



Development and Emergency Services Schedule

Planning Services

October 31, 2018

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Schedule Number	Series Title
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PB008	Administration Files- Committee of Adjustment
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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: 7 Years

Final Disposition: Destruction

Archives Review

FOI Designation: A* - SOME EXEMPTIONS APPLY

PB009	Application Files- Committee of Adjustment
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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: 10 Years

Final Disposition: Permanent

FOI Designation: A* - SOME EXEMPTIONS APPLY

PB010	Applications Log - Property Descriptions-Committee of Adjustment
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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:

Final Disposition: Permanent In Office

FOI Designation: A - FULLY ACCESSIBLE

PB011	Application Numbers Log - Committee of Adjustment
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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:

Final Disposition: Permanent In Office

FOI Designation: A - FULLY ACCESSIBLE



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Schedule Number Series Title

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:

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: 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: 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 superceded/obsolete when the volume is complete.

Department Retention: 5 Years
Total Retention: 5 Years

Final Disposition: Permanent

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A - FULLY ACCESSIBLE



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Schedule Number Series Title

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: 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: 5 Years

Final Disposition: Permanent

FOI Designation: A - FULLY ACCESSIBLE

Archives Review

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: 5 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Permanent

FOI Designation: A - FULLY ACCESSIBLE

Archives Review

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:

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:
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:
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: 5 Years
Final Disposition: Permanent

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

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: 5 Years
Final Disposition: Permanent

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A - FULLY ACCESSIBLE

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: 5 Years
Final Disposition: Permanent

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A - FULLY ACCESSIBLE



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Schedule Number Series Title

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: 20 Years

Final Disposition: Permanent

FOI Designation: A* - SOME EXEMPTIONS APPLY

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: 10 Years

Final Disposition: Permanent

FOI Designation: A* - SOME EXEMPTIONS APPLY

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:

Final Disposition: Permanent In Office

FOI Designation: A* - SOME EXEMPTIONS APPLY

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: 20 Years

Final Disposition: Permanent

FOI Designation: A* - SOME EXEMPTIONS APPLY



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Schedule Number Series Title

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:	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:	
Total Retention:	
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:	30 Years
Final Disposition:	Permanent

FOI Designation: A* - SOME EXEMPTIONS APPLY

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:	50 Years
Final Disposition:	Permanent

FOI Designation: A* - SOME EXEMPTIONS APPLY



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Schedule Number Series Title

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:	30 Years
Final Disposition:	Permanent

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:	5 Years
Final Disposition:	Permanent

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:	30 Years
Final Disposition:	Permanent

FOI Designation: A* - SOME EXEMPTIONS APPLY

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:	30 Years
Final Disposition:	Permanent

FOI Designation: A* - SOME EXEMPTIONS APPLY



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Schedule Number Series Title

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:	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 superseded/obsolete when they are no longer required on a regular basis.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A* - SOME EXEMPTIONS APPLY

Archives Review

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 superseded/obsolete when the project has been completed.

Department Retention:	5 Years
Total Retention:	15 Years
Final Disposition:	Permanent

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A* - SOME EXEMPTIONS APPLY

Archives Review

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 superseded/obsolete when they are no longer required on a regular basis.

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

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation: A - FULLY ACCESSIBLE

Archives Review



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Schedule Number Series Title

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:	7 Years
Final Disposition:	Permanent <i>Archives Review</i>

FOI Designation: A* - SOME EXEMPTIONS APPLY

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:	7 Years
Final Disposition:	Permanent <i>Archives Review</i>

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

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:	
Final Disposition:	Permanent In Office

FOI Designation: A - FULLY ACCESSIBLE

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:	
Final Disposition:	Permanent In Office

FOI Designation: A - FULLY ACCESSIBLE



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Schedule Number Series Title

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:

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: 25 Years

Final Disposition: Destruction
Archives Review

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: 30 Years

Final Disposition: Permanent
Archives Review

FOI Designation: A* - SOME EXEMPTIONS APPLY