

NOTICE OF MOTION

Re-opening and Amending Item 2026.EX31.8 - Amendments to the TTC Records Retention Schedule (Municipal Code Chapter 219, Records, Corporate (Local Boards))

Moved by: Councillor

Myers

Seconded by: Councillor

Ainslie

SUMMARY:

At its meeting on May 20, 2026, City Council, adopted upon consent, Item 2026.EX31.8. This decision purported to amend Chapter 219, Records, Corporate (Local Boards) in a specific manner.

The method in which the TTC communicated the proposed amendments to Chapter 219, Records, Corporate (Local Boards) to the City rendered the proposal ineffective.

The City's Municipal Code, establishes a Corporate Records Retention Committee, which is required to review proposed amendments to record retention provisions prior to consideration by City Council. The Corporate Records Retention Committee task is to ensure that such proposals meet the relevant legal and operational requirements to be validly implemented, if approved by Council. For this reason, City's Municipal Code expressly indicates that no record retention schedule may be reviewed, established or amended, by Council unless the prior approval of the Corporate Records Retention Committee has been obtained. This is to ensure that Council only considers proposed amendments to various retention obligations, which are capable of being implemented.

The proposed amendments to Chapter 219, were not presented to Corporate Records Retention Committee prior to decision of the Toronto Transit Commission as articulated at its Meeting No. 14, as item TTC.14.13, prior to being communicated to City Council. The proposed amendment was procedurally prohibited from being effective, as it contravened the requirements of the City's Municipal Code for such decisions. This means that the proposed updates can not be implemented.

The proposed updated Records Retention Schedule, would implement several useful modifications to strengthen Toronto Transit Commission's information governance framework while enhancing the clarity, usability, and operational relevance of the record retention requirements applicable to the Toronto Transit Commission. These modifications include: Disposition Adjustments: Revised retention periods for 41 record series to ensure alignment with current business workflows, risk considerations, and legislative obligations; Consolidation/removal of Existing Record Series and addition of New Record Series: 13 record series have been consolidated or removed while Two

new record series have been added to address emerging business requirements and new types of documentation generated through TTC operations.; as well as Administrative and Clarity Improvements: 138 record series, were modified by correcting inconsistencies, and enhancing clarity of the wording as to support more efficient application.

The proposed amendments in Item 2026.EX21.8 were not in an appropriate format aligned with record retention standards. The Corporate Records Retention Committee has reviewed the proposed amendments, and ensured the proposed amendments are now presented in a format that meets the relevant requirements, and has issued an approval thereof. A copy of this approval is available in Attachment 1.

This matter is urgent because City Council authority is required to allow for the TTC to commence to manage its records in accordance with the proposed retention schedule.

REQUIRES RE-OPENING:

Executive Committee Item 2026.EX31.8 (May 20 and 21, 2026 Council Meeting).

RECOMMENDATIONS:

1. City Council amend its previous decision on Item 2026.EX31.8 by replacing it in its entirety with the following:
 - a. City Council amend Chapter 219, Records, Corporate (Local Boards); by repealing the existing Article II, Toronto Transit Commission and Schedule D, Art. II, Records Retention Schedule (Toronto Transit Commission), and adopting the new Article II, Toronto Transit Commission, of Chapter 219, Records, Corporate (Local Boards); and Schedule D, Art. II, Records Retention Schedule (Toronto Transit Commission), as attached to this Motion as Attachment 2.

ATTACHMENTS:

Attachment 1 – Corporate Records Retention Committee Minutes of July 21, 2026

Attachment 2 - Article II, Toronto Transit Commission and Schedule D, Art. II, Records Retention Schedule (Toronto Transit Commission)

July 21, 2026