

Authority: General Government Committee Item GG20.11,
as adopted by City of Toronto Council on April 23 and 24,
2025
City Council voted in favour of this by-law on June 26,
2025
Written approval of this by-law was given by Mayoral
Decision 10-2025 dated June 26, 2025

CITY OF TORONTO

BY-LAW 645-2025

To amend City of Toronto Municipal Code Chapter 217, Records, Corporate (City), to establish a new retention period with respect to records relating to the Mayor's special powers and duties under Part VI.1 of the City of Toronto Act, 2006.

Whereas under Section 200 of the City of Toronto Act, 2006 (the "Act") the City shall retain and preserve the records of the City and its local boards in a secure and accessible manner; and

Whereas under Section 201 of the Act the City may destroy a record of the City or a local board if an established retention period has expired or where the record is a copy of the original record; and

Whereas Council is required to exercise the authority to establish or amend a retention schedule in accordance with Section 217-5C(1)(a) of Municipal Code Chapter 217, Records, Corporate (City), where the decision with respect to the establishment or amendment of a retention schedule is with respect to decisions or deliberations of City Council or committees thereof; and

Whereas City Council wishes to establish one new retention schedule affecting the records with respect to decisions or deliberations of City Council or committees thereof, specifically to: establish one new retention schedule for records relating to Mayoral Legislative Instruments originating from the City Division known as City Clerk's Office; and

Whereas City Council wishes to amend City of Toronto Municipal Code Chapter 217, Records, Corporate (City), to add a retention period for records relating to Mayoral Legislative Instruments to Schedule A, Record Retention Schedule;

The Council of the City of Toronto enacts:

1. Schedule A, Record Retention Schedule, of Chapter 217, Records, Corporate (City), of The City of Toronto Municipal Code is amended by adding the new records series bearing specific code number: G0018 listed in Schedule 1 to this by-law in alphanumeric order to Schedule A by code number, under the functional categories as set out in Schedule 1 to this by-law for reference purposes.

Enacted and passed on June 26, 2025.

Frances Nunziata,
Speaker

John D. Elvidge,
City Clerk

(Seal of the City)

SCHEDULE 1
NEW ENTRY TO BE ADDED TO SCHEDULE A, RECORDS
RETENTION SCHEDULE OF MUNICIPAL CODE CHAPTER 217,
RECORDS, CORPORATE (CITY), BEARING CODE NUMBER G0018

G	Functional Category: Governance Description: Records relating to the ways in which the City is governed and regulated to ensure efficiency, effectiveness, and compliance with statutory requirements. Includes records of the City's legislative process, such as the agendas and minutes of Council, its standing committees and community councils; City bylaws and the Municipal Code; formal policies and procedures; and annual reports of departments and special purpose bodies. Also includes all legislation and other municipal by-laws that might affect the City; records relating to non-municipal government bodies; election records; and records relating to provincially-mandated services that the City provides, such as birth and death registrations.					
G0018	<p>Mayoral Legislative Instruments</p> <p>Records relating to the Mayor's exercise of special powers and duties as assigned under Part VI.1 of the City of Toronto Act, 2006. These special powers may include: Bringing matters to Council to advance certain Provincial priorities and vetoing any by-laws passed by Council that may interfere with the advancement of those priorities; Appointing the City Manager; Hiring and dismissing certain City officials and determining the organizational structure of the City of Toronto; Creating committees of Council, assigning their functions and appointing the Chairs and Vice Chairs of committees of Council; and Proposing the City's budget subject to Council amendments, a Mayoral veto and a Council override process.</p> <p>These powers and duties of the Mayor are distinctive from other decisions and actions of Council and Committee Proceedings captured under records retention schedule G0001 in that they may be exercised outside of the legislative meeting context.</p> <p>Documents may include mayoral decisions and mayoral directions made under written declarations made by the Mayor under section</p>	City Clerk's Office	C+4	P	P	P

	<p>5.3 of the Municipal Conflict of Interest Act.</p> <p>Note 1: This record class excludes the specific records related to Council and Committee Proceedings which must be classified under G0001.</p>						
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