



City Manager's Office Schedule

Office of the City Manager

May 05, 2022

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Schedule Number Series Title

CM130 Committee Meeting Minutes

To record management studies analyst attendance for the City Manager at community based group meetings.

MEMO:

This series contains meeting minutes for various groups which the Management Studies Analysts attend regularly on behalf of the City, ie. Fast Forward - Information Technology Committee - Eye in the Sky Committee. These records will become superceded/obsolete when they are no longer required on a regular basis.

Department Retention: 1 Year
Total Retention - Review: 2 Years

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

CM131 Corporate Project Management Files

To serve as reference material in preparation of reports on Corporate Wide Projects.

COPIES: Electronic copies of final reports

MEMO:

This series contains background material used to prepare reports. Contents include material from other sources, industry information, best practices, performance measurement, legislation, government directives, position papers and reports compiled from other sources. These files will become superceded/obsolete when they are no longer required on a regular basis.

Department Retention: 1 Year
Total Retention - Review: 6 Years

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

CM133 Corporate Administration Issues Files

To document corporate wide administrative issues, initiatives and incentives.

MEMO:

This series includes operational reviews, reports, administrative processes, information on corporate culture and philosophy (ACT-Vision and Values), corporate strategic planning, benchmarking and performance measurement (Municipal Performance Measurement Plan), Council issues and enquiries, and the Municipal Act. Some of the information files will become superceded/obsolete when they are no longer required on a regular basis.

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

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

CM134 Department and Division Files

To compile reference material on all city departments and divisions.

MEMO:

This series contains operational reviews, memos, letters, reports, e-mail, information obtained from other sources such as Committee of the Whole meetings, or articles relevant to department/divisional operations. This series may contain background information on personnel and issues relating to departments/divisions as well as complaints from citizens, litigation, and correspondence from lawyer.

Department Retention: 1 Year
Total Retention - Review: 4 Years

Final Disposition: Permanent

FOI Designation: A* - SOME EXEMPTIONS APPLY



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CM135 Government and Administration Files

To record progress of initiatives and/or projects driven from Federal or Provincial Governments.

MEMO:
This series contains material relating to major issues driven by other levels of Governments. Contents include legislation, financing and funding correspondence, agreement documentation and some minutes. Ontario Property Assessment Corporation is included here, as well as projects shifting from provincial to municipal service delivery.

Department Retention:	1 Year
Total Retention - Review:	4 Years
Final Disposition:	Permanent

FOI Designation: A* - SOME EXEMPTIONS APPLY

CM136 Legal Opinions File

To document correspondence from city solicitor(s) on miscellaneous issues.

COPIES: some duplicates to other depts.

MEMO:
This series contains documentation of legal opinions and litigation received on miscellaneous issues dealt within departmental, corporate or council areas. (ie. licencing and enforcement, claims, insurance issues, risk assessment, accidents, environmental issues.)

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

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

CM137 Membership Files

To document membership of city/city manager in organizations & to supply info on related activities

MEMO:
This series includes meeting minutes, legislation from Association of Municipalities Ontario and other information and correspondence relating to memberships organizations.

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

FOI Designation: A - FULLY ACCESSIBLE

CM138 Office Administration Files

To document general office administration activities.

MEMO:
This series includes print orders, Mastercard purchases, accounts payable invoices, staff attendance records, telephone and photocopier service, travel, subscriptions, and membership renewals.

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

FOI Designation: A* - SOME EXEMPTIONS APPLY



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Schedule Number Series Title

CM139 Personnel Files

To record personnel at general management level and staff of City Managers Office Department

COPIES: HR

To record personnel information of General Managers, Division Managers operating under the City Manager's Office, and staff of the City Manager's Office.

MEMO:

This series includes details regarding hiring and performance of general managers, as well as human resources data on Divisional Managers and immediate staff under the City Manager. Confidential emergency contact information is also filed here. These files will become superceded/obsolete when the employees are terminated.

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

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

CM140 EMT/SMT Meeting Minutes and Background Material

To serve as the official record of senior management team minutes.

COPIES: K drive on B. Hamalainen's computer

MEMO:

This series includes agendas, minutes, outstanding lists, and other material circulated to members of the Executive Management Team. Topics may include budgets, reports and proposals, CTB finances, and various issues raised for review/discussion.

Due to an administrative change, Senior Management Team (SMT) was phased out in 2014, and Executive Management Team (EMT) was phased in. 2015 By-law added Executive Management Team (EMT) to notes and title.

Department Retention: 1 Year
Total Retention - Permanent: 6 Years

Final Disposition: Permanent

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

CM141 Community Based Issues

Serve as reference, record details regarding larger issues which often require direction re-council

MEMO:

This series may contain consultants' files, reports, memos, internal communications and minutes which document the administration of large scale issues. Issues addressed are generally those which affect the municipality atlarge (such as negotiations with First Nations, Water Supply & Casino), but may include issues generated on a smaller level. This series contain administrative records of issues raised & addressed by council. These records willbecome superceded/obsolete when they are no longer required on a regular basis.

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

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



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Schedule Number	Series Title
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CM142	Committee Files
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To document activities of various committees.

COPIES: elsewhere -i.e. clerks

MEMO:

This series contains materials related to Ad Hoc committees, boards of education committee, Chamber of Commerce, and TBayTel, as well as any other special unique committees that arise. (e.g. Waterfront committee) These files will become superceded/obsolete when they are no longer required on a regular basis.

Department Retention:	1 Year
Total Retention - Review:	6 Years

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

Final Disposition: Destruction
