



Infrastructure & Operations Schedule

Parks

May 05, 2022

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Schedule Number	Series Title
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TW291 Parks and Open Spaces Section Administrative Files

To provide information required for the administration of the Parks Division.

This series includes Division administrative files, correspondence, reports, budget files, and confidential files. This series contains records previously administered as CS116, CS165, CS166, CS171

The Parks Division was moved from Community Services to Infrastructure & Operations in 2011

Title changed under 2017 By-law from "Parks and Open Spaces Section Administrative Files" to "Parks and Open Spaces Section Administrative Files"

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

Retention Condition: COMPL - AFTER COMPLETION

Final Disposition: Permanent

FOI Designation: A* - SOME EXEMPTIONS APPLY

TW292 Parks and Open Spaces Section Personnel Records

To maintain employee records for all Parks Division personnel.

Information collected includes: recruitment and hiring documentation, work history, attendance records, performance evaluation

Users: Parks Division administrative staff

Individuals in Bank: Parks Division employees

Official Responsible: Manager, Parks Division

This series contains recruitment and hiring documentation, work history, attendance records, and performance evaluations. The file becomes closed when the employee leaves Parks Division.

The Parks Division was moved from Community Services to Infrastructure & Operations in 2011

Title changed under 2017 By-law from "Parks Division Personnel Records" to "Parks and Open Spaces Section Personnel Records"

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

Retention Condition: CLOSE - UNTIL CLOSED

Final Disposition: Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK

TW293 Parks South Operations Administrative Files

To provide information required for the administration of the Parks South operations.

This series includes Parks South administrative files, correspondence, reports, Chippewa Park operations, budget files, and accident/incident reports.

The Parks Division was moved from Community Services to Infrastructure & Operations in 2011.

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

Retention Condition: CLOSE - UNTIL CLOSED

Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY



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TW294 Parks North Operations Administrative Files

To provide information required for the administration of the Parks North operations.

This series includes Parks North administrative files, correspondence, reports, Marina operations, budget files, and accident/incident reports. This series contains records previously administered as CS201.

The Parks Division was moved from Community Services to Infrastructure & Operations in 2011.

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

Retention Condition: CLOSE - UNTIL CLOSED

Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

TW295 Cemetery Administrative Files

To provide information required for the administration of Cemetery Operations.

This series includes Cemetery administrative files, correspondence, budget files, and accident/incident reports. This series contains records previously administered as CS175 and CS177.

The Parks Division was moved from Community Services to Infrastructure & Operations in 2011.

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

Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

TW296 Cemetery Burial Records

To provide a record of burials and lot ownership.

This series includes burial files, interment files, pre-need registers, applications, ownership files, and other records of Cemetery operations. Some records will be retained permanently in the Cemetery Office. Some records contain personal information and will require an FOI request for access. This series contains records previously administered as: CS173, CS174, CS176, CS180, CS181, CS182, CS183, CS184, CS185, CS186, CS187, CS487, CS488, CS489.

The Parks Division was moved from Community Services to Infrastructure & Operations in 2011.

Department Retention:	5 Years
Total Retention - Permanent:	15 Years

Final Disposition: Permanent

FOI Designation: A* - SOME EXEMPTIONS APPLY

TW297 Forestry Administrative Files

To provide information required for the administration of Forestry Operations.

This series includes Forestry administrative files, correspondence, reports, budget files, and accident/incident reports. This series contains records previously administered as CS476 and CS477.

The Parks Division was moved from Community Services to Infrastructure & Operations in 2011.

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

Final Disposition: Destruction

Retention Condition: CLOSE - UNTIL CLOSED

FOI Designation: A* - SOME EXEMPTIONS APPLY



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TW298 Horticulture Administrative Files

To provide information required for the administration of Horticulture operations.

This series includes Horticulture administrative files, Conservatory files, correspondence, reports, budget files, and accident/incident reports.

The Parks Division was moved from Community Services to Infrastructure & Operations in 2011.

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

Retention Condition: CLOSE - UNTIL CLOSED

Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY

TW299 Parks Services Administrative Files

To provide information required for the administration of Parks Services operations.

This series includes Parks Services administrative files, sports schedules, correspondence, reports, budget files, new parks, trail development, parks drawings, maps, plans, specifications, and park development planning. All original parks drawings should be kept permanently. This series includes records previously administered as CS154, CS156, CS164, CS169, CS492, CS493.

The Parks Division was moved from Community Services to Infrastructure & Operations in 2011.

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

Retention Condition: CLOSE - UNTIL CLOSED

Final Disposition: Destruction

FOI Designation: A - FULLY ACCESSIBLE

TW314 Golf Course Administrative Files

To provide a record of the administration of the city owned golf courses.

MEMO:
This series includes committee minutes, records relating to tournaments, organization/planning, bookings, improvements and reserve fund, financial correspondence, user fee, merchandise, drafts, correspondence and policy development. This series was previously retained in the Facility Enterprises Division & moved March 17/04 to Administration Community Services. On March 3, 2005 this series was moved to the newly established Golf division.

Prior to the 2016 Bylaw this series belonged to a separate Golf Division.

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

Final Disposition: Destruction

FOI Designation: A* - SOME EXEMPTIONS APPLY