

Authority: Section 217-5D of City of Toronto Municipal Code Chapter 217, Records, Corporate (City)  
City Council voted in favour of this by-law on March 26, 2026  
Written approval of this by-law was given by Mayoral Decision 7-2026 dated March 26, 2026

## **CITY OF TORONTO**

### **BY-LAW 248-2026**

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

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

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

Whereas the City Clerk has exercised the authority to establish or amend a retention schedule, to amend the retention schedules affecting the records of the City, specifically to: a) establish one new retention schedule for records relating to Vacant Home Tax Program Records originating from the City Division known as Revenue Services; and three new retention schedules for records relating to Transportation Innovation Challenge – Reporting Data, Transportation Innovation Challenge – Intellectual Property and Proprietary Information, and Transportation Innovation Challenge – Project Management Documentation originating from the City Division known as Transportation Services; and to: b) amend two existing retention schedules for records relating to Vital Statistics Registers and Vital Statistics Applications originating from the City Division known as the City Clerk’s Office in accordance with the requirements of Section 217-5D and has sought the City Solicitor to submit by-laws directly to Council for the implementation of these amendments; and

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

The Council of the City of Toronto enacts:

1. Schedule A, Record Retention Schedule, of Chapter 217, Records, Corporate (City), of The City of Toronto Municipal Code is amended by adding the new records series’ bearing specific code numbers: F3257, W0098, W0099 and W0100 listed in Schedule 1 to this by-law in alphanumerical order to Schedule A by code number, under the functional category as set out in Schedule 1 to this by-law for reference purposes; and

2. Schedule A, Record Retention Schedule, of Chapter 217, Records, Corporate (City), of The City of Toronto Municipal Code is amended by deleting the following existing record series' listed under the following specified code numbers: G0400 and G0420, and replacing these record series' with the entry listed in Schedule 2 attached to this by-law with the corresponding code number in alphanumerical order to Schedule A by code number, under the functional category as set out in Schedule 2 for reference purposes.

Enacted and passed on March 26, 2026.

Frances Nunziata,  
Speaker

John D. Elvidge,  
City Clerk

(Seal of the City)

**SCHEDULE 1**  
**NEW ENTRIES TO BE ADDED TO SCHEDULE A, RECORDS RETENTION**  
**SCHEDULE OF MUNICIPAL CODE CHAPTER 217, RECORDS, CORPORATE**  
**(CITY) BEARING CODE NUMBER F3257, W0098, W0099 and W0100**

<b>F</b>	<b>Functional Category:</b> Financial Management  <b>Description:</b> Records relating to the City’s finances and accounting processes, including the receipt, control, and expenditure of funds. Includes records relating to liability, risk management, payroll, taxation, treasury, insurance and purchasing.						
F3257	<p>Vacant Home Tax Program</p> <p>Records relating to the City’s management of the Vacant Home Tax program. The program requires Toronto homeowners to let the City know if their property is occupied or vacant every year by making a declaration. Homeowners with vacant properties are subject to a tax. Declarations can be made online, by phone, by mail, and in-person.</p> <p>Documents may include declarations of occupancy status, medical treatment certificate forms, notices of complaint, appeal requests, and any supporting documentation and correspondence.</p>	Revenue Services	C+3	4	C+7	D	Legislation/Regulations: Toronto Municipal Code Chapter 778-7.1
<b>W</b>	<b>Functional Category:</b> Works  <b>Description:</b> Records relating to the construction, maintenance, and operations of the City’s infrastructure, including sewer, water, garbage, waste, solid waste, and transportation programs and systems. Includes records relating to roads and bridges, snow removal, water and air quality, and utilities. Also includes records relating to environmental assessment and protection, such as conservation, pollution, and recycling programs.						
W0098	<p>Transportation Innovation Challenge – Reporting Data</p> <p>Records relating to raw data collected through the deployment of third-party technologies from the City’s Transportation Innovation Challenge (“TIC”) Programs.</p> <p>Records may include but are not limited to raw photo and video footage, their related metadata (e.g., time and location of images) collected from cameras, or data from other sensors (e.g. lidar and radar) deployed by TIC program</p>	Transportation Services	T	1	T+1	D	Comments: T = Participant technology is no longer recording data and has been removed from public space.

	<p>participants, including any personal information (PI) if collection of PI has been authorized by Council for a specific TIC event. In addition, this classification will further include all derivative reports/estimates/summaries generated by TIC participant technology from the raw photo and video footage collected (but not reports generated by City staff or consultants which are derived from records in this category).</p> <p>Note 1: Reports, evaluations, and correspondence prepared by City staff and/or TIC program support contractors whether developed by analyzing or referencing records from this category as well as any relevant excerpts related to an accident or incident involving a TIC participant's technology that the City becomes aware of, will be classified and filed under W0100 – Transportation Innovation Challenge – Project Management Documentation for program management and evidentiary purposes (e.g., potential audit or legal defense).</p> <p>Note 2: Third-party confidential, Intellectual Property, and proprietary information collected through the TIC Program are classified under W0099 - Transportation Innovation Challenge – Intellectual Property.</p>						
W0099	<p>Transportation Innovation Challenge – Intellectual Property and Proprietary Information</p> <p>Records relating to commercial, scientific, technical, or financial information that is confidential, intellectual property (IP), or propriety information submitted through applications for the City's Transportation Innovation Challenge ("TIC") Programs.</p> <p>This includes IP in unsuccessful, withdrawn, or successful</p>	Transportation Services	T	30 D	T+30D	D	<p>Comments: T = Applicant is not selected to participate in the challenge and informed; applicant withdraws from challenge and requests destruction of applicant's intellectual property; or applicant has completed challenge and all feedback and reporting has concluded.</p>

<p>applications submitted by individuals, businesses, or organizations in response to City-offered opportunities to demonstrate or pilot transportation related technologies.</p> <p>Records include confidential information, IP, or proprietary information that the City may receive as part of the TIC participant application and evaluation process and deployment planning, and include company technical specifications, diagrams, technical know-how, and access to applicant systems for cybersecurity testing.</p> <p>Note 1: If City staff or the City's TIC program support contractor prepare reports, evaluations, or correspondence using documents submitted under W0099 or otherwise reference records from this records class for TIC program decision-making those resulting records will be classified and filed under W0100 - Transportation Innovation Challenge – Project Management Documentation.</p> <p>Note 2: Data collected through the deployment of applicant devices for the TIC Program are classified under W0098 - Transportation Innovation Challenge – Reporting data.</p> <p>Note 3: For clarity, this records class would not contain the actual contracts entered into between the City with applicants and/or participants in TICs. Such contracts will be classified and filed under W0100 - Transportation Innovation Challenge – Project Management Documentation, along with supporting documentation required by these contracts (e.g. participant insurance certificate, participant WSIB, contract administration correspondence).</p>					
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W0100	<p>Transportation Innovation Challenge – Project Management Documentation</p> <p>Records relating to the management of the Transportation Innovation Challenge (“TIC”) and other pilots or demonstrations of transportation related technology, including records related to project authorization, initiation, planning, execution, monitoring and close-out, as well as the project management methodologies applied throughout these activities.</p> <p>Documentation may cover processes such as project planning, scope, risk and stakeholder identification, schedule and integration, and communications management.</p> <p>Records may include project charters, business cases, technical and functional requirements, statements of work, change requests, roles and responsibilities, meeting notes and minutes, status reports, presentations, memorandums, other project management tools and artifacts, formal agreements associated with TIC program, pilots or demonstrations, including but not limited to non-disclosure agreements, participant agreements, executed contracts, memoranda of understanding, and information sharing agreements, along with all required supporting documentation (e.g. participant insurance certificate, participant WSIB, contract administration correspondence).</p> <p>Note 1: Intellectual Property and Proprietary Information submitted by TIC applicants and/or are provided by third party participants in the TIC, pilots or</p>	Transportation Services	T	15	T+15	AR	<p>Comments: T = End of the deployment period of any devices used in that trial.</p>
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	<p>demonstrations are classified under W0099 - Transportation Innovation Challenge – Intellectual Property and Proprietary Information.</p> <p>Note 2: Data collected through the deployment of devices for the TIC Program, pilots or demonstrations are classified under W0098 - Transportation Innovation Challenge – Reporting Data.</p> <p>Note 3: For clarity, contracts entered into between the City third parties along with supporting documentation would be stored in this category along with any accident/incident reports from running a TIC. These accident/incident reports may include relevant excerpts from W0098 - Transportation Innovation Challenge – Reporting Data.</p>						
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## SCHEDULE 2

**ENTRIES TO BE ADDED TO SCHEDULE A, RECORDS RETENTION SCHEDULE OF MUNICIPAL CODE CHAPTER 217, RECORDS, CORPORATE (CITY) TO REPLACE TWO EXISTING RECORDS RETENTION SCHEDULE ENTRY BEARING CODE NUMBER G0400 AND G0420**

G	<p><b>Functional Category:</b> Governance</p> <p><b>Description:</b> Records relating to the ways in which the City is governed and regulated to ensure efficiency, effectiveness, and compliance with statutory requirements. Includes records of the City's legislative process, such as the agendas and minutes of Council, its standing committees and community councils; City bylaws and the Municipal Code; formal policies and procedures; and annual reports of departments and special purpose bodies. Also includes all legislation and other municipal by-laws that might affect the City; records relating to non-municipal government bodies; election records; and records relating to provincially-mandated services that the City provides, such as birth and death registrations.</p>						
G0400	<p>Vital Statistics Registers</p> <p>Records relating to vital statistics registration of vital events pertaining to births, marriages, civil weddings and deaths that occur in the Province of Ontario and are managed by the City of Toronto. Marriage licence, civil wedding and death registers are permanent, legal records of marriages and deaths. Documents include event registers.</p> <p>Note 1: Vital statistics applications and associated documents are governed by G0420.</p> <p>Note 2: The City of Toronto no longer receives birth registers. Legal records of births that were registered with the City prior to this change are still permanently maintained by the City.</p>	City Clerk's Office	C	2	C+2	P	<p>Legislation/Regulations: Vital Statistics Act, s. 4(1) Marriage Act, s. 13 (1)</p>
G0420	<p>Vital Statistics Applications</p> <p>Records relating to vital statistics applications for the registration of marriage licences, civil weddings, and deaths that occur in the Province of Ontario. Documents may include completed marriage licence application forms (Form 3), civil wedding scripts, consultation forms, and booking slips, manifest, statements of death and stillbirth, medical certificates of death and stillbirth, Coroner's warrants, and all supporting documents.</p>	City Clerk's Office	T	1	T+1	D	<p>Comments: T = Reconciliation of electronic application and physical application completed and couriered, or application completed.</p> <p>Legislation/Regulations: Vital Statistics Act, s. 4(1) Marriage Act, s. 13 (1)</p>