



# Development and Emergency Services Schedule

## Planning Services

May 05, 2022

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Schedule Number	Series Title
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**PB008 Administration Files- Committee of Adjustment**

**To maintain a record of the operation of the Committee of Adjustment.**

**MEMO:**

This series consists of subject files which deal with routine administrative matters as well as budgets, policies/procedures and contacts with associations and Provincial Government agencies.

Department Retention:	5 Years
Total Retention - Review:	7 Years
Final Disposition:	Destruction

FOI Designation: A\* - SOME EXEMPTIONS APPLY

**PB009 Application Files- Committee of Adjustment**

**To maintain a record of applications for minor variances and consents.**

**MEMO:**

This series consists of completed applications, lists of property owners affected by proposed by-law changes, lists of persons and agencies to whom notices of hearing have been delivered, notices of hearings, maps, correspondence, memoranda, decisions, copies of O.M.B. decisions, copies of O.M.B. orders, and copies of O.M.B. appointments for hearings.

Department Retention:	4 Years
Total Retention - Permanent:	10 Years
Final Disposition:	Permanent

FOI Designation: A\* - SOME EXEMPTIONS APPLY

**PB010 Applications Log - Property Descriptions-Committee of Adjustment**

**To serve as a cross reference and to expedite the retrieval of application files.**

**MEMO:**

This series consists of a log, with each entry indicating a property legal description and the application number. The entries are arranged by ward and legal description.

Department Retention:	
Total Retention - Permanent:	
Final Disposition:	Permanent In Office

FOI Designation: A - FULLY ACCESSIBLE

**PB011 Application Numbers Log - Committee of Adjustment**

**To record assigned application numbers.**

**MEMO:**

This series consists of entries which indicate the application number, the date of receipt, the applicant's name and the ward.

Department Retention:	
Total Retention - Permanent:	
Final Disposition:	Permanent In Office

FOI Designation: A - FULLY ACCESSIBLE



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**PB012                      Minor Variance Decisions - Committee of Adjustment**

**To maintain a record of the Committee's decisions on minor variances.**

MEMO:  
 COPIES: Application Files  
 This series consists of Committee decisions on minor variances.

Department Retention:	
Total Retention - Permanent:	
Final Disposition:	Permanent In Office

FOI Designation:      A - FULLY ACCESSIBLE

**PB013                      Minutes - Committee of Adjustment**

**To provide a record of the deliberations and decisions of the Committee of Adjustment.**

MEMO:  
 This series consists of minutes of the Committee of Adjustment.

Department Retention:	7 Years
Total Retention - Permanent:	10 Years
Final Disposition:	Permanent

FOI Designation:      A - FULLY ACCESSIBLE

**PB014                      Aerial Photographs**

**To serve as a reference and to produce contour maps.**

MEMO:  
 This series consists of aerial photographs with a scale of approximately 1:10,000. The aerial photographs are organized by flight line number and photograph number.

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

FOI Designation:      A - FULLY ACCESSIBLE

**PB015                      Drawing Number Reference Books**

**To provide a comprehensive listing of all drawings.**

MEMO:  
 This series consists of books which indicate the number, size and description of each drawing. These records will become superseded/obsolete when the volume is complete.

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

Retention Condition:    RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation:      A - FULLY ACCESSIBLE

Final Disposition:      Permanent



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**PB016**                      **Highway Plans**

**To maintain a record of all property in the City which is owned by the Ministry of Transportation.**

MEMO:  
This series consists of highway plans which are produced in various scales. These plans will become superceded/obsolete after they have been digitized.

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

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

**PB017**                      **L Sheets**

**To serve as an illustrative background in the preparation of Council agendas.**

MEMO:  
This series consists of L sheets which cover subjects such as zoning by-law amendments, statements of approval, subdivision plans, official plan amendments, hazard line locations, hazard zones, condominium proposals and severances.

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

Final Disposition:                      Permanent

FOI Designation:                      A - FULLY ACCESSIBLE

**PB018**                      **Property Maps**

**To provide a record of lot numbers and plan numbers.**

MEMO:  
This series consists of maps produced in a scale of 1:5,000 & 1:2,000. The maps are arranged by ward and sheet number. These maps will become superceded/obsolete after they have been digitized.

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

Final Disposition:                      Permanent

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

**PB019**                      **Reference Plans**

**To provide technical information regarding properties and to update base maps.**

MEMO:  
This series consists of reference plans of surveys of lots and surveyors' certificates. The plans are arranged by ward and plan number.

Department Retention:  
Total Retention - Permanent:

Final Disposition:                      Permanent In Office

FOI Designation:                      A - FULLY ACCESSIBLE



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**Schedule Number**      **Series Title**

**PB020**                      **Registered Plans**

**To provide technical information regarding properties and to update base maps.**

MEMO:  
This series consists of registered plans, which have been produced in various scales, indicating the locations and dimensions of lots.

Department Retention:  
Total Retention - Permanent:

Final Disposition:                      Permanent In Office

FOI Designation:      A - FULLY ACCESSIBLE

**PB022**                      **Street Name Files**

**To document the process of naming streets.**

MEMO:  
This series consists of memoranda, correspondence, maps and plans.

Department Retention:  
Total Retention - Permanent:

Final Disposition:                      Permanent In Office

FOI Designation:      A - FULLY ACCESSIBLE

**PB023**                      **Topographical Maps (Acetate Copies)**

**To provide a record of contours and elevations in the City.**

MEMO:  
This series consists of acetate copies of topographical maps and are produced in a scale of 1:5,000. These maps will become superceded/obsolete when they are no longer required on a regular basis.

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

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

FOI Designation:      A - FULLY ACCESSIBLE

**PB024**                      **Topographical Maps (1:2000)**

**To provide a record of contours and elevations in the City.**

MEMO:  
These maps will become superceded/obsolete when they are no longer required on a regular basis.

Department Retention:                      1 Year  
Total Retention - Permanent:                      5 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**

**PB025**                      **Zoning Maps**

**To provide a record of all zoning areas in the City.**

MEMO:

This series consists of zoning maps produced in a scale of 1:5,000. These maps will become superceded/obsolete after re-zoning of the area in question has taken place.

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

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

**PB026**                      **Development Agreement Files**

**To maintain a record of all zoning amendments resulting other than from subdivisions.**

MEMO:

This series includes agreements, plans, correspondence and copies of by-laws.

Department Retention:                      10 Years  
Total Retention - Permanent:            20 Years

FOI Designation:                      A\* - SOME EXEMPTIONS APPLY                      Final Disposition:                      Permanent

**PB027**                      **Interim Control By-law Files**

**To record steps for building permit denials & planning approvals pending completion of studies.**

MEMO:

This series consists of files which contain memoranda, correspondence, copies of petitions, reports, copies of by-laws, plans, copies of deeds/land transfers and notices of appeals.

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

FOI Designation:                      A\* - SOME EXEMPTIONS APPLY                      Final Disposition:                      Permanent

**PB028**                      **Master Index - Site Specific Correspondence**

**To serve as an index to all Site Specific correspondence & to related records in other series.**

MEMO:

This series consists of an index which lists the legal description of the property, the applicant's name, the file number and the decision.

Department Retention:  
Total Retention - Permanent:

FOI Designation:                      A\* - SOME EXEMPTIONS APPLY                      Final Disposition:                      Permanent In Office



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**Schedule Number**      **Series Title**

**PB029**                      **Miscellaneous Notification Agreements**

**To serve as a record of various types of notices provided to prospective purchasers of severed lots**

MEMO:  
This series includes memoranda, correspondence, copies of by-laws, copies of agreements, copies of resolutions, copies of deeds/land transfers, reports, plans and Committee of Adjustment decisions; also includes Noise Notification agreements which were previously retained in PB030.

Department Retention:                      10 Years  
Total Retention - Permanent:            20 Years  
  
Final Disposition:                            Permanent

FOI Designation:      A\* - SOME EXEMPTIONS APPLY

**PB030**                      **Noise Notification Agreements Files**

**To document the creation of noise notification agreements.**

**Series Closed: 08-31-2005**

MEMO:  
This series includes memoranda, correspondence, copies of by-laws, plans, copies of agreements, copies of deeds/land transfers, copies of Committee of Adjustment applications and decisions.

Department Retention:                      10 Years  
Total Retention - Permanent:            20 Years  
  
Final Disposition:                            Permanent

FOI Designation:      A\* - SOME EXEMPTIONS APPLY

**PB031**                      **Severance Activity Index**

**To provide a concise record of severance activity in the McIntyre and Neebing Wards.**

MEMO:  
The index consists of colour-coded property maps as well as listings of application numbers, legal descriptions, dates of decisions, dates of lapses, dates when conditions were met and descriptions of the severed parcels.

Department Retention:                      10 Years  
Total Retention - Permanent:            20 Years  
  
Final Disposition:                            Permanent In Office

FOI Designation:      A\* - SOME EXEMPTIONS APPLY

**PB032**                      **Site Plan Control Files**

**To record the establishment & control of buffers between new developments and existing properties.**

MEMO:  
This series includes memoranda, plans, site plan agreements, correspondence, copies of designation by-laws, copies of execution by-laws and working papers.

Department Retention:                      10 Years  
Total Retention - Permanent:            30 Years  
  
Final Disposition:                            Permanent

FOI Designation:      A\* - SOME EXEMPTIONS APPLY



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**PB033                      Site Specific Correspondence Files**

**To provide a record of general activity regarding particular properties.**

MEMO:

This series consists of correspondence, plans, memoranda, reports, zoning amendment applications and working papers.

Department Retention:	25 Years
Total Retention - Permanent:	50 Years

Final Disposition:	Permanent
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FOI Designation:      A\* - SOME EXEMPTIONS APPLY

**PB034                      Site Specific Files - Miscellaneous**

**To serve as a record of general activity on particular subjects involving property development.**

MEMO:

This series includes reports, memoranda, correspondence, working papers and copies of by-laws.

Department Retention:	20 Years
Total Retention - Permanent:	30 Years

Final Disposition:	Permanent
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FOI Designation:      A\* - SOME EXEMPTIONS APPLY

**PB035                      Statement of Approval Files**

**To document City Council's approval of additional severances.**

**Series Closed: 02-21-2005**

MEMO:

This series includes correspondence, memoranda, working papers, plans, sketches, copies of Council resolutions, reports, Committee of Adjustment decisions, copies of applications for consent, copies of agreements and copies of by-laws.

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

Final Disposition:	Permanent
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FOI Designation:      A\* - SOME EXEMPTIONS APPLY

**PB036                      Subdivision Agreements**

**To maintain a record of approved subdivision agreements.**

MEMO:

This series in addition to the agreements, includes plans, specifications, Engineering and subdivision standards and copies of executing by-laws.

Department Retention:	15 Years
Total Retention - Permanent:	30 Years

Final Disposition:	Permanent
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FOI Designation:      A\* - SOME EXEMPTIONS APPLY



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**Schedule Number**      **Series Title**

**PB037**                      **Subdivisions Files**

**To document the granting of approvals for the development of subdivisions.**

MEMO:

The files contain correspondence, memoranda, newspaper clippings, plans, subdivision agreements, copies of by-laws, reports, copies of questionnaires, copies of Council resolutions and copies of committee minutes.

Department Retention:	15 Years
Total Retention - Permanent:	30 Years
Final Disposition:	Permanent

FOI Designation:      A\* - SOME EXEMPTIONS APPLY

**PB038**                      **Zoning By-Law Amendment Files**

**To document the zoning by-law amendment process.**

MEMO:

This series consists of correspondence, plans, memoranda, copies of by-laws, reports, copies of resolutions, councillor enquiry report forms, lists of property owners, copies of notices of objections to by-laws, copies of declarations, drafts of by-laws, official plan amendments, copies of deeds/land transfers and applications for zoning amendments.

Department Retention:	5 Years
Total Retention - Permanent:	25 Years
Final Disposition:	Permanent

FOI Designation:      A\* - SOME EXEMPTIONS APPLY

**PB040**                      **Manager's Office Files**

**To maintain a record of the operation of the Long Range Planning Section.**

MEMO:

This series includes reports, memoranda, correspondence, personnel files, financial records and working papers. These files will become superceded/obsolete when they are no longer required on a regular basis.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation:      A\* - SOME EXEMPTIONS APPLY

**PB041**                      **Official Plan Project Report Files**

**To provide a record of various projects relating to the Official Plan.**

MEMO:

This series consists of files which contain memoranda, copies of Council resolutions, plans, reports, correspondence and working papers. These files will become superceded/obsolete when the project has been completed.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation:      A\* - SOME EXEMPTIONS APPLY

Final Disposition:      Permanent





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**PB042                      Planning Photographs**

**To provide illustrative background for planning reports and presentations.**

MEMO:  
 This series consists of photographs which depict buildings, streets and the harbour. These photographs will become superceded/obsolete when they are no longer required on a regular basis.

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

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

**PB043                      Rental Housing Program Files**

**To provide a record of the administration of the Rental Housing Protection Act.**

MEMO:  
 This series consists of files which contain memoranda, correspondence, reports, working papers, plans, copies of by-laws and copies of regulations.

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

FOI Designation: A* - SOME EXEMPTIONS APPLY	Final Disposition: Permanent
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**PB044                      Slide Library**

**To provide illustrative background for planning reports and presentations.**

MEMO:  
 This series consists of slides which cover subjects such as maps, aerial photographs, diagrams and various developments in the City. These slides will become superceded/obsolete when they are no longer required on a regular basis.

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

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

**PB045                      File Index**

**To serve as an index to files held by the Current Planning Section.**

MEMO:  
 This series consists of an Index which covers many categories of records held by the Current Planning Section including zoning files, subdivision files, splits files, site plan control files, zoning by-law amendment files, zoning and official plan amendments, environmental assessment, Planning Act, statements of approval, noise notification agreements, Development changes Act, site specific subject matter, development agreements, condominiums, official plan amendments, official plans, projects and the Rental Housing Protection Act.

Department Retention:	Total Retention - Permanent:
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FOI Designation: A - FULLY ACCESSIBLE	Final Disposition: Permanent In Office
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**Schedule Number**      **Series Title**

**PB046**                      **File Index (Miscellaneous)**

**To serve as an index to the miscellaneous files in the Planning Division.**

MEMO:

This series consists of an index which covers a wide range of categories of files including accommodation and housing, general planning, urban renewal, by-laws, planning administration, base maps and the urban service area, statistics, utilities and services, transportation and schools.

Department Retention:  
Total Retention - Permanent:

Final Disposition:                      Permanent In Office

FOI Designation:      A - FULLY ACCESSIBLE

**PB047**                      **Summary of Development Activity**

**To serve as an index to site specific control files.**

MEMO:

This series consists of a summary which indicates the site specific control file number, the legal description, the applicant's name, the file number and the decision.

Department Retention:  
Total Retention - Permanent:

Final Disposition:                      Permanent In Office

FOI Designation:      A - FULLY ACCESSIBLE

**PB118**                      **Development Changes Act By-law Files**

**To serve as a record of development changes**

This series includes reports, correspondence, copies of by-laws, agreements and land titles instruments relating to the Development changes Act and development changes related to specific lands.

Department Retention:                      5 Years  
Total Retention - Review:                      25 Years

Final Disposition:                      Destruction

FOI Designation:      A - FULLY ACCESSIBLE

**PB152**                      **Digital Parcel Mapping Files**

**To Provide a record of the original Digital Parcel Mapping project.**

This series consists of 269 "wallets" from the original Digital Parcel Mapping project. Each wallet (DPM block or Teranet block) consists of original property identification number (PIN), legal descriptions, ownership and assessment information, original maps, reference plans, highway plans, plans of subdivision, sketches, and other such data which was used to establish property division boundaries, legal descriptions, etc. This was a joint project between the City of Thunder Bay, Thunder Bay Telephone, and Teranet.

This series is closed for transfers as of August 2012, and new information is stored electronically.

Department Retention:                      1 Year  
Total Retention - Review:                      30 Years

Final Disposition:                      Permanent

FOI Designation:      A\* - SOME EXEMPTIONS APPLY