14, 2006**

- *organized chronologically by year, alphabetically by name of communication*
- *includes draft, research and background information used in preparation of general internal communication such as newsletters, flyers, notices, etc. for distribution only to TCHC employees*

Secondary 02 - Internal Communications (Final Work Product) (2-1-02-04-02)
(OPI: CPA)

- *organized chronologically by year, alphabetically by name of communication*
- *includes final work product of general internal communication such as newsletters, flyers, notices, etc. for distribution only to TCHC employees*

Primary 05 - Photos (2-1-02-05)

(OPI: Originator)

- *organized chronologically by year, alphabetically by category (e.g. building, event), alphabetically by name of image*

Primary 06 - Communication Projects (Dockets) (2-1-02-06)

(OPI: CPA)

- *organized chronologically by year, month, project/job number*
- *includes record of work and processes pertaining to specific project such as artwork, communication plans, translations, photos, media advisories, new releases, clippings, costing, logistics planning*
- *also includes costing quote and actuals, if applicable*

Primary 07 - Corporate Branding (2-1-02-07)
(OPI: CPA)

- organized chronologically by year, alphabetically by name of item (e.g. logo, banner)*
- includes permanent record of branding strategy, policy and guidelines, templates, tools, communication to staff related to corporate logo, signage, letterhead etc.*

Primary 08 - Community Consultation (2-1-02-08)

(OPI: CPA, PMD - TCSU, Originator)

- organized alphabetically by name of project or initiative (e.g. Open Space Redevelopment Focus Group)*
- includes information documenting TCHC's relationship with the public and its communities and tenants e.g. Focus Groups / Public Forums*
- project plan for focus group input, public meetings, forums, responses, summary of information received and statistics gathered from responses*
- excludes Tenant Participation System, tenant forums and councils, see 3-5-01-03*

Section 03 - Office Services (2-1-03)

Use this Section to collect and organize information that documents TCHC's office services. Includes records related to general management of the office.

Exceptions:

For 'Internal Communications', see Collection 2, Part 1, Section 02

For 'Technology Services', see Collection 2, Part 6, Section 01

For 'Records and Information Management', see Collection 2, Part 7, Section 01

For 'Building Security', see Collection 3, Part 3, Section 01

Primary 01 - Identification Cards (Staff) (2-1-03-01)

(OPI: FIN - Off. Serv.)

-organized alphabetically by employee name

-includes records related to staff photo identification cards (e.g. electronic photos)

Primary 02 - Service Request Forms (2-1-03-02)

(OPI: FIN - Off. Serv., FIN - ITS, Originator)

-organized chronologically by year, alphabetically by Division / Unit

-includes records of Division or Unit or staff request for service (e.g. IT System Request form, Photocopy Request form, etc.)

Primary 03 - Mail, Courier and Fax Services (2-1-03-03)

Secondary 01 - Mail Service (2-1-03-03-01)

(OPI: FIN - Off. Serv.)

-organized chronologically by date

- includes records of postage use

**Secondary 02 - Courier Service
(Inter Office) (2-1-03-03-02)**

(OPI: FIN - Off. Serv.)

- organized chronologically by date

- includes daily inter office courier schedule from Corporate head office to various TCHC offices

**Secondary 03 - Courier Service
(External) (2-1-03-03-03)**

(OPI: Originator)

- organized chronologically by date

- includes courier logs, courier schedules, waybills, etc.

**Secondary 04 - Fax Service
(2-1-03-03-04)**

(OPI: Originator)

- organized chronologically by date

- includes logs generated by fax machine (e.g. list of numbers called during a specified time period) and other logs used to track incoming and outgoing fax transmissions

Primary 04 - Contact and Mail Lists (2-1-03-04)

(OPI: FIN - Off. Serv.,
Originator)

*-organized
alphabetically by name
of list or group*

*-includes contact and
mail list*

*-also includes staff
business contact list*

Section 04 - Risk Management and Insurance (2-1-04)

Use this Section to collect and organize information that documents TCHC's risk management and insurance practices and the claims made against and by TCHC.

Exceptions:

For 'Contracts, Agreements and Legal Matters', see Collection 1, Part 2, Section 04

For 'Occurrence Reports', see Collection 3, Part 3, Section 01

For 'Incident Reports', see Collection 3, Part 3, Section 01

Primary 01 - Vehicle Accident Reports (2-1-04-01)

(OPI: Originator, FIN -
RMI)

- organized chronologically by date

*- includes vehicle accident reports
received by TCHC for accidents
involving TCHC-owned vehicles*

*- if a claim is made, the vehicle accident
report is transferred to the appropriate
Secondary under Primary 02 below.*

Primary 02 - Insurance Claims (2-1-04-02)

Secondary 01 - First Party Property Claims (2-1-04-02-01)

(OPI: FIN - RMI)

- *organized chronologically by year, chronologically by claim number assigned*
- *includes claims (e.g. fire, water damage, etc.) for any property owned by TCHC (first party property)*
- *includes incident reports, property damage estimates, invoices, correspondence related to claim*
- *claims under the deductible amount are processed internally; claims over the deductible amount or involving personal injury are sent to insurance company for processing*

Secondary 02 - Third Party Property and Injury Claims (2-104-02-02)

(OPI: FIN - RMI)

- *organized alphabetically by claimant's name; completed or closed claims organized alphabetically by claimant's name, chronologically by year*
- *includes information related to third party claims brought*

against TCHC for property damage and/or bodily injury

- *includes incident reports, damage estimates, correspondence and notes related to claim, original legal release documents, evidence of payment*
- *claims under the deductible amount are processed internally; claims over the deductible amount or involving personal injury are sent to insurance company for processing*

Primary 03 - Insurance

Policies (2-1-04-03)

(OPI: FIN - RMI)

- *organized chronologically by year, alphabetically by policy type (e.g. auto, property)*
- *evidence of insurance purchased by TCHC and its Subsidiary Corporations*
- *includes insurance policy (one for each type of coverage); also includes Schedule 'A' which details insured properties/assets, etc*

Primary 04 - Insurance Certificates (2-1-04-04)

Secondary 01 - Incoming Insurance Certificates (2-1-04-04-01)

(OPI: FIN - RMI, Originator)

- *FIN - RMI: organized chronologically by year, then date*
Originator: organized alphabetically by name of contract or project
- *includes copy of incoming insurance certificates providing evidence of insurance by third parties to TCHC*
- *FIN - RMI receives these certificates only when it is requested to comment on sufficiency*

Secondary 02 - Outgoing Insurance Certificates (2-1-04-04-02)

(OPI: FIN - RMI, Originator)

- *organized chronologically by year, then date*
- *includes copy of outgoing insurance certificates providing evidence of insurance by TCHC to third parties only when FIN-RMI is requested to issue*

such certificates

Secondary 03 - User Group Program Insurance Certificates (2-1-04-04-03)

(OPI: FIN - RMI, Originator)

- *organized chronologically by year, then date*
- *includes requests to FIN-RMI for insurance certificate for a tenant to use TCHC facility for a special occasion, copy of payment sent to insurance company, copy of insurance certificate*

Primary 05 - Insurer Administration (2-1-04-05)

(OPI: FIN - RMI)

- *organized chronologically by date, alphabetically by topic or insurance company*
- *includes information related to insurance administration such as Insurance Cost Allocation, Insurance Renewal, Insurance Summary*
- *also includes general correspondence not related to a claim, newsletters from the insurer, etc.*

Part 2 - Financial Management

Use this Part to collect and organize information that documents the management of and accounting for TORONTO SENIORS HOUSING CORPORATION's financial resources.

Sections:

- 01 Financial Planning and Budgeting
- 02 Accounts Payable
- 03 Accounts Receivable
- 04 General Ledger and General Journal
- 05 Taxation
- 06 Investment Management
- 07 Banking and Financial Services
- 08 Financial Reporting and Auditing
- 09 Payroll

Section 01 - Financial Planning and Budgeting (2-2-01)

Use this Section to collect and organize information that documents TCHC's financial resources and budgeting (i.e. the sources from which revenues are expected and the expenditures that are planned), including approved budgets and working papers of individual Division budgets.

Primary 01 - Budgets and Estimates (2-2-01-01)

Secondary 01 - Budget Proposals (Working Papers) (2-2-01-01-01)

(OPI: FIN - Budget, PMD – Asset Mgmt, Originator) – **No Retention Required – July 14, 2006**

- *FIN – Budget and PMD – Capital: organized chronologically by fiscal year and within year, alphabetically by type of expense*

*Originator: organized
chronologically by year*

- includes working notes,
budget formula calculations,
estimates, etc. used to
prepare the annual budget*

Secondary 02 - Funding

Agreements (2-2-01-01-02)

(OPI: FIN - Budget)

- organized chronologically by
fiscal year*
- includes documentation of
subsidy agreements,
agreement letters from
funder (i.e. City of Toronto)*

Secondary 03 - Budget

Reconciliations (2-2-01-01-03)

(OPI: FIN - Budget)

- organized chronologically by
fiscal year, by account
number*
- includes end of year budget
reconciliation for account
proofs*
- also includes rent
supplement schedules
organized by project number*

Primary 02 - Budgets (Approved) (2-2-01-02)

(OPI: FIN - Budget)

-organized chronologically by fiscal year

-includes TCHC's capital and operating budgets, explanation reference and Board report

Section 02 - Accounts Payable (2-2-02)

Use this Section to collect and organize information that documents the accounts payable functions for goods and services at TCHC. Includes payment of invoices and pre-authorized electronic fund payments for goods and services to vendors and suppliers, utilities, taxes, purchase card, and petty cash.

Exception:

For 'Contracts, Agreements and Legal Matters', see Collection 1, Part 2, Section 04

For 'Payroll', see Collection 2, Part 2, Section 09

For 'Procurement (Purchasing) Management', see Collection 2, Part 4, Section 01

For 'Tenders, Quotations, Requests for Information/Quotes/Proposals', see Collection 2, Part 4, Section 01

Primary 01 - Invoices (Vendors and Suppliers) (2-2-02-01)

(OPI: FIN - Account.,
Originator)

- FIN - Accounting: organized chronologically by fiscal year, and within each year, alphabetically by vendor/supplier name or chronologically by batch number;

Originator: organized by batch number or alphabetically by vendor / supplier name

- includes authorizations (payment request or receipt), invoices, vendor transaction listings, payment vouchers, cheque requisitions, gas, hydro and phone bills, backup information (e.g. packing slip, copy of commitment, copy of purchase order, copy of purchase requisition, etc.)*
- also includes A/P invoice batch register and backup*

Primary 02 - Accounts Payable Disbursements (2-2-02-02)

(OPI: FIN – Account.)

- organized chronologically by fiscal year, by month, alphabetically by utility or company name*
- includes final disbursement report, record of payments in particular cheque run*
- for pre-authorized electronic fund transfers includes electronic file and/or CD and paper documentation to verify pre-authorized electronic fund payments (e.g. Toronto Hydro Energy and Bell Canada)*

Primary 03 - Purchase Card Reconciliations (2-2-02-03)

(OPI: Originator)

- *organized chronologically by fiscal year, by month by purchase card number*
- *includes Purchase Card Reconciliation reports, original receipts, invoices and packing slips, etc.*

Section 03 - Accounts Receivable (2-2-03)

Use this Section to collect and organize information that documents the amounts owed to and payments received by TCHC. Includes cash payment and electronic transfer payments for TCHC invoices, rental recoveries and miscellaneous payments (e.g. COMSOC).

Exceptions:

For 'Banking and Financial Services', see Collection 2, Part 2, Section 07

For 'Tenant and Lease Administration', see Collection 3, Part 4, Section 01

Primary 01 - Accounts Receivable (2-2-03-01)

(OPI: FIN - Account.,
CHM/CHU)

- *organized chronologically by fiscal year, by month*
- *includes rent receipt books, bank deposits, invoices, etc.*

Primary 02 - Accounts Receivable Electronic Receipts (2-2-0302)

(OPI: FIN - Account.)

- *organized chronologically by fiscal year, by month*

-reconciliation of electronic transfer payments from bank to HMS system import to tenant accounts

-includes reports such as Payment File Import Audit Report, Payment Plan Detailed Report, Unmatched Report, Subsidized Housing batch headers; also includes pre-authorized payments from tenants, bank transfers and backup listings from Ministries and agencies, backup documentation, if appropriate

Primary 03 - Collection of Former Tenant Accounts (2-2-03-03)

(OPI: FIN - Treasury)

-organized alphabetically by tenant name, chronologically by CHU number

-status of collection process of former tenant's outstanding rent

-includes correspondence with tenant, copies of cheques, payment plans, collection reports, etc.

Section 04 - General Ledger and General Journal (2-2-04)

Use this Section to collect and organize information that documents TCHC's general ledger and the general journal used to post entries to that ledger. The general ledger contains entries from all accounting functions (e.g. accounts payable, accounts receivable, payroll) for all TCHC financial transactions during each fiscal year for accounting and audit purposes.

Exceptions:

*For 'Banking and Financial Services', see
Collection 2, Part 2, Section 07 For 'Financial
Reporting and Auditing', see Collection 2,
Part 2, Section 08*

Primary 01 - General Ledger (2-2-04-01)

(OPI: FIN - Account.)

- *organized chronologically by fiscal year*
- *includes records that are evidence of TCHC's general ledger activity whether maintained in hardcopy or as an electronic record*
- *includes trial balance, balance sheet, profit and loss, year-end statement*

Primary 02 - General Journal (2-2-04-02)

**Secondary 01 - General
Journal – Regular**

(OPI: FIN - Account.)

- *organized chronologically by fiscal year, by month, by journal entry number*
- *includes supporting documents for entries posted to General Ledger (e.g. adjustment notes, calculations, month end closing information, etc.)*

**Secondary 02 - General
Journal - Payroll**

(OPI: FIN - Account.)

- *organized chronologically by fiscal year, by month, by journal entry number*

- *includes supporting documents for entries posted to General Ledger relating to payroll (e.g. adjustment notes, calculations, month end closing information, etc.)*

Section 05 - Taxation (2-2-05)

Use this Section to collect and organize information that documents TCHC's compliance with federal, provincial and municipal taxation requirements

Exceptions:

For 'Payroll', see Collection 2, Part 2, Section 09

Primary 01 - Tax Returns (Corporate) (2-2-05-01)

(OPI: FIN - Account.)

- *organized alphabetically by corporation name, chronologically by fiscal year*
- *includes Corporate Income Tax filing requirements, CRA forms and back up reports*

Primary 02 - Taxes (Provincial and Federal) (2-2-05-02)

(OPI: FIN - Account.)

- *organized alphabetically by Corporation, chronologically by fiscal year*
- *includes Provincial Sales Tax (PST) filing requirements, Ministry forms and back up reports; federal filing requirements for Goods and Services Tax (GST), CCRA forms and back up reports, accounting registers and reporting documentation*

Primary 03 - Taxes (Municipal) (2-2-05-03)

(OPI: FIN - Account., FIN -
Treasury)

- *Accounting: organized chronologically by calendar year, by month*
- *Treasury: organized chronologically by calendar year, by tax bill term / alpha by property address*
- *includes interim and final municipal tax bills for TCHC properties*

Primary 04 - Taxation Administration (2-2-05-04)

(OPI: FIN - Account.)

- *organized chronologically by fiscal year, alphabetically by government, by subject (e.g. AHCI GST designation)*
- *includes correspondence and filings related to designation of Subsidiary Corporations for rebate purposes, Resident Keyperson T4(A), CCRA correspondence*

Primary 05 - Property Tax Administration (2-2-05-05)

Secondary 01 - Assessment Notices (2-2-05-05-01)

(OPI: FIN - Treasury)

- *organized chronologically by year, chronologically and alphabetically by property address*
- *includes assessment notice for all TCHC properties*

Secondary 02 - Tax Appeals (2-2-05-05-02)

(OPI: FIN - Treasury)

-organized chronologically by year, chronologically and alphabetically by property address

-includes notices from Assessment Review Board, decisions, related correspondence, etc.

Section 06 - Investment Management (2-2-06)

Use this Section to collect and organize information that documents TCHC's investments.

Exceptions:

For 'Governance Documents', see Collection 1, Part 1, Section 01

For 'Financial Planning and Budgeting', see Collection 2, Part 2, Section 01

For 'Banking and Financial Services', see Collection 2, Part 2, Section 07

Primary 01 - Investment Analysis (2-2-06-01)

(OPI: FIN - Treasury)

-organized chronologically by fiscal year, by month

-includes monitoring of fund values, earnings and expenses for long term and short term investments

-also includes investment statements, quarterly and monthly reports to Board,

invoices, correspondence, background information

Section 07 - Banking and Financial Services (2-2-07)

Use this Section to collect and organize information that documents the banking and financial services functions of TCHC.

Exceptions:

For 'Financial Reporting and Auditing', see Collection 2, Part 2, Section 08

For 'General Ledger and General Journal', see Collection 2, Part 2, Section 04

For 'Investment Management', see Collection 2, Part 2, Section 06

Primary 01 - Banking (2-2-07-01)

Secondary 01 - Bank Account

(General) (2-2-07-01-01)

(OPI: FIN - Treasury)

-organized chronologically by fiscal year

-includes correspondence, pre-authorized payment information, cashier deposit spreadsheets, etc.

Secondary 02 - Account Lists and Signatories (2-2-07-01-02)

(OPI: FIN - Treasury)

-organized alphabetically by name of bank, chronologically by account number

- includes lists of corporate bank accounts and account signatories

- also includes supporting documentation (e.g. Board resolution, Board bylaws)

Secondary 03 - Bank Reconciliations (2-2-07-01-03)

(OPI: FIN - Treasury)

- organized chronologically by fiscal year, by month

- includes record of bank transactions matched to the General Ledger

- also includes bank statements, deposit slips, returned cheques, cleared cheques, debit/credit memos, correspondence, etc.

Secondary 04 - Returned Cheques and Pre-Authorized Payments (2-2-07-01-04)

(OPI: FIN - Account.)

- organized chronologically by fiscal year, by month, by HMS System batch number

- includes processed cheques and pre-authorized payment documentation from bank, bank transaction reports and HMS system batch header

Primary 02 - Interest Revenue (2-2-07-02)

(OPI: FIN - Treasury)

-organized chronologically by fiscal year, by month

-includes monthly accrued interest calculations

Primary 03 - Mortgage Administration (2-2-07-03)

(OPI: FIN - Treasury)

-organized chronologically and alphabetically by property address

-includes documentation of mortgage liabilities such as mortgage statements, loan documents, letters, amortization tables, etc.

Section 08 - Financial Reporting and Auditing (2-2-08)

Use this Section to collect and organize information that documents the reporting and auditing of TCHC's financial position in accordance with reporting requirements.

Exceptions:

For 'Board of Directors and Board Committee Meetings', see Collection 1, Part 1, Section 03

For 'General Ledger and General Journal', see Collection 2, Part 2, Section 04

For 'Banking and Financial Services', see Collection 2, Part 2, Section 07

Primary 01 - Audits (2-2-08-01)

(OPI: FIN - Account.)

- organized chronologically by fiscal year

- *includes engagement letters or management letters related to external audits of accounts*

Primary 02 - Financial Statements (2-2-08-02)
Secondary 01 - Financial Statements (Year-End) (2-2-08-02-01)

(OPI: FIN - Account.)

- *organized chronologically by fiscal year*
- *includes audited financial statements and audit result package*
- *also includes balance sheets, income statements, year and month end reports, other audited financial statements and account reconciliations*

Secondary 02 - Audit Working Papers and Interim Audits (22-08-02-02)

(OPI: FIN - Account.)

- *organized chronologically by fiscal year*
- *Audit Working Papers include year end schedules, income statements, balance sheets, etc.*
- *Interim Audits include questionnaires and backup information*

Secondary 03 - Financial Reports (2-2-08-02-03)

(OPI: FIN - Budget)

-organized chronologically by fiscal year, by month, alphabetically by subject or division

-includes quarterly financial reporting to Board, monthly reporting to Executive Committee and Units

Primary 03 - Contract Management Operating Reports (2-2-0803)

(OPI: FIN - Account., CHM/CHU, CPP-Plan)

-Accounting: organized chronologically by year, by month, alphabetically by company name

CHM/CHU: organized chronologically by year, by month, alphabetically by Development/project number

-includes monthly Revenue and Expense Reports from contract management companies, arrears analysis, relevant general ledger from contract management company; also includes supporting document for R&E report such as utilities invoices and General Journal entry

Section 09 - Payroll (2-2-09)

Use this Section to collect and organize information that documents the processing of payroll and deductions for TCHC employees.

Exceptions:

For 'Personnel Files', see Collection 2, Part 3, Section 02

For 'Benefits and Pension Administration', see Collection 2, Part 3, Section 04

Primary 01 - Attendance Reporting (2-2-09-01)

(OPI: HR - Payroll,
Originator)

- *organized chronologically by year, alphabetically by employee name or type of form*
- *at Division or Unit, includes record of vacation, sick leave and lieu time entered into Time Entry System*

Primary 02 - Salary Administration (2-2-09-02)

(OPI: HR - Payroll)

- *organized alphabetically by position name, chronologically by year*
- *includes electronic record of salary schedules for each category*

Primary 03 - Long Term Disability (2-2-09-03)

(OPI: HR - Payroll)

- *organized alphabetically by employee name*
- *includes applications for LTD, correspondence with the insurance carrier and copies of payments*

Primary 04 - Payroll Reports (2-2-09-04)

Secondary 01 - Payroll Registers (2-2-09-04-01)

(OPI: HR - Payroll)

- *organized chronologically by calendar year, by pay cycle*
- *includes payroll information for full-time, part-time, and temporary contract employees*
- *includes payroll register, payroll edit reports, pay adjustment (retroactive or vacation pay)*

Secondary 02 - Payroll Deduction Remittances to Third Party (2-2-09-04-02)

(OPI: HR - Payroll)

- *organized chronologically by year, alphabetically by name of third party*
- *includes monthly and annual remittances to*
Revenue Canada for income tax, Canada Pension Plan and Employment Insurance, Employer Health Tax, benefit program, WSIB, OMERS, etc.

Secondary 03 - T4 Summaries (2-2-09-04-03)

(OPI: HR - Payroll)

- *organized alphabetically by employee surname*

- includes reconciliations to payroll system
- excludes annual T4 slips, see 2-3-02-01
-

Personnel Files

Part 3 - Human Resources Management

Use this Part to collect and organize information that documents the management of TORONTO SENIORS HOUSING CORPORATION's human resources.

Exceptions:

For 'Contracts, Agreements and Legal Matters', see Collection 1, Part 2, Section 04

For 'Corporate Policy Planning and Development', see Collection 1, Part 2, Section 05

For 'Human Rights & Equity', see Collection 3, Part 5, Section 01

Sections:

- 01 Employment and Staffing Management
- 02 Personnel Files
- 03 Labour Relations
- 04 Benefits and Pension Administration
- 05 Training and Professional Development
- 06 Employee Health and Safety

Section 01 - Employment and Staffing Management (2-3-01)

Use this Section to collect and organize information that documents TCHC's employment and staffing practices and the specific recruitment initiatives and staffing actions taken by TCHC.

Exceptions:

For 'Board of Directors Management', see Collection 1, Part 1, Section 02

For 'Payroll', see Collection 2, Part 2, Section 09

For 'Personnel Files' see Collection 2, Part 3, Section 02

Primary 01 - Organization (2-3-01-01)

(OPI: HR - Labour, Originator)

- organized chronologically by revision date*
- includes organization charts, organizational studies and reorganizations.*

Primary 02 - Job Descriptions (2-3-01-02)

(OPI: HR - Empl. Serv.)

- organized alphabetically by Division/Unit, by position name / title*
- includes current job description*

Primary 03 - Recruitment (2-3-01-03)

(OPI: HR - Empl. Serv.)

- organized chronologically by year, by job competition number*
- includes information related to competitions for employment opportunities advertised internally and externally*
 - includes job postings, advertisements, applications and resumes, job description, list of all applicants, screening criteria, score sheet, acknowledgement letter (internal), screened out (internal), interview schedule (short listed candidates), interview questions, reference forms, completed interview question sheet for each panel member for each candidate, interview notes, offer letter, regret*

*letter, competition checklist, checklist close
competition*

**Primary 04 - Employment Applications
(Unsolicited) (2-3-01-04)**

(OPI: HR - Empl. Serv.)

- *organized alphabetically by position
applied for, chronologically by date*

Section 02 - Personnel Files (2-3-02)

Use this Section to collect and organize information that documents the employment history of each TCHC employee.

Also use this Section to collect and organize information that documents staff recognition.

Exceptions:

*For 'Board of Directors Management', see Collection 1, Part 1,
Section 02*

*For 'Attendance Reporting', see Collection 2, Part 2, Section
09*

For 'Payroll', see Collection 2, Part 2, Section 09

For 'Recruitment', see Collection 2, Part 3, Section 01

For 'Job Descriptions', see Collection 2, Part 3, Section 01

*For 'Health and Safety Employee Record', see Collection 2,
Part 3, Section 06*

Primary 01 - Personnel Files (2-3-02-01)

(OPI: HR - Empl. Serv.)

- *organized alphabetically by employee
surname*
- *includes personnel files for all employee
groups i.e. permanent, fulltime, part-time,
contract, student*

- *includes copy of resume and application, offer of employment, payroll documentation forms, copy of TD1 tax election form, benefits and pension application forms, contact information, direct deposit information, salary verification and history, job profile, performance appraisals, merit increase info, transfer letters, disciplinary letters, leaves of absence request and approvals, courses tuition reimbursement, attendance report if being monitored, lawyers letters, letter of resignation, annual T4 slip, WSIB claims (e.g. Form 102 from H&S)*
- **Terminated Personnel Files** *include Record of Employment. These files are stored separately from the files of Active Personnel Files. They are organized chronologically by year, alphabetically by employee name.*

**Primary 02 - Personnel Exit Package
(Voluntary) (2-3-02-02)**

(OPI: HR - Empl. Serv.)

-organized chronologically by year, by date

-includes exit interview notes and questions, details of separation/termination arrangements, payment schedule etc.

Primary 03 - Employee Recognition (2-3-02-03)

(OPI: HR)

- organized chronologically by date, alphabetically by name of recipient / award

Section 03 - Labour Relations (2-3-03)

Use this Section to collect and organize all information that documents labour relations activities such as collective agreement administration, collective bargaining / negotiations with unions, employee investigations.

Exceptions:

For 'Contracts, Agreements and Legal Matters', see Collection 1, Part 2, Section 04

For 'Payroll', see Collection 2, Part 2, Section 09

For 'Employment and Staffing Management', see Collection 2, Part 3, Section 01

Primary 01 - Collective Agreement Administration (2-3-03-01)

(OPI: HR - Labour)

-includes information related to the administration of collective agreements.

-includes copies of collective agreements, terms and conditions of employment, seniority lists, implementation plans, sub plans, strike binders, etc.

Primary 02 - Labour Relations and Negotiations (2-3-03-02)

(OPI: HR - Labour)

-organized chronologically by date, alphabetically by union or employee group

-includes all records relating to the relationship between labour and management such as contract proposals, negotiation notes, plans and

strategies, layoff and recall notices and correspondence, final offers

-also includes information on strikes and lockouts

Primary 03 - Grievances (2-3-03-03)

(OPI: HR - Labour)

-organized chronologically by year, alphabetically by name or subject of grievance

-includes documentation of grievances and investigations including grievance forms, investigation notes, grievance hearing notes, correspondence between union and TCHC

Primary 04 - Arbitration (2-3-03-04)

(OPI: HR - Labour)

-organized chronologically by year, alphabetically by name or subject of grievance

-includes documentation of arbitration decisions and awards including grievances, investigation/hearing notes, legal opinions, correspondence between union and TCHC

Primary 05 - Employee Investigations (2-3-03-05)

(OPI: HR - Labour)

-organized chronologically by year, alphabetically by employee name

-includes investigations of alleged and actual employee misconduct such as

*interview notes, witness statements,
reports and other correspondence*

**Primary 06 - Employee Performance
Management (2-3-03-06)**

(OPI: HR – Labour,
Originator)

- organized alphabetically by employee
name, chronologically by year*
- includes performance management
(evaluation) of employees*

Section 04 - Benefits and Pension Administration (2-3-04)

Use this Section to collect and organize all information about benefits and pension including blank forms, brochures, manuals, and any other information supplied by the benefit and pension provider.

Exceptions:

For 'Payroll', see Collection 2, Part 2, Section 09

For 'Personnel Files', see Collection 2, Part 3, Section 02

Primary 01 - Benefits Administration (2-3-04-01)

(OPI: HR - Payroll)

- organized alphabetically by name of
benefits provider*
- includes general information from
benefit provider related to TCHC's
benefits package*
- benefits package includes major
medical, life insurance, accidental death
and dismemberment, long term
disability, employment assistance*

program, etc., includes information related to annual renewals, correspondence, explanatory documents about benefits program

Primary 02 - Pension Administration (2-3-04-02)

(OPI: HR - Payroll)

-organized alphabetically by name of pension

-includes all records relating to the administration of employee pensions, such as applications to OMERS, annual information returns, member updates, etc.

Section 05 - Training and Professional Development (2-3-05)

Use this Section to collect and organize information that documents TCHC's internal training and development practices and development of internal training courses.

This Section is used to collect and organize the proceedings, handouts and other materials obtained by employees who attend external training and to collect and organize information about the co-ordination of attendance at external training.

Exceptions:

For 'Health and Safety Training (Due Diligence)', see Collection 2, Part 3, Section 06

For 'Human Rights and Equity Due Diligence (Coaching) Materials', see Collection 3, Part 5, Section 02

**Primary 01 - Training / Development
(Internal) (2-3-05-01)**

(OPI: HR - T&D,
Originator)

- *organized chronologically by year, alphabetically by target audience, name of training program, chronologically by date*
- *includes training plans and manuals developed for TCHC employees and communities*
- *also includes course calendars, training schedules, training statistics, etc.*

**Primary 02 - Training / Development
(External) (2-3-05-02)**

(OPI: HR - T&D,
Originator)

- *organized alphabetically by conference or seminar name or chronologically by year in which the conference or seminar was attended*
- *includes conference brochures, registration, outlines, tests, handouts*

**Primary 03 - Tuition Reimbursements
(Employee) (2-3-05-03)**

(OPI: HR - T&D)

- *organized chronologically by year*
- *includes employee applications for tuition reimbursement, receipts,*

grade reports, Unit confirming letters

Primary 04 - Employee Training Records (2-3-05-04)

(OPI: HR - T&D)

-organized chronologically by date, alphabetically by employee name

-includes an electronic record of training attended by each employee

Section 06 - Employee Health and Safety (2-3-06)

Use this Section to collect and organize information related to the health and safety of TCHC's employees.

Exceptions:

For 'Training and Development', see Collection 2, Part 3, Section 05

For 'Life Safety Systems', see Collection 3, Part 2, Section 01

For 'Community Safety Services', see Collection 3, Part 3

For 'Human Rights and Equity Due Diligence (Coaching) Materials', see Collection 3, Part 5, Section 02

Primary 01 - Health and Safety Employee Record (2-3-06-01)

(OPI: HR - H&S)

-organized alphabetically by employee name

-includes accident reports, return to work documentation, modified duties, ergonomic assessments, WSIB claims and related correspondence, etc.

**Primary 02 - Workplace Safety Insurance
Board (WSIB) (2-3-06-02)**

**Secondary 01 - Workplace Safety
Insurance Board (WSIB)**

Claims (2-3-06-02-01)

(OPI: HR - H&S)

*-organized alphabetically by
employee name,
chronologically by date*

*-includes functional ability
reports, correspondence
related to a claim*

**Secondary 02 - Workplace Safety
Insurance Board (WSIB)
General (2-3-06-02-02)**

(OPI: HR - H&S)

*-organized chronologically by
year, by date*

*-includes general
correspondence not related
to a claim, WSIB annual
summary*

**Primary 03 - Health and Safety Training (Due
Diligence) (2-306-03)**

(OPI: HR - H&S)

*-organized alphabetically by employee
group / chronologically by year -
includes Due Diligence presentation
materials, agendas, training schedules,
articles,*

*-also includes certification requirements
for WHMIS, Health and Safety, list of
trained staff and certification details, etc.*

**Primary 04 - Health and Safety Matters (2-3-
06-04)**

Use this Primary to collect and organize information related to the health and safety of all TCHC employees and tenants.

**Secondary 01 - Health and Safety
Programs (2-3-06-04-01)**

(OPI: HR - H&S)

- *organized chronologically by year, alphabetically by program name or consultant*
- *includes record of program, program guidelines, statistical reports, guideline for information communication, reports from consultants delivering service*
- *includes information about H&S programs such as EAP, Disability Management, Ergonomic Assessment, Wellness Program, etc.*

Secondary 02 - Health and Safety Inspections/Investigations (2-3-06-04-02)

(OPI: HR - H&S)

- *organized chronologically by year, by CHU or Division/Unit*
- *includes inspections, investigations, reports, and memos. Also includes meeting minutes and other documentation compiled by Joint Health and Safety Committees*

Secondary 03 - Health and Safety Reporting (2-3-06-04-03)

(OPI: HR - H&S)

- *organized chronologically by year*

-includes Unit's mandatory reporting requirements to Ministry of Labour such as Critical Injury Reports, Work Refusal, etc.

Primary 05 - First Aid Certification (2-3-06-05)

(OPI: HR - H&S)

-organized chronologically by year

-includes list of certified first aid trained staff, certification details, etc.

Primary 06 - Material Safety Data Sheets (2-3-06-06)

(OPI: Originator, HR - H&S, HSI - Maintenance)

-organized chronologically by year, alphabetically by chemical

-includes general information about reporting requirements, manufacturer's guide to potential hazards and protection methods for each chemical purchased

-also includes completed Material Safety Data Sheets (MSDS), etc.

Part 4 - Procurement Management

Use this Part to collect and organize information that documents strategic procurement management at TCHC.

Sections:

01 Procurement (Purchasing) Management

Section 01 - Procurement (Purchasing) Management (2-4-01)

Use this Section to collect and organize information related to procurement or purchasing at TCHC.

Exceptions:

For 'Contracts, Agreements and Legal Matters', see Collection 1, Part 2, Section 04

For 'Corporate Policy Planning and Development', see Collection 1, Part 2, Section 05

For 'Invoices (Vendors and Suppliers)', see Collection 2, Part 2, Section 01

For 'Equipment Guarantees and Warranties', see Collection 2, Part 5, Section 02

Primary 01 - Purchase Orders / Change Orders (2-4-01-01)

(OPI: FIN - SPU,
Originator)

-organized chronologically by PO number assigned by HMS System

-includes copies of purchase orders, requisition form, change orders, copy of contract or agreement, supporting documentation, etc.

Primary 02 - Tenders, Quotations, Requests for Information / Quotes / Proposals (2-4-01-02)

(OPI: FIN - SPU,
Originator)

-FIN - SPU: organized chronologically by tender or RFP reference number, by year

Originator: organized alphabetically by project name or successful consultant/vendor

-includes information related to tendering process, tender / rfp documents such as letter of invitation to bidders, instructions to bidders, general terms and conditions; schedule of itemized pricing; health & safety documents; contractor's bid documents, award letters, copy of purchase order, change orders etc

-includes all accepted / successful and unaccepted / unsuccessful bid submissions from vendors, suppliers or contractors in response to tender or rfp

**Primary 03 - Contractor / Vendor / Supplier Management
(2-401-03)**

(OPI: FIN - SPU)

- organized alphabetically by vendor/supplier name

- includes authorized contractor/vendor list

- includes documentation of complaints or problems with vendor or supplier which may or may not result in litigation

- also includes vendor evaluation program information (Note: new program soon to be started)

Primary 04 - Purchasing Card Program (2-4-01-04)

(OPI: FIN –
Account.)

- *organized alphabetically by name of employee who holds a purchasing card*
- *includes list of all vendors assigned card number, copy of agreement for each card*
- *at Division/Unit record includes P-card reconciliation see Accounts Payable - Purchase Card Reconciliations 2-2-02-03*

Part 5 - Inventory, Vehicle and Equipment Management

Use this Part to collect and organize information that documents the inventory of TORONTO SENIORS HOUSING CORPORATION 's vehicles, equipment and supplies.

Also use this Part to collect and organize information that documents the maintenance, repair and inspection of vehicles and equipment (e.g. riding lawn mowers, maintenance equipment, etc.) owned by TCHC.

Exceptions:

For 'Contracts, Agreements and Legal Matters', see Collection 1, Part 2, Section 04

For 'Corporate Policy Planning and Development', see Collection 1, Part 2, Section 05

For 'Procedures – Division Business Operating', see Collection 1, Part 1, Section 01

Sections:

- 01 Inventory Management
- 02 Vehicles and Equipment

Section 01 - Inventory Management (2-5-01)

Use this Section to collect and organize information that documents the management of TCHC's inventories of vehicles, equipment and supplies.

Exceptions:

For 'Procurement (Purchasing) Management', see Collection 2, Part 4, Section 01

For 'Invoices (Vendors and Suppliers)' see Collection 2, Part 2, Section 02

Primary 01 - Equipment Inventory (2-5-01-01)

(OPI: Originator)

-organized alphabetically by equipment type

-includes identification and tracking of capital assets (e.g. vehicles, computer software, computer hardware) purchased by TCHC; also includes inventories of capital assets

Primary 02 - Fleet Inventory (2-5-01-02)

(OPI: FIN - SPU,
Originator)

-organized chronologically by year

-includes tracking of purchased, leased, or disposed of vehicles and trailers

-includes copies of notices of conviction, recall notices, notices of disposed vehicles, gas cards, etc.

Section 02 - Vehicles and Equipment (2-5-02)

Use this Section to collect and organize information that documents the maintenance, repair and inspection of vehicles and equipment owned by TCHC.

Exceptions:

For 'Insurance Claims', see Collection 2, Part 1, Section 04

For 'Vehicle Accident Reports', see Collection 2, Part 1, Section 04

Primary 01 - Vehicles and Equipment Maintenance (2-5-02-01)

(OPI: Originator)

-organized numerically by vehicle number

-includes copy of invoices, work orders, maintenance program, etc.

Primary 02 - Vehicle Inspections (2-5-02-02)

(OPI: Originator)

-organized numerically by vehicle number, then chronologically by date

-includes vehicle inspection books and reports

Primary 03 - Equipment Guarantees and Warranties (2-5-02-03)

(OPI: Originator)

- organized alphabetically by equipment type

**Primary 04 - Equipment Manuals and
Operating Instructions (2-5-02-04)**

(OPI: Originator)

*-organized alphabetically by
equipment type*

*-excludes software application
manuals; see in Part 6, Section
01 -*

Technology Services

Part 6 - Technology Services and Management

Use this Part to collect and organize information that documents the development, implementation and maintenance of TORONTO SENIORS HOUSING CORPORATION 's computing services for computer access, telephone/telecommunications, technology operations and business systems services.

Exceptions:

For 'Contracts, Agreements and Legal Matters', see Collection 1, Part 2, Section 04

For 'Corporate Policy Planning and Development', see Collection 1, Part 2, Section 05

For 'Procedures – Division Business Operating', see Collection 2, Part 1, Section 01

For 'Invoices (Vendors and Suppliers)', see Collection 2, Part 2, Section 02

For 'Training and Professional Development', see Collection 2, Part 3, Section 05

For 'Procurement (Purchasing) Management', see Collection 2, Part 4, Section 01

Sections:

01 Technology Services

02 Technology Projects

03 Technology System Infrastructure

Section 01 - Technology Services (2-6-01)

Use this Section to collect and organize information that documents information technology services for TCHC and its Subsidiary Corporations.

For 'Records and Information Management', see Collection 2, Part 7, Section 01

For 'Service Request Forms', see Collection 2, Part 1, Section 03

For 'Inventory Management', see Collection 2, Part 5, Section 01

Primary 01 - System Inquiries and Client Services (2-6-01-01)

(OPI: FIN – ITS)

- *organized chronologically by year, by date, alphabetically by Division/Unit or employee name*
- *includes help desk inquiries and front line assistance for computer related problems, such as setting up accounts, creating email groups and shared directories, purchase of hardware, setup and training, trouble shooting, etc.*

Primary 02 - Telecommunications (2-6-01-02)

(OPI: FIN - ITS)

- *organized chronologically by year, by date, alphabetically by Division/Unit or employee name*
- *includes records related to provision, maintenance and/or administration of*

all land lines, cell phones, pagers, voice mail system, data line, network connectivity, purchase and distribution of related hardware

Primary 03 - Computer Software (2-6-01-03)

Secondary 01 - Software Licensing (2-6-01-03-01)

(OPI: FIN – ITS, Originator)

-organized alphabetically by software type, by vendor name

-includes licensing agreement and renewals, product key

-also includes information related to license compliance, inventory counts and upgrades

Secondary 02 - Software Media (2-6-01-03-02)

(OPI: FIN – ITS, Originator)

- organized alphabetically by name of the software application, by computer system, by vendor

- includes software cds, operating manuals, product literature about the software, training, etc.

Primary 04 - Computer Hardware (2-6-01-04)

(OPI: FIN – ITS,
Originator)

- *organized alphabetically by hardware type or Division/Unit*
- *includes records relating to the set up, use and maintenance of all computers and peripheral hardware*

Section 02 - Technology Projects (2-6-02)

Use this Section to collect and organize information that documents the development and implementation of projects involving TCHC's computer systems and technology.

Exceptions:

For 'Tenders, Quotations, Requests for Information/Quotes/Proposals', see Collection 2, Part 4, Section 01

Primary 01 - Technology Projects (2-6-02-01)

(OPI: FIN – ITS,
Originator)

- *organized alphabetically by project name*
- *includes service requests, requirements documents, project plans, progress reports, meeting notes, memos / correspondence, communication with consultant/vendor*
- *also includes floor plans (e.g. for new office set up)*

Section 03 - Technology System Infrastructure (2-6-03)

Use this Section to collect and organize information that documents the establishment of technology system infrastructures for TCHC's computing systems.

Exceptions:

For 'Building Security', see Collection 3, Part 2, Section 07

For 'Video/Digital Surveillance Tapes', see Collection 3, Part 2, Section 07

Primary 01 - Technology Infrastructure (2-6-03-01)

(OPI: FIN – ITS,
Originator)

-organized alphabetically by name of application, chronologically by date

-includes topography, floor plans, cabling, specs, data drops, user accounts for computer and telecommunications, telephone, voicemail

-also includes diagram of network connections, operating systems security, server and user configuration, etc.

Primary 02 - Data Backup Tapes (2-6-03-02)

Secondary 01 - Data Backup Tapes (Daily) (2-6-03-02-01)

(OPI: FIN – ITS, Originator)

- organized chronologically by date (incremental backup, date bar coded, system tracked)

- *daily incremental backup of application system data, employee electronic files, shared electronic files, email and attachments, etc.*

**Secondary 02 - Data Backup
(Weekly) (2-6-03-02-02)**

(OPI: FIN – ITS, Originator)

- *organized chronologically by date*
- *weekly full backup of application system data, employee electronic files, shared electronic files, email and attachments, etc.*

**Secondary 03 - Data Backup
(Monthly) (2-6-03-02-03)**

(OPI: FIN – ITS, Originator)

- *organized chronologically by date*
- *monthly full backup of application system data, employee electronic files, shared electronic files, email and attachments, etc.*

**Secondary 04 - Data Backup
Log (2-6-03-02-04)**

(OPI: FIN – ITS, Originator)

- *organized chronologically by date*

- *data backup tracking log of application system data backups*

Part 7 - Information Management

Use this Part to collect and organize information that documents the management of TORONTO SENIORS HOUSING CORPORATION's information holdings.

Also use this Part for the administration of requests under the *Municipal Freedom of Information and Protection of Privacy Act*.

Exceptions:

For 'Contracts, Agreements and Legal Matters', see Collection 1, Part 1, Section 04

For 'Corporate Policy Planning and Development', see Collection 1, Part 1, Section 05

For 'Procedures – Division Business Operating', see Collection 2, Part 1, Section 01

For 'Technology Services and Management', see Collection 2, Part 6

Sections:

01 Records and Information Management

02 Access to Information and Protection of Personal Privacy

Section 01 - Records and Information Management (2-7-01)

Use this Section to collect and organize information that documents TCHC's recorded information management programs and practices.

Also use this Section to collect and organize information that documents the delivery of recorded information management services such as developing classification systems and applying retention periods set out in TCHC's records retention schedule.

**Primary 01 - Records Classification Scheme
(2-7-01-01)**

(OPI: FIN - Off.
Serv.)

- *organized numerically by collection, part, section and primary (and, where applicable, by secondary)*

Primary 02 - Records Retention Schedule (2-7-01-02)

(OPI: FIN - Off.
Serv.)

- *organized numerically by collection, part, section, primary (and where applicable, by secondary)*

Primary 03 - Records Transfer Lists (2-7-01-03)

(OPI: FIN - Off.
Serv.)

- *organized alphabetically by Division or Unit name, numerically by classification code*

Primary 04 - Records Destruction Notices (2-7-01-04)

(OPI: FIN - Off.
Serv.)

- *organized alphabetically by Division or Unit name, numerically by classification code*

Section 02 - Access to Information and Protection of Personal Privacy (2-702)

Use this Section to collect and organize information that documents the receipt and processing by TCHC of information access and privacy protection requests and appeals under the *Municipal Freedom of Information and Protection of Privacy Act*.

Also use this Section to collect and organize information that documents the filing of information access requests and appeals by TCHC.

Also use this Section to collect and organize information that documents compliance requirements of any other privacy legislation that may apply.

Primary 01 - Personal Information Bank (PIB) Directory (2-7-0201)

(OPI: CPP – Gov.)

- organized alphabetically by department name

- the PIB Directory is a requirement of the Municipal Freedom of Information and Protection of Privacy Act

Primary 02 - Freedom of Information (FOI) Requests Received by TCHC and Responses (2-7-02-02)

(OPI: CPP - Gov.)

- organized alphabetically by applicant's surname

- includes requests received by and response from TCHC

- also includes documentation on access appeals filed against TCHC with the Privacy Commissioner and the

Commissioner's rulings/orders on those appeals

**Primary 03 - Freedom of Information (FOI)
Requests Initiated by TCHC and
Responses (2-7-02-03)**
(OPI: CPP - Gov.)

-organized alphabetically by subject of the request

-includes requests made by TCHC and the responses received

**Primary 04 - Freedom of Information (FOI)
Correspondence (27-02-04)**
(OPI: CPP - Gov.)

-organized alphabetically by subject/topic, chronologically by date

-includes correspondence to/from the Privacy Commissioner which does not pertain to individual FOI requests, appeals or orders (e.g. bulletins issued by the Privacy Commissioner, year end reports, etc.)

**Collection 3 - TORONTO SENIORS HOUSING
CORPORATION Services and
Programs**

Use this Collection to collect and organize information that documents the programs and services provided by TORONTO SENIORS HOUSING CORPORATION .

Parts:

- 01 Property and Building Management
- 02 Building and Facilities Maintenance
- 03 Community Safety Services

- 04 Tenant and Lease Administration and Management
- 05 Tenant and Community Services
- 06 Centralized Waiting List and Rent Supplement Administration

Part 1 - Property and Building Management

Use this Part to collect and organize information that documents TORONTO SENIORS HOUSING CORPORATION 's property acquisitions and sales, redevelopment projects and partnerships.

Exceptions:

For 'Contracts, Agreements and Legal Matters', see Collection 1, Part 2, Section 04

For 'Corporate Planning and Performance Management', see Collection 1, Part 3, Section 01

Sections:

- 01 Property (Asset) Management and Strategies
- 02 Property Management – Capital Planning

Section 01 - Property (Asset) Management and Strategies (3-1-01)

Use this Section to collect and organize information that pertains to the management of TCHC's property acquisitions and sales, redevelopment projects and partnerships.

Use this Section to collect and organize information that documents the planning and development strategies for TCHC's properties. This includes information related to strategies for long range capital needs and reserves and alternative property financing instruments and sources.

Exceptions:

For 'Capital Projects Planning', see Collection 3, Part 1, Section 01

For 'Capital Planning Project Files', see Collection 3, Part 1, Section 01

For 'Capital New Construction or Renovation Project Files', see
Collection 3, Part 1, Section 01

Primary 01 - Property (Asset) Files (3-1-01-01)

(OPI: DEV)

*-organized chronologically by
Development number*

*-includes title information, agreements of
purchase and sale and related
correspondence, reference plans,
surveys, legal correspondence,
appraisals, etc.*

**Primary 02 - Malvern Equity Project Property
(3-1-01-02)**

(OPI: FIN)

*-organized chronologically by unit
(apartment) number in building,
alphabetically by owner name*

*-includes all legal real estate
documentation related to the purchase
and sale of Senior Condominium
Apartments such as Agreement of
Purchase and Sale, correspondence
related to purchase or sale, calculations,
etc.*

**Primary 03 - Change Notices Development and
Zoning (3-1-0103)**

(OPI: DEV, CHM/CHU)

*-organized chronologically by
Development number, by date*

*-includes official notices of proposed
change to neighbouring community*

property. Such notices include minor variances, consent requests, public hearings, etc.

**Primary 04 - Property Projects
(Redevelopment and Planning) (3-1-01-04)**

**Secondary 01 - Project
Redevelopment (3-1-01-04-01)**

(OPI: DEV, Originator)

- *organized chronologically by Development number*
- *includes various documents depending on type or extent of project: Developments Plans, Site Services plans and correspondence, studies and reports related to traffic, noise, environmental, correspondence and working drawings related to architectural, landscaping, building engineering*

Secondary 02 - Project Planning (3-1-01-04-02)

(OPI: DEV, Originator)

- *organized chronologically by Development number*
- *includes various documents depending on type or extent of project: copy of official plan, copy of existing site plans, copy of proposed development plans, correspondence and/or*

*applications for Official Plan
amendments, re-zoning, Site
Plan applications, OMB
filings and hearings,
Development Agreements,
etc.*

Section 02 - Property Management – Capital Planning (3-1-02)

Use this Section to collect and organize information that documents capital planning activities of TCHC's properties such as renovation planning and budgeting, new constructions, structural maintenance work to maintain and improve property and values.

Exceptions:

For 'Property (Asset) Files', see Collection 3, Part 1, Section 01

For 'Small Projects Design and Construction Services', see Collection 3, Part 2, Section 06

For 'Building and Facilities Maintenance', see Collection 3, Part 1

Primary 01 - Capital Projects Planning (3-1-02-01)

(OPI: PMD – Asset
Mgmt)

*-organized chronologically by job
number, by date*

*-includes database print out
tracking capital projects includes
details of job number, type of
work, GL charge code, project
manager, estimate budget, etc.*

Primary 02 - Capital Planning Project Files (3-1-02-02)

(OPI: PMD – Asset
Mgmt)

*-organized alphabetically by
Development name, alphabetically by
type of work (e.g. energy saving
program)*

*-includes consultants' reports, contract
documents, construction
correspondence, photos, etc.*

**Primary 03 - Capital New Construction or
Renovation Project Files (3-1-02-03)**

(OPI: HSI - Capital,
CHM/CHU)

*-organized chronologically by
Development number, by job number*

*-includes project documentation
from design development,
implementation of capital work to
completion and acceptance;
documentation includes project
correspondence, budget information,
project schedules, studies and condition
reports, approvals*

*-also includes tender/rfp information,
specifications and drawings, contracts,
bonds, change orders, contractor
evaluation, warranty callouts, etc.*

**Primary 04 - Commercial Operations Project
Files (3-1-02-04)**

(OPI: PMD – Comm.)

-organized alphabetically by name of contractor

-includes tender/rfp documentation, contract, copy of invoices, copy of building footprint, copy of site plans, copy of drawings of existing and future expansion, etc.

Primary 05 - Building and Property Warranties and Guarantees (3-1-02-05)

(OPI: PMD – Asset Mgmt, HSI – Capital)

-organized alphabetically by development name

-includes warranties and guarantees related to building and development projects (e.g. rooftop air conditioner, boiler, roofing membrane, etc.)

Primary 06 - Building Condition Audits and Feasibility Studies (3-1-02-06)

(OPI: DEV, PMD – Asset Mgmt)

-organized alphabetically by Development Name

-includes consultant's reports on physical condition of a building or development such as analysis reports, recommendation reports, feasibility studies, etc.

Primary 07 - Drawings, Surveys, Site Plans (3-1-02-07)

(OPI: PMD – Asset
Mgmt)

*-organized alphabetically by
Development name, chronologically by
project number*

*-includes original master drawings, floor
plans, site plans, plans for additions and
alterations, survey plans, design plans,
technical specifications, fire plans, etc.*

*-includes as-built building plans showing
the location of such building
infrastructure as electrical wiring,
ventilation and cabling for computer,
telephone, security and PA systems*

Part 2 - Building and Facilities Maintenance

Use this Part to collect and organize information that documents the management, maintenance, operation and security of TORONTO SENIORS HOUSING CORPORATION 's buildings and facilities. The management of all buildings and facilities includes physical infrastructure, assessments (e.g. environmental) and inspections (e.g. fire alarm / suppression systems), technical reports and fixed assets inventory.

Exceptions:

For 'Property Management – Capital Planning', see Collection 3, Part 1, Section 02

For 'Tenant and Lease Administration', see Collection 3, Part 4, Section 01

For 'Procurement (Purchasing) Management', see Collection 2, Part 4, Section 01

Sections:

01 Life Safety Services

02 Environmental Health Services

03 Mechanical Services

04 Elevator Services

05 Systems Maintenance, Janitorial and Landscaping Services

06 Small Project Design and Construction Services

07 Building Security

Section 01 - Life Safety Services (3-2-01)

Use this Section to collect and organize information that documents the maintenance, inspection and certification of the life safety services for customers at TCHC's buildings and facilities.

Also use this Section to collect and organize information that documents TCHC's emergency planning.

Exceptions:

For 'Employee Health and Safety', see Collection 2, Part 3, Section 06

For 'Building Security', see Collection 3, Part 2, Section 07

For 'Community Safety Plan', see Collection 3, Part 3, Section 04

Primary 01 - Life Safety Systems (3-2-01-01)

(OPI: HSI – Maintenance,
CHM/CHU)

- *organized chronologically by Development number, by building name and address*
- *life safety systems include such systems as fire alarms, fire suppression equipment, emergency lighting, and emergency power*

- *includes surveys and all legislated testing, inspections, deficiencies and certificates/warranties of life safety systems*
- *also includes notices of information/violation/false fire alarms, reports from fire department and TCHC contractors, correspondence, contract files, capital or emergency repairs and upgrades*

Primary 02 - Life Safety (Fire) Log Books (3-2-01-02)

(OPI: CHM/CHU)

- *organized chronologically by year, by Development number (property/building name)*
- *includes life safety systems maintenance records, records of system inspections and fire drills*

Primary 03 - Life Safety Systems Specifications (3-2-01-03)

(OPI: HSI - Maintenance,
CHM/CHU)

- *organized chronologically by Development number, by building name and address*
- *includes technical details of life safety systems such as equipment technical details, electrical schematics, design submissions, specifications and CAD drawings*

Primary 04 - Emergency Planning (3-2-01-04)

Secondary 01 - Fire Safety Plan (3-2-01-04-01)

(OPI: HSI - Maintenance, CHM/CHU)

- *in-house fire safety plan for every TCHC building*
- *includes fire safety plan, evacuation and operations plan, fire wardens, fire drill records, health and safety concerns and prevention, etc*

Secondary 02 - Emergency Contacts (3-2-01-04-02)

(OPI: HSI - Response, CHM/CHU)

- *organized chronologically by CHU number, chronologically by date*
- *includes list of emergency contacts and after hour emergency call numbers and information related to emergency after hour calls*

Section 02 - Environmental Health Services (3-2-02)

Use this Section to collect and organize information that documents environmental health services including hazardous substances management, pest control management and related maintenance and inspections for customers of TCHC's buildings and facilities.

Exceptions:

For 'Employee Health and Safety', see Collection 2, Part 3, Section 06

For 'Material Safety Data Sheets', see Collection 2, Part 3, Section 06

For "Systems Maintenance, Janitorial and Landscaping Services", see Collection 3, Part 2, Section 05

Primary 01 - Hazardous Substances Management (3-2-02-01)

(OPI: HSI - Maintenance, CHM/CHU,
HR – H&S)

- *organized chronologically by Development number, by building name and address*
- *includes records related to hazardous materials assessments, inventories, testing and exposure documentation, asbestos treatment/removal schedules and plans, air and water quality testing and monitoring, WHMIS (Workplace Hazardous Materials Information System), copy of MSDS (Material Safety Data Sheets)*
- *also includes records of investigations and recommendations, drawings, reports, photos*

Primary 02 - Pest Control and Management (3-2-02-02)

(OPI: HSI - Maintenance, HSI - Response, CHM/CHU)

- *organized chronologically by Development number, by building name and address, by unit number*
- *includes records related to pest control treatment and management including*

inspections, documentation of treatment schedules and responses to complaints, recommendations, etc.

-also includes daily reports to each CHU from Response Centre

Primary 03 - Mould Inspection Reports (3-2-02-03)

(OPI: HSI - Maintenance,
CHM/CHU)

-organized chronologically by Development number, by building name and address, by unit number

-includes record of complaints received, inspection requests, photos, findings, recommendations and treatments

Section 03 - Mechanical Services (3-2-03)

Use this Section to collect and organize information that documents maintenance, inspection and certification of mechanical and electrical systems and equipment testing and repairs for customers at TCHC's building and facilities.

Exceptions:

For 'Commercial Operations Project Files', see Collection 3, Part 1, Section 02

For "Systems Maintenance, Janitorial and Landscaping Services', see Collection 3, Part 2, Section 05

For 'Small Projects Design and Construction', see Collection 3, Part 2, Section 06

Primary 01 - Mechanical Maintenance Service Reports (3-2-0301)

(OPI: HSI - Maintenance)

-organized chronologically by date

-includes mechanical maintenance service reports which record work done, time spent, materials, etc. and which is used to calculate service fees

Primary 02 - Mechanical and Electrical Maintenance (3-2-03-02)

(OPI: HSI – Maintenance,
CHM/CHU)

- organized chronologically by Development number, by building name and address, by unit number

- includes record of services to CHU customer including reports and related inspections on booster pumps, ventilation, drains, electrical systems, furnaces, red tag reporting furnace trouble, etc., work orders

- also includes thermography photos of electrical systems

- includes information related to legislated inspections, certifications, approvals and service records of mechanical and electrical equipment

Primary 03 - Building Equipment Inventory (3-2-03-03)

(OPI: HSI - Maintenance,
CHM/CHU)

- organized chronologically by Development number, by building name and address
- includes inventory of mechanical equipment in each building (e.g. furnace, boiler, etc.)

Section 04 - Elevator Services (3-2-04)

Use this Section to collect and organize information that documents the maintenance, inspection and certification of elevators in TCHC's buildings.

Exceptions:

For 'Commercial Operations Project Files', see Collection 3, Part 1, Section 02

For 'Mechanical Services', see Collection 3, Part 2, Section 03

For "Systems Maintenance, Janitorial and Landscaping Services", see Collection 3, Part 2, Section 05

Primary 01 - Elevator Inspections and Maintenance (3-2-04-01)

(OPI: CHM/CHU, HSI - Maintenance)

- organized chronologically by Development number, by building name and address
- includes records for each elevator documenting operation performance of elevator equipment including TSSA and TCHC inspector's reports, correspondence related to performance, contract files, capital upgrades and modernization

Primary 02 - Elevator Maintenance Service Reports (3-2-04-02)

(OPI: HSI - Maintenance)

- organized chronologically by date*
- includes record of requested elevator service work orders and maintenance work*
- also includes contractor's record of work done, time, materials, etc.*

Primary 03 - Elevator Licenses (3-2-04-03)

(OPI: CHM/CHU, HSI - Maintenance)

- organized chronologically by Development number, by building name and address*
- includes copy of elevator license issued annually by the Provincial Government*
- the original elevator license is posted in the elevator*

Primary 04 - Elevator Logs (3-2-04-04)

(OPI: CHM/CHU)

- one log for each elevator is kept in the elevator room at each building*
- includes record of all maintenance to and inspections of elevator*

Primary 05 - Elevator Specifications (3-2-04-05)

(OPI: HSI - Maintenance, CHM/CHU)

- *organized chronologically by Development number, by building name and address*
- *includes technical data such as equipment technical details, electrical schematics, design submissions (specifications and drawings) for TSSA approval, drawings, manuals, etc.*

Section 05 - Systems Maintenance, Janitorial and Landscaping Services (32-05)

Use this Section to collect and organize information that documents general building maintenance services and the maintenance, inspection and certification of facilities such as playgrounds and swimming pools for customers at TCHC's building.

Exceptions:

For 'Commercial Operations Project Files', see Collection 3, Part 1, Section 02

For 'Capital New Construction or Renovation Project Files', see Collection 3, Part 1, Section 02

For 'Small Projects Design and Construction', see Collection 3, Part 2, Section 06

Primary 01 - System Maintenance and Landscaping Service Reports (3-2-05-01)

(OPI: HSI - Maintenance)

-organized chronologically by date

-includes buildings, facilities and landscaping maintenance service reports which records work done, time spent,

*materials, etc. and which is
used to calculate service fees*

Primary 02 - System Maintenance Service Reports (3-2-05-02)

(OPI: HSI - Maintenance, HSI- Response, CHM/CHU)

- *organized chronologically by Development number, by building name and address*
- *includes reports of services to CHU customers such as report on painting in public spaces, exterior, underground garage, etc.*
- *also includes work orders, maintenance projects, and all other records detailing the general maintenance of buildings*

Primary 03 - Landscaping Maintenance Service Reports (3-205-03)

(OPI: HSI - Maintenance, CHM/CHU)

- *organized chronologically by Development number, by building name and address*
- *includes information that documents the maintenance of the grounds and facilities such as swimming pools, playgrounds, landscaping, etc.*
- *includes work orders, requisitions, maintenance activity, memos and correspondence regarding snow removal, grounds keeping, waste*

disposal, waste management, grass cutting, etc.

Primary 04 - System Maintenance and Landscaping Inspection Reports (3-2-05-04)

(OPI: HSI - Maintenance,
CHM/CHU)

- *organized chronologically by Development number, by building name and address, by unit number*
- *includes records relating to legislated inspections, certifications and approvals for playground equipment, roof anchors and flat roofs, etc.*

Primary 05 - Project Log Books (3-2-05-05)

(OPI: CHM/CHU)

- *organized chronologically by Development/Project number*
- *includes Project Superintendent's daily journal of various building/project activities such as weather conditions, tenants to be contacted, contractors to be on site, etc.*

Primary 06 - Maintenance Log Book (3-2-05-06)

(OPI: CHM/CHU)

- *organized chronologically by Development number or building name and address, by date*
- *Project Superintendent's log includes record of maintenance requests*

(received directly from tenant or Response Centre), status of request, completion of maintenance, etc.

Primary 07 - Building Unit Inspections (3-2-05-07)

(OPI: PMD, CHM/CHU)

-organized chronologically by year, by Development number or building name, by unit number

-includes records related to regular inspection of building units inspecting operational preservation such as repairs, maintenance, etc.

Primary 08 - Contract Management Non-Contract Maintenance (3-2-05-08)

(OPI: CHM/CHU)

-organized chronologically by year, serial number, alphabetically by management company name

-includes request from management company for work to be done, approval from CHM, copy of Purchase Order and invoice when work completed

Section 06 - Small Project Design and Construction Services (3-2-06)

Use this Section to collect and organize information that documents small project design and construction services to refurbish and retrofit buildings as contracted for TCHC's buildings.

Exceptions:

For 'Capital Projects Planning', see Collection 3, Part 1, Section 02

For 'Capital Planning Project Files', see Collection 3, Part 1, Section 02

For 'Capital New Construction or Renovation Project Files', see Collection 3, Part 1, Section 02

For 'Systems Maintenance, Janitorial and Landscaping Services', see Collection 3, Part 2, Section 05

Primary 01 - Small Project Design and Construction Project Files (3-2-06-01)

(OPI: HSI - Capital,
CHM/CHU)

- *organized chronologically by CHU or by Project number*
- *includes records of service to refurbish and retrofit buildings such as work approvals, copies of drawings, copy of invoices, etc.*

Section 07 - Building Security (3-2-07)

Use this Section to collect and organize information that documents security programs and systems at TCHC's buildings and communities.

Exception:

For 'Life Safety Services', see Collection 3, Part 2, Section 01

For 'Elevator Services', see Collection 3, Part 2, Section 04

For 'Operational Patrol Services', see Collection 3, Part 3, Section 01

For 'Tenant Management', see Collection 3, Part 4, Section 02

Primary 01 - Security Programs and Reporting (3-2-07-01)

(OPI: PMD - CSU,
CHM/CHU)

-organized chronologically by year, alphabetically by name of program or issue

-includes general information related to security programs and security issues, reports to Executive Committee, general correspondence, copies of occurrence or incident reports

Primary 02 - Access Control (3-2-07-02)

Secondary 01 - Access Control (Tenants) (3-2-07-02-01)

(OPI: HSI - Response, CHM/CHU)

- organized chronologically by Development number or building name/address, chronologically by card number

- includes card access control log that documents use of cards by tenants to enter building, laundry room and garage

Secondary 02 - Access Control (Staff) (3-2-07-02-02)

(OPI: HSI - Response, CHM/CHU, Originator)

- organized chronologically by Development number or building name/address, chronologically by card number

- *includes card access control log for staff access to buildings*

Primary 03 - Video / Digital Surveillance Tapes (3-2-07-03)

(OPI: CHM/CHU)

- *organized chronologically by date*
- *includes video or digital surveillance tapes at buildings*

Primary 04 - Fire Alarm Monitoring Services (3-2-07-04)

(OPI: HSI - Response,
CHM/CHU)

- *organized chronologically by date*
- *includes record of all fire related incidents at TCHC buildings*

Part 3 - Community Safety Services

Use this Part to collect and organize information that documents TORONTO SENIORS HOUSING CORPORATION 's responsibility to promote and sustain safe and healthy communities by providing frontline security and public safety services to TCHC communities and researching and implementing best practices in crime prevention and safety promotion.

Exceptions:

For "Contracts, Agreements and Legal Matters", see Collection 1, Part 2, Section 04

For 'Community Management Plan', see Collection 1, Part 3, Section 01

For 'Risk Management and Insurance', see Collection 2, Part 1, Section 04

For 'Human Rights & Equity', see Collection 3, Part 5, Section 01

Sections:

- 01 Operational Patrol Services
- 02 Parking Enforcement and Dispatch Services
- 03 Data, Research and Program Services
- 04 Community Safety Planning

Section 01 - Operational Patrol Services (3-3-01)

Use this Section to collect and organize information that documents frontline security and public safety services to TCHC's communities.

Exceptions:

For 'Video/Digital Surveillance Tapes', see Collection 3, Part 2, Section 07

For 'Building Security', see Collection 3, Part 2, Section 07

For 'Tenant and Community Services', see Collection 3, Part 5

Primary 01 - Occurrence Reports (3-3-01-01)

Secondary 01 - Occurrence Reports (Community Patrol Officers) (3-3-01-01-01)

(OPI: PMD-CSU, CHM/CHU, HSI-Response, FINRMI)

- *organized chronologically by year, by date, by occurrence number or by site*
- *includes occurrence reports (TCHC form); additional records could include some or all of photos, witness statements,*

evidence statements, offence notices, arrest information, etc

- *also includes record of occurrence in officer's daily memo book*

**Secondary 02 - Occurrence Reports
(Special Constables) (3-3-01-01-02)**

(OPI: PMD-CSU, CHM/CHU, HSI-Response, FINRMI)

- *organized chronologically by date*
- *includes Toronto Police Services General Occurrence*

Reports

Primary 02 -

Incident Reports (3-3-01-02)

(OPI: PMD - CSU, CHM/CHU, HSI - Response, FIN - RMI)

- *organized chronologically by year, by date, by occurrence number or by site*
- *includes incident reports and related documentation*

Primary 03 - Daily Memo Book (3-3-01-03)

(OPI: PMD - CSU)

- *organized open book - sequentially by book number; completed book*

- *alphabetically by officer name, chronologically by year*
- *includes record of officer's activities while on duty*

Primary 04 - Daily Logs (3-3-01-04)

(OPI: PMD - CSU)

- *organized chronologically by year, by month, by site - includes daily activity summary of occurrences or incidents*

Section 02 - Parking Enforcement and Dispatch Services (3-3-02)

Use this Section to collect and organize information that documents parking enforcement and dispatch services responsibilities in providing security services to TCHC communities.

For 'Building Security', see Collection 3, Part 2, Section 07

Primary 01 - Parking Tickets (3-3-02-01)

(OPI: PMD - CSU)

- *organized sequentially by tag number*
- *includes officer's copy of parking ticket, court date information*

Primary 02 - Dispatch / Digital Voice Recording Tapes (3-3-0202)

(OPI: PMD - CSU)

- Digital Voice Recording Tapes organized chronologically by date, by time; Dispatch Tapes organized by date*
- includes recording of all voice transactions over radio and telephone*

Section 03 - Data, Research and Program Services (3-3-03)

Use this Section to collect and organize information that documents public safety program services reporting and management responsibilities in providing security services to TCHC communities.

Primary 01 - Toronto Police Services (Special Constable Agreement) (3-3-03-01)

(OPI: PMD – CSU)

- organized chronologically by year, by date*
- includes record of reporting requirements of special constable agreement with Toronto Police Services such as daily summary reports, quarterly and annual statistical reports*

Primary 02 - CPIC (Canadian Police Information Centre) (3-303-02)

(OPI: PMD - CSU)

- organized chronologically by year, by CPIC Control #*
- includes Officer's CPIC control sheet and dispatcher's completed CPIC form*

Primary 03 - Evidence Locker Log (3-3-03-03)

(OPI: PMD - CSU)

- organized chronologically by date of receipt, by sequential number*
- includes record of evidence logged in, out and returned, record of disposal*

Primary 04 - Crown Envelope (3-3-03-04)

(OPI: PMD - CSU)

- organized chronologically by year, alphabetically by defendant's name*
- includes all forms and information related to the criminal charge occurrence such as copy of occurrence report, witness list, evidence list, statement*

Primary 05 - Use of Force Reports (3-3-03-05)

(OPI: PMD - CSU)

- organized chronologically by date*
- includes summary report from occurrence and incident reports where use of force was used.*

Section 04 - Community Safety Planning (3-3-04)

Use this Section to collect and organize information that documents planning of security services to TCHC communities and related statistical summaries.

Exceptions:

For 'City Wide Community Development Programs', see Collection 3, Part 5, Section 01

Primary 01 - Community Safety Plans (3-3-04-01)

(OPI: PMD – CSU,
CHM/CHU)

*-organized by CHU, Alphabetically by site,
chronologically by date*

*-includes community safety plans at the
CHU/site level and related
documentation*

**Primary 02 - Community Safety Annual
Statistical Summaries (3-3-04-02)**

(OPI: PMD - CSU)

*-organized chronologically by year,
alphabetically by name of site*

*-includes reports of trends analysis
at site level*

Part 4 - Tenant and Lease Administration and Management

Use this Part to collect and organize information that documents administration and management of tenant lease agreements at residential and commercial buildings owned by TORONTO SENIORS HOUSING CORPORATION .

Also use this Part to collect and organize information that documents direct management of TCHC residential properties and those residential properties managed by contract management companies.

Exceptions:

*For 'Contracts, Agreements and Legal Matters', see Collection 1,
Part 2, Section 04*

*For 'Community Management Plan', see Collection 1, Part 3,
Section 01*

For 'Communications and Public Relations', see Collection 2, Part 1, Section 02

For 'Property and Building Management', see Collection 3, Part 1

Sections:

01 Tenant and Lease Administration

02 Tenant Management

Section 01 - Tenant and Lease Administration (3-4-01)

Use this Section to collect and organize information that documents administration of rent geared to income tenancies and tenant applications for market rent unit tenancies in TCHC's residential buildings and leasing of commercial (retail and office) spaces in TCHC's buildings.

Use this Section to collect and organize information that documents the management of tenant files throughout the term of the tenancy.

Exceptions:

For 'Applicant Waiting List, see Collection 3, Part 6, Section 01

For 'Applicant Files (Rent Geared to Income and Special Priority)', see Collection 3, Part 6, Section 02

For 'Rent Supplement, Planning and Control', see Collection 3, Part 6, Section 03

Primary 01 - Tenant Applications (Market Rent) (3-4-01-01)

(OPI: PMD – Market,
CHU)

-organized chronologically by CHU number, alphabetically by applicant's name

-includes application with supporting documentation (i.e. proof of Canadian citizenship, landed immigrant status or

birth certificate, verification of income, photo identification, credit check)

-also includes database maintained on Market Applicant Waiting List

Primary 02 - Tenant Files (Residential) (3-4-01-02)

(OPI: CHU)

-organized alphabetically by building name, chronologically by unit number in the building

-includes Tenant Application file, copy of first and last month rent cheque, signed lease

-also includes rent calculation, payment history, legal action (arrears and breach), correspondence, change of family composition, contact information and interview notes, accident reports, if submitted

Primary 03 - Tenant Lease Files (Commercial Property) (3-4-0103)

(OPI: FIN – CBD)

-organized alphabetically by street name, chronologically by building address, by Unit number, alphabetically by tenant name

-includes Offer to Lease, draft Lease or License Agreement, final Lease or License Agreement, all correspondence to and from tenant or lawyer

-also includes prospective tenant list includes name of company, space required, location request

**Primary 04 - Non-Tenant Parking Agreements
(3-4-01-04)**

(OPI: PMD – Comm.)

- organized alphabetically by street name, chronologically by building address, by parking space number*
- includes parking agreement, copy of driver's license, copy of vehicle ownership, void cheque for pre-authorized payment*
- at end of agreement, Cancellation Notice filed with documentation*

Primary 05 - Commercial Tenants Shared Costs (3-4-01-05)

(OPI: PMD – Comm.)

- organized alphabetically by street, chronologically by building address, unit number*
- includes calculations of tenants' share of taxes and utilities, includes working papers for calculation and copy of summary of assessment sent to tenant*

Primary 06 - Market Rent Rate (3-4-01-06)

(OPI: PMD – Market,
CHU)

- organized alphabetically by building name or chronologically by Development number, chronologically by year*
- includes market rent calculations working/research documentation such as review of market rates, utility costs, geographic area, existing rates, vacancy*

rate, final market rent calculation for rent increase, correspondence re: approval or comments from CHM, advice letter to tenant

Section 02 - Tenant Management (3-4-02)

Use this Section to collect and organize information that documents tenant lease management with TCHC through the term of the tenancy.

Also use this Section to collect and organize information that documents direct service to the Community Housing Units in dealing with rental arrears and tenancy breaches.

Exceptions:

For 'Building and Facilities Maintenance', see Collection 3, Part 2

For 'Community Safety Services', see Collection 3, Part 3

For 'City Wide Community Development Programs', see Collection 3, Part 5, Section 01

For 'Human Rights and Equity', see Collection 3, Part 5, Section 02

Primary 01 - Tenants (General Correspondence) (3-4-02-01)

(OPI: CHM/CHU)

-organized chronologically by year, by Project number (property/building name)

-includes general correspondence to all tenants related to notification to tenants of site or unit maintenance, or change in local procedures, etc.

Primary 02 - Vacancy Notice (Contract Management) (3-4-0202)

(OPI: CHM/CHU)

-organized chronologically by year, by Project number

-includes record of vacancy, i.e. Notice of Vacancy, from Contract Management Company for input (set up) to HMS system

Primary 03 - Tenant Issues and Complaints (3-4-02-03)

(OPI: Originator)

-organized alphabetically by building name, chronologically by date

-includes letter of complaint from tenants, response letter with background information, etc.

Primary 04 - Tenant Lists (3-4-02-04)

(OPI: HSI - Response,
CHM/CHU)

-organized chronologically by CHU number, alphabetically by applicant's name

-includes tenant information; for residential tenants: name, address, telephone; for commercial tenants: company name, business address, telephone, and fax numbers, contact name

Primary 05 - Tribunal Applications (3-4-02-05)

**Secondary 01 - Tenant Rent Arrears
(3-4-02-05-01)**

(OPI: PMD - RTA, CHM/CHU)

- *organized chronologically by tribunal hearing date, alphabetically by tenant name*
- *includes documentation for rent arrears application to Ontario Rental Housing Tribunal (ORHT), i.e. Notice of Termination, Certificate of Service and background information, L1 application, Notice of Hearing, if not response from tenant, ORHT Order, Vacate Notice, Writ of Seizure and Sale filed with Small Claims Court if non-payment of arrears if over \$1,000; See Secondary 04 – Writ;*
- *If tenant responds to Notice of Hearing, see Secondary 02 – Mediation Agreement*

**Secondary 02 - Mediation Agreement
(Rent Arrears) (3-4-02-05-02)**

(OPI: PMD - RTA, CHU)

- *organized alphabetically by tenant name*

- *includes mediation agreement which sets out terms of payment, relevant correspondence*

Secondary 03 - Tenant Illegal Acts and Breaches (3-4-02-0503)

(OPI: CPP - Legal)

- *organized chronologically by hearing date, alphabetically by tenant name*
- *includes application to Ontario Rental Housing Tribunal, supporting documentation, correspondence, affidavits, evidence, etc.*

Secondary 04 - Writ of Seizure and Sale (3-4-02-05-04)

(OPI: PMD - RTA)

- *organized chronologically by date Writ filed, alphabetically by tenant name*
- *includes Writ of Seizure and Sale, filing documentation, related correspondence, etc.*

Part 5 - Tenant and Community Services

Use this Part to collect and organize information that documents TORONTO SENIORS HOUSING CORPORATION 's responsibility to provide quality-housing services and to promote the development of healthy communities.

Also use this Part to collect and organize information that documents TCHC's direction and evaluation of services supporting healthy community outcomes.

Exceptions:

For 'Contracts, Agreement and Legal Matters', see Collection 1, Part 2, Section 04

For 'Corporate Policy Planning and Development', see Collection 1, Part 2, Section 05

For 'Community Management Plan', see Collection 1, Part 3, Section 01

For 'Community Safety Services', see Collection 3, Part 3

For 'Tenant and Lease Administration', see Collection 3, Part 4, Section 01

For 'Rent Supplement, Planning and Control', see Collection 3, Part 6, Section 3

Sections:

01 City Wide Community Development Programs

02 Human Rights and Equity

Section 01 - City Wide Community Development Programs (3-5-01)

Use this Section to collect and organize information that documents TCHC's strategic objective of healthy organizations and healthy communities.

Exceptions:

For 'Communications and Public Relations', see Collection 2, Part 1, Section 02

For 'Human Rights and Equity', see Collection 3, Part 5, Section 02

For 'Health and Safety Programs', see Collection 2, Part 3, Section 06

Primary 01 - Program Project and Event Management Files
(35-01-01)

(OPI: PMD - TCSU,
CHM/CHU)

*-organized chronologically by year,
alphabetically by name of program or
project*

*-includes all records relating to new
program initiatives and existing program
administration*

*-includes City-wide Recreation Programs,
CHU Recreation Programs, Child and
Youth Development Programs*

*-includes records relating to central
services such as Social Investment Fund,
Research on Best Practices and Resource
Development, Community Information,
Project and Event Management,
Recruitment,
Testing, and Training of Translators and
Interpreters*

Primary 02 - Health Promotion (Tenant and Community)
(3-501-02)

(OPI: PMD - TCSU,
CHM/CHU)

*-organized chronologically by year,
alphabetically by name of program or
project*

*-includes all records relating to health
promotion programs for tenants and
communities such as community health
plan, Community Health Promotion*

Officers, programs for special needs populations, etc.

**Primary 03 - Tenant Engagement and
Community Development
Strategies, Programs and Training (3-5-01-03)**
(OPI: PMD - TCSU,
CHM/CHU)

*-organized chronologically by year,
alphabetically by name of program or
project*

*-includes all records relating to
strategies, programs and training for
community development, tenant
participation and partnership
development such as training and
Capacity Building for Tenant Councils,
Tenant Participation System Support
and Development, Cross-CHU Tenant
Forums*

*-includes programs for CHU staff such as
issue and crisis management*

Section 02 - Human Rights and Equity (3-5-02)

Use this Section to collect and organize information that documents TCHC's responsibility to provide direct and indirect support to all business units on matters of Human Rights and Equity.

Exceptions:

*For 'Labour Relations – Employee Investigations', see
Collection 2, Part 3, Section 03*

*For 'Training / Development (Internal)', see Collection 2,
Part 3, Section 04*

For 'Health and Safety Training (Due Diligence)', see Collection 2, Part 3, Section 06

Primary 01 - Human Rights and Equity Due Diligence (Coaching) (3-5-02-01)

(OPI: CPP - HR&E,
CHM/CHU)

-organized chronologically by year, alphabetically by target audience, by title of program, chronologically by date of program

-includes orientation kit presenting Human Rights and Fair Access Policy and due diligence (coaching) on policy

Primary 02 - Human Rights Complaints (3-5-02-02)

(OPI: CPP - HR&E, CHM/CHU,
Originator)

-organized chronologically by complaint number, by year, alphabetically by type of complaint (e.g. harassment, discrimination)

-informal complaint records include original complaint, notes of meeting bringing parties together, resolution

-formal complaint records include original complaint, witness statements, investigators reports, findings, conclusions, recommendations

-also includes records of policy process monitoring and reviewing trends

**Primary 03 - Human Rights and Equity
Reporting and Trends (3-5-02-03)**

(OPI: CPP - HR&E)

*-organized chronologically by year,
alphabetically by topic*

*-includes records related to Human
Rights and Equity reporting
requirements and tracking trends
identified from occurrence reports*

**Part 6 - Centralized Waiting List and Rent Supplement
Administration**

Use this Part to collect and organize information that documents TORONTO SENIORS HOUSING CORPORATION 's subsidiary corporation, Access Housing Connections Inc.'s (AHCI), responsibility for the management of the centralized applicant waiting list and related subsidiary provider waiting lists for subsidized housing in the Toronto area.

Use this Part to collect and organize information that documents AHCI's responsibility for assessing eligibility of applicants for rent geared to income housing and consistent and impartial application of legislated criteria governing priority status for applicants.

Exceptions:

For 'Contracts, Agreements and Legal Matters', see Collection 1, Part 2, Section 04

For 'Corporate Policy Planning and Development', see Collection 1, Part 2, Section 05

For 'Community Management Plan', see Collection 1, Part 3, Section 01

For 'Tenant and Lease Administration', see Collection 3, Part 4, Section 01

Sections:

01 Applicant Waiting List

02 Applicant Client Services

03 Rent Supplement, Planning and Control

Section 01 - Applicant Waiting List (3-6-01)

Use this Section to collect and organize information that documents the administration of the centralized applicant waiting list including applicants for rent geared to income housing and special needs outreach and contact for processing all applications for clients applying for inclusion in the Special Priority Household category.

Exceptions:

For 'Tenant Applications (Market Rent)', see Collection 3, Part 4, Section 01

Primary 01 - Applicant Waiting List (3-6-01-01)

Secondary 01 - Applicant Waiting List (Rent Geared to Income) (3-6-01-01-01)

(OPI: AHCI – Client Services)

- *organized alphabetically by applicant's name*
- *includes application with supporting documentation to assess eligibility for rent geared to income housing, citizenship status, etc.*

Secondary 02 - Applicant Waiting List (Special Priority) (3-6-01-01-02)

(OPI: AHCI – Outreach)

- *organized alphabetically by applicant's name*

- *includes documentation used to assess eligibility for inclusion in the Special Priority Household Category such as Declaration of Abuse from the client, Letter of referral from a professional, notes from telephone assessment and completed references, verification of joint residence*

**Primary 02 - Applicants (Special Priority) Process Work
Log (3-6-01-02)**

(OPI: AHCI – Outreach)

- *organized chronologically by client number*
- *includes statistical work process reports of processed applications, information includes client number, agency referrals, type of abuse, stages of application process*

Primary 03 - Referral Agreements (Subsidized Housing) (3-601-03)

(OPI: AHCI – Outreach)

- *organized alphabetically by name of agency, provider or program*
- *includes referral agreements with housing provider, social agencies and special programs with records of number of approvals and housed clients*

Section 02 - Applicant Files (Rent Geared to Income and Special Priority) (3-6-02)

Use this Section to collect and organize information that documents administration of the rent geared to income and special priority applicant files and statistical reporting of the applicant lists.

Exceptions:

For 'Tenant and Lease Administration', see Collection 3, Part 4, Section 01

For 'Rent Supplement Planning and Control', see Collection 3, Part 6, Section 02

For 'Human Rights and Equity', see Collection 3, Part 5, Section 02

Primary 01 - Applicant Files (3-6-02-01)

(OPI: AHCI – Client)

-organized alphabetically by applicant's name

-includes applicant files for rent geared to income and special priority category tenancies

-includes application and background information such as status (landed immigrant documentation/card, Canadian passport, birth certificate), doctor's letters, personal letters about status of application

Primary 02 - Applicant Statistical Reports (3-6-02-02)

(OPI: AHCI– Client, AHCI – System)

-organized chronologically by month and year

-includes quarterly report to network partners; reporting re: number on waiting list, number waiting for specific size unit, number of special needs, etc.

-includes ad hoc reports requested from other agencies, TCHC Divisions/Units

Section 03 - Rent Supplement, Planning and Control (3-6-03)

Use this Section to collect and organize information that documents the Rent Supplement Unit's management of subsidy payments that flow to private landlords on behalf of applicants and the administration of all legislated processes pertaining to tenant rent reviews and landlord rent increases.

Exceptions:

For 'Market Rent Rate', see Collection 3, Part 4, Section 01

For 'Tenant Files', see Collection 3, Part 4, Section 01

For 'Applicant Files (Rent Geared to Income and Special Priority)', see Collection 3, Part 6, Section 02

Primary 01 - Rent Supplement Landlord Files (3-6-03-01)

(OPI: AHCI - Planning)

-organized alphabetically by landlord name

-includes negotiated agreements, legal agreements and addendums, correspondence re: rent increases, subsidized rent calculation of rent review annual and semi-annual

Primary 02 - Rent Supplement Tenant Files (3-6-03-02)

(OPI: AHCI - Planning)

-organized alphabetically by tenant name

-includes records of rent supplement agreement with AHCI and tenant, annual rent review package includes advice re: annual rent review, letters re: decision, tenant's comments, AHCI response, notes from internal review, if applicable

Index

This index provides an alphabetical list by name of the Primaries and Secondaries in the Classification Scheme.

	Page (Hyperlinked)
Access Control (3-2-07-02).....	69
Access Control (Staff) (3-2-07-02).....	69
Access Control (Tenants) (3-2-07-02-01).....	69
Account Lists And Signatories (2-2-07-01-02).....	40
Accounts Payable Disbursements (2-2-02-02).....	37
Accounts Receivable (2-2-03-01).....	37
Accounts Receivable Electronic Receipts (2-2-03-02).....	38
Administrative (Staff) Committee Meetings (1-2-01-02).....	21

Toronto Community Housing Corporation Classification Scheme

Annual Report (Approved)	(1-3-02-02)	27
Annual Report (Working Files)	1-3-02-01)	27
Applicant Files	(3-6-02-01)	80
Applicant Statistical Reports	(3-6-02-02)	80
Applicant Waiting List	(3-6-01-01)	79
Applicant Waiting List (Rent Geared To Income)	(3-6-01-01-01)	79
Applicant Waiting List (Special Priority)	(3-6-01-01-02)	79
Applicants (Special Priority) Process Work Log	(3-6-01-02)	79
Arbitration	(2-3-03-04)	
Articles Of Incorporation (2001064 Ontario Inc.)	(1-1-01-01-07)	3

Articles Of Incorporation (Access Housing Connections Inc.) (1-1-01-01-03).....	2
Articles Of Incorporation (Don Mount Court Development Corporation) (1-1-01-01-06).....	2
Articles Of Incorporation (Housing Services Inc.) (1-1-01-01-02).....	2
Articles Of Incorporation (Regent Park Development Corporation) (1-1-01-01-05)	2
Articles Of Incorporation (TORONTO SENIORS HOUSING CORPORATION) (1-1-01-01-01).....	1
Articles Of Incorporation (Toronto Housing Company) (1-1-01-01-04)	2
Assessment Notices (2-2-05-05-01).....	39
Attendance Reporting (2-2-09-01)	43
Audit Working Papers And Interim Audits (2-2-08-02-02)	42
Audits (2-2-08-01)	41
Bank Account (General) (2-2-07-01-01)	40
Bank Reconciliations (2-2-07-01-03)	

Toronto Community Housing Corporation Classification Scheme

.....		
.....41		
Banking		(2-2-07-01)
.....		
.....40		
Benefits	Administration	(2-3-04-01)
.....		
.....47		
Board Committee Appointment / Recruitment (2001064 Ontario Inc.) (1-1-02-05-07).....		12
Board Committee Appointment / Recruitment (Access Housing Connections Inc.) (1-1-02-05-03).....		11
Board Committee Appointment / Recruitment (Don Mount Court Development Corporation) (1-1-02-05-06)		
.....		
.....12		
Board Committee Appointment / Recruitment (Housing Services Inc.) (1-1-02-05-02)	11	Board Committee Appointment / Recruitment (Regent Park Development Corporation) (1-1-02-05-05)..
	12	
Board Committee Appointment / Recruitment (TORONTO SENIORS HOUSING CORPORATION) (1-1-02-05-01) ..		
.....		
.....11		

Toronto Community Housing Corporation Classification Scheme

Board Committee Appointment / Recruitment (Toronto Housing Company) (1-1-02-05-04).....	11
Board Committee Meetings (2001064 Ontario Inc.) (1-1-03-05-07).....	20
Board Committee Meetings (Access Housing Connections Inc.) (1-1-03-05-03).....	19
Board Committee Meetings (Don Mount Court Development Corporation) (1-1-03-05-06).....	20
Board Committee Meetings (Housing Services Inc.) (1-1-03-05-02).....	19
Board Committee Meetings (Regent Park Development Corporation) (1-1-03-05-05)	19
Board Committee Meetings (TORONTO SENIORS HOUSING CORPORATION) (1-1-03-05-01).....	18
Board Committee Meetings (Toronto Housing Company) (1-1-03-05-04)	19
Board Of Directors Appointment / Recruitment (2001064 Ontario Inc.) (1-1-02-01-07).....	7
Board Of Directors Appointment / Recruitment (Access Housing Connections Inc.) (1-1-02-01-03).....	6
Board Of Directors Appointment / Recruitment (Don Mount Court Development Corporation) (1-1-02-01-06)	
.....	
.....	6

Board Of Directors Appointment / Recruitment (Housing Services Inc.) (1-1-02-01-02).....	6
Board Of Directors Appointment / Recruitment (Regent Park Development Corporation) (1-1-02-01-05) ..	6
Board Of Directors Appointment / Recruitment (TORONTO SENIORS HOUSING CORPORATION) (1-1-02-01-01).	
.....	
.....	5
Board Of Directors Appointment / Recruitment (Toronto Housing Company) (1-1-02-01-04)	6
Board Reports (2001064 Ontario Inc.) (1-1-03-03-07)	
.....	17
Board Of Directors Board Reports (Access Housing Connections Inc.) (1-1-03-03-03)	16
Board Of Directors Board Reports (Don Mount Court Development Corporation) (1-1-03-03-06)	17
Board Of Directors Board Reports (Housing Services Inc.) (1-1-03-03-02).....	16
Board Of Directors Board Reports (Regent Park Development Corporation) (1-1-03-03-05).....	17
Board Of Directors Board Reports (TORONTO SENIORS HOUSING CORPORATION) (1-1-03-03-01).....	16
Board Of Directors Board Reports (Toronto Housing Company) (1-1-03-03-04).....	16
Board Resolutions (2001064 Ontario Inc.) (1-1-03-04-07).....	18
Board Of Directors Board	

Resolutions (Access Housing Connections Inc.) (1-1-03-04-03).....	18
Board Of Directors Board Resolutions (Don Mount Court Development Corporation) (1-1-03-04-06).....	18
Board Of Directors Board Resolutions (Housing Services Inc.) (1-1-03-04-02).....	17
Board Of Directors Board Resolutions (Regent Park Development Corporation) (1-1-03-04-05).....	18
Board Of Directors Board Resolutions (TORONTO SENIORS HOUSING CORPORATION) (1-1-03-04-01).....	17
Board Of Directors Board Resolutions (Toronto Housing Company) (1-1-03-04-04).....	18
Board Of Directors Minutes And Agendas (2001064 Ontario Inc.) (1-1-03-02-07)	15
Board Of Directors Minutes And Agendas (Access Housing Connections Inc.) (1-1-03-02-03).....	15
Board Of Directors Minutes And Agendas (Don Mount Court Development Corporation) (1-1-03-02-06)	15
Board Of Directors Minutes And Agendas (Housing Services Inc.) (1-1-03-02-02).....	14
Board Of Directors Minutes And Agendas (Regent Park Development Corporation) (1-1-03-02-05).....	15
Board Of Directors Minutes And Agendas (TORONTO SENIORS HOUSING CORPORATION) (1-1-03-02-01)....	14
Board Of	

Toronto Community Housing Corporation Classification Scheme

Directors Minutes And Agendas (Toronto Housing Company) (1-1-03-02-04).....	15
Board Of Directors Orientation (2001064 Ontario Inc.) (1-1-02-04-07).....	10
Board Of Directors Orientation (Access Housing Connections Inc.) (1-1-02-04-03).....	10
Board Of Directors Orientation (Don Mount Court Development Corporation) (1-1-02-04-06).....	10
Board Of Directors Orientation (Housing Services Inc.) (1-1-02-04-02).....	9
Board Of Directors Orientation (Regent Park Development Corporation) (1-1-02-04-05)	10
Board Of Directors Orientation (TORONTO SENIORS HOUSING CORPORATION) (1-1-02-04-01).....	9
Board Of Directors Orientation (Toronto Housing Company) (1-1-02-04-04).....	10
Board Of Directors Register (2001064 Ontario Inc.) (1-1-02-02-07)	8
Board Of Directors Register (Access Housing Connections Inc.) (1-1-02-02-03).....	7
Board Of Directors Register (Don Mount Court Development Corporation) (1-1-02-02-06)	8
Board Of Directors Register (Housing Services Inc.) (1-1-02-02-02).....	7

Toronto Community Housing Corporation Classification Scheme

Board Of Directors Register (Regent Park Development Corporation) (1-1-02-02-05).....	8
Board Of Directors Register (TORONTO SENIORS HOUSING CORPORATION) (1-1-02-02-01).....	7
Board Of Directors Register (Toronto Housing Company) (1-1-02-02-04).....	7
Board Of Directors Remuneration (2001064 Ontario Inc.) (1-1-02-03-07).....	9
Board Of Directors Remuneration (Access Housing Connections Inc.) (1-1-02-03-03).....	8
Board Of Directors Remuneration (Don Mount Court Development Corporation) (1-1-02-03-06).....	9
Board Of Directors Remuneration (Housing Services Inc.) (1-1-02-03-02).....	8
Board Of Directors Remuneration (Regent Park Development Corporation) (1-1-02-03-05)	9
Board Of Directors Remuneration (TORONTO SENIORS HOUSING CORPORATION) (1-1-02-03-01).....	8
Board Of Directors Remuneration (Toronto Housing Company) (1-1-02-03-04).....	9
Briefing Notes (1-2-02-03).....	22
Budget Proposals (Working Papers) (2-2-01-01-01)	36

Toronto Community Housing Corporation Classification Scheme

Budget	Reconciliations	(2-2-01-01-03)
.....36		
Budgets	(Approved)	(2-2-01-02)
.....36		
Budgets	And	Estimates
01)		(2-2-01-01)
.....36	Building	And
	Property	Warranties
Guarantees		(3-1-02-05)
.....62	Building	
Condition	Audits	And
	Feasibility	Studies
.....62		(3-1-02-06)
	Building	
Equipment	Inventory	(3-2-03-03)
.....65	Building	Unit
	Inspections	(3-2-05-07)
.....68		
Bylaws	(2001064	Ontario
	Inc.)	(1-1-01-02-07)
.....		
..4	Bylaws	(Access Housing Connections Inc.)
03)		(1-1-01-02-03)
.....3	Bylaws	
	(Don Mount Court Development Corporation)	(1-1-01-02-06)
.....3		
Bylaws	(Housing	Services
02)	Inc.)	(1-1-01-02-02)
.....3		

Toronto Community Housing Corporation Classification Scheme

Bylaws (Regent Park Development Corporation) (1-1-01-02-05).....	3
Bylaws (TORONTO SENIORS HOUSING CORPORATION) (1-1-01-02-01).....	3
Bylaws (Toronto Housing Company) (1-1-01-02-04).....	3
Capital New Construction Or Renovation Project Files (3-1-02-03).....	61
Capital Planning Project Files (3-1-02-02).....	61
Capital Projects Planning (3-1-02-01).....	61
Change Notices Development And Zoning (3-1-01-03).....	60
City Of Toronto Correspondence And Communications (1-2-03-01).....	23
Collection Of Former Tenant Accounts (2-2-03-03).....	3
8 Collective Agreement Administration (2-3-03-01).....	46
Commercial Operations Project File (3-1-02-04).....	

Toronto Community Housing Corporation Classification Scheme

.61	Commercial	Tenants	Shared	Costs	(3-4-01-05)
..74						
Communication		Projects	(Dockets)		(2-1-02-06)
...31						
Community		Consultation			(2-1-02-08)
.....31						
Community	Management	Plan	(Approved)		(1-3-01-02)26
Community	Management	Plan	(Working Files)		(1-3-01-01)26
Community	Safety	Annual	Statistical	Summaries	(3-3-04-02)72
Community	Safety	Plans			(3-3-04-01)
.....72						
Computer		Hardware			(2-6-01-04)
.....55						
Computer		Software			(2-6-01-03)
.....55						

Toronto Community Housing Corporation Classification Scheme

Contact	And	Mail	Lists	(2-1-03-04).....
			33
Contract	Management	Non-Contract	Maintenance	(3-2-05-08).....68
Contract	Management	Operating	Reports	(2-2-08-03).....42
Contractor	/	Vendor	/	Supplier Management (2-4-01-03).....52
Contracts	And	Agreements		(1-02-04-01).....24
Corporate		Branding		(2-1-02-07).....31
Corporate Record Book (2001064 Ontario Inc.)				(1-1-03-01-07).....14
Corporate Record Book (Access Housing Connections Inc.)				(1-1-03-01-03).....13
Corporate Record Book (Don Mount Court Development Corporation)				(1-1-03-01-06).....14
Corporate Record Book (Housing Services Inc.)				(1-1-03-01-02).....13
Corporate Record Book (Regent Park Development Corporation)				(1-1-03-01-05).....14

Toronto Community Housing Corporation Classification Scheme

Corporate Record Book (TORONTO SENIORS HOUSING CORPORATION) (1-1-03-01-01).....	13
Corporate Record Book (Toronto Housing Company) (1-1-03-01-04)	13
Courier Service (External) (2-1-03-03-03)	
.....	
.....	32
Courier Service (Inter Office) (2-1-03-03-02).....	
.....	32
CPIC (Canadian Police Information Centre) (3-3-03-02).....	72
Crown Envelope (3-3-03-04).....	
.....	72
Daily Logs (3-3-01-04)	
.....	71
Daily Memo Book (3-3-01-03).....	
.....	71
Data Backup (Monthly) (2-6-03-02-03).....	
.....	56
Data Backup (Weekly) (2-6-03-02-02).....	
.....	56

Toronto Community Housing Corporation Classification Scheme

Data	Backup	Log	(2-6-03-02-04)
.....			
.....56	Data	Backup	Tapes (2-6-03-02)
.....			
.....56	Data	Backup	Tapes (Daily) (2-6-03-02-01)
.....			
.....56	Dispatch /	Digital Voice	Recording Tapes (3-3-02-02)
.....			
.....			71
Division	/	Unit	Meetings (1-2-01-03)
.....			
.....21			
Drawings,	Surveys,	Site	Plans (3-1-02-07)
.....			
.....62	Elevator	Inspections	And Maintenance (3-2-04-01)
.....			
.....			66
Elevator		Licenses	(3-2-04-03)
.....			
.....66			
Elevator		Logs	(3-2-04-04)
.....			
.....66			
Elevator	Maintenance	Service	Reports (3-2-04-02)
.....			
.....			66
Elevator		Specifications	(3-2-04-

Toronto Community Housing Corporation Classification Scheme

05).....				
.....66				
Emergency	Contacts		(3-2-01-04-02)	
.....				
.....64				
Emergency	Planning		(3-2-01-04)	
04).....				
.....64				
Employee	Investigations		(2-3-03-05)	
05).....				
.....47				
Employee	Performance	Management	(2-3-03-06)	
.....				47
Employee	Recognition		(2-3-02-03)	
03).....				
.....46				
Employee	Training	Records	(2-3-05-04)	
04).....				
.....48				
Employment	Applications	(Unsolicited)	(2-3-01-04)	
.....				45
Equipment	Guarantees	And	Warranties	(2-5-02-03)
03).....				53

Toronto Community Housing Corporation Classification Scheme

Equipment	Inventory	(2-5-01-01)
		53
Equipment	Manuals And Operating Instructions	(2-5-02-04)53
Evidence	Locker	Log	(3-3-03-03)
		
		72
Executive	Committee	Meetings	(1-2-01-01)
		
		21
Executive	Correspondence (Non Political)	(1-2-02-02-02)22
Executive	Correspondence (Political)	(1-2-02-02-01)22
Executive	Project	Files	(1-2-02-01)
		
		22
External	Committee	Meetings	(1-2-01-04)
		
		21
External Organizations	Correspondence And Communications	(1-2-03-03)23

Toronto Community Housing Corporation Classification Scheme

Fax	Service	(2-1-03-03-04)33
Financial	Reports	(2-2-08-02-03)42
Financial	Statements	(2-2-08-02)42
Financial	Statements	(Year-End)	(2-2-08-02-01)42
Fire	Alarm	Monitoring	Services	(3-2-07-04)
.....69
Fire	Safety	Plan	(3-2-01-04-01)
.....64
.....	First	Aid	Certification	(2-3-06-05)
.....	51	First	Party	Property
.....	Claims
.....	(2-1-04-02-01)
.....	33	Fleet	Inventory	(2-5-01-02)
.....
.....53

Freedom Of Information (FOI) Correspondence (2-7-02-04).....	58
Freedom Of Information (FOI) Requests Initiated By TCHC And Responses (2-7-02-03)	58
Freedom Of Information (FOI) Requests Received By TCHC And Responses (2-7-02-02).....	58
Funding Agreements (2-2-01-01-02)	36
General Journal (2-2-04-02).....	38
General Journal - Regular (2-2-04-02-01)	38
General Journal - Payroll (2-2-04-02-02).....	38
General Ledger (2-2-04-01).....	38
Government (Municipal, Provincial, Federal) Correspondence And Communications (1-2-03-02)	23
Grievances (2-3-03-03)	46
Hazardous Substances Management (3-2-02-01)	23

Toronto Community Housing Corporation Classification Scheme

01).....	
64	
Health And Safety Employee Record (2-3-06-01)	
.....	48
Health And Safety Inspections/Investigations (2-3-06-04-02)	
.....	50
Health And Safety Matters (2-3-06-04)	
.....	50
Health And Safety Programs (2-3-06-04-01)	
.....	50
Health And Safety Reporting (2-3-06-04-03)	
.....	50
Health And Safety Training (Due Diligence) (2-3-06-03)	
.....	50
Health Promotion (Tenant And Community) (3-5-01-02)	
.....	77
Human Rights And Equity Due Diligence (Coaching) (3-5-02-01)	
.....	78
Human Rights And Equity Reporting And Trends (3-5-02-03)	
.....	78

Toronto Community Housing Corporation Classification Scheme

Human Rights Complaints	(3-5-02-02)	78
Identification Cards (Staff)	(2-1-03-01)	32
Incident Reports	(3-3-01-02)	71
Incoming Insurance Certificates	(2-1-04-04-01)	34
Insurance Certificates	(2-1-04-04)	34
Insurance Claims	(2-1-04-02)	33
Insurance Policies	(2-1-04-03)	34

Toronto Community Housing Corporation Classification Scheme

Insurer	Administration	(2-1-04-05)35
Interest	Revenue	(2-2-07-02)41
Internal Communications (Final Work Product)		(2-1-02-04-02)31
Internal Communications (Working Papers)		(2-1-02-04-01)31
Investment	Analysis	(2-2-06-01)40
Invoices (Vendors And Suppliers)		(2-2-02-01)37
Issue	Management	(2-1-02-01-01)29
Job	Descriptions	(2-3-01-02)44
	Labour Relations And Negotiations	(2-3-03-02)4

6	Landscaping	Maintenance	Service	Reports	(3-2-05-03)	67
Legal		Opinions			(1-2-04-03)	25
Life	Safety	(Fire)	Log	Books	(3-2-01-02)	63
Life	Safety		Systems		(3-2-01-01)	63
Life	Safety	Systems	Specifications		(3-2-01-03)	63
Litigation					(1-2-04-02)	24
Long	Term		Disability		(2-2-09-03)	43
Mail		Service			(2-1-03-03-01)	32
Maintenance		Log	Book		(3-2-05-06)	68

Toronto Community Housing Corporation Classification Scheme

Malvern	Equity	Project	Property	(3-1-01-02)
.....				
...60				
Market	Rent		Rate	(3-4-01-06)
.....				
.....74				
Material	Safety	Data	Sheets	(2-3-06-06)
.....				
.....51	Mechanical And Electrical Maintenance			(3-2-03-02)
.....				65
Mechanical	Maintenance	Service	Reports	(3-2-03-01)
.....				65
Media		Relations		(2-1-02-01-02)
.....				
.....30	Mediation Agreement (Rent Arrears)			(3-4-02-05-02)
.....				75
Mortgage		Administration		(2-2-07-03)
.....				
.....41				
Mould	Inspection		Reports	(3-2-02-03)
.....				
.....65	Non-Tenant Parking Agreements			(3-4-01-04)
.....				
.74				

Toronto Community Housing Corporation Classification Scheme

Occurrence	Reports	(3-3-01-01)	70
Occurrence Reports (Community Patrol Officers)		(3-3-01-01-01)	70
Reports (Special Constables)		(3-3-01-01-02)	70
Organization		(2-3-01-01)	44
	Outgoing Insurance Certificates	(2-1-04-04-02)	3
4	Parking Tickets	(3-3-02-01)	71
Payroll Deduction Remittances To Third Party		(2-2-09-04-02)	43
Registers		(2-2-09-04-01)	43
	Payroll Reports	(2-2-09-04)	43
	Pension Administration	(2-3-04-02)	

Toronto Community Housing Corporation Classification Scheme

.....					
.....	47				
Performance	Audit	Investigations	(1-3-03-02)		
.....	27				
Performance	Measurement	Plan	(1-3-03-01)		
.....	27				
Personal	Information	Bank (PIB)	Directory	(2-7-02-01)	
					58
Personnel	Exit	Package	(Voluntary)	(2-3-02-02)	
					.45
Personnel		Files		(2-3-02-01)	
.....					
.....	45				
Pest	Control	And	Management	(3-2-02-02)	
					64
Photos				(2-1-02-05)	
.....					
.....	31				
Policies	-	Corporate	(Approved)	(1-2-05-02)	
					25

Toronto Community Housing Corporation Classification Scheme

Policies - Corporate (Working Files) (1-2-05-01).....	
.25 Procedures - Division Business Operating (Approved) (2-1-01-02)	29
Procedures - Division Business Operating (Working Papers) (2-1-01-01).....	29
Program Project And Event Management Files (3-5-01-01).....	77
Project Log Books (3-2-05-05).....	
.....	68
Project Planning (3-1-01-04-02).....	
.....	60
Project Redevelopment (3-1-01-04-01)	
.....	60
Property (Asset) Files (3-1-01-01)	
.....	60
Property Projects (Redevelopment And Planning) (3-1-01-04).....	60
Property Tax Administration (2-2-05-05).....	
.....	39
Public Relations (2-1-02-01)	
.....	

.....29 Publications (Final Work Product) (2-1-02-03-02)	
.....30	
Publications (Working Papers) (2-1-02-03-01)	
.....	
30 Purchase Orders / Change Orders (2-4-01-01).....	
...51 Purchasing Card Program (2-4-01-04)	
.....	
.....52	
Purchase Card Reconciliations (2-2-02-03).....	
.....37	
Records Classification Scheme (2-7-01-01).....	
.....57	
Records Destruction Notices (2-7-01-04)	
.....	
.....57 Records Retention Schedule (2-7-01-02).....	
.....57 Records Transfer Lists (2-7-01-03).....	
.....57	
Recruitment (2-3-01-03)	
.....	
.....44	

Toronto Community Housing Corporation Classification Scheme

Referral Agreements (Subsidized Housing)	(3-6-01-03)
.....	79
Rent Supplement Landlord Files	(3-6-03-01)
.....	80
Rent Supplement Tenant Files	(3-6-03-02)
.....	80
Returned Cheques And Pre-Authorized Payments	(2-2-07-01-04)
.....	41
Salary Administration	(2-2-09-02)
.....	43
Security Programs And Reporting	(3-2-07-01)
.....	69
Service Request Forms	(2-1-03-02)
.....	32
Shareholder Directions (2001064 Ontario Inc.)	(1-1-01-03-07)
.....	5
Shareholder Directions (Access Housing Connections Inc.)	(1-1-01-03-03)
.....	4
Shareholder Directions (Don Mount Court Development Corporation)	(1-1-01-03-06)
.....	5

Toronto Community Housing Corporation Classification Scheme

Shareholder Directions (Housing Services Inc.) (1-1-01-03-02).....	4
Shareholder Directions (Regent Park Development Corporation) (1-1-01-03-05)	4
Shareholder Directions (TORONTO SENIORS HOUSING CORPORATION) (1-1-01-03-01).....	4
Shareholder Directions (Toronto Housing Company) (1-1-01-03-04)	4
Small Project Design And Construction Project Files (3-2-06-01).....	68
Software Licensing (2-6-01-03-01)	55
Software Media (2-6-01-03-02).....	55
Speeches And Presentations (Final Work Product) (2-1-02-02-02).....	30
Speeches And Presentations (Working Papers) (2-1-02-02-01).....	30
Inquiries And Client Services (2-6-01-01).....	54
System Maintenance And Landscaping Inspection Reports (3-2-05-04)	67
Maintenance And Landscaping Service Reports (3-2-05-01).....	67

Toronto Community Housing Corporation Classification Scheme

Maintenance	Service	Reports	(3-2-05-02)	6
7				
T4	Summaries		(2-2-09-04-03)	
	43			
Tax	Appeals		(2-2-05-05-02)	
	40	Tax Returns (Corporate)	(2-2-05-01)	
	39	Taxation Administration	(2-2-05-04)	
	39			
Taxes	(Municipal)		(2-2-05-03)	
	39			
Taxes	(Provincial And Federal)		(2-2-05-02)	
	39	Technology Infrastructure	(2-6-03-01)	
	56			
Technology	Projects		(2-6-02-01)	
	55			

Telecommunications	(2-6-01-02)	54
Tenant Applications (Market Rent)	(3-4-01-01)	7
Tenant Engagement And Community Development Strategies, Programs And Training	(3-5-01-03)	77
Tenant Files (Residential)	(3-4-01-02)	73
Tenant Illegal Acts And Breaches	(3-4-02-05-03)	76
Tenant Issues And Complaints	(3-4-02-03)	75
Tenant Lease Files (Commercial Property)	(3-4-01-03)	74
Tenant Lists	(3-4-02-04)	75
Tenant Rent Arrears	(3-4-02-05-01)	75
Tenants (General Correspondence)	(3-4-02-01)	75

Tenders, Quotations, Requests For Information / Quotes / Proposals (2-4-01-02).....	51
Third Party Property And Injury Claims (2-1-04-02-02)	34
Toronto Police Services (Special Constable Agreement) (3-3-03- 01).....	71
Training / Development (External) (2-3-05- 02).....	48
Training / Development (Internal) (2-3-05-01)48
Tribunal Applications (3-4-02- 05).....	75
Tuition Reimbursements (Employee) (2-3-05- 03).....	48
Use Of Force Reports (3-3-03- 05).....	72
User Group Program Insurance Certificates (2-1-04-04-03)	35
Vacancy	

Toronto Community Housing Corporation Classification Scheme

Notice	(Contract	Management)	(3-4-02-02).....	75
Vehicle	Accident	Reports	(2-1-04-01).....	
.....33	Vehicle	Inspections	(2-5-02-02).....	
.....53				
Vehicles	And	Equipment	Maintenance	(2-5-02-01).....5
3	Video	/	Digital	Surveillance
			Tapes	(3-2-07-03).....
....69				
Workplace	Safety	Insurance	Board (WSIB)	(2-3-06--02).....49
Workplace	Safety	Insurance	Board (WSIB) Claims	(2-3-06-02-01).....49
Workplace	Safety	Insurance	Board (WSIB) General	(2-3-06-02-02).....50
Writ	Of	Seizure	And	Sale
				(3-4-02-05-04).....
.....76				