



THE CORPORATION OF THE CITY OF BRAMPTON

BY-LAW

Number 148-2001

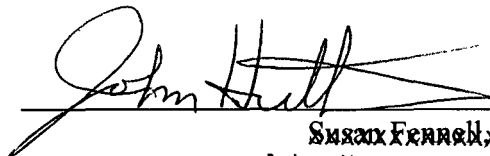
A by-law to amend Records Retention
By-law 242-90, as amended

WHEREAS Records Retention By-law 242-90 established schedules of retention period for documents, records and other papers of the municipality;

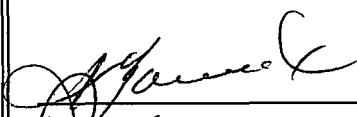
NOW THEREFORE the Council of The Corporation of the City of Brampton ENACTS as follows:

1. That By-law 242-90, as amended is hereby further amended as follows:
 - To amend Paragraph 1 to add the words "and Schedules 1 and 2" after the words "as outlined in Schedule A"; and
 - To amend Paragraph 2 to add the words "and Schedules 1 and 2" after the words "set out in Schedule A" in both places; and
 - To amend Schedule A by deleting the Department and Record Series as outlined in Schedules 1A and 2A attached to this by-law; and
 - To add Schedule 1 attached to this by-law as Schedule 1 to Records Retention By-law 242-90, as amended; with respect to "Finance" records; and
 - To add Schedule 2 attached to this by-law as Schedule 2 to Records Retention By-law 242-90, as amended, with respect to "Government and Council" records.
2. This by-law shall come into effect upon approval of the City Auditors.


READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS 28th DAY OF MAY, 2001



 Susan Fennell, Mayor
 John Hutton, Acting Mayor

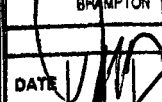


 Approved as to content
 K. Zammit
 Director of Administration
 Legal Services Department



 L. J. Mikulich, City Clerk

APPROVED
AS TO FORM
LAW DEPT
BRAMPTON

DATE 

SCHEDULE 1 TO BY-LAW 148-2001
SCHEDULE 1 TO BY-LAW 242-90, AS AMENDED

FINANCE

Records associated with the administration and management of municipal funds, expenditures and resources.

Class. Code	Record Series	Approved Retention	PIB/RD	Vital Record (Y/N)	Archival Record (Y/N)	Official Record Holder
F00	FINANCE – GENERAL – Includes material relating to general finance subjects that cannot be filed under a specific subject. If 10 documents or more on the same subject or topic are filed in the general file, transfer the material to a separate file based on the subject of the material.	Active: CR+1 Total: CR+3	Review	N	N	All
	FUND ACCOUNTING – Includes material relating to general year-end working papers relating to the Current/Capital/Reserve and Trust funds.	Active: C+10 Total: P – Microfiche	Review	Y	Y	TREASURY
F10	ACCOUNTS PAYABLE – INVOICES - Includes material relating to bills received as a demand for payment for goods and services purchased as well as supporting documentation such as invoices, purchase orders, directives. Includes the deductible paid on insurance policies, payment of insurance claims, payment of employee and council expense reports, as well as cheque requisitions and POA court costs.	Active: CR+1 - M/EI Total: CR+7	RD	Y	N	TREASURY
F11	ACCOUNTS PAYABLE – JOURNAL VOUCHERS – Includes material relating to a form used in an internal control system to contain and verify all information about a bill to be processed or paid. A copy of the original bill or invoice is often attached. May include cheque requisitions	Active: CR+1 Total: CR+1	RD	N	N	TREASURY
F12	CAPITAL PROJECTS – Includes material relating to the control of active capital projects and closed capital project files. (See F06 for year end working papers.)	Active: T+2 Total: T+25 <i>(for research purposes)</i> – M/EI T=closure, end of use of the capital asset, or termination of the capital project.	RA	Y	Y	TREASURY
F13	RESERVE & TRUST FUNDS – Includes material relating to manual operations, i.e. bank statements, cheque requisitions, cashed cheques and bank support documentation. (See F06 for year-end working papers.)	Active: CR+1 Total: CR+10 <i>(for research purposes)</i> – M/EI	Review	Y	N	TREASURY

Created: October 23, 2000

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Revised: 01/05/22

A- Archival; C-Current; COM-Computer Output to Microfilm/fiche; CR-Creation; M-Microfilm/fiche; M/EI-Micrographics/Electronic Image; P-Permanent; T-termination/maturity; USUP-Until superceded; RA – Restricted Access; RD-Routine Disclosure; PIB-Personal Information Bank; Official Records Holder (keeps records for total retention – all others keep the record for the Active retention only). Active retention is how long the record is kept active on the floor. Total retention is the total time the record is kept including its active and inactive time.

SCHEDULE 1 TO BY-LAW 148-2001
SCHEDULE 1 TO BY-LAW 242-90, AS AMENDED

FINANCE

Records associated with the administration and management of municipal funds, expenditures and resources.

Class Code	Record Series	Approved Retention	PIB/RD	Vital Record (Y/N)	Archival Record (Y/N)	Official Record Holder
F14	DEVELOPMENT SUBLEDGER – Includes records plans, location, units/or sq. meters, levy receipts, interest and withdrawals. Use to manage financial component of Development Reserve Funds, i.e. DUFFY. Includes monthly reports.	Active: CR+2 Total: T+15 T = termination of Reserve Funds.	RD	Y	Y	TREASURY
	ACCOUNTS RECEIVABLE – Includes records used to record financial transactions between the institution and customers who do not pay cash immediately or within the permitted time. Includes Accounts Receivable invoices and paid documentation such as Parking Infraction Notices. Includes aged receivable listing, credit bureau documents, miscellaneous sub ledgers used for collection.	Active: CR+1 Total: CR+7 – M/EI	Review	Y	N	TREASURY
F16	CASH RECEIPTS/ REVENUE REPORTS – Includes records of financial transactions of all money paid to the institution such as receipts used for payment of items such as programs, registration, facilities bookings and rentals, parking fine payments. Includes cash receipts, cash register tapes, original revenue reports prepared by each location and supporting documents. Includes credit and debit card receipts as well as e-commerce documentation used in support of the Revenue Report, daily deposit/daily deposit summaries, copy of receipt whether it be a cash payment, Visa, MasterCard, debit, etc. Also includes summaries of payment made at the Governmental/Agencies (i.e. Ministry of Transportation (MTO) Credit Bureau & POA related documentation)	Active: CR+1 Total: CR+7– M/EI/COM	RD	Y	N	TREASURY
F18	EXTERNAL AUDIT – Includes records relating to the administration of final audits. A supplementary document to the General Ledger	Active: CR+1 Total: P – Microfilm	RD	Y	Y	TREASURY
F20	BANK STATEMENTS – Includes forms prepared by the Bank and sent to the depositor to show a record of all transactions taken place in the bank account (Current, Capital, Operating, Payroll and Tax, etc). Includes bank statements, debit and credit card statements, debit and credit memos and cashed cheque listing.	Active: CR+1 Total: CR+7 – M/EI	RD	N	N	TREASURY

Created: October 23, 2000

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Revised: 01/05/22

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SCHEDULE 1 TO BY-LAW 148-2001
SCHEDULE 1 TO BY-LAW 242-90, AS AMENDED

FINANCE

Records associated with the administration and management of municipal funds, expenditures and resources.

Class. Code	Record Series	Approved Retention	PIB/RD	Vital Record (Y/N)	Archival Record (Y/N)	Official Record Holder
F21	BANK RECONCILIATION – Includes Current, Capital, Payroll, U.S. and Tax records required to reconcile the City’s accounting records with the statements issued by the bank. Includes PTP (preauthorized tax payment) listings.	Active: CR+1 Total: CR+7 – M/EI	RD	Y	N	TREASURY
	CAPITAL BUDGET – Includes records relating to a plan of proposed acquisitions and replacements of long term assets and their financing. Includes working papers and records relating to the estimates, analyses and approval of the capital budget.	Active: CR+1 Total: CR+6 – M/EI	RD	Y	N	FINANCIAL PLANNING
F26	CAPITAL BUDGET – APPROVED – Includes records relating to the final approved plan of proposed acquisitions and replacements of long term assets and their financing.	Active: CR+3 Total: P – Microfilm	RD	Y	Y	FINANCIAL PLANNING
F27	OPERATING (CURRENT) BUDGET – Includes records relating to a plan of proposed annual costs for day to day administrative needs. May include working papers and records relating to the estimates, analyses and approval of the operating budget.	Active: CR+1 Total: CR+6 – M/EI	RD	Y	N	FINANCIAL PLANNING
F28	OPERATING BUDGET – APPROVED – Includes records relating to the final approved plan of proposed annual costs for day to day administrative needs.	Active: CR+3 Total: P – Microfilm	RD	Y	Y	FINANCIAL PLANNING
F37	ASSET INVENTORY CONTROL PROGRAM – Includes all records, documentation, and working papers relating to the creation of the City’s Asset Inventory Control Program.	Active: USUP Total: T+6 T=Disposal of asset – M/EI	RD	Y	Y, review	RISK & INSURANCE
F40	CHEQUES – NEGOTIATED – Includes original cheques (e.g. Payroll , Current, Capital and U.S. \$) that have been processed by the bank. Includes cancelled and voided cheques. For Reserves and Trust Funds see F13	Active: CR+1 Total: CR+7 – M/EI	RD	N (Y to Register)	N	TREASURY
F41	CHEQUES – RETURNED – Includes copies of cheques or original cheques returned including electronic transfer refusals from banking institutions not negotiated, <i>i.e.</i> NSF, account closed, stop payment, etc.	Active: CR+1 Total: CR+7 – M/EI	RD	Y	N	TREASURY
F45	DEBENTURES – Includes records relating to a long-term debt instrument that is not secured by a mortgage or other lien on any specific property. Includes by-laws, paid coupons or bonds.	Active: T+1 Total: T+10– M/EI	RD	Y	Y	TREASURY

Created: October 23, 2000

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Revised: 01/05/22

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SCHEDULE 1 TO BY-LAW 148-2001
SCHEDULE 1 TO BY-LAW 242-90, AS AMENDED

FINANCE

Records associated with the administration and management of municipal funds, expenditures and resources.

Class Code	Record Series	Recommended Retention	PIB/RD	Vital Record (Y/N)	Archival Record (Y/N)	Official Record Holder
F46	DEBENTURE REGISTER – Includes records relating to a log listing all debentures.	Active: CR+1 Total: T+20 – Microfilm T=Maturity	RD	Y	Y	TREASURY
F48	INVESTMENTS - Includes records relating to a written promise by an institution to pay an amount upon maturity.	Active: CR+1 Total: T+7 T=Maturity or Termination – M/EI	RD	Y	N	TREASURY
F50	PAYROLL – DEDUCTIONS – Includes records of all deductions made from each pay as well as employee garnishee records.	Active: CR+1 Total: CR+5	PIB	N (Y to Register)	N	PAYROLL
F51	PAYROLL – HOURS WORKED – Includes records of the number of hours worked by each employee for each day and week. Includes pay lists, time sheets (in departments), crew cards, etc. Excludes Payroll Registers – see F54	Active: CR+1 Total: CR+5	PIB	N (Y to Register)	N	ALL
F52	PAYROLL – WAGE RATES & EARNINGS – Includes records relating to each employee's rate of pay and gross earnings as well as cashed payroll cheques and Bank Confirmation of Direct Deposit.	Active: CR+1 Total: CR+6 – M/EI	PIB	N (Y to Register)	N	PAYROLL
F53	PAYROLL – WAGES – Includes records relating to each employee's wages during each pay period including vacations with pay or vacations pay payments and labour distribution for General Ledger. Includes Payroll cheque register.	Active: CR+1 M/EI Total: CR+6 –	PIB	N (Y to Register)	N	PAYROLL
F54	PAYROLL REGISTER – Includes a summary of payroll transactions within a pay period. Also includes OMERS Pension Report, T-4 slips and summaries and WCB reports up to June 1999.	Active: CR+1 Total: P – Microfilm	PIB	Y	Y	PAYROLL
F55	GENERAL JOURNAL – Includes records of all transactions that are recorded in a Journal before being posted to the General Ledger. Includes standard journals, transfer journal, cash journals and electronic transfer documentation.	Active: CR+1 Total: P – Microfilm	RD	Y	Y	TREASURY
F56	FINANCIAL STATEMENTS – Includes annual statement of revenues and expenditures of the City and Boards. Includes Current, Capital, Reserves and Trust Funds. Includes statements of related boards (e.g. BDBA – Brampton Downtown Business Association, etc.) and committees and external audit reports.	Active: CR+10 Total: P – Microfilm	RD	Y	Y	TREASURY

Created: October 23, 2000

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Revised: 01/05/22

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FINANCE

Records associated with the administration and management of municipal funds, expenditures and resources.

Class Code	Record Series	Approved Retention	PIB/RD	Vital Record (Y/N)	Archival Record (Y/N)	Official Record Holder
F60	MONTHLY OPERATING REPORTS – Can include monthly operating statements, trial balance, and other monthly General Ledger transaction details.	Active: CR+1 Total: P – microfilm	RD	Y	Y	TREASURY
F65	GRANTS PAID OUT – Includes records relating to contributions or donations by one government entity to another or other organizations for a specified purpose.	Active: CR+1 Total: CR+7 – M/EI	RD	N	N	TREASURY
F66	GRANTS RECEIVED – Includes records relating to a contribution or donation by another governmental entity to a local government for a specified purpose. Also includes community foundations or charitable donations to the City. Includes grants in lieu of taxes.	Active: CR+1 Total: CR+7– M/EI	RD	N	N	TREASURY
F70	ASSESSMENT – Includes material relating to Assessment Rolls, Assessment Review Board Decisions, and Assessment Clerk’s General Return. (Assessment Notices) (Assessment Review Board – Submission Forms)	Active: USUP Total: P (CR+2) (CR+10) – M/EI	RD (RD)	Y (Y) (Y)	Y (Y, review) (Y, review)	TAX
F71	ASSESSMENT APPEALS – Includes material relating to Assessment Appeals and Assessment Review Board general information. For Assessment Review Board Decisions see F70.	Active: CR+2 Total: CR+10 – M/EI	PIB	Y	N	TAX

Created: October 23, 2000

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Revised: 01/05/22

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SCHEDULE 1 TO BY-LAW 148-2001
 SCHEDULE 1 TO BY-LAW 242-90, AS AMENDED

FINANCE

Records associated with the administration and management of municipal funds, expenditures and resources.

Class Code	Record Series	Approved Retention	PIB/RD	Vital Record (Y/N)	Archival Record (Y/N)	Official Record holder
F80	<p>PURCHASE ORDERS – Includes material relating to forms used for the purchase of goods and services showing proof of order or purchase. Includes purchase requisitions, stationery requisitions, printing requisitions, central stores requisitions and cancelled requisitions. Also includes Service Agreements.</p> <p>NOTE: Internal requisitions may be destroyed after 1 year if not part of the purchase order.</p>	<p>Active: CR+2 Total: CR+7 – M/EI</p>	RD	Y	N	SUPPLY & SERVICES
F81	<p>TENDERS – Includes material relating to purchasing through the securing of tenders, and proposals. This refers to successful tenders. Includes Requests for Proposals (RFP). Includes contracts.</p> <p>NOTE: When records are transferred to inactive storage, remove unsuccessful Tenders and RFPs and destroy.</p>	<p>Active: CR+2 Total: CR+7 – M/EI</p> <p>SIGNED CONTRACT: Active: T Total: T+/21 M/EI</p>		Y Y	N N	<p>SUPPLY & SERVICES</p> <p>CLERK'S – Signed Contract</p>
F82	<p>QUOTATIONS – Includes material relating to purchasing through the securing of quotations.</p> <p>NOTE: When records are transferred to inactive storage, remove unsuccessful Tenders and RFPs and destroy.</p>	<p>Active: CR+2 Total: CR+7 – M/EI</p> <p>SIGNED CONTRACT: Active: T Total: T+/21 M/EI</p>		Y Y	N N	<p>SUPPLY & SERVICES</p> <p>CLERK'S – Signed Contract</p>
F83	<p>DEVELOPMENT – FINANCIAL – Includes records relating to charges imposed with respect to growth related net capital costs against land. Also includes material relating to Registered Plans and developer's files which contain Letters of Credit, Security, Insurance Certificates, copies of receipts and Development Agreement and all correspondence pertaining to each agreement. Includes re-zoning.</p>	<p>Active: T+1 Total: T+6 T= termination of lease or agreement)</p>		Y	Y (lease)	TREASURY

Created: October 23, 2000

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Revised: 01/05/22

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SCHEDULE 1 TO BY-LAW 148-2001
SCHEDULE 1 TO BY-LAW 242-90, AS AMENDED

FINANCE

Records associated with the administration and management of municipal funds, expenditures and resources.

Class. Code	Record Series	Approved Retention	PIB/RD	Vital Record (Y/N)	Archival Record (Y/N)	Official Record Holder
F86	SITE PLANS – FINANCIAL – Includes records relating to charges imposed with respect to the Site Plan process. Also includes material relating to the financial aspect of the Site Plan files including Letters of Credit, Security, Insurance Certificates, copies of receipts and Development Agreement and all correspondence pertaining to each agreement.	Active: T+1 Total: T+6 T= termination of lease or agreement)		Y	N	TREASURY
F87	CONSENT APPLICATIONS – FINANCIAL – Includes records relating to charges imposed with respect to the Consent Application process.	Active: T+1 Total: T+6 T= termination of lease or agreement)		Y	N	TREASURY
F88	LEVY PAYMENTS – Includes records, receipts, and calculations for all registered plans and additions.	Active: T+1 Total: T+6 T= termination of lease or agreement)		Y	N	TREASURY
F89	SALES TRAILERS – Includes records of all the financial records relating to the erection and/or demolition of Sales Trailers used to sell homes in subdivisions.	Active: T+1 Total: T+7 T= termination of lease or agreement)		Y	N	TREASURY
F90	FILL PERMITS – FINANCIAL – Includes records of all the financial information relating to the issuance of Fill Permits.	Active: T+1 Total: T+7 T= termination of lease or agreement)		Y	N	TREASURY
F94	TAX RECORDS – Includes tax certificates issued, layers letters, changer of ownership or anything done to the assessment.	Active: CR+1 Total: CR+6	PIB	Y	N	TAX
F95	TAX APPEALS – Includes records relating to all tax appeals and any court decisions.	Active: CR+1 Total: CR+6 – M/EI	PIB	Y	Y, review	TAX
F96	TAX ADJUSTMENTS – Includes backup files including amount adjusted and collections	Active: CR+1 Total: CR+6 – M/EI	PIB	Y	Y, review	TAX
F97	TAX ARREARS – Includes records relating to the official record of taxes not paid.	Active: CR+1 Total: CR+6 – M/EI	PIB	Y	Y, review	TAX
F98	COLLECTOR'S ROLLS – Includes all tax information currently created by each municipality on a yearly basis from the Assessment Roll.	Active: CR+1 Total: CR+6	PIB	Y	Y, review	TAX

Created: October 23, 2000

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Revised: 01/05/22

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Class. Code	Record Series	Approved Retention	PIB/RD	Vital Record (Y/N)	Archival Record (Y/N)	Official Record Holder
F99	TAXES PAID OUT – Includes records relating to customs and excise tax, provincial sales tax, GST, tax incentives, and tax exemptions paid by the municipality.	Active: CR+1 Total: CR+6 – M/EI		Y	Y, review	TAX

Created: October 23, 2000

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Revised: 01/05/22

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SCHEDULE 2 TO BY-LAW 148-2001
SCHEDULE 2 TO BY-LAW 242-90, AS AMENDED

GOVERNMENT & COUNCIL

Records associated with council and legislative services including federal and provincial legislation that may affect the City.

Class. Code	Record Series	Recommended Retention	PIB/RD	Vital Record (Y/N)	Archival Record (Y/N)	Official Record Holder
G00	GOVERNMENT & COUNCIL – GENERAL – Includes material and correspondence of a general nature that cannot be filed under a specific subject. If 10 documents or more on the same subject or topic are filed in the general file, transfer the material to a separate file based on the subject of the material.	Active: CR+1 Inactive: CR+3	Review	N	N	ALL
G02	BY-LAWS – Includes by-laws enacted by the City. Original by-laws passed by Council are filed in the by-law books, by year and by-law number and are kept in the vault in the Clerk's Office. By-laws are microfilmed on archival quality film, which is stored off-site. Duplicate microfilms are kept in the Clerk's Office for reference purposes. Copies used by other Departments for reference are to be kept for the copy retention only.	Active: USUP Inactive: P – M Suggest Active or Copy Retention be CR+2	RD	Y	Y	CLERK'S
G03	BY-LAWS – OTHER MUNICIPALITIES – Includes copies of by-laws passed by other municipalities that are of interest to the City of Brampton.	Non-record material. DO NOT KEEP.	RD	N	N	ALL
G10	AGENCIES, BOARDS AND COMMISSIONS – Includes records relating to the Municipality's affiliated agencies, boards and commissions in general. For routine administrative records, e.g. correspondence and memoranda.	Active: CR+2	RD	Y	Y, review	CLERK'S
G15	APPOINTMENTS – Includes records relating to the appointment of officials both from the general public and from City staff to Boards and Committees.	Active: CR+3 Total: CR+6	PIB	Y	Y, review	CLERK'S
G20	COUNCIL – GENERAL – Includes records relating to the functioning and administrative aspects of Council, e.g., rough notes of Council Minutes.	Active: CR+1	Review	Y	Y, review	CLERK'S
G21	COUNCIL AGENDAS – Includes records included in the agendas for Council Meetings. May include reports, correspondence, minutes of Committee report to Council, etc. Originals are filed by subject separate from the items on the agenda. Includes: Administration & Finance Committee minutes; budget Committee minutes; By-law Committee; Community Services Committee minutes; Economic Development Committee minutes; Planning & Building Committee minutes; Works & Transportation Committee minutes; and Sign Variance Committee minutes.	Active: CR+2 Total: P – M	RD	Y	Y, review	CLERK'S

Created: Feb. 12, 2001
Revised: 01/05/22

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GOVERNMENT & COUNCIL

Records associated with council and legislative services including federal and provincial legislation that may affect the City.

Class. Code	Record Series	Recommended Retention	PIB/RD	Vital Record (Y/N)	Archival Record (Y/N)	Official Record Holder
G22	COUNCIL MINUTES – Includes minutes of Council. Original copy filed in the Clerk’s Office in the Council Minute Books. This original copy is also microfilmed and the microfilm is kept in the Clerk’s Office. (Electronic copy of minutes is on the “j” drive.)	Active: CR+2 Total: P	RD	Y	Y, review	CLERK’S
G23	RESOLUTIONS – Includes final signed resolutions of Council including city and Town of Brampton, township of Chinguacousy and Township of Toronto Gore. Filed in binders, which are kept in the vault. Microfilmed at the end of each year.	Active: CR+1 – M Total: P	RD	Y	Y	CLERK’S
G24	STANDING COMMITTEES – Includes records relating to agendas for the following Committees: Administration & Finance, Budget, By-laws, Community Services, Economic Development, Planning & Building and Works & Transportation. May include reports, correspondence, etc. Original of items on the agenda to be filed by subject. Includes minutes of Sub-committees reporting to the Standing Committee.	Active: CR+2 – M Total: P	RD	Y	Y, review	CLERK’S
G25	SUB-COMMITTEES OF COUNCIL/STANDING COMMITTEES – Includes records relating to agendas and minutes for Sub-committees, e.g. Art Selection Committee, Bovaird House Steering Committee, Brampton Arts Council, Brampton Library Board, Brampton Senior Citizens Council, Brampton Theatres Advisory Board, City Employees Recycling Committee, Corporate Plan Steering Committee, Customer Service Committee, Downtown Parking Liaison Committee, Emergency Services Committee, Farmers’ Market Committee, Recycling Implementation Committee, Queen Street Corridor Committee, Soccer Advisory Committee, Souvenirs Committee, Sports Hall of Fame Board of Governors, Strategic Planning Steering Committee, United Way Committee, Business Recreation Advisory Committee. May include reports, correspondence, etc. Originals of agenda items are filed by subject.	Active: CR+2 Total: P – M	RD	Y	Y, review	CLERK’S
G27	AD-HOC COMMITTEES – Includes records relating to agendas and minutes for Ad Hoc Committees, e.g. Basement Apartments, Council Organization Review Committee, Group Homes & Lodging Task Force. May include reports, correspondence, etc.	Active: CR+2 Total: P – M	RD	Y	Y, review	CLERK’S

Created: Feb. 12, 2001
 Revised: 01/05/22

SCHEDULE 2 TO BY-LAW 148-2001
SCHEDULE 2 TO BY-LAW 242-90, AS AMENDED

GOVERNMENT & COUNCIL

Records associated with council and legislative services including federal and provincial legislation that may affect the City.

Class Code	Record Series	Recommended Retention	PIB/RD	Vital Record (Y/N)	Archival Record (Y/N)	Official Record Holder
G31	COMMITTEE OF ADJUSTMENT – Includes records relating to agendas, minutes and decisions for the Committee of Adjustment. May include reports, correspondence, etc. Includes severances, consents, and minor variances to zoning by-law. Starting in 1998, includes all Land Division matters.	Active: CR+2 Total: P-M	RD	Y	Y	CLERK'S
G32	CONSENT APPLICATIONS – Includes records relating to the processing of Consent Applications. Includes severances. Previously LAND DIVISION – prior to January 1, 1998 includes records relating to the generation of agendas, minutes and decisions for the Land Division Committee. May include reports, correspondence, etc. Starting in 1998, Land Division matters are handled by Committee of Adjustment.	Active: CR+2 Total: P-M	RD	Y	Y, review	CLERK'S
G33	BRAMPTON HERITAGE BOARD – SUBJECT FILES – Includes material of interest to the Brampton Heritage Board that cannot be filed elsewhere. For designations see P60 HERITAGE PRESERVATION.	Active: CR+2 Total: CR+6	Review	Y	Y, review	CLERK'S
G50	MUNICIPAL ELECTION RECORDS – Includes documents and materials related to an election or by-election such as nomination papers and D.R.O. Statements	Active: T+ 90 days T=fter successor has taken office	Review	Y	Y, review	CLERK'S
G51	MUNICIPAL ELECTION RECORDS – CAMPAIGN FINANCE – Includes documents filed under the Municipal Elections Act (financial statement and auditor's report) which the Clerk shall retain until the members of the council or local board elected at the next regular election have taken office. Includes by-elections.	Active: CR+1 Total: CR+3	RD	N N	N N	CLERK'S
G52	ELECTION RECORDS – VOTERS LISTS – Includes working copy used by election workers on the day of the election or by-elections and shows the names of electors who have attended at the individual voting stations.	Active: CR+1 Total: CR+3	Review	N	N	CLERK'S
G53	MUNICIPAL ELECTION RECORDS – WORKING FILES – Includes working files and papers for all municipal elections and by-elections.	Active: CR+1 Total: CR+4		N	N	CLERK'S
G54	WARD MAPS & BOUNDARIES – Included material relating to the assignment of wards and boundaries within the City of Brampton. Includes petitions to change wards and all related information. Also includes ward maps.	Active: CR+1 Total: P		Y	Y, review	CLERK'S

Created: Feb. 12, 2001
Revised: 01/05/22

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A-Archival; C-Current; COM-Computer Output to Microfilm/fiche; CR-Creation; D-Declaration; M/EI-Micrographics/Electronic Image; P-Permanent; T-Termination/maturity; USUP- Until superceded; RD-Routine Disclosure; PIB-Personal Information Bank; Official Record Holder (keeps records for total retention – all others keep record for the Active retention only).

SCHEDULE 2 TO BY-LAW 148-2001
SCHEDULE 2 TO BY-LAW 242-90, AS AMENDED

GOVERNMENT & COUNCIL

Records associated with council and legislative services including federal and provincial legislation that may affect the City.

Class. Code	Record Series	Recommended Retention	PIB/RD	Vital Record (Y/N)	Archival Record (Y/N)	Official Record Holder
G60	FEDERAL GOVERNMENT – Includes material on Federal Government matters and dealings between Crown Corporations and the City, e.g., Canada Post Corporation, National Transport Agency, Canadian National Railways and C.P. Rail.	Active: CR+1 Total: CR+3		N	Y, review	ALL
55	PROVINCIAL GOVERNMENT – Includes material on Provincial Government ministries, e.g. Ministry of Transportation and other provincial information.	Active: CR+1 Total: CR+3		N	Y, review	ALL
G70	REGIONAL GOVERNMENT – Includes material on the Regional Government of Peel and Regional Council. Excludes Regional Roads – see T16.	Active: CR+1 Total: CR+3		N	Y, review	ALL
G71	REGION OF PEEL – Includes records that are Regional of Peel governance issues. Excludes: Health Care – see C20 Housing – see C51 Official Plan – see P29 Regional Roads – see T16 Social Services – see C50	Active: CR+1 Total: CR+3		N	Y, review	ALL
G75	MUNICIPAL GOVERNMENT – OTHER – Includes material on other municipal governments of interest to the City of Brampton.	Active: CR+1 Total: CR+3		N	N	ALL
G95	VITAL STATISTICS – Includes material relating to birth and death registrations and record of Marriage Licences issued.	Active: CR+1 Total: P - Database	PIB	Y	Y	CLERK'S
G96	MARRIAGE LICENSE APPLICATIONS – Includes Marriage License applications and the receipt for payment.	Active: CR+1 Total: CR+1	PIB	Y	Y	CLERK'S

Created: Feb. 12, 2001
Revised: 01/05/22

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DEPT.	RECORD SERIES	TOTAL	ACTIVE	INACTIVE	DISPOS.
ACCTNG	ACCOUNTANTS' WORKING PAPERS	P	7	P	P
ALL	ACCOUNTING AND BOOKKEEPING RECORDS (DEPT. COPIES)	2	2	-	D
ACCTNG	ACCOUNTS PAYABLE VOUCHERS	8	2	6	D
ACCTNG	ACCOUNTS RECEIVABLE INVOICES - (ALPHABETICAL)	7	2	5	D
ACCTNG	ACCOUNTS RECEIVABLE LEDGERS	7	2	5	D
ACCTNG	ACCOUNTS SUMMARY SHEET - PAID	8	2	6	D
PARK+REC	ADMISSION TICKETS	7	2	5	D
ACCTNG	ALLOWANCES - BOOTS, TOOLS, MILEAGE, ETC.	7	2	5	D
ACCTNG	A/P EDITS (02-09,11)	4	2	2	D
ACCTNG	A/P EDITS (29)	P	2	P	P
TAX	APPORTIONMENTS	7	3	4	D
ACCTNG	A.R. INVOICES - DUPLICATES (NUMERICAL)	7	2	5	D
CLERK-PROP	ASSESSMENT APPEALS	7	2	5	D
CLERK-PROP	ASSESSMENT CLERK'S GENERAL RETURN	P	2	P	P
CLERK-PROP	ASSESSMENT INFORMATION FILES	7	2	5	D
CLERK-PROP	ASSESSMENT REVIEW BOARD - DECISIONS	P	2	P	P
TAX	ASSESSMENT REVIEW BOARD - DECISIONS	7	2	5	D
CLERK-PROP	ASSESSMENT REVIEW BOARD - GENERAL	7	2	5	D
TAX	ASSESSMENT REVIEW BOARD - GENERAL	7	2	5	D
CLERKS	ASSESSMENT ROLLS	P	2	P	P
ACCTNG	AUDITED FINANCIAL STATEMENTS	P	P	-	P
ACCTNG	BANK DEBIT AND CREDIT MEMOS	10	2	8	D
PAYROLL	BANK RECONCILIATIONS	7	3	4	D
ACCTNG	BANK RECONCILIATIONS	10	1	9	D
REV	BANK RECORDS - CEMETERY RECORDS	P	P	-	P
REV	BANK RECORDS - DEBIT & CREDIT	10	1	9	D
REV	BANK RECORDS - INSURANCE RECORDS	10	3	7	D
REV	BANK RECORDS - MISC. GAME REPORTS	2	2	-	P
REV	BANK RECORDS - PERPETUAL CARE	3	1	2	D
REV	BANK RECORDS - STRIP TICKETS	P	P	-	P
REV	BANK RECORDS - TERM DEPOSIT RECORDS	8	2	6	D
ACCTNG	BANK STATEMENTS	10	2	8	D

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SCHEDULE 1A TO BY-LAW 148-2001

DEPT.	RECORD SERIES	TOTAL	ACTIVE	INACTIVE	DISPOS.
BUDGET	BUDGET ESTIMATES WORKING PAPERS, COMPUTER INPUT	7	2	5	D
PUBWORKS	BUDGET ESTIMATES WORKING PAPERS, COMPUTER INPUT	7	2	S	D
BUDGET	BUDGET - FINAL, BUDGET BOOK, COUNCIL MINUTES	P	3	P	P
PUBWORKS	BUDGET - FINAL, BUDGET BOOK, COUNCIL MINUTES	P	3	P	P
PUBWORKS	BUDGETS, CAPITAL & CURRENT	5	5	-	D
ALL	BUDGETS, FINANCIAL STATEMENTS (DEPT. COPIES)	2	2	-	D
PAYROLL	CANCELLED PAY CHEQUES & VOIDS	7	1	6	D
PUBWORKS	CAPITAL/CURRENT CONTRACT FILES - BRIDGE CONST. FILES	P	T+2	P	P
PUBWORKS	CAPITAL/CURRENT CONTRACT FILES - CALCULATIONS, REPORTS	7	3	4	D
PUBWORKS	CAPITAL/CURRENT CONTRACT FILES - CONST. INSPEC. REPORT	7	3	4	D
PUBWORKS	CAPITAL/CURRENT CONTRACT FILES - GENERAL CORR.	7	3	4	D
PUBWORKS	CAPITAL/CURRENT CONTRACT FILES - PAYMENT CERTIFICATES	7	3	4	D
PUBWORKS	CAPITAL/CURRENT CONTRACT FILES - PLANS & PROFILES	P	P	-	P
PUBWORKS	CAPITAL/CURRENT CONTRACT FILES - RAILWAY GRADE SEP.	P	T+2	P	P
PUBWORKS	CAPITAL/CURRENT CONTRACT FILES - STUDIES, ESTIMATES	P	T	P	P
CLERKS	CAPITAL EXPENDITURES	P	2	P	P
PARK+REC	CAPITAL FILES (COMPLETED PROJECTS)	P	T+2	P	P
ACCTNG	CAPITAL PROJECTS	P	10	P	P
ACCTNG	CASH BOOKS	7	2	5	D
BLDG	CASH JOURNAL	7	7	-	D
ACCTNG	CASH PAYMENT JOURNAL	P	2	P	P
ACCTNG	CASH PAYMENT STUBS	2	2	-	D
BLDG	CASH RECEIPTS	7	2	5	D
ACCTNG	CASH RECEIPTS - GREEN	7	1	6	D
ACCTNG	CASH REGISTER TAPES	7	2	5	D
ACCTNG	CASHED CHEQUES	10	2	8	D
PAYROLL	CASHED PAY CHEQUES	10	2	8	D
ACCTNG	CEMETERY RECORDS - DEEDS	P	P	-	P
ACCTNG	CEMETERY RECORDS - INTERMENT	P	P	-	P
ACCTNG	CEMETERY RECORDS - REGISTER	P	P	-	P
ACCTNG	CHEQUE COPIES - NUMERICAL - CAPITAL	3	2	1	D
ACCTNG	CHEQUE COPIES - NUMERICAL - REVENUE	3	2	1	D

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DEPT.	RECORD SERIES	TOTAL	ACTIVE	INACTIVE	DISPOS.
ACCTNG	CHEQUE REGISTER	P	2	P	P
CLERKS	CHEQUE REQUISITIONS	2	2	-	D
PAYROLL	COMPUTER INPUT AND EDIT SHEETS	7	2	5	D
CLERK-INS	CONTRACTS & AGREEMENTS WITH CITY	T+2	T	2	D
ALL	CONTRACTS & AGREEMENTS (COPIES)	8	3	5	D
CLERKS	CONTRACTS & AGREEMENTS - IF NOT PART OF BY-LAW	P	T	P	P
ACCTNG	COST RECORDS	7	2	5	D
ACCTNG	COST STATEMENTS	P	2	P	P
REV	DEBENTURES - PAID COUPONS	8	1	7	D
REV	DEBENTURES - REGISTER	P	P	-	P
ACCTNG	DEPOSIT SLIPS	7	2	5	D
TREAS	DEVELOPMENT ACCOUNTING FILES	P	P	-	P
PW-BLDG	DOG TAGS/LICENCES	6	2	4	D
TAX	ELDERLY EDCTN. ASST. & TAX CREDIT ASST.	7	2	5	D
PAYROLL	EMPLOYEE PAYROLL DE ACTIONS	5	3	2	D
PAYROLL	EMPLOYEE PAYROLL REGISTERS	P	2	P	P
ACCTNG	FINAL BUDGETS - CAPITAL	P	P	P	P
ACCTNG	FINAL BUDGETS - OPERATING	P	P	P	P
PAYROLL	FRINGE BENEFITS - BILLINGS	7	3	4	D
ACCTNG	GAME REPORTS - MISCELLANEOUS	2	2	-	D
PAYROLL	GARNISHEES RE: EMPLOYEES SEE EMP. PAYROLL DEDUCTIONS	5	3	2	D
ACCTNG	GENERAL JOURNAL, REVENUE/CAPITAL/RESERVE & TRUST	P	2	P	P
ACCTNG	GENERAL LEDGER	P	2	P	P
TAX	GENERAL LEDGER RECONCILIATIONS	7	4	3	D
PAYROLL	GENERAL LEDGERS (PAYROLL COPIES)	7	3	4	D
PARK+REC	GRANT FILES	P	2	P	P
ACCTNG	GRANTS AND SUBSIDIES	16	1	15	D
TAX	GRANTS IN LIEU	7	4	3	D
CLERK-PROP	INVENTORY RECORDS	6	2	4	D
PUBWORKS	INVOICES	AUDIT+1			
ACCTNG	JOURNAL ENTRY - COMPUTER EDITS	2	2	-	~
ACCTNG	JOURNALS	P	2	P	P

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DEPT.	RECORD SERIES	TOTAL	ACTIVE	INACTIVE	DISPOS.
BLDG	JOURNALS - CASH	7	7	-	P
PAYROLL	LABOUR DISTRIBUTION PRINT OUTS	7	3	4	D
CLERKS	LAND DIVISION COMMITTEE FILES	P	P	-	P
PLAN+DEV	LAND DIVISION COMMITTEE - PLAN+DEV'S REPORTS	2	2	-	D
TREAS	LAND DIVISION FILES	P	2	P	P
ACCTNG	LONG TERM INVESTMENTS - CURRENT MATURITIES	2	2	-	D
PUBWORKS	LOT LEVIES (AFTER ASSUMPTION "T")	T+3	T+3	-	D
SUPP+SER	MATERIAL TRANSFER REPORTS	6	2	4	D
ALL	MILEAGE SHEETS/CAR ALLOWANCE	4	2	2	D
ACCTNG	MINISTRY OF TRANSPORTATION OF ONTARIO PROJECTS	7	5	2	D
ACCTNG	OPERATING STATEMENTS - MONTHLY	7	2	5	D
ACCTNG	OPERATING STATEMENTS - YEAR END	P	5	P	P
PAYROLL	OVERTIME RECORDS	7	2	5	D
PAYROLL	O.H.E.R.S. PENSION STATEMENTS, PERIODS, REPORTS	P	3	P	P
ACCTNG	PARKING LOT TICKETS	2	1/2	1 V2	D
TRANSIT	PAYROLL RECORDS	P	P	-	P
PAYROLL	PAYROLL SHEETS - ROUGH	5	2	3	D
PAYROLL	PAYROLL SUMMARY, BI-WEEKLY	7	2	5	D
PAYROLL	PLEDGE CARDS, CHARITY	7	2	5	D
ACCTNG	POSTING AND DISTRIBUTION JOURNALS	7	2	5	D
SUPP+SER	PRINTING SERVICES REQUISITIONS	2	2	-	D
SUPP+SER	PURCHASE ORDERS, BY NUMBER	5	2	3	D
SUPP+SER	PURCHASE ORDERS, BY SUPPLIER	6	2	-	d
ALL	PURCHASE ORDERS (DEPT. COPIES)	3	2	1	D
SUPP+SER	PURCHASE REQUISITIONS	3	2	1	D
ALL	PURCHASE REQUISITIONS - COPIES	3	2	1	D
SUPP+SER	QUOTATIONS	6	2		D
ACCTNG	RECEIPT BOOKS	7	2	5	D
SUPP+SER	RENTAL AND SERVICE AGREEMENTS	6	2	4	D
ACCTNG	REQUISITIONS - PAID	7	2	5	D
ACCTNG	REVENUE REPORTS	8	1	7	D
ACCTNG	REVENUE REPORTS - DAILY	8	1	7	D

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DEPT.	RECORD SERIES	TOTAL	ACTIVE	INACTIVE	DISPOS.
ACCTNG	REVENUE REPORTS - WEEKLY SUMMARY	8	1	7	D
REV	REVENUE SECTION CORRESPONDENCE	7	1	6	D
ACCTNG	ROLL TICKETS - REGISTER	P	P	P	P
TAX	SECTION 32'S/SECTION 33'S - 32 ASSESSMENT LISTS	P	3	P	P
TAX	SECTION 32'S/SECTION 33'S - 33 COMPUTER PRINTOUTS	7	2	5	D
TAX	SECTION 32'S/SECTION 33'S - WORKING PAPERS	7	2	5	D
ACCTNG	SHORT TERM INVESTMENTS/RECORDS	7	2	5	D
PAYROLL	SICK LEAVE - ATTENDANCE SHEETS	7	3	4	D
HR	SICK LEAVE - SHORT & LONG TERM DISABILITY	T+7	T	7	D
TREAS	SITE PLAN FILES	P	7	P	P
PAYROLL	STATISTICAL REPORTS	P	3	P	P
SUPP+SER	STORES STOCK CHECKS AND MEMOS & STATIONARY	3	2	1	D
SUPP+SER	STORES WORK ORDERS AND PARTS REQUISITIONS	3	2	1	D
PAYROLL	STRENGTH REPORTS	7	3	4	D
TREAS	SUPPLIER'S CONTRACTS/SECURITY	8	4	4	D
TAX	TAX ARREAR CARDS & COP SECTION NOTICES	6	2	4	D
TAX	TAX BILLING FILE - WORMING PAPERS	7	2	5	D
TAX	TAX CERTIFICATES FILES	7	2	5	D
TAX	TAX CERTIFICATES OR MICROFICHE ISSUED	P	2	P	P
ACCTNG	TAX FILE	7	5	2	D
TAX	TAX MASTERFILE MICROFICHE/TAX ROLL	P	5	P	P
TAX	TAX PAYMENT STUBS (KEY PUNCH & OCR)	7	3	4	D
TAX	TAX PAYMENTS/ADJUSTMENT LISTINGS (MONTH END)	P	4	P	P
TAX	TAX REGISTRATION RECORDS/TAX SALES RECORDS	P	5	P	P
TAX	TAX SALES - DEEDS	P	5	P	P
PAYROLL -	TD-1 FORMS - PART-TIME	10	3	7	D
CLERKS	TENDER FILES	P	7	P	P
SUPP+SER	TENDERS	P	2	P	P
SUPP+SER	TENDERS (MAJOR) SUCCESSFUL	P	2	P	P
SUPP+SER	TENDERS (MINOR) SUCCESSFUL	P	2	P	P
TRANSIT	TICKETS - SALES AGENT RECEIPTS	2	2	-	D
TRANSIT	TICKETS - SALES CASH REPORTS	2	2	-	D
ALL	TIME SHEETS	5	2	3	D

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DEPT.	RECORD SERIES	TOTAL	ACTIVE	INACTIVE	DISPOS.
PAYROLL	TIME SHEETS/CARDS	5	2	3	D
ACCTNG	TRANSFER JOURNALS	7	2	S	D
PAYROLL	TRIAL BALANCES	7	2	5	
ACCTNG	TRIAL BALANCE, MONTHLY	2	2	-	D
ACCTNG	TRIAL BALANCE, YEAR END	7	2	5	D
PAYROLL	T-4 SLIPS	P			
PAYROLL	T-4 SUMMARIES	P			
PAYROLL	UNEMPLOYMENT INSURANCE COMMISSION FILES	P	5	P	P
PAYROLL	VACATION RECORDS	7	2	5	D
SUPP+SER	VENDOR'S CONTRACTS	7	2	5	D
PAYROLL	WORKERS COMPENSATION PAYROLL RECORDS	P	4	P	P

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DEPT.	RECORD SERIES	TOTAL	ACTIVE	INACTIVE	DISPOS.
ALL	AGENDAS - COPIES (ORIGINALS - SEE MIN. ~ AGENDAS)	2	2	-	D
CLERKS	APPOINTMENTS	6	2	4	D
CLERKS	BIRTH REGISTERS - VR	P	P	-	P
ALL	BRIEFS AND REPORTS TO COUNCIL	P	2	P	P
PLAN+DEV	BY-LAW SCHEDULES (MYLAR ORIGINALS)	P	2	P	P
PUBWORKS	BY-LAWS - FILL	P	P	-	P
PUBWORKS	BY-LAWS - FOULING OF RIGHT-OF-WAY	P	P	-	P
PUBWORKS	BY-LAWS - GARBAGE	P	P	-	P
ALL	BY-LAWS - RELEVANT TO DEPARTMENT OPERATIONS	P	P	-	P
PUBWORKS	BY-LAWS - SNOW CLEARING	P	P	-	P
PUBWORKS	BY-LAWS - STORM SEWERS	P	P	-	P
CLERKS	BY-LAWS - VR	P	P	-	M
CLERKS	COMMITTEE OF ADJUSTMENT FILES	P	2	P	P
TRES	COMMITTEE OF ADJUSTMENT FILES	P	7	P	P
CLERKS	CORRESPONDENCE - COUNCIL	P	2	P	P
CLERKS	COUNCIL MINUTE BOOK - VR	P	P	-	M
ALL	COUNCIL MINUTES - COPIES	2	2	-	D
CLERKS	COUNCIL MINUTES - ROUGH NOTES	6	2	4	D
CLERKS	COUNCIL MOTIONS	P	2	P	P
CLERKS	DEATH NOTICES	2	2	-	D
CLERKS	DEATH REGISTER - VR	P	P	-	P
CLERKS	DOCUMENTS SUPPORTING ORIGINAL MINUTES	6	2	4	D
CLERKS	ELECTION RECORDS (AFTER SUCCESSOR TAKEN OFFICE)	90 DAYS		-	D
CLERKS	JURORS LISTS	6	2	4	D
CLERKS	LAND DIVISION COMMITTEE FILES	P	P	-	P
CLERKS	MARRIAGE APPLICATIONS	2	2	-	D
CLERKS	MARRIAGE REGISTER - VR	P	P	-	P

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DEPT.	RECORD SERIES	TOTAL	ACTIVE	INACTIVE	DISPOS.
CLERKS	MINUTES ~ AGENDAS - CITIZENS' ADVISORY COMMITTEES	P	3	P	P
CLERKS	MINUTES & AGENDAS - CORE AREA COMMITTEE	3	3	-	D
CLERKS	MINUTES & AGENDAS - HERITAGE BOARD (LACAC)	P	2	P	P
CLERKS	MINUTES & AGENDAS - MINOR COMMITTEES	2	2	-	D
CLERKS	MINUTES ~ AGENDAS - STANDING COMMITTEES	P	2	P	P
CLERKS	MINUTES - LIBRARY BOARD	P	2	P	P
CLERKS	MINUTES - PEEL REGIONAL COUNCIL	3	3	-	D
TRANSIT	MINUTES - TRANSIT COMMITTEE	P	P	-	P
CLERKS	MINUTES - TRI MUNICIPAL COMMITTEE	3	3	-	D
CLERKS	NOMINATION PAPERS	AFTER SUCCESSOR TAKEN OFFICE + 90			
CLERKS	OATHS/DECLARATION OF OFFICE	AFTER SUCCESSOR TAKEN OFFICE + 90			
CLERKS	PERMITS, BURIAL	P	P	-	P
CLERKS	RESOLUTIONS - CITY & TOWN OF BRAMPTON	P	P	-	P
CLERKS	RESOLUTIONS - TOWN OF CHINGUACOUSY	P	P	-	P
CLERKS	RESOLUTIONS - TOWN OF TORONTO GORE	P	P	-	P
CLERKS	SCHOOL SUPPORT LISTS	6	2	4	D
CLERKS	VOTERS LIST RTS	USUP	USUP	-	USUP

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THE CORPORATION OF THE CITY OF BRAMPTON

BY-LAW

Number 148-2001

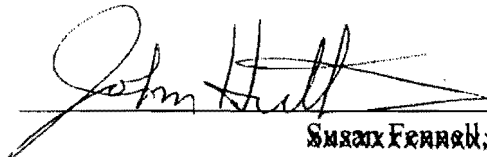
A by-law to amend Records Retention
By-law 242-90, as amended

WHEREAS Records Retention By-law 242-90 established schedules of retention period for documents, records and other papers of the municipality;

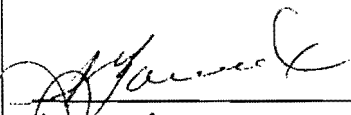
NOW THEREFORE the Council of The Corporation of the City of Brampton ENACTS as follows:

1. That By-law 242-90, as amended is hereby further amended as follows:
 - To amend Paragraph 1 to add the words "and Schedules 1 and 2" after the words "as outlined in Schedule A"; and
 - To amend Paragraph 2 to add the words "and Schedules 1 and 2" after the words "set out in Schedule A" in both places; and
 - To amend Schedule A by deleting the Department and Record Series as outlined in Schedules 1A and 2A attached to this by-law; and
 - To add Schedule 1 attached to this by-law as Schedule 1 to Records Retention By-law 242-90, as amended; with respect to "Finance" records; and
 - To add Schedule 2 attached to this by-law as Schedule 2 to Records Retention By-law 242-90, as amended, with respect to "Government and Council" records.
2. This by-law shall come into effect upon approval of the City Auditors.

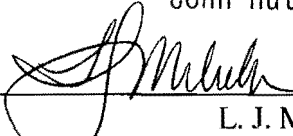
READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS 28th DAY OF MAY, 2001




 Susan Fennell, Mayor
 John Hutton, Acting Mayor



 Approved as to content
 K. Zammit
 Director of Administration
 Legal Services Department




 L. J. Mikulich, City Clerk



 KPMG LLP
 City Auditors
 June 15, 2001

CERTIFIED A TRUE COPY



 Director of Administration & Acting City Clerk
 City of Brampton

June 4 2001

APPROVED AS TO FORM LAW DEPT. BRAMPTON
DATE <u>June 4 2001</u>