



THE CORPORATION OF THE CITY OF BRAMPTON

# BY-LAW

**Number** 289-80

To amend By-Law 20-80 which established schedules of retention periods for documents, records and other papers of the Municipality

WHEREAS Section 249(1) of THE MUNICIPAL ACT (R.S.O. 1970, Chapter 284, as amended) provides that the council of a municipality may pass a by-law, approved by the auditor of the municipality, establishing schedules of retention periods during which the receipts, vouchers, instruments, rolls or other documents, records and papers must be kept by the municipality:

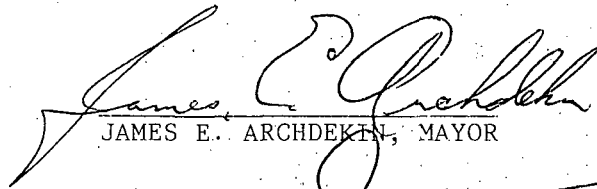
WHEREAS the City passed By-law 20-80 and now wishes to amend this by-law:

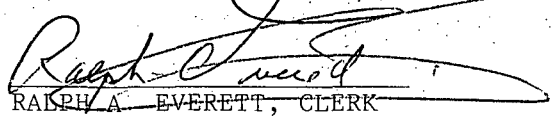
NOW THEREFORE the Council of The Corporation of the City of Brampton ENACTS as follows:

1. By-law 20-80 is amended by deleting therefrom Schedule A, and submitting therefor Schedule A to this by-law.

READ a FIRST, SECOND and THIRD time and PASSED in OPEN COUNCIL

this 24th day of November 1980.

  
JAMES E. ARCHDEKEN, MAYOR

  
RALPH A. EVERETT, CLERK

  
MacGILLIVRAY & COMPANY  
CITY AUDITORS

APPROVED  
AS TO FORM  
LAW DEPT.  
BRAMPTON  
DATE 2/1/80

*revised by 89-82*

BY-LAW 289-80 AMENDING BY-LAW 20-80

**P**



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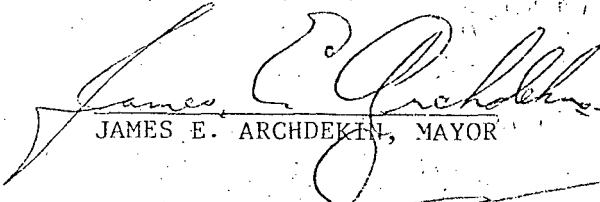
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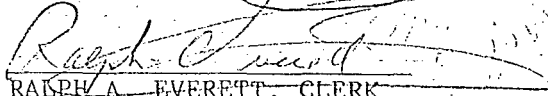
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AS TO FORM  
LAW DEPT.  
BRAMPTON  
DATE 2/1/80

SCHEDULE A  
TO BY-LAW NO. 289-80

CLERK'S DEPARTMENT			*1.	2.	3.
1.	AGENDAS	- General	2	-	D
	1.1	- Council	2	-	MD
	1.2	- General Committee	2	-	MD
	1.3	- Planning Committee	2	-	MD
	1.4	- Regional Council	2	-	D
2.	AGREEMENTS	- General Correspondence	2	3	D
		- (Separate File for each Agreement as they occur)	P	-	MR
3.	APPOINTMENTS	- To Boards and Commissions	2	3	D
4.	ASSESSMENT	- General Correspondence	2	3	D
	4.1	- Copies of Apportionment of Assessment Forms	2	-	D
	4.2	- Copies of Alteration of School Support Forms	2	-	D
	4.3	- Clerk's General Returns	2	P	P
	4.4	- Copies of Assessment Review Court Decisions	2	-	D
	4.5	- School Support Lists	2	-	D
	4.6	- Assessment Rolls	2	P	MR
5.	BY-LAWS	- General Correspondence	2	3	D
	5.1	- City of Brampton	7	P	MR
	5.2	- Town of Brampton	7	P	MR
	5.3	- Township of Chinguacousy	7	P	MR
	5.4	- Township of Toronto Gore	7	P	MR
	5.5	- City of Mississauga	2	3	D
6.	CAPITAL EXPENDITURES	- General Correspondence	2	3	D
		- Separate File for Each Capital Expenditure in the year	2	P	MR
7.	CORRESPONDENCE	- General			
	7.1	- Administration	2	4	MD
	7.1.1	- Building and By-law Enforcement	2	4	MD
	7.1.2	- Clerk	2	4	MD
	7.1.3	- Fire Department	2	4	MD
	7.1.4	- Parks and Recreation	2	4	MD
	7.1.5	- Personnel	2	4	MD
	7.1.6	- Planning and Development	2	4	MD
	7.1.7	- Public Works	2	4	MD
	7.1.8	- Purchasing	2	4	MD

CORRESPONDENCE -Cont'd.		1.	2.	3.
7.1.9	- Transit	2	4	MD
7.1.10	- Treasury	2	4	MD
	- SPECIFIC			
7.2	- Advertising and Proclamations	2	3	D
7.2.1	- Association of Municipalities of Ontario	2	3	D
7.2.2	- Bell Canada	2	3	D
7.2.3	- Brampton Hydro Electric Commission	2	3	D
7.2.4	- Budget	2	3	D
7.2.5	- Car Allowance (Gas/Mileage)	2	3	D
7.2.6	- Civic Awards	2	3	D
7.2.7	- Consumers Gas/Union Gas	2	3	D
7.2.8	- Convention/Seminars/Memberships	2	3	D
7.2.9	- Council	2	P	P
7.2.10	- Crossing Guards	2	3	D
7.2.11	- Development Team	2	3	D
7.2.12	- Downtown Re-Development - Board of Management Four Corners Improvement Area	2	3	D
7.2.13	- Farmer's Market	2	3	D
7.2.14	- Fenceviewers (Line Fences Act)	2	3	D
7.2.15	- Grants	2	3	D
7.2.16	- Liquor License Board	2	3	D
7.2.17	- Metric Conversion	2	3	D
7.2.18	- Parking	2	3	D
7.2.19	- Peace Officers	2	3	D
7.2.20	- Peel Board of Education	2	3	D
7.2.21	- Peel Memorial Hospital	2	3	D
7.2.22	- Postal Routes	2	3	D
7.2.23	- Region of Peel	2	3	D
7.2.24	- Roger's Cable TV	2	3	D
7.2.25	- Sanitary Sewers and Watermains	2	3	D
7.2.26	- Special Events - General	2	3	D
7.2.26.1	- Flower Festival	2	3	D
7.2.26.2	- Fall Fair	2	3	D
7.2.26.3	- Nitty Gritty	2	3	D
7.2.26.4	- Remembrance Day	2	3	D
7.2.27	- Street Names	2	3	D
7.2.28	- Traffic	2	3	D
7.2.29	- Waiving of Rental Fees	2	3	D
7.2.30	- Noise Control	2	3	D
7.2.31	- Citizen's Advisory Committee	2	3	D
7.2.32	- Snow Clearance	2	3	D
7.2.33	- M.T.C. Subsidy Applications (Ministry of Transportation and Communications)	2	3	D
7.2.34	- Tri-Municipal Committee (General)	2	3	D

		1.	2.	3.
8.	COMMITTEE OF ADJUSTMENTS - General	2	-	D
	8.1 - Notices	2	-	D
	8.2 - Applications and Decisions	2	P	P
9.	EASEMENTS - Separate File for Each Easement	P	-	MR
10.	ELECTIONS - General	2	3	D
	10.1 - Oaths, Officials, Polling Places, Etc.	2	P	P
	10.2 - Voters' List	2	P	P
11.	EXPROPRIATION -	P	-	MR
12.	INCORPORATION -	P	-	MR
13.	INSURANCE CLAIMS - Separate File for Each Claim	2	3	D
14.	LAND DIVISION COMMITTEE - General	2	-	D
15.	LEASES - Separate File for Each Lease	P	-	MR
16.	MINUTES			
	16.1 - Regional Council	2	-	D
	16.2 - Citizens' Advisory Committees	2	P	P
	16.3 - Four Corners Board of Management - Improvement Area (Core Area Committee)	2	P	P
	16.4 - Metropolitan Toronto and Region Conservation Authority	2	-	D
	16.5 - Credit Valley Conservation Authority	2	-	D
	16.6 - Library Board	2	-	D
	16.7 - Peel Board of Education	2	-	D
	16.8 - Tri-Municipal Committee	2	-	D
	16.9 - Transit Committee	7	P	P
	16.10 - L.A.C.A.C. (BRAMPTON HERITAGE BOARD)	7	P	P
	16.11 - Council	7	✓	MR
	16.12 - General Committee	7	P	MR
	16.13 - Planning Committee	7	P	MR
17.	OFFICIAL PLAN - General	5	P	P
	- Separate File for Any Amendments	5	P	P
18.	ONTARIO HOME RENEWAL PROGRAM - General	2	P	P
	- Separate File for Each Loan	2	P	P

		1.	2.	3.
19.	PLANNING			
	- Rezoning Applications And Draft Plans of Subdivision (by concession)	10	P	MR
20.	PROPERTY			
	- General Correspondence	2	3	D
20.1	- Property Acquisitions (Separate File For Each Property)	7	P	P
20.2	- Property Conveyances (Separate File For Each Property)	7	P	P
20.3	- Quit Claims (Separate File For Each Property)	7	P	P
21.	RESOLUTIONS			
21.1	- Of Municipalities Other Than Brampton	2	-	D
21.2	- City of Brampton Council Meetings	2	-	D
21.3	- Township of Chinguacousy Council Meetings	2	-	D
21.4	- Town of Brampton Council Meetings	2	-	D
21.5	- Township of Toronto-Gore Council Meetings	2	-	D
22.	ROADS			
	- General	2	-	D
22.1	- Entire Road Acquisition & Assumption (Separate File for Each Road)	7	P	P
22.2	- Closings (Separate File for Each Closing)	7	P	P
22.3	- Road Widening Acquisition & Assumption (Separate File for Each Road Widening)	7	P	P
23.	SUBDIVISION RELEASES - General Correspondence	2	1	D
23.1	- Compliance Letters and Releases (Meets Requirements)	2	1	D
23.2	- Compliance Letters and Releases (Does not meet requirements)	2	1	D
24.	TENDERS			
	- General Correspondence	2	3	D
24.1	- Public Works (Separate File for Each Tender)	5	5	D
24.2	- Parks and Recreation (Separate File for Each Tender)	5	5	D
24.3	- Fire Department Tenders (Separate File for Each Tender)	5	5	D
24.4	- Transit Tenders (Separate File for Each Tender)	5	5	D

DIVISION REGISTRAR

	1.	2.	3.
1. VITAL STATISTICS - General Correspondence	2	3	D
1.1 - Death Notices	2	-	D
1.2 - Marriage Applications	2	-	D
1.3 - Birth Registers	7	P	MR
1.4 - Death Registers	7	P	MR
1.5 - Marriage Registers	7	P	MR

PLANNING AND DEVELOPMENT DEPARTMENT

1. AGENDAS	2	-	D
2. BUDGET FILES	3	-	D
3. CORRESPONDENCE - General	3	3	D
4. COMMITTEE OF ADJUSTMENT FILES	5	2	MD
5. LAND DIVISION COMMITTEE FILES	5	2	MD
6. OFFICIAL PLAN	5	P	P
7. REZONING FILES	5	5	MD
8. SUBDIVISION FILES	5	5	MD
9. SITE PLAN APPROVAL FILES	4	3	MD
10. BY-LAW SCHEDULES - MYLAR ORIGINALS	5	P	P
11. AGREEMENT SCHEDULES - MYLAR ORIGINALS	5	P	P
12. OFFICIAL PLAN SCHEDULES - MYLAR ORIGINALS	5	P	P
13. REPORT MAPS	7	3	D
14. BASE MAPS	5	P	P



CHIEF ADMINISTRATIVE OFFICER

	<u>1.</u>	<u>2.</u>	<u>3.</u>
1. AGENDAS	1	-	D
2. CORRESPONDENCE - General	2	4	D

\*KEY

1. Retention in years by Department
2. Retention in years in storage after retention period by Department has expired.
3. Final Disposition -
  - D - Destroy
  - MR - Microfilm and Retain Original
  - P - Permanent
  - MD - Microfilm and Destroy Original

PASSED November 24th, 19 80

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**MacGillivray & Co.**

Chartered Accountants

41 George St. S. / Brampton, Ontario / L6Y 2E1  
416-453-3232  
G. G. WILSON, C.A. M. HUGHES, B.A., C.A.

**International**  
Spicer and Oppenheim

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TORONTO  
BRAMPTON  
HAMILTON  
ST. CATHARINES  
PORT COLBORNE  
LISTOWEL  
WINNIPEG  
CALGARY  
EDMONTON  
PRINCE GEORGE  
VANCOUVER

February 3, 1981

The Corporation of  
The City of Brampton,  
150 Central Park Dr.,  
Brampton, Ontario

Attention: Mr. R.A. Everett  
Clerk

Dear Sirs:

By-Law 289.80  
Records Retention

As requested we have reviewed and signed the above noted records retention by-law and are delivering it herewith.

Yours very truly,  
MacGILLIVRAY & CO.,

Per:



encl.

G.G. Wilson