



Development and Emergency Services Schedule

Licensing & Enforcement

May 05, 2022

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Schedule Number **Series Title**

PB048 **Administration Files**

To serve as a record on routine administrative issues.

MEMO:

This series covers a range of subjects including budgets, mileage, policy/procedure changes and telephone bills. These files will become superceded/obsolete when they are no longer required on a regular basis. This series was previously designated as CR160 when the division was in the former Corporate Services Dept.

Department Retention: 1 Year
Total Retention - Review: 5 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED Final Disposition: Destruction
FOI Designation: A* - SOME EXEMPTIONS APPLY

PB049 **Business Licence Applications**

To provide a record of the issuing of business licences.

MEMO:

This series includes business licence applications, special events applications, correspondence and memoranda. These files will become superceded/obsolete when they are no longer required on a regular basis. This series originated in the Licensing and Insurance Section of the former Treasury Dept. After the creation of the Licensing & Enforcement Division in the former Corporate Services Dept., this series was scheduled under CR161. Following the dismantling of the Corporate Services Dept. in August of 1998, this function was transferred to the Planning and Building Dept., which subsequently became the Development Dept. in 2001.

Department Retention: 1 Year
Total Retention - Review: 7 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED Final Disposition: Destruction
FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PB052 **General Administration Files**

To maintain a record of the execution of the Division's responsibilities.

Series Closed: 05-01-2003

MEMO:

This series includes bingos, casinos, lotteries, licensing and by-law contraventions. Under by-law 266-1997, this series had a retention period of one year in the office and a total retention period of five years. This series was previously designated CR166 in the former corporate Service Dept.

Department Retention: 2 Years
Total Retention - Review: 10 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED Final Disposition: Destruction
FOI Designation: A* - SOME EXEMPTIONS APPLY

PB053 **General Licences - Alpha**

To maintain duplicate copies of business licences for reference purposes.

MEMO:

This series includes licences which indicate name, address & telephone number of company/individual to whom licence is granted, date of issue, fee & licence number. This series was previously designated CR167 in the old Corp. Services Department. Date Closed was removed on Oct. 11/05

Department Retention: 1 Year
Total Retention - Destruction: 1 Year

Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY



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Schedule Number **Series Title**

PB054 **General Licences - Audit**

To maintain duplicate copies of business licences for audit & reference purposes.

MEMO:

This series includes each licence which indicates the name, address & telephone number of company/individual to whom licence is granted, date of issue, fee and licence number. UNDER BY-LAW 266-1997, THIS SERIES HAD A RETENTION PERIOD OF 3 YEARS IN THE OFFICE AND A TOTAL RETENTION PERIOD OF 5 YEARS. THIS SERIES WAS PREVIOUSLY DESIGNATED CR168 IN THE FORMER CORPORATE SERVICES DEPT.

Department Retention:	2 Years
Total Retention - Destruction:	7 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

PB055 **Licencing By-Laws**

To serve as a reference source for all licencing by-laws.

MEMO:

This series in addition to the licencing by-laws, also contains amendments, correspondence and memoranda. This series originated in the Licencing and Insurance Section of the former Treasury Dept. After the creation of the Licencing & Enforcement Division in the former Corporate Services Dept., this series was scheduled under CR170. Following the dismantling of the Corporate Services Dept. in August of 1998, this function was transferred to the Planning and Building Dept., Total Retention was changed from 1 yr. to 5 years on Oct. 11/05

Department Retention:	1 Year
Total Retention - Destruction:	5 Years
Final Disposition:	Destruction

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A - FULLY ACCESSIBLE

PB058 **Low Rise Files**

To document the operation of the Low-Rise Rehabilitation Program.

Series Closed: 12-31-1994

MEMO:

This series includes inspection information, loan information, copies of mortgage agreements, estimates for repairs and renovations and reports. Grant Information is recorded on the Property Records System. This series originated in the by-law Enforcement Section of the former Building Services Dept. After the creation of the Licencing & Enforcement Division in the former Corporate Services Dept., this series was scheduled under CR173. Following the dismantling of the Corporate Services Dept. in August of 1998, this function was transferred to the Planning and Building Dept. Under by-law 266-1997, this series was scheduled for destruction.

Department Retention:	5 Years
Total Retention - Review:	10 Years
Final Disposition:	Permanent

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number **Series Title**

PB061 **Personnel Files**

To maintain a record of the employment of staff in the Division.

COPIES: Human Resources

MEMO:
 Information collected includes absence reports, timesheets, personnel change notifications, memoranda and correspondence. Users: Manager, Supervisors - Support staff Individuals in Bank: CityEmployees Official Responsible: Manager - Licencing & Enforcement. These files will become superceded/obsolete when the individuals are terminated.
 After the creation of the Licensing & Enforcement Division in the former Corporate Services Dept., this series was scheduled under CR176. Following the dismantling of the Corporate Services Dept. in August of 1998, this function was transferred to the Planning and Building Dept.

Department Retention: 1 Year
 Total Retention - Destruction: 3 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED Final Disposition: Destruction
 FOI Designation: PIB - PERSONAL INFORMATION BANK

PB062 **Police Services Board Files**

To maintain a record of Police Services Board activities.

COPIES: City Clerk's

MEMO:
 These files consist of minutes and agendas.
 Under By-law 266-1997, this series had a retention period of two years in the office and a total retention period of five years.
 After the creation of the Licensing & Enforcement Division in the former Corporate Services Dept., this series was scheduled under CR177. Following the dismantling of the Corporate Services Dept. in August of 1998, this function was transferred to the Planning and Building Dept., Total retention was changed from 2 yr. TO 5 years on Oct. 11/05

Department Retention: 2 Years
 Total Retention - Destruction: 5 Years

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PB063 **Police Slips**

To authorize the issue of licences to taxicab drivers.

MEMO:
 These files include each slip which indicates the date, the applicant's name, address and telephone number, the slip number, the licence number and the police officer's signature.
 This series originated in the Licensing and Insurance Section of the former Treasury Dept. After the creation of the Licensing & Enforcement Division in the former Corporate Services Dept., this series was scheduled under CR178. Following the dismantling of the Corporate Services Dept. in August of 1998, this function was transferred to the Planning and Building Dept. Under by-law 266-1997, this series had a retention period of three years in the office and a total retention of five years.

Department Retention: 1 Year
 Total Retention - Destruction: 7 Years

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number **Series Title**

PB065 **RRAP Files**

To maintain a record of the operation of the Residential Rehabilitation Assistance Program.

Series Closed: 05-14-1999

MEMO:

This series includes material relating to the Ontario Home Renewal Program. The files contain loan worksheets, loan applications, copies of deeds, loan agreements, promissory notes, building permits and inspection reports. This information is recorded on the Property Records System. These files will become superceded/obsolete after the loans have been repaid.

Under By-law 266-1997, the retention period for this series was one year in the office and a total retention of seven years. The final disposition was destruction.

This series originated in the Building Services Div. of the former Planning/Building Services Dept. After the creation of the Licensing & Enforcement Division in the former Corporate Services Dept., this series was scheduled under CR180. Following the dismantling of the Corporate Services Dept. in August of 1998, this function was transferred to the Planning and Building Dept.,

Department Retention:	2 Years
Total Retention - Review:	10 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED	Final Disposition:	Permanent
FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED		

PB067 **Revenue Reports**

To maintain a record of all revenue received by the Division.

COPIES: Finance

MEMO:

This series includes the account centre, amounts received and the category of revenue.

After the creation of the Licensing & Enforcement Division in the former Corporate Services Dept., this series was scheduled under CR182. Following the dismantling of the Corporate Services Dept. in August of 1998, this function was transferred to the Planning and Building Dept.,

Department Retention:	2 Years
Total Retention - Destruction:	7 Years
Final Disposition:	Destruction

FOI Designation: A - FULLY ACCESSIBLE

PB068 **Special Files**

To serve as a reference on by-law enforcement issues.

Series Closed: 12-31-1993

MEMO:

This series includes special files which cover a range of subjects including barber shop/beauty salons, bicycle paths, derelict motor vehicles, dirt bikes, driveway control, explosives, fire-damaged buildings, group homes, hunting, ice-cream vendors, illegal garages, illegal suites, unauthorized use of lane/road allowances, licence applications, newspaper boxes, pornography, property standards, store closings, site plan control agreements, smoking, tree trimming, vacant lands.

After the creation of the Licensing & Enforcement Division in the former Corporate Services Dept., this series was scheduled under CR184. Following the dismantling of the Corporate Services Dept. in August of 1998, this function was transferred to the Planning and Building Dept.,

Local retention is 0 years and Final Retention is 5 years, subject to review.

Department Retention:	5 Years
Total Retention - Review:	5 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY



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Schedule Number **Series Title**

PB069 **Street Files**

To maintain a record of complaints and investigations of alleged by-law violations.

MEMO:

This series includes formal complaints, records of investigation, inspection notes, copies of letters/notices, property information, records of court actions and explanations of conclusions of investigations. Files for infractions brought before the court for trial are covered under PB138, By-law Infraction Files.

Under By-law 266-1997, this series had a total retention period of five years with a final disposition of destruction, subject to review. After the creation of the Licensing & Enforcement Division in the former Corporate Services Dept., this series was scheduled under CR185 . Following the dismantling of the Corporate Services Dept. in August of 1998, this function was transferred to the Planning and Building Dept. As of 2009 the department retention is reduced to 2 years from 5, while total retention remains 10 years.

Department Retention:	2 Years
Total Retention - Review:	10 Years

Final Disposition:	Permanent
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FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PB070 **Surveys Files**

To provide a record of licencing policies and practices in other municipalities.

MEMO:

This series includes files that contain correspondence, memoranda and copies of by-laws.

After the creation of the Licensing & Enforcement Division in the former Corporate Services Dept., this series was scheduled under CR186 . Following the dismantling of the Corporate Services Dept. in August of 1998, this function was transferred to the Planning and Building Dept.,

Department Retention:	1 Year
Total Retention - Destruction:	3 Years

Final Disposition:	Destruction
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Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A - FULLY ACCESSIBLE

PB071 **Taxi Cab Licence Index**

To provide a convenient and concise record of taxi cab licences.

MEMO:

This series includes the taxi firm's name, address and telephone number, the year, make and serial number of the cab, the date of issue for the licence and the cab licence number. The index will become superceded/obsolete after the taxi licence has lapsed.

This series originated in the Licensing and Insurance Section of the former Treasury Dept. After the creation of the Licensing & Enforcement Division in the former Corporate Services Dept., this series was scheduled under CR187 . Following the dismantling of the Corporate Services Dept. in August of 1998, this function was transferred to the Planning and Building Dept.,

Department Retention:	3 Years
Total Retention - Destruction:	7 Years

Final Disposition:	Destruction
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Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A - FULLY ACCESSIBLE



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Schedule Number **Series Title**

PB072 **Taxi Driver's Licences Index**

To provide a concise record of all taxi drivers, both licenced and unlicenced.

MEMO:
 Information collected includes the driver's name, address and telephone number, the date of issue of the licence, police slip number, the licence expire date and the driver's age. A photograph of the driver is on the reverse side of the index card. Users: Manager and Support staff Individuals in Bank: Citizens of Thunder Bay Official Responsible: Manager - Licensing & Enforcement. The index will become superceded/obsolete after the taxi driver's licence has lapsed.
 This series originated in the Licensing and Insurance Section of the former Treasury Dept. After the creation of the Licensing & Enforcement Division in the former Corporate Services Dept., this series was scheduled under CR188. Following the dismantling of the Corporate Services Dept. in August of 1998, this function was transferred to the Planning and Building Dept.,

Department Retention: 3 Years
 Total Retention - Destruction: 10 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED Final Disposition: Destruction
 FOI Designation: PIB - PERSONAL INFORMATION BANK

PB073 **Administration Files- Animal Services**

To document the operation of the Animal Control Section.

MEMO:
 This series includes general correspondence as well as documentation on policies/procedures, maintenance and purchasing. This series originated in the former Animal control Dept. After the creation of the Licensing & Enforcement Division in the former Corporate Services Dept., this series was scheduled under CR189 . Following the dismantling of the Corporate Services Dept. in August of 1998, this function was transferred to the Planning and Building Dept.,

Department Retention: 1 Year
 Total Retention - Destruction: 7 Years
 Total Retention - Review: 7 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED Final Disposition: Destruction
 FOI Designation: A* - SOME EXEMPTIONS APPLY

PB075 **Bite Reports- Animal Services**

To maintain a record of reported animal bites.

MEMO:
 This series includes a report which indicates the name, sex, age and address of the person allegedly bitten, the receipt of medical attention, the date, time and place of biting, the name, address & telephone number of the animal's owner, a description of the animal, the date and location of isolation, the 10 day release date, the name of the individual making the report, the date of completion and the initials of the inspector. One copy of the report is placed in the street files.
 This series originated in the former Animal Control Dept. After the creation of the Licensing & Enforcement Division in the former Corporate Services Dept., this series was scheduled under CR191 . Following the dismantling of the Corporate Services Dept. in August of 1998, this function was transferred to the Planning and Building Dept. Under By-law 266-1997 the total retention period for this series was ten years.

Department Retention: 5 Years
 Total Retention - Destruction: 7 Years

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number **Series Title**

PB076 **Financial Files- Animal Services**

To maintain a record of purchases and disbursements.

COPIES: Materials Management & Finance

MEMO:

This series includes files that consist of purchase orders, material received reports and petty cash documentation. This series originated in the former Animal Control Dept After the creation of the Licensing & Enforcement Division in the former Corporate Services Dept., this series was scheduled under CR192 . Following the dismantling of the Corporate Services Dept. in August of 1998, this function was transferred to the Planning and Building Dept.,

Department Retention:	2 Years
Total Retention - Destruction:	3 Years
Final Disposition:	Destruction

FOI Designation: A - FULLY ACCESSIBLE

PB077 **Incoming Animals Log- Animal Services**

To maintain a record of all animals brought into the Animal Control Pound.

Series Closed: 03-31-2000

MEMO:

This series includes each entry which indicates the log number, the date, the breed, colour, sex and age of the animal, the name and address of the individual bringing the animal to the pound and details of the disposition of the animal. Series also contains call records. This series originated in the former Animal Control Dept. After the creation of the Licensing & Enforcement Division in the former Corporate Services Dept., this series was scheduled under CR193. Following the dismantling of the Corporate Services Dept. in August of 1998, this function was transferred to the Planning and Building Dept. Under By-law 266-1997, this series had a retention of three years in the office and a total retention of five years. This information is now kept in the AMANDA System Disposition Files.

Department Retention:	2 Years
Total Retention - Destruction:	3 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PB078 **Journal Cash Sheets- Animal Services**

To record all cash receipts and to document allocation of receipts into appropriate accounts.

COPIES: Finance

MEMO:

This series originated in the former Animal Control Dept. After the creation of the Licensing & Enforcement Division in the former Corporate Services Dept., this series was scheduled under CR194. Following the dismantling of the Corporate Services Dept. in August of 1998, this function was transferred to the Planning and Building Dept. Under By-law 266-1997, this series had a total retention of five years.

Department Retention:	2 Years
Total Retention - Destruction:	3 Years
Final Disposition:	Destruction

FOI Designation: A - FULLY ACCESSIBLE



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Schedule Number Series Title

PB079 Lost & Found Animals Record and Kennel Checks- Animal Services

To maintain a record of all lost and found animals, and animals in the kennels.

MEMO:
 This series includes the record which indicates the date when the animal was lost or found, a concise description of the animal, any I.D., the location where the animal was lost/found, and the name, address and telephone number of the owner/finder. Kennel check files include information on the animal log number, the breed, gender, a collar number, where the animal was found, and a description. On Jan. 1, 2007 Kennel check files were added to this series.
 This series originated in the former Animal Control Dept. After the creation of the Licensing & Enforcement Division in the former Corporate Services Dept., this series was scheduled under CR195 . Following the dismantling of the Corporate Services Dept. in August of 1998, this function was transferred to the Planning and Building Dept. Under By-law 266-1997, this series had a retention period of two months in the office and a total retention period of three months. Dept.Retention and Total Retention was changed to 1 year on Oct. 11/05

Department Retention:	1 Year
Total Retention - Destruction:	1 Year
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PB081 Receipts- Animal Services

To serve as a record of animals received by Animal Control.

Series Closed: 12-31-2000

MEMO:
 This series includes the name, address and telephone number of the individual bringing in the animal, a concise description of the animal and details of any fees.
 This series originated in the former Animal Control Dept. After the creation of the Licensing & Enforcement Division in the former Corporate Services Dept., this series was scheduled under CR197 . Following the dismantling of the Corporate Services Dept. in August of 1998, this function was transferred to the Planning and Building Dept., This information is now maintained in the AMANDA System Disposition files

Department Retention:	3 Years
Total Retention - Destruction:	5 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PB082 Street Files- Animal Services

To maintain a record of all complaints regarding animals.

MEMO:
 This series includes the street files which contain complaints, receipts for pick up of animals and correspondence.
 This series originated in the former Animal Control Dept. After the creation of the Licensing & Enforcement Division in the former Corporate Services Dept., this series was scheduled under CR198. Following the dismantling of the Corporate Services Dept. in August of 1998, this function was transferred to the Planning and Building Dept. Under By-law 266-1997, this series a retention period of two years in the office.
 In 2006, the department retention for this series was decreased from 5 years to 2 years.

Department Retention:	2 Years
Total Retention - Destruction:	7 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number **Series Title**

PB083 **Tickets- Animal Services**

To maintain a record of tickets issued for animal by-law violations.

MEMO:
 This series includes the ticket which indicates the name and address of the owner, the relevant section of the animal by-law and the date.
 This series originated in the former Animal Control Dept. After the creation of the Licensing & Enforcement Division in the former Corporate Services Dept., this series was scheduled under CR199. Following the dismantling of the Corporate Services Dept. in August of 1998, this function was transferred to the Planning and Building Dept. Under By-law 266-1997, this series had a total retention period of three years.

Department Retention:	2 Years
Total Retention - Destruction:	2 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PB084 **Trap Records- Animal Services**

To record the issuing of traps for cats and skunks.

MEMO:
 This series includes the date, the name, address and telephone number of the borrower, the trap number, the receipt number, the amount of the deposit, the return date, the amount of the refund and the receipt number.
 After the creation of the Licensing & Enforcement Division in the former Corporate Services Dept., this series was scheduled under CR200 . Following the dismantling of the Corporate Services Dept. in August of 1998, this function was transferred to the Planning and Building Dept. Under By-law 266-1997, this series had a retention period of three years in the office and a total retention period of five years.

Department Retention:	1 Year
Total Retention - Destruction:	1 Year
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PB133.01 **Amanda System - Licensing Files- Animal Services**

To maintain a record of animals licensed within the City

This series includes License forms filled out by animal owners, which is then entered in to this system. This series supercedes former series PB074.01 Animal Control Indexing System-Dog Licenses.
 Information collected includes: Animal owner's name, address, phone number, name and description of the animal, license number and date of issue
 Users: Animal Services staff
 Individuals in Bank: Citizens of Thunder Bay
 Official Responsible: Manager-Licensing and Enforcement

Department Retention:	2 Years
Total Retention - Destruction:	3 Years
Final Disposition:	Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK



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Schedule Number Series Title

PB133.02 Amanda System - Complaints- Animal Services

To maintain a record of all complaints regarding animals, and the steps taken to investigate and resolve the complaints.

This series includes contact and property information of complainants and owners of animals, details about animals. Also contains details about actions taken by animal control officers to resolve complaints. Correspondence related to complaints is saved in the system as an attachment. Digital photos of dog bites are attached to files. This system replaces the previous Complaint Tracing System, from which records were printed and filed. Statistical reports are printed and filed in PB073 Administration Files.

Information collected includes: Names, addresses, phone numbers, of animal owners and complainants.

Users: Animal control supervisors, clerical staff, and officers

Individuals in Bank: Animal owners and complainants

Official Responsible: Supervisor, Animal Services

Department Retention: 7 Years
Total Retention - Review: 7 Years

Final Disposition: Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK

PB133.03 Amanda System - Disposition Files- Animal Services

To maintain a record of animals brought into the Animal Services Pound

This series includes the date, the breed, colour, sex and age of the animal, the name and address of the individual bringing the animal to the pound and details of the disposition of the animal. Series also contains information about what happens to each animal. This series replaces PB077 Incoming Animals Log and PB081 Receipts.

Department Retention: 2 Years
Total Retention - Destruction: 3 Years

Final Disposition: Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PB138 By-law Zoning Infraction Files and Court Files

To provide a record of zoning-related by-law infractions and court files

This series includes files covering all zoning-related by-law infractions and matters brought before the courts for trial. Files may include formal complaints, records of investigation, inspection notes, copies of letters/notices, property information, records of court actions and explanations of conclusions of investigations.

Department Retention: 5 Years
Total Retention - Review: 10 Years

Final Disposition: Permanent

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number **Series Title**

PB139 **Revenue Files - Parking Authority**

To maintain a record of revenue sources.

MEMO:

This series includes cash receipts, audits, financial statements, annual financial reports, till tapes and paid tickets.
 Prior to the 2011 By-Law this series was designated OS017 under Outside Boards.
 Prior to the 2011 By-Law this series was designated OS017 under Outside Boards.

This series previously was under Parking Authority until July 2014 and then was transferred to Licensing and Enforcement due to a reorg.

Department Retention:	1 Year
Total Retention - Review:	7 Years
Final Disposition:	Destruction

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PB140 **Lease Agreements - Parking Authority**

To maintain a record of parking lease agreements.

MEMO:

This series includes agreements on rental share and parking. These agreements will become superceded/obsolete after the expiry of the lease.
 Prior to the 2011 By-Law this series was designated OS018 under Outside Boards.

This series previously was under Parking Authority until July 2014 and then was transferred to Licensing and Enforcement due to a reorg.

Department Retention:	3 Years
Total Retention - Review:	4 Years
Final Disposition:	Destruction

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A* - SOME EXEMPTIONS APPLY

PB141 **Time Sheets - Parking Authority**

To provide a record of the number of hours worked by staff.

MEMO:

Information collected includes the employee name, number, hours/date of work and rates of pay. Users: Manager Individuals in Bank: Parking Authority Staff Official Responsible: Manager
 Prior to the 2011 By-Law this series was designated OS019 under Outside Boards.

This series previously was under Parking Authority until July 2014 and then was transferred to Licensing and Enforcement due to a reorg.

Department Retention:	1 Year
Total Retention - Destruction:	7 Years
Final Disposition:	Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK



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Schedule Number Series Title

PB142 Administration Files - Parking Authority

To serve as a record of the operation of the division.

MEMO:
This series contains correspondence with lawyers, BIA, ministries and contractors, parking meter information, hardware information, by-law information, general correspondence and minutes of meetings.
Prior to the 2011 By-Law this series was designated OS020 under Outside Boards.

This series previously was under Parking Authority until July 2014 and then was transferred to Licensing and Enforcement due to a reorg.

Department Retention:	1 Year
Total Retention - Review:	7 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

PB143 Personnel Files - Parking Authority

To maintain a record of employee-specific matters.

COPIES: Human Resources

MEMO:
This series is maintained by the manager and includes correspondence, personnel change notifications, absence reports, evaluations, performance agreements and accident reports. Information collected includes the employee name, number, SIN, address, telephone number, performance evaluations, reports on attendance and correspondence. Users: Manager Individuals in Bank: Employees - Parking Authority Official Responsible: Manager. These files will become superceded/obsolete when the employee is terminated.
Prior to the 2011 By-Law this series was designated OS021 under Outside Boards.

This series previously was under Parking Authority until July 2014 and then was transferred to Licensing and Enforcement due to a reorg.

Department Retention:	1 Year
Total Retention - Destruction:	3 Years
Final Disposition:	Destruction

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: PIB - PERSONAL INFORMATION BANK

PB144 Customer Rental & Meter Card Records - Parking Authority

To maintain a record of customer rentals and meter cards.

MEMO:
This series includes parking address, customer address, phone number and rate of rental or amount purchased on meter card.
Prior to the 2011 By-Law this series was designated OS022 under Outside Boards.

This series previously was under Parking Authority until July 2014 and then was transferred to Licensing and Enforcement due to a reorg.

Department Retention:	1 Year
Total Retention - Destruction:	3 Years
Final Disposition:	Destruction

Retention Condition: PARK - TERM PARKING RENTAL/PERMI

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED



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Schedule Number **Series Title**

PB145 **Resident Files - Parking Authority**

To maintain a record of resident permits in restricted parking areas.

MEMO:
 This series includes information on residents including address, phone number and number of vehicles. The series is filed by street alphabetically. These files will become superceded/obsolete after the parking permit has lapsed.
 Prior to the 2011 By-Law this series was designated OS023 under Outside Boards.

This series previously was under Parking Authority until July 2014 and then was transferred to Licensing and Enforcement due to a reorg.

Department Retention: 1 Year
 Total Retention - Destruction: 3 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED Final Disposition: Destruction
 FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

PB146 **Accounting Files - Parking Authority**

To maintain a record of financial transactions.

MEMO:
 This series includes vendor files, contract files, capital project files and mastercard records. These records are in hard copy but some exist on the SAP System also.
 Prior to the 2011 By-Law this series was designated OS024 under Outside Boards.

This series previously was under Parking Authority until July 2014 and then was transferred to Licensing and Enforcement due to a reorg.

Department Retention: 2 Years
 Total Retention - Review: 7 Years

Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

PB147 **Parkade Establishment (Historical) - Parking Authority**

To maintain a record of progress of parkade establishment and maintenance.

Series Closed: 12-31-1992

MEMO:
 This series includes plans, meetings, drawings, construction particulars, rehab projects and contractor contracts for both Victoria and Heart of the Harbour Parkade. These records will become superceded/obsolete after the property has been disposed of.
 Prior to the 2011 By-Law this series was designated OS025 under Outside Boards.

This series previously was under Parking Authority until July 2014 and then was transferred to Licensing and Enforcement due to a reorg.

Department Retention: 5 Years
 Total Retention - Review: 30 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED Final Disposition: Permanent
 FOI Designation: A - FULLY ACCESSIBLE



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Schedule Number	Series Title
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PB148 Parking Tickets (Electronic)

To maintain a record of parking tickets.

MEMO:

This electronic series includes records of all parking tickets issued, date and payment details. Prior to the 2011 By-Law this series was designated OS026.01 under Outside Boards.

This series previously was under Parking Authority until July 2014 and then was transferred to Licensing and Enforcement due to a reorg.

Department Retention:	5 Years
Total Retention - Destruction:	5 Years
Final Disposition:	Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

PB149 Parking Tickets

To maintain a record of parking tickets.

MEMO:

This series includes ticket stubs and computer printouts (filed by ticket number). An electronic record is also maintained. The tickets will become superceded/obsolete after they have been paid. Prior to the 2011 By-Law this series was designated OS026.02 under Outside Boards.

This series previously was under Parking Authority until July 2014 and then was transferred to Licensing and Enforcement due to a reorg.

Department Retention:	1 Year
Total Retention - Destruction:	4 Years
Final Disposition:	Destruction

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A* - SOME EXEMPTIONS APPLY

PB150 Disabled Parking Spot Permit Applications - Parking Authority

To maintain a record of all disabled parking spot permit applications

This series includes the applicant's name, address, date of birth, telephone number, vehicle licence number, model identification and the nature of the disability by the applicant's physician. The applications are organized alphabetically and are to be retained on file in the office as long as the permits are active.

Users: Parking Authority Staff

Individuals in Bank: Applicants for Disabled Parking Spots

Official Responsible: Manager - Parking Authority

Prior to the 2011 By-Law this series was designated OS040 under Outside Boards.

This series previously was under Parking Authority until July 2014 and then was transferred to Licensing and Enforcement due to a reorg.

Department Retention:	1 Year
Total Retention - Destruction:	7 Years
Final Disposition:	Destruction

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: PIB - PERSONAL INFORMATION BANK



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Schedule Number **Series Title**

PB151 **Video Surveillance Tapes - Parking Authority**

To maintain a record of the video surveillance of the Heart of the Harbour parkade

This series includes video tape recordings. Unless the recorded information is required for an investigation, it is erased after 7 days. Prior to the 2011 By-Law this series was designated OS046 under Outside Boards.

This series previously was under Parking Authority until July 2014 and then was transferred to Licensing and Enforcement due to a reorg.

Department Retention:

Total Retention - Destruction:

Final Disposition:

Destroy after 7 days

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED
