

Toronto Transit Commission

Meeting No.: 14

Meeting Date: Thursday, April 16, 2026

Start Time: 9:30 AM

Location: Committee Room 2, City Hall/Video Conference

Contact: Chrisanne Finnerty

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Chair: Councillor Jamaal Myers

TTC14.13 - Amendments to the TTC Records Retention Schedule (Municipal Code Chapter 219, Records, Corporate (Local Boards))

Decision Type: ACTION

Status: Amended

Board Recommendations

The TTC Board recommends that City Council:

1. Amend City of Toronto Municipal Code Chapter 219, Records, Corporate (Local Boards) as set out in Attachment 2 to the report (April 16, 2026), as amended, from General Counsel, Toronto Transit Commission.

Board Advice

The TTC Board:

1. Approved the TTC's Records Retention Schedule, set out in Attachment 2, with the following amendments:

NON-RECORDS (Transitory Records)

- amend the word 'includes' and replace with 'may include subject to consultation with the Director, Commission Services'
- remove items b), f) and g)
- Amend '*Drafts' by removing "Drafts are, by definition, not considered a record. However, in some cases"

2. Requested that City Council amend City of Toronto Municipal Code Chapter 219, Records, Corporate (Local Boards) as set out in Attachment 2.

Origin

(April 16, 2026) Report from General Counsel

Summary

At its meeting on April 16, 2026, the Toronto Transit Commission considered item TTC14.13 and made a recommendation to City Council.

Summary from the Toronto Transit Commission

The TTC has completed a review and update of its Records Retention Schedule to ensure continued alignment with legislative requirements, operational needs, and records management best practices. This update supports the TTC's commitment to responsible information governance, risk mitigation, and compliance with the City of Toronto Act, 2006.

Key changes include revisions to retention periods, consolidation of record series, introduction of new record categories, and administrative improvements to enhance clarity and usability for staff. These amendments support improved consistency in recordkeeping, reduce risk associated with unmanaged or outdated information, and provide clearer guidance to staff on the retention and disposition of TTC records.

This report recommends that the Board approve amendments to the Records Retention Schedule of the Toronto Transit Commission and further, that City Council amend Toronto Municipal Code Chapter 219, Records, Corporate (Local Boards), to adopt the Board-approved records retention schedule.

Background Information

(April 16, 2026) Report and Attachment 1 from General Counsel on Amendments to the TTC Records Retention Schedule (Municipal Code Chapter 219, Records, Corporate (Local Boards))

<https://www.toronto.ca/legdocs/mmis/2026/ttc/bgrd/backgroundfile-285897.pdf>

Attachment 2 - Records Retention Schedule

<https://www.toronto.ca/legdocs/mmis/2026/ttc/bgrd/backgroundfile-285898.pdf>