



## Routine Disclosure Plan

Date: January 2020

### City Clerk's Office

The City Clerk's Office provides a wide range of information relating to electing government, making government work and making information accessible. These are the main types of records routinely available from the City Clerk's Office:

- Agendas, minutes and reports from meetings of City Council, Committees and Community Councils
- Assessment rolls
- Reports on office expenses for Members of Council
- Statistics about services such as marriage licenses and polling
- Election documents that are filed with the City Clerk, including records about candidates, registered third party advertisers and the Contribution Rebate Applications
- Election results, including poll-by-poll results, and policies and procedures
- Historical government records from City divisions

The following table displays the type of information, brief description and how to get the information.

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Type of information	Brief description	How to get the information
<b>Archival government records</b>	Records created by Toronto's municipal government and its predecessor municipalities that reveal the decisions, policies, and activities of those governments. The website provides an overview of holdings, an online database, exhibits, photographs, maps and other records.	<p>Online: <a href="#">Archives website</a></p> <p>In person: Archives Research Hall 255 Spadina Road</p> <p>Phone: 416-397-0778 E-mail: <a href="mailto:archives@toronto.ca">archives@toronto.ca</a></p>
<b>Assessment rolls – current year and previous year</b>	Property values of land and buildings across the City of Toronto, including current and previous year assessment rolls.	<p>Information may be searched in person only. <i>Copies (and certified copies) available for a fee.</i></p> <p>Locations: Registry Services offices at Toronto City Hall, Etobicoke Civic Centre, North York Civic Centre and Scarborough Civic Centre</p> <p>Other locations with self-serve terminals <i>with Toronto Property System print out only:</i> East York Civic Centre (850 Coxwell Avenue, Main Floor), York Civic Centre (2700 Eglinton Avenue West, 2nd Floor) City of Toronto Archives Research Hall (255 Spadina Road)</p> <p>Additional Information: <a href="http://www.toronto.ca/assessment">www.toronto.ca/assessment</a></p>
<b>Assessment rolls – historical</b>	<p>Property ownership, tenancy, and assessed value of land and buildings in the City of Toronto. Assessment information is collected each year for use in the following taxation year.</p> <p><b>From 1998:</b> assessment rolls for the amalgamated City of Toronto from the 1998 taxation year to two years prior to the current taxation year.</p> <p><b>Pre-1998:</b> assessment rolls for former municipalities that existed prior to 1998 as well as those that existed before 1967.</p>	<p>In person: Archives Research Hall 255 Spadina Road</p> <p><i>Certified copies available for a fee.</i></p> <p>Phone: 416-397-0778 Email: <a href="mailto:archives@toronto.ca">archives@toronto.ca</a></p>

Type of information	Brief description	How to get the information
<b>By-laws and the Municipal Code</b>	All by-laws passed by City Council and committees from 1998 to the present. By-laws passed by former municipalities from their dates of incorporation to December 31, 1997	<p>Online: By-laws from 1998 to present: <a href="#">By-law Status Registry</a> or <a href="http://www.toronto.ca/bylaws">www.toronto.ca/bylaws</a></p> <p>In person: Archives Research Hall 255 Spadina Road</p> <p>Phone: 416-397-0778 Email: <a href="mailto:archives@toronto.ca">archives@toronto.ca</a></p>
<b>Budget</b>	Overview of City Clerk's Office operating and capital budgets, including budget analyst notes and budget presentation slides for certain years.	<p>Online: <a href="https://www.toronto.ca/city-government/budget-finances">https://www.toronto.ca/city-government/budget-finances</a></p> <p>Email: <a href="mailto:clerk@toronto.ca">clerk@toronto.ca</a></p>
<b>Conservation treatment reports</b>	Reports that detail the work done by the Archives' conservator on records that are damaged, fragile, or otherwise in need of treatment.	<p>By written request: Supervisor, Collection Management and Standards City of Toronto Archives Research Hall 255 Spadina Rd. Toronto, Ontario, M5R 2V3</p> <p>Phone: 416-397-0778 Email: <a href="mailto:archives@toronto.ca">archives@toronto.ca</a></p>

Type of information	Brief description	How to get the information
<p><b>Council, committees and board agendas</b></p>	<p>Meeting notices, agendas, items, communications and background information for City Council and its committees.</p>	<p>Online: <a href="http://www.toronto.ca/council">www.toronto.ca/council</a></p> <p>Email: <a href="mailto:clerk@toronto.ca">clerk@toronto.ca</a> or contact the relevant City Clerk's Secretariat office (see last page for addresses)</p> <p>To note: Personal information may be withheld where permitted.</p> <p>Communications from persons writing in a personal capacity will form part of the public record.</p> <p>Confidential attachments to agenda items are not available to the public. Some confidential information becomes publicly available after decisions are made.</p> <p>View the status of confidential Council matters online: <a href="http://www.toronto.ca/legdocs/tmmis/conf-release-recent.htm">http://www.toronto.ca/legdocs/tmmis/conf-release-recent.htm</a></p>

Type of information	Brief description	How to get the information
<p><b>Council, committees and board – minutes and decisions</b></p>	<p>Decisions and minutes of City Council and its committees and some boards. Minutes include decisions, motions, votes, rulings and attendance.</p> <p><b>Exceptions</b> Minutes of closed sessions are withheld where permitted or required by the City of Toronto Act, 2006 or the Municipal Freedom of Information and Protection of Privacy Act.</p>	<p>1998 to present: Online: <a href="http://www.toronto.ca/council">www.toronto.ca/council</a> Use the "Committees" or "Search items" tabs for decisions and minutes. For attendance and recorded votes, use the open data link located at the bottom of the page. Alternate: link directly to <a href="#">Member, Attendance,</a> and <a href="#">Member Voting Record</a></p> <p>Before 1998*: Online: <a href="https://www.toronto.ca/city-government/accountability-operations-customer-service/access-city-information-or-records/city-of-toronto-archives/whats-in-the-archives/government-records/">https://www.toronto.ca/city-government/accountability-operations-customer-service/access-city-information-or-records/city-of-toronto-archives/whats-in-the-archives/government-records/</a> (consult online database)</p> <p>In person: Archives Research Hall, 255 Spadina Rd. Phone: 416-397-0778</p> <p>* Council minutes are available for the seven municipalities that existed prior to 1998 (East York, Etobicoke, Metropolitan Toronto, North York, Scarborough, Toronto, York) as well as those that existed before 1967 (Brockton, East Toronto, Forest Hill, Leaside, Long Branch, Mimico, New Toronto, North Toronto, Parkdale, Swansea, Weston, West Toronto, Yorkville). Availability of the minutes and reports of the standing committees varies by municipality. To confirm whether the records you need are at the Archives, please consult the online database.</p>
<p><b>Council and committees – petitions</b></p>	<p>Public petitions filed by Council Members at City Council meetings. Public petitions submitted to the Clerk as correspondence on an agenda item. The purpose statement and number of persons listed on a public petition are included in the minutes of Council or committee meetings.</p>	<p>Purpose Statement - Online: <a href="http://www.toronto.ca/council">www.toronto.ca/council</a></p> <p>Copies of full petitions: Available by request at <a href="mailto:clerk@toronto.ca">clerk@toronto.ca</a> or by contacting the relevant City Clerk's Secretariat office (see last page for addresses)</p>

Type of information	Brief description	How to get the information
<b>Council and committees – speakers and persons who submit communications</b>	<p>Information is included in the minutes of meetings:</p> <p>Names of speakers who make public presentations and names of persons who submit communications to Council, committees and some boards.</p>	<p>Online: <a href="http://www.toronto.ca/council">www.toronto.ca/council</a></p> <p>Copies of communications and personal information they contain – such as postal address, telephone number or e-mail address – are available upon request at <a href="mailto:clerk@toronto.ca">clerk@toronto.ca</a> or by contacting the relevant City Clerk's Secretariat office (see last page for addresses)</p>
<b>Council and committees – public appointments to the boards of City agencies and corporations</b>	<p>Number of applications received for a vacancy. Names and biographies of recommended and appointed candidates.</p> <p>Exceptions: Actual applications and personal information are not released.</p>	<p>Online: General information: <a href="http://www.toronto.ca/ServeYourCity">www.toronto.ca/ServeYourCity</a> Council and committee decisions on public appointments: <a href="http://www.toronto.ca/council">www.toronto.ca/council</a></p> <p>Phone: 416-397-0088 Email: <a href="mailto:appoint@toronto.ca">appoint@toronto.ca</a></p>
<b>Confidential voluntary Diversity survey information</b>	<p>Quarterly on-line posting of a dashboard of diversity statistics based on the results of the confidential voluntary diversity survey for applicants applying to join a City board.</p>	<p>Online: <a href="https://www.toronto.ca/community-people/get-involved/public-appointments/diversity-in-public-appointments/">https://www.toronto.ca/community-people/get-involved/public-appointments/diversity-in-public-appointments/</a></p> <p>This information is collected to enable the City to achieve its objectives for access, equity and diversity in the public appointments process, and it allows the City to monitor how well Council's diversity objectives have been met and ascertain what improvements could be made.</p>
<b>Directory of Records</b>	<p>Description of the City's records and the rules for how long they must be kept.</p>	<p>Online: <a href="http://www.toronto.ca/cityrecords">http://www.toronto.ca/cityrecords</a></p> <p>Phone: 416-392-9684 Email: <a href="mailto:infomgmt@toronto.ca">infomgmt@toronto.ca</a></p>
<b>Education programs</b>	<p>Scripts and related material for educational programs delivered by Archives' staff at the Archives or at City Hall.</p>	<p>By written request: Supervisor, Reference and Outreach City of Toronto Archives 255 Spadina Road Toronto, Ont. M5V 2V3 Email: <a href="mailto:archives@toronto.ca">archives@toronto.ca</a></p>



Type of information	Brief description	How to get the information
<p><b>Election Services – files for candidates and registered third party advertisers (TPAs)</b></p>	<p>Any documents that a candidate and/or TPA files with the City Clerk's Office, including the nomination paper (for candidates), notice of registration (for TPAs), contact information and election campaign financial statements are available for viewing in person at any time.</p>	<p>Candidate and TPA Financial Statements are posted online as soon as possible after they are filed: <a href="http://www.toronto.ca/elections">www.toronto.ca/elections</a></p> <p>If a candidate/TPA provides consent for their contact information to be disclosed publicly, their contact information can be provided by phone, e-mail (as requested) and in MyVote on the Elections website during the election period.</p> <p>Documents that a candidate and/or TPA files is available for viewing in person: at Election Services, City Clerk's Office City Hall, 100 Queen St. W., FI 1 North and Election Services, 89 Northline Rd.</p> <p>Phone: 416-338-1111 Email: <a href="mailto:elections@toronto.ca">elections@toronto.ca</a></p>
<p><b>Election Services – contribution rebate applications</b></p>	<p>Contribution Rebate Application forms that individual contributors submit to the City Clerk in order to receive a rebate for contributions made to the campaign of a candidate running for Council.</p>	<p>In person: Applications that have been received by the City Clerk's Office are available for viewing at Election Services, City Clerk's Office Election Services, 89 Northline Rd.</p> <p>Phone: 416-338-1111 Email: <a href="mailto:elections@toronto.ca">elections@toronto.ca</a></p>

Type of information	Brief description	How to get the information
<p><b>Election Services – documents and materials filed with or prepared by the City Clerk or an election official</b></p>	<p>Before voting day and until its destruction in accordance with election legislation, an individual can request to view documents and materials filed with or prepared by the City Clerk or any other election official in person, with the exception of:</p> <ul style="list-style-type: none"> <li>• Contents of a ballot box or any voters' list amendment applications, unless authorized to do so by court order.</li> </ul> <p>Documents and materials filed with or prepared by the City Clerk or any other election official includes, but is not limited to: voting proxy applications, ballot transfer, voters' list (preliminary list of electors and interim list), etc.</p>	<p>In person: Documents and materials filed with or prepared by the City Clerk or an election official becomes available in accordance to a legislated schedule as outlined in the Municipal Elections Act, 1996.</p> <p>When they are available and with prior notice, they may be viewed in the City Clerk's Office at:</p> <ul style="list-style-type: none"> <li>• Election Services, City Hall, 100 Queen St. W.</li> <li>• Election Services, 89 Northline Rd.</li> </ul> <p>With prior notice, election forms that are filed at these offices can be made available for viewing at the following offices:</p> <ul style="list-style-type: none"> <li>• Etobicoke Civic Centre, 399 The West Mall</li> <li>• North York Civic Centre, 5100 Yonge St.</li> <li>• Scarborough Civic Centre, 150 Borough Dr.</li> </ul> <p>Online: An individual may use the online tool, MyVote, at <a href="http://www.toronto.ca/elections/myvote">www.toronto.ca/elections/myvote</a> to look up or modify their own information on the voters' list.</p> <p>Phone: 416-338-1111 Email: <a href="mailto:elections@toronto.ca">elections@toronto.ca</a></p>
<p><b>Open Data (sets) – Election Services</b></p>	<p>Election datasets available via Open Data include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Campaign contributions</li> <li>• Official election results</li> <li>• Voter Statistics</li> <li>• Election Polling subdivision polygon shape files</li> <li>• School electoral districts in the City of Toronto polygon data sets</li> <li>• Election voting locations</li> </ul>	<p>Online at Open Data:</p> <ul style="list-style-type: none"> <li>• <a href="https://open.toronto.ca/">https://open.toronto.ca/</a></li> </ul> <p>Phone: 416-392-9684 Email: <a href="mailto:infomgmt@toronto.ca">infomgmt@toronto.ca</a></p> <p>Online: <a href="http://www.toronto.ca/elections">www.toronto.ca/elections</a> In person at: Election Services, City Clerk's Office City Hall, 100 Queen St. W., FI 1 North</p> <p>Phone: 416-338-1111 Email: <a href="mailto:elections@toronto.ca">elections@toronto.ca</a></p>

Type of information	Brief description	How to get the information
<b>Ceremonies supported or led by Strategic Protocol and External Relations</b>	<p>Information about ceremonies supported by Strategic Protocol and External Relations</p> <p>Exceptions: In some cases, the City Clerk's Office is not the owner of the information, so requests must be made to the division that held the event.</p>	<p>Online: <a href="http://www.toronto.ca/protocol">www.toronto.ca/protocol</a></p> <p>Phone: 416-392-7666 Email: <a href="mailto:protocol@toronto.ca">protocol@toronto.ca</a></p>
<b>Exhibit files</b>	<p>Working files for exhibit preparation at the Archives, including exhibit text and image information.</p>	<p>By written request: Reference and Outreach, City of Toronto Archives Research Hall 255 Spadina Rd. Toronto, Ontario, M5R 2V3</p> <p>Phone: 416-397-0778 Email: <a href="mailto:archives@toronto.ca">archives@toronto.ca</a></p>
<b>Flag – history</b>	<p>History of competitions to select the City of Toronto flag.</p> <p>This section also explains the symbolism of the elements which make up the City of Toronto Flag.</p>	<p>Online: <a href="https://www.toronto.ca/city-government/awards-tributes/tributes/history-of-city-symbols/">https://www.toronto.ca/city-government/awards-tributes/tributes/history-of-city-symbols/</a></p> <p>Phone: 416-392-7666 Email: <a href="mailto:protocol@toronto.ca">protocol@toronto.ca</a></p>
<b>Flag Raising &amp; Half-Masting</b>	<p><u>Flag Raising</u> Date and name/subject of flag raisings at City Hall, North York CC and Scarborough CC</p> <p><u>Half-Masting</u> Annual half-masting and other half-masts that occur. Includes the purpose, location, and duration.</p>	<p>Online: <a href="https://www.toronto.ca/city-government/awards-tributes/tributes/flag-raising-half-masting/">https://www.toronto.ca/city-government/awards-tributes/tributes/flag-raising-half-masting/</a></p> <p>Phone: 416-392-7666 Email: <a href="mailto:protocol@toronto.ca">protocol@toronto.ca</a></p>
<b>Freedom of information requests</b>	<p>Freedom of information requests received by the City.</p> <p>Annual IPC Reports available upon request.</p>	<p>Online: <a href="#">Freedom of information requests received</a></p> <p>Additional information: Phone: 416-392-9684 E-mail: <a href="mailto:infomgmt@toronto.ca">infomgmt@toronto.ca</a></p>

Type of information	Brief description	How to get the information
<b>Key to the City – Recipients</b>	Recipients of the ceremonial key to the City starting at amalgamation in 1998.	<p>Online: <a href="https://www.toronto.ca/city-government/awards-tributes/tributes/key-to-the-city/">https://www.toronto.ca/city-government/awards-tributes/tributes/key-to-the-city/</a></p> <p>Phone: 416-392-7666 Email: <a href="mailto:protocol@toronto.ca">protocol@toronto.ca</a></p>
<b>Marriage licences</b>	Confirmation if a licence has been issued to specific individual(s) within the previous three months. (Yes or No response only)	<p>In person: Registry Services, City Hall, 100 Queen St. West, Main Floor Phone:</p> <p>Phone: 416-392-7036 Email: <a href="mailto:registryservices@toronto.ca">registryservices@toronto.ca</a></p>
<b>Members of Council – contact information</b>	Contact information, office location and staff names for Council offices. PDF phone directory and open data Excel file.	<p>Online: <a href="https://www.toronto.ca/city-government/council/members-of-council/">https://www.toronto.ca/city-government/council/members-of-council/</a></p> <p>Within Toronto city limits: 311 Outside city limits: 416-392-CITY (2489) Email: <a href="mailto:311@toronto.ca">311@toronto.ca</a></p>
<b>Members of Council – office expenses</b>	Detailed office expense records for each Councillor starting in 2008. Amounts are sorted by expense category and include PDF copies of all invoices, updated quarterly. For 2007: report shows, on a quarterly basis, office expenses, office travel, business travel and donations to community groups. For 2006-2007: invoices, receipts and supporting documents are available for viewing on request. Notes may be taken or copies made. For 2005 and earlier: available upon request.	<p>Online: <a href="https://www.toronto.ca/city-government/council/budgets-and-expense-reports/">https://www.toronto.ca/city-government/council/budgets-and-expense-reports/</a></p> <p>Alternative: <a href="http://app.toronto.ca/tcer2/desktop/init.htm">http://app.toronto.ca/tcer2/desktop/init.htm</a></p> <p>In person: Council and Support Services City Hall, 9th floor, west tower 100 Queen St. West</p> <p>Phone: 416-392-7038 Email: <a href="mailto:clksupp@toronto.ca">clksupp@toronto.ca</a></p>
<b>Members of Council – general expenses and communications</b>	Expenses from the Council General Expense Budget for Constituency Offices and Other Expenses and from the General Entitlement for Communications with Constituents budget. For 2013 to present, amounts are posted quarterly, sorted by expense type and include PDF copies of all invoices. For 2012, amounts are sorted by category per Councillor.	<p>Online: <a href="https://www.toronto.ca/city-government/council/budgets-and-expense-reports/">https://www.toronto.ca/city-government/council/budgets-and-expense-reports/</a></p> <p>Alternative: <a href="http://app.toronto.ca/tcer2/desktop/init.htm">http://app.toronto.ca/tcer2/desktop/init.htm</a></p> <p>In person: Council and Support Services City Hall, 9th floor, west tower 100 Queen St. West</p> <p>Phone: 416-392-7038 Email: <a href="mailto:clksupp@toronto.ca">clksupp@toronto.ca</a></p>

Type of information	Brief description	How to get the information
<b>Members of Council – travel expenses</b>	Expenses from the Council Business Travel Budget. For 2014 to present, amounts are posted quarterly, sorted by expense type and include PDF copies of all invoices. For 2012, amounts are sorted by Councillor and trip.	Online: <a href="https://www.toronto.ca/city-government/council/budgets-and-expense-reports/">https://www.toronto.ca/city-government/council/budgets-and-expense-reports/</a>  Alternative: <a href="http://app.toronto.ca/tcer2/desktop/init.htm">http://app.toronto.ca/tcer2/desktop/init.htm</a>
<b>Members of Council and Council appointees to local boards and other special purpose bodies – remuneration and expenses</b>	Summary annual reports on remuneration and expenses of Members of Council and of Council appointees to local boards and other special purpose bodies. Posted from 1997 to present. Supporting transaction documents: personal and other MFIPPA-exempted information is redacted. Copies are available for 50 cents/page.	Online: <a href="https://www.toronto.ca/city-government/council/budgets-and-expense-reports/">https://www.toronto.ca/city-government/council/budgets-and-expense-reports/</a>  In person: Council and Support Services City Hall, 9 <sup>th</sup> floor, west tower 100 Queen St. West  Phone: 416-392-7038 Email: <a href="mailto:clksupp@toronto.ca">clksupp@toronto.ca</a>
<b>Members of Council – legal expenses</b>	Fees related to: access to records held by a Member, matters as per the Indemnification Policy for Members of Council, complaints or investigations handled by accountability officers, investigations by Toronto Police for matters related to a Councillors' duties and responsibilities, but excluding criminal investigations. Beginning in 2012: Amounts are disclosed as a total, including the Members' names for access requests. Beginning in 2014: Amounts are disclosed as a total, without Member names for other legal fees.	Online: <a href="https://www.toronto.ca/city-government/council/budgets-and-expense-reports/legal-expense-reports/">https://www.toronto.ca/city-government/council/budgets-and-expense-reports/legal-expense-reports/</a>  In person: Council and Support Services City Hall, 9 <sup>th</sup> floor, west tower 100 Queen St. West  Phone: 416-392-7038 Email: <a href="mailto:clksupp@toronto.ca">clksupp@toronto.ca</a>
<b>Members of Council – out-of-province conference reports</b>	Beginning in 2014, reports filed by Members of Council who attend out-of-province conferences.	Online: <a href="https://www.toronto.ca/city-government/council/budgets-and-expense-reports/out-of-province-conference-travel/">https://www.toronto.ca/city-government/council/budgets-and-expense-reports/out-of-province-conference-travel/</a>

Type of information	Brief description	How to get the information
<b>Municipal clearance for liquor licences</b>	Information about requests by businesses for clearance from City for a liquor licence, and confirmation on whether an application has been submitted.	In person: Registry Services, City Hall, 100 Queen St. West, Main Floor  Phone: 416-392-7036 Email: <a href="mailto:registryservices@toronto.ca">registryservices@toronto.ca</a>
<b>Open Data (sets) – Information Management</b>	Datasets include: holder of official record, archival appraisals, retention & disposition information, record classification, subject thesaurus content, archival name authorities.	Online: <ul style="list-style-type: none"> <li>• Archives Name Authorities – List of Authorized Names at: <a href="https://portal0.cf.opendata.inter.sandbox-toronto.ca/dataset/archives-name-authorities-list-of-authorized-names/">https://portal0.cf.opendata.inter.sandbox-toronto.ca/dataset/archives-name-authorities-list-of-authorized-names/</a></li> <li>• City Subject Thesaurus at: <a href="https://portal0.cf.opendata.inter.sandbox-toronto.ca/dataset/city-subject-thesaurus/">https://portal0.cf.opendata.inter.sandbox-toronto.ca/dataset/city-subject-thesaurus/</a></li> <li>• Clerk's Directory of Records for Record Series Management Tool (RSMT) at: <a href="https://portal0.cf.opendata.inter.sandbox-toronto.ca/dataset/clerk-s-directory-of-record-for-record-series-management-tool-rsmt/">https://portal0.cf.opendata.inter.sandbox-toronto.ca/dataset/clerk-s-directory-of-record-for-record-series-management-tool-rsmt/</a></li> <li>• Clerks – Record Classification System – Authoritative Source (RSMT) at: <a href="https://portal0.cf.opendata.inter.sandbox-toronto.ca/dataset/clerks-record-classification-system-authoritative-source-rsmt/">https://portal0.cf.opendata.inter.sandbox-toronto.ca/dataset/clerks-record-classification-system-authoritative-source-rsmt/</a></li> <li>• Clerks – Record Classification System – Internally Approved (RSMT) at: <a href="https://portal0.cf.opendata.inter.sandbox-toronto.ca/dataset/clerks-record-classification-system-internally-approved-rsmt/">https://portal0.cf.opendata.inter.sandbox-toronto.ca/dataset/clerks-record-classification-system-internally-approved-rsmt/</a></li> </ul> Phone: 416-392-9684 Email: <a href="mailto:infomgmt@toronto.ca">infomgmt@toronto.ca</a>
<b>Special Occasion Permits (letters of Municipal Significance) and Temporary Liquor Licence Extensions (non-objection letters)</b>	Information about endorsement decisions and letters of municipal significance issued for events requiring a Special Occasion Permit or Temporary Liquor Licence Extension	Online: <a href="http://www.toronto.ca/liquorlicence">www.toronto.ca/liquorlicence</a>  In person: Etobicoke Civic Centre, 399 The West Mall, Main Floor  E-mail: <a href="mailto:liquorlicence@toronto.ca">liquorlicence@toronto.ca</a>

Type of information	Brief description	How to get the information
<b>Polling – current polls</b>	Name of poll (address), tracking number, subject, division requesting poll, geographic area, affected wards, languages available for translation, date ballots mailed out, poll end date. Typical topics for polls include: creation of a business improvement area, front yard parking, permit parking, traffic calming, boulevard cafes.	Online: <a href="http://www.toronto.ca/polling">www.toronto.ca/polling</a> (see left navigation for "Poll listing")  In person: Registry Services, City Hall, 100 Queen St. West, Main Floor
<b>Polling – closed polls</b>	Name of poll (address), affected wards, subject, division requesting poll, geographic area, languages available for translation, date ballots mailed out, poll end date, number of ballots sent and received, detailed poll summary results. Specific details such as voter names will not be released. Typical topics for polls include: creation of a business improvement area, front yard parking, permit parking, traffic calming, boulevard cafes.	Online: <a href="http://www.toronto.ca/polling">www.toronto.ca/polling</a>  For polls conducted before April 20, 2015: <a href="http://app.toronto.ca/ptis_public_web/pages/polls/searchclosedpolls.jsp">http://app.toronto.ca/ptis_public_web/pages/polls/searchclosedpolls.jsp</a>  For more recently closed polls: <a href="https://www.toronto.ca/city-government/planning-development/polls-regarding-changes-in-a-neighbourhood/epolling/">https://www.toronto.ca/city-government/planning-development/polls-regarding-changes-in-a-neighbourhood/epolling/</a>  In person: Registry Services, City Hall, 100 Queen St. West, Main Floor
<b>Privacy Guidelines</b>	Guidelines around the City's responsibilities to make information available and to protect privacy.	Online: <a href="#">Privacy protection information</a>  Additional information: E-mail: <a href="mailto:privacy@toronto.ca">privacy@toronto.ca</a>
<b>Privacy: Forms, Surveys or Applications</b>	Information about City forms and the processes to ensure the City accounts for privacy protection before forms are used to collect data.	Phone: 416-397-5429 Email: <a href="mailto:forms@toronto.ca">forms@toronto.ca</a>

Type of information	Brief description	How to get the information
<b>Proclamations</b>	Date and text of proclamations issued for the Mayor's office for public awareness and fundraising campaigns, arts and cultural celebrations, and special honours.	Online: <a href="http://www.toronto.ca/proclamations">www.toronto.ca/proclamations</a>
<b>Record destruction authorization forms</b>	Summarized descriptions of records authorized for destruction. Does not include detailed inventories of box contents, which may contain personal information.	Contact Corporate Information Management Services for more information.  Phone: 416-392-4968 Email: <a href="mailto:infomgmt@toronto.ca">infomgmt@toronto.ca</a>
<b>Record retention authorization forms</b>	Description of a category of records and the rules for how long records of that category are kept. Forms include the title, date of submission, vital record status, holder of official record, analysis and scope notes, retention schedule, applicable legislation, archival review notes, retention information, approvals.	Contact Corporate Information Management Services for more information.  Phone: 416-392-4968 Email: <a href="mailto:infomgmt@toronto.ca">infomgmt@toronto.ca</a>
<b>Registry of Declared Interests</b>	Verbal and written declarations made by members in accordance with the Municipal Conflict of Interest Act	Online: <a href="http://app.toronto.ca/tmmis/getAdminReport.do?function=prepareDeclaredInterestReport">http://app.toronto.ca/tmmis/getAdminReport.do?function=prepareDeclaredInterestReport</a>
<b>Report Request Log</b>	Requests for staff reports and the status of the requests. (Current term only 2018-2022)	Online: <a href="https://www.toronto.ca/legdocs/tmmis/reportlog.htm">https://www.toronto.ca/legdocs/tmmis/reportlog.htm</a>
<b>Statistics</b>	Statistical information about City Clerk's Office services including open data publishing, staff training, privacy (investigations and consultations), freedom of information requests, birth and death registrations, lottery licensing, marriage licenses, and travel letters.	Email: <a href="mailto:clerk@toronto.ca">clerk@toronto.ca</a>
<b>Wedding chamber bookings</b>	Statistics about bookings for City-run wedding chambers at North York, Scarborough and York Civic Centres.	In person: Registry Services, City Hall, 100 Queen St. West, Main Floor  Phone: 416-392-7036 Email: <a href="mailto:registryservices@toronto.ca">registryservices@toronto.ca</a>



## City Hall and Civic Centre locations

For directions and maps see: [www.toronto.ca/311](http://www.toronto.ca/311) (scroll to bottom of page under Services heading)

<p>Toronto City Hall 100 Queen Street West Toronto, ON M5H 2N2</p>	<p><b>Secretariat office, 2<sup>nd</sup> floor 10<sup>th</sup> floor and 12<sup>th</sup> floor:</b> Council and committee documents Public Appointments Office, 12<sup>th</sup> floor: Public appointments information.</p> <p><b>Registry Services, main floor:</b> Assessment rolls (binders and on computer) Municipal clearance for liquor licences Polling information</p> <p><b>Election Services, 1 North:</b> Documents and materials filed with or prepared by the City Clerk or any other election official, including, but not limited to: candidates' nomination papers, voters' list (only during election period).</p>
<p>East York Civic Centre 850 Coxwell Avenue Toronto, ON M4C 5R1</p>	<p>Assessment rolls (computer only)</p>
<p>Etobicoke Civic Centre 399 The West Mall Toronto, ON M9C 2Y2</p>	<p><b>Secretariat and Registry Services, Main Floor:</b> Council and committee documents Municipal clearance for liquor licences Voters' list (only during election period) Assessment rolls (binders and on computer)</p>
<p>North York Civic Centre 5100 Yonge Street Toronto, ON M2N 5V7 Main Floor</p>	<p><b>Secretariat and Registry Services, Ground Floor:</b> Council and committee documents Municipal clearance for liquor licences Assessment rolls (binders and on computer) Voters' list (only during election period)</p>

<p>Scarborough Civic Centre 150 Borough Drive, 3<sup>rd</sup> floor Toronto, ON M1P 4N7</p>	<p><b>Secretariat and Registry Services, 3<sup>rd</sup> Floor:</b> Council and committee documents Municipal clearance for liquor licences Assessment rolls (binders and on computer) Voters' list (only during election period)</p>
<p>York Civic Centre 2700 Eglinton Ave. West, 2<sup>nd</sup> floor Toronto, ON M6M 1V1</p>	<p>Assessment rolls (computer only)</p>

For more information, please visit [Access City Information or Records](#)