

**ATTACHMENT 1 –
Proposed Amendments to Toronto Municipal Chapter 217, Records, Corporate (City), Schedule A – Records Retention Schedule**

Code	Records Title	Originating Office	Retention				Comments/Legislation
			A	I	Total	Disposition	
G	<p>Functional Category: Governance</p> <p>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.</p>						
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</p> <p>Proceedings captured under records retention schedule G0001</p>	City Clerk’s Office	C+4	P	P	P	

Retention Legend: A = Active; AR = Archival Review; C = Current Year; D = Destroy; DY = Days; I = Inactive; M = Month(s); P = Permanent; S = Superseded; T = Termination – based on specific criteria

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	<p>in that they may be exercised outside of the legislative meeting context. Documents may include mayoral decisions and mayoral directions made under Part VI.1 of the City of Toronto Act, 2006, and written declarations made by the Mayor under section 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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